

Rolling Hills Condominium Association

Homeowner Rules and Regulations



2022

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Rolling Hills Condominium Association

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**FOR AFTER HOURS EMERGENCIES PLEASE CALL
GERVIN MANAGEMENT AT:**

973-335-5587

PLEASE NOTE: AFTER HOURS EMERGENCIES INCLUDE: DAMAGE TO WATER TOWER OR TANK, GENERATOR, THE CLUBHOUSE, TENNIS & BASKETBALL COURTS, SWIMMING POOL, COMMON AREA PIPES, ELECTRICAL, SEWER, ALL COMMON AREA UTILITIES AND BUILDING EXTERIORS.

Common area pipes, plumbing, electrical, sewer and building exteriors (except the decks) are the responsibility of RHCA and/or the Township of Andover. Homeowners should not make repairs in these areas. Homeowners must notify management immediately of any situation requiring attention. Homeowners will not be reimbursed for any repairs they voluntarily make to common area utilities and building exteriors.

Rolling Hills Condominium Association
Rules and Regulations
January 2019 Edition

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The following rules and regulations have been established by the Board of Trustees for the Rolling Hills Condominium Association (RHCA). These rules and regulations are intended to safeguard property values, ensure the safety and health of the residents and to maintain a peaceful, friendly environment in which to live. Please keep this document in a safe place and refer to it often.

These rules and regulations are in addition to any other requirements or restrictions that may exist in the RHCA Document and Bylaws. The Association Documents always remain the controlling record should any contradiction arise. All Homeowner should have a copy of the Association Documents. Copies of these documents and the applicable Resolutions are available on the RHCA website (www.rollinghillscondosnj.com) or can be obtained from Gervin Management. These Rules and Regulations may be modified from time to time to time, in writing and upon notice, by the Board of Trustees.

Landlords/Tenants: Homeowners/landlords should provide a copy of these rules to their tenants and ensure that they are familiar with them. Homeowners will be held responsible for the actions of their tenants. Should a tenant cause a violation, it is the Homeowner's responsibility to pay any fines and take whatever action is necessary to remedy the situation. A tenant is responsible to their Landlord and to RHCA.

Failure to comply with these Rules and Regulations may result in fines as provided for in the Association's Governing Documents, including, it's Amendment To The By-Laws (Regarding Fines)...November 2018. The Schedule of Fines may be amended by the Board from time to time (See page 36). Fines will be assessed against the Unit for violations of the Governing Documents by the Unit Owner, their occupants, and tenants. Further, any fines assessed against the Association for violation of Township, County or State ordinances and regulations that are caused by the conduct of a homeowner/tenant/occupant will be assessed against the unit of the offending party.

General Rules Regarding Use of the Premises:

- a. Use of units:** All units shall be utilized for residential purposes only. Home-based businesses must be approved by the Board of Trustees and must compliant with Township codes.
- b. Disturbances:** Homeowners/Tenants shall make every effort to maintain the peace and not unnecessarily disturb their neighbor. Homeowners should notify

local authorities if disturbances persist after their initial requests to the violator for the activity to cease have failed. The Andover Township Police Department should be contacted for any violation of Township Noise Ordinances.

c. Pests: The Association takes care of wasps, bees, termites and carpenter ants. All other pests are the responsibility of the Homeowner.

d. Personal Articles: Neither the Association nor the Contractors are responsible for loss or damage to Homeowners' personal items, including deck furniture, toys, grills or other personal articles, that are left in the common areas. Homeowners' are responsible for any damages that these items may cause to the common areas or contractor's equipment.

e. Unit Owners are responsible for any damage to other units or the Association's common elements that they may cause or may result from their unit or personal property.

f. Soliciting: The Association does not allow any soliciting except for events and issues solely related to the Association's business and affairs, which shall be subject to approval by the Board of Trustees. Any political solicitation should be limited to a time period of three weeks prior to Election Day.

YARD AND GARAGE SALES ARE STRICTLY PROHIBITED ON ALL RHCA PROPERTY EXCEPT FOR PARTICIPATION BY RHCA HOMEOWNERS IN THE ANDOVER TOWNSHIP RECREATION DEPARTMENT SPONSORED "TOWN WIDE GARAGE SALE" TO BE HELD ON ONE DESIGNATED WEEKEND PER YEAR. APPLICATIONS ARE AVAILABLE AT THE ANDOVER TOWNSHIP MUNICIPAL BUILDING, AS SCHEDULED.

1. TENANTS

A. GENERAL GUIDELINES

1.Homeowners may rent their units for residential/noncommercial purposes only.

- Leases shall not be less than six-months unless approved in advance in writing by the Board of Trustees.

2.Homeowners that rent their units are responsible for the actions of their tenants.

- Homeowners must ensure that their tenants have read and comply with the Rules and Regulations of RHCA.
- Homeowners will be held responsible for any fines or penalties that the Tenant incurs as result of noncompliance with RHCA Rules and Regulations.

3.Homeowners must advise the RHCA Board within 30 days when they are renting out their unit and provide a copy of the current lease when changed and updated annually each year. The homeowner will be required to complete a form with information on the tenant for the association records.

4. Failure to provide the tenant's information and the lease information will result in a fine.

2. BARBECUE GRILLS, FLAMMABLES AND FIREWORKS

A. PERMITTED GRILLS AND USE: Only portable charcoal and electric grills can be used. Gas grills are prohibited. No permanently mounted grills are allowed.

1. Homeowners are responsible for the proper use of their grills.

Barbecue grills can be dangerous and require that extreme care must be used at all times. Please adhere to the following rules when using grills:

An accelerant must NOT be used to light the charcoal. Match light charcoal (or similar brand) or an electric starter may be used.

- When in use, the grill (whether electric or charcoal) must be:
 - Located **10 feet** from the building, deck and/or overhang,
 - A fire extinguisher must be in close proximity to the grill **at all times**,
 - The grill **must be supervised** by an adult at all times. **No unattended** grilling is permitted.
- When finished grilling, coals must be immediately extinguished, and the grill must be returned to its storage location immediately upon cooling.

B. STORAGE OF GRILLS

1. Grills may be stored only between heat pump and deck or, when that is not possible, (i.e. an upstairs unit) at the side of the building. (Grills may be stored on the deck only between November and April when the grill is not being used).

2. GRILLS MAY NOT BE USED WHEN STORED ON OR BESIDE THE DECKS!

FLAMMABLES:

No Gasoline, Kerosene, Naphtha, Penzone or other explosives, inflammables or other articles deemed hazardous to life, limb or property are permitted within the units, on the decks, or in the common areas immediately surrounding the buildings. No fire pits, tiki torches, other open flames or generators are permitted anywhere on the RHCA complex.

FIREWORKS:

NJ S3034, passed June 28, 2017, authorizes the possession of certain fireworks in NJ. Rolling Hills will follow NJ law and permit ONLY “sparkling devices and novelties” defined under P.L.2017, CHAPTER 92 as **“wood sticks or wire sparklers of not more than 100 grams of pyrotechnic mixture per item; hand-held or ground based sparkling devices which are non-explosive and non-aerial, which may produce a crackling or whistling effect, and contain**

75 grams or less of pyrotechnic composition per tube or a total of 500 grams or less for multiple tubes; and snakes and glow worms, smoke devices, and trick noisemakers, which include party poppers, snappers, and drop pops, each consisting of 25/100 grains or less of explosive mixture.” Note: Any debris from fireworks usage must be cleaned up and removed from RHCA property.

ANY AND ALL OTHER FIREWORKS (“any combustible or explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation”) REMAIN BANNED ON ROLLING HILLS PROPERTY. THIS INCLUDES: “Toy torpedoes containing more than 5 grains of an explosive composition. Paper caps containing more than .35 grain of explosive composition. Firecrackers or salutes exceeding 5 inches in length or 3/4 inch in diameter. Cannons, canes, pistols or other devices designed for use otherwise than with paper caps. Any fireworks containing a compound or mixture of yellow or white phosphorous or mercury. Any fireworks that contain a detonator or blasting cap. Fireworks compositions that ignite spontaneously or undergo marked decomposition when subjected for 48 consecutive hours to a temperature of 167` Fahrenheit. Fireworks that can be exploded en masse by a blasting cap placed in one of the units or by impact of a rifle bullet or otherwise. Fireworks, such as [sparklers or] fuses, containing a match tip, or head, or similar igniting point or surface, unless each individual tip, head or igniting point or surface is thoroughly covered and securely protected from accidental contact or friction with any other surface. Fireworks containing an ammonium salt and a chlorate. ”

3. BIRD FEEDERS

- A. Bird Feeders are only permitted between December 1 and March 1 due to New Jersey state regulations regarding bears.
- B. Bird Feeders may not be larger than 8 inches square or 4 inches in diameter and 24 inches long.
- C. Homeowners are limited to no more than 2 bird feeders per unit. These may ONLY be hung on a plant stand in the garden area or on the deck.
- D. Bird Feeders should be placed so that they do not interfere with the landscapers.

E. Birdfeeders may not be hung on or in any way attached to the buildings.

4. FLAGS

- A. **Decorative, Holiday or Patriotic Flags** may only be hung from the deck or from an approved mounting system. **Flags must not be hung on poles in the garden areas.**
- B. **The United States of America Flag**, yellow ribbons and/or signs in support of U.S. troops are permitted subject to the following:
- Flags may be no larger than 3 feet by 5 feet. The pole may be no longer than 6 feet.
 - The Resident that displays a flag is expected to follow all laws and standard policies governing the proper display of the American flag as outlined under Federal flag Code 4 U.S.C. s.1.
 - Signs in support of troops must be no larger than 17 inches by 19 inches and displayed only on the front door of the unit where the resident wishing to display such sign resides.
- C. Flags must not block the view from other units nor interfere with any walkway.
- D. The Unit Owner that displays a Flag will be responsible for any damage that results from the Flag mounting and installation and must also remove the flag and mounting assembly, if necessary, for Association maintenance to the common elements.

5.SIGNS

- A. No signs of any kind shall be permitted on the exterior of the unit, except as noted below.
- B. Unit owners shall not cause or permit anything to be hung or displayed or placed on the outside walls, doors or windows of any building without the written consent of the Board of Trustees or as provided in these Rules and Regulations.
- C. No signs or displays are to be hung in the interior of any unit, visible to the outside.

D. "For Sale" signs are not permitted anywhere on RHCA common areas or on the individual homeowner's property.

E. The following "signs" are allowed:

- Political signs, which may be no larger than two feet by two feet, may be placed outside the unit for one week before an election and must be removed within 7 days following the election. Such signs must be approved by the board prior to installation.
- Small garden and welcome signs (less than 6 inches on any side) are acceptable if they are consistent with the garden design.
- Rescue signs or Finder signs for pets or children that are placed in a window or glass door of a Unit must be no larger than 12 inches by 12 inches.
- Alarm Company signs or window stickers.

6.SATELLITE DISHES

A. Satellite dishes may be installed on decks or in the front of the Unit in the garden area next to the front door. Dishes are NOT permitted to be attached to the roof or siding.

B. Satellite Dishes shall be no larger than 39 inches (1 meter) and no higher than 6 feet off the ground or 3 feet off the deck.

C. Every Homeowner must submit a prior written request to the RHCA Board of Trustees for permission to install a satellite dish on any area of the Condominium not within the Unit Owner's exclusive use, ownership and/or control. Any satellite dishes installed without Board approval on any area of the Condominium not with the Unit Owner's exclusive use, ownership and/or control must be removed. Any modified Common Elements must be restored to their original condition at the Homeowner's expense. Each request will be reviewed by the Board within ten (10) days of complete submission and is subject to the Installation & Construction Guidelines located on Page 25-26 of these Rules and Regulations.

D. Any Homeowner that installs a satellite dish in an area within that Homeowner's exclusive use and/or control must notify the Association and/or its Management within seven (7) days after installation, to ensure it does not violate the Association's Rules and Regulations. Failure to provide proper notice may result in fines assessed against the Unit.

Attaching the satellite dish to any part of the Common Elements by drilling, nailing, screwing, or any other method is not permitted unless specifically approved in writing by the Board of Trustees in advance.

No Homeowner or Tenant shall install, or permit the installation of, anything on or through the exterior surface of any building, including, but not limited to, any internet, telecommunications, TV, computer, wiring or connections of any kind either by the Homeowner or Tenant or contractor/installer without first seeking the approval of the Board of Trustees.

7. CHILDREN'S PLAY ITEMS AND SWIMMING POOLS

- A. **PLAY ITEMS:** All seasonal play items, including bicycles, toys, boxes, and sporting equipment must be stored inside the units, on decks, between heat pump and deck or under deck with no part sticking out into the common area.
1. All play items must be removed from the common areas, including walkways and stored before sunset each evening.
 2. Sandboxes are NOT allowed at RHCA. (They become litter boxes and may result in possible disease transmission.)
 3. Drawings on sidewalks or stoops should only be done with chalk and should be removed before the end of the day.
- B. **KIDDY POOLS:** Kiddy pools are permitted only with prior Board permission. Kiddy pools may expose children to possible disease transmission from bacteria or germ growth. There is also the risk of serious injury or death if not properly supervised.

***** PRIOR TO USING A KIDDY POOL, A HOMEOWNER MUST OBTAIN RHCA BOARD APPROVAL AND SIGN A WAIVER TO HOLD RHCA HARMLESS IN THE EVENT OF AN ACCIDENT. *****

Homeowners who have complied with the above requirements must comply with the following rules when using Kiddy Pools:

- Kiddy Pools may be used on the grass area if removed by sundown.
- During state or township mandated water restriction times, pools, hoses and sprinklers are not allowed.
- Pool size may not exceed a depth of 22 inches or a diameter of 60 inches.
- The pools may only be used in the back of the decks/units.
- Pools must be emptied when not in use.
- Pools may be kept on the deck, between deck and heat pump or under the deck with no part sticking into the common areas.

8.DRONES AND SIMILAR REMOTE-CONTROLLED DEVICES:

Use of drones and similar devices is prohibited on homeowner's decks and the common areas of the RHCA property.

9. DECKS (For repairs and maintenance see Section 17 Maintenance and Repairs on Individual Units.)

I. GENERAL RULES

- The following are NOT permitted on, under or near the deck:
 - Garbage and/or recycling bags or containers.
 - Permanent structures.
 - Privacy screens and lattice work or other types of screens. (Lattice work is permitted under the deck.)
 - No articles may be hung to dry or air on the decks/balconies or their railings.
- 1. Decks are not to be used as outdoor storage closets. Nothing can be stored on the deck except seasonal items as outlined in other provisions in these Rules. Seasonal items can be stored under the deck if they DO NOT protrude into the common areas.
- 2. Flower boxes may be placed on deck rails if they are securely fastened but should be no larger than 6 inches by 30 inches.
- 3. The Unit owner is responsible for all damage due to the installation and keeping of the flower boxes.
- 4. The boxes must be emptied of plant growth by October 31 of the growing season.

II. STORAGE BINS AND DECK FURNITURE

1. Deck furniture, lawn furniture and picnic tables are allowed on the decks. They are not to be placed or stored on the sidewalks, lawns or common areas after sundown.
2. Storage Bins: Homeowners must request permission of the RHCA Board of Trustees to install an approved Storage Bin on the deck. **Approval must be received in writing from the Board of Trustees prior to installation of the Storage Bin**
 1. The size of the Storage Bin must be approved by the Board of Trustees in accordance with the specifications attached to the Outside Storage Resolution (available from Gervin Management).
 2. The storage bin must match the color of the exterior of the building as closely as possible.

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3. The cost and installation of the storage bin will be solely at Homeowners expense. The homeowner is responsible for any damage caused by the Storage Bin.

10.PETS & FERAL ANIMALS

A. PETS

1.Leash Regulations

- Cats, dogs or other pets are not allowed to roam freely on RHCA property.
- DOGS MUST BE LEASHED AT ALL TIMES. It is the responsibility of the dog owner to assure that their pet does not exhibit aggressive behavior towards any other RHCA resident or pet.
- All dogs must be securely confined and controlled by an adequate leash not more than 6 feet long.
- Any resident confronted by aggressive behavior from any dog should contact the Animal Control Officer at 973-875-9390.
- Pets may not be left unattended (tethered) on decks, front porch or stoop areas.

2.Waste Removal

- Homeowners are responsible for picking up after their pets and disposing of the waste in an appropriate manner as set forth herein.
- Dogs should be walked along roadways and the tree line perimeter of the property.
- Pet waste shall be picked up immediately and the dog walker shall use the designated dog waste receptacles. Failure to do so will result in action being taken in the form of fines and/or criminal charges by Sussex County and the Township of Andover.
- Homeowners who have multiple offenses for pet clean up rule violations will in addition to our Association fines be deemed a serial offender and will be reported to the Sussex County Health Department.

B. FERAL ANIMALS

- Feeding stray, feral or wild animals is prohibited.
- Anyone feeding a cat is considered the owner and must have the cat given shots, fed and housed or they are in violation of Sussex County & Township of Andover Ordinances regarding Domestic Animal Control.

THE FIELD DRESSING OF DEER OR ANY WILDLIFE IS STRICTLY PROHIBITED ANYWHERE WITHIN THE BOUNDARIES OF RHCA.

11. GARBAGE, RECYCLABLES, NEWSPAPERS & CARDBOARD WASTE

A. GARBAGE: Garbage or recycling cans, garbage bags, boxes, debris or bins are not allowed outside the unit or on decks, front porch, or stoop or common areas at any time. This includes containers for pet feces.

B. DUMPSTER AREA RULES:

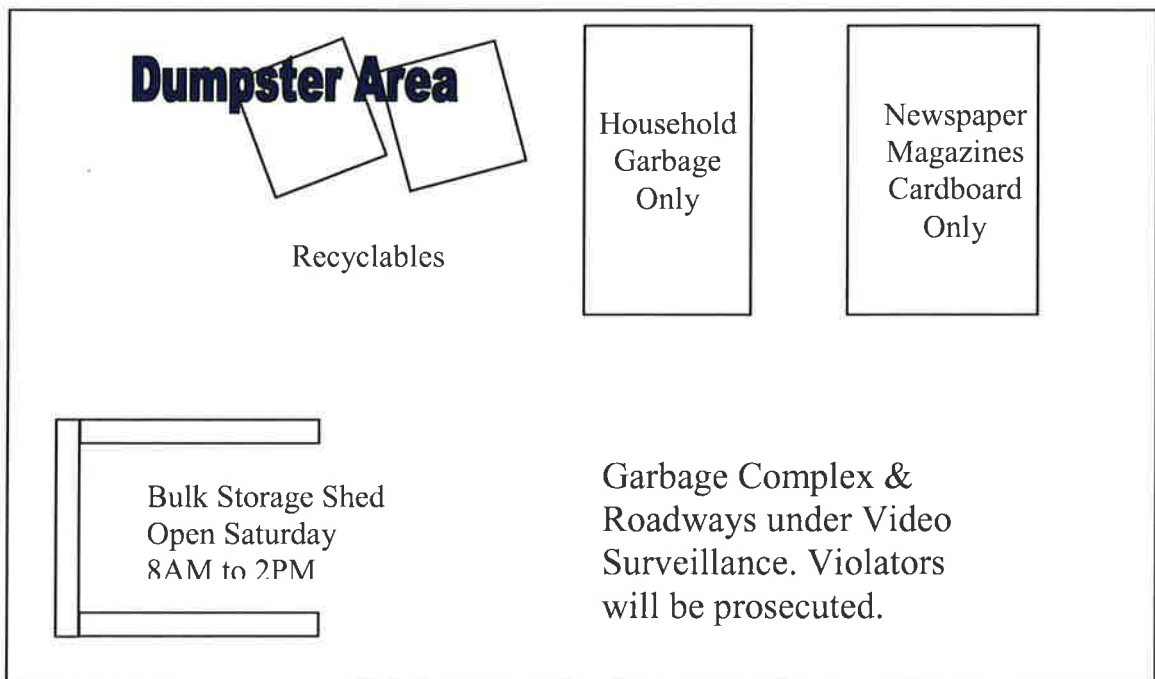
- The Garbage area must comply with all state, county and township rules regarding waste disposal. Fines assessed against the Association by the state, county and /or local agencies will be passed on to the offending unit owner.
- No hazardous items, or anything not expressly allowed according to state or local requirements, are to be placed in the Association's waste/recycling containers/bulk storage shed or near the garbage area. These items must be taken to the SCMUA Sanitary Landfill, 34 South Route 94, Lafayette, N.J. Telephone (973) 579-6998:
- **The following items are NOT ALLOWED TO BE LEFT in any Compactor, Recycling Container or the Bulk Storage Shed:**
- **Paints, Oils or other Hazardous Cleaning Materials.**
- **Car Batteries, Used Motor Oil, Tires.**
- **Medical Supplies, including Syringes, Tubing, etc.**
- **Televisions, Computers or other Electronic Equipment.**
- **Construction Debris, including Wood, Sheetrock, Deck Planks, Cement, Nails, or Flooring.**
- The Garbage area is for RHCA residents only. Residents moving into Rolling Hills may not bring waste items from their previous residence to dump at RHCA.
- Please report any illegal dumping to the Andover Police including license number, date, time, color and type of vehicle.

C. DUMPING GUIDELINES (See diagram on following page):

1. Garbage Only: (Household Trash/Garbage) should be placed in the Compactor on the left labeled Garbage.
2. Cardboard, Newspaper & Magazines Only: Books, newspaper, magazines, phonebooks, corrugated boxes (such as moving boxes or mail order boxes—no food boxes) should be placed in the Compactor to the right labeled Cardboard. Boxes should be split & flattened to conserve space & save wear on the Compactor. Newspapers/cardboard may be placed in paper bags—NOT in plastic bags.

3. Recyclables: Empty glass, tin, aluminum, metal or plastic containers should be put in the 2 Recyclable Bins on the left side between the Garbage Compactor and the Bulk Storage Shed. These items should not be put in plastic bags. Plastic bags are not permitted in the recycling bins. Please keep the lids on these containers closed to discourage entry by bears or other animals.
4. Bulk Storage Shed: Open Saturday Only from 8:00 AM to 2:00 PM. Furniture, non-Freon appliances (most companies will take old appliances when delivering new ones), and large household items may be placed in this Area. No construction debris including wood, sheetrock, deck planks, cement, nails, glass etc. is allowed. Please refer to the complete list on Page 14.
5. Any mixing of the above categories within a bin is considered 'contaminated' and may not be picked up by our contracted waste hauler. RHCA could be assessed a fine, which will then be charged to the responsible homeowner.

WARNING: Bears do live near RHCA. Garbage attracts Bears. PLEASE DO NOT ENCOURAGE their presence at our Garbage Area by leaving Compactor doors open, Recycling Container lids up or garbage bags on the ground. Garbage must be placed only in an appropriate, secure container. Please do your part to keep our Community safe, clean and healthy.



12. GARDEN / LANDSCAPING GUIDELINES FOR INDIVIDUAL UNIT GARDENS

A. CURRENT LANDSCAPING: Current landscaping should not be removed or destroyed without the permission of the Board of Trustees.

The RHCA landscaper will only prune/trim those bushes and trees that the Association has planted.

B. GENERAL GUIDELINES AND RULES SPECIFIC TO GARDENS: A homeowner, at their option, is allowed to maintain their own flower or shrub garden in the specific designated areas at the side (end units) or rear of their unit.

- Rear/side garden area is within the following areas:
 - Maximum of 3 feet from the back of the deck.
 - Maximum of 3 feet from the end units on the side of the building.
 - Non-end units cannot wrap a garden around a deck if it interferes with a neighbor or if it blocks access to electrical meters or other similar installations.
1. The garden must be maintained by the homeowner in a pleasing, aesthetic manner consistent with RHCA landscaping guidelines as outlined below. The homeowner is responsible for keeping the bushes trimmed and the garden orderly.
 2. All dead/dying or dormant matter must be removed by the homeowner.
 3. No trees may be planted in the gardens without the specific approval of the Board of Trustees.
 4. During state or township mandated water restriction times, hoses and sprinklers are not allowed to be used to water the gardens or fill kiddie pools.
 5. It is the homeowner's responsibility to maintain the homeowner's garden/shrubs. If maintenance regulations are not complied with by the homeowner, they will be contacted by management. If the maintenance issue is not corrected, maintenance will then be done by the landscaper and the homeowner will have forfeited their privileges to maintain their own garden.
 6. RHCA is not responsible if the landscaper damages any plantings.

RECOMMENDED SHRUBS, BORDERS AND FILL.

1. **Shrubs/Plants/Invasive Species:** The following shrubs are recommended or prohibited for homeowner gardens:
 - a. Approved plants/shrubs: Barberry (various colors), Red Elderberry, Russian Olive, Goldthread Cypress; Common boxwood, Andromeda; Blue Flolly (deer resistant type); Blue Star Juniper, Dwarf Alberta Spruce.
 - b. No invasive plants, defined as a plant that thrives and spreads aggressively outside its natural range or grows outside of the designated garden area - such as vines or bamboo - shall be planted in the in the gardens.
2. **Garden Fill and Borders**
 - a. Fill should be brown cedar mulch and must be mold spore resistant to avoid possible staining of the unit's siding.
 - b. Stones: Any stone fill currently in place remains acceptable. There must be an acceptable border or patio bricks to contain the stones. Such border, including fencing, may be no more than 6 inches high.
 - c. Going forward, as of January 2019, usage of stone fill is no longer permitted nor are railroad ties acceptable as a material for a garden border .
 - d. Deer netting is allowed - with prior board approval - if properly installed and maintained. Deer Fencing must be removed by November 1.

C.HOLIDAY DECORATIONS: Homeowners may put up holiday decorations subject to the following guidelines

- A. No open flames are allowed.
- B. Electrical cords must be exterior rated and may not be plugged into the light socket above the door. If you wish to install an outdoor outlet in the front of the unit, it must meet the following requirements:
 - a) The exterior outlet must be a weatherproof GFCI breaker or box approved for outdoor use.
 - b) It must be installed by a certified/licensed electrician.
 - c) It may only be placed in pre-approved, designated locations, as determined by the Board of Trustees. Contact Gervin Management for further information.)
- C. NO items are to be placed on the roofs or mailboxes.
- D. Items should not be placed more than 30 days prior to a Holiday and must be removed within 20 days after a holiday.
- E. Christmas trees must be immediately taken to the Dumpster Area and not left on decks or other common areas.

14. PARKING REGULATIONS

A. GENERAL REGULATIONS

1. NO STREET PARKING is permitted at any time, except during snow removal, as provided for in Section 16 of these Rules and Regulations.
2. All vehicles must be moved for snow removal, as per Snow Removal Regulations. After snow removal of the parking area is complete, cars must be returned to their lot within 12 hours.
3. Parking on any non-paved area, including grassy areas and paths, is prohibited.
4. Parking in more than one space is prohibited.
5. All New Jersey State DOT and MVC Regulations apply.
6. PODS or similar containers are not permitted
7. All Andover Township Ordinances apply.
8. Vehicles must be moved during any emergency response as required.
9. Vehicles may remain unmoved for no longer than 15 consecutive days.
10. An additional 15 days are allowed with written notice provided to the Board or Property Manager.

B. RESIDENT AND VISITOR PARKING

1. Homeowners are allocated 2 parking spaces per unit in resident parking lots. Any additional vehicles from a unit must park in the Visitor parking lot, which is designated by appropriate signage.
2. All vehicles must be registered with the Association.
3. All vehicles must be properly insured and have a valid registration, inspection sticker and license plates.
4. All vehicles must be in working order and able to be driven.
5. Any vehicle not in working order will be towed.
6. No vehicle repairs should take place in any parking area.
7. All vehicles must fit in a standard NJDOT-approved parking space (9 feet wide x 18 feet long).

C. **HANDICAPPED PARKING:** Any vehicle parked in handicapped parking spaces must display a current handicapped permit that is clearly visible from the exterior of the vehicle. All other vehicles will be towed from the handicapped parking space.

Residents that would like to request a handicapped parking space designation should contact Gervin Management, who will bring the request to the Board of Trustees for their consideration.

D. **SUSPENSION, TERMINATION AND TRANSFER OF PARKING PRIVILEGES**

1. All Parking privileges are terminated when a unit owner no longer resides on the property.
2. Delinquent Homeowners: If a Unit Owner becomes more than one hundred and twenty (120) days delinquent in payment of any installment of its Assessment, their parking privileges and/or those of their Authorized Tenant(s), if any, and guests shall be revoked. Any vehicle(s) parked by them, their tenants and guests on Association property shall be subject to towing. In addition, the Board shall have the right to seek any other remedy or remedies available to it under the Governing Documents, or applicable law, with respect to delinquent Assessments.

E. **COMMERCIAL VEHICLES**

1. Commercial Vehicles are vehicles bearing license plates identified for commercial use by the NJ or other State Department of Motor Vehicles.
2. Contractors servicing a specific Unit, or the Association may park on the property during normal business hours
3. "Commercial vehicles" shall refer to vehicles with commercial lettering and/or vehicles with ladders or racks, pick-up trucks, vans, trucks, tractors, trailers, wagons, vans or oversized vehicles having commercial license plates or any vehicles, motorized or non-motorized, used for commercial purposes.

4. No vehicle which exceeds nine feet (9) feet in height and/or three and one-half (3.5) tons gross weight, or any vehicle which does not fit within a standard NJDOT-approved parking space, are permitted to park on RHCA property.
5. All Commercial vehicles must have the approval of the RHCA Board to park overnight on RHCA property.
6. All Commercial vehicles allowed to park on RHCA property must park in the Visitors lot on Navajo Road or in the Dome office lot on Cheyenne Road. Prior to being allowed to park the vehicle in these areas, the owner must sign a waiver that the Association will not be responsible for any damage to the vehicle while it is parked in the required areas.
7. Truck Tractors, Trailers, Mobile Homes, Recreational Vehicles, Abandoned Vehicles, Buses, Boats and Boat Trailers, ATVs and UTVs may not be parked or stored on RHCA property.

ENFORCEMENT OF THE REGULATIONS IS GOVERNED BY THE PROVISIONS OF THE PARKING RESOLUTION WHICH IS AVAILABLE FROM GERVIN MANAGEMENT.

15. RHCA POOL RULES AND REGULATIONS

A. POOL USE RULES: The following are General Rules to be followed:

1. No swimming is allowed when the lifeguards are not on duty.
2. No smoking is allowed within 25 feet of the pool area.
3. No diving, running or rough play is allowed.
4. Inflatable rafts, toys and ball playing are only permitted at the Lifeguard's discretion. Small inflatable toys and safety rings are acceptable.
5. No glass or breakable objects are allowed in the pool area. Soft drinks are permitted in plastic containers or aluminum cans only.
6. NO alcohol is permitted in the pool area at any time.
7. Proper bathing attire is required. No cut-offs in the pool. Infants must have rubber pants under their bathing suits due to the risk of E-Coli infection. This rule will be strictly enforced.

8. Clubhouse restrooms are available. Bathers must dry off before entering.
9. Children must be properly supervised by an adult.
10. Bicycles are not allowed in the pool area or in the area in the rear of the Clubhouse.

B. POOL AND RECREATION FACILITIES ADMISSION:

1. Usage of all RHCA Recreation Facilities are limited only to Homeowners/Residents in Units which are in good standing. Residents and guests of delinquent units will not be admitted. Only RHCA residents with valid Recreation Passes will be permitted to use the Pool and other RHCA Recreation Facilities.
2. An RHCA resident must accompany their guest at all times when they are utilizing the pool.
3. Admission to the pool requires valid Recreation Passes at all times. Passes will be provided by Management to all RHCA units in good standing. Passes must be available, along with proper identification, for admission.
4. All residents must register by signing in upon entry to the pool.

16.SNOW REMOVAL: The following are guidelines pertaining to snow and ice removal during the Winter season. Specifics may change each year, so please read any distributions sent to Residents.

- RHCA has retained the services of a professional snow removal company. The snow removal company is responsible for removing snow from the streets, parking areas and sidewalks. (Note: the city will brine the streets in advance of each storm.)
- Snow plowing begins for all RHCA roads once 2 inches of snow has fallen. Streets will be plowed on occasion during the storm.
- To allow the contractor easy access to plowing, please do not move your car onto Cheyenne, Seminole, Cherokee or Navajo Road, Dakota Drive or around the fountain at Mohegan Circle until the storm ends and these roads are fully cleared by the contractor.
- Once the storm has stopped, plowing will begin on the parking lots and sidewalks will be cleared. Sidewalks may be done at any time of night or day.
- Parking lot snow removal will commence once the storm has stopped. The snow removal company will alert the residents by blowing air horns.
- Parking lots can only be properly cleared if all cars are removed from the lots. Please make every effort to move your vehicle to insure the safety of you and your neighbors and to avoid damage to your vehicle. All residents must move their cars from the parking areas immediately upon hearing the horns.
- If you are out of town or cannot move your car, please make sure that a neighbor or friend has your keys and can move it for you. Work with your neighbors to help each other. If a neighbor is aged, sick or cannot physically perform these tasks, please help them to do so.
- Contact Gervin Management if you will be away from home for an extended period. You will be instructed where to park your car until you return home.
- After your parking lot has been cleared, please move your car back to its usual spot.
- You will be fined if your car is not moved for the plows.
- Sidewalks: The snow removal company will clear the sidewalks and mailbox areas. Each resident can obtain salt from the large barrel outside the Dome Office for additional application at their unit.

- Homeowner Notifications: Should the snow removal company miss any areas, please notify the Management company so that they can contact the contractor.
- Please do not stop the work crews from doing their jobs to address your issue, or to clear a certain location, as it will only delay their progress. Any concerns should be addressed through Gervin Management.

17. EXTERIOR AND INTERIOR MAINTENANCE AND REPAIRS ON INDIVIDUAL UNITS:

I. EXTERIOR ALTERATIONS:

1. Except for Decks, as outlined below, no alteration of the exterior is allowed without Board of Trustees approval. (Master Deed, page 10 and By-Laws, Article IV, Section 9).
2. The homeowner may not attach any items to the exterior of the buildings. Unit owners shall not cause or permit anything to be hung or displayed or placed on the outside walls, doors or windows of any building without the written consent of the Board of Trustees or as provided in these Rules and Regulations.

II. DECK MAINTENANCE, REPAIRS OR REBUILD

1. The Homeowner is responsible for maintaining the deck by keeping it clean and painted and in good repair at all times.
2. Painting/Staining:
 - a. Colors, whether stain or paint, must match the color of the siding. Homeowners should contact Gervin Management for the approved paint/stain brand and color for their Unit.
 - b. New decks may be left unpainted for 6 months, after which they must be painted or stained the designated color.
3. Clear-stained, natural-colored decks are now allowed.
4. **Deck Rebuilds or New Decks:** A Homeowner may rebuild or replace their deck or build an approved larger deck with the approval of the Board of Trustees. The Homeowner must obtain all necessary permits from the Township.
 - a. All new or rebuilt decks must comply with RHCA specifications. Approved RHCA deck plans are available by contacting Gervin Management.

- b. Homeowners must comply with the guidelines below and on pages 26-27 for a deck rebuild or replacement.
5. **Reimbursement:** When a deck is fully replaced/enlarged and complies with all Association Requirements, Homeowners may qualify for a \$1,000.00 reimbursement from the Association at the discretion of the RHCA Board of Trustees. This reimbursement will be made only when the deck is fully replaced, and a Certificate of Occupancy is provided by the Township.
6. **Replacement of an Unsafe Deck:**
 - a. If a deck is in disrepair or dangerous, the Board of Directors may at any time inspect the deck and require specific repairs to insure the deck is safe or require full replacement of the Deck.
 - b. A deck replacement or rebuild must be completed within one year of the Unit Owner's receipt of the Board Notification.
 - c. If only repairs to the deck are required, they must be completed within 6 months of receipt of notice by the Board.
 - d. The homeowner must contact the Board of Trustees on completion of repairs for a final inspection.

III. WINDOWS, DOORS, SLIDING DOORS:

- **Replacements:** The replacement of all doors, windows and skylights are the responsibility of the homeowner.
- All such replacements (including sliders) must be approved in advance by the Board of Trustees.
- The Homeowner must complete an Architectural Change Request form obtained from Gervin Management and submit it for Board approval, along with the appropriate Certificates of Insurance.
- Any replacement doors and windows must be the same configuration as to height, width and design as all other RHCA Condominium doors and windows and must meet RHCA guidelines as to color and appearance.
- **Front Doors:** Front doors and screen doors must comply with the requirements of the Front Door Resolution approved and passed by the RHCA Board of Trustees in January 2014. This Resolution is available upon request from Gervin Management.

- Back Door/Slider: The back door/sliding doors shall be of the same height width, design and color as other units in RHCA
- Repair and Maintenance: The repair and maintenance of all exterior doors and windows, including sliding doors, skylights and basement windows are the responsibility of the Homeowner.
- Exterior door and window frames must be well-maintained and kept clean and painted.
- Window/Winter Plastic Coverings are only allowed on the interior of the unit. No plastic covering is allowed over the exterior of the windows or doors.

IV. FRONT STOOP RAILINGS & HANDICAP RAMPS

1. Railings & Ramps: Owners wishing to put in wrought iron railings or handicapped ramps must provide a written request to the RHCA Board of Trustees describing the reason for the request. An Architectural Variance form must be completed and include plans or a drawing of the proposed installation, along with the appropriate Certificate of Insurance for Board approval.
2. Handicapped Ramps: For handicapped ramps, appropriate medical certification that a handicap ramp is required must be provided unless the handicap is visibly apparent.
3. All installations must be in compliance with any Township codes that may apply.
4. Requests will be reviewed by the RHCA Board of Trustees and a response will be provided within 30 days. The Board of Trustees reserves the right to request additional information prior to making a final decision.
5. Wooden posts or railings are prohibited on the stoops and stairs but can be used for handicapped ramps.
6. All such alterations will be at the full expense of the Homeowner.

V. INTERIOR MAINTENANCE/ALTERATIONS:

1. The Master Deed and Bylaws of RHCA state: "A member shall not make structural modification or alterations in his unit or installations located therein without the written consent of the Board of Trustees."
2. The Homeowner must complete an Architectural Variance form obtained from Gervin Management and submit it for Board approval along with the appropriate Certificates of Insurance. The Homeowner is responsible for any cost incurred should a review of submitted plans by an industry professional be required by the Board.
3. Any structural modification or alterations must be approved in writing by the RHCA Board of Trustees prior to the work being started.
4. Homeowners are responsible for all windows, doors, skylights, electrical, plumbing, railings, etc. that are specific to their unit only.

VI. UNIT HEATING:

During winter months when there is any danger of the outside temperature falling below 30 degrees Fahrenheit, heating must be maintained in each unit, and the thermostat must be set at a minimum of 55 degrees. Each homeowner must take reasonable and ordinary precautions to protect water pipes from freezing.

VII.DRYER VENT CLEANING:

Homeowners are responsible for ensuring that their dryer vents are clean so that the dryer can always vent freely. This includes keeping the vent free from snow, brush and other items that could block it and result in a fire.

Each homeowner is required to follow the provisions outlined in the Dryer Vent Cleaning and Certification Resolution approved by the Board in January 2009. Maintenance, repair or replacement of the dryer vent tubing is solely that of the homeowner.

The owner of each unit is required to have the dryer vent tubing cleaned and inspected by October 1st of every odd-numbered year.

Cleaning and inspection must be performed by a qualified inspector, at the homeowner's cost. The Certificate of Inspection must be provided to Gervin Management within 30 days after completion of the inspection. Per the Resolution, any owner not complying with the Resolution shall be fined \$50.00 per day. Cumulative fines shall not exceed \$5,000.00.

VII. PELLET STOVES AND CHIMNEYS :

1. NO PELLET STOVES OR WOOD BURNING STOVES ARE ALLOWED AT RHCA AFTER JANUARY 1, 2016. PELLET STOVES INSTALLED PRIOR TO THAT DATE MUST COMPLY WITH THE FOLLOWING REGULATIONS.

a. Only working Pellet Stoves in the unit prior to January 1, 2016 are allowed. **Any non-working pellet stoves must be removed, at the owner's cost.**

b. If upon sale of the unit, the new unit owner does not wish to keep a working stove, the stove must be removed prior to the sale and all common elements must be restored to their original condition at the owner's cost.

2. ANNUAL INSPECTIONS: The chimney to an existing Pellet Stove MUST be inspected, cleaned and repaired, if necessary, once each year prior to November 15 of that year. A Certificate of the Inspection must be sent to Gervin Management each year, on or before November 15 of that year.

VIII. WINDOW AIR CONDITIONERS

1. The Homeowner will be permitted to install one standard size window air conditioner in a unit designed to fit in the designated window.
2. Air conditioners may not be installed before April 15th and must be removed by October 15.
3. First time installation must have written RHCA Board of Trustees approval at least 30 days in advance of the requested installation date.
4. The installation, maintenance, repair and replacement of the window air conditioning unit is the sole responsibility of the owner.
5. Any damage to the common elements or neighboring units resulting from the window air conditioning unit is the responsibility of the owner.

18. INSTALLATION & CONSTRUCTION GUIDELINES

A. INSTALLATION/CONSTRUCTION ITEMS THAT MUST BE APPROVED BY THE BOARD/MANAGEMENT PRIOR TO CONSTRUCTION:

1. Interior alterations and remodeling involving structural changes.
2. Deck repair or replacement.
3. Satellite Dish Installation, if installation requires a modification to a common element and/or is not installed within the exclusive use and/or control of the unit owner.
4. Installation of handicap ramps and wrought iron railings on steps or stoops.
5. Window air conditioners.
6. Windows and exterior doors (per Resolution).

B. REQUIREMENTS FOR RHCA BOARD OF TRUSTEES APPROVAL:

1. Information Required: For all installations, remodeling and/or construction work set forth in the prior subsection, the following must be provided to the Board of Trustees for review and approval:
2. A copy of the plans for the installation, reconstruction, or remodeling.
 - a. Decks: Approved RHCA deck plans are available from Gervin Management for a small fee.
 - b. Interior remodeling plans must show any structural alterations.
 - c. Satellite dishes: The plans must show the entry exit point of all wires and cables and the location and dimensions of the satellite dish. No wires should enter or exit through the siding.
 - d. Satellite dish or cable wiring entrance into a unit must be in an approved location. Only one entrance point will be allowed. Any other wiring must be done inside the building.
 - e. Solar panels are not permitted to be installed anywhere
3. A picture of the area before the work is done.
 - a. A copy of the Building Permit, Electrical Permit or other Permits as required by the Township of Andover, State or County.
 - b. Proof that the work will be done by a licensed professional installer or contractor.

- c. Evidence of workers compensation insurance and general liability insurance from the contractor/installer. The general liability insurance must have limits of at least \$1 million and name RHCA as an additional insured.
 - d. The Township of Andover building Inspector must inspect project (including decks) both during construction and upon completion.
 - e. Evidence of the Inspector's approval and the completed certificate of occupancy must be provided to the RHCA Board of Trustees.
4. Deposits: A deposit must be included with these materials when submitted to the Board of Trustees for approval. The check is to be made out to RHCA and included with the initial request for approval.
- a. Deposits of \$100 are required for all installations or repairs except for Satellite Dishes for which a deposit may be required if the Satellite Dish is installed, with Board Approval, in a Common Element not within the Unit Owner's exclusive use and/or control.
 - b. Deposits shall be refunded when the work is completed, and a Certificate of Occupancy or approval has been received from the Township.
5. Board of Trustees Approval: The Board of Trustees will respond within 30 days upon receipt of all required information, or the application will be deemed denied.
- C. **WORK RULES:** Contractors/Installers shall adhere to the following:
1. No vehicles or equipment shall be allowed on the grass, sidewalks or common areas.
 2. **Construction debris shall not be dropped off at the household bulk garbage area or put in the dumpsters.** It must be taken to the landfill. The respective Unit will be fined or charged the cost of disposal if the items are placed in the bulk garbage area or in any of the containers in the garbage area.
 3. Contractors will not do work that shall disturb the peace of the community between the hours of 10 pm and 8 am.

4. Contractors shall not leave their vehicles or equipment in the parking area overnight without the express consent of the RHCA Board of Trustees.

D. HOMEOWNER RESPONSIBILITIES:

1. The Homeowner is responsible for obtaining the appropriate Building Permits from the Township and for arranging for an initial inspection by the Building Inspector, if required and then on completion of the project.
2. The Homeowner is responsible for all damages resulting from the installation of these items.

19. COMPLAINTS AND VIOLATIONS:

A. GENERAL PROCEDURES REGARDING COMPLAINTS AND VIOLATIONS

1. Violations of Rules and Regulations
 - a. Homeowners who violate any of the RHCA Rules and Regulations will be sent a warning letter, followed by a Fine Assessment Letter advising of noncompliance and stating the amount of the Fine to be levied or other action required.
 - b. New Homeowners (less than one year) will be sent a “Regular and Certified” warning letter requesting voluntary compliance within 10 days (if a blanket warning has not been issued.) If the Homeowner does not comply, a standard Violation Letter will be issued and a Fine or Penalty levied. Note: The Board reserves the right, in the case of an emergency relating to the safety, health and welfare of the community to take immediate action.
 - c. If compliance does not occur, violations will be handled in accordance with the Association’s Fining Resolution. Please see Page 36.
 - d. Failure to comply may result in the loss of personal property. The cost of enforcing compliance and removal of property will be charged to the homeowner.
 - e. Warning letters issued for a specific violation also serve as a warning for all categories, i.e. pets, parking, gardens, garbage, toys, satellite dishes, etc. These warning letters should serve as a flag to review the Rules and Regulations.
2. Homeowner Complaints: Please use the attached Violation Form.

3. Any violation of these Rules and Regulations observed by any Homeowner should be reported to Gervin Management. Please use the attached Homeowner Violation Reporting Form.
4. The complaint should include the date, unit number, license number of an involved vehicle, description of an incident or inappropriate behavior. Please include pictures, if available.

HOMEOWNER VIOLATION REPORTING FORM

Date and Time of Violation:

Nature of
Violation: _____

Name of individual (if known): _____

Unit # of Individual: _____

Description of Incident:

If the violation is a parking violation or involves a vehicle please provide the following:

Make of Vehicle: _____ Year of Vehicle (if known) _____
License Plate # _____

The following information is required. This information will not be shared with the violator and will be kept strictly confidential.

Date of complaint: _____

Your name: _____ (Please Print)

Your unit number: _____

Please send or fax to Gervin Management.

(See page 2 for Contact Information.)

FINE RESOLUTION

The following Rolling Hills Condominium Association Resolutions have been established to address the imposition of Fines or Penalties, Due Process Procedures and Alternate Dispute Resolution. Please consult the Gervin Management website (www.gervinmanagement.com) for posted copies of these (and all other) RHCA Resolutions:

Amendment To The By-Laws (Regarding Fines)...November 2018

Resolution Relating To Establishment Of An Alternate Dispute Resolution And Due Process Procedures...August 10, 2015

Policy Resolution 95-2 Relating To Due Process Procedures...February 13, 1995

Policy Resolution 2009-3 Suspension Of Membership Rights For Non-Payment Of Common Expense Assessments And Other Charges...September 28, 2009

Administrative Resolution 95-6 Parking Rules...December 11, 1995

Administrative Resolution 95-7 Snow Emergency Vehicle Parking...December 11, 1995

Administrative Resolution 98-3 Revised Commercial Vehicle Parking Resolution...December 14, 1998

Policy Resolution 96-4 Liability For Fines, Penalties And Other Charges...December 9, 1996

Policy Resolution 92-1 Liability For Fines, Penalties And Other Charges...October 12, 1992

Policy Resolution 2003 Garbage And Recycling Center Enforcement...July 14, 2003

Policy Resolution 2009 Dryer Vent Cleaning And Certification...January 26, 2009