

Decoverly I Homeowners Association

Homeowner Handbook

January 2024



TABLE OF CONTENTS

About Your Association	1
Budget Mailing	2
How to Pay your Assessments.....	4
Approved Budget.....	6
Montgomery County Commission on Common Ownership Communities.....	7
Homeowner and Resident Contact Information Form.....	8
Policy Resolution for Architectural and Environmental Standards and Guidelines	9
Architectural Guidelines and Review Procedures for Telecommunications	27
Policy Resolution for Collection of Assessments	29
Policy Resolution for Refuse Disposal	32
Policy Resolution for Vehicle Parking and Storage.....	36
Policy Resolution Concerning Rules Infractions	39
Home Care & Maintenance	41
Painting Information	43
Street Lighting	46
Smoke Detectors	46
Snow Removal	46
Snow Plowing	47
Architectural Change Request Form.....	48
Summary of Montgomery County Animal Control Laws	50
Recycling Information	53

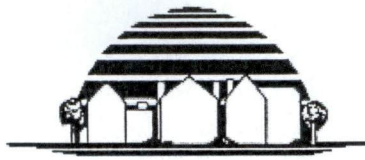
ABOUT YOUR ASSOCIATION

When you purchased your home, you automatically became a member of the Decoverly I Homeowners Association. The Association was originally established by the developer and builder(s) with the creation of the Declaration and By-Laws. These documents were filed with the State and local government prior to beginning development.

The Declaration of Covenants (Declaration) is a document that has been filed in the Land Records and "runs with the land" meaning that all deeds for all lots at Decoverly are subject to the provisions of this document. The Declaration establishes the requirements for assessments, collections and budgeting. In addition, architectural control provisions and "use restrictions" are established which designate parameters for the use and changes to all lots within the community.

The By-Laws is an associated document which is largely administrative in nature. This document establishes the mechanisms for holding elections as well as the powers and duties of the Board of Directors.

All homeowners are encouraged to read these documents carefully. Feel free to contact management with questions that you may have. By heeding the provisions of these documents, the community will remain a nice place for everyone.



The Management Group Associates, Inc.

A FULL-SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

November 20, 2023

Dear Decoverly I Homeowner:

I am writing on behalf of the Board of Directors of the Decoverly I Homeowners Association to forward to you the approved 2024 operating budget. As originally proposed, the Board of Directors has approved the 2024 operating budget which sets the assessment at \$150 per unit per month for the calendar year January 1, 2024 through December 31, 2024.

On or about December 15, 2023, you should receive a payment coupon booklet for 2024 unless you have already enrolled in our Direct Debit Program. If you expect a booklet but did not receive it, please contact the accounting department via the portal at <https://portal.tmgainc.com>. If your mailing address has changed, please contact our accounting department so that we may ensure that your payment coupon booklet is sent to the correct address. You may also check your portal for a January E-statement.

Homeowners are now able to view live updates on their account, including assessments and architectural citations. In addition, you can submit service requests, architectural requests, and general inquiries through the new owner portal. When submitting requests through the owner portal, you will be able to track the status of your inquiries. If you have not already registered, please go to <https://portal.tmgainc.com>. You can access this portal by clicking on the "Owner Portal" menu tab on the home page on the website at www.tmgainc.com.

If you experience any problems signing up for the owner portal, please do not hesitate to contact TMGA for help at tmgainc@tmgainc.com.

The Board would also like to advise the community of the tentatively scheduled meeting dates for 2024:

- Thursday, January 25, 2024
- Thursday, March 28, 2024 (Annual Meeting)
- Thursday, April 25, 2024
- Thursday, June 27, 2024
- Thursday, July 25, 2024
- Thursday, September 26, 2024 (Proposed Budget)
- Thursday, October 24, 2024
- Thursday, November 21, 2024 (Budget Approval)

Please also take a moment to review the enclosed information about the Montgomery County Commission on Common Ownership Communities (CCOC). This information is being provided for you in accordance with Section 10-B of the Montgomery County Code.

Please note that TMGA may be deemed a debt collector. Any information obtained from communication with our office may be used for that purpose.

20440 Century Boulevard • Suite 100 • Germantown, Maryland 20874

Phone: (301) 948-6666 • Fax (301) 948-6663

E-Mail: tmgainc@tmgainc.com / Website: www.tmgainc.com



Also, please note the following:

1. Montgomery County Scrap Metal Recycling provides free removal of metal items such as washers, dryers, refrigerators, metal shelving, grills, etc. If you need any of these types of items removed, please contact Montgomery County Recycling at 240-777-0311 to schedule a time for pickup.
2. Remember to winterize your property by removing outside hoses and draining outside water lines. This simple task can prevent substantial damage to your home by preventing a burst pipe in your home.

Also be reminded of the TMGA office hours which are:

	We are available BY PHONE	We are available IN PERSON
Monday – Thursday	9:00 a.m. to 5:00 p.m.	9:00 a.m. to 6:00 p.m.
Friday	Closed Emergency calls will be directed to our on-call staff	Closed

Finally, the Board would also like to take this time to thank all members of the community who have participated in serving on the Board of Directors or on various committees this year and for the contributions they have made to the community. The Board and The Management Group Associates would also like to extend their best wishes to all members of the community for a safe and happy holiday season.

Sincerely,

Steve Leskowitz

Steve Leskowitz, AMS, Agent for
Decoverly I Homeowners Association

Enclosures
SL/mc
DC – III6, IIo
cc: EZ, MA
G:\DC\I.L.o. Budget\2024\2024 Approved Budget Mailing-112023.doc

You can choose to pay once or set up a recurring payment using the options listed below. Visit your community portal, <https://portal.tmgainc.com> and use the Log In box to sign in. You can sign up for direct debit, make e-check payments, or get more information. For help logging in to the portal, review the Login FAQ's on the Home Page.

Payment Method	Service Charge	Is Annual Renewal Required?	If Assessment Changes, Do I Need to Change My Payment Amount?	Other Things to Keep in Mind
Direct Debit (Auto Draft)	None	No	No	<p>If you are already signed up for Direct Debit (Auto Draft), you don't need to submit a form. A new form is needed only if you are changing your bank account.</p> <p>To sign up for Direct Debit, go to https://portal.tmgainc.com. Click on Make a Payment and select Auto Draft.</p> <p>If you do not set up a Direct Debit payment via the TMGA web portal, then you will receive an invoice for payment with the balance due upon receipt.</p>
E-check (Recurring) through Pacific Western Bank, formerly Union Bank, via www.HOABankServices.com	None	No	Yes	<p>To sign up for e-check, go to https://portal.tmgainc.com, click on Make a Payment, and select Credit Card. Follow the instructions on the Pacific Western Bank website.</p> <p>You may also go to www.HoaBankServices.com to access the Pacific Western Bank website directly.</p>
Check	None	No	Yes	<p>To avoid mail and processing delays, include the payment coupon. Checks should be mailed to:</p> <p>DECOVERLY I HOMEOWNERS ASSOCIATION c/o The Management Group Associates P.O. Box 105007 Atlanta, GA 30348-5007</p>
Third Party Providers (i.e. through your bank)	None	No	Yes	<p>Your account number or property address should be on your check. Make sure that your bank mails the check early enough to be received before the due date to avoid a late fee.</p>
Credit or Debit Card	2.95% (charged by bank)	No	Yes	<p>Payment is made through Pacific Western Bank. To make a credit or debit card payment, go to https://portal.tmgainc.com, click on Make a Payment, and select Credit Card. Follow the instructions on the Pacific Western Bank website.</p>

HOW TO PAY YOUR ASSESSMENTS

The community offers a number of options for paying your assessments, including the following:

1. **Direct Debit (Auto Draft)** – Direct Debit (Auto Draft) is a free option through which your assessment is taken directly from your bank account on the 10th day of the month in which the assessment is due.
2. **Recurring e-check** – Paying by e-check is similar to paying by direct debit, except that you choose the day on which the assessment will be paid. E-check payments made after 5 p.m. will be posted to your account on the following business day.
3. **Third-party bill payment system (e.g. pay your bills through your bank)** – You can give your bank instructions to send your payments directly to your community's bank. Be sure to check how long your bank takes to send your payment and schedule it to be sent early enough to avoid a late fee.
4. **Pay by Check** – Be sure to include your address or account number on your check so that it is credited to the correct account.
5. **Credit/Debit Card** - Credit and debit card payments are subject to a \$14.95 fee charged by your bank.

To learn more about each payment option see the reverse side of this page. To register for direct debit or e-check payments or to pay online, visit the portal at <https://portal.tmgainc.com> and use the Log In box to sign in to your account.

Keep in mind that, depending on the payment method you choose, your payment may take longer to reach us. To avoid late fees, your payment must be received before the late date.

Checks mailed or dropped off directly to TMGA will take longer to process, so be sure to mail all checks to:

DISCOVERLY | HOMEOWNERS ASSOCIATION
c/o The Management Group Associates
P.O. Box 105007
Atlanta, GA 30348-5007

TMGA does not accept cash payments.

Decoverly I Homeowners Association
2024 Approved Budget
Assessment level: \$150 per home per month (\$15 increase)
150 Townhomes

INCOME:

6310	Assessment Income	\$ 270,000
6340	Late Fee Income	800
6360	Certified/Lien/NSF Income/Posting	1,000
6350	Legal Fees Reimbursement	800
	Payback to Reserves (3rd of 4 year)	(14,880)
6999	Reserve Contribution	(24,960)
	TOTAL INCOME	232,760

EXPENSES:

General and Administrative

7050	Decoverly Community Association	61,200
7100	Management Fees	24,000
7390	Coupon Printing	600
7550	Streetlight Electricity	2,800
7890	Misc. General & Administrative	200
7895	Annual Storage Fee	800
7110	Recording Secretary	2,000
7280	Insurance	3,800
7400	Printing & Reproduction	1,200
7260	Postage and Mail	1,000
7265	Mail Handling Fee	1,000
7410	Newsletter/Website	1,800
7880	Misc. Homeowner Admin. Fees	1,200
7910	Commission on Common Ownership	975
7160	Legal Fees - General	4,500
7165	Legal Fees Collection	1,200
7140	Audit and Tax Preparation	2,375
7440	Income Taxes	900
7460	Water Quality Charges	6,800
7920	Annual Inspection	1,500
8250	Water & Sewer	0
	Subtotal	119,850

Site Maintenance

9020	Grounds Maintenance/Improvements	20,810
9045	Capital Maintenance	10,000
9090	Lighting Repairs	1,400
9110	Tree Removal/Replacement	8,000
	Subtotal	40,210

Contract Services

9610	Lawn Maintenance	40,000
9700	Trash Removal	16,700
9800	Snow Removal	16,000
	Subtotal	72,700

	TOTAL EXPENSES	232,760
	NET INCOME/(LOSS)	0

We Want You to Know About
***The MONTGOMERY COUNTY COMMISSION ON COMMON
OWNERSHIP COMMUNITIES***

Montgomery County recognizes that a substantial proportion of all its citizens now live in condominium and homeowner associations, and in housing cooperatives, generally called "common ownership communities." In order to serve better the special needs of these communities, and to act as their advocate, the County created the Commission on Common Ownership Communities. The Commission operates under the authority of Chapter 10B of the County Code.

The Commission has 3 basic duties:

Education: the Commission provides free information to both members and to governing bodies about their rights and duties under Maryland law, as well as advice on how to properly operate the association. Among other tools, it offers a "Manual and Resource Guide" for boards of directors.

Legislation: the Commission advocates for common ownership communities concerning proposed laws and regulations at the local and State level.

Dispute resolution: the Commission can hear and resolve certain disputes between members of the communities and their governing bodies, and its decisions are legally binding on the parties.

For more information on the Commission and the services it offers, visit its website at <https://montgomerycountymd.gov/DHCA/housing/commonownership>. If you have questions, the CCOC prefers you contact it by telephone at (240) 777-3691.

Quince Trace Homeowners Association Homeowner and Resident Contact Information

It is important to have contact information on file for you and your tenants so that we can notify you of an emergency involving your property or the community (e.g., a fire or burst pipe). E-mail addresses are also used for important community notifications (e.g., snow removal efforts during a blizzard).

TMGA will not distribute your contact information to anyone other than the Board of Directors or, in case of an emergency, a contractor hired by the Association. Please help us by filling out and returning this form to the address listed or by fax or e-mail.

Homeowner Name(s): _____

Community Address: _____

Mailing Address:
(if different) _____

Phone: (Cell/Work) _____ (Home) _____
(Homeowner #1)

Phone: (Cell/Work) _____ (Home) _____
(Homeowner #2)

Email: (Owner #1) _____ (Owner #2) _____

Complete the following if your property is rented or occupied by someone other than yourself:

Tenant Names(s): _____

Tenant Phone: (Cell/Work) _____ (Home) _____

Tenant Email: _____

Lease Expiration: _____

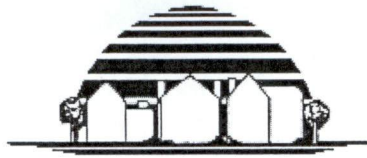
I am the owner of the above property and am aware that the information provided will be used by TMGA and my Community Association to notify me of issues related to my property.

Homeowner Signature

Date

PLEASE RETURN TO: **Quince Trace Homeowners Association**
c/o The Management Group Associates
20440 Century Blvd., Suite 100
Germantown, MD 20874
Email: TMGAInc@TMGAInc.com
Fax: 301-948-6663

TMGA Use Only: _____ Owner Information Updated _____ Tenant Information Updated



The Management Group
Associates, Inc.

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

August 11, 2020

Dear Homeowner:

I am writing on behalf of the Board of Directors of the Decoverly I Homeowners Association to forward to you the Amended Architectural and Environmental Control Guidelines for the community.

Please find enclosed a copy of the Amended Guidelines that were approved at the July 23, 2020 Annual Meeting. Please note that the Guidelines become effective September 15, 2020.

The Board has worked diligently over the past year to amend the Guidelines so that they are more reflective of the architectural changes in the community and for greater ease in filing for exterior changes.

The Board thanks you for your compliance with the Amended Architectural and Environmental Control Guidelines in order to maintain the architectural integrity of the community and the property values of all homes.

Sincerely,

Steve Leskowitz

Steve Leskowitz, Agent for
Decoverly I Homeowners Association

Enclosure

SL/ljs

DC – III6, I

G:\DCI. Exclusive Agent\LetterToHomeowners-ACC Guidelines-081120.doc

Please note that TMGA may be deemed a debt collector. Any information obtained from communication with our office may be used for that purpose.

20440 Century Boulevard • Suite 100 • Germantown, Maryland 20874
(301) 948-6666 • 1-800-536-TMGA (8642) • FAX (301) 948-6663
E-Mail: tmgainc@tmgainc.com / www.tmgainc.com



DECOVERLY I HOMEOWNERS ASSOCIATION, INC

RESOLUTION FOR ESTABLISHMENT OF ARCHITECTURAL AND ENVIRONMENTAL ADVISORY COMMITTEE ("AEAC") AND APPOINTMENT OF SITTING BOARD TO SERVE AS THE ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE ("AERC")

WHEREAS, pursuant to Article VII, Section 2 of the Declaration of Covenants, Conditions And Restrictions ("Declaration") of Decoverly I Homeowners Association, Inc. ("Association"), the Board of Directors for the Association ("Board") has authority to establish and appoint members to an Architectural and Environmental Review Committee ("AERC"); and

WHEREAS, pursuant to Article VII, once established, the AERC has unilateral authority, separate and apart from the Board to both establish architectural and environmental guidelines and monitor compliance therewith in accordance with the conditions and guidelines set forth in Article VII; and

WHEREAS, while the Board has authority to establish and appoint members to an official AERC as set forth in Article VII, the Board has alternatively chosen to establish a committee which is similar in scope and purpose to the AERC, but which acts in an advisory capacity to make recommendations to the Board and to otherwise assist the Board itself in establishing, implementing and enforcing the architectural and environmental policies for the Association; and

WHEREAS, pursuant to Article XI of the Bylaws, the Board has inherent authority to appoint such additional committees as it deems appropriate in carrying out its purpose; and

WHEREAS, the Board desires to establish an Architectural And Environmental Advisory Committee ("AEAC") to assist the Board in establishing, monitoring and amending from time to time the architectural and environmental standards for the Association and to additionally review and make recommendations to the Board for requested architectural or environmental alterations by homeowners; and

WHEREAS, it is the expectation of the AEAC and the Board that in addition to review of proposed alterations by homeowners, the AEAC will make periodic recommendations to the Board on architectural and environmental standards which, if approved by the Board, would become approved guidelines kept by the Board in a written format on an annual basis known as Board Approved Architectural and Environmental Standards and Guidelines ("Standards and Guidelines"), which document shall be available to all homeowners free of charge in an electronic pdf format; and

WHEREAS, since the AEAC is only making advisory recommendations to the Board, all decision making reserved for the AERC in the Declaration shall be reserved to the Board itself, the members of which shall, themselves, collectively constitute and sit as the AERC; and

WHEREAS, it is the hope and intent of the Board that the establishment of the AEAC and the annual updating and approval by the Board of the Standards and Guidelines will provide homeowners with greater confidence in proceeding with improvements to their homes and will allow the community and its owner constituents to ensure that Decoverly I will always remain a very desirable community, competitive in all respects with comparable, neighboring luxury townhome communities;

NOW, THEREFORE, IT IS RESOLVED, that in furtherance of the above, the Board does hereby establish the AEAC in accordance with the terms, provisions and attachments set forth herein and does hereby further appoint itself, by and through its constituent members as the acting AERC.

INTRODUCTION

To ensure that Decoverly I will always be an attractive and desirable community in which to live, established architectural and environmental standards must be adhered to by homeowners. The standards themselves must also be periodically reviewed to ensure that they are in step with both advancements in material and construction technology and the prevailing desires of homeowners. These Standards and Guidelines are meant to benefit all residents of Decoverly I. They are intended to protect the homeowners' investments, increase property values, and to ensure that all homeowners can take pride in their community. Thus, all residents share the responsibility to comply with, support, and contribute to them.

The Standards and Guidelines as set forth in Schedule I, Schedule II and Schedule III have been duly advised by the AEAC and have been approved by the Board acting in its capacity as the AERC. The Standards and Guidelines are subject to periodic revision by the Board and for that reason contain an "Effective as of "20XX" date. Accordingly, the guidelines are subject to change and it is advised that homeowners visit the community website or otherwise ensure that they are viewing the most current Standards and Guidelines.

I. AERC GUIDELINES, ALLOWANCES AND RESTRICTIONS

A. GENERAL

The submission and approval process described in Section II (AERC Review Procedures - Applications for Changes) of this document must be fully complied with to ensure AERC action on an application. The list of guidelines, allowances, and restrictions in Section B below is not all-inclusive. If a specific exterior alteration or improvement is not mentioned, AERC approval must nevertheless be obtained prior to any work being done. Applications for such items will be considered as submitted.

1. Any exterior alteration to townhomes or property must have AERC approval before any work may begin except where denoted as No Approval Required (NAR) in Section B below.
2. Decoverly I consists of four basic styles of homes ("Townhome Groups") built by three (3) different builders in configurations (A-D) as follows:

(A) NV All-Brick (Two Car Garage Models)

Entry/Unit Type	Material	Stories	Architectural Features (from builder)
Side / End Unit	All Brick	3	Painted wood railings - front and on deck; rear bay window
Front/Interior	All Brick	3	Painted wood railings - front and on deck; front window box; brick portico entrance with side window
Front/Interior	All Brick	4	Painted wood railings - front and on deck; front dormers; skylights on rear portion of roof;

(B) Crestwood All-Brick (One Car Garage Models)

Entry /Unit Type	Material	Stories	Architectural Features (from builder)
Side/ End Unit	All Brick	3	Painted wrought iron railings front and on deck; atrium window box
Front/Interior	All Brick	3	Painted wrought iron railings front and on deck; atrium window box

(C) CROSS Brick-and-Siding (all 2 car garage; all 4 Level)

Entry /Unit Type	Material	Architectural Features (from builder)
Side/ End Unit	Brick Front + Side; Siding rear	Wrought iron front railings; portico roof side entrance; wood railings on deck; glass atrium bumpout
Front/ Interior	Brick Front; Siding rear	Wrought iron front railings; wood railings on deck; glass atrium bumpout; front dormers (opt.); rooftop deck (opt)
Front/Interior	Brick + Siding Front; Siding rear	Wrought iron front railings; wood railings on deck; glass atrium bumpout; front dormers (opt); rooftop deck (opt)

(D) NV Brick-and-Siding (all 2 car garage; all 4 Level)

Entry /Unit Type	Material	Architectural Features (from builder)
Side/ End Unit	Brick Front + Side; Siding rear	Wrought iron front railings; portico roof side entrance; conventional window main level bumpout
Front/ Interior	Brick Front; Siding rear	Wrought iron front railings; conventional window main level bumpout; some with front dormers

Each builder contributed unique exterior appointments. Any alteration and improvement should reflect and complement the architectural theme suggested by these appointments, in addition to incorporating contemporary changes in design and aesthetics. Construction materials, colors, and facade details must correspond to the theme of each townhome style group, and be carried out in an appropriate workmanlike manner displaying a level skill and attention to detail expected in a luxury townhome community.

3. If an improvement was not originally offered by the builder, the first such improvement approved by the AERC will normally set the prevailing style for the townhome style group. The AERC can assist homeowners by providing the location of an approved, finished project within their style group to use as an example as to its architectural details, components and/or materials selection.
4. These Standards and Guidelines pertain only to alterations relating to homeowner property. Requests for alterations or improvements to common elements should be directed to the Board of Directors or to the Landcaping Committee (if such a committee has been established).
5. Environmental, regulatory, and safety factors may influence decisions of the AERC. This includes applicable Federal, State, County, and City codes and ordinances. It is incumbent upon homeowners making applications to avail themselves of all codes and ordinances that have jurisdiction over the prospective alteration or improvement. Neither the Board, the AEAC nor the AERC are agents of, nor will they act as agents for any Federal, State, County, City, or other cognizant authority having jurisdiction over improvements. Should it be brought to the attention of the AERC that applicable codes or ordinances were not adhered to for improvements or alterations, the AERC may require that the violation be corrected.

B. GUIDELINES, ALLOWANCES & RESTRICTIONS

Items which do not require approval are indicated below as *No Approval Required* (“NAR”); otherwise, an application is required. Restrictions may apply both to items which do and which do not require approval. Some alterations are specifically prohibited in Section B. Several of these prohibitions originate from the Covenants.

<u>WHEN IN DOUBT, SUBMIT YOUR PROPOSAL AND GET FORMAL APPROVAL</u>

1. Decks (on-ground and above-ground) and Patios

- a. Unless otherwise approved by AERC, above-ground decks must be of a similar design, and utilize railings of a color substantially similar to that which currently exists within the townhome style group for which the application is made. Decks may be equal to the width of the house minus six inches (6”) on each side so as not to encroach upon neighbors’ property. In most cases, 12 feet deck length, when measured from the exterior wall of the house, is acceptable. Decking may be natural pressure treated pine, cedar or any weather resistant, synthetic, wood-grained composite facsimile thereof in approved shades of brown, beige or gray. Natural decking may be sealed, stained or painted in any approved earth-toned shade of brown, beige or gray. Unless replacement is to the same or similar material and style, all other replacement must be approved by the Board. Colors which are substantially similar to the attached list will be deemed acceptable/NAR. Homeowners desiring decking in earth-toned colors not substantially similar to the approved decking colors must obtain prior approval, which may be denied if the color selection is deemed to clash with the Townhouse Style Group or is otherwise deemed to be a detriment to the value of neighboring homes.

Vertical spindles and balustrade systems may be used in new and replacement deck railings. Railings may be vinyl, metal or synthetic material or natural wood. Railings for Crestwood Models and Brick-and-Siding models may be metal in similar style of what is found within the community. Unless otherwise approved, Railing colors should be consistent with the existing trim of the home or match as closely as possible (NAR). Other color scheme may be considered but must obtain approval from the Board. Further, to the extent a substantial deviation is sought and approved by the AERC, the deviation may be utilized as a model for others within the same Townhome Group seeking a similar change. All NAR replacement must maintain the same dimension as the existing structure.

- b. Stairs from decks are subject to case by case approval until formal standards are developed and published as to dimensions, design, materials and color within each respective Townhome Group. In order for the Board to approve the installation of stairs, the unit must have a fully fenced rear yard. The Board will ensure that each application conforms to the community aesthetics.
- c. Patios of any size and shape are generally permitted provided that they are concrete, stamped concrete, brick, slate, cobblestone, or other natural or synthetic patio material and provided that they do not unreasonably block drainage, overly accelerate runoff or otherwise contribute to or cause a nuisance condition on neighboring property(s). Concrete patios may be coated in a low sheen uv rated weatherable epoxy type paint of an earthen shade intended to mimic natural stone or brick. Patios may not be covered with permanently affixed indoor/outdoor carpet. Outdoor rugs are permitted for special occasions but are not to be permanent fixtures.
- d. Any superstructure on decks or patios requires approval. Awnings over above-ground decks are acceptable only if they are the retractable variety and are able to be fully retracted to the rear wall of the house when not in use. The Board is in the process of developing a schedule. Until then, every proposed substructure on decks or patios must be approved by the Board.

- e. The area below above-ground decks may be enclosed as a screened patio or sunroom provided it conforms to the existing boundary of the deck above and is in keeping with the architectural style of the home. These area additions are restricted to the space under an above-ground deck and must meet all local regulations for such spaces. Such properties wishing to enclose these spaces must have a completely fenced in rear yard and have all plans submitted and approved by the AERC prior to commencing the project.
- f. There are currently no provisions for the allowance of deck level (2nd floor) or above deck level (3rd or 4th floor) additions, sunrooms, dormer windows or bump-outs beyond those included by the builder of the respective Townhouse Group. However, if the AEC is approached by one or more homeowners with detailed architectural plans interested in making such alterations, this matter will be further studied by the AERC as to its legality and feasibility under the community's governing documents and a report will be provided to the Board sitting as the AERC for its consideration or further study.

2. Roof-Mounted Apparatus and Attachments, and Roofing

- a. For Communications Services, see page 14.
- b. (NAR) Attic fans are allowed without special approval provided that they are installed on the rear slope of the roof and provided that the exhaust portion visible from the outside is in a color which blends in with the color of the roof. White attic fan exhaust housings will not be approved.
- c. Skylights are allowed provided they are installed on the rear slope of the roof and are of similar design, size, and materials as other skylights within the townhome group. Any change requires AERC approval.
- d. (NAR) Replacement roofing material must match that originally installed by the builder. Synthetic, longer-lasting roofing material will be allowed provided it matches or is substantially similar in color to the existing townhouse group.
- e. Unless otherwise required by applicable law, active and/or passive solar heating and cooling systems must be installed on the rear slope of the roof and must blend with the roof to the extent possible. Applications must include a building permit.
- f. Existing architectural features and millwork may be replaced or covered with synthetic or natural materials provided they adhere to the theme of the home. Any change requires approval from the AERC.

3. House Fixtures, Attachments, and Painting

- a. (NAR) Decorative plaques and ornaments are allowed provided they are affixed to the front/street side, front entrance or within the entrance/portico. Typically, plaques indicate the year of the home's completion, year established, owner or occupant name, etc. Cast iron, copper, weathered bronze or brass are the only finishes approved. Size limitations are 12 inches by 18 inches; submit application for larger sizes.

- b. **(NAR)** Ornaments commemorating holidays, occasions, or religious observances are allowed for the length of time appropriate to the holiday or observance. Unless otherwise required by law, the maximum permitted time for such ornaments shall be 3 weeks prior to, and 3 weeks past the holiday, occasion, or religious observance. Non-seasonal ornaments indicating welcome, good health, etc., are allowed year-round if within the size and material limitations in 3.a. above.
- c. Except for security alarm decals and items 3.(a.) through (c.) above, no other sign or advertising may be affixed to the house. (See below for signs that are not affixed to the house.) Alarm signage may not exceed one square foot in size.
- d. **(NAR)** American and Maryland flags are allowed provided they are kept in good repair. No other flags or banners are permitted. Flags should be flown no longer than dawn-to-dusk and removed in the event of rain. Flag poles in the front must be mounted on the door jamb, window jamb, or the siding or brick exterior wall. Rear flag poles must be mounted by a rear door or on the deck. Other suggested mounting points require Board approval. The mounting hardware may be permanent; however, the pole must be removable. The pole may be no longer than six feet, and flags may not be larger than approximately 3' by 5'.
- e. **(NAR)** Security systems may have an outdoor security alarm.
- f. **(NAR)** Wind chimes are allowed in the rear provided that they are not offensive or bothersome to neighbors.
- g. **(NAR)** Thermometers, rain gauges, and similar apparatus are allowed in the rear only.
- h. **(NAR)** Exterior trim paint colors and color tone must match those approved for the community. See attached guidelines. These range in color tone from white to deep beige. Paint must be maintained to minimize discoloration, peeling, and chipping. Refer also to shutter and door colors below. Any deviations require approval.
- i. Security and restrictive entry devices such as bars, wrought iron, other grillwork, wire mesh, etc., are prohibited on doors and windows.
- j. **(NAR)** Replacement of beaded aluminum siding with beaded vinyl or cementous siding is generally acceptable as long as the color, sheen, and tone match that of the color, sheen, and tone of the material originally installed with the aluminum material by the builder for that home. If the exact color is not available, a color and style that appears to match as closely as possible may be substituted or in the case of Cementous siding, it can simply be painted. Refer also to paint colors in 4 and 5 below.

4. Windows, Window Treatments and Shutters

- a. **(NAR)** Replacement of exterior shutters provided they replicate the same style, size, and color as originally installed by the builder.
- b. A change in shutter color requires an application, and the proposed color must: (1) match or harmonize with any of the colors used on other shutters within the townhome group or (2) be substantially similar to one of the approved alternative shutter colors for the Towhome Group as set forth in the Shutter color Schedule (the Board is in the process of developing a color schedule. Until then any proposed change in color scheme must be approved by the Board – Item (3)) or (3) be otherwise approved by the AERC, in which event, the color shall be added to the list of approved

alternative shutter colors. A sample paint chip and a color photo of the subject home must accompany the request. The removal or addition of shutters where none were originally present requires Board approval. In general, the front door is expected to match the shutter color or vice versa.

- c. (NAR) Storm windows and screens are allowed. The perimeter trim of the windows must match the color of the trim on the rest of the house or may be white, regardless of the trim on the remainder of the house. Unpainted storm windows or screens are prohibited.
- d. (NAR) Window fans are allowed in rear windows if not permanently mounted. Window mounted air conditioners are prohibited.
- e. (NAR) Replacement glass for windows must be clear, except that non-reflective, energy-efficient glass may be used with light tinting.
- f. Window greenhouses may be approved for rear windows of all townhome style groups. The frames must be painted black, white or painted to match the primary trim color of the rest of the house. Plans to remove or alter existing greenhouse windows must be submitted for approval.
- g. (NAR) Replacement windows of the same style (divided light, multi grid mullion/muntin), design, size color, finish and overall appearance as those originally installed by the builder require no prior approval. Replacement windows may be vinyl, fiberglass, fiberglass clad wood, painted wood, enamel clad aluminum, or composite material as long as they faithfully replicate the original style of the builder. Replacement windows which deviate from the divided light (grille/muntin-mullion) design of the builder are subject to Board approval. It is recommended that window frames and all surrounding trim should (closely) match the primary color of the house trim color or only substituted with white if (similar) primary trim color is not available. Window frames which do not match either the primary trim color or white will require prior AERC/Board approval.
- h. Homeowners are requested to comply with the following guidelines regarding window treatments and screens:
 - 1) Removal of foil, paper, sheets, blankets or other materials not usually considered window treatment fabric within 60 days of move-in or new window installation
 - 2) No window treatments for garage door windows. However, owners are permitted to paint the back side of the glass black or to install window tint film onto the interior side of the glass prevent a view to the inside so long as it does not add any colorization to the glass
 - 3) Interior window grills (mullions/muntins) or lack thereof must be uniform across an entire side of a home.
 - 4) Use or non-use of screens must be uniform across an entire side of a home.

5. Doors

Replacement of Front Doors to ones which may use synthetic materials or incorporate the use of glass or leaded glass insets will be considered on a case by case basis. They must fit within the style grouping of the home and neighborhood and all applications for any change must be submitted and reviewed by the AERC for approval.

- a. **(NAR)** Storm doors and door screens are approved for the front and/or rear of the home. Storm door glass must be full length (full view). These doors are defined as those with a single clear glass panel which runs the length of the door. Storm and screen doors should closely match/approximate the trim color of the house trim or the front door color. Screens must also be full length and be a light grey/black color and a non-metal material. Any other style, color scheme, or design must be approved through the established application procedures to the Architectural and Environmental Review Committee of the HOA.
- b. **(NAR)** Replacement hardware for the front door entrance, including deadbolt locks, peep holes, door knobs, door knockers, kick plates, and house numbers, must maintain the aesthetic of the neighborhood. Modifications require an application. Where not originally installed by the builder, peep holes, door knockers, kick plates, keypads, deadbolt locks and security intercom boxes are acceptable additions; however, an application must be submitted to add door knockers.
- c. **(NAR)** Repainting front door with the original color and sheen requires no approval. The color tone and texture of the paint must replicate the original door color and finish. When no original paint finish is available, the Board recommends 'gloss' finish.
- d. A change in front door color, finish or sheen requires an application, and the proposed color must: (1) harmonize with the colors used on other doors within the townhome group or (2) be substantially similar to one of the approved alternative door colors for the Townhome Group as set forth in the door color Schedule attached hereto (the Board is in the process of developing a color schedule. Until then any proposed change in door color must be approved by the Board) or (3) be otherwise approved by the AERC, in which event, the color shall be added to the list of approved alternative door colors. A sample paint chip and a color photo of the subject home must accompany the request. Door colors must generally match the shutter color. Homeowners requesting a change of their front door color should be mindful of the door color or the immediately adjoining units as three doors in a row of the exact same color can appear awkward. It is not the goal of the Association to present an overly "cookie cutter" appearance.

6. Lighting

- a. **(NAR)** Exterior lighting that is substantially similar to the builder supplied units of the respective Townhome Group require no approval. If an alternative style lighting fixture is desired, an application must be filed and approved by the Board. Examples of previously approved alternative exterior lighting elements will be provided periodically / Bi-annually. The Board is in the process of gathering examples, until enough styles are gathered, the home owner is to submit an application to the Board.
- b. **(NAR)** Security flood lights are allowed in the front provided that they are motion or sound activated. Flood lights in the front or rear must be installed so that they do not shine in or on neighbors' property.

- c. (NAR) Lighting for patios, decks, and ground (garden and flower bed) are allowed as long as they do not directly shine upon a neighboring property or otherwise create a nuisance.
- d. Lights on posts in the front of townhomes are allowed provided the entire row of townhomes on a side applies to install them. They must be electric, and reflect the architectural theme of the townhome group. Wooden lampposts may be replaced with those in a cast metal, or wood variety provided it remains in keeping with the architectural style of the home and community. Any changes to lampposts requires approval from the AERC. Nothing may be affixed to them except house numbers as originally installed or approved. (AERC committee suggested to remove this item and rewrite – Board decision needed)
- e. (NAR) Bug "zappers" are allowed in rear yards only.

7. Driveways, Entrance Stairs, and Entrance Ways

- a. May not be altered or changed, except that the concrete pad at the base of the stairs may be replaced with the same or similar size and color of brick as used for the home. (NAR) Applications to extend the entry path from the base of the entry steps to the rear on the end all unit units are NAR items as long as the pathway material is brick, natural stone or veneered facsimiles thereof, freestanding or laid in a pressure treated timber frame.

8. Fences/Walls

- a. Newly constructed fences require approval. Unless otherwise approved or as otherwise provided herein, fences must be of a similar style and materials as originally installed by the builder for each townhome style group. Each Townhome Group has a fence style that has been approved and installed, which may be used as an example of acceptability. Homeowners are free to use either 4x4 or 6x6 pressure treated posts with corresponding 1x4 or 1x6 boards in a "board on board" design in either pressure treated pine or cedar. Larger 6x6 posts and boards are encouraged as they have proven to last longer and are far less susceptible to warping and rot over time. Cedar is preferred over pressure treated pine as it is generally more stable and less prone to rot. Those intending to use a high quality synthetic or composite fence material such as Trex must seek prior approval. Synthetic fences having a plastic look or sheen to them will not be approved.
- b. The Association encourages owners to stain or seal their fences with a high-quality UV filtering toner, semi-transparent or solid stain in such colors as approved by the AERC or their substantial equivalent. (see attached schedule of approved fence stain colors (the Board is in the process of developing a schedule. Until then, earth tone, natural color, or shade of wood color should be used) Height must be no less than six feet and no more than seven feet from the adjacent grade. For backyards with a severe downslope, the AERC will entertain an application for a height variance provided it meets all applicable County codes. All fence sections must be installed level on top with placement and design of any lattice work to coordinate with fences within the same Townhome Group. Privacy fences may not be extended without enclosing the entire rear yard and all sides on property lines. However, on end-units that do not have a privacy fence section installed by the builder, such a section may be installed on the outside property line, in the same location and style as installed by the builders. Fences are not allowed forward of the rear plane of the house and must not encroach upon the property of neighbors or onto common area or property.
- c. Walls exceeding 15" in height from the original grade require approval. Walls exceeding 30" from the existing grade require both AERC approval and a County permit. New retaining walls must not affect the established and/or designed drainage of the surrounding area.

9. Landscaping and Gardens

Homeowners have a duty to maintain their lots in good order and repair and free of debris, including, but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery (Covenants, Article XI, page 27).

- a. (NAR) Hanging plants and planter boxes are allowed only in the rear of the townhome. Non-hanging plant pots of masonry, clay, terra cotta, cast metal, resin, and wood are allowed in front, side, and rear. On-ground planters are recommended to be made of materials other than wood so as to deter infestation and rot.
- b. (NAR) Non-decorative garden supports; trellises, stakes, and other plant support apparatus are allowed but must be removed at the end of the growing season.
- c. (NAR) Terracing is allowed provided that each terrace is no higher than 15 inches from the original ground plane.
- d. (NAR) Garden walls, planter boxes and flower bed edging and borders are allowed provided they are no higher than 15 inches. They may be made of natural stacked or mortared stone, brick, pressure treated landscaping timbers, inter-locking simulated stone or brick veneer blocks, clean aggregate, gravel, or bedding material. Construction grade concrete/cinder block may be used for structure but must be faced with veneering stone or brick. No portion of the underlying cinderblock may be visible from any direction.
- e. (NAR) Hedges, tree rows, and shrubbery hedges/barriers are allowed provided they do not encroach upon other property or prevent access or egress from the property of others. They cannot obstruct sight-lines for vehicular traffic.
- f. (NAR) Garden hose caddies are allowed provided they are stored close to the faucet and are no higher than approximately three (3) feet from the ground.
- g. (NAR) Water drainage pipes made of black, white, or beige corrugated plastic may be attached to down spouts. They must be buried or hidden to the extent possible. They must not contribute to erosion on common property or a neighbor's property.
- h. (NAR) Underground watering systems for yards, flower beds, and gardens are allowed.
- i. Removal of large areas of sod (e.g., approximately a third of the rear yard, or front yard) for gardens, flower beds, and other improvements, must be approved and must not adversely affect water drainage patterns.
- j. Decorative garden ponds and waterfalls are allowed in the back yard only. They should complement the yard or garden design.
- k. Compost piles are permitted only within fenced rear yards and must be constructed of a wooden outside frame with wire or block interior. These piles must have a screen planting plan

submitted with each application. Compost piles should not exceed 3 feet in height or cover more than 9 square feet. They must be located in the rear of the home at least 5 feet from the property line and they must be properly maintained (including periodic turning and straw coverage). Failure to maintain a satisfactory compost pile and/or a determination that the compost has become a public nuisance shall be considered an abandonment of the compost pile and a violation of the Standards and Guidelines.

- l. Any changes to the existing drainage and its related features is prohibited. This includes but not limited to, changing elevation, drainage pattern, shape, and surface (finish) material of any existing stormwater management features. If a change is made, the home owner will be required to restore the area to its original condition. If there is a drainage concern that affects a home owner, the concern should be brought up to the board for further discussion and evaluation.
- m. Prohibited items include:
 - 1) Trees not allowed: any/all edible fruit bearing trees, Ash, Weeping Willows, female Ginkgo Balboa, Silver Maple, Tulip Poplar, American Beech, Elm, and Bamboo.
 - 2) Plantings not allowed: bamboo, corn, sugarcane, sunflowers or any other types of tall (six feet or more) crop type plantings. Ground level vegetable gardens must be located within a fenced yard and shall be maintained and harvested so as not to attract rodents or otherwise become a nuisance, health hazard or eyesore. Deck level potted vegetable gardens are permitted as long as they are maintained and harvested so as not to attract rodents or otherwise become a nuisance, health hazard or eyesore.
 - 3) No sound hardwood tree with a diameter in excess of six inches (6") as measured two feet (2') above the ground shall be removed from any Lot without approval (Declarations and Covenants Section VII.8. (i.), page 19).
 - 4) Trees installed in a row along streets on common property, may not be removed, moved, or replaced with another type of tree without approval of the AERC (or the Board, for trees on common property). These trees were planted by the builders as part of a cohesive landscaping scheme for each townhome group.
 - 5) Dead trees, shrubs, grass patches, etc., on homeowner property.
 - 6) Excessive overgrowth of trees and shrubs, excessive weeds, or infestation on homeowner property.
 - 7) Outside storage of lawn mowers, garden tools, lumber, building materials, debris, bags of dirt, mulch, gravel, and the like.

10. Other Appurtenant Structures and Miscellaneous Items

- a. (NAR) Small decorative yard ornaments and statuary are allowed provided they are of earthen colors. Height may not exceed 12 inches in the front and side yard, and approximately 3 feet in the rear yard. Overpowering lawn ornaments are not allowed, including large animals (deer, farm animals), etc.

- b. **(NAR)** Bird baths are allowed providing they do not exceed 50" in height and 24" in width. They must be of a natural material and white or earthen in color (Amendment adopted January 1995). Bird feeders and bird houses are allowed in the rear only. It is required that feeders and birdhouses be kept away from the decks and patios of neighbors.
- c. **(NAR)** Lawn furniture is allowed in the rear of the home only. Decorative benches or other such seating on the front or side of the home requires approval from the AERC. Storage benches and chests not exceeding twenty four (24) inches in height are permitted in fenced rear yards **(NAR)**
- d. **(NAR)** Outdoor play and recreational equipment such as toys, bikes, basketball hoop, etc., must be kept on homeowner's property, preferably on the deck or patio or adjacent to the back door when not in immediate use. Play and recreational equipment may not be left in the front of the home overnight, and may not be installed permanently. During the off-season, it must be stored inside if feasible, or neatly on the patio. Large wood and/or metal climbing apparatus (e.g. jungle gyms, swing sets) are prohibited.
- e. **(NAR)** Small children's wading pools are allowed during the summer. They must be put away at night; see 10.(d.) above. Swimming pools are prohibited.
- f. Hot tubs may only be installed in fenced rear yards.
- g. **(NAR)** Tents, tarpaulins, and rain/sun shelters of a temporary nature are allowed in the rear for parties and gatherings, but must be removed promptly after the event. Fold-up umbrellas and sun canopies are allowed during the warm season. Permanently installed overhangs, canopies, and similar shelters are prohibited.
- h. **(NAR)** Dog houses may be installed in fenced rear yards only.
- i. **(NAR)** Dog tethers are allowed within the rear yard only, provided the homeowner has installed a fence.
- j. **(NAR)** Firewood must be neatly stacked in the rear of the home near the rear door or patio. It may not be located near the property line. It must be stored on a raised temporary foundation of brick, firewood tubing, or other suitable material to minimize the possibility of rot and infestation.
- k. **(NAR)** Permanent property line markers installed by the builder are allowed. These corner markers are usually yellow and are flush with the ground or buried under the sod. Plastic tent pegs are recommended for additional reference property markers as long as they are installed flush with the ground. Above-ground stakes indicating the location of a permanent markers or project borders are permitted for temporary use only.
- l. **(NAR)** Signs which are permitted include: real property 'For Sale' and 'For Rent' signs; burglary alarm signs; temporary congratulatory signs for new-births, birthdays and other special occasions; and decorative plaques, ornaments and professional affiliation signs referenced on page 4, items 3.(a.) through (d.). All other signs are prohibited, including bills and flyers attached to anything in the community unless approved by the Board.
- m. Prohibited appurtenant structures and miscellaneous items and uses include:
 - 1) Many have expressed they want ability to build fence height storage in rear yard] (No final decision has been made although a general agreement has been reached by the / Board AERC – In the meanwhile, any proposed storage in rear yard must be approved by the Board)

- 2) Homeowner-installed mail boxes and newspaper boxes.
- 3) External ground-mounted antennas, satellite dishes on the front of homes in the community, flagpoles, and other support apparatus.
- 4) Clothes lines (temporary and permanent), dog run lines, and elevated cables/cords.
- 5) The use of deck railings to dry clothes, rugs, etc.
- 6) Permanent fireplaces and barbecue grills (brick, stone).
- 7) Outdoor grills must follow the manufacturer's operation instruction. Especially, a grill must have adequate clearance on all four sides (usually 2.5 – 3 feet) unless otherwise specified by the manufacturer.
- 8) Any Appurtenant Structures and Miscellaneous items that are clearly visible from the ground level and are distracting to the overall community appearance.

I. AERC REVIEW PROCEDURES - APPLICATIONS FOR CHANGES

- a. Prior to any exterior alteration which is not specifically denoted above as "No Approval Required (*)," the homeowner shall submit a written application using the current form established and available from the managing agent (current copy attached). Oral requests for changes will not be considered. The application must contain the following:
 1. Complete drawings and specifications for the project, including but not limited to, the height, width, length, size, shape, color, materials, type of construction, and location on the plat of the proposed change.
 2. Photographs, sketches, and/or street number locations of similar completed projects will aid in the prompt consideration of the application.
 3. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included in the application.
 4. Descriptive text including the purpose of the addition or alteration should also be included.
 5. The application must also address any requirements which are specific to the particular alteration, as found under Section I above.
- b. Applications are available from the managing agent (see Section VI). From time to time the forms are updated. Only the most current form is to be submitted.

- c. Written applications should be submitted to the managing agent, and labeled: Attention: Decoverly I AERC.
- d. Applications must be submitted to the managing agent at least two (2) weeks prior to the AERC monthly meeting to ensure consideration at the next meeting. AERC meeting dates will be published and may also be obtained by calling the managing agent.
- e. Prior to submission, the applicant shall give notice of the proposed alterations or improvements to four (4) homeowners, including those whose lots share common property lines and others who are most affected and within view of the proposed change. Space is provided on the application form for the homeowners to sign that they have been notified (which does not indicate either consent or disapproval of the change). Names and addresses of homeowners who refuse to sign should be noted on the application by the applicant. The managing agent will notify the appropriate absentee homeowners. The failure and/or refusal of adjoining homeowners to sign and acknowledge their notice of the proposed alterations shall not in and of itself be grounds for denial of an AERC application.
- f. Homeowners may comment on the applicant's request, in writing to the AERC, within five (5) days after receiving notification by the applicant. The nature of any objection must be specifically described. The AERC will take into consideration any written objections when reviewing applications (see Section IV.C). Lack of consent from any homeowner does not mean that the request is automatically denied.
- g. The Board, acting in its capacity as the AERC will discuss applicant requests at its monthly meetings. At these regularly scheduled monthly meetings, the AERC will hear objections, even those given orally by homeowners not having submitted an objection in writing, and decide by majority vote of the AERC members to approve, disapprove, or table action pending further investigation of the request. The AERC may, but is not required to, hold a special open hearing to discuss the applicant's request in the event there are registered objection(s).
- h. Best efforts will be made to provide applicants with a written reply within thirty (30) days of AERC action on the request.
 - i. A written reply will consist of a copy of the application bearing signature of the Chair or Acting Chair, AERC, indicating approval, disapproval or request for additional information. It will explain any restrictions on approval or reasons for disapproval of the project. It will indicate, based on the Standards and Guidelines, why the request is being denied. The applicant has the right to request reconsideration if he/she can supply new or additional information which might clarify the request or demonstrate its acceptability. Reconsideration at the next AERC meeting is the norm unless the information is provided at the initial AERC meeting where the application is considered and the application is amended in writing by the applicant.
 - j. If the Board sitting as the AERC fails to reply in writing within sixty (60) days after receipt of the application, the proposed change shall be considered acceptable and in compliance with this document and the Covenants.
 - k. Work on the approved project must commence within six (6) months following approval and must be completed within twelve (12) months after commencement, or within such period as the AERC shall specify in its approval. If the project does not begin as specified, the approval shall be considered to have lapsed and a new application must be submitted unless the Board grants an extension in writing.
 - l. The applicant may not deviate from the approved plans including any imposed restrictions contained on the approval application and/or within the Standards and Guidelines described in

Section I above, without further AERC approval of another written application describing the deviation.

- m. Approval of any plan shall not be construed as approval of the structural integrity of the alteration or improvement, nor does it relieve the applicant from acquiring the requisite permits from State or County agencies.
- n. The decision of the Board sitting as the AERC is considered final. However, any decision rendered by the AERC may be subject to reconsideration by the AERC upon request of the applicant if there is a change in circumstances or new facts relevant to the request.

II. PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE

- a. Certificate of Compliance. Upon the completion of any alteration or improvement, in accordance with plans and specifications approved by the AERC, the AERC shall, if requested by the applicant, issue a certificate of compliance with the approved application or alternatively request that the approval be noted in the meeting minutes of the Board of Directors.
- b. Right to Inspect. The AERC reserves the right to inspect the exterior property of homeowners for compliance with architectural and environmental standards. The AERC will make an appointment with the homeowner if access to the property is necessary. Also, any application approved, where later it is shown that the application misrepresented the change, may result in the applicant being required to correct or reverse the alteration or improvement. The AERC may delegate its inspection authority to the AEAC as it deems appropriate.
- c. Removal or Correction of Violations. In the event of any violation of the Covenants or of the Standards and Guidelines set forth herein and in Article VII of the Covenants, the AERC and/or the Board will notify the violator to remove or correct the violation within fifteen (15) days or such period as may be required in the notice of violation. If the violation is not removed or corrected within the allotted time, the Decoverly I Homeowners Association shall have the right to take appropriate actions to cause the violation to be removed or corrected. Any costs incurred will be assessed against the owner of the property and a statement of the amount shall be rendered to the owner. At the time the assessment becomes due and payable, it shall become a lien upon the property, which shall remain until removed by payment.
- d. Prior Approvals. Any alterations or improvements completed on homeowner property before the publication of the AERC Standards and Guidelines and which were approved by the temporary Architectural Review Board (ARB) will be considered in compliance with these guidelines, as will any alterations approved by the AERC under prior version(s) of the architectural and environmental standards and guidelines. Any alterations or improvements completed before publication of these Standards and Guidelines which do not meet these Standards and Guidelines and were disallowed by the ARB or by the AERC will be considered to be in violation and the homeowner will be notified to resubmit an application or remedy the violation.

III. OPERATING PROCEDURES OF THE AERC.

- a. Unless and until the Board appoints an independent AERC, the Board itself shall constitute the AERC and shall sit and convene specially for that purpose for an allotted time at each monthly

meeting. (specific role of AERC and selection of AERC committee are discussed during monthly community meetings when necessary. Home owners are STRONGLY encouraged to attend these meetings to share their concern)

- b. The requirements for quorum and voting for the AERC shall be the same as those for the Board itself. The AERC may from time to time delegate its ministerial and policing functions to the managing agent or to the AEAC
- c. The AERC shall meet as the Board meets on a monthly basis Meetings are open to all interested homeowners of Decoverly I.
- d. It is the responsibility of the Board sitting as the AERC to:
 1. Administer the Architectural and Environmental Standards and Guidelines based on the standards set forth in this document and consistent with the Covenants.
 2. Review all applications for homeowner alterations and improvements for compatibility with the AERC Standards and Guidelines, and to consider the recommendations made by the AEAC to the Board for approval or disapproval accordingly.
 3. From time to time, inspect the results of the applications for compliance to the approved plans and specifications as well as to the Standards and Guidelines or to delegate this duty to the AEAC.
 4. Notify the managing agent of any violations and request letters describing the violation be written to ensure that they are removed or remedied to bring them up to standards.
 5. Maintain copies of documents among the permanent records of the AERC as required in the Covenants.
 6. Inform the Board President of any applications for changes which are not addressed in these Standards and Guidelines and which may set a precedent, prior to the AERC's meeting to consider such changes or delegate this duty to the AEAC.
 7. Consider Recommendations of the AEAC to the AERC for appropriate modifications to the Decoverly I Architectural and Environmental Standards and Guidelines.
 8. Respond to homeowner requests for assistance by providing examples of approved, finished projects or other information or delegate this duty to the AEAC.

**ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES
FOR TELECOMMUNICATIONS**
Amended October 2002

WHEREAS, Article VIII, Section 8(n) of the Declaration of Covenants (Declaration) for the Decoverly I Homeowners Association (Association) prohibits the erection of outside antenna and satellite dishes within the community without the prior written approval of the Board of Directors; and

WHEREAS, §207 of the Telecommunications Act of 1996 (the Act) prevents the prohibition of satellite and multichannel multipoint distribution service (MMDS) dishes of less than one (1) meter in diameter and over-the-air reception and transmission devices, collectively known hereafter as “communications devices”. The Federal Communications Commission (FCC) enacted rules that permit limited restrictions as long as they do not:

1. Impair the reception of an acceptable signal.
2. Unreasonably increase the cost of installation.
3. Unreasonably delay the installation.

and

WHEREAS, given this statutory prohibition, the Board of Directors for the Association has determined, after consultation with legal counsel and the FCC, that it is in the best interest of the community to promulgate uniform rules which balance, to the fullest extent possible, the requirements set forth in the FCC rules with the need to preserve the uniform appearance of the community; and

WHEREAS, the regulations that implement the Telecommunications Act of 1996 permit the installation of communications devices only upon property that is owned by or under the exclusive control of the individual desiring the receiving device; and

WHEREAS, Article VIII, Section 1, of the Bylaws for the Association establishes that the Board of Directors with the power to enact uniform rules from time to time which govern the use and operation of the Association, and

NOW THEREFORE, BE IT RESOLVED THAT the following rules and procedures are adopted to establish the criteria and requirements for the installation of communications devices within the Decoverly I Homeowners Association community:

A. Guidelines:

1. For communications devices that meet the conditions of these guidelines, no prior AERC application shall be necessary.
2. All communications device installations that do not meet these guidelines shall be submitted to and approved in writing by the Architectural & Environmental Review Committee (AERC) or the Board of Directors prior to installation pursuant to Article VII of the Declaration of Covenants, Conditions & Restrictions (Declaration) and the AERC Review Procedures.
3. Placement.
 - a. Over-the-Air Reception Devices (T.V. Antennas).

1. In addition to the AERC guidelines, all antennas must comply with all federal, state and local laws.
 2. Over-the-Air Reception Devices should be placed inside the unit, provided that an acceptable signal can be received.
 3. If an acceptable signal can not be obtained from the above location, the device may be installed to another location providing an acceptable signal.
- b. Satellite and MMDS dishes under one (1) meter in size (dishes).
1. In addition to the AERC guidelines, all dishes must comply with all federal, state and local laws.
 2. All dishes should be installed in the rear of the home, on the chimney, or on the rear slope of the roof.
 3. If an acceptable signal can not be obtained from the above locations, or if a significant increase in cost would be incurred, the device may be installed at another location providing an acceptable signal.
 4. Satellite and MMDS dishes exceeding one (1) meter in diameter are strictly prohibited.

B. Maintenance

1. Each homeowner is responsible for the maintenance of the device on their property. Maintenance shall include, but is not limited to painting, wiring and structural integrity.

C. Severability

1. If any provision of this document is found to be illegal or unenforceable, the remaining provisions shall survive and remain in full force and shall not thereby be terminated.

D. Amendment

1. This policy may be amended from time to time in accordance with the Declaration and By Laws of the Association, FCC rulings, and/or applicable laws.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Collection of Assessments

(Amended July 1995)

WHEREAS, Article V, Section 1 of the Declaration of Covenants, Conditions & Restrictions (Declaration) for The Decoverly I Homeowners Association, Inc. (Association) requires each homeowner to pay to the Association, in advance, a monthly sum, hereinafter referred to as "assessments", equal to one-twelfth (1/12) of the homeowners' proportionate share of the annual expenses of the Association, and

WHEREAS, Article VI, Section 1 of the Declaration for the Association, provides that any assessment not paid within ten (10) days after it is due may, upon resolution of the Board, bear interest at the maximum rate permitted by law, and in addition, may be subject to such "late charge" as the Board may fix upon any assessment which has not been fully paid, and

WHEREAS, Article VI, Section 1 of the Declaration for the Association further provides that the Association may claim the amount of such delinquent assessments, together with interest thereon, late charges, the actual costs of collection, and reasonable attorney's fees, as a continuing lien upon the property against which it is assessed, and

WHEREAS, Article VI, Section 3 of the Declaration for the Association provides that, upon a default in the timely payment in any one or more monthly assessment installments, the entire balance of the annual assessments may be accelerated and be due and payable in full, and

WHEREAS, Article VIII, Section 2(c)(3) of the Association By-Laws for the Association empowers the Board of Directors to bring any action at law against the Owner of any property for which assessments are not paid within thirty (30) days after the due date, and

WHEREAS, it is the intention of the Board of Directors for the Decoverly I Homeowners Association, Inc. to establish formal policy and procedure for the collection assessments.

NOW, THEREFORE, BE IT RESOLVED THAT, in support of the above, the following shall be the procedure of the Association for the collection of assessments:

- I. The assessment for the Association shall be an annual assessment collected in twelve (12) monthly installments due on the first (1st) day of each calendar month.
- II. All payments made shall first be applied against any unpaid balance on a homeowner's account as of the date of receipt of the payment as set forth in Article IX below or as otherwise determined by the Board of Directors. As a result, the current months assessment, or a portion thereof, may still be considered late after application of payments to the previous balance.
- III. Any assessment, including any late fee, legal fee or other charge outstanding and whether alone or in addition to the monthly assessment, which remains unpaid on the fifteenth (15th) day of the month shall be considered late and the Association shall impose a late charge of Twenty-Five Dollars (\$25.00) per month. A late fee may be imposed for any month that a balance remains on the account.
- IV. The Association or its agent shall, after the fifteenth (15th) day of each month, send a notice of late payment and acceleration to each homeowner having an outstanding balance. The late notice will remind the owner of his/her obligation to pay an assessment, that a late charge has been applied and that, if the full balance is not paid by the thirtieth (30th) day after the due date, the Association may accelerate and call due the remainder of the annual assessment for the assessment year.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Collection of Assessments (Continued)

(Amended July 1995)

- V. The Association or its agent shall, on or about the thirtieth (30th) day after the due date of the monthly assessment payment, send a 'NOTICE OF INTENT TO CREATE A LIEN' which shall be mailed by registered or certified mail return receipt requested, to the owner of record at said owner's last known address. The NOTICE may also be posted at the main door of the property which is to be subjected to the lien and the person posting the NOTICE shall execute an affidavit stating that he or she is over 18 years of age and the date and time that the NOTICE was posted. Such affidavit shall be witnessed and filed with the delinquent owner's file. The homeowner shall be responsible for any and all costs associated with the preparation and delivery of said notice.
- a. Should the unpaid balance be less than the amount of one (1) month of the current assessment payment, paragraph V. above shall not apply. The Association shall, however, send to all homeowners having a unpaid balance of less than one (1) month of the current assessment, the notice described in paragraph IV. above.
 - b. If a homeowner has a continuing past due balance of at least the amount of the monthly assessment for a period of three (3) consecutive months, a 'NOTICE OF INTENT TO CREATE A LIEN' shall be sent as herein prescribed.
- VI. In accordance with the Maryland Contract Lien Act, the 'NOTICE OF INTENT TO CREATE A LIEN' shall include the following:
- a. The name and address of the Association;
 - b. A statement of intent to create a lien;
 - c. An identification of the contract;
 - d. The nature of the alleged breach;
 - e. The amount of damages (including all assessments, late charges, interest, lien fees, legal fees and any other costs of collection, as applicable);
 - f. A statement that the Association will accelerate the assessments and call due all monthly installments for the remainder of the calendar year;
 - g. A description/address of the property in the Association against which the lien is intended to be imposed which is sufficient to identify the property and stating that the property is located in Montgomery County; and
 - h. A statement that the party against which whose property the lien is to be imposed has the right to a hearing under Subsection (c) of Section 14.203 of the Maryland Contract Lien Act.
- VII. Within thirty (30) days of the date of the 'NOTICE OF INTENT TO CREATE A LIEN', the property owner may seek to obtain judicial determination as to the appropriateness of the intended lien.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Collection of Assessments (Continued)
(Amended July 1995)

- VIII. If the Association has not been notified by the Clerk of the Circuit Court of the County within thirty (30) days of the date of the 'Notice', a STATEMENT OF LIEN shall be filed in the Land Records of Montgomery County pursuant to the Maryland Contract Lien Act. The STATEMENT OF LIEN may be signed by any authorized agent of the Association.
- a. Pursuant to Article VI, Section 3 of the Declaration, the filing of a STATEMENT OF LIEN shall automatically accelerate the entire balance of the annual assessments, making it due and payable in full.
 - b. The lien shall secure the payment of:
 1. Damages defined in Section 14.201(c)(1) of the Maryland Contract Lien Act;
 2. Accelerated assessments;
 3. Any costs of collection;
 4. Late charges as permitted by law; and
 5. Attorney's fees incurred in the collection of the debt.
- IX. Priority of Payments. All payments made shall be allocated in the following order of priority:
- a. Charges for attorney's fees, court costs and other costs of collection,
 - b. All late fees and accrued interest,
 - c. Any special assessment or other charge levied against the Owner or property,
 - d. The monthly assessment amount beginning with the oldest balance.
- X. Any member, whose account has achieved an unpaid balance equivalent to or greater than three (3) months of the current monthly assessment, shall be turned over to legal counsel for collection proceedings as allowed in Article VI, Section 1 of the Declaration for the Association or any other action which the Board of Directors may deem appropriate. Such action shall include, but not be limited to, suspending the delinquent owner's right to vote and the right of the owners/residents to use the Decoverly Community Association's community facilities. Delinquent owners shall be responsible for all costs, including legal fees, associated with collection proceedings.
- XI. This policy may, from time to time, be amended, repealed or superseded pursuant to applicable laws and upon adoption supersedes any conflicting or earlier collection procedures adopted by the Association.

ADOPTED: July, 1995

EFFECTIVE: January 1, 1996

REAFFIRMED: October 2002

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Refuse Disposal
(Amended November 2001)

WHEREAS, the Board of Directors of Discoverly I Homeowners Association, Inc. has received many complaints regarding the improper disposal of refuse;

WHEREAS, the Board of Directors deems that refuse dumped or caused to be dumped on the common areas or other areas outside of the Lots constitutes "damage" to the common areas of the Association;

WHEREAS, Article VII, Section 14 of the Association Declaration of Covenants, Conditions, and Restrictions provides that the Association may remove any violation of the provisions of the Declaration, and that the expense for such repairs shall be assessed against the Lot upon which such violation occurred;

WHEREAS, Article VIII, Section 1(a) of the Association By-Laws establishes that the Board of Directors shall have the power to adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;

WHEREAS, the Board of Directors intends to establish a policy governing the proper disposal of refuse;

NOW, THEREFORE, BE IT RESOLVED THAT the following shall be the policy for Discoverly I Homeowners Association, Inc. with respect to the proper disposal of refuse by Members, residents, or their guests:

I. PROCEDURE FOR PROPER DISPOSAL OF REFUSE

- a. Refuse placed outside for collection must be in tightly closed rigid containers or securely tied trash bags. All food waste or food contaminated items (garbage) must be placed in plastic bags and then in closed rigid containers, not in plastic trash bags. Items for recycling (newspapers, cardboard, plastics, cans, yard trimmings, Christmas trees, etc.) must be placed in containers or packaged as approved by the local government.
- b. Refuse containers shall be placed out for pick-up no earlier than sundown on the evening before the pick-up days. Containers must be removed as soon as possible after being emptied by the trash removal company, but not later than 9:00 p.m. on the pick-up day. Refuse containers must be kept out of public view at all other times. (If trash bags are used without cans, they should not be placed out until the morning of the collection to help avoid spillage by animals and winds.)
- c. Refuse containers must be placed for pick-up at the curb nearest each resident's home. For any special collections, trash may be placed in other locations designated by the Board of Directors. Refuse containers must not obstruct access to mailboxes.
- d. Dumping any refuse within Discoverly I is prohibited. This includes the wooded area owned by Discoverly I and, based on local law, any other adjoining properties. *Refuse* includes: garbage and trash; construction materials; grass clippings; yard debris including dead plant material; Christmas trees and wreaths; etc. Any item not suitable for disposal by the trash removal company in accordance with this policy or recycle policy must be disposed of privately by the resident.
- e. Individual homeowners are responsible for promptly picking up any loose refuse that results from improper disposal or accidental spillage of their garbage or trash, including that caused by animals or

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Refuse Disposal (Continued)
(Amended November 2001)

winds. If spillage is caused by the trash collection company, the management company should be advised.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Refuse Disposal (Continued)
(Amended November 2001)

II. ENFORCEMENT

- a. The Association shall make a reasonable effort to identify those Members, residents, or guests who violate Section I above. Such identification may include a written complaint of a witness, or refuse containing identifying information.
- b. Should the identity of any Member, resident or guest be determined, the Association shall send, via certified mail, a written notice to cease and desist to the individual identified. If the individual is not a Member of the Association, the notice shall also be sent to the Member associated with the identified address. The notice shall: (1) request immediate compliance with this policy; (2) state that subsequent violations may be corrected by the Association; (3) state that any expense incurred will be placed as a charge against the Member's account; and (4) that no further warning notice shall be given to the violator.
- c. Without further notice, the Association, at its option, may contract to remove refuse which violates section I above. If so, the Association shall notify the Member in writing of the action taken, its reason, the placement of a charge against the Member's account, and the charge amount.
- d. Any charges placed against a Member's account for violating this policy shall be treated as any other assessment and shall be collectible in accordance with the Decoverly I Association's Policy Resolution for the Collection of Assessments.
- e. The Association may assign enforcement activities to its managing agent as appropriate.

III. APPEAL PROCESS

Any Member aggrieved by a violation notice or the placement of a charge against his or her account may appeal the violation or charge, to the Board of Directors. The appeal must be made in writing and submitted within ten (10) days of the date of the notification of violation or placement of the charge.

- a. After receiving an appeal request, the Board shall establish a date, time, and location for hearing the appeal. The date shall be within forty-five (45) days after receipt of the appeal. This deadline may be waived upon consent of both the Member and the Board.
- b. At the hearing, the Member may present his/her case to the Board. The Board or the Member may present witnesses or any other evidence to support their respective cases.
- c. Within fifteen (15) days after the hearing, the Board shall notify the Member in writing of its decision.
- d. There shall be no further appeal within Decoverly I Homeowners Association, Inc. of the decision rendered by the Board pursuant to this policy.

IV. AMENDMENT

The Board of Directors may amend this policy in accordance with applicable law.

ADOPTED: October, 1994 EFFECTIVE: November 15, 1994

REAFFIRMED: October 2002

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Vehicle Parking and Storage
(Amended September 2002)

WHEREAS, Article IV and Article VII, Section 8, paragraph (d) of the Declaration of Covenants, Conditions, and Restrictions for the Decoverly I Homeowners Association, Inc. imposes certain restrictions relating to the parking of vehicles upon the Property, and

WHEREAS, Article IV, Section 1, paragraph (c) of the Declaration of Covenants, Conditions, and Restrictions acknowledges the right of the Decoverly I Homeowners Association, Inc. to adopt reasonable rules respecting the use of the common elements and community facilities upon the Property, and

WHEREAS, Article VIII, Section 1, paragraph (a) of the By-Laws for the Decoverly I Homeowners Association, Inc. empowers the Board of Directors to adopt and publish reasonable rules and regulations governing the use of the common elements and facilities, the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof, and

WHEREAS, The Board of Directors for Decoverly I Homeowners Association, Inc. desires to promulgate and enforce a comprehensive policy in support of Article IV, Section 8, paragraph (d) of the Declaration of Covenants, Conditions, and Restrictions and consistent with law, By-laws and consistent with applicable law,

NOW, THEREFORE, BE IT RESOLVED THAT, in support of the above, the Board of Directors for the Decoverly I Homeowners Association, Inc. hereby declares and adopts the following policy and procedures governing vehicle parking and storage:

- I. The following policy hereby supersedes any and all other policies which may have been previously enacted by any Board of Directors for the Decoverly I Homeowners Association, Inc. and which may have dealt with the parking and storage of vehicles upon the common elements of Decoverly I Homeowners Association, Inc. (Association).

II. PARKING RESTRICTIONS

- a. All owners and occupants of a home within the Association shall park their vehicle(s) within their Lot, either in the garage or on the driveway.
- b. Parking is not permitted on the Lots other than in the garage or on the driveway.
- c. Parking shall be permitted in the Common Areas only within those areas that are appropriately lined or striped with white lines.

III. PROHIBITED VEHICLES

- a. Pursuant to Article VII, Section 8, of the Declaration of Covenants, Conditions, and Restrictions (Declaration), the following vehicles, as defined, are prohibited from parking upon the Property of the Association:
 1. Boat: Self-explanatory.
 2. Commercial Vehicle: Any vehicle, except as otherwise described herein, which openly displays any ladders, pipes, lumber or other construction materials, equipment or debris, including private pick-up trucks which carry such materials, or is registered or licensed for commercial purposes or

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Vehicle Parking and Storage (Continued)
(Amended September 2002)

for hire.

3. Hazard: Any vehicle parked in an area that can impede access of emergency vehicles, parked in a marked fire lane, which impedes the safe ingress and egress of private automobiles, which is carrying hazardous materials, or is leaking oil, gasoline, or other fluids.
4. Junk Vehicle: Any vehicle which is inoperable or on which current license plates or registration stickers are not properly displayed, or which has two (2) or more flat tires and has not been moved for a period of seven (7) days or more.
5. Motor Home: Any self-propelled camper.
6. Stored Vehicle: Any vehicle that remains unmoved in the common parking areas for a period exceeding ten (10) days.
7. Truck: A truck is a vehicle with a load capacity of greater than 3/4 ton and/or having more than two (2) axles or more than four (4) wheels.
8. Trailer: A trailer is any vehicle that is drawn by another vehicle having motive power but is incapable of motive power by itself.
 - a. Boat Trailer: A trailer utilized for the purposes of transporting a boat or other water craft.
 - b. Camper: A camper is any vehicle drawn by a car, truck, or other vehicle and is used as a temporary or permanent dwelling.
 - c. House Trailer: Same as camper.
 - d. Tractor Trailer: A truck utilized for the purpose of drawing a trailer.
9. Vehicle with Commercial Lettering and Signs: Any vehicle which displays writing, logos, or advertisements, except vehicles of a governmental agency, vehicles which display simple commercial lettering designating a company name, address, and/or telephone number, or vehicles with properly affixed bumper stickers which are not otherwise prohibited.

IV. OTHER RESTRICTIONS

- a. No motorbikes, go-carts, all-terrain vehicles (ATV's), or other unlicensed motor vehicles may be operated upon the Common Elements. No vehicles, either licensed or unlicensed, may be operated upon the Common Elements except in those areas of the Common Elements specifically designated for such purposes.
- b. No extraordinary repairs or maintenance may be performed upon any vehicle while upon the Property, Lot or Common Element. This restriction shall not apply to the normal washing and polishing of the exterior surfaces or interior passenger areas of a vehicle.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Vehicle Parking and Storage (Continued)
(Amended September 2002)

V. ENFORCEMENT

- a. Any vehicle parked in a marked and posted fire lane, in a common street or roadway, blocking a sidewalk or driveway, or is parked on common area grass or other common areas is subject to immediate tow from the community at the vehicle owners expense.
- b. Any vehicle that is in violation of the provisions of II and III above shall receive notice on the vehicle in writing by the Board of Directors or it's agent to remove such a vehicle from said premises or otherwise correct the violation within a period not to exceed forty-eight (48) hours of notification. Such notification will include the location of the vehicle, type of violation, time, date, tow company name and phone number, and the Association agents phone number. If a vehicle comes within compliance after written notice, but violates the same parking restriction again within a ninety (90) day period, the vehicle is subject to immediate tow for the offense.
- c. Vehicles which are not removed, or for which the violation has not otherwise been corrected by the vehicle owner within the specified period, shall be removed from the Property by the Association.
 1. Any towing and storage charges or damages resulting from such removal, if any, shall be the responsibility of the owner of the vehicle.
- d. In addition to or in lieu of the above, the Association may pursue any other legal means available to secure compliance with this policy.

VI. This policy may be amended from time to time in accordance with applicable provisions of the Declaration and By-Laws of the Association and of applicable statutes.

ADOPTED: June 1, 1994

EFFECTIVE: June 16, 1994

REAFFIRMED: October 2002

DISCOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution Concerning Rules Infractions (Continued)

(Effective June 2002)

WHEREAS, Article VI of the Articles of Incorporation of Discoverly I Homeowners Association provides the specific purposes for which the Association is formed are to provide for or assure the maintenance preservation and architectural control of the property subject to the Declaration of Covenants, Conditions, and Restrictions, Discoverly I Homeowners Association, and to promote the health, safety, and welfare of the owners of the property; and

WHEREAS, Article VIII, Section 1(c) of the By-Laws of the Discoverly I Homeowners Association grants to the Board of Directors the authority to exercise all powers, duties, and authority vested in or delegated to the Association and not reserved to the membership by other provisions of the By-Laws, Articles of Incorporation, or the Declaration; and

WHEREAS, Article VII, Section 14 of the Declaration of Covenants provides that the Association may remove any violation or attempted violation of the provisions of the Declarations and that the expense for such violation removal shall be assessed against the lot owner upon which the violation occurred; and

WHEREAS, the Board of Directors of Discoverly I Homeowners desires to establish a uniform policy and procedure for enforcement of violations. Now therefore be it resolved by the Board of Directors of Discoverly I Homeowners Association that the following Procedures are hereby adopted:

FINE AND ENFORCEMENT PROCEDURE

1. When the Board of Directors or its agents shall become aware of a violation of the Declaration, By-Laws or Rules and Regulations of the Association, a letter will be sent to the owner of the Lot involved or the owner otherwise responsible for the alleged violation providing notice thereof and giving a fifteen (15) day period from the date of the letter to cure the violation. The letter will also request the owner to notify the Board, in writing, that the violation has been rectified. The letter shall state that failure to notify the Board that the violation has been corrected within the fifteen (15) day period will result in the issuance of a second letter, to be known as a "Cease and Desist Letter", to demand correction of the violation.
2. The Cease and Desist Letter to be issued by the Board of Directors shall notify the alleged violator that the violation has continued for longer than fifteen (15) days and advise of the action necessary to correct or otherwise abate the violation within seven (7) days. The Cease and Desist Letter shall identify the enforcement actions that can be taken pursuant to the Declaration, By-Laws and this Policy if the violation is not corrected or continues. If the violation is abated within the seven (7) day period identified in the Cease and Desist Letter, no further sanction will be imposed and the matter shall be deemed to have been resolved.
3. The Cease and Desist Letter shall also include notice to the owner of the right to appeal the decision of the Board of Directors by filing a request for a hearing, in writing, within seven (7) days of the date of the Cease and Desist Letter. If such a hearing is requested, the Board of Directors shall schedule a hearing as soon as reasonably possible and notify the owner, in writing, at least ten (10) days in advance of the date of the hearing providing the time and place of the meeting. The letter shall also advise the owner of the opportunity to present evidence and witnesses in support of his or her position.
4. At the hearing, the owner shall have the right to present evidence and witnesses and cross-examine witnesses. The Board of Directors shall include in the record of the hearing proof of notice of the date and time of the hearing and give the opportunity for any owner to present testimony. Within thirty (30) days of the conclusion of the hearing, the Board of Directors will render a decision based on the evidence presented by all parties.

DECOVERLY I HOMEOWNERS ASSOCIATION, INC.

Policy Resolution Concerning Rules Infractions (Continued)

(Effective June 2002)

5. In the event that corrective action has not been taken, or if the same violation occurs within seven (7) days from the date of the issuance of the Cease and Desist Letter, the Board of Directors may impose a fine of Fifty Dollars (\$50.00) per violation commencing on the 15th day after the date of the Cease and Desist Letter. In the event that the violation continues unabated for thirty (30) days from the date of the first fine (in the case of continuing violations), additional fines may be assessed according to the following schedule:

First Violation	\$50.00
Second Violation	\$50.00
Third Violation	\$50.00
Fourth Violation	\$50.00

6. Any charges placed against a Member's account for violating this policy shall be treated as any other assessment and shall be collectible in accordance with the Decoverly I Association's Policy Resolution for the Collection of Assessments.

7. This Policy shall not be considered an election of remedies, and accordingly, the Board of Directors may take any and all additional action against the violator and the owner.

8. Notwithstanding any provision herein to the contrary, the Board of Directors, in its sole discretion, may impose a fine and/or sanctions without a hearing as provided in this Policy as long as the owner or violator is notified, in writing, that he/she has a right to a hearing. If a hearing is requested, the collection of the fine and any sanction shall be held in abeyance until there is a hearing called and a decision of the Board of Directors is made.

9. The failure to act by the Board of Directors shall not constitute a waiver of the right to enforce such provision in the future. The Association shall be entitled to reimbursement for attorney's fees and costs in connection with enforcing any provision of its governing documents.

Effective: June 15, 2002

Reaffirmed: October 2002

HOME CARE & MAINTENANCE

As your home at Decoverly ages, if not properly maintained, you will be faced with major maintenance expenses. ***Regular and timely maintenance of your home can actually save you hundreds, if not thousands, of dollars!***

Items requiring regular care and maintenance include windows and screens, gutters and downspouts, roofing, exterior vents (particularly dryer vents), fences and landscaping.



The most significant and costly maintenance problem, however, is **painting!** Most often, homeowners neglect to *properly* paint the exterior of their homes. Regular painting, however, is not always the answer. ***Without proper preparation (scraping, priming, caulking) of the surfaces to be painted, painting alone will not be adequate.***

It is important to regularly inspect your home. There are two good seasons to perform the inspections: Fall and Spring.

In the fall, you should check your home for problems that will worsen or create additional headaches for you if left unattended. Your inspection should include:

- Roof & Gutters:** Look for missing or damaged shingles, clean the gutters, check all roof protrusions (vents, skylights, etc.) to insure they are sealed, check chimney for loose mortar, have the chimney cleaned (at least every other year) and insure that all ventilation is open and properly functioning.
- Walls, Windows & Doors:** Look for blistered or peeling paint, loose or cracked caulking, loose siding, loose mortar. Check window weather-stripping. Fill depressions or washed out areas around foundation - make sure drainage flows away from house.
- Attic:** Insure insulation is in place and adequate. Inspect underside of roof for signs of leaks or rot.
- Heating System:** Insure outside equipment is not blocked by landscaping or debris. Check filters and replace as need. Clean humidifier and insure proper operation. On heat pumps, insure emergency heat is working. A contract for semi-annual preventative maintenance checks with a qualified HVAC mechanic can be well worth the expense.
- Plumbing:** Know where your main shut-off valve is located! Clean clogged or slow drains. Periodically drain and flush the water heater. Replace washers on leaking/dripping faucets.
- Wooden Decks:** Clean and seal wood. The worst enemy of your wooden deck is the ultra-violet rays of the sun and not rain. The sun dries wood causing twisting, warping and cracking (into which water can penetrate and cause damage).
- Miscellaneous:** Remove garden hoses from outside spigots. Turn-off water to outside spigots. Firewood should be stacked **at least** 8-12 inches off the ground. Check sidewalks for cracks or separations - repair/fill/caulk as needed. Drain sprinkler systems, spas, etc. and winterize per manufacturer's directions. Clean and store your gas grill. **DO NOT** store your LP gas tanks in a closed area. Clean lawn equipment, drain gasoline and run engine until it stops.

Your home will always need care and maintenance. However, by conducting regular inspections and performing preventative maintenance, you can avoid damage and the need for costly repairs.

DECOVERLY I HOMEOWNERS ASSOCIATION

To: All Homeowners of Decoverly I Homeowners Association
From: AERC
Re: House Painting

The purpose of this memo is to help you identify which style group your home is in and to make it easy for you to identify the particular color that is proper for your house. This also serves as a reminder that there are only certain colors that are permissible for painting trim and siding within each of the style groups that comprise our community.

As set forth in the Homeowners Handbook, Decoverly I is subdivided into four style groups, each of which is defined by the builder's name and the exterior construction style. The four groups and the approved colors are described in the enclosed memo and also depicted on the enclosed map of Decoverly that is color-coded for ease of identification. Please keep in mind that the colors were carefully chosen by a group of professional builders and architects in order to make the four groups blend in a pleasing way.

The AERC recognizes that colors may have faded from exposure or perhaps were erroneously selected by a previous owner, but it is your responsibility to use the proper color when you next paint your house even though it may not perfectly match the existing paint. All homeowners share the responsibility of maintaining the architectural standards of the community. By doing so, we will ensure that our homes retain their "curb appeal" and thereby continue to enjoy the appreciation in value that has benefited all of us.

If you have any questions about the particular paint color for your house or if you want assistance in determining a match color for your trim or siding, you should submit an Architectural Change Request Application (neighbors signatures not required FOR PAINT REQUESTS ONLY) to: The Management Group (301-948-6666; 20440 Century Boulevard, Suite 100, Germantown MD 20874).

The McCormick Paint store is located at 116 East Diamond Avenue in Gaithersburg (301-330-4100), or you may give the McCormick paint number indicated in the enclosed guide to any paint supplier, who can then match it for you using any brand of paint you may prefer. All McCormick colors are in their Colonial Exterior Color Collection Catalog.

DISCOVERLY I GUIDE TO STYLE GROUPS AND COLORS

NV all-brick

Located on the eastern portion of Foxborough Circle, on Sterling Drive, and even numbers – 10038 to 10046 and 10100 to 10108 Sterling Terrace (48 homes altogether). McCormick trim colors: Wheat #108, Greystone #110, Harness Shop Tan #104 (Light beige, medium beige and dark beige/tan).
Characteristics – no abutting homes painted the same color.

NV brick-and-siding

Located on the east side of Sterling Court – odd numbers 1 to 27 – and on Sterling Terrace – odd numbers from 10101 to 10113 and 10133 to 10147 (28 homes altogether). McCormick paint trim colors as above.
Characteristics – no abutting homes painted the same color.

Crestwood all-brick

Located on the eastern portion of Sterling Terrace – 10000 to 10034; west side of Sterling Court – even numbers 20 to 34; north section of Sterling Terrace – odd numbers 10117 to 10129; and westernmost section of Sterling Terrace – even numbers 10134 to 10158 (51 homes altogether).
McCormick trim color: Wheat #108

Cross brick-and-siding



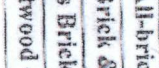
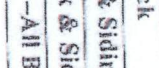
Located on the western end of Foxborough Circle. A heterogeneous style group of homes, some with brick fronts and some with aluminum siding fronts, a diversity of architectural features and builder-assigned colors including white (23 homes altogether).
Trim colors: Must match builder's color.

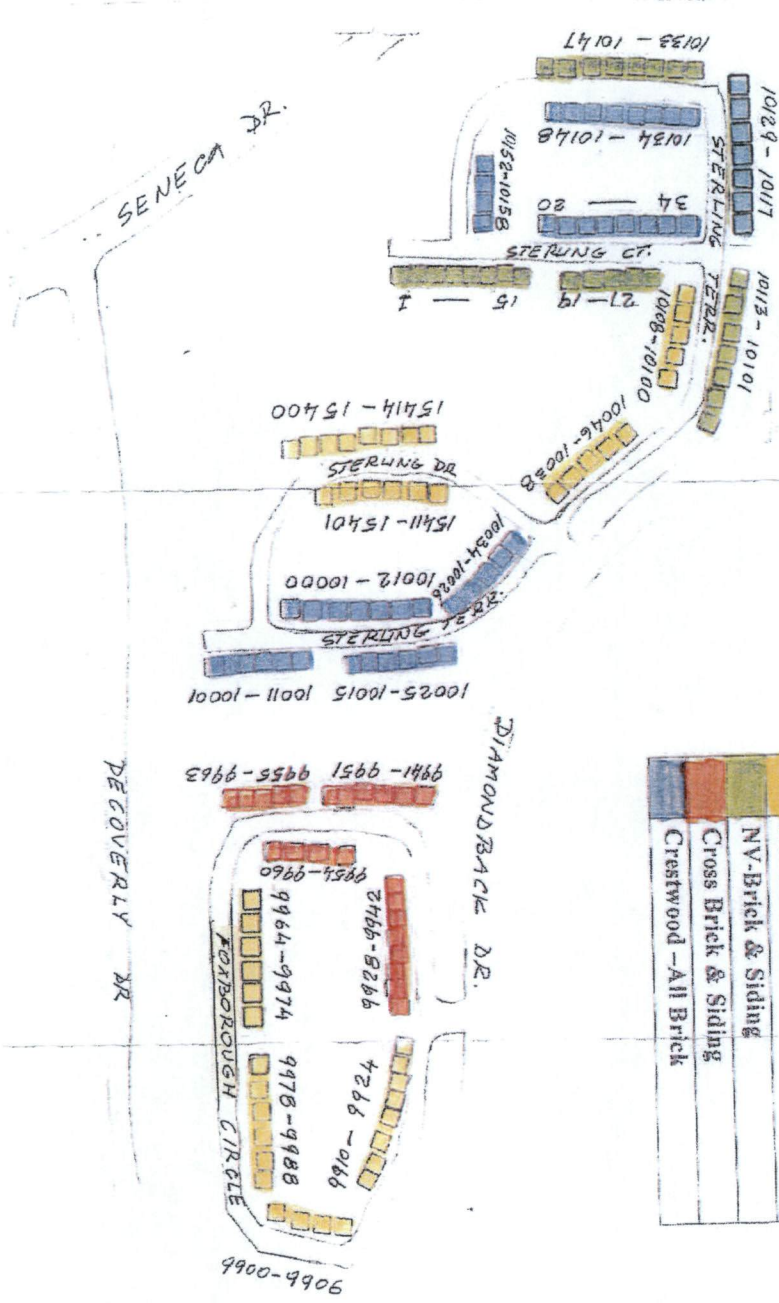
Additional Information

All style groups have some townhomes with aluminum or vinyl features such as dormers with built-in permanent colors.
Also, all brick and siding homes have either aluminum or vinyl siding with built-in permanent colors on the rear surfaces.
Paint colors and numbers are from "McCormick – Colonial Exterior Color Collection".

Decovery I Homeowners Association

Townhouse Style Groups:

	NV-All-brick
	NV-Brick & Siding
	Cross Brick & Siding
	Crestwood - All Brick



STREET LIGHTING

The street lighting within the Decoverly I community is owned and maintained by the Association.

As the community property is not independently inspected during nighttime hours, it is necessary for homeowners to report problems with street lighting to management.

Street lighting on Diamondback Drive is owned and maintained by the Montgomery County Government. To report a light that is not working, call the Montgomery County Dept. of Transportation at 217-2190.

SMOKE DETECTOR MAINTENANCE

Your smoke detectors are a very important part of your home. They have been installed for your protection in the event of a fire, yet they cannot protect you if they are not operating properly.

1. READ the documentation provided when you moved in.
2. CLEAN your smoke detectors every week.
3. TEST your smoke detectors at least once every month (more often is better!).

WHAT IS SNOW "REMOVAL"?



"Snow", a term that always strikes panic in the hearts of Washington area residents. Do you know where your snow shovel is?

Always stressful, snowfall is often the root of a great number of the most emotional problems encountered in homeowner and condominium associations. In order to avoid confusion concerning the actual process of snow "removal", it is important to keep sight of the main goal to be met by this service during the winter months.

Objective

Perhaps the term "*removal*" is a misnomer as removal of snow is not the primary goal and, in fact, is most often fiscally and physically impractical. The primary objective of snow "removal" service is to keep the streets and sidewalks passable and safe to navigate. Of course, the old adage "*Anything can be accomplished if you throw enough money at it*" could be applicable there were sufficient financial resources and the absolute desire to "remove" the snow. However, we all know that community associations do not have unlimited financial resources available to accomplish this process.

We may generally agree that the main purpose of hiring snow removal contractors is for the clearing of streets and sidewalks to render them passable and safe to negotiate (i.e. enable residents to enter and exit the community). We must rely on the ability of residents to determine the necessity of attempting to travel snow or ice covered roads or walks. Some common sense must be used by residents as they may assume a certain level of risk when attempting such travel.

It is a generally accepted premise that a covering of packed powder snow is safer and easier to negotiate than a slick covering that may be left when a snowplow has passed over a street. Therefore, under most conditions, it is better to let snow accumulate when residents are leaving or returning home. For obvious reasons, clearing of snow is more effectively and safely performed when there is little or no traffic on the streets.

SNOW PLOWING

Contractors are typically asked to begin clearing the streets when snowfall reaches a depth of about **THREE INCHES** (3"). If snow is still falling, the contractor is to "open" the drive lanes of the streets. This means to prevent the snow from accumulating too much and make ingress and egress possible. This process continues periodically until the snowfall stops.

Once the snow has stopped, the contractor will "clean-up" the streets and lots. This means to widen the drive areas as wide as safely possible considering the conditions of the streets, parked vehicles, etc. Abrasives (sand) would be applied after the clearing process is completed.

In closing, snow "removal" is not an exact process and there is no way to make everyone a satisfied customer. The goal, as previously stated, is to permit safe ingress and egress from the community and control the expenditures of the Association. Of course, the level of service provided is always determined by the Board of Directors and management and the contractor will attempt to provide the services, if physically possible, desired by the Association.

**DECOVERLY I HOMEOWNERS ASSOCIATION
APPLICATION FOR ARCHITECTURAL CHANGE**

Applicant Name: _____ Phone: _____ (H)
Address: _____ (W)
Rockville, MD 20850
Email: _____

If you are the absentee owner, please provide mailing address.

I. DIRECTIONS: (Please print or type)

Please use the area below to briefly describe all proposed improvements, alterations, or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location of item on your property on a copy of the survey. Include detail of color(s), measurements, materials, and any other pertinent information. Your application must have a copy of your land plat/survey.

II. SIGNATURES:

Acknowledgement of at least four (4) property owners who are the most affected because they are adjacent and/or have a view of your change is needed. Their signatures indicate an awareness of your intent and does not constitute or indicate approval or disapproval.

Name: _____ Signature of Property Owner _____ Address: _____ Rockville, MD 20850	Lot #: _____ Phone: _____ (h) _____ (w)
Name: _____ Signature of Property Owner _____ Address: _____ Rockville, MD 20850	Lot #: _____ Phone: _____ (h) _____ (w)
Name: _____ Signature of Property Owner _____ Address: _____ Rockville, MD 20850	Lot #: _____ Phone: _____ (h) _____ (w)
Name: _____ Signature of Property Owner _____ Address: _____ Rockville, MD 20850	Lot #: _____ Phone: _____ (h) _____ (w)

III. OWNER'S ACKNOWLEDGMENTS:

- A. I understand ... that nothing herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions or building and zoning codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- B. ...that no work on this request shall commence until written approval of the Architectural and Environmental Review Committee has been received by me.
- C. ...that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved; and that I may be required to pay all legal expenses incurred.
- D. ...that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
- E. ...that members of the Architectural and Environmental Review Committee are permitted to make a routine inspection.
- F. ...that a copy of this application will be returned to me after review the by the Architectural and Environmental Review Committee.
- G. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- H. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by the date specified by the panel.
- I. ...that all proposed improvements must meet County codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for a County building permit is my responsibility.
- J. ...that any variation from the original application must be resubmitted for approval.
- K. ...that I have read and understood the Architectural and Environmental Review Committee Standards and Guidelines for Decoverly I Homeowners Association.

Owner/Applicant Signature _____

Date _____

Owner/Applicant Signature _____

Date _____

<p>FOR COMMITTEE USE ONLY:</p> <p>Approved (Signature): _____</p> <p>Disapproved (Signature): _____</p>	<p>DATE RECEIVED: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>COMMENTS (Restrictions, additional requirements, reasons for disapproval): _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Mail To: Architectural & Environmental Review Committee
c/o The Management Group Associates
Decoverly I Homeowners Association
20440 Century Boulevard, Suite 100
Germantown, MD 20874

Montgomery County

Animal Control and Anti-Cruelty Laws

Cruelty to Animals (Montgomery County Code, Sec. 5-201)

Any person who (1) overdrives, overloads, deprives of necessary sustenance, tortures, torments, or cruelly beats; or (2) causes, procures, or authorizes such acts; or (3) having the charge or custody of an animal, either as owner or otherwise, inflicts unnecessary suffering or pain upon the animal, or unnecessarily fails to provide the animal with nutritious feed in sufficient quantity, necessary veterinary care, proper drink, air, space shelter or protection from the weather; or (4) uses or permits to be used any bird, fowl, or cock for the purposes of fighting with any other animal, which is commonly known as cockfighting, is guilty of cruelty.

Any person who (1) intentionally mutilates or cruelly kills an animal, or causes, procures, or authorizes the cruel killing or intentional mutilation of an animal; or (2) uses or permits a dog to be used in or arranges or conducts a dogfight is guilty of cruelty.

Customary and normal veterinary and agricultural husbandry practices including but not limited to dehorning, castration, docking tails and limit feeding, are not covered by the provisions of this section. In the case of activities in which physical pain may be unavoidably caused to animals, such as food processing, pest elimination, animal training, and hunting, cruelty shall mean a failure to employ the most humane method reasonably available.

The Division recommends that all dogs be kept inside as household pets, but owners who choose to keep their dogs outside must meet certain standards of care.

- ◆ **Penalty for Violation: \$500. Criminal charges may also be filed, which carry a penalty of up to \$1,000, up to 3 Years in jail, or both.**

At Large

Any dog is at large if it is outside the owner's premises and not leashed, unless it is a service dog, is in a dog exercise area designated by the Maryland National Capital Park and Planning Commission, or is participating in an approved activity.

Any other animal (i.e., cat or livestock animal) is at large if it is outside the owner's premises and not leashed or immediately responsive to verbal or non-verbal direction.

The common area of a homeowner's association, condominium or cooperative is not the owner's premises.

- ◆ **Penalty for Violation: \$100 for first offense, \$500 for each subsequent violation.**

Unwanted Contact

The pet owner must prevent unwelcome or unsolicited threatening physical contact or close proximity to a person or a domestic animal that occurs outside the owner's property that may cause alarm in a reasonable person, such as biting, chasing, tracking, inhibiting movement, or jumping.

- ◆ **Penalty for Violation: \$500**

Public Disposal of Animals

An owner must not sell trade or give a domestic animal to another person at a place open to the public, except a business licensed to sell animals under Section 5-404.

- ✦ **Penalty for Violation: \$500**

Dangerous Animals (Montgomery County Code, Sec. 5-202)

A person may not possess any wild animal or any animal that has been declared to be dangerous.

An animal is deemed to be dangerous if it has without provocation killed or inflicted severe injury on a person; if it poses a physical threat to humans because of specific training or demonstrated behavior; or if its bite is poisonous.

An animal is deemed to be potentially dangerous if it has inflicted a bite on a person either on public or private real property or has killed or inflicted severe injury to a domestic animal when not on the owner's property or has attacked without provocation. An animal which has been declared to be potentially dangerous and subsequently engages in one of these behaviors again will then be deemed to be dangerous. Animals which have been declared dangerous or potentially dangerous by other jurisdictions must be removed from Montgomery County unless the Division Director waives the requirement and imposes restrictions for the animal to remain in the County.

Animals which have been deemed to be dangerous must be kept confined in a secure enclosure to prevent direct contact with humans or other animals, and must be leashed and muzzled, and under the control of a person at least 18 years old who is physically able to restrain the animal any time it is removed from the owner's property. An animal which has been declared to be vicious or dangerous by the Director or the Animal Matters Hearing Board may have additional restrictions imposed.

- ✦ **Penalty for failing to keep a dangerous animal confined — \$500 – \$2500 and/or impoundment of the animal.**

Vaccination and licensing requirements (Montgomery County Code, Sec. 5-203(a)(9))

All dogs and cats 4 months of age or older must have a current rabies vaccination and a County license. The rabies tag provided by your veterinarian is NOT a County license — the license must be purchased separately.

- ✦ **Penalty for Violation of vaccination laws – \$500**
- ✦ **Penalty for Violation of licensing laws – \$100**

Animal Defecation ("pooper scooper" law) (Montgomery County Code, Sec. 5-203(a)(2))

An owner must not allow an animal to damage or defecate on property outside of the owner's property. An animal may defecate on public property or the common area of property in which the owner shares an interest if the owner immediately removes and disposes of the feces by a sanitary method approved by the Director. Feces may be picked up in a plastic bag. If this bag is placed inside another plastic bag, it may be put out for disposal in your normal household trash.

- ✦ **Penalty for Violation – \$100**

Animal Trespass (Montgomery County Code, Sec. 5-203(a)(3))

An owner must not allow an animal to enter private property without the property owner's permission.

- ✦ **Penalty for Violation – \$100**

Animal Noise (Montgomery County Code, Sec. 5-203(a)(6))

An owner must not allow an animal to cause noise that is loud enough and persistent enough to disturb another person's quiet enjoyment.

- ✦ **Penalty for Violation – \$100**

Dogs on School Grounds and Recreation Areas (Montgomery County Code, Sec. 5-203(a)(7))

An owner must not allow a dog to be on public school grounds on a day when school is in session, or in a public recreation area during an organized activity, unless the dog is controlled by a leash or similar restraining device. This does not apply if the dog is participating in an activity such as obedience or agility training if the owner or sponsor of the activity has permission from the agency controlling the school or recreation area.

- ✦ **Penalty for Violation – \$100**

Other Animal Public Nuisance Laws:

Female animal in heat (Montgomery County Code, Sec. 5-203(a)(4)) – An owner must not allow a female dog or cat in heat to be outside a building or other secure enclosure that prevents attraction of other animals.

Unsanitary conditions – (Montgomery County Code, Sec. 5-203(a)(5)) – An owner must not allow an animal to cause an unsanitary, dangerous or offensive condition because of the size or number of animals kept in a single location or because a facility is not appropriate for the animal or properly maintained.

Aviaries -(Montgomery County Code, Sec. 5-203(a)(8)) - An owner must not allow a domestic or exotic bird, including a homing pigeon, to be in an aviary within 100 feet of any structure used for human habitation or work. This does not apply to a bird inside the owner's dwelling, in a pet shop, in an agricultural area, or in a market for less than 24 hours for sale for human consumption.

- ✦ **Penalty for Violation – \$100**

Contact Us: Montgomery County Animal Services and Adoption Center
Department of Police, Animal Services Division
7315 Muncaster Mill Rd., Derwood, MD 20855 Telephone: 240.773.5900 Fax: 301.279.1063

RECYCLING BASICS

RECYCLE MORE NOW
FOR CLEANER LAND, AIR AND WATER!



GLASS BOTTLES & JARS

Glass jars and bottles only. No other kinds of glass. Lids can be recycled, but remove these from the bottle or jar first. Rinse and leave labels on.



PLASTICS BOTTLES & CONTAINERS

Plastic bottles, containers, jars, tubs, lids/caps, pails/buckets, flower pots, clamshell containers, bakery trays and cake domes, deli containers and trays, fruit and vegetable containers and baskets, cups, tubs and lids. Empty and rinse containers; labels are OK. Lids and caps can be recycled, but remove these from bottles or containers first. No plastic wrap/bags or Styrofoam®/polystyrene (labeled #6 P).

NO PLASTIC BAGS!

Reduce waste – use reusable bags whenever possible. Plastic bags can be recycled at most local grocery stores.



YARD TRIMMINGS

When you can't grasscycle, compost and/or mulch, bag or can yard trimmings. Brush can be bundled. Always label containers of yard trimmings. No plastic bags for yard trimmings!



Montgomery County has a dual-stream recycling program. If you receive county-provided recycling collection services, please do not mix paper with commingled materials in the blue bin or place commingled materials with mixed paper in the wheeled cart. If you don't have a wheeled cart, you may recycle mixed paper in a paper bag, in a cardboard box with a lid, or bundle with twine and place next to your blue bin.



CANS & FOIL PRODUCTS

Aluminum and bi-metal (steel/tin) food and beverage cans, aluminum foil products and empty non-hazardous aerosol cans. Rinse cans and wipe foil. Attached lids are okay. No aerosol cans that contained automotive or hazardous products.



DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF SOLID WASTE SERVICES (2017)

Visit our website at www.montgomerycountymd.gov/recycling
Or call 3-1-1 or 240-777-0311 for more information about:

RECYCLING AT YOUR HOME, APARTMENT OR CONDO, AND FOR SPECIAL COLLECTION PICK-UPS

MONTGOMERY COUNTY'S RECYCLING GOAL: REDUCE WASTE AND RECYCLE 70% BY 2020!
This information is available in an alternate format by calling 240-777-6480.



MIXED PAPER AND CARDBOARD

Cardboard boxes, newspapers, magazines, cereal, snack food and pasta boxes, office paper, unwanted mail, shredded paper, milk/juice cartons, juice/drink boxes, frozen food boxes, fruit and produce boxes, and all other clean, dry paper, etc. Place paper in blue wheeled cart, in a small cardboard box, or in paper grocery bags or bundle with twine and place next to or on top of recycling bin. Please do not place paper in plastic bags. Keep mixed paper items separate from glass, plastic, metal and aluminum items when placing them out for recycling collection.

Recycle The Following Items At The Montgomery County Transfer Station:

Recicle los siguientes artículos en la Estación de Transferencia del Condado de Montgomery:

在蒙哥馬利郡轉運站回收下列物品:

16101/16105 Frederick Road, Derwood

Bulky Rigid Plastics

Plastic toys, crates, pet carriers, garbage cans, lawn furniture, clothes hangers, automotive parts, etc.

Scrap Metal

Washers, dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls and disassembled metal sheds.

If you live in a single-family home, call 311 by 7 p.m. the business day before your normal recycling collection day to schedule a collection for large scrap metal items or complete on-line request at www.montgomerycountymd.gov/311 by 11:59 p.m. the day before your collection day.

Tires

Vehicle Tires (no more than four).

Textiles

Clothing, drapes, towels, shoes, sheets, handbags and cloth measuring at least 15" x 15".

Antifreeze

Antifreeze drained from your car, truck, RV or boat. (5 gallon limit).

Motor Oil

Used motor oil from cars, trucks, lawn mowers, RVs or motorcycles. (5 gallon limit).

Batteries

(Automotive/Lead Acid)

Lead acid from cars, trucks and RVs.

Construction Materials

Doors, fencing/lumber, sheds, drywall, flooring, carpeting, kitchen cabinets, hardware, toilets, bathtubs, cinder blocks and sinks.

Computers

Old or unwanted processing units, hard drives, monitors, keyboards, printers and copiers, wires and power cords, scanners, software, etc.

Televisions

All types of television sets (up to three).

Electronic Items

CD and DVD players, stereos and speakers, VCR players, camcorders, fax machines, cell phones, telephones, calculators, PDAs, projection equipment, copiers, scanners, digital cameras, electronic toys, and electronic typewriters.

Plásticos rígidos voluminosos

Los juguetes de plástico, cajas, jaulas, botes de basura, muebles de jardín, perchas, piezas de automóviles, etc.

Chatarra

Lavadoras, secadoras, refrigeradores, acondicionadores de aire, lavaplatos, fregaderos, estufas, congeladores, hornos, calentadores de agua, compactadores de desperdicios, muebles de hierro, puertas, gabinetes, humidificadores/deshumidificadores, bibibletas, juegos de columpios, sillas de aluminio para el jardín, compartimentos de duchas, y corbentizos de metal desmontados.

El Condado de Montgomery ofrece recolecciones de chatarra grande (metales y artículos grandes compuestos mayormente de metal) para residencias. Para programar una cita llame al 3-1-1 antes de las 7 p.m. el día antes de su día de recolección o puedes completar una solicitud en línea al visitar www.montgomerycountymd.gov/311 antes de las 11:59 p.m. de el día anterior de su colección.

Llantas

Llantas de vehículos (no más de cuatro).

Textiles

Ropa, cortinas, toallas, zapatos, sábanas, carteras y pedazos de tela con medidas de al menos 15" x 15".

Anticongelante

Anticongelante drenado de su auto, camión, vehículo de recreación o bote. (Límite de 5 galones).

Aceite de motor

Aceite de motor usado de autos, camiones, botes, cortadoras de césped, vehículos de recreación o motocicletas. (Límite de 5 galones).

Baterías (Autos/ácido de plomo)

Acido de plomo de automoviles, camiones o vehiculo de recreación.

Materiales de construcción

Puertas, verjas/madera, cobertizos, planchas de madera o yeso, pisos, alfombras, gabinetes de cocina, material de ferretería, inodoros, bañeras, ladrillos de ciencia y fregaderos.

Computadoras

Unidades de procesamiento antiguas o no deseadas, discos duros, pantallas, teclados, impresoras y copiadoras, alambres y cordones eléctricos, escáneres, software, etc.

Televisores

Toda clase de televisores (hasta tres).

Artículos Electrónicos

Tocadoras de discos compactos y DVD, equipos de sonido y parlantes, videocasteras, videocámaras, fax, teléfonos celulares, teléfonos, calculadoras, agendas electrónicas, fotocopiadoras, proyectores, cámaras digitales, juguetes eléctricos, y maquinas de escribir eléctricas.

大件硬質塑膠

塑膠玩具、板條箱、寵物籠、戶外傢俱、衣架、汽車零件等。

廢舊金屬

洗衣機、烘乾機、電冰箱、空調機、洗碗機、洗滌槽、電爐、冷凍箱、火爐、熱水器、廢物壓縮機、鐵製傢俱、門、櫥櫃、加濕器/除濕、自行車、鞦韆、鋁質草地椅、淋浴設備和拆卸的金屬棚。

如果您住在單一家庭住宅，請於正常回收收集日前一個工作日的傍晚下午 7 點前致電 311，以便安排收集大件廢舊金屬物品，或在收集日前一天晚上 11:59 之前登錄 www.montgomerycountymd.gov/311 填寫線上申請。

輪胎

汽車輪胎 (不超過四個)。

紡織品

衣物、窗簾、浴巾、鞋子、被單、手提包和至少 15 英寸 x 15 英寸大的布料。

防凍劑

從轎車、卡車、旅行車或船舶排出的防凍劑。(最多 5 加侖)。

機油

轎車、卡車、船舶、割草機、旅行車或電動腳踏車使用過的機油。(最多 5 加侖)。

電池 (汽車/鉛酸電池)

轎車、卡車和旅行車使用過的鉛酸電池。

建築材料

門、籬笆/木料、棚子、石膏板、地板、地毯、廚櫃、五金製品、馬桶、浴缸、空心磚和洗滌槽。

電腦

舊的或不想要的處理器、硬碟、顯示器、鍵盤、印表機和影印機、電腦線和電源線、掃描器、軟體等。

電視機

所有類型的電視機 (最多三台)。

電子產品

CD 和 DVD 播放機、音響和揚聲器、VCR 放影機、攝影機、傳真機、手機、電話、計算器、掌上型電腦、投影設備、影印機、掃描器、數碼相機、電子玩具和電動打字機。

Where: Cars—Use Route 355 entrance **Open:** Monday thru Friday 7:00 a.m.—8:00 p.m., Saturday 7:00 a.m.—5:00 p.m., Sunday 9:00 a.m.—5:00 p.m.

Dónde: Autos—Use la entrada de la Ruta 355 **Abierto:** De Lunes a Viernes: 7:00 a.m.—8:00 p.m., Sábados: 7:00 a.m.—5:00 p.m., Domingos 9:00 a.m.—5:00 p.m.

地點: 轎車—使用 355 號公路入口 時間: 星期一至星期五早上七點至晚上八點, 星期六早上七點至晚上五點, 星期日早上九點至晚上五點。



Aluminum & Bi-Metal Cans and Products

What types of materials may be recycled?

Aluminum and bi-metal (steel/tin) containers of all shapes and sizes can be recycled. All metal food, beverage and pet food cans, aluminum cans, foil, pie plates, food trays, and tins from cookies, fruit cakes, popcorn, and similar items are recyclable. For information about larger metal items, see our recycling fact sheet on *Scrap Metal*.

How do you recycle this product?

Residents of Single-Family Homes:

Aluminum and bi-metal cans and foil products should be placed with your other **commingled materials** in your blue bin provided by the County and placed at curbside for pick-up.

Multi-Family Properties:

Place these recyclables in containers labeled **commingled materials**. Recycling containers are often located near outdoor trash containers on your property, or in a common area in your building. Check with your property manager if you have any questions.

Businesses:

Place these materials in either individually labeled recycling containers or in recycling containers labeled **commingled materials** provided by your business or property manager.



Follow these rules when recycling this material:



DO NOT Crush Aluminum Cans



Labels OK



Empty and Rinse



If Lid is Detached, Dispose of Lid in Trash



No Plastic Bags



No Aerosol Cans

Aluminum & Bi-Metal Cans and Products

Recycling is the Law.

**Executive Regulation 15-04AM
requires recycling of
Aluminum & Bi-Metal Cans and Products.**

What kind of aluminum products can I recycle? Do I have to do anything with them before I put them in the recycling bin?

All aluminum cans and aluminum foil products can be put in your commingled recycling bin. DO NOT crush aluminum cans. All cans should be rinsed. Make sure all aluminum foil is rinsed and free of any food.

What other kinds of metal cans are recyclable?

All steel and tin food, beverage, and pet food containers can also be put in your commingled recycling bin. There is no need to remove the labels before recycling. Be sure to rinse these containers. If the metal lid becomes detached, please dispose of it in the trash.

Help Reduce Waste

One way to reduce waste is to buy in bulk. Purchase larger size containers instead of single-use containers. Buy products that are packaged in materials that can be recycled in Montgomery County.

Close the Loop

Be sure to buy products made with recycled materials. Most of the recycled aluminum cans are used to make new aluminum cans, but some are used to create folk art and jewelry. Recycled steel/tin cans are used to make new cans for food and pet food products. Steel materials are also used to make a variety of new steel products including bicycle frames, ladders, shelving, indoor/outdoor furniture, file cabinets, and auto parts.



Office Products
& Supplies

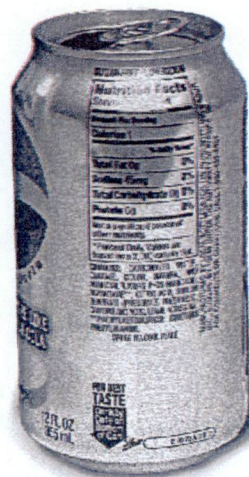


Food & Beverage
Containers


Did you know?

Recycling one aluminum can saves enough energy to power a television set for 3 hours?

Recycling aluminum uses 95 percent less energy to make a new can than using virgin materials.



How do I know if I am buying products made from recycled materials and where do I find them?

Look for the "made with recycled-content" symbol . When it is on a package, you can be sure that the product is made with recycled materials. Recycled products are available from many sources including grocery, department, and hardware stores, so it is not necessary to shop at a specialty store to find them.



For more information, contact:
Montgomery County, Maryland • Division of Solid Waste Services
101 Monroe Street, Sixth Floor • Rockville, MD 20850
Phone: 240-777-6400 • Fax: 240-777-6465
E-mail: recycle@montgomerycountymd.gov
Web Site: www.montgomerycountymd.gov/recycling





Mixed Paper

What types of paper can be recycled?

All clean and dry paper can be recycled including corrugated cardboard boxes, newspapers and inserts, magazines, cereal and other boxes (boxboard), telephone books, white and colored computer and office paper, paperback and hardcover books, greeting cards, wrapping paper and gift bags, envelopes and unwanted mail, catalogs, shredded paper, and coated paper items such as milk and juice cartons, juice/drink boxes, fruit and produce boxes and frozen food boxes. Please keep all paper items separate from glass, plastic, metal and aluminum cans, bottles, jars, containers, etc. when recycling.

How do you recycle this material?

Residents of Single-Family Homes:

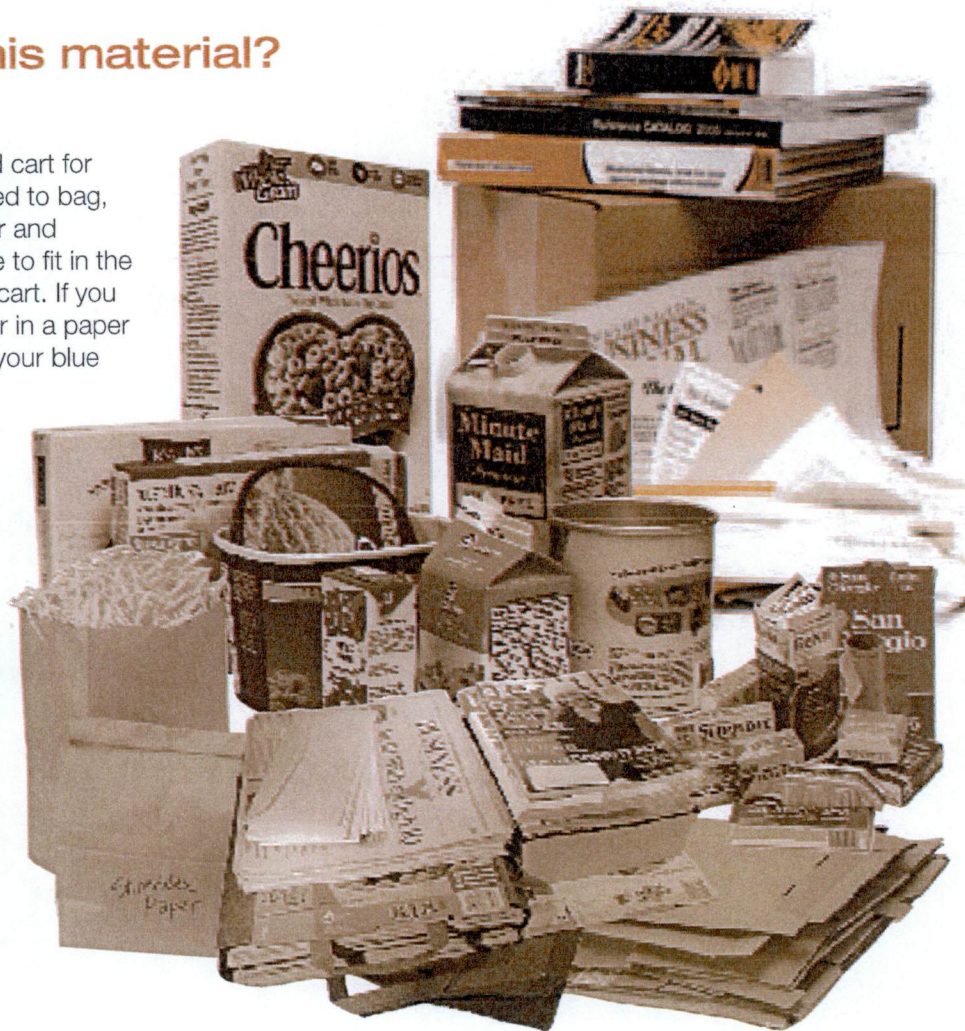
The County has provided a 64-gallon wheeled cart for your convenience. This cart eliminates the need to bag, tie, flatten, or cut boxes. Place all mixed paper and cardboard into this cart, or if a box is too large to fit in the cart simply place it on the ground next to the cart. If you don't have a wheeled cart, put all mixed paper in a paper bag or bundle it with twine and place next to your blue bin at curbside for pick-up.

Multi-Family Properties:

Place mixed paper in recycling containers labeled **mixed paper**. Recycling containers are often located near outdoor trash containers on your property, in a common area in your building, or in your trash room. Check with your property manager if you have any questions.

Businesses:

All mixed paper can be placed in appropriate recycling containers labeled **mixed paper** that are provided by your business or property manager. Some businesses may separate paper by type, so be sure to follow the instructions provided by your business.



Follow these rules when recycling this material:



Shred and Recycle Confidential Papers



All Clean and Dry Paper is Recyclable



No Napkins, Paper Towels, or Tissues



No Plastic Packaging, Plastic Wrap or Styrofoam™



No Plastic Bags



No Contaminated Paper or Cardboard*

* Contaminants include food, paint, chemicals, kitty litter, etc.

Mixed Paper. Recycle More Now.

Recycling is the Law.

**Executive Regulation 15-04AM
requires recycling of
Mixed Paper.**

How can I safely recycle my confidential business documents and personal mail especially bank or credit card statements?

Shredding these documents before recycling them is an easy way to prevent identity theft and make sure confidential business or personal information is not disclosed. Shredded paper may be placed directly in recycling bins labeled for mixed paper in your office, or at your apartment or condominium, and in your blue wheeled cart at home. Please place shredded paper in paper bags instead of plastic bags to prevent shredded paper from blowing around causing litter and to ensure no contamination of paper for recycling.

What types of paper cannot be recycled?

Any item(s) including carbon paper, paper or cardboard contaminated by paint, food, chemicals, kitty litter, etc., and paper towels, napkins, and/or tissues cannot be recycled. Plastic bags and packing material such as Styrofoam™/polystyrene should not be placed in your mixed paper recycling bin.

What should I do if I don't have a mixed paper recycling container?

If you live in a single-family home, please visit montgomerycountymd.gov/recycling or call (240) 777-6410 and order a wheeled cart, which will be delivered to your home. Residents of apartments and condominiums should check with their property manager. For your workplace, check with your supervisor or your property manager. Businesses can order desk-side recycling bins by calling the Division of Solid Waste Services (DSWS) at (240) 777-6437.

Did you know?

Recycling one ton of paper saves 17 trees. Recycle more now.



Help Reduce Waste

Reducing the amount of paper generated by residents and businesses is easy. Check if the product can be used again before discarding it. For example; instead of throwing away office paper that is only used on one side, flip it over and use the other side to print on. Use interoffice envelopes or reuse padded ones as appropriate. You can even reuse wrapping paper or use newspapers to wrap gifts. Reusing cardboard boxes for storage or mailing is another quick way to reduce waste and preserve resources. Doing these simple things will help reduce the amount of paper generated and also save you money. Another option is to buy products that do not have excess packaging. Also, buy items in bulk to reduce the amount of materials that must be disposed.

Close the Loop—Buy Recycled

There are plenty of recycled paper products you can purchase to help close the recycling loop. Many local grocery, office supply and hardware stores sell recycled paper products such as envelopes, computer paper, tablets, etc. Also, building materials such as counter tops can be made with recycled paper as well.




Office Paper
and Supplies



Paper Towels, Tissues
and Toilet Paper

How do I know if I am buying products made from recycled materials and where do I find them?

Look for the “made with recycled-content” symbol . When it is on a package, you can be sure that the product is made with recycled materials. Recycled products are available from many sources including grocery, department, and hardware stores, so it is not necessary to shop at a specialty store to find them.



For more information, contact:
Montgomery County, Maryland • Division of Solid Waste Services
101 Monroe Street, Sixth Floor • Rockville, Maryland 20850
Web Site: www.montgomerycountymd.gov/recycling
Phone: 240-777-6480 • Fax: 240-777-6465



This information is available in an alternate format by calling Alan Pultyniewicz at 240-777-6480.

Yard Trim



What is yard trim?

Primarily found outside on your property, yard trim consists of leaves, grass, brush, and other garden trimmings. Other items found within residences and businesses that can also be considered yard trim are flowers, greenery, and Christmas trees.

How do you recycle this product?

Residents of Single-Family Homes:

All grass, leaves, garden trimmings, and brush are recyclable. **Grasscycling** and **composting** are easy and the most cost-effective, time-reducing, value-added ways to recycle your yard trim. These methods reduce the time required to bag grass and leaves, and money spent on bags, and in the end, will give your lawn a healthier look and feel. If grasscycling and composting are not available options, yard trim must be properly bundled, bagged or placed in a reusable container (such as a plastic or metal container, which must be appropriately labeled) at curbside on your designated recycling day by 7:00 a.m. For proper bundling and bagging procedures, visit the Division of Solid Waste Services (DSWS) Web site at www.montgomerycountymd.gov/recycling.

Multi-Family Properties:

Property managers are responsible for recycling grass, leaves, garden trimmings, and brush collected on-site. Work with your landscaping contractor or on-site staff to ensure that these items are properly recycled by grasscycling or composting. Property managers are also responsible for providing on-site recycling service for their residents' Christmas trees. Call your property management office for details. Multi-Family properties may self-haul their yard trim to the Yard Trim area at the Montgomery County Solid Waste Transfer Station.

Businesses:

Owners and managers of small, medium, and large businesses, as well as property owners of commercial properties, are also responsible for recycling yard trim. Work with your landscaping contractor or on-site staff to ensure that these items are being properly recycled on-site by grasscycling or composting. Businesses may self-haul their yard trim to the Yard Trim area at the Montgomery County Solid Waste Transfer Station.



Follow these rules when recycling this material:



Try Grasscycling or Composting Instead



Use Reusable Containers Clearly Labeled for Yard Trim



Each Container, Bundle, or Bag CANNOT exceed 45 lbs.



Use Paper Bags or Bundle & Tie with Twine



No Plastic Bags



Remove All Decorations, Garland, and Lights from Christmas Trees

Yard Trim

Recycling is the Law.

**Executive Regulation 15-04AM
requires recycling of
Yard Trim.**

Does recycling yard trim make a difference?

Recycling of yard trim and Christmas trees is required under Montgomery County Executive Regulation (ER) 15-04AM. Recycling yard trim helps our environment. Recycling yard trim prevents erosion, slows runoff from rain and melting snow, and traps sediments and chemicals before they enter our streams and waterways, thus reducing pollution.

What other items can be recycled besides leaves, grass, and brush?

After the holiday season is over, the County collects **Christmas trees** from single-family homes for recycling into high-quality mulch. Collection begins in late December and continues until early February. Residents of apartments or condominiums and businesses should check with their property manager or business for specific recycling instructions for Christmas trees.

Why should we grasscycle?

With the increasing amount of yard waste being collected by the County, it is becoming more and more difficult to process yard waste at local facilities. Excess yard waste has to be shipped to other facilities, costing the County more money. Recycling your yard trim at home and work will not only benefit you by saving money on fertilizers but it will also benefit the County by saving money on transportation fees and other costs associated with processing these materials.

Help Reduce Waste

Grasscycling - Grasscycling is a means of fertilizing your property by leaving grass clippings cut during the mowing process on the lawn. Using a mulching mower can simplify this process. When a lawn is properly cut (i.e. no shorter than one-third of the blade when mowing), the grass clippings are virtually undetectable and return to the lawn keeping it green and healthy without the need for chemicals.

Composting - Composting is an easy process of turning leaves and grass into a nutrient-filled soil conditioner. Simply pile leaves and grass clippings (any time of the year) in a designated location or in a compost bin, making certain to turn, fluff, and aerate the compost pile occasionally. To avoid odors, mix in straw or wood chips. When the compost is dark brown-black, crumbly and sweet smelling, it is ready to spread over your lawn and/or garden.


How can I get a compost bin? - Visit our Web site at www.montgomerycountymd.gov/recycling for a list of locations where Montgomery County residents and businesses can get a compost bin at no cost.

Close the Loop

Just like buying recycled paper or steel products, there are a variety of recycled yard trim products available at gardening supply stores in your area. Yard trim collected by the County is brought to a local composting facility, processed, and resold as soil conditioner for lawns and gardens. Look for "LeafGro" and "ComPro" at participating Maryland retailers.



How do I know if I am buying products made from recycled materials and where do I find them?

Look for the "made with recycled-content" symbol . When it is on a package, you can be sure that the product is made with recycled materials. Recycled products are available from many sources including grocery, department, and hardware stores, so it is not necessary to shop at a specialty store to find them.



For more information, contact:
Montgomery County, Maryland • Division of Solid Waste Services
101 Monroe Street, Sixth Floor • Rockville, MD 20850
Phone: 240-777-6400 • Fax: 240-777-6465
E-mail: recycle@montgomerycountymd.gov
Web Site: www.montgomerycountymd.gov/recycling

