

GENERAL ARCHITECTURAL & LANDSCAPE REGULATIONS

March 22, 2023

The Architectural & Landscape Advisory Committee (ALC) recommends and advises the CCA Board of Directors on architectural and landscaping control standards, uniform procedures, regulations and rules which will maintain the architectural and landscaping integrity of the community and the harmonious relationship between the structures and the environment. The following regulations which cover the most frequent requests are general in nature and may be amended or added to from time to time by the CCA Board of Directors. **Each application will be considered on an individual basis and no approval shall be considered as establishing a precedent.** Evaluation of the proposed work will be based on the effect it will have upon the privacy, aesthetics and quiet of the immediate neighbors, and on the community as a whole.

1. **The ALC and the Section (Board members) in which the modification is taking place, reserves the right to conduct inspections during the course of construction to ascertain that approved plans and specifications are being followed.**
2. The ALC, Section and CCA will consider only written requests in total compliance with the provisions of the paragraphs of the regulations and Master Deed and By Laws.
3. All areas surrounding a unit are common property belonging to the entire section. Unit owners have an easement surrounding their unit (3-4 feet, depending on the project) in which they may landscape or modify with the proper approvals from the ALC, the Section and the CCA.
4. All proposed work to be done to the interior or exterior of a unit and/or its easement above or below ground level must be approved in advance by the Section, the ALC, and the CCA (when applicable) and the approval will be submitted in a letter from Management to the owner(s).
5. All applications are to be filed with the Administrative Office and must be complete for consideration. Management will answer by mail all applications for additions, alterations, etc. as promptly as possible.
6. The Section's (in which the residence is located) acceptance or rejection of the proposed plans shall be conveyed first. The ALC will then provide their recommendations and advice along with their acceptance or rejection, then (when applicable) to the CCA Board of Directors for their acceptance or rejection. Approval may be denied even though such work conforms to the master deed and bylaws; the reason for denial will be stated in a written notice.
7. Any additions to the exterior, alterations and modifications or changes to a residence shall be compatible with the existing structure in material, color and design.
8. When exterior utility lines (water, sewer, electric or television cables) are covered with concrete slabs for any purpose by the unit owner, the unit owner shall be responsible for any expense to expose and recover such lines in the event that access is necessary.
9. For projects where installation will occur in the back of a unit, the water shutoff valve must be physically located and shown on the plans with dimensions. **The valve must have 2-foot x 2-foot perpetual access.**
10. Outdoor antennas used for radio, television, cellular or other signals are prohibited.

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11. **If any work is found not to be in accordance with the approved application or not approved by the ALC, Section or CCA, the unit owner(s) shall be notified by Management, and if not corrected within a reasonable time, the Section may undertake action to correct it and charge the unit owner(s) for all costs and/or may impose fines.**
12. All contractors who are involved in any construction or modifications must provide a copy of a current Certificate of Insurance stating that **“Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18A & 18B, Taylor Management Company, 1 Clearbrook Drive, Monroe Township, NJ 08831 are listed as additional insureds”**. This certificate must show coverage for General Liability, Automobile Liability and Workmen's Compensation with a thirty (30) day notice of cancellation. If ground is to be broken, explosion/collapse and underground hazard coverage must be included. (These certificates will be kept on file in the Administration Office). Contractors can only perform work for which they are specifically licensed.
13. State of NJ Title 14, Chapter 2 requires a mark-out if ground is to be broken. It is the responsibility of the excavator/contractor to contact NJ One Call and request a mark-out of all underground facilities that have been registered with the One Call System. These facilities can be but are not limited to JCP&L, Verizon, Comcast, PSE&G etc. Contact information for NJ One Call is 811 or 800-272-1000 or www.nj1-call.org. It is the responsibility of the unit owner to make arrangements to protect any in-ground irrigation system as this is not included in utility mark-outs.
14. **Restoration of damage incurred to the common area is the responsibility of the unit owner.** The unit owner is to restore, or make whole, any damaged area within a maximum of thirty (30) days of the occurrence, depending on the type and location of the damage. Should restoration not occur within the allotted time period, restitution fees may be charged to the unit owner.
15. All unit owner(s) within 50 feet of an applicant's unit shall be requested to sign the "Notice to Neighbors" form for the following improvements: A/C relocations, patios, fences, patio enclosures, composite decking, and contiguous landscaping into neighboring easements.
16. A copy of the floor plans must be included with the application. All major alterations must be accompanied by plans from a registered New Jersey architect or licensed engineer.
17. The drawings or sketches accompanying an application are to indicate the distance between the unit being altered and the surrounding residences.
18. Once approval has been received by the unit owner, the contractor must apply for a Monroe Township permit (if applicable). Once you receive the permit, a copy must be given to the Administration office. No CCA Board or Section approval precludes the need for such municipal permits, nor does obtaining a municipal permit waive the necessity of CCA Board or Section approval. Should Township inspection stickers not be submitted to the Administration office within 60 days, there may be a fine imposed.
19. Any work performed without a required permit shall be sufficient cause to have the Monroe Township building official issue an immediate violation, stop work notice and possible fines.