

VANDERHAVEN FARM VILLAGE I

Welcome to the Community!

www.vanderhavenfarm.com

(Updated 2.27.18)

HOMEOWNER HANDBOOK & RULES & REGULATIONS

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DIRECTORY

Bridgewater Township Police	911 (Emergency) OR (908) 722-4111 (908) 722-4111 Ext 8 (Non Emergency)
Country Hills Fire Company	911 (Emergency) OR (908) 722-4111
Rescue Squad	911 (Emergency) OR (908) 722-4111
Bridgewater Post Office	(908) 526-0222
Bridgewater-Raritan School District	(908) 685-2777
Bridgewater Township Municipal Bldg.	(908) 725-6300
Cablevision	1-800-333-4857
DirecTV	1-800-531-5000
Hazardous Waste	(908) 469-3363
Midlantic Property Management	(732) 828-7200
On-Site Office	(908) 707-0760
After Hours (Emergency Only)	(732) 828-7200
New Jersey American Water Company	1-800-652-6987
PSE&G (Electric & Gas)	1-800-436-7734
Somerset County Library	(908) 526-4016
Somerset Medical Center	(908) 685-2200

WELCOME TO VANDERHAVEN FARM VILLAGE I

On behalf of the Vanderhaven Farm Condominium Owner's Association, welcome to your community. The Board of Trustees encourages you to become an active member of the Association and hopes you will find our community a pleasant and enjoyable place to live.

Vanderhaven Farm Village I (VHF) is a townhouse and condominium development within the Township of Bridgewater, County of Somerset established under the laws of the State of New Jersey. As a homeowner at VHF, you are automatically a member of the Vanderhaven Farm Village I Condominium Owners Association.

This homeowner and resident handbook is an official publication of VHF and is designed to introduce residents to the Association and the facilities available. We encourage you to read the information enclosed in order to become more familiar with the facilities and enjoy the activities at VHF. In addition, you will find an explanation of the rules and policies adopted by the Association. For everyone to benefit from the lifestyle of this community, it is imperative that these rules and policies are observed. Condominium and townhouse living may be new to many of you and will require some adjustment and cooperation from all.

Please visit the Vanderhaven Farm Village I web site at www.vanderhavenfarm.com for more information.

VHF is in the hands of the people who own units and live here. You have an opportunity, through your active participation in the Association activities and committees, to ensure that the physical quality of your residential environment will be preserved, and even enhanced, over the years. It also means that you have an opportunity to affect the quality of community life, now and in the future.

Once again, welcome to Vanderhaven Farm Village I.

This Handbook is not intended to supersede or replace the Master Deed, the By-laws or the Book of Resolutions, and if this handbook conflicts with any of these documents, those three documents shall govern.

IMPORTANT: This Handbook and the Vanderhaven Farm Public Offering Statement (By-laws) are to remain in the townhouse/condominium unit. In the event of sale or rental, they are to be passed to the occupying resident of the unit.

**VANDERHAVEN FARM VILLAGE I
CONDOMINIUM OWNERS ASSOCIATION**

BOARD OF TRUSTEES – The Board of Trustees is generally comprised of seven members. The regular meetings of the Board of Trustees are held at the Clubhouse on a monthly basis. Notices of the meetings are posted at the Clubhouse and are listed in the newsletter.

COMMITTEES – Committees are an integral part of an association. They help advise the Board of Trustees and promote unity and good will in the community. Committees include: House and Recreation, Covenants, Buildings and Grounds, Community Watch and Architectural Control

MANAGEMENT – Midlantic Property Management

315 Raritan Avenue
Highland Park, NJ 08904
(732) 828-7200

EMERGENCY ONLY: (732) 828-7200

(If an emergency, the office will get in contact with the property manager to handle the issue.)

Association Office

Community Manager: Lynn Kelly
380 Doolittle Drive, Bridgewater, NJ 08807
Phone (908) 707-0760 / Fax (908) 722-6966
E-mail: lynnk@mpm-nj.com

Midlantic Property Management provides office hours Monday, Tuesday, Wednesday, Friday, 8:30 AM – 3:30 PM (Thursdays 9:30 – 6:00 p.m.) in the office located at the clubhouse. Midlantic also provides a 24-hour emergency service (see emergency only number above). **Midlantic should not** be called in lieu of the police, fire or rescue squad. **The Midlantic emergency number is for emergency repairs or situations relating to the common elements.** All such emergencies are routed through the management firm, and emergency contractors will be dispatched as the situation dictates. A Midlantic property manager can be reached through the emergency number 24 hours a day, seven days a week.

YOUR TOWNHOUSE/CONDOMINIUM PROPERTY

Contrary to what most people think, living in a townhouse/condo is different from living in an apartment or individual home. Townhouse/condo owners are responsible for maintaining and repairing the interior of their units, which includes items such as heating and air conditioning units, plumbing and electrical wiring systems. Items such as recreational facilities are the responsibility of the Association. The general rule of thumb to follow is anything that services a unit exclusively is a homeowner responsibility.

All owners within VHF are automatically members of the Association, which is the organization that has the overall responsibility for maintaining the VHF property.

A unit owner has certain rights and responsibilities. As a member of the Association, you have the right to vote for the members of the Board of Trustees. You also have the right to run for the Board of Trustees at election time and to serve on the Association's various committees. This is your community. Take pride in your surroundings and get involved.

DEFINITIONS OF COMMON ELEMENTS

The condominium concept has its origin in the laws of ancient Rome and has been made a part of modern living by laws enacted by the State Legislature. Condominiums consist of three separate elements:

1. **Common Elements or Common Property (Association Responsibility)**: This includes all grass, sidewalks, roads, the outside of buildings (including the siding), roofs, gutters, storage sheds, curbs, parking areas and the recreational facilities. The maintenance of these elements is the responsibility of the Association.
2. **Limited Common Elements (Homeowner responsibility, but the Association dictates what can or cannot be done in or on these areas)**: This includes windows, screen and storm doors, doors, utilities, exterior lighting and the patio/balcony/deck. Homeowners are responsible for the cleanliness and routine maintenance and repair of the Limited Common Elements utilized solely by the unit owner. In certain instances where the Limited Common Element is utilized by more than one unit, the responsibility for the care of said element may be that of the Association. Contact the Association if you are unsure of a certain item.
3. **Restricted Use Elements (Homeowner responsibility)**: This includes the inside space of a unit including but not limited to the plumbing, hot water heater, heating, cooling and electrical systems. This space is the responsibility of the unit owner to maintain and repair.

ASSOCIATION OPERATIONS

Every owner or co-owner of a unit at VHF is a member of the Vanderhaven Farm Village I Condominium Owner Association until such time as his/her ownership of a dwelling unit ceases. The affairs of the Association are governed by a Board of Trustees consisting of seven homeowners elected by the Association members in accordance with the by-laws. Trustees serve without compensation for a three-year term to allow a maximum of continuity to Association operations, as well as a continuing insertion of new ideas and perspectives. The Board of Trustees are invested with all the rights, powers and duties necessary for the proper administration of the Association in accordance with the provisions of New Jersey State Law and the governing documents of the Association. The Board establishes Association policy and rules, adopts the annual budget and approves all subcontractors performing work on site and various duties affecting the business of the Association.

THE ADMINISTERING ASSOCIATION

VHF shall be administered, supervised and managed by the Vanderhaven Farm Village I Condominium Association, Inc. whose office will be in the Clubhouse located at 380 Doolittle Drive, Bridgewater, NJ. The members of the Association shall elect a Board of Trustees in accordance with the Master Deed and By-laws, which Board of Trustees shall be vested with the rights, powers and privileges necessary to fulfill the obligations set forth in the Master Deed, By-laws and Rules and Regulations adopted by the Association and in accordance with the Condominium Act of the State of New Jersey.

RESIDENT OWNER – A Resident Owner (RO) is the owner on record of a unit and the permanent resident of that unit. A visiting member of the family is not considered a resident but is a guest subject to all rules applicable to guests.

NON-RESIDENT OWNER – A Non-Resident Owner (NRO) is the owner on record of a unit who does not reside in the unit. A NRO may serve on the Board of Trustees or any of the various committees, and he/she retains the privilege of voting at elections.

RESIDENT TENANT – A Resident Tenant (RT) is a tenant in a unit, and as such, is entitled to use all of the amenities of the Association as set forth in the lease agreement with the NRO. A RT may not serve on the Board of Trustees, but may serve on any of the various committees. A RT may not vote unless given a proxy to do so by the NRO. A NRO is responsible for the actions of his RT. In the event that a member shall lease or permit another to occupy his unit, the tenant or occupant and not the member owner (except as a guest) shall be permitted to enjoy the recreational and community facilities of the association.)

COMMITTEES

All committees at VHF are comprised of residents who volunteer their time to serve our community. At present VHF has active Covenants, Buildings & Grounds, House and Recreation Committees, Community Watch and Architectural Control Committees. Committees are very useful and aid the Board of Trustees as well as promote unity throughout the Association. If you would like to volunteer and join any Committee, please contact the Association Office. Meetings are usually held once a month, with the date and location being determined by the committee members at their convenience. Volunteers are always welcomed for all committees.

ASSOCIATION MANAGEMENT

A professional property management company handles the day-to-day management of Vanderhaven Farm. These day-to-day operations include:

Physical Property Management – Including inspection reports, preventative maintenance recommendations, supervision of all on-site work and coordination with subcontractors. All emergencies (except fire, police and emergency rescue) are routed through the management firm. All matters related to the physical property are handled through the on-site office.

Accounting and Financial Management – Including payment of Association bills, collection of maintenance fees, referring delinquencies to the Association Attorney for Collection, production of monthly financial reports, maintaining all books and records of the Association, budget preparation, cash flow analysis and cash management. All matters related to the financial and accounting areas of the property are handled through the Midlantic Property Management office in Highland Park.

Administrative Management – Including the daily business of management consisting of correspondence, concerns and complaints of residents, work requests, phone call inquiries, record and file maintenance, report preparation, consulting services to the Board, clerical services, customer service and the administration of Board decisions and policies. All matters related to the administration of the property are handled through the on-site and off-site offices.

VANDERHAVEN FARM VILLAGE I RULES AND REGULATIONS

Vanderhaven Farm Village I includes: 345 Townhouse/Condo Units
1 Clubhouse
1 Tennis Court
1 Swimming Pool
1 Playground (w/ 2 age appropriate play systems)
1 Nature Path
1 Pond
52.24 Total Acres

In order to protect the health, safety and welfare of the community at VHF, protect the equity of the owners and to provide for pleasant enjoyment of units and common elements by all residents, the Vanderhaven Farm Village I Board of Trustees has adopted the following rules and regulations. Failure to comply with a specific rule after the 1st notification will result in subsequent fine(s). ***No notification on certain rules, i.e. dumping, dog waste***

Access to the Units – The Association shall have the irrevocable right, to be exercised by the Trustees or Manager of the Association, to have access to each unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any common elements therein accessible there from; for making emergency repairs necessary to prevent damages to the common elements or to another dwelling unit or units. Notice will be given to the unit owner/occupant except in an emergency situation. Please be sure to file the “Form A” document which can be found on the Vanderhaven Farm website at www.vanderhavenfarm.com.

Annual Meeting – An annual homeowners meeting is held every year for Board of Trustee elections. The annual meeting provides a forum through which your opinion may be solicited regarding important issues. It is important that you either attend this meeting or return the proxy/Ballot form that is provided to you at the appropriate time.

Attached/Hanging Items – Residents may not hang clothes, laundry, rugs or other items from lights, windows, facades, railings, patios, balconies, decks, privacy fences, etc. ***Hanging item exception – lower level condo owners may hang up to two hanging plants on the wood beam structure on the patio. Plants must be hung at least two feet above railing and must be hung on white “L” brackets. Plants must be maintained throughout the season and removed from December – March or a violation will be issued. No hanging vegetable plants allowed. 2nd floor condo residents may not hang any items out off their railing due to safety concerns.*

Bicycles – All residents, either owners or tenants may store up to two bicycles in good working condition on their patio or balcony areas. No bicycles may be stored in the hallways, under the stairwells or on grass areas as well as sidewalk/curb areas. Do not hang bikes over railings or allow bikes to protrude through the rails. Please do not ride your bike on people's lawns which leave tire tracks.

Bulletin Boards – A bulletin board is located on the outside of the Clubhouse. The bulletin board is used for Association and meeting notices. Residents wishing to post a personal notice on the bulletin board must have prior approval from the Association Office. Personal notices **may not** be posted on the mailboxes or dumpster enclosures.

Cable Television – All units are pre-wired for cable television. Connection to the cable system is at the option of the owner. Contact Cablevision or DirecTV for more information. Exterior or attic antenna are **not** permitted. All wires for cable to your unit must be kept secured and concealed. No wires are to be attached to the exterior or run over roofs. All dishes must be approved by the Board before ordered. Please fill out modification form "E" which can be found on the forms page at www.vanderhavenfarm.com.

Clubhouse Rental – Members who live within the development and who are good standing may rent the Clubhouse for private parties by completing an application, which can be obtained in the Association office. A rental fee and deposit are required. A copy of the Clubhouse rental rules is provided with the application. A walkthrough of the Clubhouse can be arranged by the renter and can be conducted prior to the rental and immediately after the rental. The Clubhouse renter is responsible for any violations of the rules and regulations of the Association and damages to the Clubhouse. Rentals are approved on a first come, first serve basis. Please contact the management office for dates of availability. Please visit www.vanderhavenfarm.com to obtain an application and to read the rules of the clubhouse.

Committees – Residents can volunteer for any committees to assist and advise the Board. Appointment to any committee is at the discretion of the Board.

Communications – The Association maintains a regular program of communication with its members and the community through: (1) The monthly publication of the "Vanderhaven Farm Village One Voice" newsletter; (2) Posting of notices on the mailboxes; (3) Monthly Board and Committee meetings (4) Special mailings; (5) Facebook; (6) StatCom; and (7) the community web site (www.vanderhavenfarm.com). Any resident who has an item of news to contribute to the newsletter should send it to the Association Office prior to the 15th of the month so that the article can appear in the following month's edition. NOTE: Management may need to pass the article by the board if appropriate prior to submission into the newsletter.

Complaints/Concerns – All complaints, concerns or problems should be reported to the Association Office **in writing**. In the event of a violation of the rules and regulations, you will be notified by management via reminder letter, and will be expected to remedy the violation as directed. Failure to comply will result in a fine as outlined in the violation letter as per the Governing Documents.

Decks/Patios – Townhomes may install a deck in the rear of the unit. Please visit the forms page on the website (www.vanderhavenfarm.com) for an application and paperwork on requirements.

DirecTV - All units are pre-wired for cable television. Connection to the cable system is at the option of the owner. Contact Cablevision or DirecTV for more information. Exterior or attic antenna are **not** permitted. All wires for cable to your unit must be secured and concealed. Continued on next page...

No wires are to be attached to the exterior or run over roofs. No satellite dishes are allowed on the structure (including roof) of the building. Please see Satellite Dishes (page 16) for more information. Fill out modification form “E” which can be found on the forms page at www.vanderhavenfarm.com.

Documents – It is important that all homeowners have the Public Offering Statement (POS) containing the Master Deed and By-laws. Read it carefully, as you are required to abide by the contents therein. All homeowners should have received a copy of these documents from their attorney or the previous owner when they closed on their unit. Additional copies of the POS are available from the Association Office. There is a fee to cover the cost of reproduction. The By-Laws, the NJ Condo Act and the NJ Non-Profit Corporation Act require the Association to maintain complete records of its corporate activities and affairs and make them available to the Association’s members for legitimate business purposes; and whereas the Board deems it necessary and desirable and in the best interest of its members, past and present, to establish certain rules and regulation regarding the accessibility to Association documents, please contact the association office (property manager) for a copy of the Resolution pertaining to the “Inspection of Corporate Documents by a Unit Owner”, enacted March 15, 2007 for instructions on how to proceed.

Doors – All doors (front & sliding glass) are a homeowner responsibility. Screens must be kept in place and in good condition on the sliding glass door or brought into the unit for storage. Replacements are permitted by the association as per the guidelines on “Form B”. To obtain the proper paperwork, please visit the forms page at www.vanderhavenfarm.com.

Dryer Vents – Residents are reminded that they **must** have their dryer vents cleaned bi-annually by Vanderhaven Farm rules in addition to a state mandate. Vents are to be cleaned by the 31st of October on even numbered years (i.e. 2016, 2018, etc...). Proof of cleaning must be submitted to the Association office. Failure to submit proof of cleaning by the required date will result in a fine of \$500.00. The build up of lint can cause dryers to overheat and not work properly; more importantly this can cause a fire. Upon reasonable evidence that any unit owner fails to clean and maintain the dryer vent in accordance with this rule, the Association may, after reasonable notice, arrange for them to be cleaned by retaining a professional service therefore, and charge the cost back to the owner. Please know that the association assumes no liability for your choice of contractors for this service.

Emergencies – In the event of an emergency, first contact all fire, police or medical personnel by dialing 911 (Emergency) or (908) 722-4111. If the emergency affects the safety of your unit, another unit or the common elements, you should also notify the Association by calling (908) 707-0760. If you are unable to speak to the property manager (line is busy, voice mail, after business hours or weekend/holiday) and it is a true emergency call (732) 828-7200.

Emergency Contact Information – The name, address and phone number of each occupant and unit owner should be provided to the Association Office. When a resident plans to be away more than seventy-two hours, the Association Office should be notified of an emergency contact and telephone number. Please be sure to fill out, return and/or update as needed, “Form A” which can be found on the forms page at www.vanderhavenfarm.com. A StatCom form must also be filled out and returned to the management office or faxed directly to Midlantic Property Management. StatCom is a new service offered to the community to facilitate fast and easy communication between the management company and you. This service will allow us to contact you with an automated phone call or e-mail in the event of an emergency, or to inform you of important community news and events.

Extermination – Residents are responsible for any extermination within the interior of the unit. Any pest or vermin problem found on the exterior of the unit should be brought to the attention of the Association.

The association is responsible for the treatment of wood destroying insects only (i.e. termites, carpenter ants, carpenter bees).

Fireplaces – All owners of units with fireplaces are required to have the chimney inspected and/or cleaned every other year by a qualified inspector. Inspections are due on even years (2014, 2016, etc.), by the 31st of October of the respective year. Proof of such an inspection/cleaning must be kept on file with the Association office (owners are required to provide a copy to the property manager). Inspections must be performed regardless of whether the fireplace is actually used or not. In the event a unit owner converted a wood burning fireplace to a sealed, gas fireplace, proof that the installation was per manufacturer and industry standards is to be provided to management by the above deadline. From that point on, every ten (10) years, and Affidavit of Contractor Statement, certifying that the sealed, gas, converted fireplace is still in use, and is to be provided to management reflecting that no maintenance and or repairs were or are necessary. The aforementioned timeframe shall be accelerated in the event of a change of title to the unit. Upon change of title, the aforementioned Affidavit shall be provided to management by the seller. Unit owners found in violation of this rule are subject to a fine of \$500.00 in addition to the compliance to the rule. Failure to comply after 90 days will result in an additional \$500.00 fine and will continue each month thereafter until compliance is met. This requirement is for your personal safety as well as that of the entire Association. For recommendations on companies who can be hired to inspect and clean your chimney, please visit marketplace services at www.vanderhavenfarm.com.

Firewood – Firewood may be stored on patios, balconies or decks between October 1st and April 1st of each year. Firewood must be stored in a 36-inch black ring log holder, or the like. One ring allowed per unit. Between April 1st and October 1st of each year, the ring may be stored on the patio/balcony/deck but must remain empty. Rings must be stored at least two feet from unit walls. No splitting or chopping of firewood will be permitted on the premises. Firewood may be delivered to a unit owner's assigned parking space only. Vehicles delivering firewood may not be driven upon the lawns and/or sidewalks. Firewood delivered must be removed from assigned parking spaces within 24 hours of delivery.

Guests – Residents are fully responsible for the conduct and actions of their guests. Guests must obey all rules that govern the Association. It is the owner's responsibility to familiarize their guests with the rules. ****See parking for updated rules and regulations.****

Holiday Decoration Guidelines – Residents may display holiday decorations during appropriate times only. Please refer to the schedule listed. Residents are reminded that winter decorations should be removed by January 15th. All other decorations for various holidays should be removed within two (2) weeks of the holiday date. Decorations must be removed between holidays. Any deviations from the list will need approval from the Board.

Please refer to the following schedule: **Valentine's Day** (February): Decorations may go up February 1st and must be removed by February 28th. **St. Patrick's Day** (March): Decorations may go up March 1st and must be removed by March 31st. **Easter** (April): Decorations may go up (1) week before the holiday and must be removed within (2) weeks. **Memorial Day** (May): Decorations may go up (1) week before the holiday and must be removed within (2) weeks. **Fourth of July**: Decorations may go up (1) week before the holiday and must be removed within (2) weeks. **Halloween** (October): Decorations may go up October 1st and must be removed by November 14th. **Diwali** (October/November – 5 days): Decorations may go up the (1) week before the holiday and must be removed within (2) weeks. **Thanksgiving** (November): Decorations may go up November 1st and must be removed by December 8th. **Hanukkah/Christmas** (November/December): Decorations may go up the day after Thanksgiving and must be removed by January 15th.

Hoses – Must be neatly wound up or on a hose caddy from April 1st through October 31st. Hoses must be stored **inside** from November 1st through March 31st. No hose reel is to be attached to any portion of the building or privacy fence. Also, please be sure to winterize your exterior spigot by November 1st to prevent the possibility of freezing.

Insurance – It is strongly recommended that homeowners and tenants obtain condominium insurance to cover liability, loss of use and their personal property from fire, theft etc. as well as areas not covered under the Master Policy. Please consult with your insurance agent for proper coverage. The Association provides protection for the interest of the Association, Unit Owners, Trustees and Mortgagees, (including but not limited to Property, Liability, Fidelity, Worker’s Compensation and Directors & Officers Liability Insurance; but *not* Personal Property). For those homeowners whose mortgage company requires it, a Certificate of Insurance can be obtained from the Association’s agent. To obtain a copy of the insurance certificate, please visit www.vanderhavenfarm.com and click on the Frequently Asked Questions page. Once on the page, please view the insurance information listed. With regard to association insurance deductibles, if damage is sustained to a portion of the building that the Association is responsible to maintain, replace or repair (i.e. common element), the association is responsible to pay any insurance deductible incurred. If damage is sustained to a portion of the unit that the unit owner has the obligation to replace, repair or maintain, including doors and windows which open from the unit, then the unit owner will be responsible to pay any association deductible incurred. In the event that the damage is sustained to the common element and, at the same time, to the unit, the deductible shall be apportioned according to the dollar amounts of the respective insured losses. Notwithstanding the foregoing, any expense which is incurred in an effort to maintain, repair or replace any portion of the unit which is damaged by the negligence or carelessness of any owner or its family, tenants, employees or agents, shall be the sole responsibility of that unit owner. The determination as to carelessness or negligence will be in the sole discretion of the Board of Trustees which shall charge the responsible unit owner in that event. The deductible under the Association’s Trustees and Liability Insurance will be paid by the Association.

Interior Maintenance – The cleaning and maintenance of the balconies/patios/decks and the inside and outside cleaning and other maintenance of the windows are the responsibility of the unit owner. Maintenance and repair of the entrance door and locks, other locks and windows are the responsibility of the unit owner. The unit owner shall be responsible and shall pay for any damage resulting from stoppage in the plumbing pipes as a result of misuse or neglect and shall reimburse the Association, on demand, for the expense incurred to repair or replace of any such equipment. Should any adjacent unit incur damage as a result of negligence by a unit owner (or his tenant), that unit owner will be held responsible for the cost of all repairs to the damaged unit. Changing and/or cleaning of the filters in the heat, vent or air conditioning (HVAC) unit shall be the responsibility of the unit owner/tenant and should be done once per month. Filters are available at all hardware stores. All heating, AC and hot water heating units are a homeowner responsibility. The heat temperature in the unit is to be maintained at a temperature, no lower than 61 degrees to prevent freezing pipes. Interior smoke detectors and carbon monoxide detectors are the responsibility of the homeowner and must be installed as per the Department of Community Affairs, in every unit. Homeowners must check their smoke detectors at least twice a year. Homeowners are encouraged to keep and maintain fire extinguishers in their homes. For recommendations on companies who can be hired to inspect and repair heating and air conditioning and your filters, please visit marketplace services at www.vanderhavenfarm.com. Please know that the association assumes no liability for your choice of contractors for this service.

Keys & Locks – Keys for the mailboxes and the doors of each unit should be obtained from the previous owner or landlord. The Association or Property Manager does not have keys or copies of keys. The mailbox is the province of the United States Postal Service. If you have not been provided with a key for

the mailbox, contact the Post Office in Bridgewater at (908) 526-0222. Contact a locksmith to replace the door keys for your unit.

Landlord/Tenant Obligations – Homeowners who rent their VHF units are required to provide the Association Office with a copy of the current lease. **No unit shall be rented for a period of less than six months.** Owners are responsible for providing tenants with a copy of the Rules and Regulations of the Association. Every owner who leases a unit to another shall require the lessee, in writing, to agree to abide to the terms and conditions of the Master Deed, the By-laws and any Rules or Regulations of the Association. Landlords as well as tenants will be informed of any violations. After notification of a violation of rules or regulations, it will be the owner's responsibility to see that the violation is corrected and to pay any fines that may be imposed. Pool badges will not be issued if a current lease is not on file. Also, please be sure your tenant registers their vehicle(s) with the association office. They must obtain a parking sticker or their vehicle will be subject to towing at the vehicle owner's expense. You can find the appropriate form (parking permit application) by visiting the forms page at www.vanderhavenfarm.com.

Landscaping – Professionals who have been hired by the Association provide the maintenance and upkeep of lawns, trees and shrubs. Residents are permitted to add seasonal plantings to the foundation areas of their units without prior approval. The foundation area is defined as that area extending from the foundation for a distance of three feet. Unapproved tree and shrub planting is prohibited. All plantings other than simple seasonal flowers must be approved by the association prior to planting. This is to prevent unintentional damage to the underground wires and to the sprinkler system (currently not in use) and to ensure that lawn maintenance can be performed without obstacles. ***Fruit or vegetable plants are not permitted.*** Lawn ornaments, lawn decorations, bird feeders and bug zappers are not permitted. Residents must remove seasonal plants at the end of the season. Residents will be fined if cut trees/shrub residue is left on the lawn for pickup by the landscaping company. For planting guidelines, please see form "Planting Specifications & Guidelines" posted on www.vanderhavenfarm.com.

Lighting – The common area lighting located in the parking areas, around the complex, and hallways of the condominium buildings is the responsibility of the Association. In the event of a light problem, please write down the number of the light pole (all are numbered near the base) or the location in the condominium building, and contact the Association Office. Homeowners are responsible for replacing the bulbs on front entrances to townhouses, decks, patios and balconies with 40-watt bulbs. All bulbs are to be clear, white or yellow (used to keep away bugs). Homeowners are responsible for broken fixtures if the fixture is operated by a switch inside your unit. Broken or missing fixtures or those that do not conform to the other fixtures are a community violation (see "Modification Form" listed on www.vanderhavenfarm.com).

Maintenance Fees/Assessments – The Master Deed provides for all homeowners at VHF to pay for services that benefit all members. Your monthly assessment pays for these and other items: Recreation facilities maintenance; grounds maintenance; painting and repair of all buildings **except** painting, decorating or repairs to the interiors of units; painting and repairs to the clubhouse and other Association buildings; heating and air conditioning of the clubhouse; trash and snow removal; payment of all Association subcontractors; insurance for all common elements; legal counsel and accounting services; payment of Association utility charges; payment of land taxes and mortgages, if any, on recreational facilities or common elements which may be taxed separately; Fidelity Bonds; capital reserves replacement fund and professional management services. Each unit owner is responsible to pay the fee monthly (on the first day of each month). Payments received after the 15th of the month will be charged a late fee of \$25 and a late notice will be sent to the homeowner. The account will be turned over to legal counsel for collection if full payment is not received within 30 days of the **final** notice being issued. In addition, a \$25 charge will be assessed to the account each month thereafter until payment is received.

Further, any legal fees that the Association incurs in collecting the maintenance fee/assessment will be added to the amount outstanding. At the end of every year, a payment coupon book is mailed to each homeowner. If you pay your maintenance through direct debit (form can be obtained on the forms page on www.vanderhavenfarm.com), you will not be issued a coupon book. There is no fee for direct debit. Please mail the maintenance coupon along with a check made payable to Vanderhaven Farms Village 1 to Vanderhaven Farm, c/o Midlantic Property Management, P.O. Box 48067, Newark, NJ 07101. If you lose your coupon book or the previous owner does not turn it over to you at closing you must still mail your payments by the required time. If sending in payment with no coupon, please send a check made payable to Vanderhaven Farms Village 1 to Vanderhaven Farm, c/o Midlantic Property Management, 315 Raritan Avenue, Highland Park, NJ 08904. Please sure to include your street address or account number in the memo section.

Meters – All utility meters are a homeowner responsibility. Condo residents: if a key is needed to enter the utility closet, please contact the property manager at (908) 707-0760.

Modifications to Unit – Any modification to the exterior of a unit **must** be requested in writing to the Board of Trustees. The Board of Trustees shall have forty-five days to respond to the request. Please contact the management (after you have downloaded and filled out your forms) with your intention to perform any of the following modifications or replacement of storm door, front door, sliding glass door and/or window(s), installing a satellite dish, installing or modifying deck or patio, front door light fixtures (town homes) or rear light fixture (town homes and condos). Do not proceed until you have a letter from the association granting permission. This is for your benefit. All forms can be found on the forms page located on the Vanderhaven Farm Village web site at www.vanderhavenfarm.com.

Front door numbers: To be polished brass or antique brass. They are to be a height of no more than 4” and a width of 2.25”. The letter style may vary, but must be consistent within the number grouping. All numbers must be installed in the horizontal direction. Townhouse units with full glass “entry” (not storm) doors may install the numbers on the trim outside the front door. Units without a storm door must install the numbers on the entry door, in the vertical direction on the same side as the door handle.

Common area front door light fixtures for town homes only may vary in style. However, they are to be antique or polished brass. They are to have a height anywhere between 12”-16”, and a width between 4”-6”. Rear fixtures for town homes may vary in style also. However, they cannot exceed a height of 7.5” and a width of 6”. Unit owners may install standard size, motion sensor spot lights in place of their standard fixtures in the back of the unit. This fixture must be angles so as not to shine directly into another unit. Single or double spot light fixtures are permitted. One light fixture in the front of the unit is permitted. Unit owners are required to submit a modification form requesting any fixture modification. All unit owners are responsible for their rear patio door light fixtures and bulbs. Download the modification form at www.vanderhavenfarm.com.

Noise – As a neighborly courtesy, the operation of washers, dryers, vacuums, stereos, radios, televisions, musical instruments, tools and similar disturbances are prohibited prior to 8:00 AM and after 10:00 PM each and every day. If you reside on the second floor condo, please be mindful of your neighbors below at all times.

Outdoor Furniture– Any unit may have up to four chairs, one table and one umbrella on a patio, balcony or deck. If stored outside during the off-season, these items must be well maintained, be in good repair and be neatly arranged. Children’s toys and furniture may be used on patios, balconies, or decks but must be brought in each night. Outdoor or lawn furniture must not be left on lawns or among the shrubs when not in use. This allows the lawn work to proceed unimpeded by obstacles and precludes damage to personal property. Lawn ornaments or decorations are generally prohibited. A few, neatly placed ornaments in the front or side beds (end units) will be allowed.

Outdoor Grills – N.J. Uniform Fire Code, N.J.A.C. 5:70-3.1(a), F-402 states that “cooking equipment such as barbecue grills shall not be stored or used: On any porch, balcony or any other portion of a building; within any room or space of a building; within 5’ of any combustible exterior wall within 5’ vertically or horizontally, of an opening in any wall; or under any building overhang”. Therefore, as a result of said code the association permits propane, charcoal or electric grills only at townhouses, and such grills must be used and stored at least five feet from the exterior of the building. Townhomes with decks may only have electric grills. Condos may only use electric grills. All grills must be kept in a safe and operable condition. Propane tanks must not show any signs of rust and are not to be stored inside a unit or inside a storage closet. Condominiums may have electric grills only and when in use, they must be operated as far away from the building exterior as possible. Propane grills, hibachis or any open flame devices are not permitted in the condominiums under any circumstances. While being stored, the grills must be cool when placed near the vinyl siding. Any damage done to the building as a result of using grills will result in the offending party paying for any repairs deemed necessary. Storage of grills is prohibited under stairwells. Grills are never to be left unattended, and open flames are not permitted. A functional fire extinguisher should be kept on hand whenever grilling. All types of grills are not to be stored by the privacy fence. It is best to place your grill at the far end of the patio, balcony or deck, in the center. **If found not following fire code, this may result in an immediate fine without a warning.**

Outdoor Water Faucets – The townhouse units have outdoor water faucets. The water used from these faucets is charged to the individual homeowners and is therefore not common property. It is the responsibility of the homeowner to winterize the faucets, to prevent freezing.

Parking and Traffic – **Speed Limit:** The speed limit throughout VHF is clearly posted. Local and State police are authorized to issue summonses to violators. Please pay careful attention to all stop signs. All vehicles must stop for school buses when the stop sign is actively showing. Homeowners who are reported by other homeowners for running the stop sign will be issued a violation. **Vehicle Maintenance:** With the exception of washing or hand-waxing a vehicle or changing a flat tire, **no vehicle maintenance is permitted on the premises.** **Parking:** Each unit is assigned one parking space for their private use, and residents should use that space. Please do not park in someone else’s assigned space. The unmarked spaces are available on a first-come-basis. Residents must inform all visitors of our parking rules. Vehicles illegally parked can be towed at the owner’s expense. Any vehicle parked on the common property in violation of the rules and regulations adopted by the Board of Trustees, or any vehicle which has been parked on the common property for more than thirty days without having been moved or which is found to have either no registration or a registration which has been expired for more than thirty days, will be towed by a company engaged by the Association for the purpose at the owner’s expense. All vehicles parking on the Association’s property that are owned by residents and family members must apply for parking permits (see forms page on web site) and supply valid and current vehicle registration(s) for each car in the household with the current VHF address listed. **Failure to obtain and display** parking permits on your rear view mirror could result in receiving a covenant violation and having the car towed at the owner’s expense. The lawn service has asked that you not park your vehicle over the grass. This allows accurate mowing of the lawn.

Vehicles: Only private passenger-type cars, station wagons, passenger vans and two wheeled, motorized vehicles are allowed to park overnight. In order to eliminate potential damage to the parking surface, all motorcycles parked within the confines of the community must have a device specifically designed for a motorcycle kickstand. No buses, mini-buses, school buses, recreational vehicles (boats, boat trailers, campers, house trailers, motor homes, etc.) or commercial vehicles will be allowed to park on the site without special, temporary permission of the board. All vehicles parked within the confines of the Association must be in operable condition, have current license plates and inspection stickers. Any vehicle not in conformance with the above, and remaining in the same location for seventy-two hours or

more will be towed by the Association without further notice and at the full expense of the owner. Reasonable efforts will be made to locate the vehicle's owner before the vehicle is moved. During snow removal times, residents must cooperate with the snow removal contractors by moving their vehicles when requested to do so. No automobiles, moving vans or delivery trucks shall be parked, driven across or driven onto the lawns or walkways. Only vehicles with parking permits displayed or who have been placed on a special list, will be permitted to park or enter the community for July 4th. A police officer will be posted at all entrances to enforce this.

Due to the amount of vehicles on the property that are not registered and/or inoperable, the Board of Trustees has adopted a Towing Resolution. All inoperable, abandoned, or unregistered vehicles will be subject to towing at vehicle owner's expense. This includes vehicles that are not registered to the community. Towing will be done by Blue Streak Transport, 398 Lincoln Blvd, Middlesex, NJ 08846, (732) 424-6245. Important! Residents are reminded that a towing resolution is in place that includes towing of vehicles for non-payment of maintenance fees, late charges, attorney fees and fines.

Towing Resolution Amendment (October 2016) - The parking privileges of any resident, member or tenant of any member, of the Association who is at least sixty (60) days delinquent in the payment of any installment of common expense assessments, maintenance fees, violations or other charges including attorney fees, will be automatically revoked. Thereafter, that member's vehicle will be considered illegally parked for the purpose of this resolution. Any vehicle being utilized by a delinquent resident, member or tenant may be subject to towing. Any resident under Board approved payment plan and is current shall not be subject to towing.

Pets – All pets **must be kept on a leash at all times** and are not allowed to run free. Cats should be kept indoors at all times. Cats are not permitted to roam free. Please don't feed stray cats. Pets are **not allowed** to be tied outside of a unit on common grounds or left unattended on porches, patios, balconies, decks or at the main entrance to a unit. No resident shall keep or maintain any animals, which habitually barks, or cries so as to disturb the public peace. No animals are allowed in any of the recreational areas (with exception of working dogs, such as Seeing Eye Dogs, etc.). **Owners must carry a bag and dispose of animal waste properly. Any owner caught not picking up their animals waste will be fined \$150 per instance.** Disposal of waste down a storm drain or disposing of cat litter down a toilet is prohibited and against the law. Please make every attempt to walk your dog away from the immediate front and back of the buildings. Please be considerate and take your dog to an open space, away from the units to do their business. Please do not allow your pet(s) to roam up to the townhouses and condo decks as well as landscaping. Homeowners do not appreciate it when your pet urinates on their flower beds. You will be fined if reported.

Planting Containers – Containers of flowers or decorative plants may be displayed on patios, balconies and decks. The containers and the plants they contain must be well maintained. No fruit or vegetables may be grown in containers on first floor balconies or townhouse deck/patios - (2nd floor condo units may plant no more than two tomato plants in containers. They must be maintained and not drape over the railing). Dead plants must immediately be removed, and no container that does not display plants may be stored or maintained upon the common elements. No poisonous, harmful or illegal plants may be maintained on the common elements. Containers and the plants they contain shall be maintained or displayed so as not to obstruct any passageway or damage any common element. 2nd floor balconies may not hang flowerboxes on the outside balcony railings or attach flower boxes to any portion of the building. **2nd Floor Condo owners:** Please be considerate when watering the flowerboxes as to not overwater them where it soaks the downstairs homeowners' patio or deck.

Ponds/Wooded Area – The pond is NJ protected wetlands, therefore, fishing, boating, swimming, remote controlled watercraft and skating are not permitted. The geese are protected as well by the State of NJ. Please do not feed or harm the geese in any way. The Association can not remove the geese. The geese eggs have been oiled to prevent future geese from being born on the property. The Association has no control over the geese flying to the pond from other areas of the State as well as the noise. Please do not call the emergency line to report noise control. No trespassing in the woods behind the condo buildings. Anyone caught or seen hanging out or walking in the woods between Vanderhaven Farm property and the Home Depot/Wegmans property will be issued a violation and/or reported to the police.

Recreational Facilities –

Nature Path: The Nature path is located alongside the pond and is available for walking and jogging.

Pool: The VHF pool is open for residents who live on property and who are in good standing throughout the summer season. Pool badges are required and must be kept by the homeowner, from year to year. Guest passes can be purchased at the clubhouse for \$2.00 each during the week. Lifeguards cannot sell passes or accept money from residents. Validation stickers will be issued at that start of each pool season. **A fee will be assessed to replace lost badges.** Pool badges will be issued if the following requirements are met: 1) Homeowner is current with their maintenance account. 2) Tenants must have a copy of the lease on file in the management office showing a lease period of no less than 6 months. 3) No unpaid violation fines on the maintenance account. 4) Provide the association with the parking permit number for all vehicles registered with the association. In order to obtain badges, resident(s) must show proof of residency with registration and insurance cards with the current unit address listed. To obtain a parking permit, please visit the forms page at www.vanderhavenfarm.com. Pool rules are posted inside the pool area. An adult must accompany children under twelve years of age. Children using the playground must shower off before entering the pool because the mulch will clog the pool filters. Remember to clean your area when you leave the pool. Take your pool passes and all your personal belongings with you. Lifeguards are not responsible for watching your personal items.

Tennis Courts: Vanderhaven Farm maintains a tennis court for the enjoyment of its residents. Rules are posted at the entrance to the courts. Residents are reminded that cross-trainers (a type of sneaker) are not permitted on the courts. The courts are to be used exclusively for the playing of tennis. No lessons are permitted! Absolutely no rollerblading or skateboarding is allowed. No pet of any kind is permitted on the tennis courts. Anyone caught breaking the rules or giving lessons may be subject to loss of tennis privilege. As a reminder, please lock the gate after you are done playing and remove your garbage.

Playground: Please visit www.vanderhavenfarm.com (clubhouse/recreation page) for additional rules pertaining to the playground and pool area. Over 12 years old not permitted on the playground. No hanging out on the playground after 8:30 p.m.

Recycling – Recycling is provided through Somerset County, and pick-up is every other Wednesday, except holiday weeks. The blue buckets must be put out (curbside) by 7:00 PM on the evening before a scheduled pick-up. Containers must not be stored anywhere outside the unit and must be taken in after pick-up. All residents must label their recycling can with their proper unit number in order to avoid a fine. **Newspapers:** tied in twine and placed on top of the blue recycling container. **Cans, Bottles & Plastic Containers:** place in blue container. No food or scraps are to be thrown out with any recycling container. **Cardboard:** cut in twenty-four inch square pieces, stack and tie with twine. **Junk Mail & Magazines:** are placed in brown paper bags. **Hazardous Materials (paint, oil, batteries etc.):** contact Somerset County Recycling at (908) 469-3363.

Roofs – For safety reasons, no person shall walk, sit, sunbathe on or otherwise utilize the roofs of any building for any purpose. If your unit experiences a leak, it must be immediately reported to the association office. A repair to the exterior will be performed as quickly as possible. The unit owner is responsible for the interior repair if any is needed, unless repeated repairs are made to the same area.

Sale of Unit – Any unit owner who sells his/her unit must advise the Association prior to the closing date of the proposed sale. The unit owner must provide the Association with the full name(s) and address(es) of the prospective purchaser(s). The unit owner, prior to the sale, must provide the purchaser(s) with the name and address of the Association. Any sale of any unit is expressly subject to the lien of the Association for any unpaid assessments, maintenance fees and fines, if applicable.

Satellite Dishes – Satellite dishes are permitted in the community with prior approval of the Association. A Modification Form must be submitted for the file which is to identify the intended location of said dish. One dish of no more than 18” in size, per unit is permitted. Dishes may not be installed anywhere on the building façade, roof area or privacy fence. Townhouses may install the dish on a pole anywhere within the boundaries of the back patio area. The dish may not be placed so that it exceeds the distance or height of the privacy fence. Any installed dish or damage resulting from the installation of the dish is the responsibility of the homeowner. Tenants must receive written permission from the unit owner in order to obtain permission to install the dish. This written permission must accompany the Modification Form. Satellite dishes may not be visible from the front of the unit, without prior, written permission of the Association. Condominiums may install the dish on the balcony/patio railing or inside the front and rear peaks over the breezeway stairwells. Fill out modification form “E” which can be found on the forms page at www.vanderhavenfarm.com.

Screens & Storm Doors – The Board of Trustees has approved two storm doors for use at VHF. Other doors are not permitted. A copy of the required Modification “Form G” can be downloaded from the forms page at www.vanderhavenfarm.com. It identifies the two approved doors permitted by the Association. The color of these doors must match the trim around the door or match the color of the shutters and/or the front door (the shutters and the front doors should match on townhouses). All screen doors must be kept in good condition with the screen and/or glass in place.

Signs – Residents should not post any advertisements, posters or signs, nor allow to be posted any advertisements, posters or signs of any kind in or on the common or limited common elements in the community (i.e. unit or vehicle sale signs, open house signs, for rent signs). For sale signs are not permitted on the interior or exterior of any vehicle parked in the community as it creates an eyesore and a distraction hazard as it would take the motorists attention away from pedestrians and other vehicles. **Exceptions: If your home is on the real estate market, “For Sale” signs may be posted inside the window of the unit on Saturdays and Sundays only from 9:00 AM to 6:00 PM. Open House signs may be displayed on the date of the Open House, during the specified open house times.**

Skateboarding – Any and all skateboarding on or within the common elements of the Association's grounds is strictly prohibited.

Smoking Restrictions – Smoking is strictly prohibited within the confines of the pool and the pool entrance and playground areas. Any resident or guest of a resident found smoking in these areas will be asked to leave the premises immediately. Non-compliance will result in a fine. In addition all cigarette butts must be disposed of in a proper receptacle at all times, in all areas of the community. Do not throw lit or unlit cigarette butts in the shrubs (mulch) beds or lawn areas. Failure to comply will result in fine. This presents a fire hazard and endangers everyone around you.

Smoking on common element area including hallways of any building within the Condominium is strictly prohibited. You are also not permitted to smoke within twenty feet of any entrance or exit of any building within the Association. Failure to comply will result in violation letter and/or fine.

Snow Removal – The Association hires an outside contractor for snow removal services. The contractor is responsible for the removal of snow from all roads and walkways as well as townhouse steps. The contractors may have to remove snow late at night or early in the morning if the need arises. Residents are reminded that this is for the safety of everyone. Residents are asked to remove their vehicles from parking spaces as soon as the snowstorm starts to facilitate removal of snow by the plow trucks. (The drivers have been advised to honk their horn to alert homeowners). Residents are not to make snow removal requests to the workers. Please report any ice conditions to the office as soon as possible so salt can be applied to the area.

Solicitation – Solicitation is prohibited by residents and outside parties on Vanderhaven Farm Village property. For your protection, do not open the door to any solicitor as they are not nor will they ever be allowed by the Association. Residents who are bothered with solicitation should attempt to get the name of the individual/resident and/or license plate and report the organization to the Bridgewater Police Department by calling (908) 722-4111.

Storage – Patios, balconies, decks, stairwells, the area under the staircases or any common area are not to be used as storage areas. Items left in these areas are subject to removal at the owner's expense. Garbage (not in receptacles), bicycles, boxes, trunks, old plant containers, tires and other miscellaneous items are not to be stored on or under stairs or on patios, decks, stairwells and balconies.

Storage Bin/Shed – It is recommended that the storage bin be kept locked to protect your personal belongings. This storage bin must be removed when the Association requires access to the common area (i.e. privacy fence, common area partition wall for condominiums, or balcony floor boards). One storage bin is allowed per unit. Download "Form H" located on the forms page at www.vanderhavenfarm.com.

Tents – The board of trustees passed a resolution July 2017 to allow residents to use canopy tents for specific holidays only. The tent canopy shall be no larger than 10' x 10' and shall not impede the security and useful enjoyment of another homeowner's property. The tent canopy shall not be placed on paved areas and must be securely staked with consideration of all manufacturer recommendations. The tent canopy cannot obstruct the building eaves, overhangs, downspouts, passageways or sidewalks and cannot be attached to the building in any manner. Homeowner will be responsible for any damage to personal property or to community common elements and/or buildings. If a unit is leased, the tenant must get signed permission and authorization from the unit owner prior to installation of the canopy tent. The canopy tent may be put up for the following holidays only: Memorial Day, July 4th and/or Labor Day. The tent shall not be installed earlier than 9:00 am the morning of the holiday, and must be removed by 11:00 pm the same day. Failure to remove the canopy tent the same day may result in a \$25.00 fine.

Trash – A private hauler picks up the trash at VHF three days per week (Monday, Wednesday and Friday). Townhouse residents must put their trash in a covered trash receptacle and place the container curbside ensuring that the lid is securely in place. All residents must label their garbage can(s) with their proper unit number in order to avoid a fine. By order of Bridgewater Township Health Department, all garbage stored outside must be sealed in bags to control odor and be placed in a container to keep animals from tearing through the garbage. Receptacles may be placed curbside after 7:00 p.m. the evening before the pick-up. Garbage cans must be brought in the night of pickup (Monday, Wednesday, Friday). Townhouse residents may not place small bags of garbage curbside. If you have non-food items that are scheduled to be picked up by the trash hauler, please advise management when it will be placed curbside.

Condo residents should place their trash securely in a tied garbage bag and place the bags in the dumpster provided, which are in reasonable proximity of the condo units. **Any townhouse owner caught throwing garbage out in the dumpster (for condo use only) will be fined.** Family members and friends may not and throw away garbage in the dumpsters either. The police will be notified with a unit number and/or license plate and the party will be prosecuted to the fullest extent of the law for theft of services. Any homeowner caught rummaging in the dumpster will also be issued a fine.

Use Restrictions of Units – All units are designed to be used as residences. Businesses, trades or retail establishments are not considered residential uses and, therefore, are not permitted.

Use of Generators- Generators are permitted only for any unit owner with health concerns requiring oxygen or any other lifesaving equipment. Please call property manager for instructions/requirements.

Water, Electric, Gas, Telephone and Cable – Be familiar with all emergency switches and valves for electric, gas and water for their townhouse/condominium unit. Main water shut off valves for the entire buildings should be located at the curbs or sidewalks in the front of their respective building (marked with light blue paint). Do not order the shut off of the main water value to a building without approval from the management. If you are performing work in your unit and it requires that the water be shut off at the curb, you are responsible for notifying the residents in your building that the water will be shut off and for how long. If you do not know where the shut off valve is for your unit or to the building, contact management. In case of emergencies, call the emergency number provided in the directory in the beginning of the handbook.

Window Coverings – No plastic bags or plastic of any kind (inside or outside), paper bags, sheets, cardboard or blankets shall be used as window coverings by any owner/tenant.

Window/Wall Air Conditioners – Window or wall air conditioners and window fans are strictly prohibited.