

January 1, 1991

BIRCHFIELD RESIDENT'S MANUAL

A Guide for Living in Your Community

**BIRCHFIELD COMMUNITY SERVICES
ASSOCIATION (BCSA)
1000 Birchfield Ct.
Mt. Laurel, N.J. 08054**

Office Phone: (609) 234-3363



Dear Homeowner/Resident:

This manual contains information that you will find helpful as a Birchfield resident. It complements the Declaration of Covenants and Restrictions and highlights information you will need to make your residency in our community a pleasurable one. Please retain it for future reference. We will provide revisions and additions as they become necessary.

Please call the BCSA Management office with questions or comments.

Sincerely,

Birchfield Community Services Association (BCSA) Board of Trustees

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INTRODUCTION

Birchfield is a Planned Unit Development (PUD) comprising 861 units that include condominiums, townhouses, and single family homes. The units are grouped into six Parcels each with its own governing body and fiscal responsibility. The Parcels are responsible to and governed by a central body: The Birchfield Community Services Association (BCSA) Board of Trustees.

BOARD OF TRUSTEES

Birchfield Community Services Association is governed by a nine member Board of Trustees. The Board is responsible for the administration and management of the Birchfield community including hiring of legal counsel, auditing the Association books, and enforcing rules and regulations. Trustees are elected by the residents to serve one and two year terms without compensation.

The Board of Trustees meets the fourth Wednesday of every month in the BCSA Community Building beginning at 7:00 P.M. All residents are not only invited but urged to attend often.

In addition to the Board of Trustees, your Association has the following standing committees in which any resident in good standing may participate: the Architectural Review Board, Finance, Maintenance, Communications, Recreation, Pool, and Safety and Security. Residents are encouraged to join these committees since they are always in need of participants. For information concerning committee meeting dates, times, etc., please contact the BCSA office at (609) 234-3363.

BCSA MANAGEMENT COMPANY

A management company is retained by the Board of Trustees to conduct the day-to-day operations of BCSA. Their services are funded by your monthly assessment. The resident manager assigned by the management company acts with the authority of the Association in accordance with established policies and BCSA guidelines and is accountable to the Board of Trustees.

The management company provides the personnel necessary to perform all BCSA operational services, such as: bookkeeping, promulgation of rules and regulations, weekly site inspections, processing mainte-

nance requests and other duties as directed by the Board of Trustees.

BCSA Management is available to help you make your living experience at Birchfield more enjoyable.

OFFICE HOURS: Monday through Friday 9:00 am till 3:00 pm. PHONE: (609) 234-3363 (Answering machine is on after hours)

All correspondence should be sent to:

BCSA
1000 Birchfield Ct.
Mt. Laurel, New Jersey 08054

BCSA BILLING

The services provided by BCSA such as maintenance of common areas, and operation of recreational facilities, are provided by the homeowner's assessments. Each homeowner is assessed a monthly fee (General Rate) for these services. In addition, each homeowner pays a monthly fee related to the operation and maintenance of their parcel (Parcel Rate). The two fees are paid together as described in the following paragraphs.

The budget provided to you at settlement defines BCSA authorized expenditures covered by payment of your monthly assessment.

Each unit owner, shortly after moving in, receives an assessment payment booklet with return envelopes. Both contain a tenant number which is used by the computer to identify the payment for the credit to the unit owner's account.

All Payments are due by the tenth (10) of the month, beginning the first month following settlement on your property. Payments not received by the last day of the month will be assessed a \$15.00 late fee. (Except for condos) Checks should be made payable to Birchfield Community Services Association (BCSA). Payments for condo units should be made payable to the applicable condo association. Checks should be mailed to the bank designated on the envelopes provided.

RECREATION AND FACILITIES

Forms of recreation available to residents within Birchfield include:

1. **The Community Center:** Located adjacent to the pool on Birchfield Drive, contains facilities for card playing, ping-pong, shuffleboard, bumper pool, or just socializing.
2. **Tennis Courts:** Two Courts available; one on North Lake Drive and one on South Lake Drive.
3. **Fishing** in three on-site lakes. A State License is required, call 234-0001.
4. **Pool:** Open during Summer months from Memorial Day to Labor Day. A picture ID badge is required and can be obtained at the BCSA office. Guests are permitted at a nominal fee. Regulations are posted at the pool and published in Branching Out.
5. **Basketball courts and baseball fields** are available for resident's use at all times.
6. **The Community Center** can be rented for legitimate social functions by residents in good standing, for a nominal fee. The BCSA office has information and applications.

TRASH COLLECTION

SINGLE FAMILY HOMES AND TOWNHOMES

1. From mid June to Labor Day there are two collections weekly: Monday and Thursday.
2. After Labor Day collection reverts to once a week, on Mondays. Should there be an official holiday celebrated on Monday, the trash will be picked up the following day.
3. Garbage and trash must be in heavy duty plastic bags or plastic containers and placed curbside no earlier than 24 hours prior to collection.
4. Home owners are not permitted to discard their trash in dumpsters assigned to condo areas. Bulky items, such as appliances, furniture, mattresses, carpeting, etc. may not be placed curbside without first arranging for collection with the Township Department of Public Works, 234-0001.

CONDOMINIUMS

1. Condominium owners must place all trash in assigned dumpster with the exception of recyclable items.
2. Trash may not be placed alongside or on top of dumpster for any reason.
3. Bulk items such as appliances, furniture, mattresses, carpeting, etc. may not be placed in dumpster area. Residents must make their own arrangements for disposal of these items. (Department of Public Works will not pick up from condo areas).
4. Large boxes must be broken down before being placed in dumpster.

RECYCLING

The State of New Jersey mandates that all paper, glass and aluminum be separated and placed for collection separately from standard trash. Recyclables are to be placed at curbside (except for condos) only on days scheduled for collection. Appropriate recycling buckets are to be obtained from the Department of Public Works together with instructions on how to separate recyclables. In condo areas, designated receptacles are provided for recyclable items. Recyclable items may also be dropped off at the drop-off center at the Municipal Building, 100 Mt. Laurel Road.

Residents are requested to pick up all trash and recyclables not picked up or strewn about, and to store them until the next collection date.

LEASING OF UNITS

In accordance with the Declaration of Covenants and Restrictions, owners can lease their properties for a period of not less than 180 days (six months). All owners who lease their property must provide the Association with a copy of the lease within ten days of execution. The Association must also be provided with a completed Occupant Registration form, available from the BCSA office.

ARCHITECTURAL REVIEW BOARD (ARB)

The purpose of the ARB is to preserve and protect the current aesthetic character and environment of the Birchfield Community. The present theme of natural tones should be extended to any improvement. To this end, the ARB has formulated Guidelines designed to maintain the original environment of your community, and thereby enhance property values. Some of the Guidelines (available in complete form at the BCSA Office) are as follows:

All *exterior improvements*, modifications or alterations shall generally conform in style, material, color and design to that of the original home.

Each home owner / resident will submit a written proposal for exterior addition, change, alteration or improvement to a property using the Architectural Review Board Request for Review form. The proposal will contain a description of the project, including: height, width, length, size, shape, color, materials and location of the proposed improvements. Photographs or sketches of similar completed projects will aid in the consideration. If the alteration affects the existing drainage pattern, the proposed revised drainage pattern must be included. Oral requests will not be considered.

Each *addition, change or alteration* must be specifically approved even though the proposed improvement conforms to the Declaration of Covenants and Restrictions, and even when a similar or substantially identical improvement has been previously approved by the Architectural Review Board.

The applicant shall be informed, in writing, of the action taken by the Architectural Review Board.

If the applicant fails to receive a reply from the Board within thirty (30) days of the first ARB meeting following submission of the application, the request shall be considered to have been approved.

If the proposal is rejected, the Architectural Review Board shall state, as part of its written decision, the reason(s) for disapproval.

The *applicant* may *appeal* adverse decisions of the Architectural Review Board to the Board of Trustees. The Board of Trustees may reverse or modify such decisions by a two-thirds vote of the Trustees (i.e., 6

of the 9-member Board).

All statements of alleged violations of protective covenants must be submitted in writing to the Board of Trustees.

The Board of Trustees will determine the appropriate disposition of the matter after the validity of the violation has been established.

In all cases, the name of the unit owner(s) responsible for the alleged violations shall be kept confidential until the alleged violation has been established.

In all cases, the name of the complainant shall be kept confidential.

Any *addition* to an existing building, any *exterior alteration, modification or change* to an existing building or any new detached structure must have the approval of the Architectural Review Board before any work is undertaken. Examples of such projects include a deck, greenhouse, storage shed and fireplace.

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

In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.

Awnings, shutters and other means of *sunshielding* on house exterior, as a general rule, are not felt to enhance the aesthetic qualities of a community and are therefore discouraged.

Storm and screen windows and doors must conform with the architectural character (material and style) and color scheme of the home.

Permanent type backyard *swimming pools* must have the approval of the ARB before any work is undertaken. Permanent swimming pools will be approved by the Board only after careful consideration of the effect such a pool will have on neighboring lots. Permanent above ground pools are not permitted. Temporary swimming pools above grade having a depth less than 24" require no approval from the Board.

The Architectural Review Board will not consider an application for the construction of a permanent type backyard swimming pool unless the application is accompanied by an application for an acceptable fence design.

Clothes lines, as a general rule, are not felt to enhance the aesthetic qualities of a community and are therefore discouraged. However application will be considered with fencing used to screen the clothes line.

Any exposed exterior antennas are not permitted.

Landscaping and planting in general are encouraged provided they are compatible with the general community plan. The Architectural Review Board must review all major landscaping plans prior to commencement of work. Trees, hedges and shrubs which restrict sight lines for vehicular traffic shall be cut back or removed. Lawn arrangements, statues, bird baths, etc., shall not be prominently displayed.

Fences are traditionally used as a means of physical and visual separation. As residential lots have become smaller, it has become desirable to visually extend the boundaries. Proper use of fencing can create this effect. Any fence or screen must have the approval of the Architectural Review Board before installation is undertaken. In general, fences shall be of board-on-board construction and will not exceed a height of 5 feet above grade.

PETS, AND VEHICLE PARKING

The Township of Mount Laurel has a "pooper scooper law" which requires all pet owners to clean up after their animals. In addition, many owners allow their cats to roam causing extensive damage to shrubbery, as well as motor vehicles. Pet owners need to be considerate of their neighbors, clean up after their pets, contain their cats and always walk their dogs on a leash and carry a "pooper scooper".

The following classes of vehicles may be parked on or in front of any property provided parked vehicle does not obstruct fire lanes or passage of maintenance equipment:

- a. Passenger cars and station wagons.
- b. Van type motor vehicles rated at 3/4 ton capacity or less.

The following classes of vehicles may not be parked on or in front of any property except within an enclosed garage:

- a. Motor Homes
- b. Trailers
- c. Campers or camper-type add-ons

No commercial vehicles shall be left parked on any street or lot longer than is necessary to perform the business function of such vehicles in the area. It being the express intention of this restriction to prevent the parking of trucks or buses on streets or lots in Birchfield for a time greater than that which is necessary to accomplish the aforementioned business purpose. Commercial vehicles include pickup trucks, tow trucks, vans or vehicle used in a business or trade other than passenger cars. Any vehicle displaying external advertising for a business or trade, including passenger cars, are considered to be commercial vehicles. Company-owned passenger cars used as the primary source of transportation for the resident are not considered commercial vehicles.

No inoperable, disabled, abandoned or unregistered motor vehicle of any type shall be stored or parked on any lot or property except within an enclosed garage. No major automobile repair shall be carried out on any lot or property except in an enclosed garage.

NOTE: The complete ARB Guidelines are available at the BCSA Management Office.

GENERAL TOWNSHIP INFORMATION

HOUSES OF WORSHIP MT. LAUREL AND VICINITY

Church of the Nazarene
Apple Lane
Pastor Robert Ralph 234-0759

Congregation M'Kor Shalom
Evesham Road, Cherry Hill
Rabbi Fred Neulander 424-4220

Evangelical Presbyterian
Union Mill Road & Walton Avenue
Pastor Gary Englestad 778-5472

Fellowship Baptist Church
Hainsport-Mt. Laurel Road
Pastor Mark E. Willey 235-1697

Grace Brethren Church
South Church Street
Pastor Bob Spicer..... 234-3449

Heritage Baptist Church
Union Mill Road..... 234-1145

Masonville United Methodist
Centerton Road..... 234-0941

Mt. Laurel Chapel
Church Street
Pastor Wayne Gavel 234-7070

Our Lady Queen of Peace
Route 537 Hainesport
Father William McKeone 267-0230

St. John Neuman
Hainesport-Mt. Laurel Road
Pastor Vittorino Zanni 235-1330

Providence Chapel
Reformed Episcopal Church
Hartford Road Rev. Frank Spadafora..... 234-4967

Congregation Beth Tikvah
Evesboro-Medford Road
Marlton, N.J.
Rabbi Gary Gans 983-8090

MOUNT LAUREL TOWNSHIP ADMINISTRATION & SERVICES

Mount Laurel is one of forty townships and municipalities in Burlington County. Due to its location, Mount Laurel has been called the key to this South Jersey area. This makes us a leader. Mount Laurel Township comprises an area of 22.15 square miles and has a population of approximately 35,000. Nowhere in the Philadelphia-South Jersey area is there still as much desirable undeveloped land; thus the area is certain to continue to grow as a center of industry, commerce and residence.

OFFICE OF MUNICIPAL CLERK

Please direct questions regarding your property to this office. The Municipal Clerk is also responsible for all official records, information and licenses not specifically handled by other departments.

OFFICE OF THE ASSESSOR

The Tax Assessor is responsible for locating, recording and establishing assessment on all property. Also available are Homestead Rebate applications, and veteran, widow of veteran, senior citizen, surviving spouse and disabled person deduction applications.

OFFICE OF TAX COLLECTOR

Collection of quarterly taxes.

DOG REGISTRAR The Township requires that all dogs over six months of age be registered and protected against rabies. All dog licenses expire on January 31 of each year and can be renewed in person or by mail with evidence of current rabies vaccination. The Township also enforces a scoop law.

COMMUNITY DEVELOPMENT OFFICE

This office insures that all zoning and construction regulations are followed and assists the general public with questions involving their health, safety and welfare.

PLANNING AND ZONING OFFICE

The zoning officer will answer questions about zoning regulations.

PUBLIC WORKS

Please direct questions regarding trash collection or disposal of large items to Public Works.

POLICE DEPARTMENT

A full service department provides around-the-clock coverage to Mount Laurel's 22 square-mile area and 167 miles of state, county and township roads. Working with this professional service, Mount Laurel's volunteer network of Neighborhood Watches has also helped to deter criminal activity.

FIRE COMPANIES AND FIRST AID SQUADS

Fellowship and Masonville First Aid Squads are volunteer services which are responsible for furnishing first aid and emergency help to township residents. Two full-time emergency medical technicians are also employed by the township.

MUNICIPAL UTILITIES AUTHORITY

Information about billing and/or any other matter pertaining to water and sewer can be obtained from the MUA.

RECREATION DEPARTMENT

Laurel Acres Park is located between South Church Street and Union Mill Road. The department sponsors year-round recreation programs for residents of all ages and manages other recreation facilities.

FREE PUBLIC LIBRARY

The library located adjacent to the Municipal Building is open all year through Friday from 10:00 am to 9:00 pm. During the winter it is also open on Saturday from 10:00 am to 4:00 pm and Sunday from 1:00 pm to 5:00 pm.

SENIOR CITIZEN CENTER

Mount Laurel Senior Citizens meet every Wednesday at the Senior Citizen Building located on

Moorestown-Mt. Laurel Road between Union Mill and Hainesport Roads. The Center is open two days a week-Tuesday and Thursday from 10:00 am to 3:00 pm. For information call the Recreation Department 234-0001.

AREA HEALTH SERVICES

POISON CONTROL	1-800-962-1253
WEST JERSEY, MARLTON.....	596-3500
MEMORIAL HOSPITAL OF BURLINGTON COUNTY.....	267-0700
MT. HOLLY	
OUR LADY OF LOURDES HOSPITAL, CAMDEN.....	757-3500
VISITING NURSE ASSOCIATION	235-0462
WEST JERSEY HOSPITAL, VOORHEES.....	722-5000
ZURBRUGG MEMORIAL HOSPITAL, RANCOCAS.....	835-2900

UTILITIES

PSE&G.....	428-4900
NEW JERSEY BELL TELEPHONE (REPAIR 611).....	784-9950

FEDERAL GOVERNMENT

IRS.....	1-800-424-1040
SOCIAL SECURITY ADMINISTRATION.....	1-800-234-5772
SENIOR CITIZEN HOTLINE.....	1-800-431-1712

MOUNT LAUREL TOWNSHIP TELEPHONE NUMBERS

POLICE	234-1414
FIRE.....	234-8300
AMBULANCE.....	234-8300
TOWNSHIP COUNCIL & MAYOR	234-0001
TOWNSHIP CLERK	234-0001
PLANNING & ZONING OFFICE.....	234-0001
PUBLIC WORKS DEPARTMENT	234-0001
TAX ASSESSOR	234-6772
TAX COLLECTOR.....	778-9596
TOWNSHIP COURT.....	234-2003
COMMUNITY DEVELOPMENT	234-9686
MUNICIPAL UTILITIES AUTHORITY	234-0062
RECREATION DEPARTMENT.....	234-0001
MOUNT LAUREL FREE PUBLIC LIBRARY.....	234-7319
POST OFFICE.....	866-1572
DOG REGISTRAR.....	234-0001
ANIMAL CONTROL WARDEN.....	663-3748
NEWCOMER'S CLUB.....	866-2887
VOTER'S REGISTRATION.....	234-0001