

EXHIBIT "F"
FERNBROOKE HOMEOWNERS ASSOCIATION, INCORPORATED

ARCHITECTURAL GUIDELINES

The purpose of these guidelines is to preserve and protect the original aesthetic character and environment of the community. To accomplish this, all exterior additions, modifications or alterations shall conform in style, color and material to the original home and landscaping design. The original theme of natural colors shall be maintained.

All ARB applications must be received by the Monday prior to the scheduled ARB meeting. Meeting dates are listed in the FHOA newsletters.

I. Architectural Review Procedures

A. Requests for Review

1. Any exterior modifications of a homeowner's property and/or dwelling must be approved by the Architectural Review Board (hereafter referred to as "ARB") before work begins. Landscaping issues are subject to "Section II J" of Exhibit F.
2. A proposal describing the planned modifications must be submitted in writing, using the application form provided by the ARB. Copies can be obtained from the **Property Management Company or the ARB chair. The application can also be found on the Fernbrooke Homeowners Association (FHOA) website.**
3. A proposal must contain a description of the project, including all dimensions, shape material, color and location. A product cut sheet and/or a project elevation drawing should be included when necessary. A copy of the homeowner's survey or plot plan, showing the position of the proposed alteration, must accompany the application, except for storm doors or shutters. Photograph sketches of similar completed projects will facilitate the review process.
4. Each proposed modification must be specifically approved, even though the modification conforms to the Declaration of Covenants and Restrictions and even when a similar substantially identical modification has been approved by the ARB.
5. The ARB will take action on an application within thirty (30) days of receipt. (ARB meetings are held on the second Thursday of each month). Applications are not considered received until the ARB meets. The applicants will be informed, in writing, of the action taken by the ARB. If special circumstances require additional time, the applicant will be notified in writing, including the reason for the delay.
6. If a proposal is rejected, the ARB will state, as part of the written decision, the reasons for disapproval.
7. The applicant may appeal decisions of the ARB to the Board of Trustees of FHOA. A letter with documentation should be forwarded to the President of the Board and the Chairman of ARB requesting a review. The Board of Trustees can reverse or modify decisions of the ARB by a two-thirds (2/3) vote at a special meeting to discuss details.

8. Certain alterations may require additional approval by the County and/or Township. In such cases, for example, encroaching on setback lines, all County/Township approvals must be secured before any work is undertaken.
 - a. All applications should have conditional ARB approval before being submitted to the County/Township for approval.
 - b. Approval of any project by the ARB does not waive the necessity of obtaining the required Township and County permits.
 - c. Obtaining a Township and/or County permit does not waive the need for ARB approval.
 - d. The ARB will not knowingly approve a project which is in violation of the Township and County building and zoning codes. A copy of the building permit must be furnished to the ARB.

B. Alleged Covenant Violations

1. All statements of alleged violations of protective covenants will be taken under consideration by the ARB only if submitted in writing and signed.
2. The Chairperson of the ARB will appoint one (1) member to investigate the allegation. If no violation is discovered, the complainant will be informed in writing. If it appears that there is a violation, the matter will be turned over to the FHOA Board of Trustees, accompanied by a report and a recommendation by the ARB. The FHOA Board of Trustees will determine the appropriate disposition of the matter after proof of a violation has been established.
3. In all cases, the name of the lot owner(s) responsible for the alleged violation shall be kept confidential until the violation has been established.
4. In all cases, the name of the complainant shall be kept confidential.

C. Record Keeping

1. The Management Company maintains all the original applications, attachments and signatures. The ARB Chairperson will provide the owners with a signed copy of the application after "inspection" and a "certificate of compliance" has been signed.
2. Copies of all applications will be filed with the ARB according to the street address along with the written decision of the ARB.

II. Architectural and Property Use Guidelines

A. Additions, Changes, Modifications and Alterations of Property and/or Dwelling

1. General
 - a. Any addition to an existing property and/or dwelling and any exterior alteration, modification or change of any existing property and/or dwelling must have approval of the ARB and County/Township permits, if applicable, before any work is undertaken. A copy of the permit must be furnished to the ARB. Examples of such projects include but are not limited to patios, decks, porches, fireplaces, sunrooms, awnings and shutters.
 - b. Any addition, exterior alteration, changes or modifications of an existing property and/or dwelling must be compatible with the design character of the property and/or dwelling at the time of its original receipt from the builder.
 - c. Only the exterior materials existing on the parent structure or compatible with the architectural design of the parcel will be approved.
 - d. Only those areas that are painted may be repainted. If you choose to change colors, color selection must be made from the builder's original color palette. See ARB for color chart. An ARB application is required. Unpainted surfaces, such as bricks, shall remain unpainted.

2. **Materials and Colors**

Only exterior materials existing on the parent structure or compatible with the architectural design of the parcel will be approved.

3. **Completion of Structure:**

a. Construction in accordance with an approved plan specification must commence and be completed within six (6) months after such approval. If not completed within this time period, the approval will be considered null and void and a new application must be submitted. Construction must be completed as approved. Any deviation will be considered a violation and must be re-submitted to the ARB for re-approval.

b. All requests for architectural and landscaping additions, deletions or alterations to the existing building and/or property, stated or not stated in these Architectural Guidelines, must be submitted and approved by the ARB prior to any installations or the property owner will be subject to remedies deemed appropriate by the association Board of Trustees.

4. **Business or Trade**

No business or trade shall be allowed upon any lot. All properties are for residential use only.

B. Awnings and Shutters

Subject to Section II.A.1.a, awnings will be permitted under the following conditions:

1. A retractable-arm awning may be installed, with ARB approval, at the rear of the home only. When a retractable-arm, roll-up type awning is approved, no pipes, posts or guide wires are allowed for support.
2. When there is no overhang to hide the retractable-arm awning, it must retract into an optional hood supplied by the manufacturer. The hood must match the house color *or be white*.
3. The approved retractable-arm awning must be made of suitable fabric only. The color of the fabric must be solid and match the existing siding.
4. A sample of the fabric and installation plans for the retractable-arm awning must accompany the application before approval can be considered.
5. It is the responsibility of the homeowners to ensure that the retractable-arm awning is replaced when ripped, worn or shabby.
6. Awning used to shade patio door or windows: horizontal extension to be no more than 4 ft. 6 in.
7. Awning used to shade patio: horizontal extension to be no more than ten feet off face of exterior wall to which it is mounted.
8. No portable tents can be used on a permanent basis. Tents can be used for special events, but must be removed within seven days. Location of a tent can be in the backyard only and cannot infringe on another property.
9. Shutters will be permitted and must match the original color of the exterior front shutters and/or door.

C. Storm and Screen Windows and Doors

1. Must conform to the architectural character (material and style) which must be approved by the ARB.
2. Storm doors shall be plain without ornamentation of any kind, i.e., wrought iron, and must be either full clear glass or half screen and half clear glass, but must be full view. Color shall be white.
3. No exterior or interior window guards or screens may be attached without approval from the ARB. No jalousie windows or doors, window boxes and the like will be permitted.

D. Driveways

1. Extensions, widening or re-routing of existing driveways are not permitted.
2. Any repairs, maintenance or replacement of driveways must be concrete with no color additives and shall remain the same color and texture as existing.

E. Walkways are the property of the homeowner.

1. Shall only be modified based on special needs and approved by the ARB.
2. Repairs, maintenance or replacement of walkways must conform to the original material, styles and color.
3. Walkways are the property and responsibility of the homeowner.

F. Sidewalks

1. Sidewalks cannot be altered in any fashion.
2. The homeowner is responsible for the replacement of damaged or lifted sidewalks.
3. If sidewalk repairs are needed, the property owner should have the replacement completed within sixty (60) days of notification. If the property owner has not made the replacement after thirty (30) days, it may become necessary for the FHOA to initiate replacement and bill the property owner.
4. Any cost associated with replacement shall be considered an assessment to subject property and collection of same shall apply.

G. Porches

Any screened or enclosed porch must be limited to rear yards only. In evaluation of any acceptable design and approval, the ARB will consider the following criteria:

1. Topography – the structure should not interfere with the landscape and natural drainage of the lot and neighboring lots.
2. Architectural Style – porches must be in keeping with the design, materials and architecture of the original developer's design and the community.
3. Size of Structure – for guidance purposes, when planning for the size of the porch, the porch must not exceed ten (10) feet by fourteen (14) feet or extend beyond the sides of the dwelling. This criterion is notwithstanding the consideration of all the above elements.
4. Railings are not permitted along the front porch.

H. Patios and Decks

Patios and decks are permitted provided they meet the following specifications:

1. Style – must be approved by the ARB.
2. Height – will not be higher than the sill of the patio door.
3. Materials must be a solid surface made of concrete, brick, pavers or flagstone. Decks must be wood or wood composite. ARB approval is required.
4. Railings may not be higher than thirty-six (36) inches, and there must be an egress of no less than 36 inches and may not have a permanent gate.
5. Finishes must be appropriate for the material.
6. Patios and decks should not extend beyond the sides of the dwelling.
7. The installation of a new deck is considered to be an improvement to the property and is subject to Township approval and permit is required.

I. Satellite Dishes, Solar Panels, Solar Collectors, Light Tunnels, Skylights

1. A "dish" antenna is designed to receive direct broadcast satellite service including direct-to-home satellite service or to receive or transmit fixed wireless signals via satellite.
2. The satellite dish must be no larger than twenty (20) inches in diameter and can be located on the side or rear of the roof of the dwelling but not on the front of the roof. ARB approval is required.

3. *An association formed for the management of commonly-owned elements and facilities, regardless of whether organized pursuant to sect 1 of P.L. 1993, c.30 (C.4522A-43) NJ, shall not adopt or enforce a restriction, covenant, by-laws, rule or regulation prohibiting the installation of solar collectors on certain roofs of dwelling units. That is, a roof of a single-family dwelling unit which is solely owned by an individual or individuals, and which is not designated as a common element or common property in the governing documents of an association. There must be an ARB application submitted for approval of solar panels, solar collectors, light tunnels and skylights, with a detailed description of the work to be done. The Township will not approve a permit without prior ARB approval.*

Considerations to keep in mind:

- *The life expectancy of your existing roof*
- *Is the roof structure sturdy enough to support the weight of the collectors?*

A copy of the permit must be provided to the ARB prior to commencement of the work as well as proof of insurance by the contractor.

J. Landscaping

1. Planting areas are permitted along rear and sidewalks of dwellings and around decks, patios and sunrooms. ARB approval is not required for small plants and/or flowers. Borders need not be in straight lines but may have curves and indentations, so long as they do not extend more than three (3) feet from sides of dwelling and do not interfere with lawn cutting. Planting areas may extend up to six (6) feet from the rear of the dwelling, deck/patio and sunroom as long as they do not interfere with lawn cutting. Exceptions can be made on oversized lots with the approval of the ARB.
2. Edging (stone, brick pavers etc.) around planting areas shall not exceed ten (10) inches in height above lawn.
3. Planting areas in other parts of the side or rear yards are not permitted.
4. Trees and shrubs which restrict sightlines to vehicular traffic must be cut back or removed by the property owner.
5. Branches of trees or bushes which grow over the sidewalk must be kept trimmed by the property owner to allow unobstructed passage by persons using the walkway.
6. Trees and shrubs shall not be planted in any drainage swale.
7. No additional trees, other than what the builder has planted, will be permitted in front of properties. Any tree removed which was originally planted too close to structure shall include removal of the roots and replaced with a dwarfed or slow-growing variety of tree or shrub. ARB approval required prior to removal and planting.
8. Homeowners will be responsible for maintaining the trees and cleaning up any debris such as leaves, flowers, twigs, etc.
9. The type and size of tree must be acceptable to the ARB. No edible fruit-bearing trees are permitted to be planted.
10. Tree planting within the back setback area will not be permitted (see your individual Survey).
11. No tree shall be planted closer than fifteen (15) feet from the side or rear setback area of any lot (see property Survey). Exceptions may be made for corner lots but only on the side that faces a street.
12. An additional tree may be planted in the rear of a property provided there is the following footage available:
 - a. There must be thirty (30) feet from the back of the house to the rear setback line.

- b. A minimum of fifteen (15) feet in from the rear setback line.
13. An additional tree may be planted on the side of a property provided there is the following footage available:
 - a. Twenty-five (25) feet from the side of the house to the side setback line.
 - b. A minimum of fifteen (15) feet in from the side setback line.
14. Homeowners must maintain a four (4) foot diameter circle of mulch around any planted tree (to help grass cutters).
15. Any tree that has been damaged by weather and/or diseased may be removed, including the roots or having the roots ground down, with the approval of the ARB, but **MUST** be replaced within 3 months of approval.
16. Replacement of trees removed from areas close to the home structure shall be approved by the ARB and shall be a dwarfed tree or shrub within 3 months of approval. Some suggestions included, but are not limited to, Dwarfed Japanese Maple, Dwarfed Crape Myrtle, Dwarfed Oak Leaf Hydrangea, Miniature Butterfly bush, and Sky Pencil Holly.

K. Front Exterior Areas

1. All items in the doorway area (between the front door and a line along the front exterior wall of the house) must be approved by the ARB with the following exceptions: two chairs, one bench, one table, two planters or other ornamentation not greater than twenty-four (24) inches in diameter. Door ornaments cannot be larger than thirty (30) inches in diameter. Brass kick plates are permitted at the bottom of the front door. At the front of the house, ornaments are permitted in the front planting area with ARB approval. One or two flowerpots on the ground or on hangars are permitted in the existing planting area. One or two flowerpots are permitted in front of the garage. The flowerpots cannot be greater than twenty-four (24) inches in height or fifteen (15) inches in diameter. Hangars cannot be greater than six (6) feet in height from the ground. No ornaments are permitted on roof, garage door or front of dwelling.
2. Bird baths, small bird houses, bird feeders and statuary are not permitted in the front of the dwelling and will only be permitted within rear yard planting areas and on patios. Size and height of these items should not exceed approximately three (3) feet (with the exception of bird feeders which are not to exceed six (6) feet).

L. Fireplaces/Firewood

1. Any fireplace addition must have the approval of the ARB before construction begins.
2. Generally, fireplace additions in keeping with the architectural character of the home will be considered.
3. Township approval is necessary. Conditional ARB approval is required before submission to the Township.
4. Prefabricated metal chimneys or vents attached to the roof, generally used with free-standing fireplaces, must be approved before installation.
5. All firewood must be neatly stacked and placed adjacent to the allowable rear six (6) foot planting area. Stacks cannot exceed one cord at a time. In no event shall firewood be placed on the side or front of the property.

M. Signs

1. One sign advertising a property for sale may be placed inside a window provided it does not exceed thirty (30) inches by 30 inches overall and is not lighted. "For Sale" signs are not permitted outside the dwelling.
2. Signs erected by improvement contractors are not permitted. Security signs are permitted.

N. Miscellaneous

1. Exterior lighting such as floodlights or landscape lights shall require approval of the ARB. Exterior lighting shall not be directed in such a manner as to create an annoyance to other neighbors.
2. Storage of outdoor lawn furniture during the winter months is permitted on the rear patio providing items are covered and kept neat and orderly.
3. Storage containers may be placed on the deck or patio, and size may not exceed four (4) feet long by two (2) feet wide by two (2) feet deep.

O. Prohibited Items

The following items are not permitted:

1. Swimming pools, in-ground or above ground
2. Carports
3. Sheds
4. Animal enclosures/runs
5. Fences, including underground electric fences
6. Clothes lines
7. Greenhouses
8. Yard or garage sales
9. Stationary outdoor cooking areas
10. Hot tubs
11. No open flame of any kind, including and not limited to, wood burning fire pits or chimineas

III. Procedures for Monitoring Architectural Compliance

Inspection:

- A. The ARB shall periodically survey the dwellings for compliance with architectural standards.
- B. The ARB shall inspect dwellings undergoing improvement at completion and notify the owner in writing of any violations. When satisfied that the conditions set forth in the approved application have been met, the ARB will issue a certificate of compliance.

RECORDING INFORMATION SHEET

49 RANCOCAS RD,
MT. HOLLY, NJ 08060

INSTRUMENT NUMBER:

5205224

DOCUMENT TYPE:

**AMENDED DECLARATION OF
RESTRICTIONS**

Official Use Only

TIMOTHY D. TYLER
BURLINGTON COUNTY

RECEIPT NUMBER
8311347
RECORDED ON
March 16, 2016 11:58 AM

INSTRUMENT NUMBER
5205224

**BOOK: OR13214
PAGE: 3215**

Document Charge Type AMENDED DECLARATION OF RESTRICTIONS

Return Address (for recorded documents)
SHIVERS GOSNAY & GREATREX
1415 ROUTE 70 EAST SUITE 309
CHERRY HILL NJ 08034

No. Of Pages <i>(Excluding Recording Information and/or Summary Sheet)</i>	13
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Consideration Amount	\$0.00
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Recording Fee	\$160.00
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Realty Transfer Fee	\$0.00
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Total Amount Paid	\$160.00
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Municipality	UNKNOWN
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Parcel Information	Block: N/A
	Lot: N/A

First Party Name	FERNBROOKE HOMEOWNERS ASSOC
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Second Party Name	FERNBROOKE HOMEOWNERS ASSOC
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Additional Information (Official Use Only)


 5205224

Ctrl Id: 5397010 Recording Clerk: bscelza

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