

Fox Chase IV – Phase I Condominium Assoc.

c/o SURF SITE PROPERTY MANAGEMENT

201 W. Sylvania Ave. Suite 1 ♦ Neptune City, NJ 07753 ♦ P: 732-869-4450 ♦ F: 732-869-4460

The following Modification Guidelines are intended to protect and preserve the physical components of the Fox Chase IV – Phase I Condominium Association, as well as the quality of life available to everyone. In the event of a conflict, the provisions of the Declaration, By-Laws and Amendments thereto shall control. Any infraction of the guidelines should be reported to the Association in writing via the Managing Agent. Only written, signed complaints can be processed.

PATIO EXTENSION GUIDELINES

Section 2.11 of the Master Deed defines the Designated Patio Area as the following:

“Designated Patio Area shall mean that certain area directly to the rear of each townhouse unit condominium, which measures ten (10) feet deep from the foundation wall outward and twenty feet (20) feet wide, the width to be within the exterior perimeter walls of the townhouse units.”

Any relocation or adjustment to the existing sprinkler heads will be performed by the Association contractor, but at the cost of the Unit Owner.

MODIFICATION GUIDELINES

Policy Statement

It is a general rule that no owner or occupant within the Fox Chase IV – Phase I Condominium Association is permitted to build, plant or maintain any matter or thing upon, in, over or under any building or property without written consent of the Board of Trustees. This general rule, arising from the Master Deed, Conditions and Restrictions, By-Laws and Rules and Regulations of the Fox Chase IV – Phase I Condominium Association, is designed to achieve the following purposes:

- ▶ To promote the general welfare and safety of the community.
- ▶ To provide visual harmony and the preservation of aesthetic values at any given time.
- ▶ To foster the overall design plan.
- ▶ To avoid activities and uses which would have an adverse effect on the property value.
- ▶ To avoid circumstances that would unnecessarily impede or add to the exterior maintenance responsibilities of the Fox Chase IV – Phase I Condominium Association or interfere with existing drainage patterns, utility lines, easements and right of ways.

Application Procedures

Every unit owner within Fox Chase IV – Phase I Condominium Association desiring to make changes, additions or alterations to the exterior of any building or the property as a condition of precedent must obtain the prior written approval of the Board of Trustees through strict adherence to the following procedures:

1. A completed application form shall be filed with the Board of Trustees or no action on the application will be taken. Application forms may be obtained by calling the management office or on the community web page located at www.foxchase4.com
2. All applications shall be accompanied by the following where required:
 - a. Type of material to be used
 - b. Specification for proposed modification
 - c. Name, address, telephone and fax number of contractor
 - d. Contractor's Certificate of Insurance
 - e. Proposal start and completion dates
 - f. Zoning Permit – In the event it is determined by the Board of Trustees that a Municipal Permit is necessary for the work, the expense of obtaining a permit shall be the expense of the unit owner.

Any application that does not include, where required, the aforementioned documents shall be deemed incomplete by the Board of Trustees and will not be reviewed until such documentation is received.

3. Where the subject of the application requires the provision of labor and material to effectuate a permanent change or addition involving a structure, the applicant shall submit along with the application, proof that such contractor is licensed and a Certificate of Insurance indicating that such contractor holds in force general liability coverage in amounts and type satisfactory to the Board of Trustees and naming Fox Chase IV – Phase I Condominium Association as an additional insured.
4. The Board of Trustees will have up to ninety (90) days following the filing date of a completed application to act upon any completed application and its failure to so act within such time should not be considered an approval of the application. Please note that the application will be marked with a filing date when it is received in the management office will all necessary paperwork attached. In the event that a response is not forthcoming, contact the management office to inquire as to receiving a response.
5. The Board of Trustees shall render its decision at the next regular scheduled meeting. The Board of Trustees shall instruct the property manager to inform the applicant of its decision in writing with respect to any application in the following manner:

- a. Approval of an application in accordance with specific Rules and Regulations that are effective at the time of the application.
- b. Approval of an application, with conditions.
- c. Denial of an application.
- d. Denial of an application, without prejudice or for reconsideration if the applicant meets specific conditions.

Written decision will be sent to the applicant by regular mail, with a copy to the Board of Trustees.

Appeal Process for Architectural Issues

The unit owner has the right to appeal their case in person at their next regularly scheduled meeting. An appointment is necessary to allow time for proper preparation to place the action on the agenda.

ENFORCEMENT

The Board shall have the power, at its sole option to enforce any Rule and Regulation by any or all of the following: sending notice to the offending party to cause things to be done and undone; restoring the Association to its original position and charging the breaching party with the entire cost or any part thereof; complaint to the duly constituted authorities, or by taking any action before any court, summary or otherwise, as may be provided by law. Prior to any disciplinary action taken, the unit owner to whom such action is proposed to be taken shall be entitled to a hearing.

Fines

A fine not to exceed \$500.00 will be imposed for breach of any provision contained in the Bylaws, Rules & Regulations. Failure to pay any fine within 5 days after imposition thereto shall constitute a separate offense.