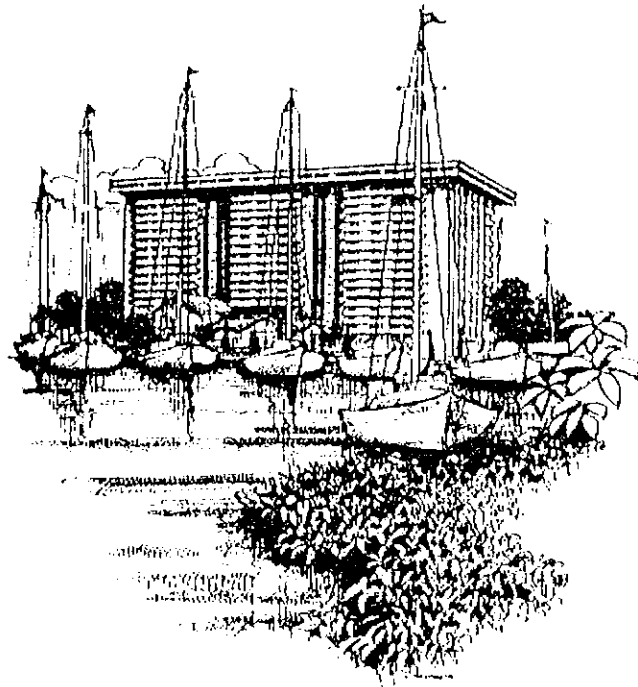


CHANNEL CLUB TOWER ASSOCIATION, INC.

One Channel Drive, Monmouth Beach NJ 07750



Rules & Regulations
(Revised October 2011)

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The Board of Directors adopts Rules & Regulations for the safety and comfort of all unit owners and their guests. It is hoped that unit owners and guests understand these rules & regulations and abide by them in the spirit of cooperation and respect for one another.

The Common Elements of Channel Club Tower consist of all areas of the Property other than the units, and as further defined in the By-Laws and Master Deed. **Resident** means any unit owner or lessee and their guests and family members who reside in the condominium.

GENERAL RULES

1. The Common Elements, other than the recreation areas, shall not be obstructed or used for any purpose other than for ingress and egress. No baby carriages, shopping carts, etc. maybe left unattended at any entrance. Shopping and Luggage carts may be found in the north west storage room and must be retrieved and returned there after use.
2. The only recreation areas are those specifically designated as such and no recreational activities may take place in any other Common Element Area.
3. No Common Element Area may be decorated or furnished by any resident without permission from the Board.
4. **In the interest of safety:**
 - a. Nothing shall be swept or thrown from balconies, windows, or doors.
 - b. No piece of furniture or anything structural shall be installed on balconies above the knee rail, nor shall anything be projected out of any window or hung over any balcony.
 - c. Hanging objects are not allowed on balconies and nothing is permitted on the railings. Please do not allow water to drip off your balcony to the units below. Use saucers under flower pots and AC units.
 - d. Furniture and other objects on the balconies must be secured under windy conditions.
 - e. Items containing water e.g. Jacuzzi, hot tub, etc. or power washers may not be used on any balcony.
 - f. During extended absence, objects subject to blowing away should be removed.
 - g. Only electric broilers are permitted to be used on balconies.
 - h. No carpeting is allowed on the balconies.
 - i. No bird feeders are permitted on the balconies.

5. Front doors to all units must be kept closed to conform to fire safety regulations.
6. All guests and trades people must register and be announced by front desk personnel. Trades people entering with work materials (including housekeepers with vacuums, etc.) must use the rear door to the service elevator.
7. All bulky deliveries must be made through the South entrance via the service elevator. Loading and unloading of goods requiring a shopping cart must be made through this entrance also. Shopping and luggage carts must be brought back to the storage area so that others may use them.
8. Trash should be deposited down the compactor chute and all residents keep refuse from littering the floor. In consideration for your neighbors, please deposit trash between **8:00 AM and 10 PM**. Garbage must be tied in a plastic bag and put down the chute. For disposal of oversize material please contact the Front Desk. All trash listed below must be left neatly inside the trash rooms and not pushed down the chute.
 - a. Large boxes
 - b. Newspapers
 - c. Bottles, aluminum cans and all recyclable items
 - d. Construction materials
 - e. Clothing
9. The Association shall be given a key to each unit, only for emergency use, in accordance with the By-laws. If new or additional locks are installed the resident shall provide the Association with a key.
10. No non-resident shall be permitted to occupy a unit or use the Common Elements unless the front desk is given written authorization, specifying the names of those permitted guests, duly signed by the unit owner. However, emergencies may be handled by signed fax, email or verbally with the manager or front desk person. For security and emergency reasons, it is urged that an address be left if residents are away.
11. CCT is a non-smoking building in all enclosed common areas.
12. No vehicle with a fuel tank is permitted to be kept in the building. There may not be anything of a flammable or combustible nature kept in the individual bins. No items may protrude above the tops of the individual storage units as directed by the Fire Marshal.
13. Accidents should be reported promptly, in writing, to the Front Desk.

- 14.. Repair & remodeling work in units may only be done between **8:00 AM and 4:30 PM, Monday through Saturday**; except for the period from **Memorial Day to Labor Day** when the hours are **8:00 AM to 4:30 PM, Monday through Friday**. The management office must be notified in all instances so that arrangements may be made for the use of the service elevator. No repair or remodeling work is permitted on Sundays or major holidays.
15. Emergency repairs, such as plumbing leaks, broken windows, loss of major appliances, etc may be done anytime. The resident should call for emergency repairs and alert the front desk to expect the repairman.
16. If a workman shows up on a day when work is not permitted, the front desk shall notify the resident immediately of rule #14. Contractors, designers & architects are permitted to enter a resident's unit at any time (with proper authorization) for purposes of estimates or measuring, etc. as long as no physical labor is involved
17. No Resident shall alter the common areas, i.e. lawns, flowerbeds or balconies.
18. The service elevator must be reserved in advance when moving in/out, for deliveries or for large items which require padding or other special elevator service. **Moving** is permitted **Monday-Friday** between the hours of **8:00 AM to 6:00 PM**. No moving on major holidays, holiday eves or weekends is permitted. There is a \$200.00 refundable deposit and a non-refundable \$50.00 clean-up fee which is required by the Association in order to move in or out.
19. No commercial announcements are allowed to be posted on either Bulletin Board. This does not exclude posting of announcements for charitable or community organizations. Nor does it exclude posting of vehicle sales or unit offerings by unit owners prior to commercial real estate listings. Announcements may be posted for a period of one month.
20. Car washing is permitted only in designated areas.
21. Footwear & tops must be worn at all times in the lobby, first floor corridors, fitness rooms and social room. Residents and guests shall use the service elevator when wearing wet bathing attire in order to avoid slip & fall accidents.
22. Unit owners and lessees are responsible for their guests' conduct

23. Only Association notices may be posted on trash room doors, elevators, or in the glass enclosed bulletin board.

24. The sale or lease of a unit is the responsibility of the individual unit owner or his/her authorized agent. No public open house may be advertised. No lock boxes are permitted. Only two real estate agencies at a time may preview the unit for sale. Leases must be for one year or longer and all leases must have a Schedule A Addendum attached to it.

25. PETS

a. CCT is a pet (dog) restricted community. The only dogs that are permitted are (1) those that were grandfathered at the time of the 1998 Dog Ownership Policy resolution and (2) Service Dogs.

b. No pet shall be allowed to become a nuisance. Any damage caused by a pet shall be the responsibility of the unit owner or lessee.

c. Pets must be leashed or carried at all times. Such leash should be non-retractable or if retractable should be in a fixed, locked position when used in the building or on the property of CCT.

d. Pets shall not be permitted on passenger elevators unless the service elevator is in prolonged use.

e. Pets must not be walked anywhere but on the grassy areas adjacent to the sides and back of the garage.

f. Pet owners must clean up immediately after their animals.

g. All pets must be registered with the management office and the following basic documentation requirements for either type dog must be presented for office retention -

1. Valid New Jersey Dog License;
2. Proof of current inoculation;
3. Picture of the dog;
4. Proof of age;
5. Signed contract with Channel Club Tower with a hold harmless clause for damages to Channel Club Tower employees, other unit owners, guests and common areas;
6. Proof that the owner carries an insurance rider for item #5.

h. The following additional documentation must be presented by Unit Owners who wish to apply for a service dog –

1. Valid physician authorization stating that a service dog is required for their patient to manage a disability/medical condition.
2. Physician written statement of special tasks that the dog will perform in connection with the disability/medical condition.
3. Statement of the dog's training history to perform the support tasks or the proposed training plan and schedule to perform the support tasks.

26. VALET AND GUEST PARKING

No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance of the building or parking areas by another vehicle. Parking shall be only in designated areas.

- a. All residents shall inform their guests that they have the option of parking in the East lot or assigning the car for guest Valet parking.
- b. Residents are requested to give a set of car keys, without personal tags, to the Front Desk. This will ensure being able to move a car in case of a problem or emergency.
- c. Any resident holding a large party should consult with the building manager in advance as to the number of additional valets needed. This will be at the resident's expense.
- d. No owner or guest may park commercial vehicles, trailers, or boats on Channel Club Tower property overnight without permission from management.

27. SOCIAL/RECREATION ROOM

The Social/Recreation Room is for the exclusive use of unit owners, lessees, and their guests for social events. Adult residents must be present at all functions for which the rooms have been reserved. Use of the Social Rooms for meetings of a non-social nature is prohibited. The Social Room is an adjunct of your own unit and may not be used for commercial/business purposes or charity events. The Resident host must be present at all functions for which he/she has reserved the room. Persons under 18 must be accompanied with an adult.

A. Reserved Use of Room

- a. The resident must make a reservation for the exclusive use of the Social Room. A reservation form must be filled out with the manager. A deposit of \$300.00 must accompany the reservation.

b. Only Association functions may be scheduled for the eve and day of the following holidays:

Memorial Day
Independence Day
Labor Day

c. The Social Room is available for adult residents to use unless it has been previously reserved for a private party or Association business.

d. The room may not be reserved more than four months in advance or less than two weeks notice given.

e. The following hours must be adhered to for the use of the Social Room:

Friday and Saturday – 1 AM completion
Sunday through Thursday – 11:00 PM completion
1:00 AM for card games

f. The resident reserving the Social Room is responsible for any damage done to the room, and for the conduct of the guests. Sound levels must be kept within reasonable bounds.

g. The doors to the Social Room must be kept closed during social events. Guests will not be permitted to use the lobby as an extension of the Social Room.

h. A charge for any items in need of cleaning, replacement due to damage, theft, etc., will be deducted from the \$300.00 deposit. If the cost of such items exceed the deposit, the Resident will be charged accordingly.

i. There will be no cleaning charge if residents, who desire to clean the Social Room following their party, return all items to their original position and remove the trash.

j. If cleaning is to be done by staff, the manager must be informed when the reservation is made. A minimum of \$75.00 will be charged.

- k. No streamers, decorations, or pictures of any kind may be taped or posted on the walls or ceilings.
- l. Equipment for the Recreation Room, such as pool cues or darts, shall be available only from the Front Desk. No person under 18 may use this equipment except when with an adult resident, who will be responsible for any damage to this area or equipment.
- m. Capacity: Maximum capacity of the room is 50 persons.
- n. Additional valets must be paid for by the resident. Management reserves the right to determine the number of valets needed.
- o. No food may be cooked in the Social Room. Reheating is permitted.
- p. No music allowed after 10:00 PM. No electric or percussion instruments are allowed. Be sensitive to the neighbors above.
- q. Because the air conditioning capacity may be insufficient for large functions, the resident reserving the room may request the front desk to turn on the HVAC unit up to 3 hours prior to the start of the function.

28. BICYCLES

- a. Bicycles must be registered with the Management Office.
- b. The main entrance area is to be clear of bicycles.
- c. Only the east entrance may be used for bicycle ingress/egress.
- d. Bicycles should be kept in the bicycle room.
- e. All bikes need to be in a bike rack space.
- f. No bikes are to be stored, locked or placed outside of the racks

29. RULES FOR TENNIS

The tennis courts are for use by residents. Please use discretion when inviting guests.

- a. Tennis court hours begin at 8:00 AM and end at 10:00 PM
- b. **PRIME TIME HOURS** are from 8:00 AM to 12 NOON and 6:00 PM to 10:00 PM. Only residents, and guests playing with residents may reserve the courts during Prime Time. Unreserved hours will be considered "free time" hours.
- c. **FREE TIME HOURS** are from 12 NOON to 6:00 PM. Residents, their guests, and children unaccompanied by adults, may use the courts during Free Time.
- d. **NIGHT LIGHT USE:** When night lights are used, the resident who has reserved the court must be a participant in the game. When the game has been completed, the resident must report to the Front Desk so that the lights can be turned off. The gates will be locked. **NIGHT LIGHT USE FOR ADULT RESIDENTS ONLY.**
- e. **RESERVATIONS** are to be made after 6:00 PM for the following day or evening play and must be listed in the Tennis Reservation book by the Front Desk. Reservations are to be made for one hour only and are to be made and played on the hour. No one may reserve a court for two consecutive hours. No one may reserve two courts concurrently. Failure to appear on the court ten minutes after reservation time results in forfeiture of reservation.
- f. Reservations for guests or children tennis players during free time must be made by the resident and the name of both resident and guest or child must be listed in the Reservation Book. Guests must register with the Front Desk before playing.

- g. No person may be permitted on the court without suitable tennis attire. Tennis attire, including tennis **TOPS** and tennis **SHOES**, may not be removed during play.
- h. The gate to the tennis courts will be kept locked. Residents wishing to play on courts will need to apply to the front desk in order to have the gate opened.

30. RULES FOR MEN'S AND WOMEN'S SAUNA AND GYM

- a. No one under 18 years of age is permitted in these areas unless attended by an adult or with special permission from the Board after request from the parents.
- b. Lights must be turned off upon leaving.
- c. No glass articles are permitted.
- d. Lockers are available when using facilities, but no one is assigned a permanent locker.
- e. No food or beverages other than water or clear drinks are permitted.
- f. Showering is required prior to use of the sauna.
- g. The gym equipment, including barbells, etc are to remain in the gym room to which they are assigned.
- h. The residents should utilize the equipment in accordance with the posted user instructions.
- i. Owners and guests are advised to use a "buddy system" when using the sauna and the free weights.
- j. Residents assume responsibility for the risks and liabilities when using the health rooms.

31. RULES FOR POOL AND POOL AREA

LIFEGUARDS ARE IN FULL CHARGE OF THE POOL AND POOL AREAS. EVERYONE IS EXPECTED TO FOLLOW THE RULES AND DIRECTIONS OF THE LIFEGUARDS FOR THE SAFETY AND ENJOYMENT OF ALL

The pool and pool area are primarily for residents. Please use discretion when inviting guests. Persons under the age of 18 must be accompanied by an adult.

Pool hours shall be determined by the Board and will be posted. No one will be permitted in the pool area unless a lifeguard is present or the pool covered.

Sunbathing after the pool has been closed for the season is permitted. Please ask the front desk to open the gate between the hours of 10:00 and 4:00.

Light meals, such as sandwiches, salads and snacks are permitted at the tables provided. Deliveries will be accepted at the front desk and the door person will notify the resident to come to the lobby. Delivery to the pool will not be permitted. Residents must clean up after eating and place all trash in receptacles.

Glass containers and ball playing are not permitted in the pool area. Small floats, such as noodles and aquatic exercise equipment are allowed.

Reservations for chairs and chaises are not permitted. Headphone are required when listening to music.

Parties of more than 10 people require prior approval by the Building Manager. Groups of more than 10 children will require an extra lifeguard. Fees are the responsibility of the resident. Reservations and payment for a guard must be made with the management office.

Diapers are not permitted in the pools. Plastic pants with snug fitting elastic waist and leg bands (swimmies) are permissible. Infant toys are allowed in the kiddie pool. Please remove them when the child is finished playing. The kiddie pool may only be used by the very young and at the discretion of the lifeguard.

Children who cannot swim must wear a flotation device and be accompanied by an adult in the pool.

STATE OF NJ RULES FOR SWIMMING POOLS

- a. Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable disease shall be denied admission.
- b. Any person with excessive sunburn, open blisters, cuts, or bandages shall be denied admission.
- c. Do not enter the water if you are experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days.
- d. Children should be encouraged to use the restroom before entering the water. Immediately report any "accidents" you observe in the bathing waters to a lifeguard.
- e. No animals, except for service animals, shall be allowed in the pool.
- f. All persons shall shower before entering the water.
- g. Conduct which endangers the safety and comfort of others shall be prohibited.
- h. Outdoor bathing shall be prohibited during an electrical storm.
- i. Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the water.

32. INSPECTION OF RECORDS – PROCEDURE

After reviewing all the information received from the Association attorney the Board has clarified the inspection procedure to include the following;

- 1) A unit owner should submit a written request to Management to examine records and articulate specifically which areas are to be examined.
- 2) Records may be viewed; however, they may not be removed from the office. Copies of same may be made in the office..
- 3) Established hours will be 10:00 AM to 12:00 Noon and 2:00 PM to 4:00 PM – Monday through Friday and 10:00 AM to 12:00 Noon on Saturday.
- 4) Review should cover the current fiscal year and not more than two preceding years.
- 5) Book of accounts may be viewed by calling the Association's accountant for an appointment.
- 6) The Board would elect to withhold from inspection any documents that in "its reasonable business judgment" would:
 - a) Involve the employment, discipline, or dismissal of a specific committee member or employee or constitute an invasion of privacy.
 - b) Involve pending or anticipated litigation or contract negotiations.

33. UNIT MODIFICATIONS

A. In accordance with Section 16 of the Master Deed, "Alterations, Additions and Improvements", no unit owner is allowed to make any structural additions, alterations, or improvements to his/her unit without receiving written approval from the Board of Directors. Requests must be submitted to the Board in writing. After approval is granted, a deposit of \$500.00 is required at the time a contractor is engaged. This deposit is to cover the cost of extra cleaning and will be refunded after the project is completed less any damages or clean-up necessitated. Both the contractor and unit owner are required to sign a copy of the contractor rules prior to starting any work.

B. Modifications would include items such as plumbing changes, electrical changes, removal or installation of new walls, cabinets, sinks, toilets, etc. Not permitted are carpeting on balconies, changes to the intercom system, or removal of the old cable wiring. No additional plumbing fixtures are allowed in half bath (powder room) renovations. Limited common elements such as balconies may not have hot tubs or spas or items including lighting mounted above the knee rail. Satellite dishes are required to be installed according to instructions available from the management office.

C. Once the Board has reviewed the proposed alterations they may conditionally approve the work pending receipt of the proper permits from the Borough of Monmouth Beach, Code Enforcement Officer. These would include a building permit, an electrical permit and a plumbing permit. When the unit owner has obtained the required permits and presented them to the Board, the unit owner may then proceed with the modifications. It is suggested that 4-6 weeks be allowed for the approval process.

34. ENFORCEMENT PROCEDURE

1. All violations of these rules and regulations must be reported to the Management Office or front desk immediately.

2. 1st Violation – A letter will be sent to the offending resident notifying him or her of the violation. If the resident is a tenant a copy will be sent to the unit owner.

3. 2nd Violation – A letter will be sent to the unit owner and/or resident, warning that a third violation will result in the matter being placed before the Dispute Resolution Committee.

4. 3rd Violation—A hearing will be held by the Dispute Resolution Committee at which time the unit owner and/or resident will have the opportunity to be heard.

5. The recommendations of the Dispute Resolution Committee will be made to the Board of Directors who will then make a determination in the matter.

6. All parties will be notified in writing of the decision in the matter.

7. Should the Board, after the hearing, determine that said resident and/or Unit Owner is in breach of any Rule, Regulation, or restriction contained in the Master Deed or By-Laws, the Board shall, pursuant to Article X of the By-Laws and Section 19 of the Master Deed, bring suit to recover monies due or for damage and/or injunctive relief of both against the offending Unit Owner and/or resident.

8. The Board may remove privileges from the violators; e.g. valet parking, social room, tennis courts, pool and fitness center.