# RULES AND REGULATIONS

(Revised 6/24/16)

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# GREENBRIAR AT WHITTINGHAM COMMUNITY ASSOCIATION, INC.

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# **INTRODUCTION**

Greenbriar homeowners are subject to applicable WHOA rules <u>and</u> all Greenbriar rules. It is the homeowner's responsibility to know the rules. Greenbriar homeowners must also understand that because WHOA and Greenbriar are two separate associations, that approval from one does not constitute approval from both. Often approval must be obtained from <u>both</u> associations and it is the homeowner's responsibility to do so.

## ABBREVIATIONS CONTAINED HEREIN:

- GWCA Greenbriar at Whittingham Community Association
- SRC Site Review Committee, formerly part of the Covenants Committee
- HVAC Heating, Ventilating and Air Conditioning
- WHOA Whittingham Homeowners Association

## GREENBRIAR AT WHITTINGHAM COMMUNITY ASSOCIATION, INC.

## **RULES AND REGULATIONS**

#### I. <u>Description of Associations</u>

#### **GREENBRIAR AT WHITTINGHAM COMMUNITY ASSOCIATION, INC.**

Greenbriar at Whittingham Community Association, Inc. ("Greenbriar") is responsible for management and operation of the community and is responsible to maintain all common property owned by Greenbriar. Greenbriar is separate and independent and, as a separate entity, has its own Declaration, By-Laws and Rules and Regulations ("Governing Documents"). All Greenbriar homeowners are members of Greenbriar and contribute to Greenbriar's common expenses. All homes within Greenbriar are subject to Greenbriar's Governing Documents.

. As members of WHOA, Greenbriar homeowners are also subject to WHOA's Declaration, By-Laws, and Rules and Regulations in addition to the Greenbriar Governing Documents. Greenbriar Homeowners also contribute to WHOA's common expenses.

#### WHITTINGHAM HOMEOWNERS ASSOCIATION, INC.

WHOA is a separate entity from Greenbriar and is responsible for all common property owned by WHOA including the pool, Towne Centre, tennis courts, and other recreational activities. All Greenbriar homeowners and Village I/Whittingham homeowners are members of WHOA and contribute to these common expenses. WHOA is also responsible for certain maintenance and other obligations relating solely to the Village I/Whittingham homes; those obligations are paid for using funds collected from the Village I/Whittingham homeowners only. WHOA is also responsible for Security.

All homes within WHOA are subject to WHOA rules and regulations as well as the WHOA Declaration and Bylaws. This means that Greenbriar homeowners are subject to WHOA rules and regulations in addition to Greenbriar rules and regulations. Greenbriar homeowners should review the WHOA rules and regulations for further information.

#### II. <u>AUTHORITY</u>

In order to preserve the character of the Greenbriar community and protect the value of your home, your property is subject to certain restrictions, covenants, and rules.

These Rules and Regulations are established pursuant to the Declaration of Covenants, Easements and Restrictions and By-Laws.

## III. <u>CONFLICTS</u>

These Rules and Regulations are to be applied in a manner consistent of the Governing Documents. Where there exists an apparent conflict in the intent and meaning of any rule, the language and meaning of the Greenbriar Declaration shall control.

## IV. RULES AND REGULATIONS OF GREENBRIAR AT WHITTINGHAM

## **AGE RESTRICTIONS - GUESTS**

Visitor occupants of any age shall be permitted to visit up to four weeks during any six-month period of any year or a maximum of eight weeks in any twelve-month period.

Exception to the age restrictions may be granted to a visitor who is the primary caretaker for a physically or mentally challenged person.

## AGE RESTRICTIONS – PERMANENT RESIDENTS

At least one permanent resident of a Home must be at least 55 years of age or older and all other permanent residents of a Home must be at least 48 years of age or older.

Exception to the age restrictions may be granted to a resident who is the primary caretaker for a physically or mentally challenged person.

## AIRING OR DRYING LINES

The airing of any type of laundry, including but not limited to bedding, towels, and clothing is prohibited on the exterior of any home.

## ALTERNATIVE DISPUTE RESOLUTION (ADR)

In accordance with <u>N.J.S.A.</u> 45:22-44( c), the Association shall provide a fair and efficient procedure for the resolution of disputes between individual homeowners and the Association, and between homeowners, which shall be readily available as an alternative to litigation. A procedure for the resolution of disputes through ADR has been established. A full description of the process can be found in Resolution No. GWCA 2010-08 found behind the "Resolution" tab.

#### ATTIC FANS

Attic fans are permitted with prior written approval of the Site Review Committee (SRC). An attic fan must be installed by a licensed electrician and be UL Approved. The fan apparatus must be placed on the roof in the rear of the attic, not facing the street and shall not extend above the roof plane more than eight inches.

#### **AUTO REPAIRS**

The repair or maintenance of any motor vehicle is prohibited on the **streets and common property parking lots of the community except for** minor emergency road service such as changing a flat tire or recharging a battery.

#### **BARBECUE GRILLS**

Barbecue grills will also be permitted on patios without prior written approval. Barbecue grills must be covered when not in use, with only materials specifically designated for such purpose.

#### **BASINS (PONDS)**

Sport fishing is permitted by residents only in the Chichester Pond in the area of the gazebo. Sport fishermen are required to return each catch immediately to the basin. Removal of fish from the basin for any other purpose is prohibited. Any use of the basin for other than sport fishing is also prohibited. Fishing may be enjoyed from the shoreline only. Management has the right to enforcement for safety issues.

#### **BIRD BATHS, BIRD FEEDERS AND BIRD HOUSES**

Bird baths and bird feeders are prohibited for health reasons. Non-compliance in the past will not be grandfathered. Bird houses must be installed in deciduous trees, and they must be constructed of unpainted natural cedar or redwood. They also must be limited in size to 8.5 inches in length by 6 inches in width and 12 inches in height.

#### **BURNING**

Burning of any material or trash anywhere in the community is prohibited.

#### COMMERCIAL USES

No home or unit shall be used for any purpose other than as a private residence.

#### **COMMERCIAL VEHICLES**

No commercial vehicles may park overnight and no boats, trailers, campers, mobile homes, or trucks may be parked on any part of the property except (a) in areas specifically designated for such purpose by the Association; and (b) for those vehicles temporarily on the property for purposes of servicing the property itself or one of the homes

Commercial vehicles include those motor vehicles that are actually utilized for commercial purposes or bear any visible signs or advertising (except license plates) denoting a commercial enterprise, whether utilized for such purposes or not.

#### **COMMON PROPERTY USE**

The placing of any personal articles, decorations, grass clippings, compost piles, trash, plantings or any kind of structure or thing upon the common property of the Association, without the prior written approval of the Board of Directors is prohibited.

#### **CONDUCT OF RESIDENTS AND GUESTS**

A homeowner shall remain responsible for his home even if the home is occupied by others. Accordingly, a homeowner shall be responsible for the conduct of residents, visitor occupants, and guests. Residents, visitor occupants, and guests are bound to comply with all Greenbriar rules and regulations while within Greenbriar and the WHOA rules and regulations while on WHOA property. Any violation of the rules and regulations by residents, visitor occupants, or guests shall be deemed violations by the homeowner.

#### **DECKS & PATIOS**

Homeowners shall not build a new, or alter an existing, patio or deck without prior written approval of the SRC.

The maximum size of a patio or deck is determined by the size of the property and the distance from the back of the house to the rear and side yard property line. (See the "Patio and Deck Standards" attached hereto at Page 25 for the allowable size and restrictions for patios and decks.)

The Modification Application should include the materials to be used (such as exposed concrete, stone or concrete blocks for patios, and waterproof, treated wood, cedar, or fabricated structural vinyl material for decks). The deck plans should show railings, steps, landing pad, foundations, and connections to house, member sizes, and spacing, as well as dimensional location of the addition relative to the house.

#### Fencing Around Decks and Patios

Open fences and living fences around patios and decks are permitted with prior written approval of the SRC. Open fences shall be no more than 8 feet in height. A fence is considered "open" if the deck or patio remains visible from the outside. The open fence must be within allowed deck or patio dimensions. Material must be wood, synthetic,

or metal. Living fences may consist of hedges or closely-spaced bushes installed around a patio or deck for privacy and, at full maturity, shall not exceed 8 feet in height from the level of the patio or deck. Homeowners must maintain all fencing in good condition. Should a homeowner require additional height, for privacy or any other reason, an application must be submitted to the GWCA Board for approval.

#### **DECORATIVE ITEMS AT FRONT ENTRY OF HOME**

Decorative articles may be placed on the front door entry frame of any home provided that such placement is within three feet of the front door and does not create a tripping or other safety hazard.

## **DIGGING**

All members are required to seek guidance from a qualified contractor to ensure that the grading of the lot is such that surface water drainage is not severely compromised once the project is complete. This may entail the Association's engineer being involved, or at least overseeing and approving the lot enhancement submitted by a member, at member's expense. This is to ensure that what occurs on one lot does not severely compromise other lots in the adjacent area. Further, once the lot enhancement is complete, the member is forever responsible for that lot enhancement and any negative effects to either the Association or other property will be member's sole responsibility to remedy.

Prior to digging, the homeowner or the homeowner's contractor must call the appropriate utilities and request that markouts be made on the lot.

#### DOOR KNOCKERS

Door knockers may be installed on exterior doorways provided they consist of brass or matte black metal.

#### **DUMPSTERS/PODS**

Temporary trailers, containers, or dumpsters (collectively, "Dumpsters") shall not be placed on a driveway or any other place in the community except with prior written approval of the SRC. If prior written approval is given by the SRC, a Certificate of Insurance, showing comprehensive general liability coverage of not less than one million dollars for a single incident and workers' compensation at statutory levels, must be provided by the party placing and/or removing a dumpster.

The Dumpster shall be placed only in the owner's driveway.

Approval shall be limited to seven working days. An extension may be obtained on prior written approval from the SRC.

#### **ELECTION PROCEDURES**

Campaigning and election procedures are outlined in Resolution GWCA 1999-0001 found behind the "Resolution" tab.

#### EXTERIOR DISPLAYS

No items shall be hung, painted or displayed on the outside of the windows, doors, or other outside surface with the exception of holiday decorations, signs in accordance with Resolution WHOA 2015-011 and the American Flag and related patriotic displays (See Flags at page 11.) (See Holiday Decorations at page 13.)

#### **EXTERIOR ELECTRICAL OUTLETS**

A single or double outlet may be installed on any exterior wall of a home. Electrical outlets must be UL Approved and must be installed by a licensed electrician.

#### EXTERIOR LIGHTS

Exterior lights should be any standard UL approved Lantern style. The colors permitted are: white, black, verdigris, brass or color to blend with siding. Lights may be made of metal or composite. The carriage lights on the sides of the garage must be of the same style and color. All fixtures should be surface mounted in the existing locations only.

#### **EXTERIOR MODIFICATIONS**

All changes and modifications (with the exception of those which are expressly set forth below) to the exterior of a home or lot require prior written approval by the SRC. This includes, but is not limited to, any alterations, changes, replacements or improvements to the exterior color scheme, window or door alterations, additions to roofs (such as fans, skylights, tube lights) storm doors, fireplace chimneys, window boxes, exterior lighting fixtures, landscaping, mailbox and mailbox posts. All changes and modifications require prior written approval even if an identical change or modification has been approved and installed elsewhere in the community.

Replacements, maintenance, and modifications to the exterior of any home (such as window or door replacement, painting, exterior fireplace chimneys, etc.) shall be done so as to match the existing materials and finish of the house.

The following exterior modifications do <u>not</u> require prior written approval providing they are made in the manner described:

- Flowerpots, hanging plants and planters which are two feet or less in any dimension provided they contain well-maintained plants and/or flowers during the growing season and are placed on the home or lot.

- Outdoor ornaments which are placed in the landscaped planting beds in the front, sides, and rear of the house and at patios and which meet the following requirements. Ornaments, including any statuary, stands, benches, posts, or other attachments, may not exceed 2 feet in height, width, or depth. No more than a total of five ornaments are allowed in the front landscaping beds. No more than one of the following ornaments per lot are permitted: mobiles, pinwheels, air sacks, rotating weather vanes, and windmills.

#### **Application For Modification**

The application form is available at the Management office and should be returned there when completed along with all necessary information and security deposit as defined on Page 10 (under Deposits and Fees). The SRC meets as needed, and reviews the application and, when necessary, contacts the applicant for additional information and/or documentation. The homeowner will receive written notification of approval or rejection of the application as soon as the SRC completes its evaluation. Application approvals granted by the SRC are valid for six months. If an application is rejected, a written explanation is furnished within 30 days.

For structural and/or landscaping modifications, a copy of a certified plot plan, available with the homeowner's closing papers, must accompany all Site Review Committee applications. The application submitted shall show the changes to be made with ALL NECESSARY dimensions including the positioning of the patio/deck in relationship to the house.

The burden rests with the applicant to demonstrate the acceptability of the proposed modification. Therefore, any information deemed pertinent and supportive of the application should be included with the application.

#### Security Deposit

To insure compliance with the approved application for patios, decks, plantings/landscaping, and exterior tiled surfaces, the homeowner must place a refundable security deposit of \$250.00 per application with Management. This compliance deposit will be refunded, without interest, within 45 days following the homeowner's notification of the completion, approval and inspection of the project. Deviation from the approval may result in forfeiture of the deposit and additional fines until the project is brought into compliance with the approved application.

## Township Permits/Approvals

Prior approval of the SRC is required to obtain Township approval and the issuance of a Township building permit. In order to avoid unnecessary expense, do not apply for a permit until your application is first approved by the SRC.

Building permits from Monroe Township are required for any addition to the outside of the home, including but not limited to, patios, decks, fireplaces or structural change. It is the homeowner's responsibility to secure all necessary permits from Monroe Township and any other construction permits defined by them. See also Prohibited Modifications in the next section.

The homeowner will be held liable for, including but not limited to, any damage to the cable service, utility lines, or sprinklers resulting from landscape or exterior modifications.

## Prohibited Modifications

The following are exterior modifications that are not permitted and will not be considered (with the exception of any accommodation for a handicap):

- Alterations or additions that adversely affect the structural integrity of any building or create a fire hazard.
- Bird Feeders (as opposed to Bird Houses)
- Decorative chairs on walkways
- Driveway additions or extensions
- Exterior antennas (except those permitted by law)
- Exterior electrical insecticide devices
- Exterior lighting other than white or amber
- Garden and Lawn Ornaments, except as expressly permitted in other sections within these Rules and Regulations (see Exterior Modifications on page 7, Garden Ornaments on page 12 and Planters, Flower Pots, Hanging Plants on page 18)
- In-ground Flag Poles
- Jalousie windows or doors
- Outside clothes lines or clothes drying facilities
- Painting or staining of concrete walls, steps, patios or porches
- Plants and plantings not in accordance with the Planting Guide
- Privacy fences in locations other than indicated on landscape plan
- Fabricated fences around planting beds
- Railing around patios (EXCEPT for approved Handicapped Installations)
- Signs or other decorative articles on the exterior of any buildings, except for a name/number sign, certain patriotic displays, temporary holiday decorations, and signs authorized by Resolution WHOA 2015-011.
- Window Air Conditioners

- Any permanent improvements or structures that would encroach upon perimeter buffer zones as shown on any finally approved site plan of Greenbriar or Whittingham that would violate any open space requirements of governmental approvals.
- Tents, Gazebos, Outdoor Screen Houses or other similar types of temporary structures.
- Room Additions with the exception of the Manchester and Danbury homes which, after prior written approval of the SRC, may have the alcove enclosed to standards designed by US Homes.
- Modifications which affect the grading and drainage pattern of the lot or any other property.

#### **Deposits and Fees**

To ensure that work is performed as approved, refundable deposits must be posted for the following exterior modifications. The deposit will be refunded to the homeowner only after satisfactory final inspection of the work, in which it is demonstrated the work has been performed as approved.

Decks & Patios	\$250 deposit required
Outdoor/Exterior Tiles and/or Pavers	\$250 deposit required
Landscaped Beds	\$250 deposit required
Landscaping Changes	\$250 deposit required
Planting/Bedding	\$250 deposit required
POD's	\$250 deposit required
Structural Changes	\$250 deposit required
Solar Roof Panels	\$250 deposit required

#### **EXTERIOR SIGNS**

One sign no larger than 8" x 12" is permitted on the exterior of any home or unit to display the name of the resident and/or the house number.

#### EXTERIOR VENTS

Exterior vents for the discharge of gases or fumes resulting from combustion of fuels from ranges, stoves or grills may constitute a safety hazard or annoyance or infringement upon adjoining properties; therefore,

exterior vents to be utilized for the discharge of such gases or fumes must be installed in strict accordance to manufacturers' specifications and all applicable municipal, state, and government regulations.

Vents shall not be installed where its discharge would affect the open patio area of any adjacent home.

The exterior surface wall cap of any vent must provide a self-closing damper with a downward discharge. Approved energy-efficient HVAC system vents without wall caps are allowed.

Once installed, exterior vents shall be maintained by the unit owner free from the accumulation of grease or other debris that might constitute a flammable hazard.

#### FEEDING OF WILDLIFE

Feeding of wildlife, including but not limited to, birds, geese, and feral cats, is strictly prohibited.

#### FIREPLACES AND CHIMNEY FLUES

Fireplaces and chimney flues are permitted if a residential structure will accommodate the installation and only upon prior written approval of the SRC. All such installations shall be in strict accordance with all fire governmental regulations that govern interior installation and chimney height.

Exterior materials used to enclose chimney flues must conform to the Color Code of the existing siding.

#### FIREWOOD STORAGE

Firewood shall not be stored on the exterior grounds of any home except on existing patio areas. No more than one-half cord of wood may be stored at one time. Firewood must be maintained in a neat and orderly manner on a platform designed for such storage, elevated at least six inches above the patio level and shall not to be staked or placed against exterior building walls. Firewood may be covered from September to April provided coverings are kept in secure and neat condition.

#### FLAGS AND PATRIOTIC DISPLAYS

No homeowner shall install an in-ground, free standing flagpole. Each homeowner is permitted one (1) flagpole mounted to their home. No flagpole shall be left in the mounting without a flag attached. Only two (2) flags may be displayed at a time. If a homeowner chooses to display the American Flag, it must be displayed in accordance with government guidelines. Any flag displayed on the pole shall be no larger than three (3) feet by five (5) feet. Any damage or maintenance arising from such flagpole is the sole responsibility of the homeowner. Additionally, homeowners may display yellow ribbons on their home and a reasonably sized sign supporting U.S. troops in one window of his or her home.

#### GARDEN ORNAMENTS

Outdoor ornaments are permitted providing they are placed in the landscaped planting beds in the front, sides, and rear of the house and at patios and meet the following requirements. Ornaments, including any statuary, stands, benches, posts, or other attachments, may not exceed 2 feet in height, width, or depth. No more than a total of five ornaments are allowed in the front landscaping beds. No more than one of the following ornaments per lot are permitted: mobiles, pinwheels, air sacks, rotating weather vanes, and windows. Outdoor ornaments which meet these requirements and which are placed in a planting bed do not require prior written approval. All other outdoor ornaments require prior written approval.

#### GAS LINES

Gas lines must be buried underground below the frost line and must receive prior written approval. Gas lines must be galvanized steel or black pipe and installed by a licensed plumber or a reputable contractor which must be registered by the State of New Jersey. An exception to this is outlined in the specifications for the installation of a permanent hard-wired generator.

#### **GENERAL APPEARANCE OF PROPERTY**

Owners shall keep the exterior of homes, planting beds, and property neat and clean, regularly removing all trash and debris.

#### **GENERATORS**

No portable generators are allowed. Permanent, hard-wired generators will be allowed with the approval of the SRC, based on the specifications contained in Generator Policy Resolution 2015-004.

## HANDICAPPED WALKS, RAMPS AND RAILINGS

To accommodate handicapped persons and to comply with federal law, the GWCA Board shall consider modification of the property to accommodate the handicapped person's need for a reasonable accommodation; provided, however, that:

- 1. All costs to install the modification shall be at the homeowner's cost and expense.
- 2. Resident shall agree to the recording of a restrictive covenant, as prepared by the Association's counsel on the title of the modified property.

#### **HOLIDAY DECORATIONS**

Holiday decorations are permitted on the exterior of any home, including the lawn, on a temporary basis. Temporary shall mean that such decorations shall be installed not earlier than twenty-one days prior to the date of a holiday and removed not later than fourteen after the date of holiday. Religious holiday and/or seasonal displays are permitted during the appropriate holiday season on a temporary basis.

#### HOSE BIBS/HOSE STORAGE

<u>Hose Storage</u>. Hoses should be stored preferably in the garage or on the rear patio. Hoses which are not stored properly may be damaged by the Association's landscaper; neither the Association nor its landscaper will be liable for such damage.

<u>Hose Bibs</u>. The installation of hose bibs is permitted. Since a hose bib can be an unsightly projection, regulation is necessary. Only one hose bib may be installed on any exterior wall.

#### HOUSE NUMBERS AND PLAQUES

House numbers shall be not larger than 4" each or may be affixed to a plaque no larger than 8" x 12". Numbers and plaques shall be made of a non-reflective black, rustproof material and may be installed on privacy fences, over garage door or rear entry. No number or plaque may be illuminated or iridescent. Plaques may not contain more than three numbers. However, a plaque may contain a name, in accordance with section entitled Exterior Signs on page 10.

Replacement of house numbers shall be affixed in the same location as originally installed and shall be of the same style and design as originally used.

## **IRRIGATION SYSTEMS ON LOTS**

Where an irrigation system has been installed for any home, a separate lock valve shall be required and maintained which valve shall isolate the irrigation system for the home from the domestic water supply. In the event of an official water emergency, the Association shall have the right and obligation to close and lock such valve if the homeowner fails to do so.

#### LANDSCAPING CHANGES

Homeowners shall not build, plant, or change any matter or thing upon, over, or under the property without prior written approval from the Site Review Committee. A homeowner may plant flowers, shrubbery, rock gardens, and small ornamental trees within a 2-foot wide area around the perimeter of the house without prior written approval provided it does not violate any other rules or regulations. Planting of vegetables and fruit are not permitted anywhere on the homeowner's property. The builder-installed tree at the front of the house may not be moved to a different location or incorporated into the front landscaping bed. Should a front tree have been removed, it must be replaced with the Association's approved species. Any such new tree may not be moved more than 3 feet in any direction. However, if there is any interference with any utilities, the permission for further movement may be allowed with prior approval of the GWCA Board. Additional shade trees may not be planted in the front lawn.

No fabricated fences or living fences (such as hedges or closely-spaced bushes) shall be installed on the property; except that hedges or closely-spaced bushes may be installed around a patio or deck for privacy, but must be maintained by the homeowner and shall not exceed 8 feet in height from the level of the patio or deck. (See Decks & Patios at page 5.)

#### LAWNS AND SHRUB BEDS

All homes must have a grassed front, side, and rear yards; no gravel or similar type yards are permitted. Homeowners are required to keep their lawns regularly maintained including, without limitation, fertilization, weed control, and watering. The Association is responsible for mowing and edging services. GWCA may, at its option, provide fertilization and weed control when it is necessary in the Board's discretion. However, this does not absolve homeowners from their obligations set forth in Declaration, Section 5.18.

Watering is the homeowner's responsibility to assume a healthy green appearance. Shrub beds are to be maintained by the homeowner except for the beds which had been originally installed by the developer and remain unchanged since the time of original planting. (See GWCA Policy Resolution 2016-001 regarding Shrubbery Maintenance.)

## LIGHTNING PROTECTION SYSTEM

- Lightning Protection Systems must consist of correct and proper material as required by Underwriters Laboratory (UL), or the local municipal electrical inspection codes and the municipal building codes.
- A detailed plan and list of specifications for the proposed system must be submitted with each application for this modification by the SRC.
- The maintenance of the system is the responsibility of the homeowner. Any damage to adjoining property(-ies) as a result of the installation, maintenance, or operation of the Lightning Protection System shall be the sole responsibility of the homeowner.
- Lightning rods must not extend higher than 18 inches from the roof surface and must be installed by a licensed professional.
- If any work is done on the electrical system and panel board because of lightning rod installation, it must be by a licensed electrician, including on any surge protector if one is used.

## MAILBOXES AND MAILBOX POSTS

- No decorative designs may be placed on the mailbox or post.
- All mailbox posts must be of square unpainted treated wood or natural stain and be similar in shape to the original post being replaced.
- A mailbox post that has deteriorated must be replaced by same type of post and covered with a clear coat of preservative. All other type posts are prohibited.
- Mailbox replacement must be black; size may not exceed 13" wide x 21" deep x 10" high and USPS approved. A 4", high pressure-sensitive address number must be affixed to both sides of the mailbox.

## MAILBOX REFLECTORS

One fluorescent or iridescent color and reflector shall be permitted on each side of a mailbox post and shall not exceed three and one-half (3 ½) inches in diameter.

## MAINTENANCE

Each owner shall promptly furnish, perform and be responsible for, at his/her own expense, the repair, maintenance, and replacement of his/her own home. However, the Association, at its sole discretion, may perform emergency or other necessary repairs which the homeowner has failed to perform and charge the cost of same to the homeowner as a remedial assessment.

## **NUISANCES**

No nuisance or offensive activity shall be carried on, in or upon the property or in any home, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance to other residents or which interferes with the peaceful possession and proper use of the property by other homeowners. All valid laws, zoning ordinances, and regulations of governmental bodies having jurisdiction are to be observed.

Disorderly, boisterous, loud, hazardous, and offensive conduct on the streets, walkways, and common property is prohibited. Children are not permitted to play in streets and walkways. TVs, entertainment systems, radios, and musical instruments shall be operated at a low volume level after 11:00 p.m. Likewise, power tools shall not be used outdoors before 8 a.m. or after 8 p.m. Excessive or loud noise from TVs, entertainment systems, musical instruments, radios, faulty mufflers, and other sources shall be prohibited.

## **OBSTRUCTION**

Obstruction of access to any common property is prohibited.

## **OUTDOOR CARPETING ON PORTICOS, PATHWAYS, AND PATIOS**

<u>Flagstone</u>. Concrete porticos, pathways, and patios must be covered with non-skid or non-skid coated outdoor/exterior flagstone or other approved material embedded in concrete or permanent adhesive. If such material is damaged by landscaping or snow removal efforts, neither the Association nor its contractors shall be liable for any such damage. All installed material must be maintained in proper repair.

<u>Outdoor Carpet</u>. Carpeting may be installed outdoors at main entrance, deck and/or patio only. Coloring is to be in harmony with existing house coloring and requires prior written approval of the SRC. A sample of the carpet must be provided with the application.

## OUTDOOR STORAGE

The following items are permitted to be stored outdoors year round on patio or deck without prior written approval: patio furniture, wood, barbecue grills, and hose carts. Any such items shall be maintained in good condition. All other items require prior written approval.

## **OUTDOOR STORAGE CONTAINERS**

Outdoor storage containers will be permitted under the following conditions:

- Containers must be placed at any one of the following locations:
  - On the deck or patio or pad adjacent to the house
  - At the rear of the house only adjacent to the house

Regardless of the items above, there can be no grass or lawn maintenance required behind it, and it can be no closer than 3' to a common property line.

- It can be no larger than 54" w x 27"d x 36" h.
- It must be freestanding
- It must be of a material that will not corrode

The homeowner is responsible for the maintenance of the container.

The homeowner assumes all liability for the container.

Prior written approval must be obtained for any other outside storage from the SRC. The application must include site plan, indicating exact dimensioned drawing as well as dimensions and specifications of the container or storage item.

## **OCCUPANCY LIMITS - GUESTS**

At no time shall more than six visitor occupants reside temporarily in any Home.

#### **OCCUPANCY LIMITS - RESIDENTS**

In no event may any Home be occupied by more than four permanent residents.

#### PATIOS & DECKS (see Page 25)

#### PATIO FURNITURE

Patio furniture shall generally be permitted on patio areas only and must be specifically designated for outdoor use. Certain circumstances may warrant the temporary placement of patio furniture on grassed areas. This shall be permitted but must be restored within 24 hours as not to interfere with lawn maintenance.

#### <u>PETS</u>

All pets must meet Monroe Township legal and licensing requirements. No more than two dogs or cats in the aggregate shall be permitted in any home. In no event shall outdoor pens or runs be permitted. All owners and their guests, invitees, agents and others who allow or permit their pet and/or animal in their charge to defecate upon the grounds of the property shall immediately thereafter remove from the grounds of the property any and all excrement left by the pet or animal and dispose of it as soon as possible in a sanitary fashion. All owners, guests, invitees, agents and others shall accompany the pet or animal in their charge at all times, shall keep the pet on a leash when it is not on one owner's property, and shall carry with them at such time devices necessary to remove the pet excrement, which removal shall be done immediately.

Pets shall be registered with the Board of Directors. Pets shall not be permitted to run freely at any time. Pets must be kept on a maximum six-foot leash at all times when not on the homeowner's lot. Any person walking or accompanying a pet shall carry a means of picking up the droppings to dispose of them as required herein.

Outdoor pet pens or runs are not permitted. Invisible fences are not permitted.

Pet droppings must be immediately removed and disposed of in a sanitary fashion by pet's walker. Animal droppings shall be disposed of in a garbage receptacle at the walker's home or unit. Throwing pet droppings into any catch basin in the community shall be a serious violation of these rules.

Pets shall not be walked between buildings, rear or side yards, or on any lawn. Doghouses or other shelters are prohibited.

## PLANTERS, FLOWER POTS, HANGING PLANTS

No planters, flower pots or hanging plants may interfere with landscaping, snow clearing, or maintenance operations of Greenbriar. Neither Greenbriar nor its contractors shall be responsible for any damage caused to a planter, flower pot, or hanging plant which is placed in such a manner. Planters (which will not survive the winter) for example: flower pots, and hanging plants must be removed from the exterior of any home or garage not later than November 30th of each year and may not be replaced earlier than April 1st.

Flowerpots, hanging plants and planters are not considered to be garden ornaments, provided they contain plants and/or flowers during the growing season. Flower pots and planters are limited to two feet in any dimension.

## PLANTINGS AND PLANTING BEDS

No planting beds may interfere with landscaping, snow clearing, or maintenance operations of Greenbriar. Neither Greenbriar nor its contractors shall be responsible for any damage caused to a planting bed which is placed in such a manner.

#### Planting Around Transformers

Utility boxes, transformers, cable, and/or telephone boxes on the front lawn may be screened with shrubs that are maintained to grow no higher than 1' of the box. Access to the box cannot be obstructed. There must be 1 foot of unobstructed space surrounding all sides of the box.

## Planting/Bedding

No planting beds may be extended or modified without prior written approval of the SRC. No fabricated fences may be installed. No hedges or other growing fences may be installed or planted except in the 2-foot perimeter surrounding an approved patio or deck. The hedges or other growing fences must be maintained by the resident and cannot exceed 8 feet in height.

The Association wishes to maintain the maximum amount of grassed lawns possible in order to create an expansive appearance. To this end, the following guidelines for maximum planting bed sizes will be enforced:

- At the front of the house, the landscaped bed may extend out a distance of 6' from the house and be rounded at the corners of the house to a distance of 8' (measured diagonally from the corner).
- If the house has a side entrance, the planting bed may follow on the side of a front yard sidewalk walkway, with a maximum width of 4'. A planting bed shall be

permitted along the driveway. The bed shall be no wider than 3', the planting shall be no higher than 3', and the bed may extend down the driveway a distance of 8' from the walkway.

- At the sides of the house, the planting bed can be 4' wide. At the walkway to a side entrance to the house, the planting bed may be 3' wide. Planting beds should be no closer than 3' to a property line.
- At the rear of the house, the planting bed may be 4' wide at the back of the house and around the perimeter of the patio or deck and can be rounded at the corners of the patio or deck to 8' (measured diagonally from the corners). Planting beds shall be no closer than 3' to a common property line.
- The base of mailbox posts can only be planted with flowers or small plants approximately 2' in diameter around the post without a planter. The height of the planting cannot exceed 2'.
- Utility boxes, transformers, cable, and telephone boxes on the front lawn may be screened with shrubs that are maintained to grow no higher than 1' above the box. Access to the box cannot be obstructed. There must be 1' of unobstructed space surrounding all sides of the box.
- Island plantings on the front lawn are not permitted.
- Single trees with mulched beds may be placed in the rear yard lawn areas. Large shade trees, which grow taller than 30', shall not be spaced closer than 35' apart. Smaller ornamental trees may be spaced closer. All shade tree plantings must have prior written approval.
- The species of proposed trees and maximum expected heights should be given in the application. A list of acceptable trees is available upon request from the Management Office.
- Lighting Exterior light should be any standard UL manufactured Lantern style. The colors permitted are: white, black, verdigris, brass, or color to blend with siding. It may be metal or composite. The carriage lights on the sides of the garage must be of similar style and color. All fixtures should be surface mounted.
- Exterior UL Approved lighting may be placed in planting beds to highlight the landscaping and to light up sidewalks, entrances, patios, and decks. Lights shall be low-voltage, not to exceed the illumination of a 25-watt incandescent bulb and requires approval from the SRC.
- See "Walkway Lights" on page 24

## Mulch Retention Devices for Planting Beds

- Mulch retention devices may be used in planting beds, which abut on paved areas (i.e. sidewalks and service walks).
- The materials permitted may be installed at the edge of the planting bed between the mulch and the sidewalk and NOT between the walk and the grass area.

- Mulch retention devices may, on an individual basis, protrude above the allowed maximum of four inches (4") high above the plane of the sidewalks.
- The following materials are permitted:
- Straight or scalloped blocks or bricks in red, green or natural in color.
- Blocks or bricks may be installed flat on long edge or on an angle forming a saw tooth edge.
- Treated timbers up to 5" x 5" cross section, straight or contoured side in natural color only.
- Vinyl semi-rigid type with rolled top in green or black.
- Corrugated Aluminum or Vinyl in green.
- Fieldstone or other similarly cut stone may be used to form a free flowing retention dry wall not higher than twelve inches (12") and must conform with the surrounding landscape. These walls may not interfere with drainage or downspouts and will be freely stacked without any adhesive.
- Maintenance of borders and planting beds within these borders shall be the Homeowner's responsibility and any damage to the borders by maintenance personnel during snow shoveling, etc. must be repaired by the homeowner at his cost.
- Drainage must be maintained so that slope of bed must remain away from base of any house (higher at base of foundation then at border). Owners will be responsible for splash blocks in altered beds.

## PONDS

See Basins (Ponds) at page 4.

## **RECYCLING**

- Commingled recycling AND mixed paper is picked up on Thursdays. Items included for comingled are glass, plastic, and metal which should be placed in either of the covered blue or 20-gallon round containers provided by the Monroe Township Department of Public Works.
- Mixed paper consists of magazines, mail, cereal (and other non-wax coated) boxes, greeting cards, gift boxes, non-metallic wrapping paper, office records, telephone books, pads, receipts, file folders and the like.
- Newspapers may be bundled and tied with a string/cord and be no higher than 12 inches OR may be placed in a brown (kraft) grocery bag.

- Corrugated Cardboard must be flattened into 18" x 18" piles and may also be placed out the same day as collectables.
- Brown recycling bags can be picked up at the Monroe Recycling Drop-Off Center, Monday – Friday, between 8 a.m. – 3 p.m., and Saturday, between 8 a.m. – 11:30 a.m. Please coordinate with Monroe Township Department of Public Works for this type of pick-up. If you arrange for a Township pick-up, it is also your responsibility to notify Security.
- Brush is collected curbside only. Tree parts must be no more than 5 inches in diameter and must be cut and tied with string or cord into lengths no longer than 4 feet. Brush will be collected from April 6 to November 13. Please coordinate with Monroe Township Department of Public Works for this type of pick-up.

#### **RETRACTABLE AWNINGS**

Retractable awnings are permitted with prior written approval of the SRC.

#### <u>ROOFS</u>

When roof shingles are replaced on single free-standing homes, shingles selected may be of a different color than those currently installed, but any color change must be approved by the SRC.

Attached home roof shingles must be replaced with the same color as those which currently exist. Due to aging, however, colors may have faded and an exact match may not be possible. Therefore, the closest matching color must be selected and approved by the SRC.

#### SALE OR RENTAL OF A UNIT OR HOME

#### <u>Rentals</u>

No home shall be rented or utilized for transient or hotel purposes, which is defined as (a) a rental for less than 180 days or (b) a rental that provides the occupants of the home with customary hotel services such as room service for food and beverages, maid service, furnishing laundry and linen, and bellboy service.

If a home is rented, GWCA shall be provided with a copy of the written lease before the tenant moves into the home. The lease must be made expressly subject to the Association's Declaration, By-Laws, and Rules and Regulations ("Governing Documents"). Tenants are bound by the Governing Documents but the homeowner shall remain obligated for all violations.

## Sales of Home

The homeowner shall give Greenbriar's Management timely notice of the intent to list the home for sale. Coincident with the closing of a sale, the homeowner or closing counsel shall notify Association Management of the name and address of the new homeowner(s) and ensure that all charges due are paid.

#### **SATELLITE DISH ANTENNAS**

Satellite dish antennas shall be permitted on the homeowner's house for exclusive use only. All other installations require prior written approval of the SRC. Providing an acceptable signal can be obtained, there is no increase in cost. Satellite dishes shall be installed in the following preferred locations: In the back of the house such that they are not visible from the front. If an acceptable signal cannot be obtained in that location, the satellite dish shall be placed on the side of the house in as unobtrusive spot as possible. If an acceptable signal cannot be obtained in that location, the satellite dish may be placed on the side of the house. If an acceptable signal cannot be obtained in any of those locations, the satellite dish may be placed in the least obtrusive location on the home.

## **SOLAR PANELS**

Homeowners choosing to install solar collectors on their roofs must comply with certain guidelines relating to installer requirements, concealment, color harmonization, and aggregate size. It is the intent of the Association, however, that these guidelines not increase installation or maintenance costs or inhibit efficiency.

- Solar panels should be visually integrated with the architecture of the house regarding style, location, size and color.
- Panels shall have a low profile and be flush mounted to the roof wall.
- Panels shall be static with no tracking mechanisms.
- The framing, wherever possible, shall match the surface of the roof.
- Ground mounted solar panels are not permitted.

*NOTE: the Town set these specific requirements* 

## **SOLICITATION**

No peddlers or solicitors of any kind are allowed in the community.

#### SPORTS EQUIPMENT

Outdoor sports equipment (such as volleyball nets, basketball hoops, soccer goals, etc.) shall be permitted while in use only. When not actually being used, the sports equipment must be removed and stored in the garage or home.

#### **STEPPING STONE WALKWAY**

- Non-skid stepping stones, such as outdoor/exterior slate, flagstone, etc. for a walkway between curb facing the side entrance and the side entrance of a side entrance house shall be permitted under the following conditions:
- The stepping stones shall be installed only at a side entrance house. They may not be installed from a side entrance to Whittingham Drive or any major road.
- The stepping stones shall be installed only between the curb facing the side entrance to the side entrance of the house.
- The dimensions of each stepping stone shall not exceed 2' x 2' or 2' in diameter and may not exceed 2' in width overall.
- The stepping stones shall be set into the grass so as not to impede lawn care.
- There shall be at least a 6" space between each piece of stepping stone.
- Approval of the installation is required from the Site Review Committee. .
- The homeowners shall be responsible for all aspects of maintenance of the stepping stone walkway including snow and ice removal and shall assume any and all liability for the walkway.

#### TRAFFIC REGULATION

By joint vote, Greenbriar and WHOA adopted traffic rules and enforcement procedures by Resolution Nos. Greenbriar 2009-003 and WHOA 2009-019, each entitled Traffic Safety and Parking Regulation, otherwise known as Operating Procedure No. 27. Traffic and parking will be governed according to this OP 27. (See OP #27 found behind the "Resolution" tab.)

## TRASH DISPOSAL

Trash cans or receptacles shall be made of plastic and shall have a cover that can be locked in place. Receptacles shall not be placed, between pickups, along the front outside wall of any home or unit. Trash cans shall not be placed at the curb before 8:30 p.m. (during Daylight Savings Time), on the day before the scheduled pickup or before 7:00 p.m. during Eastern Standard Time.

Plastic trash bags may be placed on top of or alongside a trash can but only after 6 a.m. on the day of the scheduled pick up. Such trash bags must be manufactured for the purpose of holding trash and must be securely tied. The use of other bags, such as dry cleaning bags or grocery store bags, are prohibited.

Contractors and repairmen retained by homeowners shall clean up all rubbish at the conclusion of each workday for public safety and health reasons.

## **UTILITIES**

Each home or unit Owner shall be responsible for the payment of bills for and the maintenance of telephone, cable TV, irrigation system, water and sewer use, natural gas, electricity, and security services.

## WALKWAY LIGHTS

Lighting may be installed adjacent to private walkways subject to the following conditions:

- Lights must be installed in existing beds and must not exceed a maximum height of 18 inches.
- The lighting must be weatherproof and specifically manufactured for either low voltage or solar landscape lighting.
- Greenbriar and its contractors shall not be held responsible for any damage that may occur to the lights installed during snow clearing or regular grounds maintenance. *NOTE: It is possible that during a snow storm, the lights may be covered; however, as part of normal maintenance, these lights will not be cleared or shoveled free.*
- Maintenance and repair of such lights are the sole responsibility of the homeowner.
- Approval of the SRC is required for all installations.

# Patio/Deck Standards

Size of Lot	Maximum Size
Less than 4500 sq. ft.	160 sq. ft.
4501 sq. ft 5499 sq. ft.	200 sq. ft.
5500 sq. ft 6499 sq. ft.	250 sq. ft.
6500 sq. ft 7499 sq. ft.	300 sq. ft.
7500 sq. ft. – and greater	350 sq. ft.

# A. Size of Patio/Deck (Total Surface permitted):

B. Maximum Patio/Deck Projection from rear wall of dwelling:

Rear Yard Depth	Maximum Depth
Less than 30 feet	12 feet
Greater than 30 feet	14 feet

- C. Requirements
  - 1. No patio/deck, steps or pads shall be closer than 4 feet from rear common property lines, except that the distance may be reduced to 3 feet at the rear non-common property line such as at street or at the Golf Course or at open space lots.
  - 2. No patio/deck, step or pad area shall be closer than 4 feet to a common wall property line, such as at the Villas.
  - 3. Signed certificate indicating you will be responsible for your own repairs/damages to your patio/deck should repairs to storm drains be necessary.
  - 4. Maximum width of patio/deck = width of dwelling, except as noted on Item #2 above.
  - 5. No extensions into front or side yards.
  - 6. No patio/deck, step or pad area may extend more than 8 feet into the 40 feet perimeter setback area.
  - 7. No patio/deck, step or pad area may extend into an easement any further than 4 feet from the center of the easement. The applicant must provide us written certification that they would

bear any additional expense associated with removal and replacement of the deck or patio caused by repairs to the storm facilities.

- 8. The construction of the patio/deck and step area shall not alter existing grading in a manner that would adversely affect drainage pattern.
- 9. No construction on (deck, patio, steps, concrete pads, etc.) may extend beyond the side building lines.
- 10. The Monroe Township Zoning Board now requires that the following information be included in your modification application to Greenbriar Site Review Committee for applying for a Monroe Township Construction Permit:
  - a. Size of lot in square feet;
  - b. Size of Patio/Deck and diagram showing location of patio/deck from rear and side property line; and
  - c. If patio blocks are being used in place of concrete, dimension and shape of block must be submitted.