

**FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION, INC.
POLICY RESOLUTION NO. 22
ARCHITECTURAL REVIEW PROCEDURES AND GUIDELINES**

Relating to the Request for Approval to the Covenants Committee

WHEREAS, Article III, Section 4 of the Declaration provides for a Covenants Committee which will review changes or additions to structures, buildings and grounds as well as fulfilling other functions as prescribed by the Declaration and the Board of Directors; and

WHEREAS, the Board of Directors wishes to establish procedures for obtaining Covenants Committee approval and to promulgate guidelines as to what the Covenants Committee will find acceptable or unacceptable; and

WHEREAS, Administrative Resolution No. 20 was superseded in part by Policy Resolution No. 22 which the Board adopted on November 26, 1991;

WHEREAS, the Board adopted the First Amendment to Policy Resolution No. 22 on May 27, 1997;

WHEREAS, the Board adopted the Second Amendment to Policy Resolution No. 22 on February 10, 1998;

WHEREAS, the Board adopted the Third Amendment to Policy Resolution No. 22 on November 14, 2000;

WHEREAS, the Board adopted the Third Amendment to Policy Resolution No. 22 on May 27, 2008; WHEREAS, the Board adopted the Fourth Amendment to Policy Resolution No. 22 on September 23, 2008;

WHEREAS, the Board adopted Policy Resolution No. 22 on September 27, 2011;

NOW, THEREFORE, BE IT RESOLVED THAT Policy Resolution No. 22, First Amendment to Policy Resolution No. 22, Second Amendment to Policy Resolution No. 22; Third Amendment to Policy Resolution 22, Third Amendment to Policy Resolution 22 and the Fourth Amendment to Policy Resolution No. 22, and Policy Resolution No. 22 adopted on September 27, 2011 are rescinded and replaced with this new Policy Resolution No. 22 with respect to Architectural Review Procedures and Guidelines.

I. GENERAL

A. No exterior alteration or addition may be made without prior application to and approval of the Association. Examples of such projects include a deck, greenhouse, addition or removal of a window or a fireplace.

B. Certain changes and additions are prohibited by this Resolution.

C. Therefore, all Members are held responsible for ensuring that changes and additions are made only in accordance with the provisions of this Resolution.

II. APPLICATION PROCEDURES

A. Requirements for All Applications

1. Homeowners wishing to make any of the changes enabled by this Resolution must submit a written application (Request for Review) to the Manager. The Manager will provide a receipt to the applicant showing the date received and will forward a copy to the Chairperson of the Covenants Committee and the Parcel Architectural Chairperson, if one exists, or if they are not available, to their designees,. This must be done within one week of the receipt date. The proposal will contain a description of the project. Photographs or sketches of similar completed projects will aid in the consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included. When a copy of the township building permit is obtained, it must be submitted to the Manager together with the documents supporting the building permit.

2. Oral requests will not be considered.

3. Each alteration or addition must be specifically approved even though a similar alteration or improvement may have been previously approved.

4. The applicant shall be informed in writing of the decision.

5. If the applicant fails to receive a reply within forty-five (45) days from the date his application was received, the request shall be considered to have been approved if it is in conformity with all township ordinances and building codes as well as with the requirements of all FVCSA governing documents.

6. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.

7. The applicant is free to request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided. Covenants Committee decisions may be appealed to the Board.

8. Copies of all Requests for Review will be filed in the management office according to parcel number, along with the written decision and a statement of action taken, if any. This file shall be made available, upon request, to any resident considering an alteration or improvement to his or her property.

B. Additional Requirements for Major Modifications

For major structural changes, such as decks, porches, chimneys, or dormers, etc., the following may also be required by the Covenants Committee at its discretion:

1. A pre-design conference
2. A preliminary submittal consisting of:
 - a. Letter of transmittal
 - b. Preliminary drawings
 - (1) Floor plans
 - (2) Elevations
 - (3) Roof plan (if applicable)
 - (4) Landscape plan
 - (5) Construction schedule

3. The Committee shall act on the preliminary submittal and give notice to the applicant within forty-five (45) days.
4. A final submittal if required by the Committee
 - a. Final drawings
 - b. Proposed contracts
 - c. Location or storage site of building materials, etc.
 - d. Temporary access, if any
 - e. Existing and final grades, drainage, etc.
 - f. Color chips of painted or stained exteriors
 - g. Exterior material samples
 - h. A plan of proposed landscaping (erosion control, screening, etc.)
5. The Committee shall act on the final submittal and give notice to the applicant within forty-five (45) days from receipt of the final submittal.
6. Administrative requirements:
 - a. Homeowner must provide to the Manager notice of when construction is to start.
 - b. If the homeowner wishes to make changes in the plan during the course of construction, a written request including all relevant information must be submitted to the Manager and the Covenants Committee for reconfirmation of approval before work can proceed.
 - c. The Manager should inspect the work during construction.
 - d. The homeowner must notify the Manager when the project is completed.
 - e. The Manager will make a final inspection to ascertain that construction conforms to approvals.
 - f. If construction is completed as approved by the Committee, the Manager will issue a Certificate of Compliance, signed by the chairperson of the Covenants Committee.
 - g. If the completed structure varies from the project as approved, the Manager will refer the matter to the Covenants Committee for appropriate action.

III. ARCHITECTURAL GUIDELINES

A. Review Criteria

Design decisions made by the Covenants Committee in reviewing applications shall not be based on personal opinion or taste. Judgments of acceptable design are to be based on the following criteria, which represent in more specific terms the general standards of the Protective Covenants.

Relation to the Forrestal Village (Princeton Landing) Open Space Concept. It is desired to enhance the common enjoyment of the open space; therefore, fencing is prohibited, since fencing, in particular, can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography, and changes in

rate or direction of storm water run-off may also adversely affect Forrestal Village's (Princeton Landing's) open space.

Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the parcel. Compatibility is defined as similarity in: architectural style, quality of workmanship, use of materials, color, and construction details.

Location and Impact on Neighbors. The primary concerns are access, view, sunlight, ventilation and drainage. Decks or larger additions may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy.

The applicant is encouraged to discuss the proposal with neighbors prior to making application to the Covenants Committee. It is appropriate in some cases to submit neighbors' comments along with the application. These comments may be obtained by the applicant, the Association Manager or any third party. The comments of the neighbors will be given consideration by the Covenants Committee.

Workmanship. Workmanship is another standard which is to be applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The Forrestal Village Community Services Association assumes no responsibility for safety of new construction by virtue of design or workmanship.

B. Building Alterations and Additions

Any alteration must conform to the fee simple survey property lines. Any encroachment on the parcel common area must have the approval of the Covenants Committee and the Board, and a formal easement must have been issued. Encroachment on Association common areas or common open space is not permitted.

C. Flower Boxes

Flower boxes (other than flower boxes on decks), as a general rule are not felt to enhance the aesthetic qualities of a community and are, therefore, discouraged. Exceptional interest on the part of a majority of residents in a parcel may be considered by the Covenants Committee, however. Such appurtenances must be meticulously maintained by the owner, or removal may be ordered by the Association.

D. Awnings, tents and canopies

Awnings, tents and canopies and like coverings, whether temporary or permanent, may not be erected on decks, patios, lots or common areas without the approval of the Covenants Committee. Exceptions: (1) A temporary permit for a single event may be obtained from the Management Office; (2) A child's pup tent is permitted for a period of a few days without prior approval.

E. Retaining Walls

1. Any retaining wall must be approved by the Covenants Committee before installation is initiated.
2. Retaining walls which divert ground water onto adjoining properties or which otherwise substantially change the existing drainage patterns will not be approved.

F. Swimming Pools

1. No Unit Owner shall construct or maintain a swimming pool.

2. Construction and installation of a spa or hot tub is prohibited on the outside of a unit except within the confines of an atrium in those units that have atriums provided in the original design.

G. Play Equipment

1. Not Permitted: No Owner shall install or maintain any play equipment which requires a change in the landscaping or an installation of a permanent nature on the land. Play equipment that is anchored into the ground and cannot be easily removed for overnight storage within the house shall be deemed to be permanent.

2. Permitted: Temporary semi-permanent children's play equipment such as sandboxes, temporary swimming pools having a depth of less than 24 inches, playhouses, and tents shall not require approval provided that such equipment is not more than four feet high and in good repair (including painting). Also, every reasonable effort should be made to screen or shield such equipment from view. Such equipment must be muted in color and similar in color to the background color of decks, wood siding, or stucco. It must be located only in the rear of the property and out of common view.

H. Doors: Doorbells, Knockers, Handles, Locks, Etc.

All door hardware existing at the time of conveyance from Developer to the original purchaser is hereby approved. However, any changes to door hardware made by the Owner after initial conveyance must be approved by the Committee. Approved storm door/screen door combinations may be installed by Owners. A list of such approved doors is available at the management office. Only administrative approval by the Manager is required for storm door/screen door combinations. Such approval is to be in writing.

I. Lighting

Exterior lighting shall not be directed in such a manner as to create an annoyance to the neighbors. Solar lighting shall meet the Specifications and Guidelines (Exhibit A for lights from the driveway to the front door; Exhibit B for lights along the sidewalk or stairs). Residents must submit an Application for Installation to the Covenants Committee. These documents are attached to this policy resolution.

Party or holiday lights placed in front of the house or on the deck shall be removed within two weeks of the culmination of the event. Electrical cords for these lights shall be unobtrusive and not cross any walking area. No application is required for the temporary installation of these lights.

J. Decks, Patios and Balconies

Decks, patios and balconies are to be maintained so as to have a pleasing appearance, and are to be for normal usage only. Appropriate outdoor deck, patio, or balcony furniture, chairs, tables and umbrellas are permitted to be placed on decks, patios and balconies, as are playthings that are not above the height of the railings or, if there are no railings, no more than four (4) feet in height. Planter boxes are permitted. Decks, patios and balconies are not to be used for storage, other than for customary deck and/or patio items.

K. Garbage/Recycling

Trash set out for collection must be in closed containers or sealed heavyweight plastic bags. Trash may be set out no earlier than the evening prior to collection. Empty containers

must be returned to the interior of the Unit on the day of collection. Absent residents must arrange for the containers to be returned to the Unit on the day of collection.

Recyclables set out for collection must be in compliance with Middlesex County Recycling Program disposal procedures. Recyclables may be set out no earlier than the evening prior to collection. Empty containers must be returned to the interior of the Unit on the day of collection. Absent residents must arrange for the containers to be returned to the Unit on the day of collection.

L. Local Building and Work Permits

1. Approval of any project by the Association does not waive the necessity of obtaining the required local permits.

2. Obtaining a local permit does not waive the need for Association approval.

3. The Association will not knowingly approve a project which is in violation of the local building or zoning codes. It is the responsibility of the Owner to obtain this information.

M. Completion of Structures

Construction in accordance with an approved plan or specification must be commenced within six months after such approval and completed within twelve months after the date of commencement. If not commenced within this time period, then the approval will be considered null and void, and a new application must be made. A letter so advising the Homeowner will be sent by the Manager. However, if a letter is not sent or received by the applicant, and work is not commenced within the required period; the approval will still be null and void. Construction must be completed as approved, and a deviation will be considered a violation.

N. Signs

No signs of any type shall be displayed in public view on any Unit, Lot, or Common Area. Special permission to display a sign may be requested by submitting an application to the Covenants Committee.

Exceptions:

1. Decals measuring no more than three (3) inches by five (5) inches which designate security systems may be placed in an obvious location on windows or doors. This exception would also pertain to "Totfinder" and other fire safety decals. Signs designating that a person with a physical disability resides in the unit may also be displayed in an obvious location on windows or doors.

2. Open House Signs:

(i) One (1) Open House sign may be displayed at the front of the unit being sold and at the entrance(s) to the Parcel in which the unit is located;

(ii) The Open House sign must be that of a professional nature. If the sign is supplied by a realtor, it must state the name of the realtor;

(iii) The Open House sign will be permitted on Sunday only;

(iv) The Open House sign may be displayed between the hours of 12:30 pm and 5:00 pm, and must be removed immediately following the end of the Open House;

(v) Any deviation from these regulations will subject the unit owner whose unit is being

sold to possible fines and penalties. In addition, the responsible realtor will be notified, in writing, with a copy to his or her managing broker, of the infraction.

Should signs other than those allowed by the Board or other infractions of the policy occur, the following enforcement steps will be taken:

A. In the case of realty signs:

- (i) Any sign other than that specified above will be removed and taken to the Smith House;
- (ii) In order for a Realtor to claim the sign, he or she must sign a form acknowledging the Association's policy for signs and agreeing to abide by this policy in the future;
- (iii) A violation letter will be sent to owner of the unit where the sign was placed and a letter will be sent to the broker of record at the realty company with a copy to the agent advising of the violation and the procedure for collecting the signs;
- (iv) A record of the offending realtor (name of Realty Company and agent's name) will be kept by the office;
- (v) Should signs be removed again for the same realty company and the same agent, the signs will not be retained but discarded immediately;
- (vi) This policy will be made public by written notification to all realtors in the immediate area and all residents will be advised of this procedure through the newsletter.

B. One political sign may be placed in the landscape bed immediately adjacent to the Unit or in the window. No sign shall exceed 18" x 24". Such signs may be placed no more than 30 days prior to an election and must be removed no later than 7 days after the election.

C. In the case of all other signs:

- (i) The sign will be removed and taken to the Smith House;
- (ii) The Homeowner will be informed that posting a sign is a violation of our Policy Resolutions. Repeat violations will be subject to fines imposed by Covenants.

3. The Association may erect or install signs only as necessary for the safe operation of the Association at the discretion of the Board.

O. Other prohibited items

The following are not permitted on Common Areas, Parcel Common Areas, Common Open Space, the exterior grounds and/or the exterior of any Unit, whether they are in the ground, on the ground, or strung or hung from trees, buildings, fences, railings, decks, or lampposts, or placed on porches, steps, stairs, fences or railings.

1. With the exception of short-term, seasonal decorations, artificial plants of any type such as silk or plastic flowers or greenery. Any permanent installation of artificial plants is subject to application and must be approved by the Covenants Committee.
2. Bug zappers and insect traps of any kind.

3. Statuary and birdbaths.
4. Any implement that will impede mowing or maintenance, except while in use, such as hoses, rakes, shovels, etc.
5. Flags or banners other than the American Flag.
6. Recreational equipment, unless permitted as stated in this Policy Resolution.

A Member may maintain a single birdfeeder subject to the following:

1. No birdfeeder may be placed in Common Areas, Parcel Common Areas, Common Open Space;
2. No birdfeeder may be visible from any road or parking area;
3. A bird feeder that becomes a nuisance shall be removed by the Member immediately upon written request of the Property Manager. For purposes of this sub-paragraph (iii), a bird feeder shall be deemed a nuisance if it attracts animals such as squirrels or other rodents, causes bird droppings to accumulate on nearby homes, Common Areas, Parcel Common Areas, parked vehicles, or FVCSA recreational facilities, or otherwise interferes with other Members' enjoyment of their Living Units or nearby Common Areas.

Up to four containers of live plants may be hung or placed near the front door, but not on the walkways or grass.

Stepping-stones may be installed to improve homeowners' access to their homes, subject to application and the approval of the Landscape Committee.

Decks or patios may not be extended by using stepping stones, pavers, rocks, bricks or other like materials unless installation has been approved in advance in accordance with all applicable Policy Resolutions and the Governing Documents. It is FVCSA's general policy that pavers, stepping stones, rocks, or bricks adjacent to patios or decks do not enhance the aesthetic qualities of the community. Therefore, applications to approve such installations are discouraged and should be approved only in exceptional circumstances. The Covenants Committee may find such exceptional circumstances exist when, prior to submission to the Covenants Committee, an application has been approved by a majority of the residents in a Parcel in order to address in a consistent manner an aesthetic, maintenance, or landscape problem affecting a number of Units in that Parcel.

IV. PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE

A. Inspection

The Manager shall periodically survey the Properties for compliance with architectural standards.

B. Alleged Violations

1. Alleged violations are to be handled in accordance with the rules and procedures set forth in Administration Resolution 48 and outlined below. The procedures outlined below may be modified from time to time in accordance with any revisions that may be made to Administration Resolution 48.

2. All reports of alleged violations of this Resolution must be submitted to the

Manager who will make an inspection to determine whether a violation exists. If the Manager determines that a violation exists, the Manager shall so inform the owner in writing, via certified mail return receipt requested, giving the Owner five (5) days in which to correct the violation. The Manager may also contact the Owner verbally to request cooperation.

3. If the violation is not corrected, the matter shall be turned over to the Covenants Committee, which shall then determine the appropriate disposition of the matter.

4. The Covenants Committee [in accordance with the provision for penalty assessments in Article V, Section 5(c) of the Declaration of Covenants and Restrictions], is authorized to levy a penalty assessment upon any lot and/or assessable unit whose owner and/or occupant is in violation of any of the terms, covenants, or conditions contained in the Declaration of Covenants and Restrictions or in any Supplementary Declaration or for any violation of any rules or regulations contained in the Book of Resolutions. Such penalty assessments shall be levied in accordance with the due process procedures set forth in Administration Resolution 48. No penalty assessment may be levied for more than \$25.00 for any one violation; provided, however, that, for each day a violation continues after notice, it shall be considered a separate violation.

5. Action taken by the Covenants Committee may be appealed to the Board, which will make a final decision.

Book of Minutes:

Attest: _____
 Bill Hart, Secretary

Date: _____

_____ Yes	_____ No	_____ Abstain	_____
			Mari Molenaar, President
_____ Yes	_____ No	_____ Abstain	_____
			Mary Ryan, Vice President
_____ Yes	_____ No	_____ Abstain	_____
			Av Magram, Treasurer
_____ Yes	_____ No	_____ Abstain	_____
			Bill Hart, Secretary
_____ Yes	_____ No	_____ Abstain	_____
			Patty Fenner, Director
_____ Yes	_____ No	_____ Abstain	_____
			Phil Rhodes, Director
_____ Yes	_____ No	_____ Abstain	_____
			Marilyn Tremaine, Director

Adopted at a Regular Meeting of the Board of Directors on January 23, 2017

Forrestal Village Community Services Association, Inc.
400 Sayre Drive, Princeton, NJ 08540 • (609) 243-9292 • Fax (609) 243-0094

Solar Light Specifications
Front Entrance Walkways

The Hampton Bay Model #236500 in all weather aluminum with bronze finish is the only solar light fixture(s) that are appropriate for use. The solar light(s) are available locally at home improvement stores.

A sample of the above light is available at the Management Office

Specifications:

1. A modification application must be submitted to the Management Office for consideration. If all the guidelines are met, the Property Manager can approve the application. The Covenants Committee will be provided notification of the approved applications at the next scheduled Covenants Committee meeting. An on-going list of approved solar light(s) installation will be maintained by Management.
2. Existing solar light(s) fixture(s) will not be grandfathered. An application for the installation of solar light(s) must be submitted to the Management Office.
3. As of this date, _____, (date approved by the Covenants Committee) existing solar light(s) must be removed by the homeowner no later than _____ (60 days). Any solar light(s) that remain will be removed and left at the front door of the home.

Guidelines for the Installation of Solar Lights Exhibit A

Should you have a walkway from your driveway to the front door (as per the attached), the following guidelines are applicable:

It will be the responsibility of the homeowner to file the attached application for the installation of solar lights.

- A. One (1) type of solar lights is appropriate for use: Hampton Bay Model #236500 in all weather aluminum with bronze finish. A sample of the light fixture is available at the Management Office.
- B. The light fixtures are to be installed in the planting bed in front of the home.
- C. The light fixtures are to be spaced 12-18" apart.
- D. The light fixtures are to be installed at least 3" inside the bed as not to cause a tripping hazard.
- E. All of the light fixtures are to be installed and kept in a straight line along the planting bed.
- F. The base of the light fixtures cannot exceed more than 3" above the ground and the lights shall be vertical and not leaning.
- G. The first solar light closest to the common walkway must be placed at 12" from the walkway.
- H. The homeowner is responsible for the maintenance of the light fixtures including the repair, maintenance and/or replacement of the batteries and/or broken light fixtures.
- I. The Property manager will inspect the installation of the solar lights to ensure that they are installed in accordance with the adopted guidelines.

Guidelines for the Installation of Solar Lights Exhibit B

If the solar lights are to be installed along a sidewalk or stairs leading to a home where there is currently grass, then a small rock bed must be installed on one side or the other of the sidewalk/stairs prior to the installation. This will be the responsibility of the homeowner.

It will be the responsibility of the homeowner to file the attached application for the installation of solar lights.

- A. One (1) type of solar lights is appropriate for use: Hampton Bay Model #236500 in all weather aluminum with bronze finish. A sample of the light fixture is available at the Management Office.
- B. A drawing or a photograph of the proposed rock bed is to be provided. This information must include the length of the proposed rock bed and its location based on the length of the walkway.
- C. The rock bed must be approximately 12" – 18" wide and must be edged to match the existing landscaping, lined with a weed block and consist of 1-3" Delaware River stone.
- D. The light fixtures are to be spaced 12-18" apart.
- E. The light fixtures are to be installed evenly (between the distances of the proposed rock bed) in the rock bed as not to cause a tripping hazard.
- F. All of the light fixtures are to be installed and kept in a straight line along the rock bed.
- G. The base of the light fixtures can not exceed more than 3" above the ground and the lights shall be vertical (not leaning).
- H. The homeowner is responsible for the maintenance of the light fixtures including the repair, maintenance and/or replacement of the batteries and/or broken light fixtures.
- I. The Property Manager will inspect the installation of the solar light to ensure that they are installed in accordance with the adopted guidelines.

Forrestal Village Community Services Association, Inc.
400 Sayre Drive, Princeton, NJ 08540 • (609) 243-9292 • Fax (609) 243-0094

Application for the Installation of Solar Lights

1. Applicant's Name: _____ Address: _____ Parcel: _____
2. Based on the attached scenarios, which would apply: Exhibit A Exhibit B
3. If Exhibit B, **attach a detailed drawing or photograph** of the area affected.
4. Why is the change/addition being requested?
5. _____
6. _____
7. Will the proposed changes affect drainage? _____ If yes, how?
8. _____
9. Who will be installing the rock bed and/or solar lights? Yourself Contractor
10. If a contractor, please supply the Contractor's name, address and telephone number:
11. _____
12. _____
13. Is the Contractor an Approved Princeton Landing Contractor*? Yes No
14. Comments (use additional sheet if necessary): _____

*An Approved Contractor is a Contractor who has met the insurance requirements of the Association, who has contractually agreed to indemnify the Association against any and all claims and has provided a current Certificate of Insurance to the Management Company.

Signature of Applicant: _____

Date Submitted to the Office: _____

Application is: Approved Denied

Property Manager's Signature

Date