

The Highlands at Berkeley Heights Condominium Association, Inc.
Managed by: GERVIN REALTY
1280 Route 46
Parsippany, NJ 07054
973-335-5587 FAX: 973-335-0120

Rules and Regulations

ASSESSMENTS:

1. All maintenance dues are payable on the first day of each month.
2. Any payment received after the 15th day of the month will be subject to a late charge of \$75.00. If dues remains unpaid, additional late charges will be levied every month.

ALTERATIONS AND MAINTENANCE:

1. No additions or alterations to any lot or exterior of any home may be made without the prior written approval of the association.
2. No antennas, air conditioners, clothes lines or other objects may be erected on any lot or attached to the exterior of any home, through any window or on any deck.
3. Any misuse or damage to common elements caused by owners, occupants or visitors of any unit, must be repaired at the expense of the unit owner.
4. Decks must be kept neat and orderly.
5. No articles may be hung to dry or air on the decks/balconies or their railings.
6. Common area maintenance requests **MUST** be submitted to Gervin Management through your homeowner portal. Invitation to activating your portal will be sent upon notification of your e-mail address.

PETS:

1. Any resident who has a pet is required to comply with the Berkeley Heights Township ordinance regarding the licensing of pets, and acquiring the proper shots.
2. All pets must be kept on a leash at all times and not allowed unattended on decks, patios or garages
3. Pets are not allowed to be tied, chained, or staked outside a unit in any common area.
4. No resident shall harbor any dog or other pet that habitually makes excessive noise so as to disturb the peace, or is aggressive towards residents or their pets.
5. Pet owners must clean up after their pets and make best efforts to walk their pet as close to the woods as possible, or at least away from areas with heavy traffic such as, nearby mailboxes, where children might be playing.
6. Owners will be responsible for all damage done by their pet and will be billed for any property damage caused by their pet or theirs guests' pets.
7. All efforts should be made to prevent pets from urinating on or near landscaped grass, plants, sidewalks and parking areas.

GARBAGE:

1. No garbage shall be deposited on the property unless in proper containers for collection.
2. Containers must be kept in the garage, except when placed at the curb on days of collection. Garbage collections is Tuesday and Friday.
3. Recyclables need not be sorted (newspaper, aluminum cans, bottles and jars) and must be placed in a container with a lid to avoid broken glass, and the like, littering the complex. Collection is bi-monthly scheduled on Wednesdays. DO NOT PLACE PLASTIC BAGS IN RECYCLE CONTAINERS.
Please refer to: <https://www.berkeleyheightstwpnj.gov/recycling/index.html>
4. Garbage enclosure for Wren Court residents is to be kept clean. Individual garbage containers is the responsibility of each Wren Court resident, properly labeled by the number of each unit. (Feces is not be discarded in this area).

LANDSCAPING CHANGES:

1. The installation of any fencing enclosures is not allowed.
2. No artificial plants or ornaments are allowed. No "blow up" decorations are permitted.
3. No shrubbery or bed preparation may be removed or replaced.
4. Vegetable gardens or plants are not permitted to be planted in any common area without prior written approval from the Board of Directors.

PARKING:

1. Parking of trucks and commercial vehicles, other than for the purpose of making deliveries or service calls, is prohibited.
2. No trailers, campers or boats may be stored or parked on the property.
3. **Parking vehicles on the street is prohibited.** Recognizing that there is a limited amount of parking spaces, all residents are required to keep development streets free and accessible for emergency vehicles. Therefore, do not park on the streets. **Garages and driveways must be utilized.**
4. Unregistered or disabled vehicles are prohibited. The owner will be given three (3) days warning to remove such vehicle OR \$10/day fine will be assessed until vehicle is in compliance or removed from the property.
5. No automotive repairs, except for emergency repairs to make a vehicle operable, are allowed on the property.
6. All vehicles parked in the development must be in operable condition and have current license plates and valid inspection stickers. Storing of vehicles is strictly prohibited.
7. Illegally parked vehicles are subject to a \$10/day fine. All offending vehicles as listed in 1-6 inclusive are subject to fines.
8. Parking on Wren Court is reserved for Wren Ct. residents and their guests. These residents are assigned two (2) parking spaces per unit.

SIGNS:

1. "For Sale" signs are not to exceed one square foot and are to be displayed in a window of the unit for sale. Signs can be placed in the common areas on weekends only.

2. Realtors "Open House" signs can be placed in the common areas on the day of the open house and must be removed when the open house has ended.
3. Signs of any kind are not permitted to be displayed on any common area.

RENTING A UNIT:

1. Owners of a unit that plan on renting their unit must notify the management company of this intent.
2. All units which are rented, must be rented with a written lease providing a minimum twelve (12) month tenancy. The association must receive a copy of the lease agreement.
3. No unit may be sub-leased.
4. No part or section of any unit, less than the entire unit, may be rented or leased and no transient borders may reside in any unit.
5. All unit owners must provide their tenants with a copy of these rules.
6. All unit owners will be held ultimately responsible for violations of the rules by their tenants. If a tenant continues to violate the rules, the unit owner may be compelled to commence eviction proceedings.
7. All renters must provide a copy of their renters insurance.

SELLING A UNIT:

1. Owners must inform management of intent to sell, the anticipated date of closing and the names and addresses of purchasers, as well as a seller's and purchaser's attorney names and addresses.
2. It is the seller's responsibility to pass on to the purchaser the Public Offering Statement (Covenants and By-Laws) of the association, and tell the purchaser of the membership fee of \$500.00, which is payable by the purchaser to the association at the time of closing.

COMPLAINTS:

1. All complaints and reports of violations MUST be made in writing to management, before they will be processed. Any inquiries regarding rules and regulations and enforcement procedures, may be made by e-mailing the management company (gervinmgmt@optonline.net).

UNIT: Interior/Exterior/Garages

1. No kerosene heaters may be operated in units or garages.
2. Garage doors must be kept closed at all times when the garage is not attended.
3. No gas/charcoal grills are permitted.

GENERAL:

1. Under no circumstances may items be thrown, launched or dropped from the deck of any unit for any reason. Personal property cannot be left in any common area overnight.
2. Riding bicycles, roller skates, skateboards, rollerblades, etc. are not permitted on the grass.
3. The speed limit for vehicles in the complex shall conform to municipal traffic laws. No vehicle may exceed 25 miles per hour.
4. No resident is to dump any debris into storm drains.

5. No solicitation is encouraged in the development.
6. Garage sales are not permitted.
7. Prior to replacing doors or windows, the management company must be notified for specific, authorized contractor only.

ENFORCEMENT

Violations of the Rules and Regulations, the By-Laws or the covenants and restrictions of the Association, are subject to the following enforcement procedures:

- Initially: A notice will be sent to the homeowner advising of the nature of the infraction. If not corrected, a letter of warning will be issued, providing a specific period of time in which the problem must be corrected.
- If non-compliant: a fine in the amount of \$10 per day, will be assessed after the warning time frame for compliance has passed.
- Subsequent violations: Subsequent violations of the same rule by any offender will incur fines increased by \$10.00 (i.e., first re-occurrence will be fined at \$20.00/day, second re-occurrence \$30/day, etc.)

All penalty charged will be added to the monthly maintenance bill, to be paid to the association with the month's assessment. The accumulated amount will be considered a lien until paid or reversed by appeal.

APPEALS

Any homeowner who is fined may dispute the charge. Requests must be made in writing, sent certified mail to the management office within ten days of receipt of the penalty notice.

A homeowner may appeal the decision. The appeal must be made in writing, sent certified mail, and received by the management office within ten days of the penalty notice. The Board and management company will review the appeal within fifteen days of receipt of the request and a written decision will be issued. The decision of the Board will be final.

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