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## **DOORS, WINDOWS, AND RELATED USES AND INSTALLATIONS MODIFICATION REQUEST PACKAGE**

*Doors - Windows - Storm Doors - Exterior Closet Doors - Doorbells – Addresses - Signs – Hardware – Other Related Things*

This package provides the rules, illustrations, and request forms for a variety of actions you may wish to undertake on your unit such as exterior doors, storm doors, exterior closet doors, patio doors, and other things commonly considered for placement or use near these places, such as doorbells, knockers, signs, etc. The pictures included are intended to assist you in visualizing what might be approved upon making the required formal application.

The rules, which are a codification and updating of rules in effect at Society Hill for decades, also deal with your responsibility to maintain certain things such as doors and windows.

As the Association always recommends, when you are considering doing anything that affects the exterior appearance or functioning of your unit, or any of the common elements, **ALWAYS ASK FIRST!** Prior written approval is required first, and the Association's rules provide for fines and other sanctions that may prove costly to you if you fail to inquire about and observe the requirements of the Associations Governing Documents and regulations.

**READ THIS PACKAGE CAREFULLY** or ask the Association staff in advance.

This Package Contains A Form and Information to Process Your Request:

- The resolution of the Board of Trustees stating the policies and requirements regarding doors, windows and related things.
- The Modification Request Form that must be submitted in advance. This must be fully and properly completed.
- Pictures of typical items that are subject to approval or disapproval.
- General Architectural Control Regulation for your background information. These standards are general in nature.

**SOCIETY HILL AT LAWRENCEVILLE CONDOMINIUM ASSOCIATION, INC.**

**Resolution # 2011-01-1**

**RESOLUTION CODIFYING AND UPDATING RULES PERTAINING TO  
INSTALLATION AND MAINTENANCE OF WINDOWS AND DOORS, RELATED  
BUILDING EXTERIOR APPURTENANCES AND USES, AND PROVIDING  
PROCEDURES AND PENALTIES RELATED THERETO**

**WHEREAS**, the Master Deed and Bylaws (the “Governing Documents”) empower the Board of Trustees with all duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of the Development and to do or cause to be done all such other lawful acts and things that are not by law or by the Governing Documents directed or required to be done or exercised by members of the Association or Owners; and

**WHEREAS**, Section 4.11 of the Bylaws provides that each member shall comply strictly with these Bylaws and with administrative rules and regulations adopted pursuant thereto as well as with the covenants, conditions and restrictions of the Master deed and the deed to his own unit; and

**WHEREAS**, Section 3.01 of the Master Deed specifies that the doors and windows are part of the unit; and

**WHEREAS**, maintenance of doors and windows are the responsibility of the respective unit owners; and

**WHEREAS**, Section 3.04 provides that patios, porches and balconies are limited common elements but that the responsibility for improvements to and maintenance of such areas including glass, glass doors, screens and screen doors is the responsibility of the unit owner; and

**WHEREAS**, inter alia, Section 5.17, 5.18, and 5.19 provide restrictions and obligations regarding maintenance of dwelling units, modifications thereto, and the use of common elements; and

**WHEREAS**, Section T of the Bylaws provides that the Association may regulate visual harmony and soundness of repair, and avoid activities deleterious to the esthetic or property values of the Condominium; and

**WHEREAS**, acting through itself and its former committees, the Board has for many years regulated the replacement of windows and doors, providing that a Modification Request be submitted for review and approval prior to any such work; and

**WHEREAS**, for purposes of ease of reference and administration, the Board desires to consolidate and update these requirements;

**NOW, THEREFORE**, the Board of Trustees does resolve as follows:

1. This resolution shall govern the installation, placement, replacement, repair and functioning on all residential units of any external window, door, closet door, patio or balcony door, or storm door, hereinafter referred to as “door or window,” placement of related items on doors or windows or nearby building exteriors, and certain other actions involving exterior uses as described herein.

2. Any replacement or alteration to a door or window or the use thereof shall substantially reflect the existing architectural design, functioning and color scheme of the building, specifically but not limited to meeting the following requirements:

a. The color of the door or window, including trim, muntins (dividers or internal grids or grille of a window) and other detail, shall be white, except that the body of any door, including its window trim, must be the same color as the originally assigned color for that unit. Color specifications may be obtained at the Association office.

b. While the Association has determined that it will periodically contract for the painting of all existing front doors and exterior rear closet doors, not including storm doors, any initial painting of a replacement door, or any maintenance thereof, including painting required between intervals when the Association provides this service, shall be the responsibility of the unit owner. Maintenance or replacement of any door, storm door, door framing, window framing, window parts and glass, other than the underlying structural framing, is the responsibility of the unit owner. Owners are required to maintain these things in good visual, aesthetic and functioning order.

c. Window replacements must use the existing six lights (lites)-over-six style, as illustrated in Attachment 1, the decorative muntins (grid) of which shall not be exposed on the exterior side of the glass, but shall be of metal or vinyl inserted between the two glass pieces. Faux muntins consisting of paint or tape inside the glass are not acceptable on any replacement. The exterior trim may not utilize wood, but shall be enameled paint on aluminum, solid vinyl, or approved equal.

d. Bay windows that were part of the original construction may be replaced with the same design, subject to the general requirements of this resolution; alternative bay or bow designs are not allowed nor may new ones be installed to replace regular windows.

e. Patio or balcony doors of garden homes must be the same as the sliding door design installed by the original builder and may not be muntined.

f. Patio doors which are located at the rear of townhomes only, may also be of a French Door functionality, namely, one or more of the doors may swing open to the inside of the unit rather than sliding laterally. They may be either the standard full glass appearance or muntined. Townhome sliding patio doors may similarly use an appropriately scaled muntined design similar to that described for windows in section c. above, and subject to the same limitations.

g. All front doors shall be of the standard original design, and be either steel-clad or fiberglass, of outdoor quality, of the six panel design whose top two panels shall be of glass or equivalent clear light-transmitting material.

h. Front door hardware shall be limited to that which is visually consistent with that used throughout the community's original design. (See Attachment 1 for examples.) Deadbolt locks and door knobs shall be of polished brass color, and no padlocks, handles, or decorative component hardware may be installed. In the event that reinforcement hardware such as a knob wrap-around is added for security, it must be painted the same color as the body of the door and not alter the curbside appearance of the door.

i. Address numbers must be in place on all front doors (not on storm doors), and shall not be of more than four inch height and five inch total width, located in the same position as the originals, of polished brass appearance or of weather-resistant press-on material (black number on gold background) as used in the original construction (see Attachment 1). Address numbers shall not be obscured by any item. Original door-bells and peep hole installations in the doors may be replaced with new ones of similar design and brass appearance at the same location, or with brass knockers, either of which shall be of scale sized to fit in the center muntin (vertical panel, sometimes referred to as a stile) beneath the address number. The brass knocker may have an integral peep hole or it may be separate if desired and located in the same central mullion location.

j. No address numbers, signs or other decorations shall be placed on a door of any kind except the main front door, nor on exterior walls or anywhere in the common elements including the planting areas. No address numbers or other signs shall be placed in any window, except that a small Tot-finder (one per affected bedroom) or security decal (one in front and one in back or side of the unit) may be placed on a window.

k. Storm doors may be added in front of the front door of any unit, provided that, in the case of a garden home door it does not interfere with the access or operation of a neighboring unit's door. No sign, number, ornamentation or decoration may be placed on the storm door. All storm doors shall be of white frame, and may be either "full glass" or divided into an upper and lower segment, the lower segment of which may be of either glass or solid design. Design shall be minimal rectangular in nature, and no cross-buck, etched glass, hinge straps, or other elaborate designs are allowed. Glass in storm doors may not be subdivided by muntins. The intent is to promote visual harmony in building facades. Storm doors may be of enameled aluminum or of vinyl, but not of wood. A modest polished brass kick plate is allowed. The knob on the storm door may be polished brass or black, and may be of a grip, knob or lever design.

l. Exterior rear closet doors may be replaced, but only with exterior-grade doors which are either of smooth surface like the originals, or six panel design. Their color must match those of the rest of the rear of the building. Only plain locking knobs of brass finish are to be used, except that a brass deadbolt may be added above the knob. Any replacement closet door must include a well-fitted threshold to discourage entry of outside air, rodents or water under the door.

m. In the course of any installation of a door or window, care must be taken to avoid damaging the underlying building structure, and no alteration to the building structure may be made without prior written approval. Further, no siding or siding channels may be altered except as temporarily minimally necessary to allow installation, and all siding

impacted must be restored to original water and weather resistant condition and appearance. The unit owner shall be responsible for all costs associated with remedying any damage. No change in the size of structural openings is allowed.

n. Doorbell buttons may be installed if non-decorative in design and minimal in size and appearance. The button and its housing shall be plain, of white, ivory, brass or black color, and shall be placed only on the wooden door frame, not on the siding or brick/stone . It shall not exceed two inches by five inches, and one inch deep.

o. Exterior lighting fixtures near doors are provided by the Association, and may not be replaced or altered. Damaged fixtures should be reported to the Association for replacement. Residents are responsible for replacing light bulbs, except in front garden apartment halls. No additional lights, for any purpose, are permitted to be installed at any time. No electrical connections may be made to any exterior light fixture, nor may any electrical or other wiring or cable pass through any window, door, roof, or wall, nor be installed on or extend into the common areas.

p. Other decorations, signs, installation of any other item or accoutrements around doors or windows or on exterior walls or common areas are not permitted. Air conditioning equipment, ventilation systems, sound systems, and fans may not be placed in windows. Front door steps may not be tiled or covered by glued carpeting; normal door mats are allowed.

q. Storm windows and other materials such as plastic sheeting are not permitted. Permanent window treatments such as curtains, draperies, shades, and blinds are required. Paper window coverings, or fancy designs visible to the outside, etc. are not allowed. Screening for windows or sliding doors shall be integral to their design, and separate screens shall not be installed.

r. No siding, brick, stone, facing, structural or decorative element of the building may be moved, drilled, penetrated or tampered with without the prior written approval of the Association.

s. Window shutters are maintained by the Association and changes by unit owners are not allowed.

3. Windows shall be maintained in good order, including proper screens, and any that exhibit internal condensation from loss of seal or deterioration of muntins shall be repaired or replaced.

4. Before any window or door is removed, replaced or altered, or any other item covered by this resolution is installed, the unit owner shall submit a Modification Request form to the Association, making use of a special prescribed form and information package, substantially similar to that included in Attachment 2 of this resolution, provided that the Board or Site Manager may make minor changes to the form as may be helpful to facilitate understanding and/or efficient administration. Said form shall be obtained from the Association office, or obtained from the Association's web site, if a copy is placed on the website. Every request must indicate the name of the contractor, provide for standard insurance and licensing or

registration, and fully describe the proposed installation. Submissions lacking specific detail will be immediately rejected. Notwithstanding illustrations in Appendix 1, all submissions are subject to review as to compatibility with visual harmony, maintenance of property values, and other principles that are supportive of the condominium's purposes. Approved installations shall be subject to inspection by the Association.

5. All unit owners shall maintain their doors and windows in good repair, free from visible deterioration or damage, and all screens shall be properly placed and maintained.

6. Nonconforming situations. In the case of any installation not in conformity with this resolution, which installation was previously approved by the Board of Trustees in writing in response to a formal request, said installation shall be deemed to be approved until such time as replacement or substantial repair is needed, at which time the unit owner shall observe the requirements of this resolution.

7. Penalties for non-compliance. Any failure to observe the requirements of this resolution shall be governed by the RESOLUTION CODIFYING AND UPDATING RULES FOR ENFORCEMENT OF ASSOCIATION REGULATIONS AND ADMINISTERING PENALTIES RELATED THERETO, INCLUDING ALTERNATIVE DISPUTE RESOLUTION PROCEDURES, as may be modified from time to time, including removal or restoration to acceptable status at the owner's expense.

8. This resolution is effective immediately upon its adoption.

Adopted by the Board of Trustees this 17<sup>th</sup> day of January, 2011.

### Attachment 1 – Examples

The following are intended to illustrate what is or is not allowed under this resolution. All such installations or replacements are subject to review and require approval. Any questions or unclear matters should be discussed with the Association staff in advance.

		
<p>The crossbuck design, scalloped glass framing and black straps are not allowed.</p>	<p>Allowable storm door. Similar lower half rectangular designs are acceptable.</p>	<p>Allowable full glass storm door, handle, with brass kickplate. Original number and bell.</p>
 <p>This design and stainless steel door handles not allowed.</p>  <p>Not allowed on front or exterior closet door. OK on storm door.</p>	 <p>Handles of this nature not allowed.</p>	 <p>Standard allowed, front door or rear exterior closet.</p>



Door reinforcement hardware, such as this knob wrap-around, may be installed for added security, provided that it is painted the same color as the door.



Approved, note size and location of number and knocker. This has optional integrated peep hole.



Original approved door, properly painted with number, hardware and added doorbell button.



Muntined storm doors are not allowed.



Proper location of doorbell on wooden frame, not on siding or brick/stone front.



Standard six lite (light) over six lite windows. All windows must observe this pattern.



Six panel exterior grade doors are acceptable for outside closets. Match the style and color to rest of the building's rear closet doors.



Plain exterior grade doors are acceptable for outside closets. Match the style and color to rest of the building's rear closet doors.



Interior grade doors used outside eventually delaminate and should not be used.



Muntined sliding patio doors for townhomes may be approved upon review.



Inward opening French doors may be approved upon review.



Original construction bay windows may be replaced with same design.



**AT LAWRENCEVILLE**  
Condominium Association, Inc.

1 Society Way, Lawrenceville, New Jersey 08648  
Phone: (609) 896-9346 Fax: (609) 896-4942  
www.SHLtoday.org Email: info@SHLtoday.org

**MODIFICATION REQUEST FORM**  
**Door, Window and Appurtenant Items**

This form consists of three pages.

To the Board of Trustees:

In accordance with the Governing Documents of Society Hill at Lawrenceville Condominium Association, Inc., and in particular, Resolution # 2011-01-1 ("RESOLUTION CODIFYING AND UPDATING RULES PERTAINING TO INSTALLATION AND MAINTENANCE OF WINDOWS AND DOORS, RELATED BUILDING EXTERIOR APPURTENANCES, AND PROVIDING PROCEDURES AND PENALTIES RELATED THERETO"), as may be amended, I hereby apply for permission to make the following modifications to the premises:

Date of Request: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Installation of:

- Replacement Front Door     Replacement Closet Door     Storm Door
- Replacement of Sliding glass (patio or balcony) Door     Windows
- Other (specify) \_\_\_\_\_

Describe exactly what work approval is requested for, including full description of materials and appearance. Provide sketches, proposals, manufacturer flyer, etc. If you fail to include something, it will not be encompassed in our review or approval:

Installer Name, Address, Phone, E-Mail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I acknowledge that the Association must approve my request BEFORE any work can commence, and that completed work is subject to inspection.**

**I certify that:**

1. I have received, read, understand, and the installation will fully comply with, all provisions of the Association's policy as stated in Resolution # 2011-01-1, as may have been amended, that I have provided a copy of the Resolution and this application to my installer, and that any installation made that is inconsistent with this application as approved shall be subject to removal and full restoration at my expense.
2. I accept that any installation made pursuant to an approval of this request will be completed as described, and maintained in good order, and that any costs incurred by the Association due to the installation shall be my responsibility to pay for or reimburse the Association for any such expense.
3. All applicable government codes and regulations will be followed and all necessary permits will be obtained at my expense.
4. I acknowledge that I am responsible for and I agree to hold harmless the Association, its agents, its representatives and its employees, for property damage or personal injury as a result of the above installation.
5. I understand that the Association has the right to record a notice of modification in the chain of title to my unit.
6. Following approval of this request, I agree to notify the Association at least two business days before any authorized work is to be performed, and to allow an Association representative to monitor the work and to conduct a post-completion inspection.

7. If approved, the installation must be completed within ninety days of approval date. If the installation is not completed within the ninety day time period, then re-submission of a new Modification Request Form to the Board for consideration is necessary before I proceed with the installation.
8. I agree that these conditions apply to my unit's property, and that they are binding on any future owner, and that I shall disclose these requirements to any future owner, who in turn will be similarly bound.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness Printed Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**ACTION BY THE ASSOCIATION:**

Approved as Submitted

Approved Subject to Attached Requirements

Disapproved as Incomplete or Non-Complying

**NOTES OF CONDITION OR CLARIFICATION:**

**For the Association:**

\_\_\_\_\_ **Date of Action:** \_\_\_\_\_

(The regulations below were adopted several decades ago to apply to modifications in general, and are included here for general background reference. More specific requirements subsequently adopted are applicable. All references to the Architectural Control Committee now refer to the Board of Trustees)

## **SOCIETY HILL AT LAWRENCEVILLE CONDOMINIUM ASSOCIATION, INC.**

### **ARCHITECTURAL CONTROL RULES AND REGULATIONS**

1. Unit owners shall NOT at any time make any structural additions, alterations or improvements in or to the units or make any changes, additions, alterations or improvements to the common elements without the prior written consent of the Architectural Control Committee and/or the Board of Trustees. The common elements constitute everything outside of the sheetrock in your unit as well as all bearing walls within your unit.
2. Unit owners must submit a written request to the Architectural Control Committee and/or the Board of Trustees specifying the exact nature of the change and the anticipated impact or effect of the change of the common elements. Requests should be mailed to Society Hill at Lawrenceville Condominium Association, 1 Society Way, Lawrenceville, NJ 08648 or completed at the Association website.
3. Unit owners must include with their written request all available pertinent information including but not limited to the name and addresses of proposed contractors or a statement that the owner will be doing the work himself, proof of availability of appropriate permits when permits are required, and any sketches, drawings, designs or blueprints.
4. Unit owners must also submit a signed copy of an agreement to hold the Association harmless for any damage to his/her unit caused by any change, addition, alterations or improvement in the unit or the common elements. The agreement, copy attached hereto, also renders the unit owner responsible for all claims, demands, actions or causes of action of every nature and character whatsoever in law of equity for loss, damage or injury to any and all persons or property arising out of the making of such alterations, additions and/or improvements, to their unit or the common elements. When the work is being performed by a contractor, an insurance certificate showing liability coverage for personal and property damages is also required.

5. The Architectural Control Committee and/or the Board of Trustees shall review all requests and provide a written decision either approving or disapproving the request and stating any limitations or conditions on approval. Every effort will be made to render a decision on written requests within two (2) weeks of receipt by the Architectural Control Committee and/or the Board of Trustees. If additional information or extensive investigation is required to reach a decision, the committee reserves the right to extend the response time, and will so notify you.
6. Unit owners must retain the written approval as proof of authority to make the change, alteration, addition or improvement as requested.
7. The Architectural Control Committee and/or the Board of Trustees shall have the right to request a good faith deposit with each request submitted. The amount of this deposit is dependent on the nature of the request, and will be determined by the Architectural Control Committee and/or the Board of Trustees. This deposit will be held, and will be returned interest free when the Committee and/or Board determines that all regulations have been adhered to and no damage has been done to the common elements.
8. Unless otherwise stated in the specific "Regulations Agreement," all projects must be completed within thirty (30) days of the agreed upon project start date. Unit owners must return the "Notification of Completion" to notify the Committee and/or the Board that the project is complete and ready for inspection. Requests are subject for reapproval by the Committee and/or the Board after the agreed upon timeframe.
9. Dependent upon the nature of the alteration, unit owners may also be required to submit a signed, notarized "Restrictive Covenant." This document will inform future buyers of the particular unit that the alteration to the common elements was performed by the unit owner, that the Association will not be responsible to maintain it, and that if the unit owner fails to maintain it, the Association has an easement to do so and will assess the cost against the unit. The document will be filed in the county records.
10. No lights may be installed on or above the common elements. This applies to all types of lighting and covers both permanently installed and temporary (removable) lighting. Requests that include patio lights will be denied.