

Highlights of Declaration and By-Laws Severna Enclave Condominium Association

The purpose of this document is to simplify the language and cite the location (section and article of the Declaration or By-Laws) of the detailed definitions, rules and/or regulations. This document is not a substitute for the Declaration or By-Laws, either in scope or completeness and in the event of conflict, is superseded by the Declaration or By-Laws in all cases.

Managing Agent (*By-Laws, Article III, Section 3*)

Your Association contracts with Chambers Management Inc. to perform authorized duties and services of any administrative nature related to the 23 single-family residences, common areas and community facilities of the Severna Enclave Condominium Association. These duties and services are authorized in writing to our Chambers Management representative. As a compensated "agent" of the Association, the direction for duties and services must come from the Board President. If there is a problem you wish addressed, contact Chambers Management by telephone at 301-680-077 or toll-free at 866-680-0800, or in writing to 12051 Tech Road, Suite B, Silver Spring, MD 20904-1999.

Unit Owner and Council (all Unit Owners) Maintenance Responsibilities

Units (*Declaration, Article I*)

Each unit consists of the residential building including all equipment and appliances situated within, or which are situated outside of the unit, but service only that unit, including, but not limited to the deck or patio, entrance stoop, and any privacy fence. These are privately owned and may be sold or leased.

Maintenance (*By-Laws, Article XII, Section 2a*)

The unit owner is responsible for the upkeep of the interior and exterior at owner's expense.

Unit Architectural Changes or Alterations (*By-Laws, Article VIII, Section 1*)

The Board of Directors has approval authority for changes or alterations to the architectural features of the unit exterior within 60 days of the receipt of a request. If no response is received in 60 days, the request is automatically disapproved. However, the request can be resubmitted. Construction or alterations in accordance with plans and specifications shall be commenced within six months following the date of approval and substantially completed within twelve months following commencement. Upon completion of construction or alteration, the Architectural & Environmental Control Committee (AECC) shall, at the request of the unit owner, issue a certificate of compliance. *See Board of Directors Rules, Regulations and Fines for request/approval procedure (1. Architectural Changes).*

General Common Elements *(Declaration, Article II)*

General common elements include all the common elements other than the Limited Common Elements.

Maintenance *(By-Laws, Article XII, Section 2b), (Declaration, Article VI)*

The Council is responsible for the maintenance, including mowing and pruning of the lawn or landscaped area which is part of the general common elements as well as the streets in the Condominium. *Note: The lawn and landscaped area referred to in this section are those shown in the master landscape plan. Any plantings or improvements in the common area that are made by the unit owner must be approved by the AECC as set forth in the Board of Directors Rules, Regulations and Fines (1. Architectural Changes). The Council is not responsible for the care and maintenance of these improvements.*

Limited Common Elements *(Declaration, Article II)*

Limited Common Elements consist of the five-foot landscaping area around each unit, the driveways, the walkways leading up to each unit, and the cluster mailboxes. The unit owner does not own these elements but has exclusive use of them.

Maintenance *(By-Laws, Article XII, Section 2b)*

Limited common elements appurtenant to an owner's unit shall be maintained, repaired and kept in good order and in a sanitary and safe condition by unit owner at his expense. However, the Council is responsible for keeping driveways and walkways leading up to the units free of ice and snow as well as maintaining the cluster mailboxes.

Use Restrictions/Parking

Only passenger vehicles may be parked in Severna Enclave. Commercial vehicles (i.e., those so titled/tagged, and/or displaying permanent/removable lettering), and all other types of motor-powered or towed vehicles, including trailers, campers and boats are prohibited on any of the common elements. Motorcycles shall only be parked in the garages of the units. *(By-Laws, Article VII, g)*

Automotive repairs are not to be made to vehicles in the street or any common areas. *(By-Laws, Article VII, g)*

No vehicle belonging to any owner, resident or to any guest shall be parked in a manner which unreasonably interferes with or impedes ready vehicular access to the parking of any other unit. *(By-Laws, Article XIII, Section 2)*

Inoperable vehicles or those which are not properly registered and licensed shall not be permitted to park on any common element (including driveways) of the community. After a reasonable attempt at notifying the owner to remove such a vehicle, the vehicle shall be towed the owner's expense. *(Article XIII, Section 3.)*

Trash/Recyclables *(By-Laws, Article VII, Section 3i)*

Currently, our trash is removed on Tuesday and Friday mornings by Anne Arundel County. Recyclables are picked up on Friday. Please observe the following:

- Place all trash in secure, durable trash containers. Paper and plastic bags are not to be used.

- Storage of trash or garbage of any kind shall not be permitted on any of the common elements.
- Trash containers may be placed out the evening before the collection day but must be removed by the evening of the collection day.
- All yard waste must be put out for recycling on Friday according to County rules.
- Bulky items (e.g., chairs, sofas, tables, tires, wooden crates, metal stands, etc.) will not be picked up on the regular trash days. Owners are to arrange for the free removal of these items, by appointment, by contacting the County Bulk Trash Removal at 410-222-6100.

Pets (*Bylaw, Article VII, Section 3e*)

Pets shall not be permitted upon the general common elements of the Condominium unless accompanied by an adult and must be leashed.

All pets shall be licensed and inoculated as required by law.

The Board of Directors shall have the right to order any person whose pet is a nuisance (i.e., barking dogs) to remove such pet from the Condominium after affording the unit owner the right to a hearing. In the event of a dangerous animal, the Board shall not be obligated to provide a hearing, but work with the proper governmental authorities to have the animal immediately removed from the property.

Leasing (*By-Laws, Article VII, Section 3o*)

Leasing a residence by the unit owner is permitted. Lease may not be less than 12 months.

An owner who leases his unit shall be required to execute, along with the tenant, a third party lease addendum provided by the Board of Directors to include the provisions (*found on page 24 and 25 of By-Laws*). Owners of record continue to have ultimate responsibility for adherence to the Severna Enclave Condominium Association rules and regulations and to inform any tenants accordingly.

A copy of lease and third party lease addendum must be forwarded to the Board of Directors within 15 days after being executed.

Aesthetics

There shall be no obstruction of any common elements. Nothing shall be stored by any unit owner upon any of the common elements, except that appropriate patio furniture may be placed upon decks and patios by the owners of the condominium units. (*Bylaw, Article VII, Section 3b*)

Except signs as may be posted by the Council for promotional purpose, traffic control or the like, no signs of any character shall be erected, posted or displayed by condominium unit or common elements without prior written consent from the Board of Directors. (*By-Laws, Article VII, Section 3f*)

No part of the common elements shall be used for commercial activities of any kind (e.g., yard, garage, or patio sales; commercial vehicles; etc.) (*By-Laws, Article VII, Section 3h*)

Rule Enforcement and Resolution Procedures (By-Laws Article VII)

The Board of Directors has the authority to make and to enforce reasonable rules and regulations governing the conduct, use and enjoyment of the units and common elements provided that copies are furnished to the unit owners. The Board also has the power to enforce reasonable fines. (*Section 1*)

However, the Board shall not impose a fine or infringe upon any other rights of an owner or other occupant for the violation of the regulations until dispute resolution steps are followed as outlined in *Section 2 of Article VII* including:

- A written demand outlining the alleged violation, the action required to abate the violation and a time period (not less than 10 days) during which the violation may be abated.
- Within 12 months of the demand, if the violation continues past the period allowed in the demand, the Board shall serve the alleged violator with written notice of a hearing to be held by the Board. The notice shall contain: 1) the violation; 2) the time and place of the hearing; 3) an invitation to the alleged violator to present evidence on his/her behalf; and 4) the proposed sanction to be imposed.
- The hearing is to be held in executive session with minutes taken that contain a written statement of the results of the hearing and the sanction, if any, imposed. At this time both parties have an opportunity to present their case.
- If the violation is found to be valid, a fine is imposed. See *Board of Directors Rules, Regulations and Fines (7. Fines)* for a schedule of fines.