

SCHOOLHOUSE MEWS CONDOMINIUM ASSOCIATION

Revised 01/11/01

HOMEOWNER'S MANUAL



Property Management

Set your "Sites" on TARGET!

733 E. Route 70, Suite 407

Marlton, New Jersey 08053-2350

(856) 988-8000 / fax (856) 988-8661

MEMORANDUM

TO: ALL UNIT OWNERS
SCHOOL HOUSE MEWS CONDOMINIUM ASSOCIATION

SUBJECT: HOMEOWNER'S HANDBOOK

Attached is your Homeowner's Book which has been created by Management and approved by your Board of Directors at the January 11, 2001 Board meeting. Please review this book carefully. Also attached is a registration form, which should be completed with all information pertaining to your home and returned to our office within ten (10) business days. We are in the process of updating our resident information. This information is strictly confidential and will be kept in the permanent records. The only people with access to this information will be the employees of Target Property Management and the School House Mews Board of Directors (should they require it).

Please forward the completed form to our office within ten (10) business days. Our address is:

Target Property Management
733 East Route 70, Suite 407
Marlton, NJ 08053

For all investor owners, please provide your tenants with a copy of this book. The book should stay with the residents who live in the community. Investor owners are also being advised to take notice of the new regulations pertaining to renters as found in the enclosed Leasing Packet.

Thank you for your cooperation in this matter.

ABOUT THE ASSOCIATION...

The Board of Directors welcomes you to School House Mews. We would like to take this opportunity to acquaint you with the Association, of which each homeowner in our community is a member.

Our Association was formed as a self-supporting non-profit corporation in the State of New Jersey in September of 1988. The Association as a body owns certain ground to be used for ingress and egress, parking, open space and drainage facilities. A total of 58 condominium units make up the Association. It is the Association's responsibility to maintain these areas in a safe and aesthetic condition. In addition, every resident is bound by the Rules & Regulations, Procedures, Master Deed & by-laws which were designed to keep our community attractive and well-maintained. These standards enhance our quality of life as well as the value of our homes. The Rules & Regulations and Procedures are included in this homeowner's manual. Copies of the Master Deed & By-Laws, which should be kept by each homeowner and transferred to any new buyer, are available online at www.condocerts.com for a nominal cost.

The condominium concept of the School House Mews will allow you maintenance free living and the time to enjoy your beautiful home and landscaped grounds.

Board meetings are currently held monthly. We ask that you contact the management office in advance if you wish to attend a monthly meeting. This will allow us to arrange for a larger room if necessary.

Enclosed are the current Association Rules and Regulations as well as various procedures. This booklet, along with the Public Offering Statement containing the Master Deed and By-Laws (which you received at settlement), will enable you to familiarize yourself with the School House Mews community. Please retain it for your future reference. We will send additions and revisions, as they become necessary. Please advise us when your unit is sold so that we may forward a copy of this homeowner's book to the new unit owner. If you do not receive a copy of the Public Offering Statement at a settlement, Management can arrange to issue you a copy.

There is an annual Association fee, which is payable on a monthly basis. Association fees are due by the first of each month. A coupon book will be issued for all homeowners.

We trust that you will enjoy living in School House Mews and that you will find enjoyment in participating in the community activities that are available to all members in good standing.

Please feel free to call the management office with any questions or comments.

ABOUT THE MANAGEMENT COMPANY...

Target Property Management has been retained by your Board to administer the functions and services of the Association. The Association utilizes your monthly maintenance fees to cover the costs of maintaining and insuring the common elements, (including landscaping & snow removal,) sprinklers (water & maintenance), and management of the Association.

Target's financial management services assure control and overall fiscal integrity. We have an Emergency Response Program that is available seven (7) days a week, twenty-four (24) hours a day. All managers, as well as the trained staff of professionals, can be paged in cases of emergencies.

The School House Mews Condominium Association deals only with the exterior of your homes and the common areas. We will be available to help in any way, which can make your living experience at School House Mews more enjoyable.

We can be reached by phone, which has twenty-four hour emergency message capability, at (856) 988-8000. The office hours are 9:00 - 5:00 P.M., Monday through Friday. Please send all correspondence to:

School House Mews Condominium Association
c/o Target Property Management
733 East Route 70, Suite 407
Marlton, NJ 08053

PLEASE MAKE YOUR MONTHLY DUES CHECKS PAYABLE TO "SCHOOL HOUSE MEWS CONDOMINIUM ASSOCIATION." DON'T FORGET TO INCLUDE YOUR UNIT NUMBER ON YOUR CHECK AND REMIT IT ALONG WITH YOUR COUPON EACH MONTH.

A **\$15.00** late fee will be charged to any homeowner whose total monthly Association dues are not received **fifteen** days after they are due. This fee will be in addition to the monthly dues.

There will be a processing fee for checks returned for insufficient funds and will be charged in addition to any late fees incurred.

ASSOCIATION DUES ARE DUE AND PAYABLE EVERY MONTH.

All dues payments should be sent directly to the address indicated on the coupon book.

WHAT IS A CONDOMINIUM?

The word condominium, strictly speaking, means "ownership in common." It applies to dwelling units within a larger building or to the building itself, or even to the whole group of buildings and related land that make up the complete community.

Condominium ownership involves two kinds of legal interest: sole ownership of the interior of your dwelling unit, and joint ownership of the common area, such as corridors, lobbies and grounds - all the areas and structures not included in the interior of the individual dwelling units.

Although the principle of condominium ownership dates back to early Rome, it was only in the last few decades that acts defining condominiums as real property were written into state laws. This enabling legislation made it possible for someone living in a multi-family structure to get many of the same benefits enjoyed by people living in single-family homes. Condominium ownership gave the apartment dweller the same tax deductions, the same opportunity for equity appreciation, and the same independence enjoyed by other property owners.

Why has it taken so long for such a good idea to become practical? Because the joint ownership of the common areas makes the condominium different from other kinds of property. The problem of how that joint ownership could be made to work to the mutual benefit of the owners had to be solved.

The solution was simple: democracy. Condominium communities function as miniature democracies in managing their affairs. The electorate is the "Association," and every condominium owner is a member.

On behalf of your Association, a democratically elected Board of five Directors oversees the operation of the community. Advising the Board of Directors are various committees. The Board is comprised of a President, one or more Vice Presidents, a Treasurer, and a Secretary. Most condominium associations retain a property management company to direct the day-to-day operation.

When you live in or visit an attractive condominium community where things look well maintained and people are happy, you're seeing the results of democracy in action.

WHO IS RESPONSIBLE FOR DOING WHAT?

There are three responsible parties in a condominium community's business:

1. The Unit owner
2. The Association
3. The Managing agent

It's important to understand the responsibilities of all, particularly as they apply to maintenance.

YOUR RESPONSIBILITIES AS A UNIT OWNER

You are responsible for your home and its maintenance. Everything inside your door is yours, and yours to care for. Walls, ceilings, floor surfaces, cabinets, plumbing, electrical system, appliance, fixtures, hardware, floor coverings, doors, windows, and everything else that goes to make up a home. If these require service or repair, you must do the work or arrange to have it done. You are also responsible for adherence to the Rules & Regulations established by the Association.

THE ASSOCIATION'S RESPONSIBILITY

Your Association is responsible for maintenance and upkeep of all common areas in the building and the grounds. It is also responsible for operation of all systems; including water, plumbing, and electricity, up to the point where they enter your home. It is responsible for the conduct of the Association's business in general. Finally, it is responsible for administration of the By-Laws of the Association and any regulations established by the Association.

In practice these responsibilities are borne by the Board of Directors, supported by committees elected or appointed to advise the Board on particular aspects of the operation.

(SEE RESPONSIBILITY CHART ON FOLLOWING PAGES FOR REFERENCE)

BOARD OF DIRECTORS

The Association is governed by a five member Board of Directors. According to the master deed and By-Laws, the Board is responsible for the administration and management of the condominium property including but not limited to: hiring of legal counsel; auditing the books of the association and enforcing the rules and regulations of the association.

Directors serve one and two year terms without compensation. There is a general membership (unit owner) meeting held once a year. General business is conducted and members of the Board of Directors are elected; however, members are encouraged to attend any of the monthly Board meetings.

(all components are not featured in all units)	OWNERSHIP	ASSOCIATION RESPONSIBILITY	OWNER RESPONSIBILITY
Roof (asphalt shingles) Flashing	CE	Repair Replacement	None
Foundations, Fittings, beams, supports, bearing walls & floors between Units	CE	Repair Replacement	None
All exterior doors, interior doors and storm doors, window frames, windows, skylights, skylight flashing, panes and systems	U	None	Repair Replacement
Gutters Downspouts Splash Block	CE	Repair Maintenance Replacement	None
Exterior siding and treatments	CE	Repair Power washing replacement (if ever needed)	None
Soffits, fascia, trim	CE	Repair Painting Replacement (if ever needed)	None
Chimney Exteriors	CE	Maintenance Replacement (if ever needed)	None
Chimney or Flues	U	None	Cleaning Repair Maintenance
Interior Walls & partitions, gypsum board, facing material on walls & ceilings, decorated surfaces of floor	U	None	Repairs and Maintenance
Patio, decks, stoops, balconies	LCE	Repair Maintenance and Replacement	Routine cleaning and snow clearing
Plumbing and plumbing fixtures, electrical and Master antenna wiring, dryer vent cleaning if services one home, extending from interior surface of unit	U	None	Repair Maintenance Replacement
HVAC units (even if located outside of home)	U	None	Repair Maintenance Replacement
All equipment or appliances exclusively servicing a unit	U	None	Repair Maintenance Replacement
Exterior stairways to unit	LCE	Repair Replacement	Routine cleaning & snow clearing
Private streets, driveways, curbs, sidewalks, parking areas	CE	Snow clearing Resealing Resurfacing	None

Exterior lighting	CE	Maintenance Replacement	None
All landscape material on the property including turf, planted beds, shrubs, trees	CE	Mowing Fertilization Weed Control Replacement	None
Sewer laterals, utility lines, sprinkler system	CE	Repairs Maintenance	None
Plantings by Unit Owner	CE	None	Care & Replacement

Note: The above chart represents a summary only. The test of the Master Deed should be consulted on issues of identifying the Units and Common Elements

Key: U=Unit Owner LCE= Limited Common Element CE=Common Element

RESPONSIBILITIES OF THE MANAGING AGENT

Routine operations are usually delegated to a professional management agent retained by the Board on behalf of the Association within already established guidelines. The Managing agent is accountable to the Board of Directors.

The management company hires and supervises the personnel required for all building operations, handles bookkeeping, monitors adherence to regulations, makes weekly site inspections of the complex to report all maintenance requests and carries out other activities as instructed by the Board of Directors. They respond to all telephone calls or correspondence relating to such items as work orders, account inquiries, informational requests, etc., within 72 hours of receipt. The financial management services of a management company assure control and overall fiscal integrity. They will have an emergency response program that is available seven (7) days a week, twenty-four (24) hours a day. All managers, as well as the trained staff of professionals, can be paged in cases of emergencies.

The Association, its agent and employees may affect emergency or other necessary repairs, which the unit owner has failed to perform at such unit owner's expense. The association shall first make a reasonable attempt to notify the unit owner before effecting emergency or other necessary repairs. In the case of necessary repairs other than emergency repairs, the Association shall specify a reasonable period of time in such notice for the completion of such repairs.

ASSOCIATION PROCEDURES

All **new** unit owners will be responsible for a one time fee of \$200.00 to be deposited into the Capital Contribution Account. By the regulation of the Master Deed Exhibit and By-Laws of the School House Mews Condominium Association, each new owner is required to make this one time payment to the Association. The Board is required to allocate a portion of all working capital collected per fiscal year to a reserve fund. This reserve fund will be utilized in the event of a major expense such as replacement of roofing, siding, exterior painting, etc. The Board and the homeowners will work together to determine the necessity and extent of such repair work.

The Board has approved the following procedures, which have been in effect since January 27, 1994:

1. All **new** unit owners will be assessed a **one-time** set up fee of \$50.00 to the Association for administrative costs.
2. A \$15.00 late fee will be charged to any unit owner whose total monthly Association dues are not received **on or before** the fifteenth (15th) of the month due.

This fee will be in addition to monthly dues, and will be charged for **each** month dues are late.

3. There will be a processing fee for checks returned for insufficient funds and will be charged in addition to any late fees incurred.

ASSOCIATION DUES ARE DUE AND PAYABLE THE FIRST OF EACH MONTH.

Any questions regarding these procedures can be directed to the managing agent.

ASSOCIATION DUES

The expenses of the Common and Limited Common Elements of School House Mews, including maintenance and other costs, shall be paid for by all unit owners through the Association's assessments.

There are current monthly assessments (a current budget will be provided upon request). Payment is due on the first of each month, payable to School House Mews. Please include your unit number on your check and remit it along with the coupon for the month. Delinquent accounts are handled in the following order:

1. Management issues a delinquency letter after the account is ten (10) days delinquent.
2. Management and/or attorney issues a second delinquency letter which advises that the following actions will be taken if payment is not received within thirty (30) days of the original delinquency letter (account will be two months delinquent at this point):
 - a. Action to collect principal amount owed.
 - b. Action to collect late charges assessed.
 - c. Action to collect interest assessed.
 - d. Action to collect accelerated amount due.
 - e. Action to collect collection costs.
 - e. Suspension of rights as an Association member.
 - f. Reporting of delinquency to your mortgage company.
 - g. A judgment will be taken and a lien will be filed against the unit owner's account.
 - h. Appropriate execution of the judgment will be made, including but not limited to garnishment of wages and bank accounts, and sale of furniture.
3. An attorney will begin collections process as described above if full payment is not received within thirty (30) days. At this point, account will be two (2) months delinquent.

As per the By-Laws, your maintenance fees are due annually, but as a convenience, you may pay on a monthly basis. If you are delinquent, the Board has the right to accelerate the amount owed for the rest of the year and proceed to collect on the entire amount.

The Association can only maintain a proper cash flow for the operating expenses of the Association, as well as the Reserve account for the Association, if monthly maintenance fees are paid in a prompt and timely fashion.

Please remember that we do not send out bills; however, we do issue coupon books at the end of the year for the next year. We must receive your payment on or before the **FIFTEENTH** (15th) of the month or you will be subject to a late payment of \$15.00. **There will be no exceptions made.**

**PROCEDURES FOR HANDLING VIOLATIONS
(UNIT OWNER COMPLAINT)**

In the event you wish to file a complaint with the Board regarding violations of the Rules and Regulations, you should follow the procedures set forth below.

1. Contact the management office and write a complaint letter providing the date, time, place, and identity of the violation. Management can only act if written documentation of the incident has been provided.
2. Management will then notify the alleged violator by regular mail advising them to cease the prohibited activity immediately. A copy of this letter will be sent to the complainant to keep them apprised of the situation.
3. In the event the violation continues, complainant must notify the manager of the continuation of the violation, write another complaint letter, and send it to the management office.
4. Management will issue a letter to the alleged violator explaining that they may be subject to a fine for the repeated violation and they will be requested to meet with the Board prior to the levying of the fine.
5. If the alleged violator does not meet with the Board within the specified time frame, the fine will be imposed, and will be deemed valid. The fine will be attached to the account. A copy of this letter will be sent to the complainant to keep them apprised of the situation.

**PROCEDURES FOR HANDLING VIOLATIONS
(AS NOTED ON MANAGEMENT INSPECTIONS)**

In the event that Management notices any violations of the Rules & Regulations on its site inspections, the following procedures have been approved by the Board of Directors at the January 27, 1994 meeting.

1. Management performs site inspections of the property on a regular basis. Any maintenance items and violations of the Rules & Regulations are noted.
2. An "Inspection Report" is generated from the hand-written notes taken by the property manager or property administrator.
3. Work orders are issued for any maintenance problems. First warning letters (violation letters) are issued to the unit owner if an infraction is noted. If the unit owner is an investor and if the investor has provided information regarding the tenant, a copy of the violation letter will be issued to the tenant. If the investor owner has not provided management with any tenant information, the unit owner will be the sole recipient of the violation letter. Please keep in mind that the unit owner is responsible for the actions of his tenant.
4. The unit owner is given ten (10) days to rectify the problem. If the problem has not been resolved within this time frame, Management will issue a fine against the unit owner, as established by the Board of Directors, via certified and regular mail.
5. The unit owner will have the opportunity to request a hearing within ten (10) days. This request should be issued to the management company in writing. If a hearing is not requested, the fine will remain on the account as imposed.
6. If a hearing is requested, the Hearing/ Covenants Committee will preside at the hearing. A representative from the managing agent (Complainant) and the alleged violator (Unit owner and if applicable, Tenant) must be present. The Hearing/ Covenants Committee will hear both sides and a decision will be reached as to whether to rescind the fine or deem it valid. If the decision is disputed, the disputing party may bring this matter before the Board of Directors by written request.

SCHOOL HOUSE MEWS RULES AND REGULATIONS

All fines will be levied on a per violation basis unless otherwise noted. All fines will be \$25.00 per occurrence unless otherwise noted after the specific rule. Violation warning letters will state the time period allowed for correction of the violation before the fine is imposed.

A. USE OF UNITS

1. Each unit is intended to be and shall only be used as a single-family residence.
2. No unit may be used for the conduct of any commercial enterprise. No resident shall post any advertisement or posters of any kind, including "for Sale" signs except as authorized by the Association. This restriction shall not apply to the Grantor's office, samples and/or sales and display areas during the selling period.
3. A Unit owner or tenant will be financially responsible for any and all legal fees incurred by the Association as a direct result of said party's institution of suit or retaining of an attorney against the Association due to fines levied against them, special assessments of any kind or any other situations where the Association is found to be correct in their position.

FINE \$100.00
4. Parents or guardians shall be held responsible for the actions of their minor children and their guests. Any damage to any portion of the Common or Limited Common Elements caused by a Unit owner or tenant or the minor children, guests, or invitees of same shall be repaired at the expense of said Unit owner.

FINE \$50.00
Plus Cost of Repair
5. A minimum temperature of 55 degrees Fahrenheit will be maintained in all units during the cold weather months between November and May to prevent potential damage to common plumbing through freezing of pipes.

FINE \$75.00
Plus Cost of Repair
6. Any plastic used to cover windows and patio doors for energy conservation in winter shall be affixed inside the unit, not on the outside, and must be invisible from the outside.
7. No alterations to the exterior of the units, decks, terraces, fences or common elements or limited common elements may be made without written approval of the Association. No enclosures, extensions, alterations or screening of the deck areas are permitted.
8. No unit owner shall make any modifications or alterations within his unit affecting a "bearing wall" or other common element without the written approval of the Board of Directors.

9. Garbage and trash must be placed in trash containers in the unit's designated location. Collection will be provided by management or by municipal government.

Garbage must be placed in appropriate plastic bags and tied shut prior to being placed in the appropriate trash dumpster. Plastic bags such as those given out by grocery stores are unsuitable. Garbage and trash are to be placed in trash dumpsters only, **NOT THE RECYCLING DUMPSTER**. Do not place trash on top of or on the ground beside the trash dumpsters. Dumpster lids are to be kept closed at all times.

10. Recycling of glass, tin, aluminum, and paper is mandatory. The dumpster for newspapers, cardboard, and other paper is located on Chalkboard Court near the trash area at the corner of Chalkboard and Eraser Road and is clearly marked for "Recycling."

Never put paper in plastic bags, even if it is raining. Cardboard cartons are to be flattened. Do not leave boxes on the ground next to the recycling dumpster. "Newspaper" constitutes only that material found in daily or Sunday newspapers and does not include soiled newspaper.

"Cardboard" consists of clean, corrugated cardboard cartons and clean gray-colored cardboard boxes (e.g. cereal boxes) and does not include soiled cardboard, plastic or wax coated cardboard, pizza boxes, or any food-contaminated cardboard. "Other Paper" is magazines, computer paper, brown paper bags, and office and school paper but does not include envelopes, shredded paper, hardback books, and soiled or food-contaminated paper.

Metal lids and caps must be removed from glass bottles. All bottles, aluminum cans and tin cans must be rinsed thoroughly before placing them in the appropriate bin. Labels do not have to be removed. Paint cans, aerosol cans, oil cans, and any non-food or non-beverage cans are not to be placed in the recycling bin. Plastics and bottles do not have to be separated.

11. No radio or television antenna of any type nor any air conditioning unit (except as originally located by Grantor), flood light or any other equipment or appurtenance or any wiring for any purpose may be installed on the exterior of the building or protrude through the walls, windows or roof of a unit without the written consent of the Association. (See attachment for accepted Satellite dish guidelines.)
12. No unit owner or occupant may make or permit any disturbing noises, nor do or permit anything to be done by such persons who will interfere with the rights, comforts or convenience of other unit owners or occupants.
13. No unit owner or occupant may play or allow to be played any musical instrument, phonograph, radio or television set in his unit between the hours of 11:00 PM and 8:00 a.m. if the same shall disturb or annoy other unit owners or occupants of the condominium.
14. The hanging of awnings, garments, rugs or other personal property in the windows or from

any of the facade of the condominium is absolutely prohibited.

15. No noxious or offensive activity shall be carried on, in or upon the common elements or in any such unit, nor shall anything be done therein either willfully or negligence which may be or become an annoyance or nuisance to the other residents in the condominium.
16. No improper, offensive or unlawful use shall be made of any unit; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed.
17. Nothing shall be done to any unit or on or in the common elements which will impair the structural integrity of the buildings or which will structurally change the building. No unit owner (other than Grantor) may make any structural additions, alterations or improvements in or to his unit or in or to the common elements, without prior written approval of the Association. The Board of Directors of the Association shall have the obligation to answer any written request received by it from a unit owner for approval of a proposed structural addition, alteration or improvement in such unit owner's unit within thirty (30) days after receipt of such request and failure to do so within the stipulated time shall constitute a consent to the proposed structural addition, alteration or improvement.

Nothing contained herein shall be construed to prohibit the reasonable adaptation of any unit for handicap use.

18. No unit shall be occupied by any tenants whose names have not previously been provided to the Association.
19. All real property taxes, special or added assessments and other charges imposed by any taxing authority are to be separately assessed against and collected on each unit the ascribed percentage of common elements and any limited common elements as a single parcel, as provided in the Condominium Act, so that the Association shall not have to pay any real property taxes and assessments which may be assessed against the property as a whole before separate assessments for each unit are made, as provided for by the Condominium Act, shall be included in the Association's budget as a common expense.
20. Each unit owner shall pay for his own telephone, heat, electric, cable television, water and sewer and other utilities, if any, which are separately metered or billed to each user by the respective utility or private company. Utilities, which are not separately billed or metered, shall be treated as part of the common expenses.
21. No unit owner may advertise his unit for sale in a newspaper, magazine, radio or television or any other media using the name School House Mews Condominium to aid in the unit owner's sale effort without indicating that such sale is not part of the Grantor's sales program, so long as the Grantor owns one (1) unit or more in the ordinary course of business.
22. Only gas fired fireplaces, as installed by the Grantor, shall be permitted. Wood burning fireplaces

are specifically prohibited.

23. Each owner shall promptly furnish, perform and be responsible for, at his own expense, the repair, maintenance replacement, decoration of the interior of his own unit, including painting, wall papering, paneling, floor covering, draperies, window shades, screens, glass in window units, sliding glass doors and appliances, provided, however, that the Condominium Association, its agents and employees may effect emergency or other necessary repairs which the owner has failed to perform and charge the cost of same to the owner(s) involved. Maintenance, repairs and replacements of the plumbing fixtures and systems, heating and air conditioning systems, windows, doors, electrical systems and receptacles, breaker boxes, kitchen appliances and equipment and lighting fixtures within the apartment unit and servicing an individual apartment unit shall also be at the owner's sole cost and expense.
24. All drapes must be white lined.

B. USE OF COMMON AND LIMITED COMMON ELEMENTS

Common elements not directly related to units consist of walkways, parking areas, lighting and general open space. Limited Common Elements related to units consist of balconies/patios, and the stairways and entry ways required to obtain access to each condominium unit.

25. Decks shall be used only for the purposes intended and shall not be used for hanging garments or other objects or for cleaning rugs or other household items.
26. For Sale signs must be of standard size and only one sign is permitted in one window of each unit. Open house signs are not permitted on the Common Elements. No For Sale Signs are permitted until the Grantor has sold the remaining units.
27. Use of the Common Elements is restricted to members of the Condominium Association and their guests.
28. All sidewalks, walkways, and fire access roads on the property shall be used for pedestrian traffic only.
29. No bicycles, scooters, baby carriages or similar vehicles, toys or other personal articles shall be allowed to stand unattended for any period of time in any portion of the Common or Limited Common Elements. Bicycles are permitted on the back balconies/decks only.
30. No common areas or limited common areas, other than those described as such and appurtenant to each unit, may be used for any type of storage of any unit owner's property.
31. Exterior holiday lights will be permitted on decks, balconies, terraces, patios, and exterior portions of windows and front doors from any time after Thanksgiving until the 15th of January for

Christmas/Chanukah. No decorations will be permitted on the shrubs, bushes, or other landscaping. Decorations will be limited to the aforementioned locations.

32. Decorations are permitted on the above-referenced locations only for the following holidays:

- | | |
|----------------------|-------------------|
| - Valentine's Day | - President's Day |
| - St. Patrick's Day | - Easter |
| - Memorial Day | - 4th of July |
| - Halloween | - Thanksgiving |
| - Christmas/Chanukah | |

Decorations may be put up ten (10) days prior to the holiday and must be removed within five (5) days after the holiday (with the exception of Christmas/Chanukah decorations, which may stay up until the fifteenth (15th) of January.

33. Wreaths and other types of door hangings (other than holiday decorations) are permitted on front doors only, one per door. Any exceptions to this rule must first be submitted to the Board in writing.
34. No unit owner or occupant shall build plant or maintain any matter or thing upon, in, over or under the common elements, including the limited common elements, without prior written consent of the Association.
35. Unit owners shall not have any right to paint or otherwise decorate or change the appearance of any portion of the exterior of any building without prior written consent of the Association.

C. VEHICLES:

36. Automobiles may be parked only in the areas provided for that purpose. The occupant(s) of each unit is/are limited to parking two (2) vehicles per unit. Unit owners who have more than two vehicles must park them in the overflow areas (areas that are not directly in front of but are across the street from the buildings) until such time as spaces are designated. No parking area or common elements shall be used for the parking, storage or repair of:
- (a) Boats and/or trailers;
 - (b) House trailers;
 - (c) Campers;
 - (d) Trucks of over 3/4 tons (As per amendment of 9/22/97);
 - (e) Vans and pick-up trucks will be parked in the overflow areas;
 - (f) Motorcycles
 - (g) Commercial vehicles of any kind (As per amendment of 9/22/97);
 - (h) Vehicles parked in the parking area or common elements shall be free of commercial signage and/or commercial equipment (As per amendment of 9/2/97).

37. Motorcycles, motorbikes, mini-bikes, mopeds, or any other terrain vehicles shall not be parked or stored on patios/decks.
38. Automobile parking is permitted only in the white lined areas. No diagonal parking. No unit owner, tenant or guests shall park in front of the mailboxes, trash dumpsters, alongside curbs or behind another vehicle as to impeded free passage. No one shall park in the spaces marked "Handicapped" unless so indicated on the license plate of the vehicle or registered with the Association.

FINE \$50.00
Plus Towing Costs

39. Any vehicle without current registration, inspection sticker, or license plates, not removed within a 48 hour period, will be towed away at the owner's expense.

FINE \$50.00
Plus Towing Costs

D. PETS

40. Each Unit owner keeping or harboring any pet on the premises shall indemnify the Association and hold it harmless against any loss or liability of any kind whatsoever arising from or growing out of having such a pet on the premises.
41. No pet may stand unattended for any period of time anywhere in the complex.
42. All dogs must be on leashes under the control of the owner at all times.
43. Dogs used for the blind or employed by the Association for security purposes will be permitted in/on the Common or Limited Common Elements not to be restricted as to the size or weight.
44. Only 1 dog or 2 cats are permitted in a unit provided that they are not kept, bred or maintained for any commercial propose, and that they are housed within the unit.
45. No animals (except for a dog or cat) livestock or poultry of any kind shall be raised, bred or kept in any unit or in the common element.
46. No outside dog pens or chains are permitted. Pet owners walking animals on the common elements shall remove from the common elements any waste left by such pets.
47. Anyone walking a pet on the common elements must remove from the common elements, any waste left behind by the pet. Further, residents are required to have with them, at any time they are walking a pet, the means to remove such waste from the common elements, such as a "pooper scooper" or paper towels or a plastic bag. *****Should violations be reported to the Board of Directors, a written warning will be issued to the violator.***** Should the violation continue, a

fine will be assessed on any unit owner who violates this rule as determined by the Board of Directors.

48. In accordance with the By-Laws and the Rules and Regulations of the School House Mews Condominium Association (Exhibit 2, Item “g”, page 2 of the Public Offering Statement), all dogs must be kept on a leash when outside. When walking your dog, there will be restricted areas of the School House Mews property for use by the dogs. These areas consist of the open areas across from the buildings only. All common areas surrounding the fronts and sides of all buildings are **restricted**. Please be considerate of other homeowners when walking dogs in the rear of the buildings. All pet waste must be cleaned up and properly disposed of in accordance with the Rules and Regulations of the Association. If these guidelines are not followed, the following action will be necessary:

First Offense-	Written Notice
Second Offense-	\$25.00 fine
Third Offense-	\$50.00 fine

Repeated offenses beyond this point will have increasing fines of \$25.00 per occurrence.
(Dated October 10, 1999/ Executive Board of Directors Meeting)

E. PORCHES AND PATIOS (AS PER AMENDMENT OF 9/22/97)

49. No more than two (2) planters are allowed on the floor of the front porch and not larger than 16” in diameter and 14” high. **NO HANGING PLANTERS ON FRONT PORCH.**
Any planters that are hung on back PATIOS must be hung inside the railing line. Nothing is to be mounted on the outside of railing.

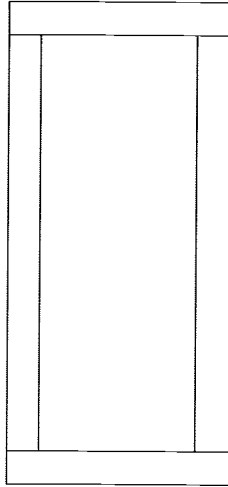
F. STORM DOOR GUIDELINES

50. All Residents of School House Mews who wish to install a storm door must install a Full view door. Storm doors must be white only in color with brass handles.

School House Mews Storm Door Guideline Adopted 12/14/00

a. All residents of School House Mews who wish to install a storm door must install a **full view** door with no bar. Storm doors must be **white** only in color.

Full view samples below:



b. Samples of the correct storm door can be located at 54 & 64 Eraser.

**SCHOOLHOUSE MEWS CONDOMINIUM
INTERIM RULES AND REGULATIONS
GOVERNING INSTALLATION OF ANTENNAS**

I. PREAMBLE

These rules are adopted by the *Board of Directors of The Schoolhouse Mews Condominium Association*, on the 16th day of December, 1998, effective immediately and as amended on the ___ day of _____, ____.

RECITALS

WHEREAS, the Schoolhouse Mews Condominium Association ("the Association") is responsible for governance and maintenance of the Schoolhouse Mews Condominium ("the Community"); and

WHEREAS, the Association exists pursuant to the New Jersey Condominium Act (the "Condominium Act") and the Master Deed for Schoolhouse Mews Condominium (the "Master Deed"); and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interests of the Community, pursuant to the Condominium Act and the Master Deed; and

WHEREAS, the Federal Communications Commission ("the FCC") adopted a rule effective October 14, 1996, preempting certain association restrictions on the installation, maintenance, and use of direct broadcast satellite, television broadcast, and multipoint distribution service antennas ("antennas"); and

WHEREAS, the Association desires and intends to adopt reasonable restrictions governing installation, maintenance and use of antennas in the best interests of the Community and consistent with the FCC rule.

NOW, THEREFORE, the Association adopts the following restrictions and regulations for the Community, hereinafter referred to as the "Rules", which shall be binding upon all owners and their grantees, lessees, tenants, occupants, successors, heirs, and assigns who currently or in the future may possess an interest in the Community, and which shall supersede any previously adopted rules on the same subject matter.

II. DEFINITIONS

- A. **Antenna**: Any device used for the receipt of video programming services, including direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS). A reception antenna that has limited transmission capability designed for the viewer to select or use video programming is a reception antenna, provided it meets FCC standards for radio frequency emission. A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.
- B. **Mast**: Structure to which an antenna is attached that raises the antenna height.
- C. **Transmission-only antenna**: Any antenna used solely to transmit radio, television, cellular, or other signals.
- D. **Owner**: Any association unit owner. For the purpose of this rule only, "owner" includes a tenant who has the written permission for the unit owner to install antennas.
- E. **Telecommunications signals**: Signals received by DBS, telephone broadcast, and MDS antennas.
- F. **Exclusive-use area**: Limited common area in which the owner has a direct or indirect ownership

interest and is designated for the exclusive use of the owner that is adjacent to the owner's unit, as defined in the Master Deed.

III. INSTALLATION RULES

A. Antenna Size and Type:

1. DBS antennas that are one meter or less in diameter may be installed. Antennas designed to receive satellite signals which are larger than one meter are prohibited.
2. MDS antennas one meter or less in diameter may be installed. MDS antennas larger than one meter are prohibited.
3. Antennas designed to receive television broadcast signals, regardless of size, may be installed.
4. Installations of transmission-only antennas are prohibited.
5. All antennas not covered by the FCC rule are prohibited.
6. No more than one antenna for each type of service may be installed by an owner.

B. Location:

1. Antennas must be installed solely in the owners' unit or on individually-owned property or an exclusive-use area, as designated on the Master Deed. (*i.e. any front or rear patio area, deck and/or balcony belonging to a unit.*) Installation of antennas on a limited common element does not convert the limited common element to individual property.
2. **If acceptable quality signals can be received by placing antennas inside a unit without unreasonable delay or unreasonable cost increase, then outdoor installation is prohibited.**
3. Antennas must not encroach upon any common elements, any other owner's individual unit or limited common element, or the air space of another owner's limited common element.
4. Antennas shall be located in a place shielded from view from outside the community or from other units to the maximum extent possible; provided, however, that nothing in this rule would require installation in an exclusive use area where an acceptable quality signal cannot be received. This section does not permit installation on common property, even if an acceptable quality signal cannot be received from an individually-owned or exclusive-use area.

C. Installation on Exclusive Use Areas:

1. Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal.
2. All installations shall be completed so they do not materially damage the common elements, limited common elements, or individual units, or void any warranties of the condominium association or other owners, or in any way impair the integrity of the building.
3. Any installer other than the owner shall provide the Association with an insurance certificate listing the association as a named insured prior to installation. Insurance shall meet the following minimum limits:
 - a. Contractor's General Liability (including completed operations): \$1,000,000.
 - b. Worker's Compensation: Statutory LimitsThe purpose of this regulation is to ensure that antennas are installed in a manner that complies with building and safety codes and manufacturer's instructions. Improper installation could cause damage to structures, posing a potential safety hazard to Association residents and personnel.
4. Antennas must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the antennas, including damage from wind velocity.
5. There shall be no penetrations of exterior, exclusive-use areas of the building unless it is necessary to receive an acceptable quality signal or it would unreasonably increase the cost

of antenna installation. The following devices shall be used unless they would prevent an acceptable quality signal or unreasonably increase the cost of antenna installation, maintenance or use:

- a.a. Devices that permit the transmission of telecommunications signals through a glass pane without cutting or drilling a hole through the glass pane;
 - b.b. Devices, such as ribbon cable, which permit the transmission of telecommunications signals into a residence through a window or door without penetrating the wall; or
 - c.c. Existing wiring for transmitting telecommunications signals and cable services signals.
6. If penetration of the exterior exclusive use areas is necessary, the penetration shall be properly waterproofed and sealed in accordance with applicable industry standards and building codes. The purpose of this rule is to prevent structural damage to the building and residences from moisture.

D. Maintenance:

1. Owners who install or maintain antennas are responsible for all associated costs, including but not limited to costs to:
 - a. a. Place (or replace), repair, maintain, and move or remove antennas;
 - b.b. Repair damage to any property caused by antenna installation, maintenance or use;
 - c.c. Pay medical expenses incurred by persons injured by antenna installation, maintenance, or use;
 - d.d. Reimburse residents or the Association for damage caused by antenna installation, maintenance or use;
 - e. Restore antenna installation sites to their original condition.
2. Owners shall not permit their antennas to fall into disrepair or to become a safety hazard. Owners shall be responsible for antenna maintenance, repair and replacement, and the correction of any safety hazard.
3. If antennas become detached, owners shall remove or repair such detachment within 72 hours of the detachment. If the detachment threatens safety, the Association may remove antennas at the expense of the owner.
4. Owners shall be responsible for antenna repainting or replacement if the exterior surface of antennas deteriorates.

E. Safety:

1. Antennas shall be installed and secured in a manner that complies with all applicable Township and state laws and regulations, regulations of utility companies regulating proximity to power lines and manufacturer's instructions. Owners, prior to installation, shall provide the Association with a copy of any applicable governmental permit if required for safety reasons.
2. Antennas shall not obstruct access to or exit from any unit, walkway, ingress or egress from an area, electrical service equipment, or any other areas necessary for the safe operation of the condominium. The purpose of this requirement is to ensure the safety of association residents and personnel and safe and easy access to the association's physical plant.
3. Installations must comply with all applicable codes, take aesthetic considerations into account, and minimize the impact to the exterior and structure of the owner's unit.
4. To prevent electrical and fire damage, antennas shall be permanently grounded.

IV. ANTENNA CAMOUFLAGING

- A. Antennas shall be painted to match the color of the structure to which they are installed (*e.g. wall, railing, etc.*). (*Owners should make sure that paint utilized will not degrade the signal.*)

- B. Camouflaging antennas through inexpensive screening or plants is required if antennas are visible from the street or other units.
- C. Exterior antenna wiring shall be installed so as to be minimally visible.

V. MAST INSTALLATION

- A. Mast height may be no higher than absolutely necessary to receive acceptable quality signals.
- B. Masts extending 12 feet or less beyond the roofline may be installed, subject to the regular notification process (see below). Masts extending more than 12 feet above the roofline must be pre-approved due to safety concerns posed by wind loads and the risk of falling antennas and masts. Applications for a mast higher than 12 feet must include a detailed description of the structure and anchorage of the antenna and the mast, as well as an explanation of the need for a mast higher than twelve feet. If this installation will pose a safety hazard to Association residents and personnel, then the Association may, prohibit such installation. The notice of rejection shall specify these safety risks.
- C. Masts must be installed by licensed and insured contractors.

VI. ANTENNA REMOVAL

Antenna removal requires restoration of the installation location to its original condition. Owners shall be responsible for all costs relating to restoration of this location.

VII. ASSOCIATION MAINTENANCE OF LOCATIONS UPON WHICH ANTENNAS ARE INSTALLED

- A. If antennas are installed on property that is maintained by the Association, the owners retain responsibility for antenna maintenance. Antennas must not be installed in a manner that will result in increased maintenance costs for the Association or for other residents. If increased maintenance or damage occurs, the owners are responsible for all such costs.
- B. If maintenance requires the temporary removal of antennas, the Association shall provide owners with 10 days written notice. Owners shall be responsible for removing or relocating antennas before maintenance begins and replacing antennas afterward. If they are not removed in the required time, then the Association may do so, at the owners' expense. The Association is not liable for any damage to antennas caused by Association removal.

VIII. NOTIFICATION PROCESS

- A. Any owner desiring to install an antenna must complete a notification form and submit same to the Association, c/o the Association office. If the installation is routine (i.e. conforming to all of the above restrictions) the installation may begin immediately.
- B. If the installation is other than routine for any reason, the owner and the Covenants Committee will establish a mutually convenient time to meet to discuss installation methods.

IX. INSTALLATION BY TENANTS

These rules shall apply in all respects to tenants. Tenants desiring to install antennas shall obtain prior written permission of the unit owner. A copy of this permission must be furnished with the notification statement.

X. ENFORCEMENT

- A. If these rules are violated, the Association, after notice and opportunity to be heard, may bring action for declaratory relief with the FCC or any court of competent jurisdiction. If the court or FCC determines that the Association rule is enforceable, a fine may be imposed by the Association for each violation. If the violation is not corrected within a reasonable length of time, additional fines will be imposed for each day that the violation continues. To the extent permitted by law

and/or the Master Deed and By-Laws, the Association shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy.

- B. If antenna installation poses a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit the installation or seek removal of the installation.

XI. SEVERABILITY

If any provision is ruled invalid, the remainder of these rules shall remain in full force and effect.

Note: These are interim rules until the second FCC rule covering common property is released. They apply to installation of individual antennas on limited common elements only; antennas may not be installed on common property. When the second FCC rule on common property is released or upon further FCC clarification of the first rule, these rules may change.

GENERAL TOWNSHIP INFORMATION

MAYOR: Howard A. Miller, Jr.

COUNCIL: Salvatore A. Alessi
Diane M. Powell
Michael T. Nichols
Michael L. Sanyour

TOWNSHIP MANAGER: John T. Terry

TOWNSHIP LIBRARY

The Library is located at 2nd and North Church Streets.

Phone Number: 234-0333

Hours:

Monday through Thursday: 9:00 am to 9:00 PM

Friday: 9:00 am to 5:00 PM

Saturday: 9:00 am to 5:00 PM

(10:00 am to 1:00 PM Memorial Day through Labor Day)

Sunday: Closed

Library cards are issued to Moorestown Township residents at no charge.

Please have ID with current address.

The Library offers several special programs. Call for further details and Information.

TOWNSHIP OFFICES

Offices are open weekdays from 8:30 A.M. to 4:30 P.M. The Township Council meets in the Municipal Building at 7:30 P.M. on the 1st, 2nd, 3rd, & 4th Mondays of the month. Official action is taken at 8:00 PM on the 2nd and 4th Mondays of the month.

BOARD OF EDUCATION

The Moorestown Board of Education is located in the Administration Building on N. Stanwick Road and is open for school registration and transfers.

TAX COLLECTOR'S AND TAX ASSESSOR'S OFFICE

The Tax Collector's and Tax Assessor's office are both located in the Municipal Building and are open weekdays from 8:30 A.M. to 4:30 P.M.

Applications for Veteran's Exemptions and Senior Citizen's Exemptions are available from the Tax Assessor's office. Questions regarding assessment of land, tax appeals, farmland applications, and verification of ownership are handled by the Tax Assessor's office.

TOWNSHIP CLERK'S OFFICE

The Township Clerk's office is located in the municipal Building and is open weekdays from 8:30 A.M. to 4:30

P.M. Voter Registration is handled in this office.

RECYCLING REMINDERS

Recycling Pick-Up: Every Wednesday for glass, cans, newsprint and paper. Schedules are printed in the newsletters.

ITEM	HOW TO PREPARE	YES! YES! YES!	NO! NO! NO!	DISPOSAL LOCATION
PAPER	Never put papers in plastic bags, even if it is raining.	Newspapers, magazines, brown paper bags.	Soiled or food contaminated paper, junk mail, which may include samples packed in aluminum foil or plastic, envelopes, shredded paper, hardback cover books.	PAPER DUMPSTER
FIRST QUALITY PAPER		Stationary, photocopy paper, computer paper.	See above block of information	PAPER DUMPSTER
GLASS, BOTTLES AND JARS	Rinse clean. Remove metal caps and lids. Do not remove labels. Separate from aluminum food/beverage cans.	Rinsed glass bottles and jars only.	Window glass, ceramics, Pyrex, headlights, TV tubes, mirrors, light bulbs, plate glass, drinking glasses, beer bottles with attached ceramic tops.	BLUE TOTES
ALUMINUM FOOD & BEVERAGE CANS	Rinse thoroughly. Do not flatten. Remove labels. Separate from glass bottles, jars.	Rinsed food and beverage cans only.	Paint cans, aerosol cans, oil cans, any non-food or non-beverage cans.	BLUE TOTES
STEEL (TIN) FOOD & BEVERAGE CANS	Rinse thoroughly. Remove labels. Flatten if you can.	Rinsed food and beverage cans only.	Aluminum foil, pie pans, food trays, siding, gutters.	BLUE TOTES
HOUSEHOLD HAZARDOUS WASTE DISPOSAL	Original containers, legible labels, Call 499-1001 for further information.	Enamel and latex paints, pesticides, solvents, thinners, strippers, cleaners, pool chemicals, photo development equipment.	Do not pour down drain. Do not dispose of in regular trash. Do not pour on ground or into storm sewers.	CALL BURLINGTON COUNTY OFFICE OF SOLID WASTE MANAGEMENT AT 461-1001

USED MOTOR OIL	Collect in a clean plastic container with a tight lid.	Uncontaminated used motor oil.	Do not mix with anything: no paint, gasoline solvents, antifreeze, cooking oil, etc.	
PLASTICS	Rinse clean.	Milk jugs, frosted water jugs, soda bottles, detergent and shampoo bottles	Plastic food containers, toys, flower pots, etc.	BLUE RECYCLING TOTES

IMPORTANT NUMBERS

1. Management 24 HOUR EMERGENCY	988-8000
2. Maintenance	988-8000
3. Police	911
4. Fire/Ambulance	911
5. Library	234-0333
6. Moorestown Township	235-0912
7. Moorestown Post Office	235-0304
8. Board of Education	
Administration Building	778-6600
High School	778-6610
Middle School	778-6620
Baker School	778-6630
Roberts School	778-6630
South Valley School	778-6640
Adult School	722-5214
9. Department of Public Works	235-3520

AREA HEALTH SERVICES

Poison Control	267-7877
West Jersey Hospital, Marlton Division	596-3560
Memorial Hospital of Burlington County, Mt. Holly	267-0700
Our Lady of Lourdes, Camden	757-3800
Visiting Nurse Association	235-0462
John F. Kennedy, Cherry Hill	488-6816
Zurbrugg Memorial Hospital, Rancocas	835-3030

UTILITIES

PSE&G	235-8300
New Jersey Bell Telephone (Repair 611)	784-9950

FEDERAL GOVERNMENT

IRS	1-800-424-1040
Social Security Administration	1-800-272-1111

HOTLINE

Alateen (Council for Friends & Family of an Alcoholic)	547-0855
Contact (Telephone Counseling)	871-4700
Narcotics Anonymous	696-5606
Child Abuse Control (24 Hour)	1-800-792-8610
Alcohol Abuse Program	1-800-332-5525
Cocaine	1-800-COCAINE
Drug Abuse Program	1-800-225-0196
Crime Victims of New Jersey	1-800-242-0804
Gambling	1-800-426-2537
Suicide	1-800-621-4000
Drunk Driving	1-800-SOBER-86
Animal Abuse	1-800-582-5879
Run-Aways	1-800-621-4000
Missing Children	1-800-843-5678
Literacy Program	1-800-624-0382
D.Y.F.S.	1-800-331-DYFS
Family NJ (Family Problems)	1-800-THE KIDS
Youth Crisis Council	1-800-621-4000
Senior Citizens Hotline	1-800-322-8092

SCHOOLHOUSE MEWS CONDOMINIUM ASSOCIATION

TO: OWNERS AND REALTORS RENTING UNITS
FROM: THE BOARD OF DIRECTORS

1. Please be advised that all new unit rentals at the Schoolhouse Mews Condominium Association, **must** file an official **School House Mews Residential Lease Packet** at the Management Office. This was approved by the Board of Directors and was recorded in the minutes of the Board Meeting on December 14, 2000.
2. Only a complete lease packet will be accepted. That includes:
 - *A fully executed lease including the Schoolhouse Mews Condominium Association Application to Lease, and Certification, signed by all parties.*
 - *A \$75.00 application fee.*
3. Attached are suggestions and guidelines for investor owners to follow while preparing and making arrangements to rent the unit.
4. Attached are the School House Mews Rules and Regulations which each owner should review with their tenant prior to move in. The Certification should be signed by the Tenant upon receiving a copy of the rules and regulations from the owner.

THE RESIDENTIAL LEASE AND THE CERTIFICATION MUST BE SUBMITTED TO THE MANAGEMENT OFFICE TEN (10) DAYS PRIOR TO THE COMMENCEMENT OF THE LEASE. ANY OWNER NOT FOLLOWING THESE REGULATIONS WILL BE SUBJECT TO FINE AND ANY OTHER POLICIES AFFORDED BY THE ASSOCIATION DOCUMENTS.

Failure to fulfill the above requirements within the time guidelines set forth shall result in an additional lease fee of \$100.00 payable prior to occupancy. Non-payment will result in the restriction of common area privileges, including use of any common element for any purpose, as recorded in the Board of Directors meeting minutes of December 14, 2000.

Please contact the Management Office with any questions.

TARGET PROPERTY MANAGEMENT
733 EAST RT. 70, SUITE 407
MARLTON, NJ 08053
PHONE: (856)988-8000
FAX: (856)988-8661

ABSENTEE OWNER'S MANUAL

Attached is the School House Mews Condominium Association's Application to Lease. The Association requires all absentee owners to register tenants with the Association. This information will help both the Unit owner and Association in the event the tenant fails to abide by the Rules and Regulations of our Association, or if an emergency arises in the tenant's building.

When you accept applications for your unit's rental and you then select a tenant, please fill out the Application to Lease and return it along with your lease to our office within ten (10) business days.

The Association needs to be kept updated about your new or current tenants. Your help and cooperation in this matter is greatly appreciated.

If your unit is currently managed or will be managed by a real estate broker or agent, you are required to notify the Association in writing if any or all information pertaining to the Association should be sent to the agent directly. It is the Absentee-owner's responsibility to inform the agent to conform to the School House Mews Leasing Policy. The agent will be required to furnish our management office with the Application to Lease form and a copy of the lease. Please note that these sheets must be signed by the tenant, real estate broker or agent, and absentee owner. If monthly maintenance dues are not paid on a timely basis, the unit owner is still responsible for paying any late charges. No excuses will be accepted.

Please inform the Association prior to the expiration of the lease with your current tenant. If a new tenant is being moved into the unit, a new Application to Lease form and lease are to be sent to the Management Office. This form will indicate to the office that a new tenant will be taking possession of the unit. Follow the above instructions. You will be responsible for supplying a copy of the Rules and Regulations to your tenant.

By impressing upon your tenants that they are living in a common interest property where each unit owner has a percentage interest in the Association, your investment will be protected and the community will continue to be an enjoyable place to live. Insist that your tenants read the Rules and Regulations and Association newsletters.

SCHOOLHOUSE MEWS CONDOMINIUM ASSOCIATION

Association Lease Packet

(Adopted January 11, 2001)

Table of Contents:

Page 1&2	Rental & Leasing Policies
Page 3	Application to Lease
Page 4	Certification
Page 5	Lease Checklist

RENTAL/LEASING POLICIES

The Board has recently approved a Rental/Leasing packet in an effort to better maintain the quality of management in School House Mews. We feel this packet will help ensure the rights and happiness of the residents of our community and will, at the same time, protect the property values of your investment. This packet is intended not only to help you in the rental of your unit, but also, to satisfy the established Rules and Regulations of the Schoolhouse Mews community. We view the Association, absentee owner, and tenant as a cooperative body which needs to work together effectively to protect investments made in all units.

With your help, we can manage School House Mews in the best way possible so property values continue to rise and your investment will continue to be realized to its greatest extent. Please familiarize yourself with the Board's adopted policies and provide the information requested in this manual the management office.

It is not our intent to govern to whom you may rent, but to ensure that your tenant understands and agrees to abide by state and local laws and the School House Mews Rules and Regulations. We look forward to working with you in maintaining the quality of life here at School House Mews and appreciate your cooperation in this matter.

The Association allows the renting/leasing of units. However, the documents and the Board's resolutions and policies also contain the following stipulations in addition to the preceding Rules and Regulations:

1. No unit shall be rented/leased for less than six (6) months.
FINE \$50.00
2. All tenants are subject to the Association Rules and Regulations and the owner(s) shall be held responsible for any and all infractions. If a fine is imposed on a unit as a result of the actions of a tenant or their guests, the unit owner will be held responsible for the fine.
3. Any flagrant or repeated breach or violation of the Rules & Regulations by a tenant shall effect, in addition to any fine levied as a special assessment, an action being taken against the unit owner in accordance with the provisions of the By-laws or any other pertinent condominium documents of Schoolhouse Mews.
4. The unit owner must provide management with a copy of the tenant registration card, provided by the management company, which states the full names of the lessee and the occupants and the permanent address and emergency telephone number of the unit owner.
FINE \$50.00
5. The unit owner is always responsible for Association assessments, insurance deductibles or any other charge the Board may direct to the unit.
6. The tenants of a unit are the guests of the unit owner(s). They are encouraged to assist the Association on committees, but may not vote or sit on the Board. Tenants can vote only if given proxy by the unit owner.
7. The Association strongly suggests that absentee owners include a clause in their leases that states: "Any fines lodged against the unit due to failure of the tenant to abide by the Rules and Regulations or damage to Common or Limited Common Elements will be deducted from the tenant's security deposit." This clause will help protect your investment and will also protect the absentee owner from any costs, which may arise resulting from fines or damages incurred on account of your tenant's actions. Any such fines are the ultimate responsibility of the unit owner.

8. It is recommended that all unit owners carry adequate Personal Dwelling insurance and that all tenants obtain tenant's insurance to protect their personal contents.
FINE \$100.00
9. The Association (via the management company) must be notified in writing 10 days prior to the leasing of a unit, giving the name, address and telephone number of the prospective tenant.
FINE \$25.00
10. A current lease must be provided to the management company at all times. Unit owners are required to provide this lease upon execution by both parties.
FINE \$50.00
11. An investor owner may not have more than one (1) rental unit.
FINE \$50.00

ALL FINES ARE COMPUTED ON A DAILY BASIS.

School House Mews Condominium Association
Application to Lease

This is an application to lease. It is subject to approval upon completion of all conditions required. It is a violation of the Condominium Rules to occupy the unit prior to approval of this application.

Unit number and street: _____

Applicant full name: _____ S.S. #: _____

Spouse's full name: _____ S.S. #: _____

Home address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____

Business Phone: _____ Own Business: _____

Profession/occupation: _____ Employed: _____

Name of employer: _____

Address of employer: _____

Owner of unit (Landlord): _____ Agent: _____

List information on each car that you intend to bring onto the School House Mews Condominium parking facility:

State: _____ Lic.#: _____ Make: _____ Color: _____ Year: _____

State: _____ Lic.#: _____ Make: _____ Color: _____ Year: _____

Only TWO cars per unit may be parked, one of which may be parked in assigned parking space, at any one time, year round.

List the names of all persons who will be residing in the unit and their relationship to you:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Please complete the following two (2) statements *in your own handwriting*:

THE RULES AND REGULATIONS OF THE SCHOOL HOUSE MEWS CONDOMINIUMS HAVE BEEN GIVEN TO ME.

I AM TOTALLY FAMILIAR WITH THE RULES AND REGULATIONS OF THE SCHOOL HOUSE MEWS CONDOMINIUMS

Term of Lease Dates – Beginning: _____ Ending: _____ Gross Rent: \$ _____

This is to advise that the undersigned has, subject to approval, entered into a written agreement to lease unit number: _____

in the School House Mews Condominiums. A copy of said lease must be attached to this application.

CERTIFICATION:

I certify that I HAVE READ AND FULLY UNDERSTAND the rules and regulations of the School House Mews Condominium Association, and if the agreement is approved and consummated, I agree to be bound by all the provisions contained therein and subsequent amendments thereto. I understand that the rules and regulations of the School House Mews Condominium Association are considered a legal and binding part of the fully executed lease.

I understand and agree that as a LESSEE I will not be permitted to sub-lease the Unit and that no person will occupy the Unit in my absence without prior written approval of the Association. **I further understand that as a LESSEE I can only have one dog or one cat under the existing Association rules and comply with all the pet rules of the Association and the township pet ordinances.**

Date: _____

Signature of applicant

Signature of applicant

AN APPLICATION FEE OF \$75.00 AND AN EXECUTED COPY OF LEASE MUST ACCOMPANY THIS APPLICATION. THIS INFORMATION MUST BE RECEIVED BY THE MANAGEMENT OFFICE PRIOR TO MOVE-IN.

Management Form to be kept in office for Management's use:

SCHOOL HOUSE MEWS CONDOMINIUMS

Lease Checklist

Unit # _____

_____ First time tenant

_____ Returning tenant

Date received by Association: _____

Date reviewed by Association: _____

Date received **APPLICATION TO LEASE**: _____

Date received **RESIDENTIAL LEASE**: _____

Owner's condo fee statement current: _____

Date received **\$75.00 APPLICATION FEE**: _____

Notes:

Date approved: _____

Date tenant information was entered in computer: _____

The following is general information about Interior Water Damage and Hoses:

INTERIOR WATER DAMAGE: A Disaster You Can Prevent

WASHING MACHINES

Of all residential construction, the community association is, by far, the most susceptible to water damage. Reliable estimates tell us that 65% of the property damage to community associations is internal water damage caused by the discharge of water from pipes, hoses, plumbing fixtures and appliances that fail suddenly.

Washing Machine Hoses

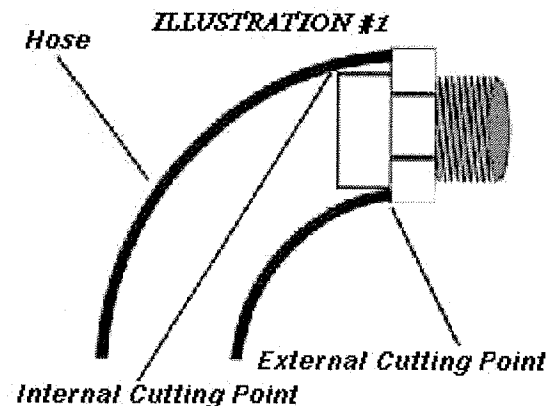
The number one cause of water damage in most homes is the set of flexible hoses connecting the washing machine to the hot and cold feed pipes. Consumer grade hoses that come with new machines and their equivalent replacement hoses are of minimum quality. Under good conditions they last no more than four or five years.

An aggravating factor is the failure to close the faucets when not using the washer. It keeps the hoses and fittings under constant pressure throughout their short lives. The vibration of the washer combined with the action of flowing water accelerates their deterioration. Also, corrosion develops at each faucet, eventually "freezing" the faucets, making them impossible to shut off and prone to breaking.

Illustration #1 shows poorly machined hose end fittings - which flowing water actually polishes to a razor sharp edge - cutting the hose inside and outside where it bends at either end. Even regular inspections cannot detect signs of wear. These hoses fail suddenly and without warning.

When a hose bursts and either the faucets cannot be closed or the washer is unattended, the discharge can be devastating.

It can collapse floors and flood areas below and adjacent to the laundry room.



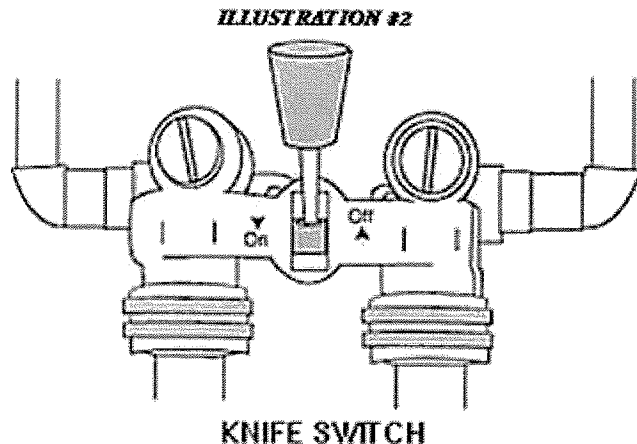
CONSUMER GRADE HOSE END FITTING

Washing Machine Hose Upgrade. For under \$30, a resident can buy a pair of high quality washing machine hoses. Several manufacturers offer hoses in this category, and at least one manufacturer guarantees its hoses against leaking or bursting for up to 20 years. Enclosed is that manufacturer's brochure containing product and ordering information. The brochure thoroughly explains and illustrates how ordinary hoses fail and has a comparison between its own high pressure hose and consumer grade hoses.

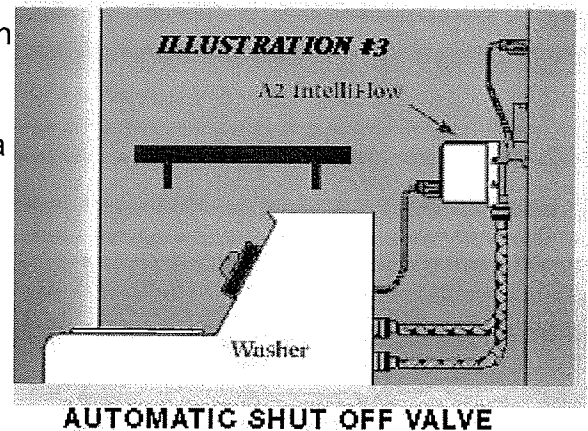
Turning Off The Water

Closing the faucets, when the washer is not running, extends the life of any hose and limits the chance for a hose failure to a single wash cycle. But, if the faucets are not closed regularly and if they are not properly maintained, closing them could become impossible. Corrosion and mineralization can cause them to lock. To solve that problem, we offer two suggestions. **We emphasize that these measures should be implemented in addition to hose replacement, not instead of it.**

The Knife Switch. The simplest, fastest and cheapest remedy is to replace the faucets with a knife switch like the one in **Illustration #2**. This device requires a fraction of the force needed to turn faucets and opens and closes both lines in a single, quick stroke. Where knife switches are installed, residents quickly get into the habit of turning off the water. The knife switch requires installation by a plumber and ranges in price and quality.



The Automatic Shut Off Valve. The ASOV, shown in **Illustration #3**, is a new device that replaces standard faucets. It opens and closes the hot and cold water lines electronically. The ASOV plugs into a standard 110 volt outlet. The washing machine plugs into the ASOV. This way, the ASOV knows when the washing machine turns on and off. The ASOV opens the water lines only when it senses electricity flowing to the washing machine. Whenever the electricity stops flowing, signaling that the washer is off, the ASOV closes the water lines and keeps them closed. It is the best available solution for the unattended washing machine and retails for about \$100 plus installation. In a power outage, the ASOV turns the water off.



When either the knife switch or the ASOV is installed and used, the only significant risk of water damage is the bursting of a hose during the washing cycle - about 25 minutes. With the correct type of hose this risk is cut to a minimum.

The Water Main Shut Off. When a hose bursts and the faucets cannot be closed, the last resort is the water main shut off. It stops all water flowing into the residence. The water main, which is the largest feeder pipe, enters the residence at the lowest floor level.

The shut off is usually a single lever mounted on the main at its point of entry. One quarter clockwise turn of the lever turns the water off. The shut off should be clearly marked with an arrow indicating the direction of closure. Everyone using or taking care of the residence should know its location.

Water is the most insidious and relentless of property destroyers; it ruins more property than does fire. The only solution is prevention. Implementing the suggestions in this article can minimize this threat and add years of useful life, safety and value to your property.

Associations that take prompt, effective action to prevent water damage do more than preserve their property. They relieve some of the financial pressure on their maintenance budgets and reserve replacement funds. And, they avoid large, special assessments for the unanticipated, early replacement of major building elements.

WATER HEATERS

Most of the common elements of a community association are constructed of the same materials, by the same builder and over the same period. Naturally, these buildings and equipment wear out and fail during the same period. The result is often frequent incidents of severe damage occurring over a single, brief period. Most damage begins inside private living areas where hazardous conditions are difficult to monitor and control by management.

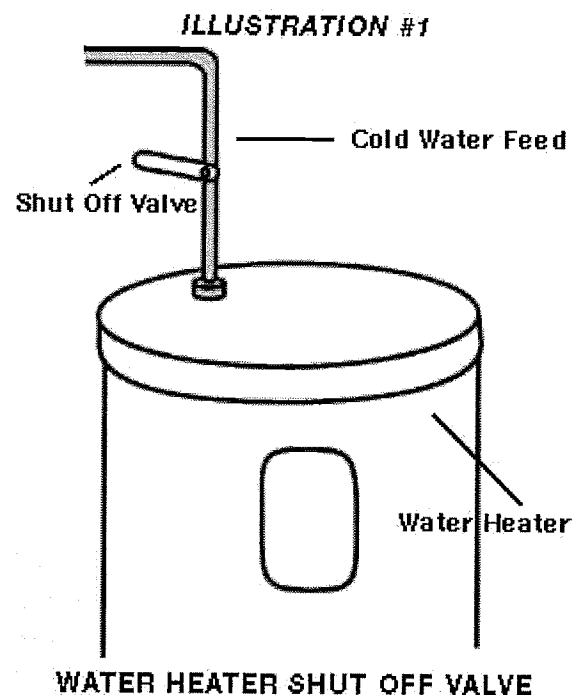
How Water Heaters Fail

If risk managers and loss control specialists designed homes, there would be a floor drain under every appliance or fixture that could cause water damage. These include dishwashers, washing machines, and refrigerators with ice makers or water taps, toilet tanks and, especially, **water heaters**. Of all these appliances and fixtures, the water heater can create the most damage.

Compared to the washing machine, which contains water for only a fraction of its total life, the water heater holds and transfers water from the day it is installed to the day it is replaced or fails. It is subjected to water at rest, when hot water is not in use, as well as water in motion. It is also subject to extremes of temperature when cold water enters and is heated by the unit. No household machine works under tougher conditions than the water heater.

Even the softest water, particularly when at rest, corrodes the liner of most water heaters through the action of sedimentary deposits on the bottom of the tank. Moving water causes gradual wear on the tank and associated piping. The hotter the water, the greater and faster the fatiguing of all the parts it touches. A few of the higher quality water heaters are designed to retard this corrosive effect. The water is channeled through the tank in a way that stirs up the depositing sediment, keeping it from adhering to the tank. While this feature postpones the inevitable deterioration of the tank, it cannot prevent it.

Water heaters often fail gradually, but not always. Some of the telltale signs of imminent failure are leaking or puddling under the heater, hissing or whistling characteristic of a worn valve, and, chronic hot water shortages during periods of normal demand. Even when the failure is gradual, once the



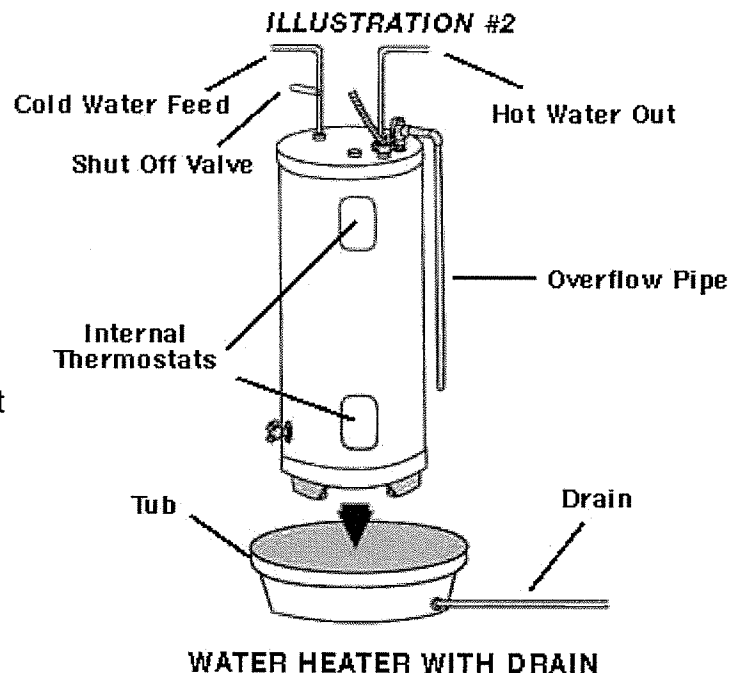
process begins, it accelerates. When the telltale signs appear, corrective action should be taken promptly.

Sometimes, the corroded bottom of the tank collapses suddenly, without warning, creating a deluge. A water heater is continuously fed by cold water. Regardless of the capacity of the tank, when it leaks or bursts, water continues to flow out of it until the feed is shut off. When such a burst is discovered, the first step is to shut off the water. As **Illustration #1** shows, the shut off valve is controlled by a lever on the cold water feeder pipe, directly above the water heater. A quarter turn clockwise closes the valve. Since some residents might not recognize it, the shut off should be clearly and conspicuously labeled, "WATER HEATER SHUT OFF" with an arrow indicating the direction of closure.

Installing A Water Heater Drain

Water heater replacement time is a good opportunity to consider installing an adequate draining system for the new water heater. When space permits and either the water heater is above the level of the sewer drain or the residence is already equipped with a sump pump, residents can take advantage of this additional, low cost protection.

As **Illustration 2** shows, the water heater is mounted in a tub with a drain at the bottom. The tub acts as a containment vessel for the escaping water as it flows harmlessly through the drain. The tub should be large enough to enable convenient access to any controls or panels mounted on or in the water heater. Both tub and drain should be large enough to keep the water from rising and contacting any electrical or gas equipment in the heater.



Water Heater Leak Alarm

At least one manufacturer now offers a device designed to alert the homeowner to a leaking water heater. This electric alarm is equipped with a water sensor placed at the base of the heater. When, and if, leaking water strikes the sensor, the alarm sounds.

The leak alarm has the same shortcomings of most alarms. The greatest of these is that it does not prevent damage from occurring. Although it might help to contain further damage, even that benefit depends on highly favorable circumstances.

First, the sensor must be placed where it is certain that water will contact it as soon as the leaking commences and not after a puddle has already formed.

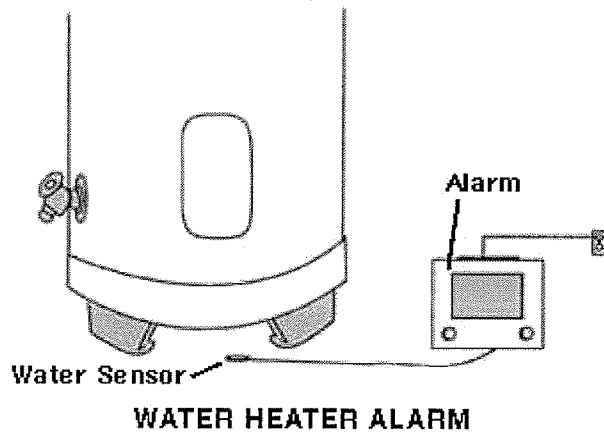
Second, someone must hear the alarm. We have no information at this time as to the alarms interconnect ability with central station service.

Third, the person who hears the alarm must have the authority to act as well as access to the residence.

Fourth, the person who responds must know how to act.

Fifth, all of this must happen quickly enough to minimize damage.

ILLUSTRATION #3



Water Main Shut Off

No alarm can replace the real protection gained by routine inspections of the water heater and a well managed water heater replacement program. When a water heater gives way and its own shut off cannot be closed, the last resort is the water main shut off. It stops all water flowing into the residence. The water main, which is the largest feeder pipe, enters the residence at the lowest floor level. The shut off is usually a single lever mounted on the main at its point of entry. One quarter clockwise turn of the lever turns the water off. The shut off should be clearly marked with an arrow indicating the direction of closure. Everyone using or taking care of the residence should know its location.

Water is the most insidious and relentless of property destroyers; it ruins more property than fire. The only solution is prevention. Implementing the suggestions in this article can minimize this threat and add years of useful life, safety and value to property.

February 19, 1998

MEMORANDUM

To the Residents of Schoolhouse Mews

Please be advised that at the last meeting of the Board of Directors several items were discussed pertaining to violations. One of the main concerns pertained to the use of gas grills by residents. The State of New Jersey's Fire Code states:

Portable LP-gas cooking equipment such as barbecue grills shall not be stored or used:

1. On any porch, balcony or any other portion of a building
2. Within any room or space of a building
3. Within five feet of any combustible exterior wall
4. Within five feet, vertically or horizontally, of an opening in any wall or
5. Under any building overhang

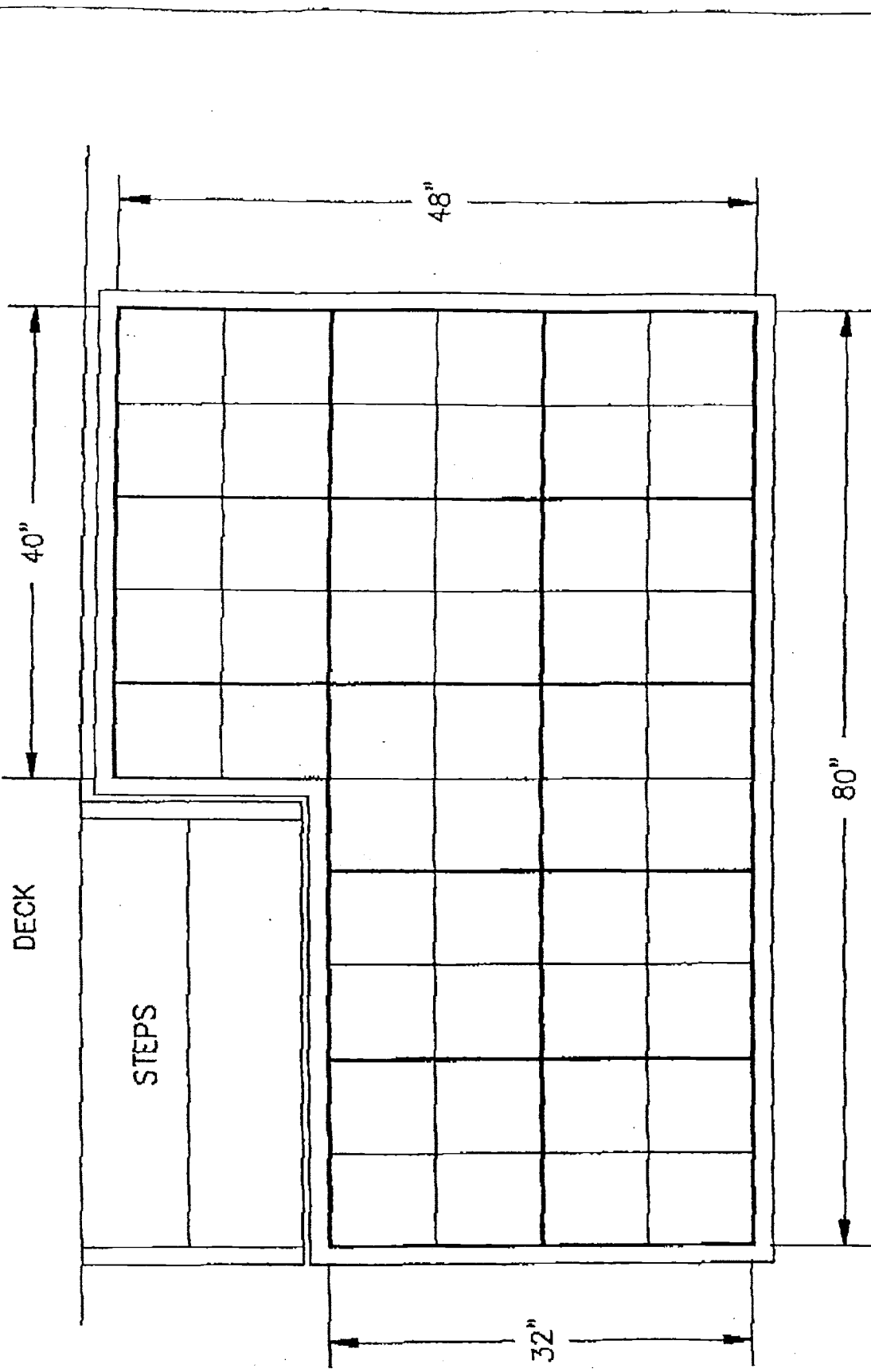
Due to this regulation, the Board of Directors has enacted the following regulations which must be adhered to by the residents of Schoolhouse Mews:

1. Any resident who wishes to use a gas grill must obtain permission from the Board of Directors by submitting a written request for variance.
2. The Board of Directors will make a determination upon receipt of the request for variance as to the location on the common ground area of an appropriate pad site to locate this grill.
3. The pad site must be composed of red patio brick and must be of the following size: (see attached drawing)
4. All grills must be covered when not in use and must be maintained in good shape at all times.
5. Electric grills are not subject to the above regulations.
6. Any resident who currently owns a gas grill and is storing such must take the necessary steps as stated above by May 1, 1998 or fines will be imposed.

The Board of Directors have also recommended that residents adhere to the following regulation pertaining to items stored on the common sidewalk and porch areas of the units:

1. No personal items or flower pots are to be stored on the center section of the porch areas. This area is to be clear at all times to ensure the safety of residents and or emergency response personnel.
2. Personal items or flower pots which do meet the following requirements of not exceeding 16" width and 36" height by 32" length will be allowed on the outside edges of the porch landing only. Any item which does not meet this specification is strictly forbidden and will be considered a violation
3. No personal items or flower pots are to be kept on the common sidewalk or step areas of the units.
4. All residents must comply with this regulation by May 1, 1998 or will be considered as being in violation and therefore subject to fines.

Your understanding and cooperation in this matter is greatly appreciated by the Board of Directors. This memo will serve as an addition to your homeowner's manual and should be kept for record purposes.



SCHOOLHOUSE MEWS CONDOMINIUM			
TITLE BARBACUE GRILL PAD			
DRAWN BY RAR	ENGINEER RAR	DRAWING NO. SK-1	BOX -
CHECKED BY	DATE 2/22/98	SCALE NONF	SHEET ONE OF ONE
USED ON DATE			

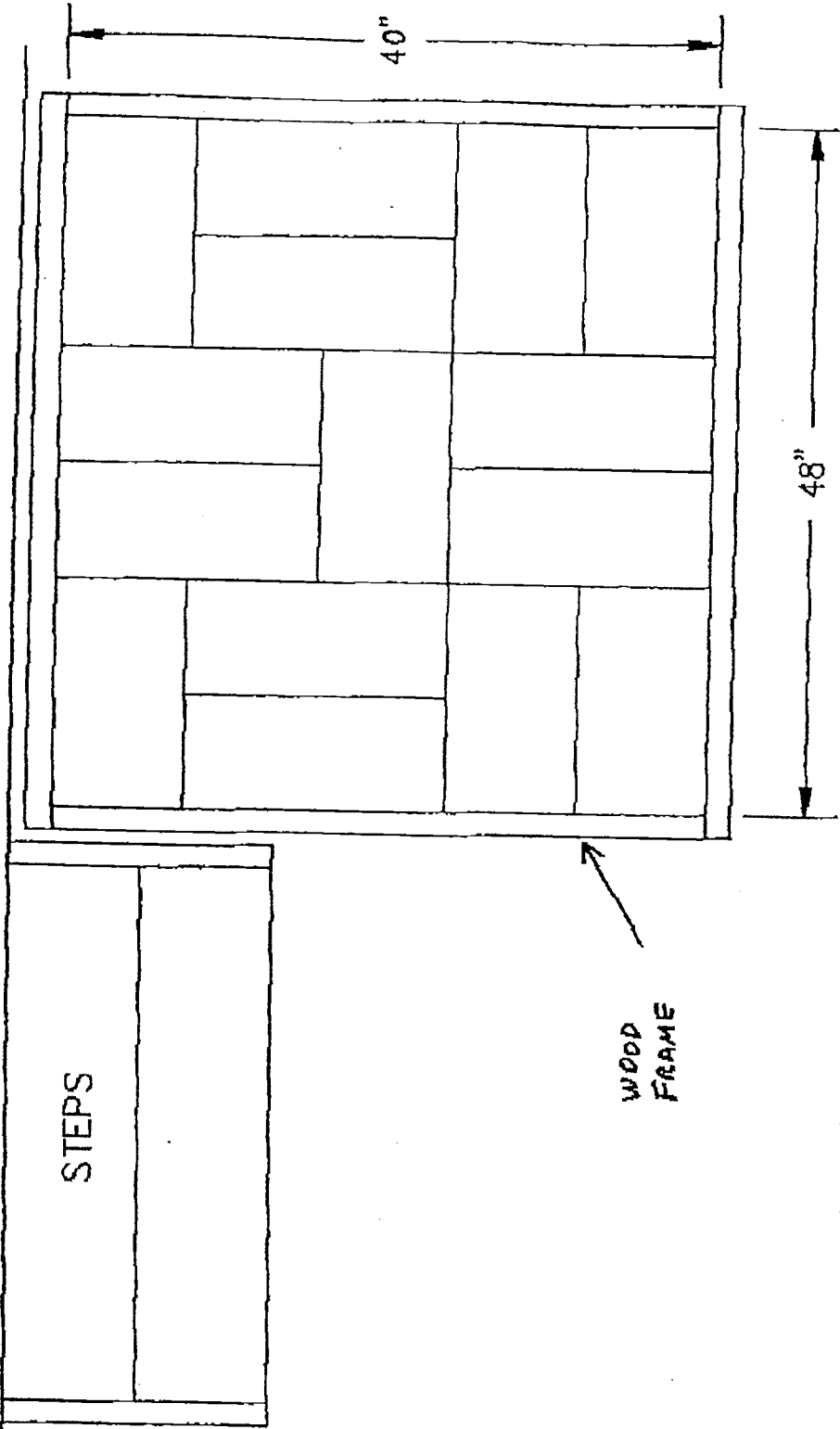
MATERIALS

QTY.

- 14 - . Patio Blocks, RED 16" x 16" Square blocks.
- 3 - Treated 2" x 4" x 8' Wood Studs.
- 1 - Box, 10d Galvanized Common Nails.

APPX. COST \$

DECK



MATERIALS

QTY.

- 15 - Patio Blocks, RED 8" x 16" blocks.
- 3 - Treated 2" x 4" x 10' Wood Studs.
- 1 - Box, 10d Galvanized Common Nails.
- 2 - 50lb. bags General Purpose Sand.

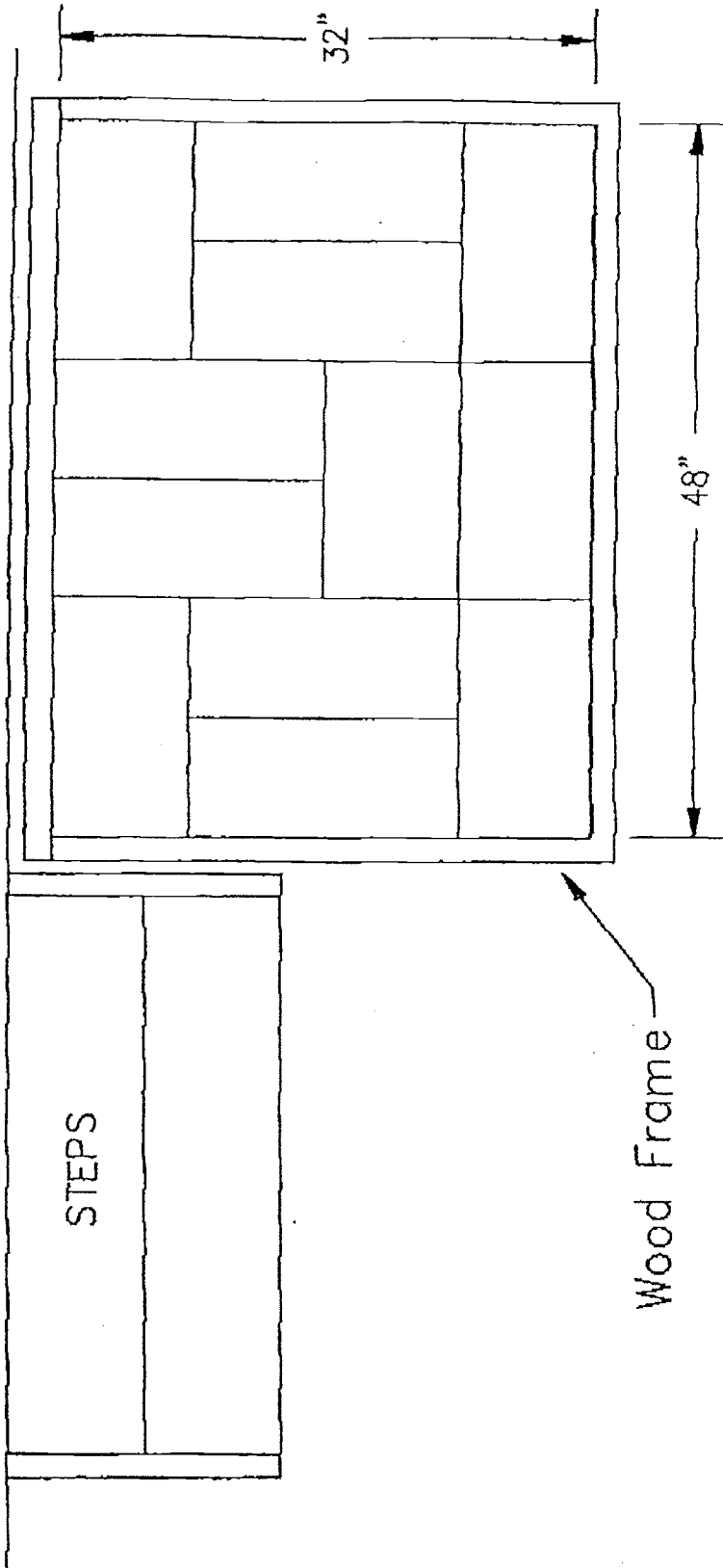
APPX. COST \$26.00

SCHOOLHOUSE MEWS
CONDOMINIUM

TITLE
BARBACUE GRILL PAD

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RAR	RAR	SK-2	
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	2/22/98	NONF	
USED ON DRAWING NO.			

DECK



STEPS

Wood Frame

32"

48"

MATERIALS

QTY.

- 12 - Patio Blocks, RED 8" x 16" blocks.
- 2 - Treated 2" x 4" x 8' Wood Studs.
- 1 - Box, 10d Galvanized Common Nails.
- 1 - 50lb. bags General Purpose Sand.

APPX. COST \$19.00

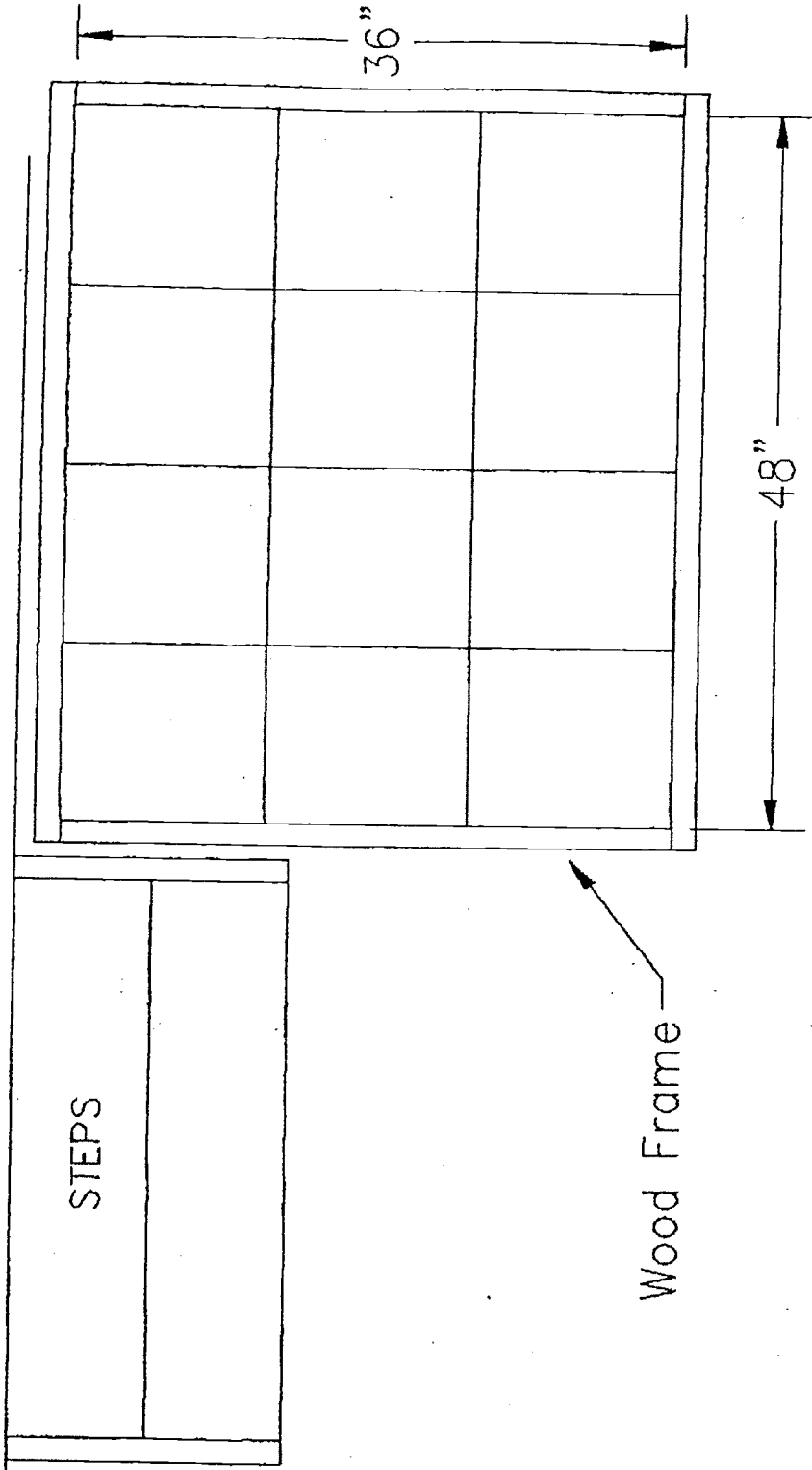
SCHOOLHOUSE MEWS
CONDOMINIUM

TITLE
BARBACUE GRILL PAD

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STEPS



Wood Frame

MATERIALS

QTY.

- 12 - Patio Blocks, RED 12" x 12" Red Blocks.
- 2 - Treated 2" x 4" x 8' Wood Studs.
- 1 - Box, 10d Galvanized Common Nails.
- 1 - 50lb. bags General Purpose Sand.

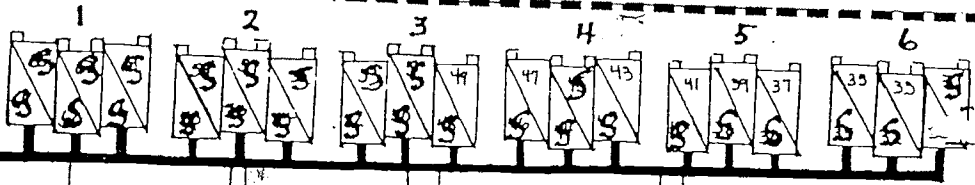
APPX. COST \$33.00

SCHOOLHOUSE MEWS
CONDOMINIUM

TITLE
BARBACUE GRILL PAD

CHECKED BY RAR	DATE 3/3/98	DRAWING NO. SK-4	ECN
SCALE			

WOODS



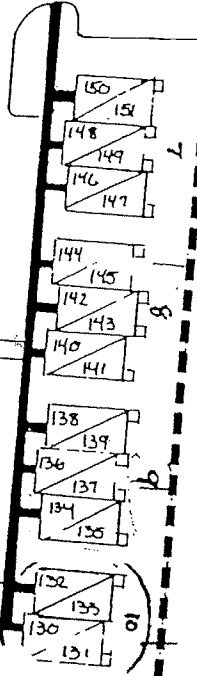
ERASER RD.

NEW ALBANY RD.

ODD NUMBER ADDRESSES ARE SECOND FLOOR UNITS
 EVEN NUMBER ADDRESSES ARE FIRST FLOOR UNITS

SITE PLAN

CHALKBOARD CT.



WOODS

WOODS

GRASS AREA

WARNING

THIS NEWSLETTER WILL SERVE AS A FINAL NOTICE TO ALL RESIDENTS OF SCHOOLHOUSE MEWS CONCERNING THE DISPOSAL OF RECYCLABLE MATERIAL

Our complex has had a great many complaints registered with the Management Company, Target Property Management, concerning the improper disposal of items in the recycle dumpster located at the corner of Chalkboard Ct. and Eraser Road.

An investigation of the problem has resulted in the following type of items being placed in this dumpster:

- ⇒ Cardboard boxes which have not been broken down
- ⇒ Pizza boxes
- ⇒ Window envelopes
- ⇒ Newspapers which are being used to pick up animal feces
- ⇒ Plastic bags containing newspapers and magazines

In addition, some residents are disposing of recyclable items from places of business which leads to overflowing of the dumpster. The overflowing problem results in trash blowing around the complex and this leads to increased porter work for which the Association is being charged.

Recycling is mandatory as stipulated in your homeowners manual. Your cooperation in disposal of trash in a proper manner helps to keep your monthly fees from increasing due to additional porter work. Our Association also faces the problem of having the recycling center rejecting our trash removal because of unrecyclable materials being mixed in the dumpster.

In an effort to enforce this mandatory policy, this notice is being sent to every owner and resident in Schoolhouse Mews and it will serve as a final notice to everyone. Should a violation be found, the owner will be immediately fined in the amount of: \$35.00 per occurrence

Schoolhouse Mews Board of Directors

ALTERNATE DISPUTE RESOLUTION (A.D.R.) PROCEDURAL RULES

Pursuant to N.J.S.A. 46:8B-14 (K) which requires the Association, as an alternative to litigation, to provide "a fair and efficient procedure" for the resolution of housing related disputes between (1) members and the Association or (2) between members, the following rules shall be applicable:

1. Mediation - an informal process in which a neutral third party attempts to resolve a dispute by making a recommendation that is acceptable to both parties - shall be the form of A.D.R. that is utilized.

2. Any party to a dispute shall be permitted to be represented by an attorney at law who is licensed in New Jersey, even though there will be no cross-examination of participants and no sworn testimony.

3. Upon receipt of a violation notice that is issued by the Association, a member shall have ten days in which to request A.D.R. Upon receipt of a member's written request to participate in the A.D.R. process, the Property Manager shall expeditiously assign the matter to the next available panel, which may consist of one or more Board approved owners who are appointed by the Board, other than officers or Board members. The panel shall schedule a meeting within 30 days

after assignment, which shall be attended by any and all involved owners and which may be attended by the Property Manager and/or a Board member. The panel shall be provided with copies of any and all documents that have been exchanged between the parties with respect to the dispute.

4. The panel shall have no authority to consider financial disputes involving non-payment of assessments, special assessments, late charges, fines or attorneys' fees that have been imposed by the Association.

5. Any information that is disclosed to the panel during the course of the A.D.R. process shall remain confidential. Accordingly, the proceeding shall not be tape recorded or transcribed.

6. The panel shall provide each party with a full and fair opportunity to present information and discuss the issue(s). After this has occurred, the panel shall, if desired and authorized by both parties, be permitted to meet separately with each party during the course of the meeting in order to facilitate the formation of a mutually agreeable settlement recommendation.

7. At the conclusion of the meeting or within 30 days thereafter, the panel shall make a settlement recommendation to the parties, which shall be communicated in writing to the Property Manager. Either party shall have the right to reject the recommendation, which shall be reported to the Board. A recommendation that is not acceptable to both parties shall not be admissible in any judicial proceeding that is instituted subsequent to the conclusion of the A.D.R. process.

8. In the event that a mutually agreeable settlement is reached by the parties, they shall be precluded from commencing any further proceedings involving the dispute, except an action to enforce the settlement. In the event of an owner's failure to comply with a settlement agreement, the Association shall not be precluded from enforcing its rights under the governing documents and the Condominium Act through imposition and collection of fines, recordation and foreclosure of liens and/or institution of a collection lawsuit.

4/5/97