

**GUIDELINES TO EXISTING ARCHITECTURAL STANDARDS
FOR THE
CARRIAGE STOP TOWNHOMES**

**ADOPTED BY THE ASSOCIATION'S
BOARD OF TRUSTEES and EFFECTIVE AS OF JANUARY 1, 2026**

DEVELOPMENT PHASES:

**PHASE I: All units on Lincoln, Kennedy and Wilson (EXCEPTING 120, 121, 122
and 123 Wilson)**

**PHASE II: All units on Roosevelt between Westbury and Wyndham
(INCLUDING 120, 121, 122 and 123 Wilson)**

PHASE III: All units between Wyndham and the apartment complex

These Guidelines are presented by the C.S. Townhome Association, Inc. (the "Association") and its Architectural Committee (the "Committee") to the townhome owners in an effort to provide clarification with regard to existing standards for exterior alterations and maintenance which are set forth in Article VI of the Association's Declaration of Covenants, Restrictions, Easements, Charges and Liens, as Supplemented and as recorded with the Clerk's Office of Camden County (the "Declaration"), which provides in part, as follows: "No building, fence, wall or other structure shall be commenced, erected or maintained on any of the lots nor shall any exterior addition to or change or alteration thereto be made, nor shall the color of any exterior element of any home be changed, until the plans and specifications showing the nature...of the same shall have been submitted to and approved in writing as to harmony of external design, color and location in relation to surrounding structures and topography by the...Association, or an architectural committee composed of three (3) or more representatives appointed by the Board..." Major revisions to buildings require that a scalable plan and elevation be submitted to the Board. In addition to obtaining construction permits, any construction involving ground disturbance will require that the homeowner fully comply with New Jersey law pertaining to the protection of underground utilities.

Requests for approval of exterior alterations must be in writing and must include plan drawings and/or manufacturers' pictures, a timetable for commencement of work or installation and must be submitted, no less than four (4) weeks prior to the commencement of work or installation, to: C. S. Townhome Association, Inc., P.O. Box 3528, Cherry Hill, NJ 08034 or by email to www.complexhoa@aol.com. Any and all violations are subject to fine by the Association and/or fine/citation by the Borough of Berlin (the "Borough"). **Homeowners must comply with all Borough ordinances and zoning requirements, and it is the responsibility of each homeowner to confirm with the Borough whether a permit is required for any alteration or installation.** Should a homeowner be granted a zoning/subdivision/land development variance, the Association reserves the right to reject the variance for the benefit of the neighborhood without prejudice. Note that the Borough will NOT issue any permit WITHOUT the Association's letter of approval. The Association is not responsible for the accuracy of individual plot plans with respect to easements and rights-of-way. Copies of our project subdivision and land development plans are available for inspection by any homeowner at the office of the Administrator of the Association. Should an error be discovered, the cost of remedying such error will be the sole burden of the homeowner. Should the Association prevail in the judicial system with respect to a legal dispute, the Association's legal fees will be the responsibility of the homeowner.

In accordance with the foregoing and based on the results of our Homeowners' Survey, listed below are the guidelines to existing architectural standards for exterior alterations and maintenance set forth in accordance with the provisions of the Declaration and as recommended by the Committee and adopted by the Association as of the date set out above. **Note that Association Approval is REQUIRED for the change of any exterior element not specifically identified below:**

A. Awnings (Association Approval Required): Canvas only, in a color harmonious with the building's exterior, with optional screened enclosure; must be retractable/removable for winterized storage.

B. Decks (Association Approval Required): Decks are to be constructed of either:

(1) wood and (a) allowed to weather to their natural state, (b) finished with a clear, non-colored wood sealer or preservative, or (c) finished with a light to medium brown-hued wood-tone clear stain, or

(2) composite decking/railing materials finished in the light to medium brown-hued wood-tone range.

There is a 10' aggregate sideyard setback requirement with 3' minimum; all construction is to be in accordance with any and all tree, access or utility easements.

C. Doors (Front/Back/Garage): Association approval not required for changes consistent in composition, style and color (see Section M) as originally installed.

1. **Hardware:** Brass, antique brass, antique bronze or black finishes only, to be consistent in style as originally installed.

2. **Screen/Storm Doors:** Either (1) Anderson (or comparable) aluminum 1-1/2" or 1-3/8" Full View, or (2) retractable. Color to be consistent with front door or trim.

D. Downspouts: Association approval not required for changes consistent in style, color and location as originally installed (see Section L).

E. Driveways: Association approval not required for changes consistent in composition, color and location as originally installed.

F. Facades (Stone or Brick): Association approval not required for changes consistent in composition, style, color and location as originally constructed.

G. Fences (Association Approval Required): Article VII(g) of the Declaration provides in part, as follows: "Fences constructed, except for recreational facilities, shall be only of cedar and allowed to weather to their natural state and not painted above ground in any manner...". To be erected in accordance with any and all tree, access or utility easements; height requirements are a maximum of 6' (per Borough ordinance); front-yard fencing prohibited.

H. Firepits/Chimineas. Excepting normal household barbeques/grills, outdoor fires are prohibited.

I. Gutters: Association approval not required for changes consistent in style, color and location as originally installed.

J. Lighting Fixtures (front and back): Association approval not required for changes consistent in appearance, location and function as originally installed. ALL LIGHTING FIXTURES must be carriage lantern in style finished in brass, antique brass, antique bronze or black and consistent in appearance with original installations.

K. Maintenance: "All lots, whether occupied or unoccupied and any improvements placed thereon, shall be maintained in such manner as to prevent their becoming unsightly by reason of unattractive or diseased growth...or failure of the Owner to cut the lawn or maintain the shrubbery." (Article VII(d)) of the Declaration). After five (5) days' written notice to a homeowner, the Association reserves the right to cut any lawn determined to be an eyesore, billing the homeowner for the cutting service plus a fine in an amount determined to be appropriate by the Board.

L. Numbering: Association approval not required for changes consistent in appearance and location as originally installed; brass, antique rust or black finishes only permitted.

M. Paint: Association approval not required for exterior painting consistent with custom colors as indicated below (Benjamin Moore paint, available from Conroy's Corner, 800 South White Horse Pike in Somerdale (856-784-3688)):

1. All Phases:

- Trim, Porch Posts, Garage Doors, Soffits/Downspouts/Gutters:
Pebblestone Clay

2. Phase I - Front Door (dark green): Carriage Stop Bainbridge

3. Phase II - Front Door (red): Carriage Stop Farmhouse Red

4. Phase III - Front Door (olive green): Carriage Stop Herbivore

NOTE: all trim, porch posts, garage doors, soffits/downspouts/gutters are to be repainted at a minimum of every 10 years or upon sale or refinance, whichever occurs first.

N. Patios (Association Approval Required): Aggregate sideway setback of 10' with a 3' minimum, consistent with the current Borough Zoning Ordinance.

O. Pavers (Association Approval Required): EP Henry or comparable; aggregate sideway setback of 10' with a 3' minimum, consistent with the current Borough Zoning Ordinance.

P. Porches/Porch Posts/Front Walkways: Association Approval Required for any change in structure or materials inconsistent with original installation.

Q. Roofing/Shingles: Association approval not required for installation as follows:

- Units 95-109 Roosevelt: GAF Timberline HDZ Charcoal Algae
- All other Units: GAF Timberline HDZ Weathered Wood

R. Satellite Dishes: Association approval not required. Satellite dishes cannot exceed 2 feet in diameter and must be installed on the roof covering the top of the building at least 20 feet above ground level. Homeowners and installers should avoid front elevation installation where practicable.

S. Sheds and Structures (free-standing) (Association Approval Required): Wood, composite or laminate materials acceptable, finished with (1) a clear, non-colored wood sealer or preservative, (2) a light to medium brown-hued wood-tone clear stain or paint, or (3) siding consistent in style and color with townhome.

T. Siding Material and Colors: Association approval not required for changes consistent in style, design, color and location as originally installed and as indicated below:

Alcoa Millcreek D4 Straight Siding:

- Phase I: Desert Sand
- Phase II: Sandtone
- Phase III: Almond

Homeowners are required to maintain existing siding (and trim) free of visible dirt, mildew and mold. The Association reserves the right, after thirty (30) days' written notice, to fine any homeowner for unclean siding or trim.

U. Signs: Association approval not required for the placement of any sign in accordance with Article VII(c) of the Declaration: "No sign of any kind shall be displayed to the public view on any lot or dwelling unit without the prior approval of the Board or Architectural Committee, except... (i) one family name sign... (3) for sale or for rent... (4) identifying a home office... in conformance with Berlin Borough ordinances." Temporary signs (12 hour limit) may be displayed at the development entrances for open houses, garage sales, etc. One temporary sign is authorized for these events. Signs placed in conflict with this regulation will be removed and discarded.

V. Solar Panels: Association approval not required. Homeowners and installers should avoid front elevation installation where practicable.

W. Soffits: Association approval not required for changes consistent in style, color and location as originally installed.

X. Sprinkler Systems: Association approval not required.

Y. Steps: Association Approval Required for changes inconsistent with original installation.

Z. Swimming Pools/Spas/Hot Tubs (in- and above-ground) (Association Approval Required): ANY INSTALLATION REQUIRING A VARIANCE FROM THE BOROUGH IS PROHIBITED. Residents wishing to construct pools shall post \$1,000 cash bond to the Association, which will be held to insure against unrepainted damage caused by construction and/or construction equipment. All pools (greater than 6' in diameter), spas and hot tubs must be enclosed by a perimeter fence; spas and hot tubs require a locking cover. Contractors may not stage any type equipment overnight during the construction of a pool or hot tub.

AA. Trash: Any homeowner (i) not concealing the trash and recycling containers from the front of the property within 24 hours after pickup or (ii) placing bulk trash in the front of any property more than 72 hours prior to pick, is subject to fine.

BB. Windows: Association approval not required for installations consistent in composition, style, color and location as originally installed.

CC. Window A/C Units: Prohibited.

DD. Yard Features (oversized): Association Approval Required. Pursuant to the results of the Homeowners' Survey, the inclusion of any oversized yard item (such as large jungle-gyms or trampolines) is to be permitted only with the installation of a 6' fence.
