

RULES & REGULATIONS



CRESTWOOD VILLAGE
CO-OP FOUR, INC.

Effective Date: January 1, 2026

This 2026 edition of the Rules and Regulations was written to correct, enhance & clarify previous editions.

This makes all previous editions null and void.

Crestwood Village Co-Op Four, Inc.
Board of Trustees

Visit us on our Website:

www.crestwoodvillagefour.com

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RULES AND REGULATIONS

CRESTWOOD VILLAGE CO-OP FOUR, INC.

The following Rules and Regulations were established by the Board of Trustees pursuant to authority granted under ARTICLE V, Section 4 (d) of the By-Laws. They are intended to promote the general welfare of the community and will ensure the benefits of all the residents. Failure to observe them may result in a "default" as provided for in ARTICLE III, Section 8 (d) of the By-Laws and ARTICLE X of the proprietary lease; or at the option of the trustees, a fine may be assessed if the violation continues after notice and/or a hearing.

1.0 VEHICLES AND PARKING

1.1 All government statutes, ordinances, and regulations relating to the use and operation of motor vehicles must be observed on Village property. (roads, courts, parking areas, etc).

Vehicles in violation \$50.00 or more per incident.

ALL STOP SIGNS at intersections and speed limit signs must be observed.

1.2 All Vehicles on Village property must display current license plates, inspection stickers (where applicable) and be insured in accordance with current NJ Motor Vehicle Laws. All Vehicles not licensed and titled to a Certificate Owner or authorized resident may not remain on village property. Violation \$100.00

1.3 At no time is "overnight" street parking permitted. Vehicles remaining on the street between 12:00 a.m. and 6:00 a.m. are considered to have been parked "overnight". Violation \$100.00, plus, vehicle will be towed at owner's expense.

1.4 No parking is permitted on the common area grass. Parking that blocks access to parking areas, parking within ten (10) feet of fire hydrants, parking in turnarounds or blocking driveways is prohibited. Preventing or hindering mail delivery is not permitted. All buildings MUST be kept accessible to police, fire, ambulance and all other emergency vehicles. Violation \$100.00, plus, vehicle will be towed at owner's expense.

1.4(a) No vehicle at any time is to be parked in a driveway with any portion of it extending into the street. Violation \$100.00 plus, vehicle will be towed at owner's expense.

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1.5 No campers, motor homes, boats or trailers are to be parked overnight in a resident's driveway, at the Clubhouse parking lot or anywhere in Crestwood Village 4. You may bring it to your home for cleaning, loading or light repairs. You may have visitors come to your unit with a motor home and park in the street. They cannot park overnight or use it as living quarters anywhere on Crestwood Village 4 property. The Certificate Holder will be responsible for fines. Violation \$100.00, plus, vehicle will be towed at owner's expense.

1.6 Commercial vehicles shall not be parked "overnight" in multiple unit parking areas, in any driveway or in the street. Vehicles remaining on the street between 12:00 a.m. and 6:00 a.m. are considered to have been parked "overnight". Violations \$100.00 plus, vehicle will be towed at owner's expense.

1.7 Each Certificate Owner in a multi-unit building with no garage (Madison, Essex & Windsor), is entitled to one (1) designated parking space. Each of those parking areas is equipped with two (2) guest spots. Certificate Holders with more than one vehicle may apply for permission to park in the clubhouse parking lot. Guests, if no guest spot is available, may park their vehicle(s) overnight at the clubhouse. A visible note should be left in the windshield of the vehicle listing the owner's name, address where staying and phone number.

Certificate Holders may not use the guest spaces for their second vehicles. Violation \$100.00, plus, Vehicle Towed at the owner's expense.

1.7(a) Guest Parking Spaces are to be used for Guests of that building only. If you have someone visiting they can use guest parking for one night. If they will be here any longer than one night, the Member's guest must park in the Clubhouse parking lot with the unit address and a contact phone number placed conspicuously on the dashboard of the vehicle.

1.8 Cars must be parked no less than 10 feet from street intersections. All cars, including maintenance

vehicles, shall be parked in the direction of the flow of traffic. Your driveway is to be used for your vehicle only. No resident is allowed to use the parking area of another unit without written permission of the unit owner whether the unit is vacant or occupied. Alternate parking forms are available at the front office. No vehicles are to be parked parallel to the street and perpendicular to other vehicles. The only exception is if you have 2 compact cars that can fit in the driveway, one behind the other, without any portion of the vehicle extending into the street. At no time are 3 vehicles allowed to be squeezed together side by side to fit into a double driveway. Only 1 vehicle per side is allowed unless you were permitted to install additional driveway spacing. **Violation \$100.00, plus, Vehicle will be towed at owner's expense.**

1.9 Bicycles, tricycles, mopeds and all other motorized transports are considered "vehicles". All Rules and Regulations pertaining to the operation of vehicles shall be observed. These vehicles must meet all New Jersey and Municipality laws, rules & regulations for equipment. Electric Bicycles May not be charged indoors. **Violation \$100.00**

1.10 Operation of motorcycles on Village streets by Residents and Visitors is permitted provided they are registered and insured and all motor vehicle regulations are adhered to. **Violation \$100.00**

1.11 To ensure that all roadways in the Co-op remain designated under state law as "private

property”, one (1) entrance roadway will be closed to traffic for 24 hours on the first Wednesday of November.

1.12 Vehicles left in an apparently inoperable condition will be considered abandoned and are not to be used for storage purposes. These vehicles will be subject to towing at the owner’s expense. Plus a \$100.00 fine.

1.13 Vehicle owners are expected to promptly correct any vehicle defect or condition (persistent oil leaks, coolant overflows, dragging mufflers, etc.) which may result in a vehicle damaging streets, parking areas or other village property. Failure to do so may result in fines and/or having the vehicle towed. Any damage to the property will be corrected at the Certificate Owner’s expense.

*Vehicles in violation of the above rules may be considered “abandoned” after one (1) written warning is left on the windshield of the vehicle. A copy of the warning will be maintained at the clubhouse. Fines of \$100 or more per incident may be assessed for any violation of the above rules after one (1) written warning and the vehicle may be towed at the owner's expense without further notice. Continued violation of Section 1. will result in revocation of your privilege to operate a Vehicle on The Associations private property.

CRESTWOOD VILLAGE 4

**UNAUTHORIZED, UNREGISTERED &
ABANDONED VEHICLES ON PARKING LOTS,
DRIVEWAYS & ROADS ARE SUBJECT TO
TOWING AT THE OWNER'S EXPENSE.**

--BOARD OF TRUSTEES--

TNT Recovery

**2444 Ridgeway Blvd,
Ste. 350**

Manchester NJ 08759

732-657-3830

**Pick up Mon- Fri 8am-
6pm**

Sat & Sun by Appt

2.0 BUILDINGS The fine for any violation of Section 2.0 Through 2.8 is \$10,000.00 Plus all expenses to repair/restore the unit.

2. 1 PRIOR WRITTEN APPROVAL is required for any and all construction, addition or alteration to dwelling units and Manchester Township Permits where required. Failure to obtain prior approval may result, at the Certificate Owner's expense, the removal of any or all non-approved improvements, modifications or additions and may be subject to substantial fines. "Application for Architectural Modification" forms are available in the Clubhouse and on our website, www.crestwoodvillagefour.com.

All contractors hired by members are to supply the Co-Op Administrative Office with a current copy of a valid permit, Certificate of Insurance and State of NJ

Contractor's License PRIOR to the start of work within the village. Minimum Limits: \$300,000 Liability; \$50,000 Property Damage and Worker's Compensation coverage.

Such prior approval includes, but is not limited to:

Installation of new patios, enclosures or roofs to new or existing patios. Patios must be constructed in such a manner as to not obstruct natural drainage, and may not be used for storage purposes. Patio furniture, however, may be kept on the patio year round.

Patios must be concrete or interlocking pavers, done professionally and inspected by the Co-op. Tiles are allowed only in fully enclosed patios (not screened patios) Patio blocks are not allowed as they can create a tripping hazard.

Wooden patios or decks are not allowed.

Patios shall not exceed 220 sq feet in size. The applicant will obtain the necessary Village and Manchester Township Permits where applicable and penalties from failure to obtain such permits are the sole responsibility of the applicant.

2.1(a) Handicap Ramps All Handicap Ramps must be to ADA standards, aluminum constructed and removable when no longer needed or unit is sold. Modification Forms and Manchester Township permits are required.

2.2 Electrical A NJ licensed electrician must be used if the dwelling requires new wiring or modifications to existing wiring for installations and uses such as the installation and use of air conditioner units, attic fans, ventilators, electric baseboard heaters, garage door openers and appliances requiring wiring.

2.2(a) The only heat source allowed is electric.

Failure to obtain the necessary permits may result in "Exclusion" by our insurance carrier. In that case, the equipment or appliance(s) will be removed at the Certificate Owner's expense.

2.3 WINDOW AIR CONDITIONERS ARE PROHIBITED.

2.4 ENTRANCE DOORS must meet the following criteria:

1. The door must be white.
2. The door must be steel, wood or fiberglass.
3. No solid doors or All Glass Doors are permitted. (Solid Glass Storm Doors are acceptable.)
4. You must bring in a picture of what the door looks like with your application for board approval.
5. The resident is responsible for any repairs to the door (broken glass, improper installation, caulking, etc.) If you lock yourself out and the maintenance crew has to break the glass for entry, the repair is your responsibility.

2.5 Other items, conditions, replacements or modifications requiring prior written approval include but are not limited to:

- 1.** Changes or additions to plumbing, including outside water faucets.
- 2.** Awnings, patio railings and ornamental posts.
- 3.** Front and side door entrance railings.
- 4.** Exterior doors (including garage door), except storm and screen doors.
- 5.** Exterior storm windows and shutters. All window frames must be white. Colored shutters must be approved. Windows must conform to the original openings, no "Bow" or "Bay" windows are allowed. Windows must have "J" channels.
- 6.** Interior structural alterations.
- 7.** Wells and/or in-ground lawn sprinkler systems.
- 8.** Screens or Louvers in garage door.
- 9.** Concrete and slate walkways and areas around garbage pail receptacles.
- 10.** Satellite dishes. Only one unit allowed per building. (for restrictions on placement see Modification Form).
- 11.** Tubular skylights.
- 12.** Handicap Access Ramps & Railings
- 13.** The only heat source allowed is electric.

2.6 Damage To Dwelling Units From Alterations

Any damage to the dwelling unit (exterior or interior) caused by or resulting from any

construction, alteration or addition of any kind or nature, or from the installation and/or use of electrical appliances, or other installation, shall be repaired by the certificate owner or estate at their expense. If the certificate owner or estate fails or refuses to make such repairs within fifteen (15) business days after demand by the Board of Trustees, the Co-op shall have the right to enter the premises, make the repairs it deems necessary and assess the Certificate Holder for the costs.

2.7 The Certificate Holders, their successor or their estate shall be responsible for maintenance and repairs on all alterations and improvements, including but not limited to the following: sprinkler systems, windows, garage doors, storm doors, railings, awnings, door canopies, patios and covers, roof exhaust fans, additional concrete walks and additional planting of trees and shrubs.

2.8 GARAGES are primarily for parking vehicles only. Storage items should be limited to areas that allow a vehicle to be housed in the garage. For safety reasons, open space and access around the **electrical panel** must meet local code and be maintained.

3.0 GROUNDS AND GARDENS Before going ahead with any plantings, Certificate Holders should keep in mind that in a Co-op community such as ours, the common grounds including all the wooded and grassy areas among our residences, are **community** property, and not the property of the Certificate Holder.

3.1 The common grounds shall not be obstructed, littered, defaced, or misused in any manner. Violation \$500.00 Plus the cost of removal of obstruction and restoration of common ground area.

3.2 The walkways in multi-unit buildings were designed to afford each occupant maximum privacy. Residents are expected to respect the privacy of their neighbors. However, walkways are common grounds and every occupant has the right to use any walkway when necessary for ingress and egress to and from their unit. Walkways, therefore, shall be kept clear at all times for passage. Violation \$25.00

3.3 Property boundary lines are not to be formed by hedges, shrubs, edging bricks, cinder blocks, railroad ties, fences, or fence-like structures of any kind or nature. No row planting or snow break of any kind is permitted along the curb line. Violation \$25.00 plus the cost to restore.

3.3(a) Open railings, no higher than 3 feet, are allowed around the open patios. Violation \$25.00 plus the cost to restore.

3.4 Planting shall conform to the "Planting Guide" as defined in Section 7.0.

3.5 Vegetable gardens must be cleaned up by September 30. Violation \$250.00 plus the cost of clean up.

3.6 Recycling receptacles, such as metal or plastic cans may not be placed along the outside walls of dwelling units. 4-6-8 plexes are exempt due to limited space. Violation \$50.00

3.6(a) ONE plastic storage bin (Upright or ChestType) shall be allowed on the outside of unit for the purpose of storing gardening tools or other objects.

The Bin shall be maintained and clean at all times. The Bin is not to be stored in front of unit. 4-6 8 plexes are exempt due to limited space.

Maximum allowable sizes:

Chest-type Bin not to exceed:

43" long, 25" wide, 24" high

Upright Bin not to exceed:

72" high, 32" wide, 21" deep, Violation \$50.

3.7 When not in use, hoses and electrical cords must be removed from lawns, walkways, driveways, and parking areas. Violation \$25.00 plus the cost to restore.

3.8 Dumping of **ANY** material or substance is not permitted in wooded areas. This specifically includes, but is not limited to, garden clippings, household trash, household liquids, motor oil and antifreeze. Violation \$500.00 plus the cost to restore.

3.9 Burning of leaves, papers, rubbish or any other material is not permitted. Violation \$1,000.00 Plus any city, township, state or Federal fines levied as a result of your violation.

3.10 Watering restrictions and schedules, when in effect, must be observed so that adequate water pressure can be maintained for consumption and for the fire hydrants. Restrictions in the use of underground sprinkler systems by the Township or Board of Trustees must be observed. Violation \$1,000.00 fine plus the cost to the Association as a result of your violation.

3.11 Bushes and plants in wooded areas may not be removed. No tree, regardless of location, may be removed without prior approval. Violation \$500,00 plus the cost of replacement, plus the cost of any fines levied by City, Township, State, Federal authorities as a result of your violation.

3.12 Responsibility for lawn care and maintenance by the Co-op is limited to liming, fertilizing and grass cutting as provided in the maintenance agreement then in effect.

3.13 Temporary canopies may be erected in the back yards with written board approval. "Application for Architectural Modification" forms must be submitted to the Board and are available in the clubhouse office. Violation \$500.00 plus the cost of removal.

- Temporary canopy may not be larger than 12'x12'
- Structure may stand May 15th to September 30th each year
- Canopy may not be stored outside of your building
- Canopy may be installed on grass or concrete with approval
- Canopy is not allowed in the front of your unit.
- Grass cutters are not required to mow in or around canopies.
- Residents are responsible for all damages to the canopy or to other's property caused by your canopy.

3.14 Picnic tables and chairs are allowed on the grass May 15 to September 30, but MUST be removed for grass cutting. Violation \$100.00.

3.15 Barbeques and Fire Pits MUST meet local fire codes. Violation \$1,000.00 Plus the cost to restore/remove, plus the cost to the Association for any fines levied by City, Township, State or Federal agencies.

4.0 PETS and ANIMALS

We are subject to the "Dog Control Chapters 101-1 thru 21" of the Township of Manchester.

4.1 Each unit may keep one (2) domestic pet, i.e. dog or cat.

- 4.2** Pets may not run free at any time. They must at all time be on handheld leashes when out of doors. The maximum length of a leash shall be six (6) feet. Violation \$50.00.
- 4.3** **CURB YOUR DOG** when walking your pet on the roadways in our Village. Pets shall not be walked in wooded areas adjacent to or between buildings or on **common grounds**.
Allowing the dog to defecate on common grounds is subject to fines set by the Township of Manchester. Plus the Association fine of \$500.00.
- 4.4** Pets shall not be housed in crawl spaces. No dwelling unit shall be used as a kennel or pet storage area. Violation is \$5,000.00 plus revocation of Membership Certificate. Plus all expenses to remediate unit, plus loss of Revenue Expenses.
- 4.5** Unattended pets shall not be tied up outside of the dwelling. Violation \$50.00
- 4.6** All solid waste must be picked up immediately. This material may not be disposed of in street basins or in other resident's garbage pails. Violation \$50.00
- 4.7** All State and local laws and ordinances pertaining to domestic animals (licensing, shots, care, etc.) must be observed. Violation \$50.00

4.8 Food is not to be distributed, left for or given to stray, feral or loose animals including local wildlife. Bird feeders are permitted so long as they do not impede walkways or the ability to mow lawns, remove snow or provide other services. Setting traps of any type outdoors is prohibited. Violation \$50.00

4.8(a) Certificate Holders are responsible for the removal of any wildlife that accesses the unit.

4.9 Pets are not allowed in the clubhouse, with the exception of registered service dogs. All registrations must be available for verification. Violation \$50.00

5.0 CHILDREN AND GUESTS

Visiting children may not run or play around the grounds of any dwelling other than the unit they are visiting.

5.1 Children are permitted in the Village Clubhouse only when accompanied by an authorized adult resident. Violation \$25.00.

5.2 Length of stay of children shall be limited to fourteen (14) days for each 90 day period. Violation \$500.00

5.3 Guests using our amenities must be accompanied by an authorized resident. (bocce & shuffleboard courts, picnic grounds, library, pool tables, etc). Violation \$50.00

5.4 All guests must comply with all applicable Rules and Regulations herein. Certificate Holders will be held responsible for any fines resulting from violations of these rules by their guests or wards (Anyone in their care, custody or control).

6.0 GENERAL CONDUCT

6.1 Certificate Holders shall not use their premises, or conduct themselves in such a manner as to constitute a nuisance or disturb other members or interfere with other resident's quiet enjoyment of their premises. Use of common ground does not entitle a member to invade another member's privacy, walking so close to a units windows, side doors as to cause concern on the part of the Unit's Certificate holder is a Violation \$500.00.

6.2 The Certificate Holder shall be liable for any and all damage to Village property caused by the actions of the Certificate Holder, their guests or wards (anyone in their care, custody or control).

6.3 Damage to television cable within the common grounds caused by a Certificate Holder, their guests or wards shall be the member's financial responsibility. Damage from other sources shall be the responsibility of the cable company.

6.4(a) Tool sheds, washing lines, brick BBQs and similar outdoor structures are prohibited. Wash or airing lines, however, may be installed in attics or garages. Garage doors must be closed enough so

that the wash and line are not visible from the street. Violation \$500.00

6.4(b) Blankets, bedding, pillows and personal apparel may not be aired or dried in the open. Violation \$50.00

6.5 Gasoline, kerosene, paints, rags propane cylinders or other highly flammable materials, in UL approved containers, may only be stored in the garage. The use of kerosene and propane heaters is expressly forbidden. Violation \$10,000.00

6.6 No solicitors or peddlers of any type are allowed to operate in the village. Certificate Holders are urged to report such activity to the clubhouse immediately.

6.7 After 11:00 p.m., television sets, VCRs, DVDs, stereos, radios and similar audio and video devices must have their volume down to a level that does not disturb neighbors. Violation \$50.00

6.8 The use of power tools, lawn mowers, or any excessive work-related noises shall not be allowed before 8:00 am nor after 8:00 pm. This rule does not apply in emergencies, to utility work crews, snow clearing operations or garbage collection. Violation \$50.00

6.9 The crawl space under the dwellings shall not be used for storage purposes. Vents in the roof

overhangs must be kept open to reduce condensation. Violation \$50.00

6.10 Interior signs that are visible from the outside of the unit are not permitted. Only a small, unlighted sign depicting the name of the unit occupant is permitted on or adjacent to the building. Signs, posters, notices, etc., may not be posted on trees, utility poles or mail boxes. Violation \$50.00

6. 10(a) Signs are permitted for open houses with prior permission from the Board of Trustees. One political sign can be posted (24"X24") during election time in the three (3) foot area around the unit. Any political sign must be removed one day after the election. Violation \$50.00

6.11 Commercial business may not be conducted from any dwelling unit. Violation \$500.00

6.12 All clubhouse equipment is the property of the Co-op, with the exception of equipment purchased by individual clubs and activity groups.

6.13 Sprinkler heads, solar lights or lawn decorations which become damaged or are in need of replacement are the sole financial responsibility of the Certificate Holder.

6.14 Garbage and other waste material may not be placed alongside the garbage pail except on the **EVENING** preceding the collection date (This includes recyclables.) Trash may, of

course, be deposited IN the garbage pail at any time. Residents are expected to fully comply with local recycling ordinances and procedures. All items not picked up are to be removed from the curb by nightfall. Violation \$50.00.

- 6.15** Units may **not** be rented, made available for, or occupied exclusively by non-Certificate Holders. Violation \$5,000.00
- 6.16** All residents are responsible for the removal of outside holiday decorations within 30 days after the holiday. Violation \$50.00
- 6.17** Portable generators are not allowed. Violation \$500.00.
- 6.18** THREATS of any kind, will not be tolerated, harassment will not be tolerated. Violation will be \$1,000.00 and revocation of Certificate.

7.0 PLANTING GUIDE One of the attractions of our Village is the large area between our homes and also the population of natural woods. The purpose of the following rules is to provide residents with a reasonable degree of personal freedom relating to gardening activities on the common grounds around their residences, and balance that freedom with the access requirements needed to maintain the Village property (mowing, snow removal, etc.), and with State and Township laws regarding the wooded areas in our community.

Before going ahead with any plantings, Certificate Holders should keep in mind that in a Co-op community such as ours, the common grounds, including all the wooded and grassy areas among our residences, are **community** property, and not the property of the Certificate Holder.

If you are in doubt about whether or not your planting will be consistent with these rules, residents are urged to submit a Planting Proposal which includes a diagram of the proposed planting. All bushes and flowers are the responsibility of the resident and are of no cost or responsibility to the Co-op. Trimming of bushes by the Co-op is chargeable.

Important note: Residents are not to remove any bushes, plants or trees or brush from the wooded areas of the community in order to clear the ground for plantings. Residents who ignore this Rule are subject to fine and the cost of replacement.

The following are Rules and guidelines for plantings that residents may undertake, and that we fully encourage, without filing a Planting Proposal.

7.1 Foundation Plantings "Foundation Plantings" are plantings of bushes and/or flowers within the three (3) foot wide area between the foundation of a building and a walkway. Individual bushes or flowers that are planted within a three (3) foot wide area from the foundation where there is no walkway may also be considered to be foundation plantings. Decorative borders no more than 12" in height are

permitted around foundation plantings. No Trees allowed in the Three (3) foot foundation area.

Stones or fire retardant mulch must be used for foundation plantings.

Care must be taken to ensure that water (from rain or watering) runs away from the foundation and that it does not seep into the foundation crawl space.

To avoid damage to the siding of buildings all bushes, shrubs, etc. must be kept trimmed so that their branches are at least twelve (12) inches away from the building and must be lower than the windowsill. No planting of any kind, such as trellises, vines or flowers (e.g. climbing roses) is allowed to be attached to the building. Any damage to the siding from any such plants will be responsibility of the tenant. Violation \$50.00

7.2 Planting Areas/Groups Residents are allowed to have one (1) planting group which may be a single plant or shrub, or a cluster of plants that is arranged in a **defined area** up to 100 square feet in area. Larger contemplated plantings require a Planting Proposal and Diagram for approval.

A "Group" may be developed around existing trees, not to exceed 18" from the base of the tree. There will be no grass cutting or other maintenance performed within a planting group. Maintenance of any such groups will be the responsibility of the

resident. Decorative Borders measuring twelve (12) inches in height or less may be used to outline planting group areas.

Vegetable gardens are allowed as a "Group". Thin wire fences only are allowed here to protect the garden from critters who might feast on your vegetables. The gardens must be cleaned up and the fences removed by September 30. Violation \$50.00 plus the cost of clean up.

7.3 PLANTING NO-NO'S

7.3.1.1 It is prohibited to plant in such a manner as to create a "**visual property line**" or give a fencelike or partition appearance. Violation \$50.00

7.3.1.2 Stones or mulch alone are prohibited as free standing planting areas, except for those around single trees. Violation \$50.00

7.3.1.3 Corner Property – Plants, shrubs, trees, etc. which obstruct the view of motorists or create a hazard are prohibited. Violation \$50.00

7.3.1.4 Artificial flowers, of any kind, are limited to only November through April.
Violation \$50.00

7.3.1.5 Bamboo plants of any species are prohibited. Violation \$100,000.00 plus the cost to remove/restore any and all damage.

Plantings that do not conform to these Rules are subject to removal at the cost of the resident.

7.4 Drainage Considerations It is very important that proper drainage of rain water be maintained at all times. It is therefore prohibited to obstruct or in any way alter the flow of ground water on any portion of Village property. If you are uncertain as to whether a contemplated plant grouping might be in conflict with this rule, please contact the Co-op office to arrange a site inspection.

7.5 UNDERGROUND CABLES Many underground utility cables carry high voltage. Should one of these cables be cut, serious injuries could result. Extreme care should also be exercised while gardening near the electric meters attached to the building as those cables can be quite shallow.

Prior to digging residents are required to notify the utilities and cable companies. The current number to call is 1-800-272-1000.

7.6 SNOW REMOVAL When snowfall stops and exceeds 3 inches the Co-op will remove snow as follows:

1. Where there is a garage, only the driveway will be cleared with a pathway from steps to driveway.
2. Where there is no garage, the walkways will be cleared to a pathway to parking.
3. All parking areas will be cleared. Parking area must be clear of Cars for this to be accomplished.

4. Mailboxes and garbage receptacles will be cleared.
5. If you need a medical priority, you can request one at the Office, Medical priority are provided for Members needing dialysis, chemotherapy, oxygen delivery and hospice services, Visiting Nurse Services as specified by their physician.
6. Our contractors and Employees are not exempt from State or Federal Law. They will not respond during a declared state of emergency.

SHOVELING SNOW INTO THE STREET IS PROHIBITED. Shovel snow onto the lawn areas. Violation \$100.00.

Please be patient! This is a HUGE, time-consuming job. Keep a supply of snow melt. Our crews and contractors work as fast as safety considerations will allow. Should you be experiencing a MEDICAL EMERGENCY call 911.

8.0 TREES All tree and stump maintenance and removal work must be done by either an approved contractor who has filed proof of current liability insurance with the Co-op or by the Co-op staff. **Village Four does not remove LIVE trees unless they are deemed to represent a hazard to residents or buildings. No tree - dead or alive - Resident's or Co-op's - is to be removed without permission of the Trustees. A substantial fine will be imposed for removal of ANY tree by a resident without prior written permission of the Board.**

8.1 Maintenance/Removal-Co-op Responsibility

As a general rule the Co-op is responsible for trees that are native to our area. Examples of these are but not limited to:

American Elm	Eastern Red Cedar
Easter White Pine	Pin Oak
Virginia Pine	Gray Birch
Pitch Pine	White Ash

8.2 Maintenance/Removal - Certificate Holder's Responsibility

Residents are responsible for all trees the resident and/or previous residents have planted. This includes, but is not limited to the following:

- Flowering trees such as Dogwood, Cherry, Pear, etc.
- Blue Spruce
- Most Maple Trees
- Decorative Trees

If residents are unsure of which trees near their building are their responsibility they may contact the clubhouse for an inspection.

Tree stumps of **all** trees that are removed from the common areas of the Co-op must be ground down to at least **six (6) inches** below the surrounding ground/grass level.

Maintenance of trees includes any fertilization, trimming or topping, treatments for insects and diseases, removal of dead branches, etc.

8.3 Tree Debris The resident is responsible for cleanup of tree debris. Do not put branches or bags of leaves at the curb unless there is a scheduled pick-up from the Township. Our maintenance department will remove debris for a fee. Call for an estimate and put in a work order before bringing debris to the curb.

8.4 Wooded Areas Residents are not allowed to remove any debris, such as downed limbs, sticks, trees or bushes from **within** any of the wooded areas interspersed among our buildings. Violation \$1,000.00

8.5 Tree Hazards The Co-op recognizes that unhealthy trees, or branches that are dead and dangling, may represent a hazard. If a tree hazard is reported to the Clubhouse and confirmed by our inspectors, the Co-op reserves the right to remove any such hazard and to charge the Resident's Account should that Resident be the party responsible for the particular tree.

8.6 Reimbursement Under **NO** circumstances will the Co-op reimburse the Certificate Holder for out-of-pocket expenses a resident incurs for any tree work that the resident contracts to a 3rd party - unless the Trustees have made a commitment for reimbursement of a specific amount in writing to the

Certificate Holder in advance of work being performed.

It is a good idea for our Residents to contact the clubhouse first for the current charges that our maintenance staff applies for stump removal and/or tree maintenance or removal.

9.0 Fines

See Article XVI. MISCELLANEOUS Section 5, "Rules and Regulations" , of the By-Laws and Article X Default of the Proprietary Lease Agreement. All fines are added to the Member's account and payable monthly.

9.1 Payment of Unpaid Water/Sewer Tax Lien charges from the Township of Manchester.

In the event that Crestwood Village Co-Op Four, Inc must pay an unpaid water/sewer bill to prevent the unit from a tax lien the Members account will be charged the amount of the bill plus a \$200.00 service charge This will accrue the same late and interest fines as maintenance.

The above fines are subject to change at any time with a written notice to the Certificate Holders.

NOTES

Visit us on our website:

www.crestwoodvillagefour.com

**Crestwood Village
Co-op Four, INC.**

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