

WESTGATE SQUARE RULES AND REGULATIONS

Introduction

The Board of Directors, for the peaceful governance of our community, its uniform appearance, and the safety of everyone, has adopted rules and regulations contained herein. Voluntary compliance of laws and rules is the cornerstone of any peaceful society. Because residents of a town-home community such as Westgate Square reside in close proximity to each other rules become necessary.

These rules and regulations are intended to be fair, recognize, respect and embrace the diversity of our community as the foundation of its excellence. The rules and regulations have been adopted with careful consideration of each person's color, creed, national origin, sexual orientation and religion. They are designed to balance individual rights with community tranquility, uniformity and safety while attempting not to be overly restrictive. These rules and regulations are in addition to and do not supersede any United States, New Jersey or Township of Edison ordinance, code, regulation or law.

Residents and/or Unit owners with grievances are encouraged to appeal any rule, decision or notice given to them pursuant to these rules to the Board of Directors. Writing a letter stating the reasons for the appeal will set the appeal procedure in motion.

Being a considerate neighbor and assisting in maintaining a uniform, safe community continues to keep Westgate Square a great place to call home.

Westgate Square Board of Directors

Updated and Adopted March, 2010

ARCHITECTURAL

The goal to have each and every unit appear uniform in nature thereby maintaining a common community appearance is important to the continued excellence of Westgate Square. The exterior of every unit is “common property” and generally no major alteration or addition can be made without prior application to and approval of the Board of Directors. Some alterations may require building permits and inspections. Residents must always follow local building codes. When contractors are used, the Board of Directors may require a copy of their certificate of insurance. Details of the procedures to make changes or additions to any unit can be found in Article 22 of the Master Deed.

The list below provides rules and guidelines for the most common areas of inquiry. For some items, the Board of Directors has developed detailed specifications and/or has chosen the contractor. ***Before changing or installing anything on the exterior of a unit, contact the property manager and/or obtain prior Board approval, in writing.*** This procedure is established to maintain uniformity while protecting unit owners who embark on such projects.

Upon notice, unit residents are required to remove or abate any condition in violation of these rules within 48 hours. The Unit owner or resident may make a written request for appeal to the Board of Directors if there is any fact in dispute. If it becomes necessary for the Westgate Square Association to repair, replace, remove, or restore any modification made to the exterior to the unit’s original design or condition, unit owners will be responsible for any and all cost associated with this.

Attic Ventilator / Power Fans – are optional and may be installed subject to the following procedure:

- a. Written request to the Board of Directors.
- b. The Association office will provide an approved, licensed contractor with your name and the contractor will arrange the installation, advising you of the cost, which is your responsibility. A building permit is required. Note that a licensed electrician is required for this installation.
- c. The Association does not maintain these devices after installation.

Barbecue Grills – Outside cooking or barbecuing is only permitted on the patio which is outside the kitchen. Any cooking that causes excessive smoke is not permitted. The barbecue/cooking unit must be kept at the outside end of the patio farthest from the structure.

Specifications for barbecue/cooking units in Westgate Square are:

MIDDLE UNITS: Place the barbecue/cooking unit along masonry wall at least 5 feet from the balcony overhang.

END UNITS: If there is wood covering the interior of the wall a barbecue/cooking unit is not allowed by law. This wood may be removed after application to the Board of Directors and approval from the Board. The barbecue/cooking unit needs to be at least be 5 feet from the balcony overhang at the angle where the wall meets the sidewalk.

Burglar / Fire Alarms – Small signs should be displayed in the upper or lower corner of sliding doors and windows. No lawn or sign affixed to the siding or railings is permitted. The Township of Edison requires alarm registration. No burglar/fire alarm shall sound an audible device for more than 15 minutes.

Contractors & Workmen – cannot use the lawn, courtyard, or other outside area to stage work done inside a unit and will be responsible to restore and clean any and all outside areas before they leave each evening. The contractor must also have a certificate of insurance. The resident and owner of the unit are responsible for ensuring the contractor adheres to the guidelines set forth in this publication.

Electronic Insect Devices – or their power cords cannot be permanently attached to any unit. These devices may be attached with hooks, operated only on a seasonal basis and cannot be placed where it would be an annoyance to any neighbor. No device may be activated unless the resident is on the balcony or patio where it is located. If no one is present it must remain off. All devices must be off at 11:00 PM by order of Edison Township.

Decorations – Decorative items (such as welcome signs, sculptures, flower pots) of reasonable size, appropriate decorum and overall consistency with the common look and quality of the Westgate community can be attached to the exterior of the units only near the entrance door and in the patio area. The Board of Directors retains the right – in its sole discretion – to inspect and request removal or modification to the decoration. Holiday decorations – may be placed no earlier than 30 days prior and removed no more than 14 days after the holiday. Artificial flowers, fencing or deer netting are not permitted.

Door and/or Window Replacement – Unit owners may, after obtaining approval from the Board of Directors, replace any exterior door, sliding glass doors and/or windows at their expense. Specifications must be obtained from the office.

Firewood – Storage is prohibited on or under decks, or adjacent to chimneys. It may be stored on the patio off the kitchen in a holder raising it off the ground, no higher than the patio walls.

Fixtures – Installation of new fixtures must be approved in advance by the Board of Directors. The Edison Building Department may require a building permit. Costs are the responsibility of the unit owner. Contractor rules apply.

Flags – Decorative wind flags, windsocks, or flags (other than the United States flag) are prohibited. United States flags will be of reasonable size and displayed as appropriate and illuminated as required.

Flowers, Plants & Flower Pots – Wood flower boxes built by Westgate Square Maintenance Department for placement on brick steps are available for purchase by calling the office. Flower boxes/pots may not be affixed to patio walls or deck railings. Hanging plants should be kept to a minimum with hooks carefully installed as to avoid damage to unit. “Shepard hooks” are allowed to hang plants. No fencing or netting to deter wildlife is permitted. Seasonal flowers are permitted. Flowers must be maintained in good condition and dead plants promptly removed. Fruit and vegetable plantings are prohibited in the flower beds.

Hoses & Hangers – Hose hangers should not be permanently attached to the exterior of any unit. Hoses are permitted to be stored in a neat manner outside from May 1 to October 1, must be a discreet color and/or not in clear view.

Landscaping – Changes, modifications, alterations or additions to the grassy areas or beds in common areas must be pre-approved by the Board of Directors upon written application from the Unit resident.

Leaking Spigots – are the responsibility of the unit owner and must be swiftly repaired.

Mulch – From time to time, budget permitting, the Board of Directors may decide to mulch some or all of the entire community. Other times, Unit residents may apply mulch at their own expense. Mulch must be treated and brown or black in color and an organic material.

Outdoor Lighting – Outdoor fixtures near the entrance door and sliding door must be maintained in working condition. Globes must be used – naked bulbs are not permitted in outdoor lighting fixtures. Replacement fixtures shall be of similar shape and type as originally installed and may be obtained from the office at your expense. All optional lighting, including landscape lighting, must be approved in advance by the Board of Directors. (See also “Fixtures” above)

Patio Area; General – Patio gates are permitted and can be installed after written application to and approval of the Board of Directors. Gate specifications may be obtained from the office. Installed gates are the unit owner’s responsibility and must be maintained in working order and proper aesthetic condition. Patio floors may be covered, after application to and obtaining Board of Directors approval. Specifications may be obtained from the office. Coverings may be exterior carpet, dark brown or green in color, which is NOT GLUED or affixed to the concrete / wood surface. Wood or wood synthetic decking is

permitted if installed on sleepers. The installation of tiles, bricks or pavers attached to the concrete is prohibited.

Propane Tanks – NJ Law prohibits storing full or partially full propane fuel tanks inside a residence or garage. Violations can result in a fine from the Township. Propane tanks must be stored outside, and not have rust damage on them. *These tanks are under pressure and extremely dangerous unless they are transported, stored properly and in good condition.*

Radon – Units requiring radon remediation should contact the Board of Directors prior to installing the remediation. The Board of Directors must approve the remediation plan. The cost for radon remediation is the responsibility of the Unit owner.

Recycling – Recycling is required by Township ordinance. Recycling items as outlined by the Township may be placed outside for pick up 6PM the evening before pick up. Recycling containers must be stored indoors at other times. Recycling rules and schedules may be obtained from the Township.

Satellite Dishes – Television reception satellite dishes may be installed only after application to and approval of the Board of Directors. Installation guidelines and specifications can be obtained from the office.

Screens – are a unit owner's responsibility. An insect screen is required on any open door or window. Screens must have bronze or dark brown frames and be maintained in proper appearance (e.g. not torn) and in working order if they are on windows. If not in the window, they cannot be stored outdoors. Screened-in patios are prohibited.

Signs – are prohibited including, but not limited to, for sale signs, realtor signs, open house, garage, house or estate sale, etc. Prohibited signs are any sign which is visible from the outside of any unit, on or inside any vehicle parked in the community, or anywhere on common property. Unit owners are responsible for improper display of any sign including those posted by realtors representing them. Beware of dog signs are only allowed if discretely placed adjacent to the door, and no larger than 2" X 8". Approved Fire Department safety signs are permitted in compliance with Fire Department protocols.

Skylights – may be installed ONLY if and at the same time the living room roofs are being replaced. Advanced application must be made to the Board of Directors. Skylights are permitted only on the living room roof and two are required. The Association will choose the contractor. Specifications for type, size, manufacturer, and installation of skylights can be obtained from the office. The unit owner is responsible for any and all costs associated with the skylights at installation and from that point forward. THIS INCLUDES SKYLIGHT LEAKS.

Storm Doors – are optional but if installed, required advanced approval by the Board of Directors and must meet the specifications available at the office.

Trash Cans & Removal – Trash receptacles cannot be attached to the unit. All refuse left for pick-up must be placed in a plastic or metal trash can sealed with a lid. Trash shall not be placed out for pick up just in plastic bags due to insect, wild life and rodent issues. Trash cans may be placed outside garage doors from 6PM the evening before pick up to 6PM the evening of pick up. Trash cans must be stored inside at all other times. Special trash removal, at the resident's expense, can be arranged by calling the office for the hauler's telephone number (available at office). Exterior dumpsters or bulk containers require written application and prior approval of the Board of Directors. (See also Recycling).

Toys, Lawn Tools, Bicycles and Other Recreational Equipment – must be removed from lawn and/or walkway each night and stored in the patio area out of common view. Storage of these on decks or balconies is also prohibited.

Unit Number - Unit numbers will be displayed to the right of the front door and on the garage door. They are the responsibility of the Association and will be replaced when necessary.

Weather Stripping – around windows and doors must be a dark color (black or dark brown).

Wind Chimes – are permitted provided they do not disturb others and must be relocated or removed upon complaint.

Other Prohibited Exterior Items and Activities:

- a. Chimneys or fireplaces other than original to unit
- b. Antennas temporary or permanent other than satellite dishes
- c. Painting of any exterior surface
- d. Awnings and shades
- e. Tents (except on common grounds for 24 hours with prior approval)
- f. Mailboxes
- g. Lawn ornaments (other than holiday decorations)
- h. Name plates or signs or any nature
- i. Clothes lines and/or clothes drying racks
- j. Clothes or any item hanging over patio walls or deck railings
- k. Bird baths, bird or animal feeding devices of any kind
- l. Air conditioning units other than C/A placed as in original unit design
- m. Patio tents or enclosures
- n. Solar panels
- o. Kitchen exhaust fans

RENTAL OF UNITS

- All units must have no less than a 12 month lease.
- The following must be filed with the Westgate Management Company:
 - a. copies of lease agreements;
 - b. name, phone numbers, car information of renters, and copy of homeowner's HO6 policy;
 - c. certificate of insurance naming Westgate Square as additional insured;
- Sub-leasing is prohibited and the renter of record must reside in the Unit;
- Renters must have tenant's insurance policy (HO4) to for personal property and liability coverage. This liability must cover a tenant's negligence that causes a loss to the Association's property.

CLUBHOUSE RENTAL

Clubhouse rentals require a fee and security deposit (the amount is changed from time to time). The clubhouse can be rented only to Westgate Square residents in good standing. Clubhouse rentals are intended to facilitate personal functions of Westgate Square residents and not business or not-for-profit functions. Westgate Square residents are prohibited from renting the clubhouse to engage in profit making activity. The rental does not include the use of the playground, pool or tennis courts. Violations of these rules suspend future clubhouse rentals indefinitely as well as forfeiting the return of your security deposit.

The Social Committee will, from time to time, sponsor functions at the Clubhouse to which the entire community will be invited. Rental fees and security deposit requirements may be waived for such events at the discretion of the Board of Directors. Any resident of Westgate may petition the Social Committee to arrange for a common event of this kind.

All other uses of the Clubhouse must be approved, in advance, by the Board of Directors.

TRAFFIC AND VEHICLES

These rules are intended to enable the safe co-existence of traffic and pedestrians within the community. These rules apply to unit owners, renters and guests. Drivers are expected to **ALWAYS OPERATE THEIR VEHICLE IN A SAFE AND COURTEOUS MANNER BEING MINDFUL OF CHILDREN,**

PEDESTRIANS AND OTHER TRAFFIC. All vehicles must follow NJ traffic and vehicular laws and regulations.

Parking Rules

Vehicles may be parked only:

1. in your unit's garage;
2. in your unit's designated parking space;
3. flowing with traffic on the outer loop of Westgate Drive (the side opposite the clubhouse and pool), excluding the areas listed below; and
4. flowing with traffic the right side of Westgate Drive as one turns into the community from Linda Lane.

Excluded areas on Westgate Drive:

- a. areas within 10 foot of a fire hydrant
- b. areas within 15 feet of a courtyard entrance
- c. areas within 50 feet of a stop sign
- d. areas with "no parking" signs

Permitted Vehicles

Passenger cars (including those used as "limos" with "OL" or "TLC" license plates that do not violate any standard below under "Prohibited Vehicles"), vans, SUVs, motorcycles and trucks. All vehicles must be in good operating condition (e.g. not leaking fluids, not on blocks, not partially disassembled or under repair).

On application to the Board of Directors, parking exceptions and allowances will be considered.

Prohibited Vehicles

- commercial vehicles
- recreational vehicles
- large trucks
- motor / mobile homes
- trailers
- boats
- personal water craft
- school buses
- other buses
- "yellow" taxis (or taxis so commercially marked as to be clearly distinct from passenger cars)
- stretch limousines
- snowmobiles

Other Traffic Related Rules

Any vehicle parked in Westgate Square may be subject to a police summons or towing 24 hours a day, without prior notification to the vehicle owner, resident or unit owner. Towing and storage charges are the sole responsibility of the owner

of the vehicle. The towing company information is posted near the entrance to the community

Contractors or others doing work inside a unit will not use the road or courtyard to complete the work. They will immediately clean up and remove any and all packing materials, etc.

Vehicles parked for an extended period of time in the same place on Westgate Drive may be considered abandoned and towed.

Residents are required to register their vehicles (and subsequent changes) with the office to enable notification to them if it becomes necessary.

PEACE AND TRANQUILITY

No activity shall be allowed on or in any unit or on the common elements, or shall anything be done either willingly or negligently which may be or become an annoyance or nuisance to the occupants of other units. Disputes over what constitutes an annoyance or nuisance will be arbitrated as described in the Due Process Resolution section of these rules.

1. Each resident shall regulate the occupancy and use of his/her unit so as not to unreasonably or unnecessarily disturb other residents.
2. Each resident shall not make or permit any disturbing or loud noise in his/her unit that may disturb the peace and tranquility of their neighbors.
3. Musical instruments, audio and/or video or other equipment may not be played or operated at a sound level to disturb any neighbor.
4. Residents are prohibited from providing any form of vocal, instrumental, or other instruction inside their unit as to disturb any neighbor.
5. Children should be appropriately supervised at all times. It is not advisable that children be allowed to play in streets, entrance driveways or parking areas due to obvious safety concerns.
6. Excessive yelling or noise outside of any kind as to annoy any neighbor is prohibited.
7. If a resident has a complaint regarding the behavior of any other resident with respect to Peace and Tranquility issues, the complaint will be handled under the Due Process Resolution & Enforcement of Violations section below.

PETS AND ANIMALS

1. Residents are required to comply with all requirements set forth by the State of New Jersey and Township of Edison relating to licensing, type, and treatment any animal as a residential pet.
2. All pets must be kept on a leash at all times and not allowed to run unattended. NO EXCEPTIONS.
3. Pets are not permitted to be tied, chained or secured in any manner outside any unit, on balconies, decks, or in any common area.
4. Pets must be curbed. Owners are required to pick up after their pets and properly dispose of waste. NO EXCEPTIONS. Failure to comply with this clean up requirement can result in a \$100 fine.
5. Excessive pet noise is considered to be a Peace and Tranquility violation.

GENERAL RULES

AFTER DUSK JOGGING & BICYCLE RIDING: Persons involved in these activities are expected to wear reflective clothing and use safety equipment.

DAMAGES: Each resident, tenant and guest is liable and responsible for damages and/or expenses for any maintenance, repairs, or replacement rendered necessary to common and/or limited use common areas by their acts, failure to act, negligence, carelessness, by themselves, their guests, employees, tradesmen, agents, lessees, pets, etc.

FIRE HAZZARDS IN UNITS: Kerosene, gasoline and/or propane heaters are prohibited from being used inside units by Edison Fire Code.

GARAGE SALES, HOME CONTENTS OR ESTATE SALES: by individuals are not permitted.

MINORS: No persons under 17 years of age are permitted to occupy a unit as residents unless their parent or guardian resides in the unit.

PAYMENT OF COMMON FEES AND FINES: All unit owners are required to pay the monthly fee on the first day of each month. However the Association grants a fifteen (15) day grace period during which time fees are considered on time. Any fee that is not received by the 15th of any month shall be subject to a late fee of \$25.00. Any fee which remains due and owing for a period of sixty (60) days from the first day of the month shall be considered delinquent and subject to collection and court action resulting in a lien on the property. Any such liens will include acceleration of the remainder of the year's assessment, attorney fees, late fees, and interest at the maximum allowable rate in New Jersey. Fines which are levied are due upon receipt of the notice of such fines, but no later than the next months assessment due date. If the Association has two or more checks returned from any owner in a fiscal year, the Board may require all future payments be made by certified check or money order for the remainder of the fiscal year. Any fees imposed by any bank for the returned check will be charged to the unit owners account and must be paid to the association by the unit owner in the monthly fee following notice by the association.

SOLICITATION: Solicitation without prior authorization of the Association is prohibited. This includes the distribution of fliers and posting of signs.

UNIT USE: No unit shall be used for any purpose other than a private residence as provided for by the Master Deed. Occupancy shall comply with applicable Edison Township and New Jersey Laws, ordinances and regulations.

UNIT'S COMPLIANCE WITH STATE AND LOCAL REGULATIONS, LAWS, AND ORDINANCES: The owner of each unit is responsible to insure his/her respective unit interior's maintaining full compliance with any and all Federal, New Jersey, or Township of Edison regulation, law or ordinance. Any unit found not in compliance resulting in a fine or fines to the Association will pay the Association for such fines, along with the following month's maintenance fees.

WINDOW COVERINGS The only window / door coverings permitted shall be shades, blinds, draperies, curtains, shutters, etc. of the kind commonly used for such purpose. No window / door coverings such as bed sheets, towels, newspapers, etc. are permitted. Plastic insulation can be used only on the inside of windows and sliders.

WESTGATE SQUARE RECREATIONAL FACILITIES

Swimming Pool Rules

The “pool area” is considered the entire area inside the fence where the swimming pool is located. The pool is intended for residents and their guest to enjoy. SAFETY is the primary consideration.

By entering the swimming pool facility residents and their guests agree to comply with all rules and are required to promptly comply with all directions from the lifeguards on duty.

Residents are responsible for the proper conduct of their guests. Management reserves the right to remove from or deny entry to anyone from the pool area who fails to comply with these rules.

Pool hours of operation are set by the board and subject to change.

Admission to the pool area requires each person to have and display a current pool badge. All users must sign in when entering

Children under age 16 must be accompanied and supervised by a responsible adult at all times in order to enter or remain in the pool area.

Required in pool area:

Badge worn at all times
Covering association lawn furniture with towel before using
Lifesaving aids attached to bathers body only
Proper bathing attire at all times
Residents and guests must clean up trash and use trash containers

Prohibited in pool area:

Alcoholic beverages
Behavior that is annoying, unsafe, or inappropriate, including diving or jumping into the water
Eating or drinking while in the water or at poolside
Food vendors
Glass containers of any kind
Horseplay, spitting, profanity or excessive noise of any kind
Intoxicated persons
Pets
Rafts, boats or any device deemed unsafe by a lifeguard
Running, throwing of any ball, Frisbee or other object
Smoking outside of designated areas
Wearing of “cut-offs”, sweat shirts or cover-ups in the water

Tennis Court Rules

The tennis courts are for use of Westgate Square residents and a maximum of three guests of the resident.

Management or any member of the Board of Directors reserves the right to restrict admittance to or remove anyone from the tennis area who fails to comply with these rules.

Courts are open, when nets are up, (usually end of March to Oct/Nov.) at 8:00 AM to 9:00 PM daily, weather permitting.

Court time each day for each resident is limited to: singles 1 hour and doubles 2 hours. Court time begins and ends on the clock hour.

Residents wishing to use the tennis facility must personally sign in with name and address on the slate board no more than 24 hours before their court time begins. Sign in sheets are posted Mondays at 7:30 AM.

Residents are responsible to insure the proper conduct of their guests.

Obtain tennis court keys from property manager for a nominal fee.

TENNIS LESSONS are permitted, but the teacher is limited in reserving time on Saturday, Sunday and Holiday mornings from 8AM to 12PM and weekday nights from 5PM to 9PM to 1 hour in total (not 1 hour per student).

Required at all times in tennis area

Current pool pass in possession of the resident
Players to use trash receptacles and clean up after themselves
Proper and acceptable personal conduct
Resident is responsible for conduct of guest
Signing in on slate board with full name 24 hour in advance
Tennis play ONLY
Tennis shoes and proper attire

Prohibited in tennis area:

Activities other than tennis
Alcoholic beverages
Any conduct which is destructive to the facility or equipment
Bicycles, skateboards, rollerblades, skates, etc.
Children under age 10 unless supervised by an adult
Food

Glass containers
Profanity
Pets
Unsportsmanlike conduct toward others

Playground Area Rules:

The playground area is considered that area in Westgate Square inside the fence boundary where the playground equipment is located. The playground is for Westgate Square residents and guests accompanied by residents.

The playground area is open from 8:00 AM until 6:00 PM, weather permitting.

The playground equipment is designed for children ages 2 to 5 years of age.

Children must be accompanied and supervised by a responsible adult while in playground area. Playground is used at your own risk.

Infants are not permitted on playground equipment, as it is not designed for them.

Obtain keys from the property manager for a nominal fee.

Prohibited in playground area:

Alcoholic beverages
Any conduct which is destructive to the facility or equipment
Climbing fence
Food
Glass bottles
Pets
Profanity

COMMON ELEMENTS

No unlawful use shall be made of any unit and each unit owner, tenant, occupant, and/or guest shall comply with all government laws, ordinances and regulations.

No unit occupant shall permit anything to be done or kept within any unit or upon the common elements which would or may result in an increase of any insurance premiums, cancellation or any insurance coverage or in any way adversely affect the association.

No unit occupant shall place or permit to cause any obstruction on any sidewalk, roadway, driveway, and parking lot or in any portion of the common elements.

No resident shall do, or permit to be done, any act which threatens the safety of any person, unit or common element.

Nothing shall be done to or upon any building / unit or common elements such as structural modifications, alterations, or improvements which may impair the structural integrity of any unit or common element. No occupant shall impair any access to any easement or right of way provided for the common use without written approval of the Board of Directors.

Volleyball / badminton nets and other "lawn games" are permitted in common areas for the enjoyment of residents and their guests, but cannot be left up overnight.

Party tents and other such structures can be temporarily used to facilitate gatherings of residents and their guests, but require pre-approval by the Board of Directors. These must be disassembled by noon of the day following the event.

Any damage created to a common area by a resident or their guest is the responsibility of that resident.

Damages to the interior of units are the responsibility of the owner and are not covered by the associations insurance policy.

DUE PROCESS RESOLUTION & ENFORCEMENT OF VIOLATIONS

A. **COMPLAINTS FROM RESIDENTS:** Any unit owner / resident may file a complaint regarding the behavior of another resident or guest by submitting it in writing to the Board of Directors in care of the property manager.

B. **INFORMAL ACTIONS:** A letter of notice shall be sent to inform the unit owner/resident of particular violations with a request for correcting or ceasing a particular activity.

C. **WRITTEN COMPLAINT:** If a violation continues, a written complaint combined with a Notice of Hearing before a Committee designated by the Board of Directors to hear such matters will be sent to the respondent.

D. **THE HEARING:** Respondents must answer the allegations in the complaint at least three days before the scheduled hearing on the matter either by filing a written answer or by notifying the office they intend to appear at the hearing. Failure to answer or make notification in advance of the hearing will be deemed a default.

E. **DECISIONS:** After a hearing on any matter, the Committee must issue a written decision within 30 days and promptly send to the respondent.

F. **PENALTIES:** Disciplinary action imposed by the Committee may include the imposition of a fine or the suspension of voting rights or a respondent's use of a recreational facility until the infraction is corrected. For a continuing infraction, including non-payment of any assessment or fine after it becomes delinquent, suspension may be imposed for as long as the violation continues.

G. **APPEALS:** The decision of the Committee may be appealed to the Board of Directors in written form within 30 days after the date the written decision. If no written appeal is received the decision will become final on the 31st day. The Board of Directors may, for good cause shown, extend the appeal period on an individual case basis, for any time it deems appropriate under the circumstances.