

**SOCIETY HILL AT LAWRENCEVILLE  
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# RESIDENT HANDBOOK

**Effective Date  
January 1, 2003**

NOTE: While the last official printing of this handbook was in 2003, several minor changes have been made in preparing this copy for web use, so the latest information would be available here. Pagination may differ from the paper copy.

The next official reprinting may contain other changes as determined by the Board of Trustees.

Always feel free to check with the Association Office if you have any questions!

April 3, 2007

## **FORWARD**

*Congratulations on becoming a member of the Society Hill at Lawrenceville Condominium Association, Inc. The Board of Trustees welcomes you to the Community and wishes each and every resident many happy and prosperous years at Society Hill at Lawrenceville.*

*This handbook has been prepared to better acquaint you with Society Hill at Lawrenceville and should be kept handy for future reference. These Rules and Regulations were taken from the Association's Master Deed and By-Laws which existed at the time of the unit owner's purchase of the unit and should have been included with the title work obtained by your attorney. Should there be a question which is not addressed in the handbook, please do not hesitate to contact the Association office during regular business hours.*

*The Condominium Association is an entity comprised of all unit owners. As such, we encourage your participation in the Association by attending the monthly and Annual meetings.*

***WELCOME TO YOUR HOME!***

*The Board of Trustees*

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**THIS HANDBOOK IS NOT A LEGAL DOCUMENT.  
THE INTENT IS TO PROVIDE UNIT OWNERS WITH AN OVERVIEW OF THE COMMUNITY ASSOCIATION, ITS  
RULES, AND BASIC SERVICES**

## **WELCOME TO SOCIETY HILL AT LAWRENCEVILLE CONDOMINIUM ASSOCIATION**

Society Hill at Lawrenceville is a condominium development within the Township of Lawrence, County of Mercer, established under the laws of the State of New Jersey.

This handbook is designed to inform owners, tenants and their guests about your Condominium Association and about the facilities available for your use. A condominium style of living provides safeguards which are counterbalanced by restrictions. It is necessary, therefore, that the rules and regulations of Society Hill at Lawrenceville Condominium Association, Inc. be observed. This handbook is not intended to supersede or replace the recorded Master Deed or By-Laws and if this handbook conflicts with the recorded Master Deed or By-Laws, the recorded documents shall govern. A copy of the Master Deed and By-Laws may be purchased from the Association office for \$50.00.

Society Hill at Lawrenceville Condominium Association, Inc. has its principal office at 1 Society Way, Lawrenceville, New Jersey 08648 which is located in the clubhouse. The Association consists of approximately 75 acres; 440 condominium units; 2 tennis courts; one 25' x 50' swimming pool from 3' to 9' deep with a deck area for lounges, chairs, tables and umbrellas; a 1600 sq. ft. furnished clubhouse with a multipurpose room, lounge area with fireplace, office, complete kitchen, and bathrooms.

### **THE CONDOMINIUM ASSOCIATION**

All members are subject to the conditions, easements, restrictions, rules and regulations as set forth in the Master Deed, By-Laws and Rules and Regulations of the Association (the "Governing Documents"). The Public Offering Statement you should have received from the developer and/or prior unit owner, contains copies of the Master Deed, By-Laws and Rules and Regulations of the Association that were in effect since June 26, 1984. Amendments to the Master Deed, By-Laws and Rules and Regulations that have been adopted by the Board of Trustees are available in the Association Office and were delivered at the appropriate time to the owner of record of the unit. You may want to consult your attorney if you did not receive copies at the time of closing. In addition, the Master Deed is recorded in the Mercer County Clerk's Office.

### **ASSOCIATION MEMBERSHIP**

Every owner or co-owner of a unit is a member of the Association until such time as their ownership of the dwelling unit ceases. Each unit may exercise one vote in any election conducted by the Association. Tenants of a unit are not members of the Association and, therefore, are not entitled to vote unless the member permits the tenant or occupant to exercise the proxy vote of the member.

### **RESIDENT MEMBER**

A resident member is a permanent resident of the unit. A visiting member of the family is not considered a resident member but is considered a guest subject to all rules applicable to guests.

## **GUESTS**

Resident members are fully responsible for the conduct and actions of their guests at all times. Members must sign guests in at the pool prior to their using the facilities.

## **BOARD OF TRUSTEES**

The members of the Association elect a Board of Trustees, as set forth in the Master Deed, who are vested with the rights and powers and privileges and duties necessary for proper administration in accordance with the provisions of the Association and the Condominium Act of the State of New Jersey.

The affairs of the Association are governed by a Board of Trustees consisting of seven (7) Association members elected in accordance with paragraph 5.09 of the Master Deed and paragraph 5.00 of the By-Laws. The Association is subject to the provisions of the New Jersey Non-Profit Corporation Act N.J.S.A. 15A:1-1 et seq.

The Trustees are guided in their administration of the Association by the New Jersey Non-Profit Corporation Act as well as the Master Deed, By-Laws and Rules and Regulations of the Association, all as may be amended from time to time.

The goal of the Board of Trustees is to maintain, improve and enhance the safety, value of the property and the overall quality of life at Society Hill at Lawrenceville. The Board welcomes any suggestions or comments from the residents.

## **MEETINGS**

The Association holds one Annual Membership Meeting, normally in the fall of each year, for the purpose of electing unit owners to open positions on the Board and to discuss any Association matters as the Board may deem appropriate at that time.

All Association Board Meetings are held monthly unless otherwise posted on the Clubhouse bulletin board. According to the Condominium Act, each Board Meeting, subject to certain exceptions, is to be conducted in an open session where residents are entitled to and are welcome to observe the Board Meeting. In addition, as appropriate, the Board welcomes owners to use this opportunity to discuss matters and views which pertain to the Association.

## **ASSOCIATION BUDGET**

Each year the Board of Trustees adopts a budget for the fiscal year. The fiscal year runs from January 1<sup>st</sup> to December 31<sup>st</sup>. A copy of the Annual Budget is mailed to all members each fall.

## **COMMITTEES**

All committees are appointed by the Board of Trustees and comprised of owners who are volunteering their time and effort to serve the community. Owners are encouraged to join committees and to respect the decisions and recommendations of those Association members who have volunteered to participate on committees. Tenants/Renters are welcome to serve on committees with the exception of the Covenants Committee.

***ARCHITECTURAL CONTROL COMMITTEE***

This committee assists the Board of Trustees in maintaining the aesthetic appearance of Society Hill at Lawrenceville.

Those residents wishing to modify or change their unit in any way affecting common elements or limited common elements interior or exterior must submit a request in writing with an accompanying sketch to the Architectural Control Committee.

The committee will review all requests submitted in writing and make their recommendations to the Board of Trustees for approval. The Association office will provide the necessary forms.

If a major modification is approved, the owner is responsible for the filing of a restrictive covenant form with the Mercer County Clerk which frees the Association from all maintenance for these encroachments on the common area.

Under no circumstances shall changes be made before written approval is received. See Exterior Modifications on page 8 for additional information.

***FINANCE COMMITTEE***

This committee assists in the preparation and review of the annual budget, reallocation of funds, annual audit and makes a report to the Board of Trustees. The Finance Committee makes recommendations to the Board for the reallocation of funds, and other investments. The Treasurer shall be an ex-officio member of this committee and shall be liaison between this committee and the Board but shall not participate in its deliberations.

***HOUSE AND RECREATION COMMITTEE***

This committee is responsible for making recommendations to the Board of rules and regulations governing the use of the clubhouse and recreational facilities.

In addition, the committee suggests to the Board of Trustees a variety of recreational or social activities for the Association membership such as holiday parties, pool opening celebrations, etc. With Board approval, committee members plan and oversee recreational and social activities.

***GROUNDS AND MAINTENANCE COMMITTEE***

This committee advises the Board on all matters pertaining to the maintenance, repair or improvement of both buildings and grounds. This would include proposals for landscaping, snow removal and special projects that the Board may determine.

***ALTERNATE DISPUTE RESOLUTION (ADR)/COVENANTS COMMITTEE***

This committee recommends rules and regulations as well as reviews and initiates complaints regarding non-compliance with the Association's Governing Documents. The committee consists of five (5) appointed Association Members whose concern is to act for the common good of the community and to reduce any tensions, as best it can,

caused by high density living. Complaints are initiated by the Covenants Committee either by recommendation or when a written request is made by a unit owner. In the event that a unit owner initiates a complaint, the unit owner must be present at any hearing.

In compliance with the laws of the State of New Jersey, and with the Association's Alternate Dispute Resolution Policy, a unit owner who is notified of an alleged violation of the Governing Documents and a unit owner who has a "housing-related" dispute with the Association is entitled to ADR proceeding. If the subject unit owner requests an ADR proceeding, the Covenants Committee will select a person who need not be an owner to preside over the proceeding. A copy of the Association's current Alternate Dispute Resolution Policy is available for review at the Association's office. The ADR proceedings are designed as an alternative to litigation. However, if the unit owner and/or the Association or other affected unit owners cannot reach a resolution of the dispute, they can proceed with whatever course of action is appropriate.

### **MANAGEMENT COMPANY**

A Property Manager and Administrator employed by Signature Property Group Inc., are available Monday through Friday, 9:00am to 5:00pm to assist residents with common element maintenance requests as well as any other matters which pertain to the daily operation of the Association. You may contact the on-site office at 609-896-9346.

Signature maintains an after-hours emergency service which operates from 5:00pm to 9:00am Monday-Friday, and 24 hours on weekends and holidays. The telephone number is 609-395-1000. When reporting a problem, provide the operator with the name of your community, name, address, telephone number and the nature of your emergency. This service is for common area emergencies only. For instance, forgetting a house key would not be considered an emergency to be handled by Management. Every attempt will be made to return a call during these hours, even if the condition cannot be remedied until normal business hours.

### **YOUR CONDOMINIUM PROPERTY**

The condominium consist of three separate elements:

1. Common Elements – Areas which are the responsibility of the Association. This includes all landscaping, sidewalks, roads, the outside of buildings and the recreational facilities.
2. Limited Common Elements – Areas which include parking spaces (one per unit), patios and balconies. Although these are common elements, they are limited to each unit's use and are the responsibility of the owner to maintain, but remain the Association's responsibility when repairs are needed.
3. Restricted Use Element – The inside space of each unit from painted wall to painted wall. Unit owners are responsible for the maintenance of the interior of their unit.

## **REPAIR AND MAINTENANCE**

In general, the Association is responsible for the repair and maintenance of all common elements and structural modification and maintenance of the structural components of all limited common elements. All requests for common or limited common element repairs should be called in, mailed or faxed to the Association office.

In general, the unit owner is responsible for the cost and expense of maintaining all areas designated as limited common elements and exterior components that solely serves their unit (i.e. air conditioning units, plumbing fixtures, hot water heaters, windows, outdoor water spigots, etc.)

The following list is provided in order to assist residents in determining the difference between unit owner and Association responsibilities for repair and maintenance.

### **UNIT OWNER RESPONSIBILITIES**

interior plumbing	interior electric
interior maintenance	interior insurance
interior lighting	interior painting
air conditioning/compressor	appliances (stove, dishwasher, refrigerator)
windows & screens	interior & exterior doors
storm doors	floors (tile, wood, carpet)
washer/dryers	dryer vents
interior & exterior locks	property taxes on unit
interior wall framing	interior wall sheetrock
non-load bearing partitions	all surface decorations
plumbing fixtures	kitchen cabinets
toilets, sinks, faucets	electric meter for unit
hot water heaters	gas meter for unit
condensation lines	water meter for unit
furnaces	attic fans
fireplaces	patio enclosures
water spigots	townhouse decks/patios
furniture	personal property
electrical outdoor outlets	

The above list is "not" all inclusive but is provided in order to assist the residents.

### **ASSOCIATION RESPONSIBILITIES**

footings	foundations
concrete slabs	perimeter structural framing
ceiling trusses	roof trusses
ceiling sheetrock	exterior sheathing
exterior brick	exterior vinyl siding
sanitary system outside unit	water system outside unit

storm drains outside unit	clubhouse building
tennis courts	pool
shrubs, trees and lawns	roads, curbs and parking lots
exterior pole lighting	sidewalks
exterior privacy fences	exterior steps and handrails
snow removal	irrigation
common element insurance	limited common areas (structural)
exterior stairs	light fixtures
light globes	

The above lists are provided in order to assist unit owners in determining the difference between unit owner and Association responsibility. Please refer to Insurance Requirements on pages 7-8 for further information.

As to any developer options or upgrades, the Association insurance covers destruction by fire or other covered casualty up to builder's grade. All other maintenance, care and replacement is that of the unit owner.

### **GOVERNING DOCUMENTS**

Throughout this handbook, reference has been made to the Association's governing documents. These are the corporate papers of Society Hill at Lawrenceville Condominium Association, Inc. The governing documents include the Certificate of Incorporation, By-Laws and Master Deed. The provisions contained in these documents set forth the structure of the Association, its operations and rules of conduct. The authority exercised by the Board is derived from these documents.

Residents should become familiar with the governing documents to ensure compliance with the rules and regulations. When a unit is sold, these documents should be passed on the new owners. Similarly, when a unit is rented, the owner should provide this information to their tenants.

### **IMPORTANT GENERAL INFORMATION**

#### **QUARTERLY MAINTENANCE FEES (subject to change)**

The purpose of the monthly maintenance fee assessment is to collect funds from all owners so that the Association can fulfill the necessary requirements of general maintenance, administration and maintenance of the common and limited elements of the Community.

Payment of the Association quarterly maintenance fees are due on January 1, April 1, July 1, and October 1. Quarterly maintenance fees not received by the 15th day of any quarter will incur a late fee of \$25.00. If not received by the end of the month there will be an additional late fee of \$25.00 assessed to the account. Complete collection policy procedures are available by contacting the Association office.

Any monies you send to the Association will first be applied to outstanding fines, outstanding late fees, and then outstanding attorney fees and costs, prior to being applied to the outstanding maintenance fees. By way of example: if you owe \$75.00 in late fees, \$150.00 in legal fees, and owe \$410.00 for the quarterly maintenance fee and you send a

check to the Association in the amount of \$410.00, the payment will first be applied toward the late fees and legal fees. Therefore, only \$158.00 of the \$410.00 will be applied toward your outstanding maintenance fee. The remaining portion of the maintenance fee will then be considered late any you may incur additional late fees and legal fees to collect that amount.

You will receive a remittance slip and envelope approximately 2 weeks before your quarterly due date. There will be no other reminders. Maintenance fees will not be accepted in the Association office. They must be mailed directly to the lock box at the following address:

**SIGNATURE PROPERTY GROUP  
P.O. BOX 549  
NEWARK, NJ 07101**

In the event you do not receive a remittance slip, please mail your payment/check to:

**ACCOUNTING DEPARTMENT  
SIGNATURE PROPERTY GROUP  
140 SYLVAN AVENUE  
ENGLEWOOD CLIFFS, NJ 07632**

Your quarterly assessment pays for the following and other items:

1. Legal counsel, engineering, accounting and management services
2. Insurance on all common and limited elements
3. Association utility charges (court and street lighting)
4. Corporate and payroll taxes
5. Grounds maintenance except for foundation planting by residents
6. Painting, repair and replacement to the exteriors of all buildings
7. Trash and snow removal
8. Irrigation services
9. Recreation facilities maintenance
10. Painting, repair and replacement to clubhouse
11. Utilities for clubhouse

### **INSURANCE REQUIREMENTS**

The Association maintains an insurance policy for all of the common/limited elements within the Community.

Generally, those items listed under Responsibilities, reflect which items are the responsibility of the Association and unit owner. See page 5-6.

There are portions of the unit interior that are not insured by the Association and must be covered through the individual's policy. This includes but is not limited to personal property, floor coverings, upgrades, dedicated utilities, etc.

The Association recommends that unit owners meet with a qualified insurance agent to determine individual requirements for insurance and to insure that your unit and your personal possessions as well as your liability are properly insured.

The unit owners should insure themselves under a specific Condominium Policy. The Condominium Policy should cover the following:

1. All of the unit owner's contents; personal property; on a replacement cost basis.
2. Include "Loss Assessment" coverage to limit desirable for any assessment made by a corporation or the association for direct damage to the property owned by all unit owner members collectively.
3. Increase the "Alterations and Additions" coverage to include all replacement costs of the interior improvements and betterments in the condominium unit.
4. An essential recommendation is that the unit owners should consider obtaining a personal liability catastrophe policy also known as a Personal Umbrella policy.

### **EXTERIOR MODIFICATIONS**

Any unit owner wishing to complete an exterior modification to a unit, must obtain a Modification Request Form and a Restrictive Covenant from the Association office for completion. Approval **MUST** be granted prior to work commencing. Exterior modifications include, but are not limited to patios, attic fans, storm doors, front door/patio door/rear storage door replacement, satellite dish installation, etc. Satellite dishes are not permitted to be installed on any common area, i.e., roof, siding, etc. Modification guidelines/specifications are available at the Association office. Approved exterior modifications are to be made at the unit owner's expense. See Architectural Control Committee on page 3 for additional information.

### **COMPLAINTS**

If an owner or resident has complaints or problems, the Association office must be notified in writing. In some instances, a written complaint may be necessary if the violation or problem is not visible by Management.

### **LIGHTING**

The responsibility for the maintenance and repair of streetlights is that of Public Service Electric and Gas (PSE&G). The Association pays for the use of the lights. If a light in your court is defective, please notify the Association office. The court lights have a number near the bottom of the pole. When calling the Association office, please give the pole number and the nearest unit number and court name.

The common area hall lights in the single-floor garden homes are the responsibility of the Association. However, rear balcony and patio light bulbs on the single-floor condominiums and townhouses are the responsibility of the unit owner and/or resident.

## PROPANE TANKS AND GAS GRILLS

The Association, in compliance with the statutes, ordinances and rules and regulations of the State of New Jersey and Township of Lawrence has established a rule that NO propane tanks or gas grills can be stored or used in Society Hill at Lawrenceville. There may be an automatic fine up to \$500.00 from the Association as well as the State and/or municipality for having one located at your unit. This is not only a Society Hill at Lawrenceville violation but also a violation of an ordinance of the Township of Lawrence. Charcoal grills are not permitted at the balconies and patios of the garden homes. Townhouse residents are permitted to have charcoal or electric grills on their patios. Grills must be stored five (5) feet from any adjoining wall, door or other vertical portion of any unit. No flame starter fluid may be used or stored in the units.

## TRASH COLLECTION

**Household garbage must be left at the curb in front of your building** (NOT at the recycling center located in the clubhouse parking lot) on Mondays and Thursdays **after 5 AM** in tied plastic bags **ONLY**. No trash cans are allowed in Society Hill. Collection begins at 7:00am (Lawrence Township contracts for the collection and the Association cannot control the time of pickup). Residents are responsible for garbage which is not picked up by the trash collector.

## FINES

A minimum of \$25.00 but not to exceed \$100.00 for storing garbage on patios and balconies; leaving garbage out on non-collection days; putting garbage out in paper bags or loose; and for leaving recyclable materials on the curb. (Subject to change).

## HOLIDAY SCHEDULE

If the following holidays fall on a Monday or Thursday, there will be **NO** garbage pickup on these days, so please do **NOT** put your garbage outside on these days.

Memorial Day	Independence Day	Labor Day
Thanksgiving	Christmas	New Years Day

## RECYCLING GUIDELINES

**The Mixed Paper Container should ONLY contain the following:**

Newspapers, magazines, junk mail, stationery, computer and copier paper, cereal boxes, cookie boxes, cracker boxes, detergent boxes, shoe boxes, greeting cards, wrapping paper (no foil paper), telephone directories, paper bags and corrugated cardboard (small flat pieces of brown cardboard).

The above items **MUST** be deposited in container **WITHOUT** plastic bags. Plastic bags may be brought back home with you, discarded in the trashcan provided in the corner of the recycling center or brought to a supermarket that recycles plastic bags.

**The Cardboard Container should ONLY contain:**

Flattened cardboard boxes.

**NOT ACCEPTABLE AT MIXED PAPER AND CARDBOARD CONTAINERS**

Carbon paper, window envelopes, books, tissue paper, napkins, paper plates, paper towels, waxed paper, fax paper, pizza – soda – beer – frozen food boxes, packing paper, paper in plastic or coated with plastic, styrofoam including packaging peanuts.

Styrofoam packaging peanuts are **NOT** to be disposed of at the recycling center. Packaging peanuts **MUST** be removed from all cardboard boxes and disposed of with regular household trash in secured plastic bags or you can recycle them by bringing the peanuts to a mailing/package service such as Mail Boxes Etc.

**The Commingled Container should ONLY contain the following:**

Glass food/beverage jars and bottles, aluminum and metal food/beverage cans, plastic beverage bottles (only those marked with #1 or #2 on the bottom), plastic detergent and shampoo bottles (only those marked with #2 on the bottom – no tubs or other #2's), paper juice and beverage cartons – including drink boxes (remove straws).

**Note:** Household batteries may be placed and sealed in clear ziplock bags and deposited in the commingled recycling container.

The above items **MUST** be deposited in container **WITHOUT** plastic bags. Plastic bags may be brought back home with you, discarded in the trashcan provided in the corner of the recycling center or brought to a supermarket that recycles plastic bags.

**NOT ACCEPTABLE ITEMS**

Aluminum baking pans, aluminum foil, window glass, drinking glasses, ceramics, pottery, dishes, broken glass, yogurt containers, margarine containers, sour cream containers, cottage cheese containers, frozen food trays, salad trays, egg cartons, aerosol cans, styrofoam including packaging peanuts.

**BULK ITEMS**

**DO NOT** leave bulk items, televisions, appliances, carpeting, furniture, etc. at the recycling center. These items, with the exception of appliances, should be placed curbside to be collected with regular garbage on **THURSDAYS**. Carpeting must be cut into sections not wider than five (5) feet and tied with twine.

**WHITE GOODS/APPLIANCES**

White goods, i.e., refrigerators, stoves, dishwashers, washing machines, dryers, hot water heaters, or any large metal item are **NOT TO BE LEFT at the recycling center or put out for garbage pick up**. You must contact Lawrence Township Public Works at 844-7137 to schedule a Wednesday pick up. You must call by Friday of the preceding week to schedule the pick up. Note: Doors must be removed from appliances.

## **FINES**

The recycling containers are clearly marked for disposal purposes. Failure to comply with the recycling guidelines will result in a \$100.00 fine imposed on owners' accounts.

Nothing is to be left outside of the containers. Fines range from \$25.00 to \$100.00 for leaving items outside of the container.

Storage of garbage bags or recyclable materials on the common and limited common elements, i.e., patios, balconies or decks will result in a \$25.00 fine.

## **AMENITIES**

### **CLUBHOUSE RENTAL**

The Clubhouse is designed for Association meetings and social activities. The Clubhouse may be rented for a non-refundable fee of \$100.00 (subject to change) by any resident in good standing. Reservations for a private function is limited to sixty (60) people. Reserving the Clubhouse for private use may be done by calling the Association office for details. A Clubhouse Rental Agreement must be fully executed. A refundable \$300.00 security deposit is also required and will be returned if there are no damages. If there are any damages made to the Clubhouse, the entire \$300.00 will be retained regardless of the actual cost of repair and/or replacement. All checks are to be made payable to Society Hill at Lawrenceville Condominium Association. The security deposit must be received at least ten (10) days before the function.

## **POOL**

The swimming pool is open on weekends only beginning on Memorial Day weekend through the middle of June. Thereafter, the pool will be open seven (7) days a week through Labor Day from 10:00am to 8:00pm. The Board of Trustees may vote to extend a pool season and in this case the pool will remain open weekdays between Memorial Day and pool opening day in June as well as one or two additional weekends after Labor Day. Limited hours will be in effect.

Pool passes are issued to all residents in good standing. Passes are issued after applications have been completed, lease documentation is on file with the Association office for rented units and investigated for arrears and violations. Applications will be mailed to residents of the community. It is the responsibility of the owner to forward the application to their tenants.

Entry to the pool is limited to on-site residents and their guests. Residents must present a pool pass in order to be admitted to the pool. Pool passes must be presented to the lifeguard upon entering the pool and must remain in the resident's possession at all times. Guests must be accompanied by a resident at all times. Residents are responsible for the conduct of their guests at all times. All children under the age of twelve (12) must be accompanied by an adult.

Rules for the pool are posted.

## **TENNIS COURTS**

The tennis court hours are from 8:30am to Dusk. The rules are posted at the tennis courts. Hours subject to change without notice. Use of the tennis courts is limited to residents in good standing and their guests. Courts are reserved by signing the schedule provided in the mailbox. There is a non-refundable fee of \$2.00 for a tennis court key which is provided to residents in good standing. The courts must be locked after each use.

## **SALE OF UNIT(S)**

Each unit owner shall notify the Association in writing of their intent to sell or lease the property no less than thirty (30) days or prior to any closing of title or commencement of occupancy by tenant.

Such notice from any seller shall provide a written request stating the name(s) of the buyer, seller, address of the unit, name and address of any buyer's attorney, and the anticipated closing date.

The following must be provided to the Association for a resale:

- |    |   |          |
|----|---|----------|
| 1. | Transfer of Title Fee                               | \$ 50.00 |
| 2. | Capital Contribution                                | \$250.00 |
| 3. | Escrow Deposit                                      | Varies   |
| 4. | Closing Processing Fee                              | \$125.00 |
| 5. | Copy of fully executed Settlement Statement or Deed |          |

Checks are to be made payable to "Society Hill at Lawrenceville." The \$125.00 closing processing should be made payable to Signature Property Group and all checks must be submitted to the Association upon closing.

## **LEASE OF UNIT(S)**

If the unit is rented, the following copies of documents must be submitted to the Association:

1. Fully executed lease
2. Fully executed Association Rider to Lease
3. Certificate of Occupancy from Lawrence Township
4. Lease extension

No portion of a unit (other than the entire unit) may be rented and no subleasing is permitted. No transient tenants may be accommodated and all leases thereof must be for a period of not less than one hundred eighty (180) days or 6 months.

The unit owner is responsible at all times for the behavior of the tenants and for informing the tenant(s) of the Rules and Regulations of the community and shall attach a copy of the Rules and Regulations which shall become a part of the lease. Should your tenant(s) cause or be responsible for a violation of the Rules and Regulations or any provision of any Governing Document, the unit owner will be held responsible and fined accordingly.

When an owner rents a unit, the owner is no longer entitled to any owner-privileges in Society Hill at Lawrenceville except for the right to vote at an Association Annual Election.

## GENERAL RULES AND REGULATIONS

In order that all unit owners are treated fairly and equitably and in order to keep the community a safe, beautiful and desirable place in which to live, the Condominium Association (hereinafter referred to as "Association") has set forth the following Rules and Regulations.

These Rules and Regulations are promulgated by the Board of Trustees of the Association and the Covenants Committee under the authority of applicable provisions of the Master Deed and By-Laws of the Association. Accordingly, they impose judicially enforceable legal obligations on all unit owners. Owners are responsible for ensuring compliance by their families, visitors, guests and agents. In addition, non-resident owners are charged with any breach of these Rules and Regulations by their tenants.

- A. No resident shall do or permit to be done, any act which threatens the safety of any person, any unit or the common/limited common elements.
- B. No unit shall be used for any purpose other than a private residence.
- C. No unlawful use shall be made of any unit and each unit owner, tenant, occupant and/or invitees shall comply with all governmental laws, ordinances and regulations.
- D. Owners and occupants shall exercise extreme care to avoid making (or permitting to make) any loud or objectionable noises; or in using (or permitting the use of) any radio, stereo, television, musical instrument, amplifier or any other device in such manner as may disturb any other resident.
- E. No flammable, combustible or explosive substance, including gasoline, propane, butane, charcoal lighter fluid, etc. may be kept in any unit. **No propane cooking grills** are allowed in the community. Only charcoal and electric grills may be used (See page 9 for details). Grills must be stored five (5) feet from any adjoining wall, door or other vertical portion of any unit.
- F. Windows, sliding doors, etc. must be treated with window coverings such as curtains, draperies, shades, blinds, etc. Permanent window coverings are required within thirty (30) days of occupancy. Exterior plastic coverings on windows are prohibited.
- G. Unit owners, tenants and their guests shall respect the common area adjacent to the unit and not allow themselves, their family or guests to cause any act to interfere with the privacy of the other unit owners.
- H. No signs of any kind shall be placed upon any portion of any unit or on the common elements. Only "TOT FINDER" and security decals may be displayed.
- I. No owner or occupant shall chop, cut or burn any material or debris on the property. Littering, defacing or destruction of the common/limited common property is prohibited. This includes graffiti on the roadway or tennis courts and destruction of any portion of the property by bicycles, motorcycles or by any other means.

- J. Residents shall place all refuse in securely tied plastic bags. Trash must be put out at curbside no earlier than 5:00am on the morning of collection. Boxes must be flattened and put in the recycling dumpster. No garbage cans of any kind are permitted. (See trash and recycling guidelines on pages 9-11).
- K. Solicitation of residents is permitted only with the prior written consent of the Board of Trustees. However, any consent granted shall not impose any liability on the part of the Association for actions of the soliciting party.
- L. No unit owner or occupant shall build, place or maintain any structure, matter or thing on the Common Elements or Limited Common Elements without written consent of the Architectural Control Committee and the Board of Trustees nor shall owners or occupants paint, carpet or otherwise decorate any exterior portion of any building of the Common Elements.
- M. Nothing can be stored on or under entry stairs (except Association salt containers). No owner or occupant shall place or permit to remain any obstruction on the stairwells, walkways, roadways, drives, parking areas or pool and tennis court areas.
- N. No window fans, window air-conditioning units, radios, television, dish antennae, aerials, wiring of any type, nor any machine, device or appliance shall be erected, maintained or operated upon any unit or any portion of the Common Elements. No exterior loudspeakers or floodlights shall be installed or used.
- O. No clothes poles or lines shall be installed or maintained at any time. Clothes trees are not permitted on partition, balconies, railings or the Common Elements. Hanging of laundry outdoors is prohibited.
- P. Outdoor or lawn furniture can be placed on the Limited Common Elements, that is, patios, balconies or decks. Outdoor or lawn furniture may be placed on Common Elements but only when being used, and must be removed at the end of each day.
- Q. Firewood must be stored in firewood ring/rectangle storage racks not to exceed six (6) feet in diameter unless otherwise approved by the Architectural Control Committee. No firewood is to be stored which comes in direct contact with the patio, balcony or ground.
- R. The owner of each unit that has a fireplace shall have an obligation to have the fireplace, flue and chimney inspected every two (2) years, and every (4) years for non-use by a certified chimney sweep. A receipt and a certificate of use or non-use must be submitted to the Association office by September 1<sup>st</sup> of the mandated inspection year.

## **ANIMALS**

- A. Unit Owners and Tenants shall comply with all current and future Lawrence Township ordinances and health and animal code regulations and all state laws and regulations regarding pets, which are incorporated herein as if set forth at length. Such ordinances, codes, laws and regulations include, but are not limited to, those pertaining to animal registration and vaccination, health, running, noise, pooper scooper and nuisances.

- B. Violations of the foregoing rules and regulations shall subject the unit owner and the violator to the penalty process of the Association, which shall have the authority to impose the maximum fine permitted by law, and shall be subject to notification of the Lawrence Township Animal Control Office.
- C. No pet may be left unattended on the Common Elements at any time.
- D. Pet owners must clean up after pets immediately if the pet defecates on the Common Elements.
- E. Pets shall be controlled so as not to create a nuisance anywhere on the property.
- F. No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage any Common/Limited Elements or the property of any other resident.
- G. A unit owner is responsible for the actions of the pets of anyone residing in or visiting his/her unit, and the costs of repairing any damage caused by a pet shall be charged to the unit owner responsible as a part of his/her share of the common expense.
- H. Any unit owner who has been found guilty of more than two violations of these pet rules shall be deemed to be liable for having a pet which causes or creates a nuisance or unreasonable disturbance. Thereafter the Board, after consideration of the facts and circumstances, may elect to order the unit owner to have the pet removed permanently from the property upon thirty (30) days' written notice to the owner.
- I. Unit owners or their tenants must register all pets with the Township of Lawrence in accordance with its requirements.
- J. No animals (other than dogs, cats, fish or other animals determined by the Board to be household pets) shall be raised, bred, or kept anywhere on the property, nor shall any animals be kept, bred or maintained for any commercial purpose. In deciding whether a proposed pet is permissible, the Board shall consider: health, safety, and comfort considerations of residents; legal restrictions; humane considerations for the animal; the purpose and intent of the Governing Documents; traditional household character of the animal; and such other relevant factors as the Board deems appropriate to the specific circumstances.
- K. All pets must be leashed while outdoors or on any Common Elements and shall not be allowed to roam.
- L. No outside tethering, animal pens, cages or runs are permitted.

The Association will comply strictly with all Township ordinances.

#### **MAINTENANCE OF PLANTS**

- A. Unit owners/residents may, AT THE OWNER'S/RESIDENT'S SOLE RISK AND EXPENSE, display or install plants in containers, in the existing beds, or within three (3) feet from the sides of the building or privacy fence.

- B. All plants in containers or in the ground which have been planted by unit owners/residents are to be maintained in good condition by the unit owner/resident, who is responsible for trimming, weeding, watering, spraying, etc.
- C. **Nothing may be planted if doing so would damage or harm existing plants, trees, or structures, including fences, or impede the work of the landscape and irrigation maintenance staff.**
- D. Any dead or dying plants are to be removed and disposed of by the unit owner/resident.
- E. Since fruit or vegetable plants, including sunflowers, may attract pests, they are NOT permitted.
- F. Flower pots, planters, etc. are permitted, provided that all pots containing dormant plants or non-living plants are to be removed from sight.
- G. Garden hoses should be stored neatly and out of sight and in such a way as not to damage plantings.
- H. Any wooden planter or border that frames a planting area must be made of pressure-treated lumber.
- I. Any hanging basket is to be well secured to townhouse porticos or fences, or under balconies. Proper installation techniques and materials must be utilized e.g. galvanized hooks/screws etc. Damage to portico/fence system will be the responsibility of owner/resident to remedy.
- J. Planting containers are permitted on balconies, but not on the outer sides of balcony railings, where they would constitute a hazard.
- K. Within tree rings, ONLY annuals will be permitted.

Any plants, containers, etc. that are in violation of these rules may be removed by the Association without notice.

### **HOLIDAY DECORATIONS**

- A. Holiday or seasonal decorations may be displayed outside a unit provided that:
  1. all decorative temporary lighting is Underwriters Laboratory (UL) approved for outdoor use, and
  2. display of holiday decorations are limited to two (2) weeks before and after a holiday.

## **PARKING**

- A. Each unit has one (1) assigned parking space. Residents with more than one car and their guests may park only in unassigned parking spaces.
- B. Except in an emergency, no vehicle shall be parked on any roadway within fifteen (15) feet of a fire hydrant or within ten (10) feet of any court entrance way. Any vehicle parked in violation of this rule will be towed at the owner's expense.
- C. The operation, parking or storage of any motor vehicle is prohibited on any area except roadways.
- D. The overnight parking of vehicles licensed as a commercial vehicle or any vehicle which exceeds twenty (20) feet in length is prohibited.
- E. The parking or storage of recreational vehicles, boats, or boat trailers or mobile homes of any size are prohibited. No vehicles are permitted to be parked on Association's property without written consent from the Board of Trustees or the vehicle will be subject to a fine.
- F. No vehicle which is not roadworthy or operative, or does not possess a current registration and inspection sticker may be stored or operated on any part of the property. Owners are responsible for damage parking spaces caused by inoperative vehicles. Such vehicles shall be towed at the owner's expense and the expense of the unit owner, if different than the vehicle owner.
- G. Any van or truck with any writing or advertising displayed is prohibited. Commercial vehicles are prohibited.
- H. Residents are prohibited from performing any repairs or services to their vehicles which could cause damage to the common areas or cause a nuisance to other residents.
- I. The maximum speed limit through Society Hill at Lawrenceville is 25 MPH. Warning signs are posted regarding speed humps. Vehicles must slow down to 15MPH when approaching speed humps.
- J. No vehicle without adequate noise suppression shall be operated in Society Hill at Lawrenceville, nor shall any vehicle be operated in any areas other than the roadways.
- K. Mandatory vehicle registration is required for all residents. Such registration shall include all vehicles kept on the community's property and shall be done on standard forms provided by the Association.
- L. Such vehicles not complying with the before mentioned rules shall be towed at the owner's expense and the expense of the unit owner, if different than the vehicle owner.

## **VIOLATION OF THE PARKING RULES**

- First Violation: Notice of Violation will be mailed to unit owner and/or vehicles will have a sticker affixed citing violation.
- Second Violation: Vehicles will have sticker affixed citing violation and unit will be assessed a fine.
- Third Violation: Vehicle will be towed at owner's expense and the expense of the unit owner, if different than the vehicle owner without any further notice.

### **EMERGENCY AND FREQUENTLY USED NUMBERS**

In the event of fire or other types of emergencies, call **911** immediately - then notify Association office.

Association Office	609-896-9346	Fax: 609-896-4942
Signature Emergency after 5pm or on weekends	609-395-1000	
Police Department	609-896-1111	
Fire Department	609-896-1111	
Rescue Department	609-896-1111	
Certificate of Occupancy (CO)	609-844-7032	
Comcast Cable Company	609-394-2288	
Post Office	609-896-0181	
PSE&G	800-436-7734	
Lawrence Township	609-844-7000	
Public Works- To schedule pick up for white goods/appliances	609-844-7137	
Animal Control	609-844-7092	
Water Company	609-896-0919	
Verizon Telephone	1-800-427-9977	