

## GENERAL ARCHITECTURAL REGULATIONS

February 14, 2019

The Architectural Review Committee recommends and advises the CCA Board of Directors on architectural control standards, uniform procedures, regulations and rules which will maintain the architectural integrity of the community and the harmonious relationship between the structures and the environment. The following regulations which cover the most frequent requests are general in nature and may be amended or added to from time to time by the CCA Board of Directors. **Each application will be considered on an individual basis and no approval shall be considered as establishing a precedent.** Evaluation of the proposed work will be based on the effect it will have upon the privacy, aesthetics and quiet of the immediate neighbors, and on the community as a whole.

1. The Architectural Review Committee will consider only written requests in total compliance with the provisions of the paragraphs of these regulations as listed below and the regulations for all approved architectural changes as attached: air conditioner components, atrium enclosures, awnings, fences, fireplaces and free standing wood stoves, heat pumps, lawn sprinkler systems, open patios, patio enclosures, railings, roof ventilating fans, satellite dishes, sheds, shutters, siding, skylights, sliding glass doors, all types of windows, etc.
2. All proposed work to be done to the exterior of a unit and/or its easement above or below ground level must be approved in advance by the Architectural Review Committee, the Section and the CCA and the approval will be submitted in a letter from Management to the owner(s).
3. The Architectural Review Committee's recommendations and advice shall be conveyed first to the Section in which the residence is located for their acceptance or rejection, then to the CCA Board of Directors for their acceptance or rejection. Approval may be denied even though such work conforms to the master deed and bylaws; the reason for denial will be stated in a written notice.
4. Any additions to the exterior, alterations and modifications or changes to a residence shall be compatible with the existing structure in material, color and design.
5. When exterior utility lines (water, sewer, electric or television cables) are covered with concrete slabs for any purpose by the unit owner, the unit owner shall be responsible for any expense to expose and recover such lines in the event that access is necessary.
6. Management will answer by mail all applications for additions, alterations, etc. as promptly as possible.
7. **If any work is found not to be in accordance with the approved application, the unit owner(s) shall be notified by Management, and if not corrected within a reasonable time, the CCA Board may undertake to correct it and charge the unit owner(s) for all costs and/or may impose fines.**
8. The Architectural Review Committee meets two Monday mornings per month. All applications completed must be filed with the Administrative Office at least one week prior to the committee meeting.
9. All contractors who are involved in any construction or modifications must provide a copy of a current Certificate of Insurance stating that **“Clearbrook Community Association and the Section Association (in which the work is being done) are listed as additional insureds”**. This certificate must show coverage for General Liability, Automobile Liability and Workmen's

Compensation with a thirty (30) day notice of cancellation. If ground is to be broken, explosion/collapse and underground hazard coverage must be included. (These certificates will be kept on file in the Architectural Office).

10. State of NJ Title 14, Chapter 2 requires a mark-out if ground is to be broken. It is the responsibility of the excavator/contractor to contact NJ One Call and request a mark-out of all underground facilities that have been registered with the One Call System. These facilities can be but are not limited to JCP&L, Verizon, Comcast, PSE&G etc. Contact information for NJ One Call is 811 or 800-272-1000 or [www.nj1-call.org](http://www.nj1-call.org).
11. Applicant unit owner(s) will be responsible for any damage incurred to any community property and will insure that there has been no deviation from the approved plans.
12. A bond check from the unit owner made out to CCA will be required before any work is started. The amount of the bond check will be 10% of the total cost of the job up to a maximum of \$500.00. The bond will be returned within thirty (30) days after the Administrative Office has been advised of the satisfactory completion of the work, the Architectural Review Committee has inspected the work, and where applicable, a Township approval has been received.
13. Once approval has been received by the unit owner, the contractor must apply for a Monroe Township permit. (If the type of work being undertaken does not require a permit, you may disregard this section.) Once you receive the permit, a copy must be given to the Administration office. **No work is to begin without receiving a permit from Monroe Township.** No CCA Board approval precludes the need for such municipal permits, nor does obtaining a municipal permit waive the necessity of CCA Board approval.
14. All unit owner(s) within 50 feet of an applicant's unit shall be requested to sign the "Notice to Neighbor" form. When a neighbor is not available to sign in person, a notification by certified mail, return receipt, can be substituted.
15. A copy of the floor plans must be included with the application. All major alterations must be accompanied by plans from a registered New Jersey architect or licensed engineer.
16. The drawings or sketches accompanying an application are to indicate the distance between the unit being altered and the surrounding residences.
17. The Architectural Review Committee reserves the right to conduct inspections during the course of construction to ascertain that approved plans and specifications are being followed.
18. Any deviation from accepted plans shall be sufficient cause to have the Monroe Township building official issue an immediate violation and stop work notice.