



The image features a large, multi-gabled building with a brown roof and white siding, situated in a well-manicured community. The building has several dormer windows and a central entrance with a small porch. In the foreground, a paved driveway leads to the building. To the left, there is a tennis court and a swimming pool. The background shows a residential neighborhood with many houses, green lawns, and trees, all under a cloudy sky.


BROOKFIELD
CONDOMINIUM ASSOCIATION

RESIDENT REFERENCE MANUAL


MATRIX PROPERTY
MANAGEMENT GROUP
C/O MATRIX PROPERTY MANAGEMENT GROUP

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This resident reference manual is an abridged version of the Rules and Regulations contained in the Master Deed, those established in the by-Laws of the Association and those most commonly referred to rules and policies enacted by the Board of Directors. The primary purpose of this document is to highlight the guidelines pertaining to maintenance of the property value of our homes (hereto also referred to as units) and the general welfare and safety of the Brookfield Community residents.

Please note that the parenthesized references shown opposite each section title within this document, relate to Article X of the Master Deed entitled "Restrictions".

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1.0 HOMES (UNITS): ARCHITECTURAL AND USAGE STANDARDS

1.1 PRIVATE USE OF UNITS (H, II, JJ)

1.11 Units (homes) shall not be used for any purpose other than as private residences where at least one resident is 55 years of age or older. Residents under 40 years of age may be permitted only by special appeal to and approval by the Board.

1.2 EXTERIOR OF UNITS (DD, EE, FF, HH, I, O, T, Z)

The purpose of the following rules affecting the exterior of the residential unit is to provide architectural consistency and visual harmony.

- 1.21 Window air conditioning units, hanging electrical , cable, telephone, or other exposed wires are not permitted. Also prohibited is the outside storage of such items as, but not limited to, unused flowerpots, snow shovels and other seasonal items.
- 1.22 The exterior of the unit as constructed by the developer shall not be changed, modified or added onto without written permission of the Board of Directors via an application for such modification submitted to the Covenants Committee.
- 1.23 Awnings, grillwork, permanent trellises, window boxes, deck railings, fences, canopies, shutters, flood lights or outdoor speakers may be erected, installed or affixed only with written approval of the Board of Directors.
- 1.24 Signs and/or advertisements are not to be displayed on windows or via any other exterior means.
- 1.25 Exterior clotheslines, drying poles/racks of any kind exterior to the unit are not permitted.
- 1.26 All holiday decorations, other than December holiday decorations, are permitted for a period of two (2) weeks before and two (2) weeks after the holiday. December holiday decorations are permitted from Thanksgiving week to January 15th. These decorations are to be without accompanying sound. Mailbox decorations are permitted only during the December holidays.

- 1.27 Entrance door decorations are exempted from the rule concerning holiday decorations.
- 1.28 The Brookfield Condominium Association is not responsible for any damage to holiday decorations within the Common Elements as a result of snow removal or other maintenance. Homeowners are advised to remove decorations when such conditions prevail. Repair of damage to Common Elements caused by homeowner-installed decorations is the responsibility of the homeowner.
- 1.29 Homeowners choosing to decorate their units during the holidays are asked to be considerate of their neighbors in the placement of the decorations.

1.3 MODIFICATION OF UNITS (CC, S, O)

- 1.31 Any exterior alteration, improvement or addition to a unit requires the submission of a completed modification application form to the Covenants Committee and the written approval of the Board of Directors. Application forms can be obtained from the Covenants Committee or at the clubhouse. Application requests approved by the Board of Directors of the Brookfield Condominium Association must be submitted to White Township if a construction permit of zoning variance is required. Modifications include, but are not limited to, patios, decks, sun rooms patio enclosures, storm doors, roofs, and windows.

1.4 MAINTENANCE AND REPAIRS OF UNITS (O, P)

- 1.41 Each unit owner or occupant is responsible for cleaning, maintenance, repair and replacement of exterior components of the unit including sewer lines, water lines and mailboxes, as defined in the Master Deed, Article III.
- 1.42 Unit owners/occupants are responsible for all improvements, the front planting beds and irrigation of the land, and repair to driveways unique to the unit including the four foot planting areas around the unit.
- 1.43 The Brookfield Condominium Association is responsible for maintaining, repairing or replacing general Common Elements including sidewalks between front lawns and the street but excluding the driveway apron to the street.
- 1.44 Snow removal is required by the Association when a snow fall is more than 2 inches. Such snow removal by the Association includes clearing the driveways, walkways between the driveway and the front entrance of the home as well as the clubhouse sidewalks.

1.5 OUTDOOR STRUCTURES (LL, M)

- 1.51 Fences or barriers of any description may not be erected within the boundaries of a unit. The boundaries of the unit are described in the Master Deed.
- 1.52 Storage containers such as Rubbermaid or equivalent type of storage container with dimensions not to exceed 26 inches by 56 inches by 28 inches are permitted for placement on the patio of a unit. Hose storage containers are permitted to be placed in the planting strip within the four foot perimeter of the unit. No other outside sheds or similar structures are permitted.

1.6 SALES OR LEASING OF UNITS (C, G, HH, L)

- 1.61 The lending agent of the purchaser of the unit would need to reach out to management and request a condo questionnaire and statement of account along with any additional information they would require to assist in the sale. If a homeowner has arranged for auto-withdrawal for their monthly Association dues, they should cancel this service prior to closing by contacting the Customer Care Center for ZEGO at 866-729-5327. New owners are required to pay the Association at the time of closing a \$250.00 Membership Fee and 1/6 of the annual assessment (calculated at two months of the current monthly Association fee) as contribution toward the Working Capital Fund. Lessee must follow all Brookfield rules and shall enjoy all resident benefits.

1.7 TRASH, GARBAGE AND RECYCLING

- 1.71 Trash, garbage and recyclables (glass, plastic and aluminum) must be kept in separate covered containers and left in the garage. Newspapers must be bundled and tied four ways and not placed in any bag or container. Magazines may be tied in bundles similar to newspapers or stacked in a container in a manner as to prevent them from being blown about.
- 1.72 All garbage and recyclables may be put out anytime from the dusk of the night before or the morning of the scheduled curbside pickup. Empty containers must be taken back inside before dusk of the day of the scheduled pickup and stored within the unit. In the situation where a garbage container would be left out due to a long absence of the homeowner, then black, pest/crow proof plastic bags would be permissible and can only be put out during the morning of the collection day. The waste/rubbish collector should be contacted.
- 1.73 Excess trash, garbage, recyclables or materials of any kind shall not be stored outside the unit. No portion of the Condominium may be used or maintained for the dumping of rubbish or debris.

1.8 PETS, ANIMALS (R)

Pets are permitted subject to the following...

- 1.81 When being walked, pets must be kept on a leash and curbed. Curbing is limited to the street and the area between the sidewalk and the street. Under no circumstances should a pet be walked on front, side or back common area lawns.
- 1.82 Dog walkers must pick up after their pets and the droppings bagged and disposed of appropriately. The street, brook, storm sewers, bushes, the RV lot, clubhouse grounds, clubhouse trash cans and perimeter are not appropriate drop sites. This is primarily a White Township Ordinance as well as an Association rule adopted at Brookfield.
- 1.83 Pets (with or without a leash) are not to be left outside unattended.
- 1.84 Outside pens, runs or yards are not permitted.
- 1.85 Birds, reptiles, pets or animals of any kind may not be kept for breeding purposes.
- 1.86 Homeowners should be aware of public health issues in the keeping of all pets.

1.9 ANNOYANCES AND DISTURBANCES (AA, GG)

- 1.91 Any noxious, unlawful, unsightly or offensive activities or any activity that may become an unreasonable annoyance or nuisance is prohibited everywhere within the Condominium including within the unit.
- 1.92 Unit owners/occupants are required to observe all applicable zoning ordinances, building codes and regulations of all governmental agencies having jurisdiction over the Condominium.
- 1.93 Damaging activities or offensive behavior by intruders or other residents are to be reported by telephone as soon as discovered, by calling the State Police at 908-689-3100, the management company, Matrix Property Management Group at 908-852-0064 and a Board member (telephone numbers as listed in the current Residents Telephone Directory). Individuals so suspected or observed should not be confronted personally.

2.0 COMMON ELEMENTS/UTILITIES: USAGE AND STANDARDS

2.1 USAGE OF COMMON ELEMENTS (B, BB, M)

- 2.11 The purpose of the rules affecting the usage of the Common Elements and Property is to further the comfort of the unit owners, their guests, and lessees and to promote the general welfare and safety of the community.
- 2.12 Unit owners/occupants may not erect, build, plant and/or maintain any matter or object upon in over or under the Common Elements, including fences and walls, without written approval of the Brookfield Condominium Association Board of Directors. However, items that are permitted must not be placed so as to interfere with regular maintenance of the common areas.
- 2.13 Burning, chopping or cutting any matter or object on the Common Grounds is prohibited.
- 2.14 Compost piles are not permitted.
- 2.15 Size, style and color of mailboxes must be preserved. Permanent mailbox and post decorations are not permitted except as defined above in Section I - Exterior of Units - 1.26. Names and house numbers may be placed on the horizontal bar supporting the mailbox.
- 2.16 The Master Deed, the By-Laws of the Association and the implementing Rules enacted by the Board of Directors control the usage of the Clubhouse, Pool, Common Facilities and Common Areas.
- 2.17 Sections 6.0 and 7.0 of this manual, discusses the Board approved rules for usage of the Clubhouse and Pool, respectively. Residents, lessees and their guests are obligated to know and follow these rules for the safety and comfort of the community in general.
- 2.18 The use of Pickle Ball / Tennis Courts is for residents only. However, guests are permitted for non-scheduled events if accompanied by a resident.
- 2.19 Usage of the grills located at the club house is only permitted with an approved event form and for committee event usage only. Grills must be at least 5' from any structure and must be returned to their original location.

2.2 PLANTINGS (M, N)

- 2.21 Unit owners/occupants may not plant gardens, bushes or trees in the Common Elements of the Condominium. Applications for exceptions that would benefit the community in general may be made to the Covenants Committee.
- 2.22 Unit owner/occupant shall not disturb by removal, transplantation or alteration any foliage or vegetation planted and maintained by the Association without prior written approval of the Board of Directors. This restriction, however, does not include minor pruning and weeding.

2.3 IRRIGATION SYSTEMS (KK)

- 2.31 Unit owner/occupant shall not service, maintain, repair or replace the underground irrigation system initially installed by the developer on the Common Elements, without prior written consent from the Brookfield Condominium Association Board of Directors. Systems installed by the developer for individual units must be maintained, repaired or replaced by the individual unit owner/occupant at their own expense.
- 2.32 Unit owners may install individual irrigations systems with the written approval from the Board of Directors. Home owners who install irrigation systems are responsible for the maintenance and repair of those systems. Systems must be controlled so that excess water does not accumulate on neighboring properties or common areas. Home owners must repair, restore, at their expense, any portion of the Common Elements damaged by the installation of their irrigation systems or damage to equipment used to maintain the Common Elements.

2.4 VEHICLES AND PARKING GARAGES (F, K, U, V, W, X, Y)

- 2.41 All motorized vehicles (cars, vans, motorcycles, trucks, RVs) must be licensed and registered as required by the State of New Jersey. Operation of other motorized bicycles, mopeds, dirt bikes and all-terrain vehicles must be operated in accordance with the laws of White Township and the State of New Jersey. Operation of any motorized vehicles on the public streets is limited to those that are licensed and registered to do so by the laws of the State of New Jersey.
- 2.42 Unit owners/occupants are requested to park their vehicles in their garages and driveways and not in common parking areas. Parking in a unit's garage must be such that the garage door can fully close. Vehicles parked in driveways should avoid overhanging the sidewalks. It is highly recommended that garage doors be kept closed when not required to be open for the purpose of access or egress or other permitted uses of the garage.
- 2.43 Vehicles larger than a panel truck, commercial vehicles, mobile homes, recreational vehicles, boats, boat trailers or the like, or any unlicensed, inoperative, unused or disabled vehicles may not be parked in any driveway, except for those vehicles temporarily within the Condominium for the purpose of servicing the Condominium or any unit. Commercial vehicles are trucks, tractors, trailers, wagons or any oversized or other motor vehicles having commercial license or used for commercial purposes.
- 2.44 Vehicles as described above may be housed within the garage of a unit so as to permit the complete closure of the garage doors. Recreational Vehicles (RV's) may be parked in the driveway for a period of forty-eight (48) hours for cleaning, loading, or unloading.

- 2.45 Servicing or maintenance of vehicles, except for minor emergency repairs, shall not be performed anywhere within the Condominium. Minor emergency repairs are those minimally necessary to render vehicles operable for removal to a service facility. Cleaning of vehicles is permitted.
- 2.46 Vehicles may be washed on the driveway but not on the Common Elements.
- 2.47 No vehicle may be used as living quarters within the Condominium.
- 2.48 Garages are for vehicular parking only. Partitioning or subdividing of garages for habitation is restricted except as permitted by applicable White Township Ordinance, the Master Deed and prior written approval of the Board of Directors.

3.0 COMPLIANCE

- 3.1 While it is expected that all residents/occupants will comply with the Rules and Regulations outlined in this Manual, Brookfield does have procedures in place to deal with non-compliance. These procedures are set forth in the Brookfield Condominium Association By-Laws Article XI, Items 11.01-11.04. Provisions for alternative dispute resolution and mediation are enunciated in the By-Laws Article XII.
- 3.2 The power to enforce the terms of the governing documents of the Brookfield Condominium Community rests solely with the elected Board of Directors. The Board's powers include the ability to impose and collect fines for violations and to pursue any other form of redress. The compliance procedures available to the Board of Directors are subject to the limitations, conditions and parameters established by the New Jersey Condominium Act, and any applicable local, state or federal law. Further, in order to provide a mechanism for alternative resolution of housing disputes between residents, other owners or tenants, the Board of Directors will form a Judiciary Committee comprised of 3 unit owners appointed by the Board. Disagreements and other conflicts may be presented to the committee for advice and resolution.
- 3.3 The By-Laws place the responsibility for the administration and enforcement of the Master Deed, the By-Laws and the Rules with elected Board of Directors of the Brookfield Condominium Association.

By a vote of the owners of the Brookfield Condominium, amendments have been made to the Master Deed and to the By-Laws of the Brookfield Condominium Association. Following is a list of these amendments with a brief description of the issues addressed. Copies of these documents are available for review in the management office.

4.0 AMENDMENTS TO THE BROOKFIELD CONDOMINIUM ASSOCIATION MASTER DEED & BYLAWS

- 4.1 Article VII, Section 7.03 of the Master Deed was amended to remove the Brookfield Condominium Association's obligation to clear snow from the sidewalks adjacent to the roadway.
- 4.2 Article I, Section 1.03 of the By-Laws was amended to establish that the fiscal year shall be the calendar year.
- 4.3 Article I, Section 1.04 of the By-Laws was amended to establish that the mailing address of the Association shall be Brookfield Condominium Association, P.O. Box 52, Belvidere, New Jersey, 07823.
- 4.4 Article II, Section 2.09 of the By-Laws was amended to establish that each unit has one vote and that this one vote may be split in the event of a disagreement between co-owners. The one vote may be split equally with each of the co-owners being entitled to on-half vote.
- 4.5 Article III, Section 3.08 of the By-Laws was amended to establish that in the election of Directors of the Association, the candidates receiving the highest number of votes are to be elected to the available seats on the Board.
- 4.6 Article VII, Section 7.11 of the By-Laws was amended to establish that the annual audit shall be made available to each owner for review in the library within ninety (90) days of the Board's final approval of this document.
- 4.7 Article XVII, an addition to the By-Laws, grants the Association immunity from Civil suit by an owner except for willful, wanton, or grossly negligent acts, in accordance with N.J.S.A. 2A:62A-13.
- 4.8 Only one American Flag and one Military Flag is permitted to be hung on the exterior of any home and may not extend beyond 15'. Display of political flags, signs or similar advertising in the windows or on or around any home is prohibited. Real Estate signs may be placed at either entrance to the community only. Small garden flags are permitted.

5.0 RESOLUTIONS

A resolution is a regulation which may be adopted by the Board without it being submitted to the membership for approval.

- 5.1 A comprehensive resolution titled, "Brookfield Condominium Association Resolution Establishing Policies and Procedures Regarding Committees" was adopted by action of the Board.

This resolution was subsequently amended by another resolution which changed provisions F", "G", and "I" under the title "Financial Control".

6.0 CLUB HOUSE USAGE RULES

- 6.1 The Club House is a non-smoking facility. It is NOT available for rental or private parties.

- 6.2 Non-residents, with the exception of caregivers, are not allowed to participate in the following scheduled Brookfield activities, including but not limited to:

**AEROBICS & WATER AEROBICS • SHUFFLEBOARD • BINGO • BOCCE •
ZUMBA • BUNCO • TENNIS • YOGA • HEALTHY BONES • PICKLE BALL**

- 6.3 Guests of any age or relationship to a resident will not be permitted in the Exercise Room either as observers or participants. No physical therapists or personal trainers are allowed in the Exercise Room.
- 6.4 Guests are not permitted in the Club House to attend standing committee meetings or any events except as described below:
- a) Professional, craft or industrial persons engaged by certain Brookfield committees and sub-committees, with specific approval of the Board, to provide relevant information, services or entertainment to the committee and/or to the community in general may be allowed. For these events and circumstances, the Board's sanction will be sought via the prior submission and subsequent approval of an event form originated by the respective Committee Chairperson.

b) Guests will be permitted only if spots remain for an event being held outside of the Club House after resident sign-ups have passed and open to family and friends, (e.g. Casino trip, bus trip, etc.).

PLEASE NOTE:

- In order for Brookfield Bingo to maintain its Tax Exempt status, guests shall never be permitted participation or even admission as observers, at Bingo.
- Functions sponsored by the Health and Welfare committee are strictly for owner/resident only.

- 6.5 Residents who may observe a disregard of the aforementioned Club House rules are to avoid direct confrontation with the resident offenders. Instead, they would be urged to report the offense to a board member for action to be taken by the Board. After repeated, unheeded warnings, offender may be fined for each offense as determined by the Board. Non-payment of these fines may result in a lien, including legal fees, placed on the offending resident's property.
- 6.6 Casual admittance to the Club House such as those by Realtors, prospective buyers, and visiting friends of residents are not discouraged, but such visits, at all times, require the presence of a resident or board member.

7.0 POOL USAGE RULES

- 7.1 Guests must be accompanied by the resident at all times. Since residents are responsible for the action of their guests, they must ensure that the guests know and abide by the Association rules and regulations. Except for restroom absences, if a resident leaves the pool area, the guest must also leave.
- 7.2 For purposes of pool usage, guests 16 years and above are considered adults.
- 7.3 Each household is allowed a total of 6 people at the pool.
- 7.4 Guest children are permitted in the pool between noon and 3:00pm.
- 7.5 Pool entrances such as gates, ladders, walkways and steps must be kept clear at all times.
- 7.6 When using the pool, all swimmers must wear appropriate swim-wear attire. Use of cut-offs is to be avoided.
 - a) Any form of diaper including adult absorbent under garments are not permitted in the pool.
 - b) Children under the age of three years, as well as those over three years that are not toilet trained are not permitted use of the pool.
- 7.7 Residents and guests with skin lesions, open wounds and infections conditions may not use the pool.
- 7.8 Only non-alcoholic beverages in non-breakable containers are permitted around the pool area. Food may be taken to the patio area adjacent to the tennis courts. Residents using these facilities must then remove all waste and restore area cleanliness. The pool and surrounding environments are smoke free.
- 7.9 For the comfort of other pool users, personal listening devices (ear buds) must be used by anyone using radios, mobile phones or other audio systems.
- 7.10 Only flotation devices that are recognized by the U.S. Coast Guard as being safety devices are permitted in the pool.
- 7.11 Diving or jumping into the pool, throwing balls, Frisbees or other objects is not permitted.

- 7.12 Running around the pool deck will not be tolerated for the safety of the runners and the other pool users.
- 7.13 The pool will be vacated at and during the threat of electrical storms. Swimming and reentry to the pool will resume when it is safe to do so.
- 7.14 Animals, except for those allowed by the ADA law, are not permitted entry in the pool area.

OWNER / RESIDENT ELIGIBILITY CHART

The chart below summarizes how ownership and residency determine a person's eligibility for community participation, voting, and access to Brookfield's facilities.

Terms:	On Deed	Resides in Brookfield	May Run for Board & Vote	Use All Facilities
Owner/Resident	Y	Y	Y	Y
Owner/Non-Resident	Y	N	Y	Y
Non-Owner/Resident	N	Y	N	Y
Guests	N	N	N	N

The table explains who has which rights in the Brookfield community based on two (2) factors:

1. whether they own the property (on the deed), and
2. whether they live in the community but do not own.

Those two factors determine voting/board eligibility and facility access.

1. **Owner/Resident** - is on the deed, lives in Brookfield, can run for the Board & vote, and can use all of the facilities.
 - a. This is the "full rights" group. They own the property and live there, so they get every privilege - governance and amenities.
2. **Owner/Non-Resident** - is on the deed, does not live in Brookfield, can run for the Board and vote, can use all of the facilities.
 - a. They own the property but don't live in the community. Because they do not live there but still own, they may participate in governance and use all the facilities.
3. **Non-Owner Resident** - These are people who live in the home but do not own it -for example, tenants/renters or family members. They can use the facilities because they live there, but they cannot vote or run for the board because they are not owners.

The table reflects typical COA-style logic. Ownership determines governance rights as well as amenity access. Guests have no rights except as noted specifically in the Reference Manual.

Only people who have ownership get all rights.

BROOKFIELD CONDOMINIUM ASSOCIATION MANAGEMENT COMPANY



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Available every Wednesday 8am - 4pm in the Clubhouse