

## TAUNTON TRACE WELCOME PACKAGE FOR NEW RESIDENTS

Welcome to your new home. Included in this package you will find helpful information on the following:

- HW Property Management Services, the association property manager.
- Medford township contact information and website. (re: trash, recycling, bulk pick up, brush pick up and public works info)
- Taunton Trace guidelines for exterior changes.
- General Maintenance Regulations/Inspections.
- Pet Regulations, fine information and complaint form.
- Rental and leasing policies.
- Parking information.

If you have any questions regarding this information or Taunton Trace in general, please feel free to contact your management company. For issues concerning the home you are renting, please contact your landlord.

For further information, you can visit [www.tauntontrace.org](http://www.tauntontrace.org).

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## YOUR MANAGEMENT COMPANY

HW Property Management has been retained by the Taunton Trace Homeowners Association (TTHA) to administer the functions and services of the Association. The Association utilizes homeowners fees to cover the costs of maintaining and insuring the Commons Areas, including landscaping, general grounds maintenance, and management of the Association.

HW Property can be reached by phone, at **609-654-8882**. The office hours are 9:00am to 4:00pm Monday through Thursday and 9:00am to 3:00pm Fridays. In case of an after hours emergency, please call **609-206-3787**. This number is accessible through the phone-answering recording in case you do not have access to this document. The fax number is **609-654-8872**. Our e-mail address is **hwpropmgmt@verizon.net**. Our mailing address is:

Taunton Trace HOA  
c/o HW Property Management Services, Inc.  
105 Atsion Road, Suite E  
Medford, NJ 08055

## MEDFORD TOWNSHIP

Taunton Trace is located within Medford Township. The municipal offices are located at 17 North Main Street, telephone 609-654-2608. Their website is [www.medfordtownship.com](http://www.medfordtownship.com). The Township annually distributes a calendar to all residents; in this calendar residents will find complete information on such items as schools, libraries, recreation, trash and bulk collection, leaf and brush collections, and recycling. Every Taunton Trace resident is urged to obtain and refer to this calendar for information on Township services and regulations. TTHA conforms to municipal policies and regulations.

Medford Police Department is located in the Public Safety Building, 91 Union Street; call 609-654-7511 for non-emergencies. **ALL emergency calls are taken by 911.**

# TAUNTON TRACE HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES

## 1. INTRODUCTION

Maintenance and Architectural guidelines have been created to describe the regulations which govern exterior alterations to structures, fences, yards, etc. The guidelines have been specifically drafted to incorporate both the provisions set forth in the original Declaration of Covenants, Easements and Restrictions, and, where applicable, any local municipal or health regulations. Finally, the guidelines have been drafted to achieve basic aesthetic maintenance purposes without unreasonably infringing on individual taste or creativity.

With this framework and purpose in mind, the guidelines describe the process necessary for approval of any exterior alteration, as well as those activities which are either permitted without approval or are prohibited. Since the purpose is to guide activity only so far as is necessary for community maintenance, homeowners are required to make application for desired changes or, where necessary, propose an amendment to these guidelines **before** carrying out the alteration. A homeowner who does not do so may be subject to enforcement proceedings under these guidelines and the authority established by the Declaration of Covenants, Easements and Restrictions. Enforcement proceedings can only cost the homeowner in question, and all other homeowners, money and time.

Should a homeowner-proposed amendment be approved by the Committee, the amendment can only become final upon approval by the Board of Directors of the Taunton Trace Homeowners Association.

NOTE THAT ARCHITECTURAL REVIEW COMMITTEE APPROVAL IS NOT LIMITED TO MAJOR ALTERATIONS SUCH AS ADDING A DECK OR A PATIO TO A HOUSE. COMMITTEE APPROVAL EXTENDS TO ALL ALTERATIONS AND CHANGES INCLUDING CHANGES IN THE COLOR AND MATERIALS OF THE HOUSE. APPROVAL IS ALSO REQUIRED WHEN AN EXISTING ITEM IS TO BE REMOVED.

APPLICATION FORMS ARE AVAILABLE FROM THE PROPERTY MANAGEMENT AGENT. Each application is reviewed on an individual basis. There are no "automatic approvals." For example, a homeowner who wishes to construct a patio identical to one already approved by the Committee is required to submit an application. Every effort is made to return a decision promptly to the homeowner.

In addition, certain changes or alterations may require approval by the Township of Medford in the form of a building permit, or approval by the local health authority as well as by the Taunton Trace Homeowners Association Architectural Committee. ***It is the responsibility of the individual homeowner to secure all applicable approvals for any alteration proposed, in advance of the alteration.***

### THE HOMEOWNER IS RESPONSIBLE FOR SECURING APPROVAL FOR CHANGES INCLUDING BUT NOT LIMITED TO:

- Exterior paint color (MUST BE THE SAME AS THE MASTER COLOR CHART WHICH RESIDES WITH THE PROPERTY MANAGEMENT AGENT. This color chart is based on "Historic Homes of Philadelphia" in the Finnaren & Haley paint line.)
- Aluminum siding
- Roof repairs
- Chimney repairs/additions
- Patio (new or renovations)
- Exterior lighting

- Sidewalk and driveway
- Landscaping, tree removal
- Replacement of original privacy fences (other fences are not permitted)

## **2. GENERAL ARCHITECTURAL GUIDELINES**

Proposed changes or additions to the following items must be submitted to the Architectural Review Committee. Each written request for review and approval is treated individually.

### **EXTERIOR PAINTING/ CAPPING**

Repainting or capping of a specific object to match its original color need not be submitted for approval; however, the homeowner is required to obtain approval for exterior color changes from the Taunton Trace Homeowners Association, and must use an approved color. Color changes apply not only to the house siding, but also the doors, shutters, trim, roofing, fencing or other appurtenant structures.

### **ALUMINUM / VINYL SIDING/ CAPPING**

Homeowners may cover all exterior wood areas with aluminum or vinyl compatible with the original colors – “Historic Homes of Philadelphia” by Finnaren & Haley. The Property Management Agent has the Master Color Chart to verify correct colors by unit. If replacing siding, the aluminum or vinyl must be the same style as originally installed by the developer.

All wood areas not capped with aluminum or vinyl must be painted with original colors per the Master Color Chart.

Any owner wishing to replace siding or cap trim must obtain ARC approval prior to obtaining a permit from the township.

### **ROOF REPLACEMENT**

Included in the Master Color Chart are roof colors for each unit. Homeowners should check with the Property Management Agent to determine the accurate color and style. The replacement roof must match existing color and/or the Master Color Chart.

### **STORM/SCREEN DOOR REQUIREMENTS**

All homeowners who wish to install a storm/screen door must match the color of the door either to the front door, the siding, the trim, or the windows (windows may be brown or almond). White doors are not permitted.

### **WINDOWS**

Replacement windows may only be brown or almond. This includes patio sliders. Homeowners may choose a “6 over 6” pane configuration (as originally designed throughout the community) or a “paneless” configuration. White windows are not permitted.

### **DOORS, FRONT / REAR/ SIDE**

Several styles of door have been approved. Please contact the Property Management Agent for a style sheet. Information on where to purchase the door may be available.

The color of the door must coordinate with the house siding or trim.

Sliding patio doors must match the windows (almond or brown). No white sliders are allowed.

### **GARAGE DOORS**

Replacement garage doors should be matched to the current, approved style in place. Some units in Taunton Trace feature a beveled, paneled style; others, such as in Crestwick Court, feature a flat,

non-beveled style. The Property Management Agent can provide guidelines on garage door styles prior to replacement.

#### **PATIOS / DECKS**

Addition to or replacement of an existing structure must receive Architectural Review Committee approval. Change in specification is possible but not without ARC review and approval.

#### **EXTERIOR LIGHTING**

No light from exterior fixtures may be directed outside the owner's property. Light fixtures which are proposed in place of original fixtures should be compatible in style and scale with the house.

#### **SIDEWALK & DRIVEWAY**

Responsibility for repair or replacement lies with homeowner, not the Township or the Association. Approval is required from the ARC, and a permit is required from the Township.

Homeowners with severely damaged sidewalks and driveways will be sent notices from the Property Management Agent asking that the unit be repaired by the homeowner.

#### **FENCING**

An existing **original** privacy fence may be replaced by the homeowner; ARC approval is required before replacement. **New fences of any kind are not approved and may not be erected.** This includes "green" or shrub fences as well as constructed fences.

#### **LANDSCAPING**

Any landscaping project that requires removal of a tree or trees must be approved by the ARC. Major landscape designs that include removal/installation of shrubbery must also be approved.

#### **CHIMNEY ALTERATIONS**

Changes to the exterior portion of an existing chimney must receive ARC approval.

#### **SATELLITE DISHES**

The use of satellite dishes is permitted in Taunton Trace for television reception. However, satellite dish installation must be approved by the ARC prior to installation. All dishes must be mounted at the back of the unit. Dishes visible from the front of the unit are not permitted.

#### **RECREATION EQUIPMENT**

Recreation equipment and facilities are an integral part of Taunton Trace and have been provided at the playground area.

Homeowners who wish to add recreational/play equipment (to the **rear** yard only) must submit a request for approval.

#### **BACKYARD BARBECUES**

Barbecues must be a commercially manufactured unit. Barbecues constructed of brick, stone, cinder block, concrete block or other masonry materials are not permitted.

Barbecues must be located within the rear yard of the property, and utilized no closer than 15 feet from a structure.

**Nothing above shall be construed to prohibit the reasonable adaptation of any home for handicapped use within the guidelines of the Americans with Disabilities Act as amended.**

**TAUNTON TRACE HOMEOWNERS ASSOCIATION  
INSTRUCTIONS FOR COMPLETING THE REQUEST FOR REVIEW FORM**

1. Prepare written description of the proposed work in sufficient detail so the committee can make a decision.
2. In order to be complete, this application must contain a description of the project, including the height, width, length, shape, color, materials and location of the proposed work, where applicable. A survey or site plan is required for any structural changes or additions to the property, such as fencing, decks, patios, sheds, additions, etc.
3. Photographs or sketches of similar completed projects will aid in the consideration, as will color chips and/or material samples. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included.
4. All applications for REQUESTS FOR REVIEW must be submitted in duplicate to the Taunton Trace Architectural Review Committee, c/o The Property Management Agent. Oral requests will not be considered. Questions should be directed to the agent.
5. All work that is approved must be COMPLETED within 6 months of the approval date. If the work is not completed within 6 months of the approval date, a new application must be submitted. Approved applications will have a set of standard conditions attached. Please read them carefully.
6. If there are any deviations from the original application which was submitted and approved, a new application must be submitted.
7. If the Committee fails to approve, modify or disapprove in writing the application within thirty (30) days of its submission, approval shall be deemed granted. Any interested person may appeal an adverse decision within forty-five (45) days to the Taunton Trace Homeowners Association Board of Directors, which may reverse or modify such decision by a two-thirds (2/3) vote.
8. Committee & Board approval does not eliminate the homeowner's responsibility to seek Township approval where applicable.



## GENERAL MAINTENANCE REGULATIONS

### 1. MAINTENANCE

As stated in the original Declaration of Covenants and Restrictions:

"IT SHALL BE THE DUTY OF EACH HOMEOWNER TO KEEP AND MAINTAIN HIS LOT AND HOME IN GOOD ORDER AND REPAIR. THIS INCLUDES THE EXTERIOR AND INCLUDES BY EXAMPLE, AND NOT LIMITATION, PARTY WALLS, ROOF, STRUCTURAL COMPONENTS, OUTSIDE OF HOME, SIDEWALK, FRONT STEPS, REAR YARD AND THE PLANTINGS LOCATED ON THE HOME LOT."

Maintenance affects the visual character and economic values of the property and neighborhood, and, in some cases safety. The Board of Directors may intervene and consequently the homeowner may be assessed accordingly. See "Procedures for Handling Violations" Page 12.

#### THE FOLLOWING EXTERIOR OBJECTS ARE NOT PERMITTED:

- Statues, sheep, pink flamingos, etc. (restricted to rear yard only!)
- Birdbaths (restricted to rear yard only!)
- Basketball nets (See Architectural Guidelines regarding recreation equipment.)
- Tree houses
- Signage other than house number. "For Sale," "For Rent," business and commercial advertisements are not permitted on any property, including common elements
- Clotheslines, clothes poles are not permitted

#### HOLIDAY DECORATIONS

Must be removed no later than 30 days after the date of the holiday.

#### FIREWOOD

Firewood in the backyard shall be neatly stacked. The height should not exceed 3 feet and length should not exceed ten feet. Firewood piles shall be kept at least 1 to 2 feet away from the building, but not on Common Area.

A small amount of firewood will be permitted on the front porch of the unit provided it is placed in a decorative holder.

**ANY OBJECTS NOT ADDRESSED IN THESE GUIDELINES MUST BE PRE-APPROVED BY THE BOARD.**

### 2. USE OF COMMON ELEMENTS

- No part of the Association's Common Areas, homes and home lots shall be used or maintained as a dumping ground for rubbish, trash, new or used lumber, metal, scrap, garbage or other waste, accumulation of brush, mulch piles. Such material shall not be kept except in sanitary containers which shall be kept in a clean and sanitary condition.
- Easements for installation and maintenance of utilities, drainage, irrigation facilities and cable television are reserved. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of these facilities, or which may change the direction or flow of drainage channels in the easement or which may obstruct or retard the flow of water through drainage channels in the easements.
- No removal of any tree or shrub on common ground, whether dead or alive, will be permitted without Board approval. The Association hires professional landscaping contractors to



maintain Common Areas; therefore, all concerns regarding common element turf, plants, etc., must be directed to the Managing Agent. Homeowners may not undertake landscaping of any kind on common elements unless specifically authorized by the Board.

- There shall be no picnicking or barbecuing in the Association Common Areas except as designed by the Board. A request must be submitted in advance.
- No noxious or offensive activity shall be carried on within the homes, home lots and Association Common Areas, nor shall anything be done thereon which may be or may become an annoyance or nuisance.

Medford Township Ordinances #102-a, A-E, 102.2, 102.3, and 102.4 spell out noise restrictions. Briefly, it is illegal to make noise that disturbs the peace, including loud radios or other equipment; horns; animal barking or howling; loud vehicle exhausts. TTHA expects residents to conform to these prohibitions, and may impose fines for violation in addition to Township fines of up to \$500.00.

- Damage to common property elements by residents or their children: costs will be assessed to the homeowner and fines may apply.

### **3. TRASH STORAGE AND COLLECTION**

All trash and garbage must be placed in Township containers or it will not be collected. Paper bags, boxes, plastic bags are not permitted. Any trash placed outside the receptacle will not be collected. Consult Township calendar for collection schedule, which is normally on Friday morning each week, with exceptions for holidays.

Trashcans on front porches are not permitted. Bags and boxes of trash and recycling cans are not permitted on porches. Only barrels provided by Medford Township may be used. Trash barrels must be stored in garages or rear yards between pickups.

Trash cans cannot be left on the street after trash pick-up and must be removed during the day of collection.

### **4. VEHICLE PARKING/REPAIRS**

- There is no designated parking. Automobiles may be parked only in areas provided for that purpose. No street surface, parking area or common elements shall be used for the parking, storage or repair of:

- (1) Boats and/or trailers;
- (2) House trailers;
- (3) Campers;
- (4) Trucks over 1 ½ tons;
- (5) Commercial vehicles.

FINE \$50.00  
Plus Towing Costs

- Motorcycles, motorbikes, minibikes, mopeds, or any other terrain vehicles shall not be parked or stored on sidewalks, front or back yards, or front porches.

FINE \$50.00  
Plus Towing Costs

- Automobile parking is permitted only in the parking areas. No diagonal parking. No unit owner, tenant or guests shall park in front of the mailboxes, alongside islands or behind another vehicle as to impede free passage. Spaces designated "Handicapped" are reserved for the use of the approved homeowner or tenant, whose vehicle must display "handicapped" plates.

FINE \$50.00  
Plus Towing Costs

- Any vehicle without current registration, license plates, or valid inspection sticker, not removed within a 48-hour period will be towed away at the owner's expense. Abandoned/ "junker" vehicles are not permitted.

FINE \$50.00  
Plus Towing Costs

- Only a quick/emergency repair is permitted in front of a homeowner's property. No cars on blocks will be permitted. No repairs may be made to vehicles on any common areas.
- Parked cars leaking fluids that deface the pavement are not allowed.

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

The following procedures have been approved by the Board of Directors:

1. Management performs site inspections of the property on a regular basis, noting any maintenance items and violations of the Rules & Regulations.
2. An "Inspection Report" is generated from the hand-written notes made by the Property Manager.
3. Warning letters (violation letters) are issued to the respective owner(s) when 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 as well. If the investor/owner has not provided Management with any tenant information, the unit owner will be the recipient of the violation letter. The unit owner is responsible for the actions of the tenant.
4. The homeowner will be asked in the violation letter to correct the problem within a reasonable period of time. Failing correction, a second letter will be sent imposing a fine, normally \$25.00.
5. The homeowner may request a hearing within ten days, should she or he wish to contest the fine. This request should be issued to the Management Company in writing. If hearing is not requested, the fine will remain on the account as imposed.
6. If a hearing is requested, the Covenants Committee or, if no such committee has been established, the Board of Directors, 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 Covenants Committee or Board of Directors will hear both sides and a decision will be reached as to whether to impose the fine.

## PET REGULATIONS

No animals, livestock, poultry or reptiles of any kind shall be raised, kept or bred on any home, home lot or Association Common Areas; except dogs, cats or other household pets may be kept, provided they are not kept, bred or maintained for any commercial purpose. There is a limit of two domestic pets per household.

Pets must be leashed and accompanied by their owners at all times. Staking of pets is prohibited. Fenced enclosures for pets are prohibited. All pets must be under control of the owners at all times. Dog houses are not permitted.

**ALL DEFECATION FROM PETS MUST BE COLLECTED FROM COMMON AREAS, BAGGED AND DISPOSED OF IN THE OWNER'S TRASH.**

Homeowners should have their pets defecate and urinate in their own backyards. This will prevent damage to the grass throughout the common areas and permit residents to enjoy the open space.

**ENFORCEMENT:** Complaints regarding violation of Pet regulations must be in writing on a Pet Policy Complaint Form (see attached). Complaint forms can be obtained at the Association office and must be filed within three days of the occurrence.

**FIRST COMPLAINT:** Violator receives a letter from the Managing Agent stating the nature of the complaint and requiring corrective measures immediately.

**SECOND COMPLAINT:** If a second complaint is received in writing, a second letter will be sent. A fine of \$25.00 will be imposed.

**RIGHT TO APPEAL** Member has the right to appeal a formal complaint or levied fine from the Association. The appeal must be in writing, addressed to the Board of Directors. Final adjudication is reserved for the Board of Directors. Appeals must be in writing and within 30 days from the date of the letter.

Association's policy is consistent with Medford Township Ordinances #66-8, 66-9 and 66-10 which require dog owners to leash, curb and clean up after the pet, as well as New Jersey Statutes. Fines may be imposed by the Township as well as the Association for violations.

**RESOLUTION OF THE LUCAS LANE  
TAUNTON TRACE HOA**



RE: Fine increase for pet clean up:

**WHEREAS**, Taunton Trace Home Owners Association, is a New Jersey Corporation, duly organized and existing under the laws of the State of New Jersey;

**WHEREAS**, the members desire that the Corporation shall act in full accordance with the provisions of the Taunton Trace Home Owners Association documents;

**NOW THEREFORE**, the Board hereby adopt the following resolution by and on behalf of Taunton Trace Home Owners Association.

**RESOLVED**, "Fines for owners who violate the dog defecation clean up rule as stated below, will increase from \$25 per incident to \$75 per incident."

This resolution was unanimously adopted by the Board members present and made a part of the minutes of the Board of Directors' meeting of March 21, 2017.

BY: James F. Robinson  
President

ATTESTED: [Signature]  
Secretary

ALL DEFEICATION FROM PETS MUST BE COLLECTED FROM COMMON AREAS,  
BAGGED AND DISPOSED OF IN THE OWNER'S TRASH.

**TAUNTON TRACE HOMEOWNERS ASSOCIATION  
PET POLICY COMPLAINT FORM**

**NAME OF PET OWNER:** \_\_\_\_\_

**ADDRESS OF PET OWNER:** \_\_\_\_\_

\_\_\_\_\_  
**DATE, TIME AND PLACE OF OCCURRENCE:**

**NATURE OF COMPLAINT:**

**WITNESSES (if any):**

**WITNESSES' ADDRESSES:**

**SIGNATURE OF COMPLAINANT:** \_\_\_\_\_

**ADDRESS OF COMPLAINANT:** \_\_\_\_\_

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

*The identity of the person making the complaint will be kept confidential.*

## RENTAL & LEASING POLICIES

All lease agreements between a homeowner and a tenant should be in writing and should provide that the lease is subject to the Homeowners Declaration and the Homeowner Association Bylaws, Rules and Regulations.

- A. No unit shall be leased by the owner(s) thereof for transient or hotel purposes.
- B. Any homeowner who leases his home shall provide the name, address, phone number and vehicle description(s) of the tenant to the Homeowners Association within thirty (30) days of the signing of the lease.
- C. All tenants are subject to all provisions of the Declaration of Covenants, Easements and Restrictions, the Bylaws of the Association and other documents referred to herein. Any failure of the lessee to fully comply with the terms and conditions of such documents shall constitute a violation.
- D. In the event a tenant of the unit fails to comply with the provisions of the Declaration of Covenants, Easements and Restrictions, the Bylaws of the Association or its rules and regulations, then, in addition to all the remedies which it may have, the Association shall notify the unit owner and tenant of such violations and demand that same be remedied through the unit owner's efforts within thirty (30) days after such notice.

The lease should also give the tenant the right to pay any assessment not paid by the homeowner and, provided that the assessment does not exceed the rent paid by the tenant, the tenant can deduct this payment from his rent.

RENTAL SIGNS ARE STRICTLY PROHIBITED ANYWHERE IN THE COMMUNITY.

### **INSURANCE PROVIDED BY THE ASSOCIATION**

In accordance with the Bylaws, liability insurance coverage has been purchased by the Association.

Liability insurance is provided to cover all common areas owned by the Association. Liability coverage does not extend to cover against physical damage to the townhouse structure.

Each unit owner should purchase a homeowners policy to cover physical damage to the building structure and contents. This policy should also provide liability protection within the unit. Renters may obtain policies to insure contents of the rented home.

PARKING IN TAUNTON TRACE  
Regulations and common courtesy

In an effort to address the concerns expressed by several homeowners, we are re-issuing this document related to parking in Taunton Trace.

There are many more cars in Taunton Trace today than when this complex was built 30 years ago. If we are all courteous and work together we will be able to utilize the available spaces without incident.

By a majority vote, the Community decided against assigned parking three (3) times in past years. There are enough parking spaces for each Homeowner to park 2 vehicles, however, these spaces are on a "first come-first park basis". No one is guaranteed a space in front of their unit.

Homeowners with a garage should utilize their driveway and one (1) additional space. Homeowners with more than two (2) vehicles should utilize the overflow parking areas where available.

Homeowners should also remember to direct their visitors/guests to park in the overflow spaces. During winter months, please also be respectful to neighbors who shovel spaces following a snowfall. Utilizing a space that you did not clear is not appropriate.

Medford Township Regulations specifies that parking around the islands **overnight is not permitted** as it will impede the ability of emergency vehicles (Fire Trucks or Ambulances) to provide said services.

Although spaces are not assigned, please consider that Homeowners who are elderly, disabled or have small children may find it more convenient to park closer to their units.

Thank you for your cooperation in this matter  
TTHOA Board of Trustees