

LONGWOOD LAKE CABIN OWNERS ASSOCIATION

(Revised June 2007)

Welcome to Longwood Lake! This booklet is meant as an introduction to the Lake, something we can pass out to prospective purchasers, as well as a handy source of information for longtime owners.

RULES OF BEHAVIOR

Longwood Lake is a wonderful place to swim, fish, walk in the woods, sunbathe or just hang out. Many parts of our land and water look like wilderness, and that's a lot of its charm. But, because it's so wonderful, there are a lot of cabins around it, with over eighty-five now occupied. This means that even though it looks like a wilderness, we're actually very close together, and that whatever goes on at one cabin can easily affect people at neighboring cabins. To keep us from bothering each other too much, we've made rules and regulations over the years. Everybody who owns a cabin on Longwood Lake, and all of their guests, are bound by these rules.

Although some rules were initially imposed on us by Realty Transfer before we bought the land, most of them were developed by the Committee for the Future and other working groups composed of cabin owners. All have been voted for by a majority of the members. They are here to make life more pleasant for all of us. If you think a rule is unfair, you still have to obey it. What you can and should do is discuss it with your neighbors, bring it up at the next meeting, and make a motion to change it. Nothing is written in stone except the basic notion that we are a democratic organization.

The rules are found in three packages, the "Master Deed", the "By-laws" and the "Rules and Regulations". The first two are long legal documents that can be obtained from the officers and which are excerpted here. All of the current "Rules and Regulations" are included here.

THE MASTER DEED

The "Master Deed", which consists of the original plus two amendments, is the fundamental legal description of "Longwood Lake Cabins, A Condominium", which is owned by the Longwood Lake Cabin Owners Association, Inc. (LLCOA), a New Jersey not-for-profit corporation. By vote of the cabin owners, the Master Deed was set up so that it can only be altered by a two-thirds vote of the members. This ensures that any further changes are truly the wish of almost all the members. For the most part it describes our property, both the common land in which we all have an equal and undivided share, and our individual lots. It also includes the following specific rules (shortened and paraphrased):

1. One "Unit", which is one cabin, its lot and its share of the common elements, has one vote (Sec. 8B).

2. The structures on a Unit may only be altered, removed, replaced or partitioned in accordance with applicable law, the Master Deed, the By-Laws and rules and regulations promulgated by the Board of Trustees (Sec. 3; see "Construction Rules", below).
3. No unit owners shall build anything on their lot or use their lot in a way that endangers other Units, impedes their owners in the safe and efficient use of their Units, or annoys, disturbs or offends other Unit owners. (Sec. 4)
4. The governing body of the condominium is the Board of Trustees, all of whom are cabin owners and officers of the LLCOA. They serve two year terms, with elections staggered as described above.
5. There is an approval process with respect to the sale, mortgaging or other transfer of title of the units. This includes but is not limited to requiring the prospective purchaser of any unit to submit an application to the Board of Trustees, or such committee as the Board may designate for the purpose of reviewing such applications. (First Amendment to Master Deed, Article 4)
6. The subdivision of a Unit is hereby prohibited. Further, no Unit may have more than one (1) dwelling erected thereon, which shall be for single family use exclusively. (Second Amendment to Master Deed, Art. 1,2)
7. No Unit may be mortgaged, pledged, assigned or otherwise used as security for obligations the total of which shall exceed 80% of the fair market value of said Unit. (First Amendment to Master Deed, Art. 5)
8. Any unit causing the LLCOA's insurance premiums to rise may be liable for the increase (Art. 10).

THE BY-LAWS

We are a corporation, and all corporations have "bylaws". These are the rules that describe how we govern ourselves. The By-Laws may be modified, altered, or amended by an affirmative vote of a majority of the Board of Trustees, or an affirmative vote of a majority of the members. The most important points are summarized here:

1. Both the acceptance of a Unit Deed and the subsequent occupancy of a Unit shall constitute an agreement by said owner/occupant that the By-Laws, Rules and Regulations, and provisions of the Master Deed, as they may be amended from time to time, are accepted, ratified and will be complied with by such Person. (Art. III)
2. Cabin owners are subject to payments of annual and special assessments levied by the LLCOA for common expenses, and these assessments are liens on the owner's unit.

3. Members holding one half of the votes which may be cast at any Association meeting shall constitute a quorum. Written proxies signed by a Unit Owner are valid. (Art. V, Sec. 5,6)
4. Special meetings of the Association may be called by the President, the Board of trustees or by a group of members having no less than one-tenth of the voting rights. (Art. V, Sec. 2)
5. All meetings of the Board of Trustees, except conference or working sessions at which no binding votes are to be taken, shall be open to attendance by all members with certain exceptions as provided by the Master Deed. Minutes of Board meetings shall be made available to members upon request. Adequate notice of open meetings shall be given to all cabin owners. (Second Amendment to Master Deed, By-Laws, Art. VI, 3,5)
6. If a Unit owner shall be in default of an assessment, the lien against its Unit may be foreclosed by the association. Further, if any such default continues for more than one hundred eighty (180) days, such defaulting Member's voting privileges under the by-Laws shall be suspended until all defaults by such Member are cured. (Second Amendment to Master Deed, Art. VIII, Sec. 7)

RULES AND REGULATIONS

These are the ordinary rules of behavior adopted by the Association to govern the use of the Lake property.

1. Longwood Lake cabins are for recreational use only and may not be the cabin owner's primary residence.
2. Each cabin owner must maintain and keep in force personal liability coverage providing single limit coverage of \$300,000 for personal injury and/or property damage. Proof of insurance must be submitted to Board Secretary on an annual basis.
3. Leasing of cabins is not permitted.
4. Other than pursuant to a woodland, farmland or land management plan adopted by the LLCOA, the following are not permitted on the Longwood Lake property: (a) cutting or removing live trees with a trunk more than six inches in diameter at its thickest point; (b) mining, excavating, quarrying or removing ore, minerals, clay, sand, gravel, stone or other such materials; (c) grading, re-grading, removing or disturbing soils; (d) dumping, storing or depositing any fill, refuse, debris or toxic or hazardous substances; (e) otherwise altering or modifying any natural thing or improvement on the Longwood Lake Property.
5. Cabin owners agree to assume complete responsibility for all of their guests at all times when guests are on Longwood Lake Property. Any violation of these Rules and Regulations by guests will constitute a violation by the cabin owners. Strangers on the Longwood Lake Property may be requested to produce identification and proof that they

are the guests of a cabin owner. The Association will not unreasonably deny admission to the Longwood Lake Property to any guests of the cabin owner, nor shall the Association charge any fee to any such guest upon their admission to the Longwood Lake Property. Similarly, cabin owners may not charge any fee to anyone for the use of their cabins.

6. Cabin owners or guests may not create or permit, inside or outside, any unnecessary or excessive noises or disturbances of any kind; nor the playing of any kind of music or amplified sound in a manner loud enough to disturb other occupants or neighbors in surrounding cabins.

7. All cabin construction and repairs must be in accordance with applicable laws and ordinances. Construction and repairs requiring permits under federal, state or local law must be approved by the LLCOA Improvements Committee prior to permit application in accordance with Improvements regulations adopted by the LLCOA.

8. Only naturally-powered and battery-powered boats are permitted on the Lake. Liquid fuel driven motor boats are specifically forbidden. (This is also a New Jersey regulation.)

9. Hunting and trapping on the Longwood Lake Property are not permitted.

10. The use of firearms or other lethal weapons (including archery equipment and crossbows) on the Longwood Lake Property is not permitted.

11. No existing roadway shall be blocked off at any time.

12. Unregistered motor vehicles are not permitted on any Cabin Lot, or upon the Longwood Lake Property.

13. Each Cabin Lot shall be kept clean at all times, being free of garbage, trash, old lumber, non-operating cars and trucks, etc. Violations are subject to a \$100.00 fine. If a cabin owner persists in failing to correct the violation, then Association may chose to have the condition corrected and charge the cabin owner for the cost of such corrective measures.

14. Dumping is not permitted on the Longwood Lake Property. Garbage is to be disposed of as permitted by the Association.

15. Toilets must be a minimum of 100 feet from the Lake. No outhouse is to be connected to any Cottage.

16. The speed limit on all Longwood Lake Property roads is 5 mph (five miles per hour).

17. Motor bikes and ATVs/dirt bikes may not be ridden within 400 yards of any cabin,

except for transit to and from a cabin; motor bikes and ATVs/dirt bikes must be equipped with appropriate mufflers. A cabin owner must accompany any guests who are riding ATVs/dirt bikes on LLCOA property.

18. Any case of break-in or unauthorized entry should be reported at once to: Jefferson Township Police Department (201) 697-1300.
19. No electrical generator may be operated as a power source for a cabin unless it is muffled such that it cannot be heard at neighboring cabins, and its exhaust cannot be smelled at neighboring cabins. This muffling is not required for use of electrical generators for construction or other sporadic work during the hours of 9:00 a.m. to 6:00 p.m.
20. No single light source may be brighter than a single Humphrey propane lamp or a 60 watt bulb.
21. Bug zappers or other electrical devices for killing insects are not permitted.
22. The LLCOA may levy late fees of \$100.00 per year for members who are in arrears. Late fees will be collectable as liens. The board of trustees may use the remedy of foreclosure proceedings on LLCOA members who are in arrears in the payment of maintenance fees and/or tax liens.

CABIN CONSTRUCTION

For almost any external work on your cabin, any internal work involving structure, and for repairs of docks and decks, you will need to obtain a Building Permit from the Township of Jefferson before starting work. Currently, the Township only grants building permits for repairs of existing structures, so be sure to photograph your old structures before you tear them down. Any expansion or new structures require a variance from the Jefferson Township Board of Adjustment, a difficult, expensive and risky procedure. To help prepare you to deal with the Township bureaucracy and to make sure you are in accordance with the LLCOA construction rules (below) you will have to obtain approval from the LLCOA Construction Committee. So before you do anything else, please contact the chairperson of the Construction Committee.

Construction Rules and Regulations

1. All improvements must comply with the applicable building code and local zoning ordinances.
2. New construction should generally not encroach more than 20 feet to the nearest cabin, nor more than 20 feet to the Lake.
3. Cabin roof-lines should not exceed 19 feet from bottom of sill plate to peak of roof, and should not exceed 25 feet from the ground at any given point.

4. New outbuildings (such as tool sheds) of 100 square feet or less will be permitted, pursuant to the building code. Any larger structure requires permission from the construction committee.
5. Trees exceeding 6 inches in diameter cannot be cut down without approval of the Association.
6. Fences cannot exceed 4 feet in height and can only be open picket, split rail, or similar "open" style.
7. When someone applies for a variance, neighbors within 200 feet of the person's cabin lot on each side or three cabins on each side of the cabin applying for the variance, whichever is less, must be notified. This notification will include a card to return to the Construction Committee with a signature saying "yes I was notified." The Construction Committee needs evidence that this notification has been made when you submit your plans to the committee.
8. The Construction Committee will ensure compliance with Association guidelines (above) and local ordinances, and will offer advice, where appropriate, to assist in compliance with the Association guidelines and building code. The Committee will also assure that any proposed improvement be consistent with the character and quality of the Longwood Lake community. Applications rejected by the Committee will not receive Association support before the Township. All decisions by the Committee will be subject to an appeal.
9. Building a permanent dock requires a building permit. Also, before applying for the permit a cabin owner must notify the neighbors on either side by certified mail, return receipt requested, or obtain written acknowledgement from the neighbor. The neighbors have 30 days from receipt to present objections to the Construction Committee. Any conflicts arising will be resolved by members of the construction committee, who must respond within 30 days.

Procedures Implementing the Construction Rules

1. Submit 1':1/4" scale plans to the chairperson of the Construction Committee. Plans are required in order to insure compliance with LLCOA requirements. After review, plans will be returned to the applicant.
2. LLCOA approved plans can now be submitted to the Jefferson Township Building Dept. for their review. Only LLCOA approved plans will be reviewed by Jefferson Twp.
3. If your plans are approved by Jefferson Twp., a permit will be issued.
4. Plans that do not receive approval from Jefferson Twp. may require a variance. A variance is required when plans call for an exception to the zoning ordinance. Due to

the absence of septic and other oddities, LLCOA cabins are classified as existing non-complying structures and cannot be expanded without first obtaining a variance.

5. When a variance is required, notification of neighboring cabin owners is required, as discussed in Rule 7, above.
6. Objections to the proposed variance by neighbors must be made to the chairperson of the construction committee within thirty days of receipt of the notification.
7. The construction committee will review any objections and approve or deny approval on variances based on compliance with LLCOA construction rules and concerns of LLCOA members.
8. If approval is granted, plans can be submitted to the Township for variance application.

DUMPSTER AREA

Garbage

1. Put all garbage in the dumpster, not on the ground.
2. If the dumpster is full do not pile the garbage on top of it and DO NOT put garbage on the ground even in bags since animals will tear it apart and spread it all over. If dumpster is full DO NOT leave the garbage, take it with you.
3. **DO NOT put building material in or around the dumpster. If you are rebuilding your cabin, it is your responsibility to dispose of the scrap building material. The Township gives us citations for this, and we must pay someone to take the stuff away. If you see anyone dumping building material, report it to the Officers, with a license number.**
4. Stack mattresses and box springs neatly on the left side.
5. Put any scrap metal on the right side for recycling.
6. DO NOT leave propane tanks, you can take these to Eastern Propane for disposal.
7. Do not leave TIRES OR BATTERIES. The garbage man will not take them. You must dispose of them yourself.
8. Please: If you see garbage or recycling stuff on the ground please put it in the appropriate container. Otherwise we will get in trouble with the town and have to pay someone to clean up the dumpster area on a regular basis.

Recycling

NOTE: All plastic is identified by a triangle, usually on the bottom, with a number in it. Recycling is mandatory for Number 1 and 2 plastics. If recyclable material is found in the dumpster, we can get tickets.

1. Recycle glass containers, all #1 plastic (including soda bottles, margarine containers, shampoo bottles, peanut butter jars, etc.), aluminum cans, and tin cans. These can be co-mingled in one container.
2. All items must be clean.
3. All newspapers must be tied securely. DO NOT leave loose papers, papers in paper bags or in plastic bags. These will not be taken.
4. Put glass, bottles and cans in the containers provided. DO NOT put them on the ground. DO NOT leave them in six pack containers, paper bags or plastic bags, as they will not be taken.
5. Recycle all #2 plastic (including water and milk jugs, colored detergent bottles etc.). All items must be clean.
6. Recycle junk mail, catalogs, magazines, color advertisements, glossy flyers, etc. These must be tied in neat secure bundles separately from the newspapers.
7. Recycle corrugated cardboard, tied in neat secure bundles.
8. Put window glass in the dumpster.

ROADS & MISCELLANY

1. Please try to maintain the road by your cabin, draining puddles etc.
2. Please keep the roadside brush and overhead trees trimmed back. The fire dept. requires this and if everyone helps by doing a little, we will not have to pay someone.
3. Township Ordinance - Do not feed geese, ducks, or other water birds (no matter how cute). Large numbers of water fowl pollute the lake.