

## **RULES AND REGULATIONS**

The Board of Directors of the Council of Unit Owners of the Grosvenor Park Townhouse Condominium has adopted the following Rules and Regulations for the mutual benefit of the owners and occupants of the Condominium units therein ("Units").

These Rules may be modified from time to time by the Board of Directors as it deems necessary to promote the safety and welfare of the owners and occupants of the Units. The Managing Agent has been authorized and directed by the Board of Directors to uniformly enforce the Rules and Regulations at all times.

1. The sidewalks, paths, driveways, vestibules and other areas for use in going to and coming from parking spaces, Unit, and/or recreation facilities shall not be obstructed or used for any purpose other than for ingress to and egress from the parking spaces, Units, and/or recreational facilities.
2. Unless specific portions of the common areas are designated by the Board of Directors for such purpose, no portion of the common areas shall be used for the storage or placement of furniture or any other article, including, but not limited to paint, boxes, shopping carts, appliances, and all hazardous materials.
3. No Unit Owners or occupant shall make or permit to be made any disturbing noise in the common areas or in the Units by him/herself, by his/her family, or by his/her friends, tenants, employees, contractors, servants, or other invitees; nor permit anything to be done by any such persons that would interfere with rights, comfort or convenience of other Unit Owners or occupants. No Unit Owners or occupant shall play or allow to be played any musical instrument, radio, TV, or other audio or video equipment in such an unreasonable manner so as to disturb or annoy any other Unit Owners or occupants.
4. No rugs shall be beaten on common areas, nor shall dust, rubbish or litter be swept from the Unit onto any of the common areas. Unit Owners and occupants must deposit all rubbish or litter in the designated areas and receptacles provided for such purpose.
5. Persons shall not be permitted to loiter or play in any common area not designated as a play or recreation area.
6. The repair of any and all damage to the common areas resulting from the moving of furniture and/or other articles therein shall be paid for by the Unit Owners or occupant in charge of such articles.
7. Nothing shall be thrown or emptied out of the windows, patios, or doors of any Unit, or thrown or emptied in the common areas, nor shall anything be hung from outside the windows or on the decks or fences or placed on the outside window sills of any Unit.

8. Window air conditioning units, window fans, or other appliances installed in windows are not permitted.
9. No awnings or window guards shall be used.
10. No signs of any kind shall be placed in windows or on doors or other exterior surfaces or on patios or other common areas without the prior written approval of the Board of Directors. Real Estate signs are the exception. Please read ACC regulations.
11. Only neutral-colored window treatments are permitted, neutral being defined as white, off white, light beige or light tan.

No towels, colored sheets, newspapers, cardboard boxes, or posters, or similar items shall be permitted to be used as window coverings in any and all window areas. Window treatments must be curtains, blinds or shades.

12. Unit Owners and occupants, their employees, servants, agents, visitors, licensees, and their families will obey both the parking regulations posted in the designated parking areas. They shall also obey all traffic regulations promulgated for the safety, comfort, and convenience of the Unit Owners and occupants. Double-parking is not permitted, except in case of an emergency. Unit Owners and occupants and all visitors shall obey speed limits and drive in a manner that does not cause potential harm to pedestrians as well as other vehicles and private and common property.
13. The Unit Owners and occupants shall not cause or permit the blowing of any horn from any vehicle in which a guest, family member, tenant, invitee or employee shall be an occupant, except as may be necessary for the safe operation of the vehicle or in the case of an emergency.
14. The owners and occupants of all the Units shall not act or fail to act in any manner that unreasonably interferes with the rights, comfort, and convenience of other Unit Owners and occupants.
15. Unit Owners and occupants will faithfully observe the procedures established by the Board of Directors, and/or the Managing Agent with respect to the disposal of garbage, rubbish and refuse. Trash shall be stored in accordance with all rules and regulations set forth by the Montgomery County Division of Solid Waste Services. Trash cans shall not be left on the front steps, on the side of a Unit or anywhere in public view. Trash cans must be set out no earlier than the evening before trash pick and shall be put away out of public view the night of the pickup. Stored Trash cans must be kept out of public view, preferably in the back yard or concealed on the deck. In cases where the back yard of the Unit is fenced, trash shall not be stored outside the fenced yard or on the side of the house.

16. No Unit Owners or any of his/her agents, servants, employees, tenants, licensees, or visitors shall at any time bring into or keep in his/her Unit any inflammable, combustible or explosive fluid, material, chemical, or substance, or any other hazardous material, except for normal household use.

17. Subject to the provisions of the Bylaws, dogs, cats and other domestic pets are allowed, provided that the same shall not be a nuisance to other occupants by way of odor, behavior, noise, health threat, or in any other way. Any inconvenience, damage, injury or unpleasantness caused by such pets shall be the sole responsibility of the respective owners thereof. All such pets shall be kept under the direct control of their owners at all times and shall not be allowed to run free or unleashed or to otherwise interfere with the rights, comfort, health and convenience of any of the Unit Owners' or occupants.

Pet owners are responsible for personal injury or damage to property caused by the pet and shall indemnify the Association from any claims and costs arising from any such injury or damage. The Association assumes no responsibility for any loss, claim, or liability of any kind resulting from resident or visiting pets.

18. All dogs and cats must be licensed with Montgomery County Animal Control and have current vaccinations. All dogs and cats and other domestic pets must be registered with the managing agent. Pet Registration Forms must be forwarded to the Management Company, along with a copy of the pet's current Montgomery County Pet License and a picture of the pet.

Pet Registration Forms can be found under e-forms at [www.gptccommunity.org](http://www.gptccommunity.org)

#### **ARCHITECTURAL CONTROL GUIDELINES**

In general, no changes are permitted to the outside of a unit without written permission from the Board of Directors and/or its Managing Agent.

The following are examples of items requiring written applications and prior written approval by the Architectural Control Committee (ACC) and /or the Board of Directors:

1. Windows

Any window must be approved by the ACC and/or the Board of Directors. Windows must have white colonial grids and window frame must match McCormick color Harness Shoppe Tan #104.

2. Exterior Painting of Shutters, Doors, and Trim

No color changes shall be made to the exterior of a Unit. Brick walls shall not be painted. Shutters, doors and trim must be painted in same approved color. A color

chart for the paint colors can be obtained from the Managing Agent. PVC can be used as a replacement material for the wood trim on any part of the house and bay windows. However, the replacement material must be painted McCormick color Harness Shoppe Tan #104. Replacement of vinyl siding must be in same color as original current siding. Wood decks and concrete patios shall not be painted.

The use of clear wood preservatives and sealants for decking and concrete is permitted. The use of tinted deck stain and painting of concrete or other materials is prohibited.

3. Brick, wood, aggregate, concrete, slate, flagstone, and patio pavers are all acceptable materials for the construction of a ground level patio, with prior approval by the ACC and/or Board of Directors. Prior to construction, the Unit Owners must complete and submit a formal Request for Review. This Request for Review must include a sketch, details of installation, and any other pertinent information requested by the ACC or Board of Directors. Requests for installation of patios on Condominium ground floor units are acceptable but do require prior written approval by the ACC or Board of Directors, under such conditions as the Board of Directors shall establish.

#### 4. Decks

Decks must be the color of natural Southern Pine wood. Decks may be constructed of Pressure Treated Lumber or composite material which must first be approved by the ACC and/or the Board of Directors. Decks will only be constructed on the back of the houses at the primary entry level, and must not project beyond the side walls of the house. Each Request for Review by the Board of Directors must include a sketch, details of installation, and other pertinent information requested by the ACC or the Board of Directors. Only a clear sealer is permitted for use on decks.

#### 5. Storm Doors

Any proposal for a storm door must be submitted to the ACC for approval. Only proposals consistent with the "Guidelines for Storm Doors" will be considered. Storm doors must be full-window doors and must match the McCormick paint color of the front door of the unit. McCormick Farm House Red, Carriage House Brown, Hearthstone Grey, Gold, and Georgetown Green are examples of some of the colors. Please consult Managing Agent for more information.

#### 6. Exterior Light Fixtures

A photograph must accompany any proposed change of light fixtures.

#### 7. Chimneys

Installation of chimneys must be in compliance with Montgomery County codes and must be similar in design and materials to existing chimneys. The chimney must use materials that match the Unit and be the same color as the Unit itself. In the case of a brick chimney, brick would be the same color and type of brick as that on the house, and an aluminum/vinyl chimney would be the same color as the siding on the house. Chimneys on interiors unit must be painted a dark brown color as in Carriage House Brown.

8. Landscaping on Common Areas

In general, landscaping by the individual Unit Owners in common areas will not be approved. However, the ACC will consider such projects if the project is to the benefit of the condominium as a whole, as well as the Unit Owners in the immediate area. Compatibility with the design of the Condominium will be a prime consideration once a project such as this is established as beneficial to the Condominium.

9. Security or Alarm Systems

Any security system that affects the exterior of a Unit must be submitted for approval.

10. Sheds

Plans for a shed, including drawings, must be submitted for approval. No sheds shall be approved unless the yard is fenced or unless the shed will not be visible from a distance of 50 yards from the rear of the Unit.

The following do not require prior application and approval but must meet the following restrictions:

1. Television, Cable, or Satellite Dishes

All television, audio, and other cables must not be visible, except for a portion of one foot or less, as needed to bring the cable into the Unit.

Satellite dishes are permitted, but they must be installed on the rear of the roof, in a manner that does not detract from the Unit's roofline. Installation should be done in a fashion that is consistent with reception requirements while not causing damage to the roof of the Unit. Broadcast television antennas are permitted, but must be secured on the rear of the roof in a secure and unobtrusive manner, consistent with reception requirements. Prior approval is not required for direct-broadcast satellite dishes having a diameter of one meter (1 m) or less, or for broadcast television antennas.

2. "For Sale" and "For Rent" Signs

Real Estate signs are the only type of sign permitted on GPTC property.

Large wooden post signs are prohibited. Smaller metal signs that can easily be placed in mulched areas of the yard are acceptable. Only one sign is permitted per Unit. This sign may be placed outside of Unit on mulched area, on railing, or inside of one window. Two "Open House" signs in conjunction with the sale of a Unit are permitted on Saturday and/or Sunday from between the hours of 12 noon and 5 PM. One "Open House" sign can be placed at either the entrance to Grove Ridge Way or Englishman Drive, while the second "Open House" sign can be placed temporarily at the entrance of the Unit between 12 noon and 5 PM on Saturday and/or Sunday.

Real Estate signs must be removed within two weeks from the sale of the Unit.

**Other Prohibitions and Examples of Projects that will Not be Reviewed or Approved**

The following changes will not be approved, except as required under the law for the safety of Unit Owners and occupants:

1. Sidewalks/Steps

There shall be no sidewalk or step modification.

2. Roof Changes

There shall be no roof alterations, except that skylights and roof exhaust or attic fans may be submitted for approval. Replacement roof shingles need to match original shingles in style and color.

3. Railings

There shall be no changes of color or design to front step railings. The only acceptable color is McCormick Harness Shoppe Tan #104.

4. Vines

No vines or creeping plants, such as ivy, will be allowed to be attached to, or to grow on, the exteriors of fences or Units.

5. Additions

No physical structures shall be allowed to be erected in front or on the side of a Unit's property. Only decks and patios are permitted to be erected in back of properties.

6. Parking Spaces

No changes can be made to the assignment of numbered parking spaces. The numbered spaces are "Limited Common Elements" for use by the Unit assigned the space in the original Condominium property deed.

## **SCHEDULE OF FINES AND FEES**

GROSVENOR PARK TOWNHOUSE CONDOMINIUM

OCTOBER 2007

**Fines:** A notice to abate is the beginning of the Fine process. The notices to abate will include the violation and the time period unit owner has to correct situation.

All fines for all violations begin at \$100 and double each month thereafter until Violation is corrected. Once Fines reach \$400 the process of placing a lien against the property will commence.

**Lease enforcement:** \$250.00 for failure to submit a copy of the lease or other Complying document; Additional \$100.00 per calendar month until the lease or other documents is submitted. Unit will also be reported to Montgomery County Rental Licensing Office.

**FEES:** These fees may be imposed for each incident.

**Late fee:** per month on any outstanding balance. \$15.00

**Return check charge:** \$30.00

**Notice of Intention to create lien:** actual cost

**Liens filed:** actual cost

**Filing fees for liens:** actual cost

**Court suite:** actual cost

**Foreclosure:** actual cost

**Cost of Administration by Managing Agent \$150.00 per hour plus actual cost**

**Administrative hearing:** actual cost

**Move out Fees:** Upon the sale of the unit, the Condominium will impose a \$200.00 fee to be put into escrow to cover any added cost of the cleanup, waste disposal, or other costs. Any monies not spent shall be returned to the selling unit owner within thirty (30) days.

1. At any time the board of Directors may accrue interest on all unpaid charges.
2. The Board may report delinquent payments to credit agencies.
3. The above schedule will be reviewed periodically by the Board to maintain accuracy.

**GROSVENOR PARK TOWNHOUSE COMMUNITY  
CONDOMINIUM ASSOCIATION**

**PET REGISATION INFORMATION**

In an effort to ensure accurate Association records, please complete this pet(s) information request to ensure compliance with the Association governing documents and the Condominium By-Laws of the Condominium Rules & Regulations:

Owner Name(s): \_\_\_\_\_

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

**Pet Description:**

**NAME:** \_\_\_\_\_

**TYPE OF BREED:** \_\_\_\_\_

**AGE/WEIGHT:** \_\_\_\_\_

**COLOR:** \_\_\_\_\_

**COMMENTS OR OTHER FEATURES:**

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
OWNER

BY: \_\_\_\_\_  
OWNER

BY: \_\_\_\_\_  
TENANT (if applicable)

BY: \_\_\_\_\_  
TENANT (if applicable)

DATE: \_\_\_\_\_