

# Summary of Rules and Regulations

Morris Place



Last Updated: October, 2006

This document highlights the key rules and regulations of the governing documents of the Morris Place Condominium Association.<sup>1</sup> These governing documents include the Public Offering Statement, which contains the Master Deed and Bylaws, and additional resolutions adopted by the Association.

We ask your cooperation in keeping Morris Place the special and distinctive community it is. These regulations are not intended to be restrictive or punitive, but rather to maintain the structural integrity of our houses and to ensure high resale values, not to mention making living here a positive experience.

Residents who violate the rules and regulations of the Association will be subject to fines and, in the case of parking violations, may be subject to having their cars towed.

**Note:** Owners will be held legally responsible for tenants who violate any of the Associations rules and regulations.

## Definitions

**Common Elements:** include all land and landscaping; common entryways, sidewalks, roadways, and visitor and special permit parking spaces; the buildings themselves and their footings, foundations, roofs, and the roof areas above the ceiling joists.

**Limited Common Elements:** include patios, balconies, driveways, attics.

## Alternative Dispute Resolution

All residents have the right to Alternative Dispute Resolution as an alternative to litigation. Other than fines, housing-related disputes do not include disputes involving sums assessed to unit owners pursuant to the Association's Master Deed and By-Laws.

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<sup>1</sup> These guidelines do not replace or modify the existing governing documents of the Morris Place Condominium Association; the latter always take precedence.

## Advertising, Announcements, and other Notices

The following are prohibited:

1. Posting notices on Common Elements or community mailboxes. Mailboxes are government property, and any type of unauthorized posting is against federal law.
2. Bypassing the postal system (i.e., asking the mail carrier to place flyers in individual mailboxes). No flyers are to be put into residents' individual mailboxes unless they are stamped and mailed through the U.S. Postal Service.
3. Signs are not permitted on the property, on the exterior of any unit, or on the interior windows of any unit. For example, "For Sale" signs may not be placed in your window.

## Barbeque Grills – Use and Storage

Only electric and charcoal grills are allowed at Morris Place. Gas grills are prohibited. The grill resolution conforms to New Jersey State law and is designed for the safety and comfort of the community as a whole. Highlights of these rules are as follows:

1. Only charcoal or electric grills may be used and stored within the community.
2. Grills may be stored only:
  - In your garage
  - On your ground-floor patio, if you live in a Jefferson unit.
3. Grills may not be stored on balconies in any unit.
4. Grills may only be used in your driveway. By law, grills must be at least five feet away from any building wall when in use.
5. Grills may not be used in common areas such as the green or in unventilated areas such as your garage.
6. Charcoal lighter fluid is prohibited.
7. All grill owners are required to keep a fire extinguisher on hand for charcoal or electrical fires, as appropriate.

## Propane Gas Grills

According to NJ state law (Fire Code N.J.A.C. 5:70-3.2(a)4,F-402.4): *Portable LP-gas cooking equipment such as barbeque grills shall not be stored or used:*

1. *On any porch, balcony or any other portion of a building;*
2. *Within any room or space of a building;*
3. *Within five feet of any combustible exterior wall;*
4. *Within five feet, vertically or horizontally, of an opening in any wall; or*
5. *Under any building overhang.*

Since propane gas tanks cannot be stored in common areas of multiple dwelling associations, this law effectively prohibits the use and storage of propane gas grills in the Morris Place community.

Residents found in possession of propane gas tanks will be accountable to the State law and fined by the appropriate authorities. Propane tanks must be removed from the property immediately.

## Dogs

1. Residents are limited to a maximum of two dogs within a unit.
2. Dogs kept within Morris Place must be licensed by Morristown Township each year and must wear a tag with the dog's Morristown license information.
3. All residents are subject to the town of Morristown's dog regulations.
4. Dogs must be registered with the Association within 14 days of being brought into the Association, and must be re-registered with the Association each year. The Dog Registration and Agreement Form can be obtained from the Association's management company or downloaded from the Association website: <http://www.morrisplace.net>.
5. Residents who keep a dog at Morris Place must have liability insurance coverage in the amount of \$500,000 for damages that would result from the dog attacking or biting someone or something. Dog owners (including tenants of rented units) must provide the Association with a certificate of insurance. **Note:** For rented units, both the owner and tenant must provide the Association with separate certificates of insurance in the amount of \$500,000, for a combined total of \$1,000,000 in coverage.
6. All dogs must be on leashes controlled by an adult when they are outside. The leash must not exceed 6 feet (and may be retractable). No child under 12 is permitted to walk a dog in the neighborhood.
7. All dog feces must be removed and properly disposed of immediately. Feces may not be disposed of in neighborhood storm drains. Receptacles for dog feces may not be kept in the driveway, common entryways, patios, or other Common or Limited Common Elements.
8. Please be considerate when walking your dog. Dog urine kills plants, and your Association fees pay for replacement plants. Dogs may not be walked near other units' porches, patios, driveways, or vehicles.

## Garages

1. Garages cannot be converted to living spaces.
2. Each garage is intended to be used for the parking of one car. Garages must be clear enough to store a car, and residents must park their cars in the unit's garage and driveway before utilizing visitor parking. Garages may not be used in a way – such as for storage – that would force a resident to park his or her car in visitor parking spaces.

## Holiday Decorations

Exterior Christmas decorations such as wreaths and interior decorations such as window lights that are visible from the outside may be displayed from Thanksgiving Day until one week after New Year's Day. After that they must be taken down. Likewise other holiday decorations must be taken down within two weeks after celebration of the holiday.

## Littering

Littering is strictly prohibited in any area of the property. This includes cigarette butts.

## Maintenance of Common and Limited Common Elements

The Association has the right to access each unit during reasonable hours for inspections, maintenance, repair or replacement of any Common or Limited Common Element that is accessible from within the unit (e.g., attics).

## Miscellany

1. Nothing can be hung, displayed or placed on outside doors, outside walls, or windows without prior consent from the Association.
2. No loudspeakers, solar collectors, floodlights, window air conditioners, fans or clotheslines are allowed in any window, door, or other exterior opening.
3. Residents may not put up fences, dividers, walls, or partitions without prior permission from the Association.
4. Condominium property may only be used for single-family residential dwellings. No more than four full-time residents may occupy a unit at any given time.

## Modifications to Architecture or Landscape

1. Structural changes to a unit can only be made with the prior written permission of the Association. The Modification Request Form can be obtained from the Association's management company or downloaded from the Association website: <http://www.morrisplace.net>.
2. Planting of any new tree or shrub or any landscape modification must have prior written approval of the Association.

## Parking and Vehicle Registration

The Public Offering Statement includes specific parking regulations. Abiding by these regulations makes our streets safe for traffic flow, gives trash collectors and the postal service room to do their jobs, and helps maintain the pleasing appearance of our community. The Association's parking regulations are as follows:

1. All resident cars must be registered and display a Morris Place parking sticker. Stickers should be placed on the left bottom corner of the rear window. Residents must keep their Morris Place registrations current.
2. Parking along sidewalks, in front of driveways or along/on any curb on Taft Lane is prohibited. Parking in these areas blocks the roadway. In an emergency, ambulances or fire engines cannot maneuver around vehicles parked along curbs. For a map of Morris Place parking areas, go to <http://www.morrisplace.net/main/QuickLinks/parking.htm>.
3. Parking in front of the mailboxes is prohibited, except by U.S. Postal Service delivery vehicles.
4. Residents must utilize their garage and driveway for parking before using any other spaces. The POS states that each unit has exactly two parking spaces: the unit's drive and garage.
5. Residents who have more than two vehicles should contact Taylor Management to request an application for Special Permit Parking. The privilege to use special permit parking is on a first come, first serve basis, and there will be a limited number of special permit parking spaces available at the back of the community. Special permit spaces will be designated by signs and green paint on the roadway.
6. Residents who desire to use special permit parking will be charged \$240.00 per year and may park one vehicle at a time in spaces marked "Special Permit Parking Only" at the back of the property. Beginning October 1, 2006, they will be assessed the yearly fee specified by the resolution.

7. Residents may not park in visitor spaces at any time. Visitor spaces are those that are not designated as "Special Permit Parking Only."
8. Commercial or recreational vehicles are prohibited from parking overnight on the streets or driveways. They must be parked in a closed garage.
9. Residents who do not follow these rules will be fined and/or have their vehicles towed without warning. All towing charges are the responsibility of unit owner associated with the vehicle.
10. Residents are responsible for their guests and will be fined for guests who do not follow the parking policies of Morris Place. All guests must use visitor parking spaces or the driveway of their host's unit.

**Warning:** Parking is allowed in designated parking spaces, driveways, and garages only. Vehicles parked in the following areas will be towed at the vehicle owner's expense:

- In front of fire hydrants
- In front of mailboxes
- Parallel parked along or on curbs
- Parallel parked in front of driveways

Vehicle owners are responsible for all costs associated with parking violations, including all towing fees.

## Rentals

1. Units cannot be rented or used by owners for hotelling purposes, which includes
  - renting for less than 180 days
  - providing occupants with customary hotel services such as maid, linen, room or laundry services, except if rented to a contract purchaser
2. Less than an entire unit cannot be leased. In other words, subletting a single room is not permitted. Morris Place units are single-family dwellings.
3. All rented units must have leases in writing and must state that tenants are subject to the rules and regulations of the Association. Leases must also state that if tenants fail to comply with the rules and regulations, they will be in default under the lease.
4. Owners must give the Association a copy of each lease and renewal lease within 10 days of the lease agreement signing. All leases will be kept on file with the Association's community management company.
5. If tenants fail to comply with the terms of the rules and regulations, the Association will notify the owners. The owners are responsible for addressing and correcting the violation within 30 days of the notification. If the violation is not remedied, the owners must, at their own expense, immediately seek eviction of the tenant and pay any outstanding fines.
6. Unit owners who do not reside at Morris Place do not have the right to use any part of the Common Elements or Limited Common Elements during any period that the unit is rented.
7. Units must be kept heated to a minimum of 50 degrees Fahrenheit from October 1 to April 30, even if the unit is not occupied.

### Satellite Dish Installation

1. At least 14 days before installing a satellite dish, residents must submit a Modification Request Form to the Association.
2. Dishes may be installed only on the unit's patio or deck. A typical installation may involve the antenna post being installed in a bucket or planter with cement or other material for weight. Limited Common Element installation is allowed on the three foot wide planting bed directly next to the unit.
3. Within five days of dish installation, residents must submit a Post Installation Notice form to the Association.
4. The Association will not penalize those who installed dishes prior to adoption of the satellite resolution in August 2004; however, removal from and restoration of Limited Common Elements to which such satellite dishes were attached will be the sole responsibility of unit owners.
5. When a dish has been improperly installed, the owner must properly remove the dish, suitably repairing all holes and structural intrusions. If the Association deems a dish has not been properly removed and damage sufficiently repaired, the Association may choose to contract appropriate repairs out and to charge any resulting expenses to the unit owner's account.

### Snow Removal

The Association is responsible for snow and ice clearing from each unit's exterior front entry and driveway (provided no car is parked on the driveway at the time of removal). If residents want to apply their own de-icing salts, only calcium or sodium chloride de-icing salts may be used. If other de-icing salts are used and damage to sidewalks or driveways occurs, the owner is responsible for repair. Residents are responsible for snow removal from balconies and porches.

### Storage

Attics, patios, balconies, sidewalks, common entryways, and driveways may not be used for storage. Items such as bicycles, wood, large toys, trash bags and garbage cans must be stored within garages or units.

### Trash Removal and Recycling

1. Trash is to be kept in containers with secure lids or in strong, securely-tied garbage bags; avoid putting trash out in plastic grocery bags that can open or break easily. It is a unit owner's responsibility to clean up trash or recyclables spilled from cans or containers.
2. Trash containers and recycling bins are to be kept in garages on non-collection days. They are not to be stored outside on driveways, sidewalks, patios, or other Common Elements.
3. Trash containers and/or heavy-duty trash bags are to be placed at curbside after 5 p.m. on the day before collection.
4. All trash containers – and trash/recyclables rejected by the collectors – are to be removed from curbside within 24 hours of collection. Trash cans and bags may not be left in driveways.
5. All trash and recyclables must be prepared according to the rules and schedule of the Morristown Department of Public Works (summarized on the next page).

**Morristown Department of Public Works Trash Collection Schedule and Rules**

| <b>Sanitation Service</b>  | <b>Pick-Up Days</b>         |
|--|-----------------------------|
| household garbage  | Wed, Sat                    |
| large trash <sup>1</sup> (also see <i>Other</i> )                      | Sat                         |
| <b>Recycling Service</b>   |                             |
| plastic #1, plastic #2, glass, cans <sup>2</sup>                       | Wed                         |
| cardboard, newspapers, magazines, catalogs, junk mail <sup>3</sup>     | Sat                         |
| <b>Other</b>   |                             |
| appliances, <sup>4</sup> metals, car tires, <sup>4</sup> car batteries | Call 973-292-6670 for dates |

1. Large trash includes non-metal furniture, wood, and mattresses. Processed wood must be tied in bundles no more than 4-foot in length or 1-foot in diameter.
2. (a) Recycling containers must be either metal or plastic, and must have handles. Cardboard boxes or milk crates are not acceptable as recycling containers.  
 (b) Recycling containers must be clearly labeled as such.  
 (c) All recyclables must be emptied and rinsed.
3. (a) Cardboard boxes must be neatly flattened and tied into a bundle with string or they will not be collected. If trash is not collected because of improper preparation, its removal is the responsibility of the owner.  
 (b) Newspapers must be bundled with string and must not exceed 1-foot in length.  
 (c) Magazines and mixed paper must be bundled with string or placed in a cardboard box or paper bag that can be taken away.
4. Large appliances and tires must have an official town sticker to be picked-up. These can be purchased at the Tax Collectors Office at Morristown Town Hall. Cost: large appliances \$5; car tires \$2. Tires must be removed from rims.