

**Society Hill
At
Kilmer Woods
Village II**

Rules & Regulations

Revised 11/2009

Welcome to Society Hill at Kilmer Woods Village II

Society Hill at Kilmer Woods Village II is a Condominium Development within the Township of Mahwah, established under the laws of the State of New Jersey. This orientation handbook is designed to introduce you to Society Hill at Kilmer Woods Village II and the facilities available. For everyone to get the most out of the development, it is imperative that certain Rules and Regulations be observed. This orientation handbook is not intended to supersede or replace the recorded Master Deed or Bylaws. If this handbook conflicts with the recorded Master Deed and Bylaws then the latter shall prevail.

Please read this handbook carefully, and enjoy condominium living to the fullest. If you have any questions contact the Association Office at (201) 818-1755.

Society Hill at Kilmer Woods Village II
Approximately 30 acres
2 tennis courts, 1 swimming pool
1 clubhouse

Condominium Property

The condominium concept of real estate ownership had its origin in the laws of Ancient Rome and has been made a part of modern living by laws enacted by the state legislature. Condominiums are of three separate elements:

Common Elements: These include practically everything outside your door, i.e., the grass, planting beds, common pipes used by multiple unit owners in a building, roof, siding, the roadways and sidewalks and the recreational facilities.

Limited Common Elements: These include your assigned parking space steps and stoops to individual units, and your patio/balcony. Although technically common elements, these are limited to your specific use.

Individual Unit: "Each Unit consists of:"

(A) All the space within the area bounded by the interior surface of its perimeter walls and its lowermost floor and it's uppermost ceiling as follows:

Bottom: The bottom is an imaginary horizontal plane through the highest point of the interior surface of each portion of the uppermost sub floor, generally concrete or gypcrete slab (originally installed by the Sponsor), within the Unit, and extending in every direction to the point where it intersects or closes with a side of such Unit.

Top: The top is an imaginary horizontal plane along and coincident with the innermost surface of the studding or truss assembly of the uppermost ceiling and along and coincident with the exterior surface of any skylights, of the Unit and extending in every direction to the point where it intersects or closes with every side of such Unit.

Sides: The sides of each Unit are imaginary vertical planes along and coincident with the innermost surface of the studding of the perimeter walls (originally installed by the Sponsor) or

where there is not studding, the innermost surface of concrete block perimeter walls or equivalent. Where no wall exists, the side is an imaginary vertical plane along with coincident with the exterior finished surface of the windows, or doors located on the perimeter of such Unit. The sides of each such Unit are bounded by the bottom and top of the Unit; and

(B) All appliances, fixtures, doors, windows, screens, skylights, interior walls and partitions, gypsum board and/or other facing material on the walls and ceiling thereof, the inner decorated and/or finished surface of the floors (including all flooring tile, ceramic tile, finished flooring, carpeting and padding) and all other improvements which are located within the boundaries of the Unit as set forth in (A) or which are exclusively appurtenant to a Unit, although all or part of the improvement may not be located within the boundaries of the Unit as set forth in (A). **Such appurtenant improvements include the following, to the extent that they serve an individual Unit only and not any other Unit or any portion of the common elements, no matter where they are located:**

1. Any and all utility lines, pipes, vents and systems, including, but not limited to, (a) electrical wires and wiring, fixtures, switches, outlets and circuit breakers, (b) water pipes and hose bibs, (c) sewer pipes and clean-outs, (d) vents and ducts, (e) telephone lines and wires, (f) master antenna or cable television wiring, except where ownership of any of the above is retained by a company, public utility, agency or otherwise providing service therefore;
2. Any fireplace, chimney or flue;
3. All utility meters not owned by the public utility agency supplying the service;
4. All equipment, appliances, machinery, mechanical or other systems including, but not limited to heat pumps, air conditioning units and;
5. All storage areas located within or without the Unit, which provide exclusive storage for the Unit.

The word "Unit" when used throughout this Instrument shall be deemed to refer to each of the aforesaid Units as herein described.

NOTE: All reference to exhibits are contained in the preceding which identifies the responsibility of the individual unit owner is found in paragraph (B). Therefore, such items as chimneys and dryer vents are the responsibility of individual unit owners even though their maintenance might require rooftop access. Currently, and in our opinion correctly, the Association requires the Contractors and repair tradesmen (employed by individual unit owners) to indemnify the Association against any damages resulting from their work. **Restricted Use:** Generally considered to be the inside air space of your unit from painted wall to painted wall.

The Administrating Association

Society Hill at Kilmer Woods Village II shall be administered, supervised and managed by the

Society Hill at Kilmer Woods Village II Condominium Association, Inc., whose office will be in the clubhouse located at 880 Juniper Way, Mahwah, NJ. The members of the Association shall elect a Board of Trustees in accordance with the Master Deed and Bylaws, which Board of Trustees shall be vested with the rights, powers and privileges necessary to fulfill the obligation set forth in the Master Deed, Bylaws, and Rules and Regulations adopted by the Association and in accordance with the condominium act of the State of New Jersey.

Resident Owner

A Resident Owner (RO) is the owner of record of a unit and the permanent resident of that unit. A visiting member of the family is not considered a resident, but is a guest subjected to all rules applicable to guests.

Non-Resident Owner

A Non-Resident Owner (NRO) is the owner of record of a unit who does not reside in the unit. A Non-Resident Owner may serve on the Board of Trustees or any of the various committees and s/he retains the privilege of voting at elections, but they cannot make use of any of the Associations recreational amenities.

Resident Tenant

A Resident Tenant (RT) is a tenant in a unit and as such is entitled to the use of all of the amenities of the Association. A resident tenant may not serve on the Board of Trustees but may serve on any of the various committees. A tenant may not vote unless given a proxy to do so by the NRO. A Non-Resident Owner is responsible for the actions of his resident tenant.

Rental Restrictions of Units

The Master Deed and Bylaws provide that units may not be rented for less than 180 days. A unit owner is obligated to advise the Association when a unit is rented and must provide the Association with a copy of the rental agreement or lease.

Resale of Units

It is the obligation of the seller to notify the Association of the pending sale of a unit. A copy of the closing papers must also be sent to the Office.

Access to Units

The Master Deed and Bylaws give an irrevocable right to be exercised by the Trustees or the Management Agent, to have access to any unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any of the common elements therein or accessible therefrom or for making emergency repairs therein necessary to prevent damage to the Common elements or to another unit or units. Reasonable notice will be given to the unit owner or resident whenever possible (with the exception of emergencies). The unit owner will be responsible for any fees involved to prevent further damage to the unit and/or common elements. i.e., plumbing bill, locksmith bill, etc.

Maintenance of Units

5.17 of the Master Deed, states, "Each Unit Owner shall promptly furnish, perform and be

responsible for, at his own risk, cost and expense, all of the maintenance, repairs and replacements for his own unit, provided however: (i) such maintenance, repairs and replacements as may be required for the functioning of the common plumbing, mechanical, electrical and water supply systems within the Condominium shall be furnished by the systems within the Condominium shall be furnished by the Association; and (ii) the Association, its agents and employees may effect emergency or other necessary repairs which the unit owner has failed to perform; but any and all expenses incurred pursuant to the foregoing provision shall be the responsibility of the unit owners affected thereby.

Except as herein provided, maintenance, repairs and replacements of the plumbing fixtures and systems (pipes serving individual unit only), windows, doors, patios, balconies electrical wiring and receptacles, appliances and equipment, and lighting fixtures or part of any Unit which are not common elements shall be the unit owner's responsibility at it's sole cost and expense. If any unit owner fails to perform such work the Association may do so on the unit owner's behalf and charge the reasonable expenses thereof to the unit owner. Maintenance, repair, replacement, cleaning and washing of all walls, ceilings, skylights, wallpaper, paint, paneling, floor covering, draperies, and the window shades or curtains within any Unit shall also be the unit owner's responsibility at its sole cost and expense."

Damage to Common Elements, Limited Common Elements and Units

5.20 of the Master Deed states, "If, due to the negligent act or omission of or misuse by a unit Owner, or a member of his family or household pet, guest, occupant, visitor, or tenant (whether authorized or unauthorized by the unit Owner), damage shall be caused to the Common Elements or to a unit(s) owned by others or maintenance, repairs or replacement shall be required which would otherwise be a common expense, the Unit owner so responsible shall pay for such damage and be liable for any damages, liability, costs and expense, including attorney's fees caused by or arising out of such circumstances."

Association Office

The Association Office is located in the clubhouse at 880 Juniper Way. Walk in office hours are 9:00 am until 4:30 pm, Monday, Tuesday, Thursday and Friday. The Management Company, The Wentworth Group, has provided an emergency number during after business hours, weekends, and Holidays the number is (866) 433-2978. A true emergency is defined by danger to Life or Property.

The telephone number for the Association Office is (201) 818-1755 and the fax number is (201) 818-8892. [It is important that you contact the management office with your phone numbers and email in order to receive communication regarding the community and for emergency situations.](#)

Board of Trustees

The affairs of the Association shall be governed by a Board of Trustees consisting of seven members elected in accordance with paragraph 5.09 of the Master Deed. The Master Deed and the Bylaws and such Rules and Regulations shall guide the Trustees in their administration of the Association as they may promulgate. The Board of Trustees is made up of homeowner volunteers and is not compensated for their time.

Committees

It must be remembered that all Committees and the Board of Trustees of Kilmer Woods II are comprised of residents who are volunteering their time and their efforts to serve your community. All should appreciate the general giving of their time and knowledge for the betterment of Society Hill at Kilmer Woods Village II. Please remember that they are all volunteers and serve without compensation.

Architectural Control Committee

This committee assists the Board of Trustees in maintaining the beauty and aesthetic appearance of Kilmer Woods II. They recommend standards and specifications for approved modifications to the common elements. The committee reviews all modifications or change requests made by residents that will affect common or limited use common elements (interior and exterior). The committee prepares a recommendation for the Board's review.

Building and Grounds Committee

This committee advises the Board of Trustees on all matters pertaining to the maintenance, repair or improvements of the Association's buildings and grounds.

Covenants Committee

The Covenants Committee is responsible for enforcing the Rules and Regulations of our Association for the greatest benefit of all. This committee is responsible for protecting our common property; furthering the comfort of our homeowners, tenants, and guests, promoting the general welfare and safety of our community.

Finance Committee

The Finance Committee assists in the preparation of the annual budget, which becomes effective upon final approval by the Board of Trustees. The Committee reviews the expenditures of the Association on an "As needed basis" to determine whether operations are within budgetary projections. They make recommendations to the Board for the reduction of expenditures, the re-allocation of funds, and the control of bank deposits and investments.

House and Recreational Committee

This committee plans programs and activities for the Association and recommends rules and regulations for governing the use of the clubhouse and other recreational facilities.

The House and Recreation Committee may also have as sub-committees, a Pool Committee, a Tennis Committee and a Social Committee. The Board of Trustees may decide if these sub-committees should be independent.

Newsletter Committee

The Newsletter Committee is responsible for communicating the actions of the Board of Trustees and of Kilmer Woods II. The objective of the newsletter committee is to keep owners and tenants informed and to generate a sense of community.

Building Captains

Building Captains are responsible for delivering notices to all residents in their building only. When the Association Office has notices, the notice will be dropped off at the building captain's door. He/she will be responsible for distributing the notices to all residents in the building.

Power of the Committees

With the exception of the Covenants Committee, whose duties are spelled out in the Bylaws, the several committees shall act only as a committee to make recommendations to the Board and the individual members thereof shall have no power or authority.

Liaison

The President of the Board of Trustees shall appoint a member of the Board to be liaison to each of the Committees.

General Information Bulletin Boards

A bulletin board is located in the clubhouse for use by all residents. All notices must be processed through the Association Office and may be posted on the bulletin board for a maximum of thirty (30) days. An outdoor bulletin board is outside the clubhouse and lists meeting dates and important information.

Occupancy of Units

Units may not be occupied by more persons or animals than is controlled by the Township of Mahwah and New Jersey State limits. See 5.03 of the Master Deed.

At any given time, there shall be no more than a total of:

- ***Three (3) full-time residents in a one-bedroom unit.
- ***Five (5) full-time residents in a two-bedroom unit.
- ***Six (6) full-time residents in a three-bedroom unit.

Monthly Maintenance Fee

The Association maintenance fee is billed monthly and is due and payable in full on the first day of each month. If payment is not received in full by the 15th of each month a \$25.00 late fee will be assessed to the account. You will receive coupons for each month at the end of each year in December.

If the account remains outstanding, and at the discrepancy of the Board of Trustees, the account will be turned over to the Association Attorney for collection. The homeowner will be responsible for all legal fees incurred. All maintenance payments are to be mailed to: **Society Hill at Kilmer Woods Village II, P.O. Box 57999, Philadelphia, PA 19111-7999**, please include your address on all checks.

What Does My Maintenance Fee Pay For?

The following is only a partial list of items your quarterly maintenance fee pays for:

- *Maintenance of recreational facilities.
- *Maintenance of common areas.
- *Maintenance of exterior of all buildings
- *Electricity, gas, water, and sewer for the clubhouse.
- *Electricity and sprinkler system water for all common areas.
- *Snow removal, landscaping, sprinkler maintenance
- *Association Insurance

*Legal, accounting and professional management services.

*Reserve replacement fund.

Application of Payments Received Administrative Resolution No. 13

The Board of Trustees governing Society Hill at Kilmer Woods II has signed an administrative resolution regarding "Application of Payments Received". This resolution states, "Each payment received by the Association from each owner will be applied in the following order.

1. Late Charges Due
2. Attorney fees and legal costs
3. Reimbursement of other cost incurred by the Association w/respect to the unit, not otherwise covered by the common expense assessments.
4. Fines
5. Past due common expense assessments
6. Current Common expense assessments
7. Future common expense assessments

Contribution to Capital

Effective April 1, 1995, in accordance with section 4.13 of the Bylaws, "Upon acquisition of title all owners are required to pay a non-refundable contribution to the capital of the Association, in the amount of \$250.00. Payment of such fee shall be a condition precedent to membership in the Association.

Resident Absence

Residents who are going to be absent from their units for a period of 72 hours or more are encouraged to notify the Association Office, and leave an address or telephone number where they can be reached in case of an emergency. **Always make sure the Association Office has your updated home telephone number, work telephone number, and an emergency number in case you are unreachable.**

Solicitation Policy Resolution No. 12

Solicitation without prior approval of the Board of Trustees is prohibited. This includes the posting of any type of signs, flyers, or notices on mailboxes, dumpster fences, or any other common or limited common elements including windows. Notices are not permitted to be posted on mailboxes, doors, or common elements. Section 4.9 of the bylaws, "It shall be prohibited to 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."

Procedures For Discarding Garbage General Resolution No. 16

Scheduled pick up days for garbage removal are Mondays and Thursdays. Large household items are to be placed outside the dumpster fence, either Sunday evening or Wednesday evening. Cardboard boxes are to be broken down and tied and placed next to the dumpster fence.

Garbage containers are located throughout the site for garbage disposal. Please place your garbage:

1. In a paper bag or plastic bag, both of which are to be tightly closed and or secured.
2. Garbage must be placed inside of the dumpster and not on the ground or on top of the lids.
3. Garbage is not to be left out overnight or in hallways, stairwells, patios and balconies.
4. Construction and/or landscaping materials are prohibited from being placed in garbage dumpsters.

Collection of Recycling General Resolution No. 15

In accordance with the Township of Mahwah Ordinance, recycling is **mandatory**. The main recycling trailer is located at the end of Pepperidge Road. The items recycled at the trailer are aluminum, tin brown glass, clear glass, and green glass. The assortment of glasses and metals should be rinsed before being brought to the recycling trailer. Tin foil is not classified as aluminum.

The **newspaper-recycling center** is located at the rear of the recycling trailer. Newspapers and magazines are to be separated and placed in string tied bundles no more than 30 lbs. in weight.

Dirty newspapers, computer paper, office paper, tissue paper, envelopes, junk mail, and cardboard are not to be placed in the recycling center, they are not recyclable.

Cable/Satellite TV

Each unit is pre-wired for cable TV reception. Connection to the cable system is the responsibility and expense of each individual homeowner and must be arranged directly with the cable TV company. No antenna of any type is permitted on the roof of any building. The company providing cable to the development is Cablevision. You may contact them directly.

Connection to the satellite system is the responsibility and expense of each individual homeowner and must be arranged directly with the satellite company. A modification form must be completed and approved by the board prior to any installation or a fine will be issued.

Animal Control General Resolution No. 17

All pets must be kept on a leash at all times and are not allowed to run free. Cats should be kept indoors at all times. Pets are not allowed to be tied outside of a unit on common grounds or left unattended on porches, patios or at the main entrance of a unit. No resident shall keep or maintain any animal, which habitually barks, or cries so as to disturb the public peace. No animals are allowed in the clubhouse or in any of the recreational areas.

It is prohibited to walk a pet to relieve itself on the sidewalks or any common grounds in the community. Please curb your dog. Owners must carry an implement or other means of picking up the droppings and disposing of them. Disposing of the droppings down a storm drain or disposing of cat litter down a toilet is prohibited. Please be considerate of fellow residents when walking your pet. Any damage to the common elements is the responsibility of the homeowner.

Township of Mahwah Ordinance #5-4.2, Curbing of Dogs, "It shall be unlawful for any person owning, keeping, harboring or having custody and possession of any dog to cause, suffer or allow such dog to soil, defile, defecate on or commit any nuisance on any place where people congregate or walk or upon any public property whatsoever or upon any private property without the permission of the owner of the property. The person who so curbs such dog shall immediately remove feces deposited by such dog by a sanitary method approved by the Township Board of Health. Feces are not to be discarded down storm drains."

Outdoor Grills Policy Resolution No. 4

The Board of Trustees signed a Resolution on September 5, 1989, prohibiting the use of gas and charcoal grills throughout the development. Electric grills can be used at the furthest point from the building on patios/balconies. Grills are prohibited from use on any grass or common area.

In a recent change of the New Jersey Uniform Fire Prevention Code, the use and storage of propane equipment is prohibited on decks, porch areas or balconies. The fire code section N.J.A.C. 5:18-3.3 (h) states "Propane cooking equipment such as barbecue grills shall not be stored or used on any porch, balcony or any other portion of a building within any room or space of building, within five feet of any combustible exterior wall or five feet vertically or horizontally or an opening in any wall."

All propane and charcoal grills are to be removed immediately or homeowners will be subjected to a violation and a possible fine from the Mahwah Fire Prevention Bureau.

Window Air Conditioners and Window Fans

The use of window air conditioners and window fans are prohibited.

Guests

Resident members are fully responsible for the conduct of their guest(s). Residents shall be responsible for payment of appropriate fees, if any. Please remember to inform your guests to park in the unmarked parking spaces only.

Laundry

No laundry shall be hung from any patios or balconies where it might be visible to the public.

Outdoor Furniture

Outdoor furniture must be removed from the lawn area when not in use so as to allow the lawn maintenance workers to proceed unimpeded with their work and to preclude possible damage to the personal property. Lawn ornaments or decorations are prohibited.

Outdoor Plantings

Residents are permitted to add plantings to the foundation areas of their units without prior approval.

However, once plants are installed, the entire foundation area becomes the responsibility of the resident to maintain. The foundation area is defined as that area extending from the foundation a distance of three feet. No other planting is permitted in the common area without prior approval of the Board of Trustees. This is to prevent unintentional damage to the underground wires and to the sprinkler system and to insure that the lawn maintenance can be performed without too many obstacles. Fruit or vegetable plants are not permitted. Additionally:

1. No rock walls, rock trim, pavers, extension of patio with pavers, wood trim, or any other material of that nature may be placed on the grounds or the beds of the landscaping.
2. No birdfeeders, birdhouses, or any items of that nature are permitted on the balconies, patios, decks or trees or anywhere on the site.
3. The only items permitted on the patios, balconies or decks are electric grills, patio furniture and neatly potted and hanging plants.

4. Town-plex units with no balcony, patio or deck may store their electric grills neatly next to their front door.
5. No lawn decorations whatsoever.

Storage Policy Resolution No. 8

Trunks, garbage cans, toys, kiddie pools, etc., are not to be stored on or under stairwells, patios, balconies or hallways. Bicycles are not to be chained to any stairwell railing. Bicycles may be stored on the first floor under the stairwells. Storage is defined as "A place where articles are laid up for use."

Use of Units and Unit Maintenance Policy Resolution No. 7

"Wall to wall carpeting shall be required in all units on all floors and in all rooms excluding kitchen floors, bathroom floors, utility/laundry rooms and interior entrance floors (not to exceed 16 square feet).

Speed Limit

The speed limit throughout the site is 15 mph, except on Pepperidge Road where the speed limit is 25 mph. The speed limit signs are posted throughout the development. The Mahwah Police Department enforces the speed limits.

Vehicle Maintenance

With the exception of changing a flat tire, or washing and waxing a vehicle no other type of vehicle maintenance is permitted within the development.

Bicycles and Joggers

Bicycles and joggers shall use the streets in a careful, cautious and prudent manner so as to avoid injury to themselves or others. Bicycles and joggers must move in the same direction as the vehicular traffic.

Parking Policy Resolution No. 5

Each unit is assigned one parking space for their private use and residents should use that space. Please do not park in someone else's assigned space. The unmarked spaces are available on a first come basis.

Only private passenger-type cars, stations wagons, vans and two wheeled, motorized vehicles are allowed to park overnight. Motorcycles should have a board or other devise under the kick stand so as to prevent damage to the parking surface. No recreational vehicle (campers, house trailers, boats, motor homes, etc.,) or commercial vehicles will be allowed to park overnight without special permission of the Association. When such permission is granted, the vehicle must be parked in a pre-designated area and shall not be used as living quarters.

All vehicles parked within the confines of the Association must be in operable condition, have current license plates and inspection stickers. Any vehicle not in conformance with the above and remaining in the same location for seventy-two (72) hours or more will be moved by the Association without further notice and at the full expense of the owner. Reasonable efforts will be made to locate the vehicle owner before the vehicle is moved.

Recreational Facilities

As noted earlier, the Association has a clubhouse, pool and two tennis courts. These facilities are available to residents and their guests. Pertinent rules, regulations and guidelines for the use of each of these facilities was adopted and promulgated by the Board of Trustees. Rules for the pool are posted on the pool gate and the clubhouse rear wall. Rules for the tennis courts are posted on the tennis gates.

The clubhouse can be rented for private use for a nominal fee. A security deposit is required for all rentals. A certificate of insurance must also be provided to the Association prior to the rental.

During the summer months, the clubhouse is not available for rental until after 8:00 pm. The use of the pool is not included with the rental. All parties are to be contained inside the clubhouse. Guests are not permitted outside in the pool area.

Winter Emergencies

In the colder weather we face the possibility of pipes freezing, causing water leaks when residents aren't home. This presents a problem for those of us trying to handle the emergency when the homeowner can't be located.

When you leave your home for an extended period of time during the winter months (i.e., a weekend), please contact the Association and present the number where you can be reached in case of an emergency. Those of you who enjoy the winters months away from home, it is very important that you do not lower your thermostat below 60 degrees. **Do not cut off your heating system completely.** This safeguard will keep your pipes from freezing up.

If a resident is out of town or unreachable at home or work and an emergency occurs within their unit, a locksmith will have to be called in and the cost must be borne by the Homeowner.

Snow Removal

In the event of a snowfall, snow removal will start when two inches has accumulated in the roadways. At that time, only the roadways will be plowed. Walkways will be shoveled when the snow has stopped falling. After the main roads are cleared, please remove your vehicle from the parking areas in order to have your parking space plowed. If your vehicle is not removed, the snow in your parking space will remain. You may park in the fire zones, while your space is being cleared. **Do not leave your car in the fire zone unattended. The police could issue a ticket.** In order to facilitate a cost effective, efficient snow removal program, the Association needs everyone's full cooperation. It is imperative that all residents follow the rules listed below:

1. **Do not use any salt products on the sidewalks.** It will destroy the cement and the surrounding lawn area. Only calcium chloride is to be used on the sidewalks and the town-home entry steps. If there is ice or slippery patches on the sidewalks or town-home entry steps, please call the Association Office at (201) 818-1755.

2. **Do not use ice chippers anywhere.** Use of ice chippers will crack the concrete sidewalks and the town-home entry steps.

3. The order of priorities for snow removal is as follows:

- A. Snow removal shall commence from the streets of the Association when it has reached a depth of two inches unless the weather forecast indicates an immediate warming trend or rain, which would melt the snow.
- B. After the plows make a pass along the parking areas, it is inevitable that excess snow will accumulate below the cars and out of the reach of the plows. It is everyone's responsibility to move their cars immediately into spaces, which have already been plowed. Once the cars are out, the excess snow will be removed from the parking areas.
- C. Removal of snow from the sidewalks, entranceways, town-home entry steps and common sidewalks will be next.
- D. Immediately after the removal of snow from the streets, entranceways, town-home entry steps and sidewalks, a deicing material will be applied.

With everyone's cooperation, the snow season will be a smooth one.

Complaints

All complaints must be registered at the Association Office and in writing. Complaints will not be addressed unless it is submitted in writing and signed.

System of Fines

The Board of Trustees adopted this resolution on July 12, 2001. The new system of fines is as follows as of the date of adoption.

1. A first time violator shall be fined \$50.00.
2. A second time violator shall be fined \$100.00
3. A third time violator shall be fined \$200.00
4. If the violation is a continuing violation the fine may be on a daily basis from the date the Cease and Desist Order is mailed to the Unit Owner.
5. Fines will be imposed immediately on the Notice of a Violation and issuance of the Cease and Desist Order mailed to the Unit Owner.
6. The Association may issue a fine against a unit owner for a violation without a hearing. The fine will then be repealed or affirmed by the Covenants Committee in the event a unit owner requests a hearing. If a hearing is not requested, in writing, by the Unit Owner within ten (10) days of written notice of the fine to the unit owner, then the fine issued shall remain in full force and effect. The unit owner must be notified of this provision in the same notice as the Notice of Violation and Cease and Desist Order.

Lawns and Sprinklers

The Association is responsible for lawn maintenance and foundation plantings installed by the Association. Automatic sprinklers under the control of the lawn maintenance contractor service portions of the Association grounds. Residents are prohibited from making any adjustments to the sprinkler system.

The Township of Mahwah has an ordinance stating the sprinkler systems must be turned off by midnight and watering of lawns only three days a week. Some sprinklers must begin watering the lawn as early as 5:00 pm, so as to permit the entire system to turn off by midnight.

Street and Common Area Lighting

The Association is responsible for common area lighting including the hallways of the multi-plex buildings and the streets. If a streetlight is not functioning correctly, please contact the Association Office and present the location of the light. Likewise if the light in front of your door is out or a light in the hallway, notify the Association Office.

Noise

In accordance with the Township of Mahwah's ordinance BH:11-14.1 titled Unnecessary noise, As a matter of neighborly courtesy, the operation for washers, dryers, vacuums, loud radios, television and similar disturbances are prohibited between the "quiet hours" of 10:00P.M.and 7A.M. Condominium living requires all residents to respect their neighbor's rights to enjoyment of their home and community. Noise disturbance is defined as, unreasonable noise that disturbs your normal everyday living. Violators will be brought before the Association's Covenants Committee and fined accordingly.

Additions and Alterations

Unit Owners are permitted to install storm doors and doorbells upon a submission of specifications to be approved by the Board. The Board will review the storm door/doorbell style, color, manufacturer and location of conformance to specifications. The unit owner is responsible for damages to common elements due to installation as well as, maintenance and upkeep of the storm door/doorbell. Storm doors/door bells must be installed by an Association approved licensed contractor. The unit owner assumes all liability for damage, leakage, or injury to property or person resulting from the installation of the storm door/doorbell. No structural modifications or structural alterations on the inside or outside of any unit are permitted without prior written approval of the Board.

Seasonal Decorations

As a resident of Kilmer Woods II, Holiday lights and seasonal decorations are permitted on the balconies and in the windows for the appropriate holidays (July 4th, Easter, Halloween, Passover over, Hanukkah, etc). Wreaths are only permitted on the doors and may not be attached to the door with a permanent fastener. All decorations are to be removed within a reasonable timeframe after the holiday occurs.

With reference to Christmas trees, the Association provides three locations throughout the development where residents can discard their Christmas trees. The Association will advise all residents of the dates in which the township of Mahwah will pick up the discarded Christmas trees.

Pool Badges

The pool badges are distributed prior to the beginning of the pool season (Memorial Day Weekend). Any resident that missed the pool registration dates, can contact the Association Office at (201) 818-1755 and arrange an appointment. Unit owners must be current on their dues to receive their badges. Tenants must provide a copy of their lease for the Association to keep in order to receive their badges.

Pool

The pool is open to all residents in good standing. The pool season commences on Memorial Day

and is open on weekends only until mid June. Residents will be notified as to the day in which the pool opens daily. The pool hours are from 11:00 am until 8:00 pm. The pool season is over after Labor Day Weekend.

Pool Rules

- **Monday – Friday:** 11 am to 8pm
- **Saturday – Sunday and Holidays:** 10am to 8pm
- Pool badges must be worn at all times, including while swimming. Residents must sign in at the lifeguard stand. If badge is not being worn, the resident will be asked to leave.
- A resident must accompany guests at all times.
- The pool will be cleared for adult swimmers (18 years of age and older) each day for one-half hour at 1pm and 6pm. During these times, please give right of way to lap swimmers. (The lifeguard may waive this rule during periods of extremely light activity).
- No running, diving, jumping in the pool, wrestling, yelling or unnecessary splashing permitted in the pool area.
- All children must be potty trained. For the health and safety of our swimmers, no diapers of any sort are allowed in the pool.
- An adult must accompany children under 12 years of age.
- No bicycles, skateboards or scooters are allowed in the pool area.
- No alcoholic beverages or glass containers are permitted in the pool area.
- Eating food at the pool will not be permitted. Food must be eaten outside of the pool gate at the picnic benches that have been provided. If you are eating at the pool the lifeguard will ask you to leave the pool.
- Tables and chairs cannot be reserved in advance. If you have been at the pool, depart and plan on coming back you must collect your belongings before leaving. You may not leave your items to save the area in which you were previously.
- Cut off shorts are not permitted.
- No radios and television sets without the use of headphones.
- Rude or disrespectful behavior to lifeguards or pool patrons will not be tolerated.
- No super-soakers or water guns are permitted in the pool area. All other toys are permitted at the discretion of the lifeguard on duty.
- **SMOKING IS NOT PERMITTED ANYWHERE IN THE POOL AREA.**

Board of Health/Association Rules

- Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold nasal or ear discharges, or any other communicable disease shall be denied admission.
- Any person with excessive sunburn, open blisters, cuts or bandages shall be denied admission.
- Do not enter the water if you are experiencing or recovering from diarrhea or have and any signs or symptoms of a gastrointestinal (stomach) disease in the past several weeks.
- Children should be encouraged to use the restroom before entering the water. Immediately report any “accidents” you observe in the bathing waters to a lifeguard.
- No animals shall be permitted in the swimming pool, dressing rooms/bathrooms or other parts of the enclosure.
- All persons shall shower before entering the water.
- Conduct, which endangers the safety and comfort of others, shall be prohibited.

Tennis Courts

The tennis courts for Kilmer Woods II are located on Juniper Way, behind the pool.

Tennis Court Rules

1. Weather permitting; courts will be available for use during the daylight hours.
2. Tennis attire is required at all times. No bare feet. sneakers must be worn.
3. Courts are for tennis only!! No bike riding, roller-skating, roller-blading, ball playing, skateboarding, etc., will be permitted on the courts.
4. Guests must always be accompanied by a resident.
5. Food is prohibited.
6. Children under 13 years of age must be accompanied by an adult.
7. Time of play is limited to one hour, unless there are no other players.
8. No pets are allowed on the courts.
9. The gate shall be locked when the courts are not in use.

Fireplaces Administrative Resolution No. 14B

On September 19, 1991, the Board of Trustees signed Administrative Resolution number 14, entitled, "Use of Fireplaces". This resolution pertains to all units with fireplaces. The maintenance, repair and inspection for the fireplaces and the flue system are the responsibility of the unit owner, according to the Master Deed. With the best interest of the unit owner of each unit in which a fireplace is installed, as well as the entire community, the fireplace and chimney are to be inspected **every three years**. Each resident will receive notification from the Association Office. Access to the roof surface is not permitted. The Board hereby adopts the following requirements to enhance the safety of the members of the Association due to fire hazards and the general welfare of the Association:

- A. Unit Owners with a fireplace shall be required to have the chimney cleaned or inspected from the interior of the unit, every three years.
- B. The chimney shall be inspected by a qualified inspector. The owner shall submit to the Association a certification of the inspection stating the chimney is not in need of cleaning.
- C. Should the chimney be in need of cleaning, such cleaning must be accomplished **from the interior of the unit**, and a receipt must be submitted to the Association.

Any unit owner with a fireplace that does not submit to the Association Office a receipt showing the cleaning of the fireplace or certification stating the fireplace does not need to be cleaned, will be brought before the Covenants Committee and possibly fined.

Administrative Resolution No. 19 Regarding Washing Machine Hoses

The Board of Trustees, signed resolution no. 19, "Regarding Washing Machine Hoses", requesting all homeowners to send to the Association Office a receipt for proof of purchase or installation of new washing machine hoses for their washing machine in their respective units. Beginning February 1, 1996 and every three years thereafter. At the March 14, 2002 Board of Trustees meeting the **Board voted to change the date to every five years beginning in 2002**. Each unit owner shall supply to the Association a receipt of proof of purchase of new washing machine hoses for their washing machine in their respective unit.

The Association requires all owners to purchase and install new, no burst, flexible, braided washing machine hoses on the hot and cold water supply connectors. These hoses can be purchased at any local hardware, or plumbing supply. Failure to comply with the Rules and Regulations shall be grounds for a civil action or the levying of a fine by the Association.

Dryer Vent Cleaning Administrative Resolution Number 23

On March 8, 2001 the Board of Trustees signed a resolution stating:

- 1) By August 30, 2001 each unit owner shall supply to the Association a signed affidavit or proof of payment of dryer vent cleaning, regarding the cleaning of their dryer vent ducts.
- 2) Beginning August 31, 2001 and **every five years** thereafter, payment of dryer vent duct cleaning or an Affidavit certifying that the dryer vent ducts have been cleaned shall be submitted to the Association.
- 3) In the event that the dryer vent ducts are not cleaned by a unit owner in accordance with this resolution, or the affidavit regarding cleaning of the dryer vent ducts, is not returned to the property manager at the Association Office within the time prescribed by this Resolution, then the offending unit owner may be subject to a hearing before the Board of Trustees and a fine may be imposed for failure to abide by the guidelines set forth in this resolution.

Insurance Deductible – Relating to Unit Owner Responsibility for Insurance Deductibles- Resolution Policy # 12 -

The Association's insurance carrier has raised the insurance deductible to **\$10,000 per occurrence revised adopt 9/2009.**

Any unit owner that has damage to their unit for any reasons whatsoever said unit owner will be responsible for the payment of \$10,000 to the Association for the deductible if the unit owner elects to submit the claim through the Association's insurance carrier. If damage is lower than the deductible, the unit owner will be the responsible party for payment of damages. The Association recommends that all residents have insurance.

Affordable Housing Units

All applicants are governed by the laws applicable to Affordable Housing, as court mandated. Ordinance 1089 enforces the Affordable Housing Plan for the Township of Mahwah (8/23/91) and imposes penalties for improper rents and sales of Mt. Laurel Units. All owners buying Affordable Condominiums, who wish to rent them, must rent to certified renters and rents must not exceed guidelines governing units. All sellers are governed by guidelines and must be followed and sale prices asked must not exceed those established by the Mahwah Housing Commission.

Summary

These rules and regulations and guidelines are published for the benefit of all who reside in and visit Society Hill at Kilmer Woods Village II. Condominium living may be new to many of you and could require considerable adjustment and cooperation by all. As homeowners are elected to the Board of Trustees and to the many committees, they may see fit to change or modify this booklet. Your input in all of this is vital to the successful administration and future growth of your Association. Cooperation by all is the key component of a condominium community.

If at any time you have questions or concerns please feel free

to contact the Association Office.