

CLEARBROOK COMMUNITY ASSOCIATION



AND REGULATIONS

Clearbrook Community Association, Inc.

Rules and Regulations

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Clearbrook Community Association, Inc.

("CCA")

Rules and Regulations

I. INTRODUCTION

Clearbrook is a self-governing community consisting of a master association and 18 condominium associations that are commonly referred to as "Sections". To realize many of the advantages of condominium living, one needs to understand that when living in close proximity and using facilities in common, we need to be guided by rules and regulations. A willingness to abide by rules will make living in Clearbrook an orderly and harmonious experience. Inherent in condominium living is the giving up of a certain degree of freedom of choice which one might otherwise enjoy in separate, privately-owned property.

We benefit when residents graciously comply with the rules developed through experience by the body of elected officials – past and present. These are rules which the Clearbrook Community Association Board of Directors agrees are applicable to all residents. Please understand that there may be additional rules, unique to each Section, which are not covered in this publication.

Per the CCA By-Laws, one of the Board's duties is "making and amending rules and regulations." These rules and regulations are meant to assist in preserving, protecting and enhancing the common property of Clearbrook. The source and authority are the Clearbrook Community Association and Section governing documents. These documents include the Bylaws of the CCA and the Master Deed and Bylaws of each Section, copies of which you received at closing. If you do not have your copy, you may obtain them for a minimal fee or view them online at www.clearbrook-nj.com. When the rules become antiquated, or cease to be responsive to the needs of the community, the CCA Board of Directors will respond and make changes the majority feels are necessary.

All residents should carefully read the following Rules & Regulations since each and every resident is required to abide by them. The breaching of these rules by any resident, or Club/Group/or Organization ("C/G/O") may result in the imposition of a fine or the suspension of privileges. If there are any rules that you do not understand, you may always inquire at the Administrative Office to obtain help in understanding the rules. Every resident is also responsible for the conduct of guests in accordance with the rules for each facility and amenity.

II. REQUIREMENTS FOR CHANGES TO YOUR UNITS

A. Architectural Alterations:

1. **As per each Section's bylaws, residents are not permitted to make any structural changes (additions, alterations and/or modifications) to their Units or modification to the common elements without prior approval.** This rule is in place to make certain all changes conform to established building codes and community guidelines, all of which benefit the community in terms of aesthetics, safety and a reasonable degree of uniformity.
2. Any resident contemplating a structural change to their unit or any modification to the common elements must first contact the Administrative Office to receive an application and all guidelines and forms necessary to submit the approval request. Each application may differ, but the usual requirements are: application form, plan, covenant letter, contractor's certificate of insurance, bond, contract, Monroe Township permit, neighbor notification and approval of governing bodies.
3. **All applications must be approved by the Architectural Review Advisory Committee, your Section, and the CCA.**
4. Examples of exterior changes in which applications are required include: sun room enclosures, patio slab additions, skylights, vestibule enclosures, windows, awnings, lawn watering systems, etc.
5. Examples of interior changes that involve breaking into a wall to reach wires or plumbing lines for which applications are required include: ceiling or attic fans, any modifications to original electrical circuitry (adding outlets, wall switches, circuits, garage door openers, etc.), moving appliances to different areas, and wallboard installation in a garage.

B. Landscape Alterations: All areas surrounding your unit are common property belonging to the entire Section.

1. Unit Owners may plant within three feet of their unit only with the proper approvals from the Landscape Review Advisory Committee, the Section, and the CCA.
2. Any resident contemplating a landscape alteration to their unit must first contact the Administrative Office to receive a copy of the Regulations and Guidelines for Unit Owner Landscape Modifications which includes an application and information about the approval process.

III. PARKING REGULATIONS

A. Resident Parking:

1. Residents who live in a unit with a garage are required to use their garage and driveway as their parking spaces.
2. Residents living in Devons and Cambridges have two spaces available to them in the adjacent parking lot. The Apartments have parking spaces available for all residents who possess a vehicle that is licensed and registered to them.

3. Residents are not allowed to park in cul-de-sacs; these spaces are for guests only. Special permission in extenuating circumstances may be authorized by the Gatehouse Captain. This authorization will be for a maximum of 7 days and may not be renewed.
4. Residents are not permitted to park any commercial vehicles in the community overnight. This limitation includes streets, driveways and cul-de-sacs. The term “commercial vehicle” shall mean stake bed trucks, tank trucks, dump trucks, concrete trucks, vehicles larger than a panel van and any with any exterior commercial name or advertising (other than the name of a vehicle or model as applied to the vehicle by the manufacturer), and any vehicle with exterior ladder racks, tools racks or other exterior appurtenances typically used in connection with a commercial enterprise.

B. Guest Parking:

1. Parking spaces in cul-de-sacs are for guests on a first-come, first-served basis.
2. Any guest parking overnight in a cul-de-sac must obtain a parking permit from the Gatehouse (maximum permit parking is 7 days).
3. Guest parking is allowed on streets during the day (excluding Clearbrook Drive) when cul-de-sacs are full. Guests must abide by all general community street parking rules.
4. Live-in aides are not permitted to park in cul-de-sacs and must use one of the two spaces designated for the resident.

C. Clubhouse Parking:

1. There is a seven (7) hour parking limit. Spaces are restricted to those residents using the Clubhouse and adjacent recreational facilities.
2. Bus patrons and commuters are not allowed to park in the Clubhouse parking lot, except when using medical transports. A limited number of parking permits for daily use at the municipal lot on Applegarth Road across from the main gate is available at the Activities Department.
3. Parking is permitted only in designated striped areas.
4. All angled parking must be head in.
5. Accessible Parking spaces are available only to cars bearing the appropriate license emblem or placard.
6. No parking along the entrance roads to the Clubhouse.
7. No parking in employee spaces behind the Clubhouse during normal working hours.
8. No parking in restricted areas, such as in front of fire hydrants, cross hatched areas, unstriped areas, along the south side of Belmar Road, and alongside the planted island adjacent to the Clubhouse.
9. No parking overnight between the hours of 2:00 am and 6:00 am. If a warning is placed on your vehicle and the vehicle is not removed within 48 hours of the time noted on the warning, it will be towed.
10. Buses are allowed 5–10 minutes of idle time while waiting for passengers to embark.

D. Cultural Center Parking:

1. Resident overnight parking permitted only in designated striped areas adjacent to East Gate Plaza.
 - a. Non-resident vehicles require a permit from the Gatehouse for overnight parking.
 - b. Commercial vehicles are not permitted at any time.
2. Accessible Parking spaces are available only to cars bearing the appropriate license emblem or placard. Non-handicapped drivers are not permitted to park in these spaces; they may use the space only to discharge and pick up passengers.
3. No parking along entrance roads.
4. No parking in restricted areas, such as Halsey or Ardmore Roads.
5. Buses are allowed 5 to 10 minutes of idle time while waiting for passengers to embark.
6. Overnight parking for bus trips is allowed at the Cultural Center:
 - a. The Activities Department will issue overnight parking permits with a maximum of 20 permits per bus with a 2-bus limit per trip. The gatehouse cannot issue additional permits.
 - b. Permits must be displayed on the dashboard.
 - c. Cars must park along the outside perimeter on the south side of the parking lot.

E. Community Street Parking:

1. Residents may use streets in front of their homes for guest parking when cul-de-sacs are full.
2. Cars parking on streets must not obstruct traffic.
3. Cars parking on the street must park in the direction of traffic. Cars may not park against the traffic flow.
4. No parking opposite any driveway.
5. No parking within 10 feet of a mailbox.
6. No parking within 20 feet of a stop sign or a corner.
7. No parking along yellow-marked curbs.
8. No parking within 10 feet of a fire hydrant.
9. No parking on Clearbrook Drive except in the striped designated area near the Clubhouse.
10. No parking on any gateway plaza (Main Gate, North Gate or East Gate).
11. Overnight parking is not allowed on streets between the hours of 2:00 am and 6:00 am. If a warning is placed on your vehicle and the vehicle is not removed within 48 hours of the time noted on the warning, it will be towed. On major holidays, overnight parking restrictions will be suspended.
12. Service/Delivery vehicles may park on local streets only during the time of service or delivery.
13. Multiple car transport carriers are not permitted to pick up or unload cars on Clearbrook property. Arrangements should be made for this to be done outside of Clearbrook.
14. Devons, Cambridges and Apartments – Designated parking areas are restricted to residents and their guests.
15. No parking on streets during snowfalls or following a snowfall until the street is cleared of snow, to facilitate the work of the snow plows.

16. Administration may authorize parking under certain circumstances, such as special events, in undesignated areas.

F. RV Parking:

1. Temporary parking at the Cultural Center for recreational vehicles (RV's) owned by residents or visitors may be approved by the Gatehouse Captain. Approval will be limited to 3 days prior to departure and 3 days after return. A permit issued by the Gatehouse must be displayed on the dashboard. The CCA Board and/or Clearbrook will not be held responsible for any damage to vehicles. All other recreational vehicles must be garaged.
2. Five parking spaces are available in the Maintenance lot off Applegarth Road in designated areas for residents who own an RV. Parking is allowed by permit only for Clearbrook residents for a period of one year. Permits will be issued upon receipt of a signed waiver and a copy of the current liability insurance policy, motor vehicle registration, and insurance card. RV owners must keep the parking area clean at all times and will be responsible for any damage caused to Clearbrook property. No washing or repairs are to be done at any time while parked in the lot. Entering and exiting must be on Applegarth Road. In order to be fair to all residents owning recreational vehicles, and since our recreational vehicle parking spaces are limited, a lottery system will be used to determine who will be allowed to use the parking spaces available. This lottery system will take place each year in the month of May.

IV. USE OF INDOOR FACILITIES (CULTURAL CENTER & CLUBHOUSE)

A. General Rules: All residents and guests of residents must adhere to the following rules while in the Clubhouse or Cultural Center.

1. All activity rooms are for the use and enjoyment of the community at large.
2. No guest will be admitted to the facilities unless accompanied by a resident, who is required to remain with the guest during his or her stay.
3. **All persons using any facility do so at their own risk.**
4. Smoking, including e-cigarettes, is not permitted in any area of the buildings.
5. Pursuant to Monroe Township Fire Department Occupancy Regulations, no function may take place in any room when the number of persons exceeds the permitted, posted limit.
6. **No food or drink is permitted outside of immediate area where dispensed.**
7. **Gambling of any kind is not permitted** in the Clubhouse or Cultural Center.
8. Alcohol is not permitted in the Clubhouse or Cultural Center. C/G/Os that elect to serve alcoholic beverages at their events **MUST** elect one of the following options: (a) have members supply their own beer or wine (*Hard liquor is not permitted under the bring your own provision.*); (b) hire a caterer with a liquor license that may be utilized on the Clearbrook premises; or (c) obtain a special events or club license to serve alcohol. If these steps are not followed, alcoholic beverages may not be served in any Clearbrook common facility.
9. No baby carriages or strollers are permitted.
10. Wearing swim suits without a cover-up or walking without shoes is not permitted.

11. The wearing of golf or spiked shoes is not permitted beyond the restrooms adjacent to the Pro Shop.
12. Recreational activity, including recreational walking, is not permitted in the hallways, lobbies or corridors. In addition to our exercise room, recreational walking is permitted in the Cultural Center from 6:30 AM to 3:00 PM subject to availability. Walkers must adhere to a buddy system.
13. All regulations, including safety, governing the use of any equipment in any facility will be strictly enforced.
14. Removal of furnishings, signs, notices, tools, equipment, etc. from the facilities is prohibited.
15. **No one is permitted to nail, tack, tape, or glue anything to the walls, doors or windows in any of our facilities.**
16. Each room has a bulletin board for posting notices.
17. All C/G/Os are limited to one notice at any given time in the Clubhouse. The notice must be 8 ½" x 11" and given to the Activities Department for placement on the bulletin board.

B. Art Studio:

1. Most art media are permitted, except for the few which may present a health hazard, require open flame, require special machinery, or present special cleaning problems such as making castings and potter's wheels.
2. Residents are to clean up their work areas when their work session is over.
3. Washing of implements should be performed carefully in the studio to prevent staining sinks and counters.
4. The rest rooms should never be used for cleaning implements.
5. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.
6. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.

C. Billiard Room: The Billiard Room contains 4 billiard tables for resident use.

1. Billiard Room hours are limited to 8:00 a.m.-10:00 p.m. seven (7) days a week (no exceptions).
2. Play time is limited to two (2) games or one (1) hour (whichever is shortest), when others are waiting to play.
3. Guest players **must be accompanied by a resident.** Residents have priority over guest(s).
4. There is **no food allowed** in the Billiard Room.
5. **Drink is limited to water in clear plastic bottles only.**
6. **Alcohol is not allowed in the Billiard Room at any time and under no circumstances.**
7. **No one under the age of 18 is allowed use of the Billiard Room facilities.**
8. Excessive noise and improper use, or abuse, of equipment is not permitted.
9. **Foul or abusive language will not be tolerated.**
10. Gambling is not permitted.
11. Please brush and cover tables when you are finished playing.

D. Card Room:

1. Table use will be on a first-come, first-served basis. One member of the playing group must be present to claim a table.
2. Gambling of any kind is not permitted.
3. Food and drink is prohibited in the Card Room
4. Personal possessions should be placed in the closets, not on the tables.
5. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.

E. Ceramics Room:

1. No one is permitted to enter "Kiln Room" or adjacent "Supply Room" except under proper supervision by the ceramic supervisors, and those designated by the Activities Department.
2. At the end of each session, all equipment and tables are to be cleaned and returned to original position.
3. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.
4. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.
5. Visitors are not permitted in the room during ceramic working sessions.
6. To prevent distraction during work sessions, conversation should be kept to a minimum.
7. Sinks should be kept clean, and steps taken to prevent further staining and clogging. The cleaning of equipment in rest rooms is not permitted.
8. Use of the spray booth by anyone requires the wearing of a dust mask. No other person is permitted in the room while spraying is being performed.
9. Ceramic supervisors cannot be responsible for wares that are fired and fail during the process, whatever the reason. Payment for replacement of the wares is the responsibility of the owner.
10. Ceramic supervisors who are charged with firing the kiln have the right to reject any piece they feel may cause damage to other wares.
11. Do not handle or move another person's wares without assistance of the ceramic supervisor.
12. Failure to comply with these rules may result in the suspension of the privilege to use this facility.
13. All wares must be initialed to identify the owner, otherwise, wares will not be released.

F. Computer Room:

1. The computer room is for the use of *Clearbrook residents only*. Hours of operation for all Clearbrook residents shall be Monday through Friday mornings from 9am to 12pm and Monday through Friday afternoons from 1pm to 4 pm except for holidays. These hours of operation depend on the availability of room monitors.
2. A room supervisor will be in attendance during the hours above. (See Supervisor responsibilities below.)
3. All persons shall sign in on the sheet in the "Log" book.

4. Computer usage will be by persons with at least basic computer skills. There will be NO personalized training for computer or program usage.
5. If all computers are in use and there are residents waiting for access, the room supervisor will determine from the sign-in sheet who has been on the computer for more than 30 minutes and ask that user to relinquish use.
6. Absolutely NO personal programs, applications, or games will be installed on any computer. If there is a need for a special program that is not currently installed on the computers, leave a request with the room supervisor.
7. Absolutely NO personal data files will be saved to the computers. Personal data will be saved on either a personal flash drive or other form of personal storage media. Any data saved to the hard disk will be removed. CD's may be purchased from the computer room supervisor if needed.
8. If a user is having problems with a computer, notify the room supervisor.
9. Absolutely NO food or drink will be allowed in the computer room.
10. If a user needs to print a document, payment is required. (See rate chart in the computer room).
11. Computers are not to be used for internet chat lines.
12. Computer users shall not access the computer's system folder or control pages.
13. Users shall not change any settings on the computer, including the screen saver and appearance.
14. All users will close the program(s) they used before leaving the room.
15. All computers shall be left on when a user leaves the room. The supervisor will shut down the computers at closing.
16. Inappropriate internet sites are absolutely restricted from access by anyone.
17. Any violation of the guidelines or misconduct by anyone could result in the restriction of computer room usage.
18. Clearbrook bears no liability whatsoever for any lost data or any other damage suffered by any person using the computer.
19. No person may use any computer for any unlawful purpose whatsoever and shall be responsible for all fines, costs and attorney's fees in connection with any such unlawful use.

G. Exercise Room:

1. Use of the facilities is for residents only.
2. Use of the exercise equipment is at the resident's own risk.
3. It is suggested that residents seek their doctor's guidance before using the Exercise Room.
4. These facilities are available to the community daily, 5:30 AM to 12:00 midnight.
5. Sneakers are required for your safety and for the protection of the equipment.
6. Use of the equipment is limited to 20 minutes when others are waiting their turn.
7. Cell phone use is limited to emergency use only. Extended conversations are not permitted.
8. Taking photos with either camera or cell phone is not permitted.

H. Library: The library is open 7 days a week. The borrowing of books is on an honor system.

1. Fiction and non-fiction books, no older than 10 years, are accepted as donations. Classics have no age limit. Romance books must not be older than 2 years.
2. The library will not accept text books and children's books.
3. There is no limit on the number of books a resident may borrow. We ask that all books borrowed be returned within a reasonable time.
4. Returned books must be placed on the rolling cart located to the right of the entrance door, not on the shelves.
5. Reference books and magazines must be used in the library only. Newspapers may be obtained from the Activities Department and returned thereto. Large print reference books may be borrowed on the honor system. Please limit borrowing to one reference book for 3 weeks to be fair to all residents.
6. Rules of decorum normally associated with libraries must be observed.

I. Lockers:

1. The lockers adjacent to the saunas may not be claimed for more than one day.
2. Lockers in the Art Room, Card Room and Ceramics Room will be assigned to residents for their use to store supplies through the Activities Department. Only locks provided by Activities are permitted to be used; unauthorized locking devices will be removed.
3. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.
4. Lockers in the hobby rooms are for the use associated with the activities of each room.

J. Saunas: Use of the saunas is under the operational control of the residents. Posted directions must be read and observed carefully.

1. Residents with health problems must obtain medical approval before using the saunas.
2. A towel must be used to sit on for reasons of hygiene.
3. You should limit your stay to about 10 minutes.
4. Do not pour water on heating elements.
5. If one should feel the need for assistance, there is an emergency button on the wall for summoning help.
6. Guests may not use the saunas.

K. Table Tennis:

1. Residents may play table tennis in the Cultural Center every day unless the room is being set up or used by any of the recognized C/G/Os.
2. Children over 12 years of age are permitted if accompanied by a resident.
3. If other players are waiting, games are restricted to 11 points.
4. When play is completed, all players are responsible for the orderly return of the equipment.

L. Woodshop: The woodshop is governed by strict safety rules. Supervision by experienced resident volunteers is provided to assist and guide residents who use the facilities. This supervision is generally provided from Monday to Friday from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 3:45 p.m. At other times supervision is available “on call” when volunteers are available to respond. **Note: Use of any powered or manual woodshop tool is inherently dangerous. Clearbrook disclaims any liability whatsoever for any injury to any person using the woodshop, no matter how or why incurred.**

1. Guests may not use the machinery in the woodshop due to insurance considerations.
2. Dress safely: no ties, rings, jewelry, or loose hanging sleeves.
3. At least two people must be present when woodshop machine tools are to be used.
4. Use emergency electrical cut-off switches (**red buttons**) for any emergency which requires the quick shut down of electrical power. Three such buttons are located on walls in various locations within the shop.
5. Eye protection gear such as safety glasses and face shields are available and may be borrowed from the tool crib.
6. When working in a dust laden environment or on machines which generate large amounts of dust, use dust masks, available in the tool crib. The central dust collector system is to be used as recommended by the supervisor on duty.
7. Machine safety guards are to be kept in position.
8. Make all adjustments to machines with the power off, preferably with the power off at the main electrical panel box.
9. For those residents who are unsure of their woodworking ability and/or are uncomfortable about using power tools, the supervisor will make the machine cuts or perform other machine processing if the assistance needed is not extensive. The supervisor is present only to assure safe use of equipment, not to undertake or complete a resident’s project nor be held responsible for spoiled work.
10. Hand tools are available in the tool crib for use in the woodshop. The issuance of hand tools from the tool crib for work to be performed in the woodshop may only be made by the supervisor on duty. Tools must not be borrowed by residents for work outside the woodshop – **no exceptions**. At the end of each shift, tools are to be returned to the supervisor who will store the tools in their proper location within the tool crib.
11. Processing of pressure-treated woods is restricted. The supervisor must examine lumber before processing on any shop equipment.
12. Electricity for woodshop power tools may only be turned on by the supervisor on duty.
13. Before using shop machine tools, residents are required to discuss with the shop supervisor which machines they intend to use and the extent of instruction they will need to perform their work safely.
14. The shop may only be used by residents during the times supervisors are on duty, and only the supervisors will have access to the shop power tools or the tool crib. Residents may bring their own electric tools and their own hand tools and supplies.
15. Expendable materials, such as nails, screws, lumber, sandpaper, etc. are not free issue items. When available they may be purchased from the supervisor on duty for an applicable replenishment fee.

16. Good housekeeping practices and prudent use of tools is required of all who use the woodshop. When doing work that can mar or discolor work areas, you must protect work surfaces with paper or cloth covering. Residents are to sweep and tidy their work areas when through with their work.
17. When cutting large/long pieces of wood, use wood horses to support work as necessary.
18. The processing of plastics, wolmanized wood, particle boards, or other materials which create noxious fumes when worked on is not permitted.
19. No metal work is to be performed on shop machinery, except on drill press and grinder. For drilling into metal, residents must supply their own drill.

V. USE OF OUTDOOR RECREATIONAL FACILITIES

A. Bocce Courts:

1. The bocce courts are for the use of residents and their guests only, except when Township tournaments are held.
2. All guests must be accompanied by a resident.
3. No children under 18 years of age are permitted to play.
4. Reserved courts must be claimed promptly. After a 10-minute period, the court will be considered open.
5. The maximum of 11-point games will be allowed.
6. When play is completed, all players are responsible for the orderly return of equipment and for raking and removing any debris from the court.

B. Garden:

1. The Garden Area will be secured with a locked entry gate. No locks or chains are permitted on individual garden sites.
2. The basic size for each garden site is 10 feet by 15 feet. There will be some half sites available.
3. Only Clearbrook residents are permitted to garden. Site registration begins April 1st with preference given to residents who gardened the previous year. There's a limit of one site per resident. Garden sites are clearly marked with numbers. You will be assigned a certain site number which will be your designated area for the current year. You may sign up for the same site for the subsequent year.
4. Site holders promise to devote reasonable amounts of time to the maintenance and improvement of the garden throughout the gardening season. The use of the site is contingent upon your ability to maintain it.
5. No debris of any kind may be left at the site. All paths and sites must be kept free of trash, grass, weeds, etc., by the site holders. Box and bag any trash, weeds or other material from your site and place in designated trash and compost containers.
6. Be considerate of your neighbors. Do not plant sprawling crops or tall ones that might interfere with others. Harvest only from your assigned site. Do not spray on windy days. Keep insects and weeds under control.

7. All sites will be inspected throughout the season by the Lifestyle Director and the Garden Club Chair. Residents with registered sites which have not been planted, are full of weeds, or do not meet the guidelines will be notified. Failure to respond within 14 days will result in forfeiture of the site.
8. Using carpeting or plastic covering to prevent weeds is prohibited.
9. Unattended watering is not permitted. Notify the Lifestyle Director of any leaks in the water line. Make sure all faucets are off when you leave the garden. Keep hoses neatly rolled up.
10. Notify the Garden Club Chair and the Lifestyle Director if you are no longer able to tend your site, will be absent for a long period of time or have asked a friend to tend your garden.
11. Please park only in prescribed areas. Do not drive vehicles on the walkway.
12. Each gardener must clear his or her site of corner stakes, fencing, trellises, string and all inorganic materials before closing up for the season. Gardeners may use the shed in the garden to store their planting materials in the winter. All gardener supplies must be stored in a neat fashion with name clearly indicated on the supplies. At the beginning of each planting season, the Garden Club and the Maintenance Department will go through the shed to determine what should be thrown away.
13. No stealing of anything is permitted. Should it become known that you have taken anything (vegetables, tools, hose, plants or anything else), you will forfeit your site.
14. Crops must be harvested once they are mature. If you do not feel you can use all of them, please alert the Garden Club Chair. There are many food banks and neighbors who could use extra vegetables.
15. Borrowed tools should be cleaned and returned to the storage shed when done.
16. If you have any questions, suggestions or complaints, please contact the Garden Club Chair and the Lifestyle Director.
17. Your compliance with the above regulations will help everyone have an enjoyable and prosperous garden. Failure to comply with above regulations during the season, may result in a loss of future gardening privileges.
18. The season begins the first Monday in April and ends the last Friday in October. The kickoff meeting is in March.

C. Golf Course

1. The golf course and putting green are not for the general use of residents or guests.
2. The golf course and driving range are exclusively for those paying the fees required for golf club memberships, series tickets, daily greens fees, or purchasing range baskets.
3. The use of privately owned electric golf carts on the course requires payment of additional fees.
4. Carts must remain on the course at all times and not be driven "out of bounds".
5. Striking a ball from "out of bounds" is prohibited.
6. Non-golfing activities, such as walking, jogging, cycling, or skateboarding on the golf course and cart paths are prohibited. These activities are dangerous. Being struck by a golf ball can cause serious injury or death.
7. Use of the course for golf requires check-in at the Pro Shop. When the Pro Shop is closed, the course is closed.

8. Violation of these “rules of use” can result in the levy of fines to the responsible homeowner; further, persons responsible for damage to the course will incur liability to reimburse monies spent by the community to effect repairs necessary to restore the course.
9. Those who use privately-owned golf carts must fill out and sign the Privately-Owned Golf Cart Policy, Rules and Regulations (*Exhibit M*).

D. Shuffleboard Courts:

1. Before starting to play, the court should be broom cleaned of all debris by the players.
2. Discs should be placed on the courts, not dropped; “blasting” or undue speed given to discs is prohibited.
3. Walking on the playing surfaces should be kept to a minimum, except when brushing or cleaning the court.
4. Guests, including children over the age of 12, may play when accompanied by a resident.
5. When play is completed, all players are responsible for the orderly return of all equipment to the lockers which are located adjacent to the courts.

E. Swimming Pools: The rules listed below take into account the requirements mandated by New Jersey State law. (NJSA 26:1A-7 and 26:4A-7)

1. **Use of the pools when a lifeguard is not on duty is prohibited.**
2. Regular pool hours are from 10:00 am to 7:00 pm daily. During the months of July and August, the pool hours are extended to 8:00 pm Monday, Wednesday and Friday at the Cultural Center pool and Tuesday, Thursday and Saturday at the Clubhouse pool. The pool hours between 9:00 am and 10:00 am will be used only for water aerobics at the Cultural Center pool and lap swimming at the Clubhouse pool.
3. Children under 4 years of age are **not** permitted in the pools or enclosed pool area.
4. Strollers and/or baby carriages are not allowed in the enclosed pool area.
5. Minors 4 years to 12 years old are permitted in the enclosed pool area at both pools **only** from 10:00 am to 1:00 pm and from 4:00 pm to 7:00 pm Monday-Friday, and from 2 pm-closing on Saturday and Sunday. Minors must be accompanied by a resident.
6. Family Swim Days (pools open regular hours - hours for the family are 10:00 am to 7:00 pm) are Memorial Day Weekend, Father's Day only, July 4th day only, and Labor Day Weekend.
7. Residents are responsible for their guest's behavior while they are using the pool facilities.
8. **Residents must show their Clearbrook picture ID card and sign their guests in the log book located at the entrance to both pools. Residents must remain at the pool with their guests.**
9. Children over 4 years of age are not permitted in the locker room or bathroom of the opposite sex.
10. Residents and guests using the pool facilities must shower (no soap when using pool showers) before entering the pool in accordance with the New Jersey State Board of Health regulations.
11. Pool furniture may not be reserved, may not be placed closer than 4 feet from the edge of the pool and may not be taken from the pool area.
12. Food and drink are not permitted in the pool area.

13. Smoking, including e-cigarettes is not permitted at either pool. No alcoholic beverages are permitted at any time; persons suspected of being under the influence of drugs or alcohol will be prohibited from entering the pool area.
14. Congregating at the pool steps is prohibited at all times.
15. Running is not permitted within the pool area.
16. Diving and jumping are not permitted at either pool.
17. No flotation devices are allowed in the pool except those that are used for safety reasons (water wings, U.S. Coast Guard-approved life vests, back bubbles) or those that are used for therapy/medicinal reasons (aqua-belts, water dumbbells). Small kickboards may be used for therapy/exercise only. Water noodles are permitted in the pool but are not to be used as safety flotation devices.
18. Any person showing signs of skin disease, sore or inflamed eyes, a cold, nasal or ear discharge, or any communicable disease is not permitted in the pools. Band-Aids are also not permitted in the pools.
19. Roughness, rowdy behavior, expectoration, or other conduct affecting the safety and comfort of others are not permitted.
20. For the comfort of all residents and guests, radios and cassette players are prohibited with the exception of those that have individual ear phones.
21. No tables will be permitted under any canopy.
22. Changing of clothing in the pool area is prohibited, i.e. outer wear to swim wear and swim wear to outer wear.
23. No pets, except seeing-eye dogs, are allowed in the pool area.
24. Rain continuing past 3:00 pm will close both pools for the remainder of the day.
25. Swimming and bathing during an electrical storm (thunder and lightning) is prohibited in accordance with Red Cross guidelines. Swimmers are permitted to reenter the pool 30 minutes after the last clap of thunder or stroke of lightning.
26. Any individual who refuses to follow pool rules or the direction of a lifeguard or security guard and/or whose conduct is abusive to fellow residents, pool management employees, or CCA employees will be required to leave the pool area.

F. Tennis and Pickleball Courts:

1. The tennis and pickleball courts are for the use of residents and their guests only, except when Township tournaments are held. At that time, reservations will be blocked out for the meet.
2. Guests, 12 years of age and older, are permitted to make use of the courts after 1:00 pm and must be accompanied by a resident. Guests may play before 1:00 pm if the courts are unoccupied.
3. Appropriate attire is required, i.e. tennis outfits, tennis shoes, etc. No black-soled sneakers are permitted on either the tennis or pickleball courts. Bathing suits are not permitted.
4. Tennis Court 1 will be used for unreserved tennis starting from 8:00 am. If players are waiting, play must be limited to one half (1/2) hour.
5. Tennis Courts 2 and 3 are reserved courts, starting from 7:00 am.

6. Pickleball Court P1 will be used for unreserved pickleball starting from 8:00 am. If players are waiting, play must be limited to one half (1/2) hour. Pickleball Court P2 is a reserved court, starting from 7:00am.
7. A minimum of 4 residents may reserve a pickleball or tennis court by signing up 2 days before, no earlier than 12 noon. Signing up before this time will invalidate the reservation.
8. Only one reservation per day for each resident is permitted.
9. To reserve a court, list the last name and first initial of all players on the reservation list which is located at the entrance to the courts.
10. Reserved courts must be claimed promptly. After a ten-minute grace period, the court will be considered open.
11. Residents may sign up to play singles after 1:00 pm. Singles may play any time courts are available and no one is waiting to play.
12. The courts are to be used for playing tennis or pickleball only. Skate boards, roller skates/blades, bicycles and carriages are strictly prohibited.

VI. RESIDENT RULES

A. Access to Units for Maintenance or Emergencies:

Purpose: To protect property.

1. A resident must give the Section or its designated representative access to the Unit for any emergency repairs or required maintenance work.
2. A resident must give access to a Unit when inspectors for the Department of Community Affairs (DCA) need to inspect the interior of the Units.

B. Bar Code Decals:

Purpose: To provide a system of tracking legal vehicle access into Clearbrook.

1. Clearbrook residents will have a bar code decal affixed to their vehicles as specified below:
 - a. A valid NJ driver's license with his/her Clearbrook address **and** (a) a NJ vehicle registration with a matching name and Clearbrook address, or (b) for a leased vehicle a registration in the lessor's name with a copy of the lease agreement showing the resident as the lessee;
 - OR**
 - b. A valid out-of-state driver's license **and** (a) a vehicle registration with his/her name **and** proof of residence in Clearbrook, or (b) for a leased vehicle a registration in the lessor's name with a copy of the lease agreement showing the resident as the lessee.
2. A resident who no longer drives or who is no longer in possession of his/her vehicle **must** inform the Administrative Office immediately.
3. A resident who acquires a new vehicle must contact the Administrative Office to have a bar code decal affixed to the vehicle as per B.1.a or B.1.b above.

C. Clubhouse Procedures in Emergency Situations:

Purpose: To provide a safe, orderly and considerate environment for Clearbrook residents during times of a state or federally declared emergency.

1. Clearbrook IDs must be on your person at all times while you are in the Clubhouse. Management reserves the right to ask residents to present their ID at any time. Our Clubhouse is not equipped or large enough to handle extended family members or friends.
2. Food and drink will only be permitted in Lounges A & B and the Snack Room.
 - a. Only cell phones, laptops and machines for medical purposes may be charged. Food may be warmed in the microwave.
3. Electrical appliances other than those mentioned above will not be permitted, such as:

a. coffee pots	b. crock pots
c. toaster ovens	d. hair dryers
e. curling irons	f. space heaters
4. Open flames such as candles or sternos will not be permitted.
5. Wine, beer and liquor will not be permitted.
6. Animals other than service animals will not be permitted.
7. Conference Rooms will be locked and kept available for Board and Section meetings.

D. Displays:

Purpose: To maintain an attractive and pleasant appearance of the community and the individual Units.

Definitions: *Common Property:* Any area outside the unit or the Section common elements that is owned by the CCA. *Planting Area:* Part of the Common Elements around the Unit where an easement provides for resident planting options.

Common Element: All portions of a section condominium other than the units. (See Section Master Deed.)

1. Miscellaneous Displays:
 - a. Laundry, banners, pennants and similar items may not be hung or displayed beyond the interior wall of one's unit; the outside walls of every unit are Common Elements, property of the Section.
 - b. Displays must not hang from Common Elements or be attached to Common Elements.
 - c. Unit owners may not leave objects on the Common Elements or Common Property that would inhibit the maintenance of the lawn areas.
2. Patriotic Displays:
 - a. Flag poles are not permitted on the Section's Common Elements which includes the planting area.
 - b. The American flag, with the 50 states represented, is permitted to be hung on the exterior of a Unit.
 - c. Signs supporting U.S. troops may be displayed in a window of a Unit from the inside facing out.
 - d. Yellow ribbons may be displayed.
 - e. The CCA may direct that any flag of the United States of America, any yellow ribbon or any sign supporting United States troops be removed from the window of a Unit when, in the sole discretion of the CCA Board of Directors, the display:
 - i. threatens public safety,

- ii. restricts necessary maintenance activities,
 - iii. interferes with the property rights of residents, or
 - iv. is conducted in a manner inconsistent with the rules and customs deemed the proper manner to display the flag.
- 3. Winter Holiday Displays:
 - a. Time Period: Starting after Thanksgiving and ending on January 15th.
 - b. Removal: All holiday displays and their accessories must be removed by January 15th.
 - c. Lighted Displays: All electric cords must be specifically made for outdoor use and UL approved. These cords must not cross any walkway or driveway. Lighted electrical displays are permitted only during the specified time period.
 - d. Holiday displays must be in accordance with item D.1 Miscellaneous Displays.
- 4. Seasonal Displays:
 - a. Time Period: Starting one week before the occasion and ending one week after.
 - b. Seasonal displays must be in accordance with item D.1 Miscellaneous Displays.
- 5. Planting Area:
 - a. Potted planters are permitted in the planting area.
 - b. Artificial or plastic plants/flowers are not permitted in the exterior of the unit.
 - c. For decoration and individuality, 4 figurines or objects of art may adorn the adjoining planting bed of any one side of the Unit, with a maximum of 8 figurines per unit. One figurine may be a maximum of 3 feet in height. All other figurines must not exceed 18" in height.
 - d. We highly recommend prudence and consideration when making selections. The Section boards reserve the right to determine the appropriateness of all placements.
- 6. Signs:
 - a. No signs, device or other matter can be posted on any of the Common Elements or Common Property including utility poles and trees.
 - i. The CCA Board has the power to remove any illegal matter and charge the Owner the cost of removal.
 - b. One expressional or political sign may be posted in any one window of a Unit from the inside facing out.
 - i. A sign supporting a candidate in any type of election or a sign advertising an event may be posted in the window no earlier than 30 days prior to the date of the election or event and must be removed no later than 3 days after the date of the election or event.
 - ii. The size of the window sign must be no larger than 12" x 18"
 - iii. No other signs may be placed anywhere on the exterior of a Unit or in any additional windows.
 - c. Security System: A sign evidencing that a unit is equipped with a security system may be displayed - maximum size is 8" x 10". It must be placed in the planting area.
 - d. The CCA Board shall have the power to remove any signs that do not abide by these rules and regulations.

7. **Window Treatments:**

- a. When putting up window treatments, only acceptable treatments may be used.

Examples of non-acceptable window treatments include but are not limited to sheets, blankets, paper, paint, etc.

8. No excessive storage of personal items is permitted in patio enclosures.

E. Door-to-Door Solicitation:

Purpose: To provide for community safety and privacy.

1. Door-to-door solicitation for commercial purposes is not permitted within the community.

F. Dumpsters:

Purpose: To maintain the health, welfare and proper sanitation within the community.

1. Dumpsters in the various sections are for the exclusive use of the residents in the apartments, Cambridges and Devons.
2. Residents are not permitted to throw any refuse in dumpsters located at the Clubhouse, the Cultural Center, or the maintenance building.
3. No coals from a barbeque may be deposited in a dumpster until at least 24 hours after cooking is completed.
4. It is the responsibility of Section boards to inspect the top and bottom of the dumpster for holes and/or rips to prevent rodents and other animals. Problems must be reported to the Administrative Office.

G. Feeding Wildlife:

Purpose: To protect wildlife, residents and Units.

Definitions: *Planting Area:* Part of the Common Elements around the unit where an easement provides the resident planting options.

1. Feeding wildlife in and around your unit (i.e. throwing food scraps outside your door) is not permitted.
2. Birdfeeders may only be hung from trees in a manner that does not interfere with lawn maintenance and does not harm the tree (i.e. do not use nails, tight wire).
3. Birdfeeders may be placed in the planting area only on a pole in the ground.

H. Fire Prevention Practices:

Purpose: To protect life and property.

1. Kerosene heaters are not permitted in any residence unit (house and garage).
2. See paragraph S: Outdoor Grills, for additional information.

I. Firewood:

Purpose: To protect and maintain property.

1. Firewood must be stored at least 3" above the ground and at least 12" away from any part of the unit (house and garage).

J. Garage/Estate Sales:

Purpose: To maintain curb appeal of community.

1. Garage sales are not permitted.
2. Estate sales, by appointment only, are permitted within the unit.
 - a. Open houses are not allowed.
 - b. Interested parties must be called in to the gatehouse.
 - c. Estate sale items cannot be displayed on exterior of unit.

K. Garbage/Recycle Containers:

Purpose: To maintain the health and welfare of the community

1. Trash and recycle containers are to be put out no sooner than 1 to 2 hours before sunset the night before scheduled pick up in a rigid closed container with secured lid.
2. Containers are to be taken in and stored in the garage as quickly as possible after pickup.

L. Generators:

Purpose: To provide for the safety of all residents of the community.

1. Residents are permitted the use of portable propane or permanent/standby propane generators subject to architectural approval. Applications and Regulations are available at the Administration office.

M. Guests:

Purpose: To provide for authorized access to community, help minimize delays at the entrance gate and ensure guests or visitors follow Clearbrook Rules and Regulations.

1. Unless listed on the Frequent Visitor List, residents are required to call the gatehouse to provide the name of the guest or visitor expected on the day of arrival. This rule also applies to visits from cleaning persons, trades people, contractors, home health aides, etc.
2. Residents are responsible for the conduct of their guests at all times.
3. Guests are expected to obey all rules and regulations of Clearbrook while in the community.
4. Guests and visitors may not park on lawns
5. Guests may not wash their vehicles while in Clearbrook.

N. Home Businesses:

Purpose: To maintain the residential nature of the community.

1. Units shall be used primarily as private single-family residences and such other uses as may be permitted under the zoning ordinances of the Township of Monroe provided that no business, trade, or similar activity, may be conducted in any Unit, except that an Owner or occupant residing in a Unit may conduct "discrete business activities" within the Unit provided:
 - a. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside the Unit.
 - b. The business activity does not involve visitation of the Unit by clients, customers, students or the like.
 - c. The business does not involve door-to-door solicitation of residents of Clearbrook.

- d. The business activity is consistent with the residential character of Clearbrook and does not violate the use restrictions contained in the Clearbrook Bylaws or any master deed or bylaws of the individual section association. Examples of "discrete business activities" include, but are not limited to, computer-based telecommunications and literary, artistic, or craft activities.

O. Litter:

Purpose: To maintain the health, cleanliness and attractiveness of the community.

1. Certain items (litter, tools, cleaning supplies, garbage/recycle cans, bicycles, etc.) must not be left outside your unit. This includes the atrium.
2. During a renovation and/or repair, construction materials must be left in the garage; if no garage, materials may be left orderly and safely outside the unit until the work is completed but in no event for longer than 5 days unless the Section Board of Directors consents in writing.
3. The placement of a dumpster on the common element (i.e. driveway) must have prior written approval of the Section.

P. Live-In Aides:

Purpose: To provide for safety of residents, live-in health aides and community.

1. All live-in health aides must be registered with the Administrative Office and reported on bi-annual census forms.
2. Residents are to notify Administrative Office of termination of health aide services.
3. All live-in health aides must abide by all By-laws and all CCA Rules & Regulations.

Q. Motorized Means of Transportation:

Purpose: To provide for the safety of residents and the community.

Definition: *Motorized Vehicles:* motorcycles, three-wheelers, golf carts, motorized chairs and motorized scooters.

1. Owners of motorcycles and three-wheelers must provide a copy of their NJ registration to the Administrative Office.
2. Golf carts must be registered with the Pro Shop; golf carts not registered at the Pro Shop must be registered at the Administrative Office to obtain a registration number which must be displayed prominently on the cart.
3. Motorized chairs and scooters must be registered at the Health Care Center to obtain a registration number which must be displayed prominently on the vehicle.
4. All drivers of golf carts must be at least 17 years of age.
5. Golf carts are subject to all community parking rules.
6. Motorized vehicles must be driven with the traffic and should stay to the right to allow cars to pass.
7. Drivers of motorized vehicles must stop at stop signs and obey all other motor vehicle laws.
8. Drivers of motorized vehicles must give pedestrians the right of way. Room should be given to walkers and bicyclists so as not to force them into the traffic lane.

R. Noise/Odors:

Purpose: To create an environment that is free of excessive noise/odors and ensures the health, welfare and safety of the community.

1. Noise and odors must be controlled to preclude them from becoming an annoyance or nuisance to others in the community.

S. Outdoor Grills:

Purpose: To protect Units from damage and residents from harm.

Definitions: *Outdoor Grills:* includes grills of all kinds (i.e. propane, electric, charcoal, smokers, deep roasters, deep fryers, hibachis, et al.) *Unit:* The unit includes any house, garage, outside wall, overhang or fence.

1. Outdoor grills of any type must be operated and stored at least 5 feet away from the Unit and any combustible material including decks.
2. Storage
 - a. Fuels, including propane tanks, must be at least 5 feet away from the Unit and not stored in any interior space including garages.
 - b. Propane tanks must be kept upright and safely secured to prevent them from being knocked over.
3. Outdoor grills are not permitted on any deck or balcony in multi-story buildings.

T. Pets:

Purpose: To ensure safety, curb appeal and sanitation.

Definition: *Domestic Animals:* dogs, cats, birds, fish, small pet rodents (hamsters, gerbils, guinea pigs) and rabbits.

1. Outdoors, pets must be on a leash, a maximum of 6 feet in length, at all times; they must not run loose.
2. Pets may not be left unattended outdoors.
3. When pets are walked their droppings must be picked up and disposed of properly, *not dropped into water catch basins (sewers).*
4. Residents are not permitted to walk their pets on the golf course or along the maintenance road that leads from Clearbrook Drive to the maintenance buildings.
5. Pets shall not be permitted to relieve themselves upon the sidewalks, driveways, flower beds or in any landscaped area more than three (3) feet from any street curb.

U. Renting A Unit:

Purpose: To establish guidelines for the rental of residential Units.

1. Unit owners are required to inform the Administrative Office of their intention to rent their unit by submitting a "Notice of Intention to Rent" form which is available in the Administrative Office.
2. Units are not to be rented for less than the period specified in Section governing documents.
3. Unit owners must submit a copy of the lease to the Administrative Office.
4. Renters and unit owners must sign the Clearbrook Community Association's "Agreement

Regarding Leasing of Units" and submit to the Administration Office.

5. In landlord/tenant relationships, a tenant's relationship is with the Unit Owner and neither the CCA nor any Section association will have any responsibility to become involved in the relationship between the owner and the tenant. A Unit Owner's relationship and duty to ensure compliance with all restrictions, rules and regulations of the CCA and Section association is with and to the Section and Administrative Office.
6. Non-resident landlords may not use Clearbrook facilities or amenities after leasing their Units.

V. Safety:

Purpose: To protect the residents and Sections from risk of injury.

1. Only maintenance employees or a licensed contractor with proper liability insurance are allowed to go on a roof or climb a ladder on the exterior of the Unit.

W. Selling A Unit:

Purpose: To provide the community with initial information associated with the sale of a Unit.

1. Unit owners are required to inform the Administrative Office of their intention to place their unit for sale by submitting a "Notice of Intention to Sell" form which is available in the Administrative Office.

X. Traffic Safety:

Purpose: To provide for safety of residents in the community.

1. The speed limit throughout the community is 25 mph.
2. Vehicles must come to a full stop at each stop sign. Directional signals must be used.
3. All motorized vehicles must stop for pedestrians.
4. All motorized vehicles must stop for golfers and/or golf carts at the golf course crossing.
5. Bicycles must stay on the right side of the road with the flow of traffic and obey all traffic signs and rules of the road.
6. Pedestrians must walk in the left shoulder of the road facing the flow of traffic.