

## **Rules and Regulations**

**The Maryland Farms Community Services Association, Inc.**

10/25/02

Table of Contents

Section I -	INTRODUCTION.....	2
	RULES FOR PARKING AND TRAFFIC CONTROL ON THE MARYLAND FARMS CONDOMINIUM	
Section II -	COMPLIANCE.....	4
Section III -	REGISTRATION AND PARKING PERMITS.....	4
Section IV -	PARKING POLICIES, RULES AND REGULATIONS.....	5
	A. Common Elements, Reserved, Guest and Temporary Parking	
	B. Prohibited Vehicles	
	C. Restrictions and Prohibitions	
Section V -	VIOLATION OF RULES, REGULATIONS, BY LAWS, AND DECLARATION.....	8
	A. Reporting a Violation	
	B. Penalties and Fines	
Section VI -	VIOLATIONS WHICH MAY RESULT IN TOWING OF A VEHICLE <u>WITHOUT A NOTICE</u> .....	9

10/25/02

POLICY RESOLUTION 02-06

MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.

A JOINT RESOLUTION OF THE COMMUNITY SERVICES ASSOCIATION, INC.  
AND  
PHASE I, PHASE II AND PHASE M

Section I - INTRODUCTION

A Resolution pertaining to the Parking of Vehicles on the Maryland Farms Condominium.

WHEREAS, Article XIII, Section 1, of the By-Laws of Phase I, Phase II, and Phase M, the Maryland Farms Condominium Corporations provides that the Board of Directors of the said Corporations may regulate parking and traffic control on the Condominium; and,

WHEREAS, Resolution delegating duties to the Maryland Farms Community Services Association, Inc., Board of Directors has been duly adopted by Phase I, Phase II, and Phase M Corporations authorizing the Maryland Farms Community Services Association, Inc., Board of Directors to act in their behalf and,

WHEREAS, Article V, Section 3 (d) of the By-Laws of the Maryland Farms Community Services Association, Inc. authorizes the Board of Directors to promulgate and enforce rules and regulations and restrictions on or requirements as may be deemed proper respecting the use, occupancy and maintenance of the Condominium and the use of the general and limited common elements as are designated to prevent unreasonable interference with the use and occupancy of the Condominium and of the general and limited common elements by the members, all of which shall be consistent with the law and the provisions of the By-Laws and the Master Deed.

WHEREAS, there is a need to adopt a Community-wide parking and traffic regulation program that shall apply consistently to all parking areas and traffic on the Condominium.

BE IT RESOLVED THAT:

"The attached Rules for Parking and Traffic Control on the Maryland Farms Condominium, assigning one (1) reserved parking space per residential unit with unassigned spaces being available on a first come first serve basis, are hereby adopted for the Maryland Farms Condominium by the Maryland Farms Community Services Association, Inc. Board of Directors and, the Boards of Directors of Phase I, Phase II, and Phase M, that the attached Rules shall be

10/25/02

effective upon passage and shall continue in full force and effect until and unless revised or amended by the Maryland Farms CSA, Inc. Board of Directors; and,

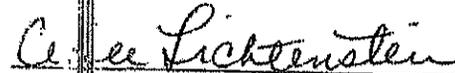
That, this Resolution and the attached Rules may from time to time be amended; and,

That, this Resolution supercedes the Rules for Parking and Traffic Control on the Maryland Farms Condominium adopted September 27, 1983 and any amendments made thereafter; and

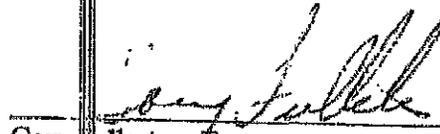
This Resolution shall not be construed as the granting of an easement to or for any real property owned by CSA, Inc., Phase I, Phase II or Phase M."

IN WITNESS WHEREOF to the adoption of this Resolution by the Board of Directors, this 26<sup>th</sup> day of November, 2002, we set our hands.

  
\_\_\_\_\_  
David A. Hogan, President

  
\_\_\_\_\_  
Cecile Lichtenstein, Vice President

  
\_\_\_\_\_  
Lee Phillips, Secretary

  
\_\_\_\_\_  
Gary Fullerton, Treasurer

  
\_\_\_\_\_  
Michael F. Mercurio, Director

  
\_\_\_\_\_  
Shirley Brown, Director

10/25/02

RULES FOR PARKING AND TRAFFIC CONTROL ON THE  
MARYLAND FARMS CONDOMINIUM

Section II - COMPLIANCE

These Rules and Regulations were enacted by the Board of Directors in accordance with Section 11-111 of the Maryland Condominium Act (the "Act") and Article XIII, Section 1 of the Condominium Bylaws. The Unit Owners shall comply with all of the rules and regulations herein set forth. In addition, the Board of Directors reserves the right to alter, amend, or modify such rules and regulations in accordance with the Act.

Upon any violation of these Rules or Regulations, after notice to an Owner (and/or occupant other than the Owner) and after having been provided an opportunity for a hearing before the Board or its designated committee, the Board may levy fines in accordance with penalties as listed for specific violations not to exceed \$1,000.00 (unless otherwise stated), which shall be considered an additional assessment to be applied toward general operating funds of the condominium.

Owners shall be responsible for the actions of their family, tenants, guests, agents, invites, licensees, and employees. Owners will receive copies of warnings, Board hearings, and fine assessment notices.

In the event that there are continuing violations by an Owner or occupant, payment of fines will not preclude other actions deemed necessary by the Board of Directors.

Maryland Farms Community Services Association, Inc. shall not be responsible for any loss or damage that may result from enforcement of these rules and regulations.

Section III - REGISTRATION AND PARKING PERMITS

In order to equitably allocate the limited number of parking spaces (817) among 545 condominium units it is necessary to restrict parking to verifiable Maryland Farms residents and accounted for guests.

1. Any vehicle which is owned and/or driven by a Maryland Farms resident which is parked on the Condominium Property shall be registered with the Condominium.
2. All vehicles which are to be parked on the Maryland Farms Property shall be registered within sixty (60) days of the effective date of the adoption of these Parking Rules and Regulations.

10/25/02

3. Each vehicle shall display and have visible a valid Maryland Farms Parking Permit sticker on the lower inside windshield (left or right) or hang tag style guest Parking Permit on its rearview mirror. In the case of a motorcycle, the Maryland Farms Parking Permit sticker shall be mounted on the back of the left rear view mirror.
4. To obtain a Parking Permit a resident shall provide the Condominium Office with a copy of a current Maryland vehicle registration AND a Maryland license displaying a Maryland Farms address. However, active military members may show a valid military identification card and students may show a valid student identification card and verification of current paid fees.
5. Each resident may receive two (2) Parking Permits for his/her vehicles, so long as the requirements set forth in this section are satisfied, and also one (1) guest Parking Permit. A resident may park one registered vehicle or guest permitted vehicle in the space reserved to his Unit and all other vehicles shall be parked in one of the unmarked parking spaces.
6. If a resident obtains a vehicle which has not been previously registered, the resident shall have fifteen (15) days to register the vehicle with the Condominium Office. If a new vehicle is purchased, the resident shall provide the temporary tag information within (15) days of the purchase and shall provide the permanent tag information within fifteen (15) days of obtaining a permanent license plate.
7. When a resident relinquishes ownership of a vehicle which was previously registered, the resident shall notify the Condominium Office of the change within fifteen (15) days of the relinquishment of ownership.
8. New residents shall register their vehicle(s) within fifteen (15) days from the first day of occupancy.

#### Section IV - PARKING POLICIES, RULES AND REGULATIONS

##### A. Common Elements, Reserved, Guest and Temporary Parking.

1. All parking spaces shall be used by Unit Owners and/or occupant other than the Owner and their guests for self service parking purposes on a "first come, first served" basis, except for the parking spaces reserved for each.

10/25/02

2. Each unit shall have one reserved parking space for the exclusive use of the Unit Owner and his family, his tenants, or occupants. The Board of Directors in its sole discretion shall assign the reserved parking spaces.
3. The number of each space is permanent. However: residents may exchange spaces by written notification to the Board of Directors and acknowledged by the Condominium Manager; in cases of undue hardship the Board of Directors and/or Condominium Manager shall have the right to reassign parking spaces (e.g. to accommodate a resident who is handicapped).
4. Each unit shall be assigned one guest Parking Permit. Parking Permits shall not be transferred or loaned to other residents.
5. To accommodate additional guests, a temporary Parking Permit may be obtained from Management during normal business hours. A temporary Parking Permit may only be used for a maximum of twenty-four (24) hours unless longer time is approved by the Management.
6. If a Parking Permit is lost or stolen, it may be replaced upon approval by the Board for a charge of \$25.00. If an original Parking Permit is recovered and returned to the Condominium Office, the resident will receive a refund of \$12.50 per permit.
7. Contractors in company marked vehicles who are working on the property and/or in residents' units between the hours of 7 a.m. and 6 p.m. may park in any unnumbered space or in the numbered space of the unit in which they are working without displaying a Maryland Farms issued Parking Permit.

B. Prohibited Vehicles

No junk vehicle, commercial vehicle, vehicle on which current registration plates are not displayed, trailer, truck, camper, camp truck, house trailer, boat, or the like shall be kept upon any of the general common elements, except that a small pickup or van having no more than four (4) wheels, a gross-rated load of no more than 1,500 pounds, a height not exceeding seven (7) feet, and an overall length not exceeding 22 feet will be permitted to be kept upon the general common elements. No item may be attached to any vehicle that extends beyond the front or rear bumpers. A commercial vehicle shall include but not be limited to: a vehicle with lettering or phone number on it; a vehicle with equipment on it such as a ladder.

10/25/02

C. Restrictions and Prohibitions

1. Registered vehicles shall display their Parking Permits at all times while parked on the property. The Parking Permits shall be able to be read from outside the vehicle.
2. All guests shall display either a hang-tag style guest Parking Permit or a temporary Parking Permit issued by the Management Agent (which will be valid only through the dates indicated thereon). Hang tags shall be hung on the rearview mirror and temporary Parking Permits shall be displayed on the dashboard driver's side of their vehicle while parked on the Property. Permits shall be able to be read from outside the vehicle.
3. Vehicles shall be parked between the parking space stripes and shall not extend beyond the length or width of the stripes defining the parking space.
4. No parking is permitted in fire lanes, or in designated emergency areas indicated by yellow stripes or hatching.
5. Vehicles, including delivery or moving vans or trucks, shall not be driven across the sidewalks or lawns of the Condominium.
6. Parking any vehicle on the lawns, curbs, sidewalks, or patios is prohibited.
7. No motor vehicle shall be used as a residence while parked on the Property.
8. Motorcycles shall not be parked or stored on balconies, terraces, or in any part of the Common Elements except within a designated parking area as may be determined by the Board of Directors. If the Board designates an area for parking motorcycles, a block of wood, cement or similar strength material must be placed under the kick stand to protect the pavement. If an Owner or tenant wishes to park his motorcycle in his reserved space while also parking another vehicle in the same space, he may do so provided: 1) the motorcycle is parked between the vehicle and the curb, 2) parallel to the curb, 3) does not interfere with the parking of vehicles on either side of the space being used, and 4) the second vehicle shall not extend beyond the length or width of the stripes defining the space.
9. Only minor repairs, such as; tire changes, fan belt, spark plug, headlight or air filter replacement, that can be completed in one (1) day between the hours of 7:00 a.m. and 9:00 p.m. are permitted. During minor repairs, sidewalks and adjacent parking spaces shall be kept clear of tools and parts. No oil changing or major

10/25/02

repairs are permitted. The owner of the vehicle is responsible for any damage to the Common Elements caused by the basic repairs or maintenance performed to any vehicle.

The owner of the vehicle shall promptly remove all trash, equipment and unused work materials once the basic repairs or maintenance on the vehicle is completed. Vehicles remaining on jacks or blocks beyond the time referenced above are prohibited.

10. No storage of vehicles of any type on Maryland Farms Property is permitted. All vehicles parked on Maryland Farms Property shall be used regularly. Residents shall keep their vehicle(s) in good repair so that oil, grease or other fluids do not spill onto parking areas. Residents shall be responsible for any damage caused by the operation, maintenance, or keeping of their vehicle on the Property.
11. No vehicle shall remain parked in the same unmarked parking space for a period of time exceeding ten (10) days.
12. No washing of any type of vehicles using hoses is permitted on or within the property except at the car wash area. Only bucket washing is allowed. Only vehicles that are registered and have permits can use the car wash area.
13. No motorbikes, go-carts, or other unlicensed motor vehicles shall be ridden within the complex.

#### Section V - VIOLATION OF RULES, REGULATIONS, BYLAWS AND DECLARATION

##### A. Reporting a Violation

Any Unit Owner or occupant may report a violation of these Rules and Regulations, Bylaws or Declaration in writing to the Board of Directors through the Management Agent. The alleged violation shall be described as completely as possible, giving an account of what happened, the names of those involved, unit numbers if known, and the time and place of occurrence. The Board of Directors or Chairperson of the appropriate Committee may also initiate such action when violations are brought to their attention. Based on the complaint, the Board of Directors, through the Management Agent will commence the dispute resolution procedure in accordance with Policy Resolution 5-89.

10/25/02

B. Penalties and Fines

Upon proper notice and hearing as set forth in the dispute resolution procedure, the Board of Directors may impose a fine or other sanction for a violation of these Rules and Regulations, Bylaws and Declaration. The hearing panel may choose to change the penalty or levy another fine in the event it determines facts of a nature it deems sufficient to warrant a different sanction. Violations of these rules and regulations pursuant to Section VI may result in towing of a vehicle without a hearing in accordance with the laws of Prince George's County or Montgomery County.

Any owner who is thirty (30) days in arrears in the payment of all due and payable assessments, fees and charges due the Condominium pursuant to the Bylaws and these Rules and Regulations shall lose his reserved parking privileges and will be charged an additional \$20.00 fee to have said privileges reinstated after all due and payable amounts (including but not limited to interest and late charges) have been remitted and received. Upon receipt of all due and payable fees and after all checks remitted have cleared the condominium's account, parking privileges will be reinstated.

Any owner who is sixty (60) days in arrears in the payment of all due and payable assessments, fees and charges due the Condominium pursuant to the Bylaws and these Rules and Regulations shall have revoked, or shall not be issued, his (or his tenant's) guest Parking Permit and shall not be issued temporary permits. Said privileges will be reinstated after all due and payable amounts (including but not limited to interest and late charges) have been remitted and received. Upon receipt of all due and payable fees and after all checks remitted have cleared the condominium's account, parking privileges will be reinstated.

Section VI - VIOLATIONS WHICH MAY RESULT IN TOWING OF A VEHICLE WITHOUT  
A NOTICE

The Board or its Management Agent may tow a vehicle if vehicle is in violation of the Declaration, Bylaws or these Rules and Regulations:

1. A vehicle which is parked in a designated fire zone or a posted no parking area.
2. A vehicle that is found to display a Parking Permit which has been determined by Management to be a lost or stolen permit.
3. A vehicle which fails to display a valid Maryland Farms Parking Permit.

10/25/02

4. A vehicle which is parked in such a manner which prohibits or unreasonably interferes with the normal use of an adjacent parking space or spaces.
5. A vehicle which is parked in such a manner which prohibits, unreasonably interferes with or impedes vehicular access.
6. A vehicle which is prohibited from being on the Condominium Property as set forth in Section IV B of this Resolution.
7. A motorcycle that is parked in a reserved parking space which prohibits, unreasonably interferes with or impedes the normal use of an adjacent parking space.

**THE MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.  
GENERAL RESOLUTION NO. 03-1**

A Resolution pertaining to the Parking of Vehicles on the Maryland Farms Condominium.

WHEREAS, Article XIII, Section 1, of the By-Laws of Phase I, Phase II, and Phase M, the Maryland Farms Condominium Corporations provides that the Board of Directors of the said Corporations may regulate parking and traffic control on the Condominium; and,

WHEREAS, Resolution delegating duties to the Maryland Farms Community Services Association, Inc., Board of Directors has been duly adopted by Phase I, Phase II, and Phase M Corporations authorizing the Maryland Farms Community Services Association, Inc., Board of Directors to act in their behalf; and,

WHEREAS, Section 5 of Article VIII of the By-Laws of the Maryland Farms Community Services Association, Inc. authorized the adoption and promulgation of rules for the use of the common areas or Community facilities; and,

WHEREAS, The Board of Directors recognizes a need to add a provision to the Parking Policy Resolution 02-06 adopted November 26, 2002.

NOW THEREFORE, BE IT RESOLVED THAT:

Paragraph 14 be added under Section IV.C., which states

“A resident who finds a vehicle violating his reserved parking space may have the vehicle towed. The towing company currently engaged to provide towing services for the Association must be used. The resident will use his parking assignment card to prove his right to the numbered space.”

This Resolution is adopted by the Maryland Farms Community Services Association, Inc. this 28th day of January 2003.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

THE MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.  
GENERAL RESOLUTION NO. 02-3

A Resolution pertaining to the inspection and scheduling of roof replacements at Maryland Farms Condominium.

WHEREAS, Resolution delegating duties to the Maryland Farms Community Services Association, Inc., Board of Directors has been duly adopted by Phase I, Phase II, and Phase M Corporations authorizing the Maryland Farms Community Services Association, Inc., Board of Directors to act in their behalf; and,

WHEREAS, the Managing Agent, Management's Engineer and the Maryland Farms Engineer will routinely during the months of April and May of every year inspect the roofs and determine which roofs, if any, need to be replaced during the spring and summer of the following fiscal year. This will make the Board of Directors aware of possible reserve expenditures which will be spent the following year.

This Resolution is adopted by the Maryland Farms Community Services Association, Inc. this 23<sup>rd</sup> day of April 2002.

ATTEST:

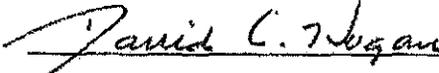
Lee A Phillips 4/25/02  
Secretary

David L. Wagon 4/25/02  
President

VIII. Severability

If any provision is ruled invalid, the remainder of these rules shall remain in full force and effect.

ATTEST:

  
\_\_\_\_\_  
David A. Hogan, President

7/13/01  
\_\_\_\_\_  
Date

I hereby certify that this Policy Resolution was adopted by the Board of Directors on June 26, 2001 and that a copy of this resolution was mailed to the homeowners of Maryland Farms Community Services Association, Inc. on May 17, 2001.

This policy resolution shall become effective on June 26, 2001.

  
\_\_\_\_\_  
Lee Phillips, Secretary

**Policy Resolution 01-1**  
**Maryland Farms Community Services, Inc.**  
**Antennae Resolution**

I. Preamble

These rules are adopted by the Board of Directors of Maryland Farms CSA, Inc. on the 26th day of June, 2001 to be effective immediately.

Recitals

WHEREAS, the Council of Unit Owners of Maryland Farms CSA, Inc. ("the Council") is responsible for the governance and maintenance of Maryland Farms CSA, Inc. ("the Condominium"); and

WHEREAS, the corporation is the legal entity comprising the council of unit owners of Maryland Farms CSA, Inc. a condominium established pursuant to the Real Property Article, Section 11-101 et seq., Annotated Code of Maryland (1988 Replacement Volume) (the "Maryland Condominium Act") by the recordation of a Master Deed, Declaration, Bylaws and condominium plats in the Land Records of Prince George's County, Maryland located at Liber 4472, folio 656, et seq.; and

WHEREAS, the Council through the Board of Directors is authorized to adopt and enforce reasonable rules and regulations in the interest of the Condominium, pursuant to Article V, Section 3(d) of the Bylaws; and

WHEREAS, Article X, Section 3(k) of the Bylaws provides that "no outside television or radio aerial or antenna, or other aerial or antenna, for reception or transmission, shall be maintained upon any condominium unit or upon any common elements without prior written consent of the Board of Directors"; and

WHEREAS, pursuant to Section 207 of the Telecommunications Act of 1996 ("Act"), the Federal Communications Commission ("FCC") has adopted a rule ("FCC Rule") clarified by a First Report and Order Pertaining to the Over-The-Air Reception Devices ("OTARD") Rule and Second Report and Order Pertaining to the OTARD Rule, which prohibits restrictions which impair installation, maintenance or use of certain satellite dishes and antennas; and

WHEREAS, the FCC Rule prohibits enforcement of community association covenants and rules and regulations which: (1) unreasonably delay or prevent installation, maintenance, or use of certain regulated satellite dishes and antennas; (2) unreasonably increase the cost of installation, maintenance or use of such satellite dishes and antennas; or (3) preclude the reception of an acceptable quality signal by such satellite dishes and antennas.

4. Owners shall be responsible for antenna repainting or replacement if the exterior surface of the antenna deteriorates.

#### E. Safety

1. Antennas shall be installed and secured in a manner that complies with all applicable county and state laws and regulations, and manufacturer's instructions. Owners, prior to installation, shall provide the Association with a copy of any applicable governmental permit if required for safety reasons.
2. Antennas shall not obstruct access to or exit from any unit, walkway, ingress or egress from an area, electrical service equipment, or any other area necessary for the safe operation of the Condominium. The purpose of this requirement is to ensure the safety of Condominium residents and personnel, and safe and easy access to the Association's physical plant.
3. To prevent electrical and fire damage, antennas shall be permanently grounded.
4. Any installer other than the owner shall provide the Association with an insurance certificate listing the Association as a named insured prior to installation. Insurance shall meet the following limits:
  - (1) Contractor's General Liability of \$1,000,000 (including completed operations).
  - (2) Workers' Compensation: Statutory Limits.

The purpose of this regulation is to ensure that antennas are installed in a manner that complies with building and safety codes and manufacturer's instructions. Improper installation could cause damage to structures, posing a potential hazard to Association residents and personnel.

#### IV. Antenna Removal

Antenna removal requires restoration of the installation location to its original condition. Owners shall be responsible for all costs relating to restoration of this location.

#### V. Registration Process

Any owner who wishes to install an antenna must complete a registration form and submit it to the Board of Directors within thirty (30) days of the date of installation. The installation of a permitted antenna as set forth in Section II(A) and III(A) of these restrictions and regulations may be installed without prior approval, so long as such installation remains in compliance with these restrictions and regulations, unless specifically waived by the Board of Directors.

**Registration of Installed Antenna on Individually-Owned or Exclusive-Use Area**

Unit/Home Owner(s): \_\_\_\_\_

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

In rented, tenant's name: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Telephone (night): \_\_\_\_\_

Type of Antenna: \_\_\_\_\_

Direct Broadcast Satellite \_\_\_\_\_ 18 inch \_\_\_\_\_ other \_\_\_\_\_ size

Television Broadcast \_\_\_\_\_

Multichannel Multipoint Distribution Service \_\_\_\_\_ size \_\_\_\_\_

Company Performing Installation: \_\_\_\_\_

Please attach copies of appropriate insurance certificate(s).

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

Phone Number: \_\_\_\_\_

License Number: \_\_\_\_\_

Identify Installation Location: Rear Deck \_\_\_\_\_ Other \_\_\_\_\_

Identify Other: \_\_\_\_\_

Date Installation Performed: \_\_\_\_\_

**MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.  
ADMINISTRATIVE RESOLUTION NO. 98-7**

**RELATIVE TO LEASING CONDOMINIUM UNITS**

Date: April 24, 1998  
Revised: November 28, 2000

WHEREAS, Article V, Section 3(d) grants the Board of Directors of the Maryland Farms Community Services Association, Inc. (the "Association") the authority to promulgate any rules and regulations deemed necessary for the benefit and enjoyment of the Condominium; and

WHEREAS, Article V, Section 3(d) empowers the Board of Directors to undertake all actions necessary for the administration of the affairs of the Association, not precluded by law;

WHEREAS, Article X, Section 2 provides that any owner of a condominium unit who shall lease such unit shall, promptly following execution of such lease, forward a conformed copy thereof to the Board of Directors;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Maryland Farms Community Services Association, Inc. hereby establishes, effective November 28, 2000, the following procedure relating to the leasing of units at Maryland Farms.

**I. THE LEASE ADDENDUM**

All unit owners who lease units at Maryland Farms shall execute a lease addendum substantially similar to the lease addendum attached hereto as Exhibit A.

All unit owners are required to provide a Lease Addendum substantially similar to the Lease Addendum attached hereto as Exhibit A to any real estate agent, management company and/or any other entity assisting in the rental of the unit.

## LEASE ADDENDUM

THIS LEASE ADDENDUM to a certain lease dated \_\_\_\_\_ ("Lease") with an address of \_\_\_\_\_, Maryland (the "Unit") in the Maryland Farms Condominium, \_\_\_\_\_ County, Maryland, is made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by and between \_\_\_\_\_, owner(s) of the Unit (hereinafter called "Landlord"), and \_\_\_\_\_ (hereinafter called "Tenant(s)"), who comprise all of the occupants leasing the above-referenced Unit in the Council of Unit Owners of Condominium (hereinafter "Association").

### WITNESSETH THAT:

In consideration of the mutual covenants, promises and agreements contained in the Lease and herein, Landlord and Tenant hereby agree as follows:

#### 1. Compliance with Association Documents.

- A. Tenant shall comply strictly with the Declaration of Covenants, Conditions and Restrictions, Amended and Restated Bylaws, and any and all rules and regulations as the Board of Directors of the Association may from time to time promulgate for \_\_\_\_\_ Condominium (hereinafter collectively referred to as the "Association Documents") and as any of the foregoing may be lawfully amended from time to time. Tenant shall control the conduct of his or her family and guests to assure compliance with the foregoing and shall indemnify and hold Landlord and the Association harmless from any direct or indirect damages for any such person's failure to comply. Failure to comply with the provisions of the Association Documents shall constitute a material breach or default of the Lease and shall entitle the Landlord to all remedies available to the Landlord in the event of a material breach or default including eviction of Tenant. If Tenant, or Tenant's family or guests, after receiving written notice from the Association, continues to fail to comply with the Association Documents, the Association at the Landlord's expense if the Landlord fails to do so, upon an additional ten (10) days notice to the Tenant, may initiate eviction proceedings and the Association shall be entitled to all other remedies available under the Association Documents and by law. Such remedies available to the Association shall include, but not be limited to, an action against the Landlord or Tenant for damages or injunctive relief or the imposition of any other sanction authorized by the Declaration or Bylaws or available at law or in equity. Remedies shall be deemed cumulative.

(including any extension, renewal or holdover term), liability insurance against all claims on account of personal injury and property damage, including without limitation, all personal property, for which Tenant may as a result of use or occupancy of the Unit and/or the facilities and common elements of the Association become liable or suffer loss in an amount acceptable to Landlord. Tenant shall provide Landlord with a certificate of insurance evidencing compliance with this section.

6. Required Alterations. If at any time during the Lease term or any extension, renewal or holdover term, a particular use which the Tenant makes of the Unit requires repairs, alterations or additions to the Unit in order to comply with requirements of any governmental authority or otherwise, the prior written permission of the landlord and the Association are required.
7. General Rules. Tenant hereby acknowledges receipt of a copy of the Declaration, Bylaws and Rules and Regulations of the Association, and any amendments thereto, and hereby agrees to abide by them and all provisions of the Association Documents.
8. Construction. The Lease and this Lease Addendum shall be governed by and construed in accordance with Maryland Law.
9. Term of Lease. No Lot shall be leased for a term of less than one ( 1 ) year. Extensions of a lease must be for a term of not less than one ( 1 ) year.
10. Binding Effect. The parties hereto expressly agree and affirm that they have each read, understand and agree to be bound by the terms of this Lease Addendum. Further, the parties expressly agree that the terms of this Lease Addendum shall be incorporated entirely within the Lease Agreement. The singular shall include the plural and the male gender shall include the female, wherever the context shall so required. In the event that two or more persons are listed as Tenants or reside on the demised premises, the liability of such persons shall be joint and several.
11. Severability and Conflicts. The invalidity of any part of this Lease Addendum shall not impair or affect in any manner the validity or enforceability of other provisions of this Lease Addendum. In the event of a conflict between the terms of this Lease Addendum and the Lease Agreement, the terms of this Addendum shall control.
12. Copies of Lease. Landlord and Tenant hereby agree that Landlord shall provide a conformed copy of any Lease Agreement, Lease Addendum and Tenants Certificate of Insurance to the Association by delivering all to the Association's managing agent, at the On-Site Management Office or the Board of Directors within thirty (30) days of its execution.

**RESOLUTION ADOPTING EMPLOYEE POLICY ON  
SUBSTANCE ABUSE AND DRUG TESTING**

**WHEREAS**, Article V, Section 3 (c), of the Bylaws of Maryland Farms Community Services Association provides the Board of Directors with the necessary powers and duties to administer the designation, hiring and/or dismissal of the personnel necessary for the good working order of the condominium project and for the proper care of the general or limited common elements and to provide services for the project in a manner consistent with law and the provisions of the Bylaws and the Master Deed; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors has adopted the foregoing Employee Policy On Substance Abuse And Drug Testing.

Dated this 28th day of March, 2000.

**Substance Abuse**

It is the policy of Maryland Farms Community Services Association, Inc. ("Maryland Farms") that no employee shall work, report to work or be present on Maryland Farms' premises under the influence of alcohol or controlled substances. Such substances affect job safety and performance. The unlawful or unauthorized manufacture, distribution, possession, sale or use of alcohol or controlled substances or drug paraphernalia on Maryland Farms' premises is strictly prohibited. An employee found to be in violation of the foregoing policy regarding substance abuse may be subject to immediate dismissal.

An employee must advise the On-Site Manager or Community Manager if he or she is taking any prescription drugs that may impair physical or mental abilities necessary to perform the responsibilities of his or her job and must refrain from performing such responsibilities while taking the prescription drugs.

**Drug Testing**

Subsequent to the date of this resolution, it is the policy of Maryland Farms to require each new applicant for employment to successfully pass a test for the use or abuse of any controlled dangerous substance or alcohol. The time and place of each drug test is at the discretion of the On-Site Manager or Community Manager, so long as the specimen is tested by a laboratory that holds a valid permit under §17-214, Health-General Article, of the Maryland Code Annotated, or if the laboratory is located out of state, is certified or otherwise approved under subsection (e) of §17-214. At the time of testing, at the applicant's request, the

THE MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.  
GENERAL RESOLUTION NO. 98-6  
EXECUTION OF STATEMENT OF LIEN

WHEREAS, Article V, Section 3 of the Bylaws states that "the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all acts and things as are not required by the Act or the Association Documents to be exercised and done by the members;" and

WHEREAS, the Board of Directors has retained Chadwick, Washington, Olters, Moriarty & Lynn, P.C. to provide legal representation to the Association, which shall include but not be limited to the pursuit of collection action members who become delinquent in the payment of assessments and charges due to the Association; and

WHEREAS, the Board of Directors has adopted a collection policy whereby statements of lien may be recorded against the property owned by a member who becomes delinquent in the payment of assessments and charges due to the Association; and

WHEREAS, the Board of Directors desires to expedite the process of recording a statement of lien against the property owned by a member who becomes delinquent in the payment of assessments and charges due to the Association.

NOW THEREFORE, BE IT RESOLVED THAT as of this 24th date of March, 1998:

I. An attorney licensed to practice law in the State of Maryland and who is employed by the law firm of Chadwick, Washington, Olters, Moriarty & Lynn, P. C. may execute statements of lien as agent for or on behalf of Maryland Farms Community Services Association, Inc.

**THE MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.**

**RESOLUTIONS ACTION RECORD**

Resolution Type: General No. 95-2

Pertaining to: Assessment Collection

Duly revised at a meeting of the Board of Directors of The Maryland Farms Community Association Services Association, Inc., held February 24, 1998.

Motion by: GF Seconded by: CC

VOTE:

NAME	OFFICE	YES	NO	ABSTAIN	ABSENT
<u>Barry Parker</u>	<u>President</u>	<u>g</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Gary Fullerton</u>	<u>Vice President</u>	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Lee Phillips</u>	<u>Secretary</u>	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Howard Tucker</u>	<u>Treasurer</u>	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Michael Mercurio</u>	<u>Director</u>	<u>_____</u>	<u>_____</u>	<u>X</u>	<u>_____</u>
<u>Grace Canada</u>	<u>Director</u>	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Cece Lichtenstein</u>	<u>Director</u>	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

ATTEST:

Lee A Phillips  
Secretary

2-24-98  
Date

FILE:

Book of Minutes - 1998

Resolution Effective, February 24, 1998

1. Assessments shall be due and payable on the first day each month and considered delinquent if the payment has not arrived in the managing agents office by the first day of the month;
2. Payment coupons are provided to all owners once a year. Non-receipt of the payment coupons will not relieve any owner of the obligation to remit the timely payment of Assessments.
3. Any account which has an outstanding balance of any amount owed to the Association not received by the fifteenth (15th) day of the month will incur a late fee of \$15.00 plus the cost of the late notice including postage. Those accounts more than fifteen days delinquent shall also bear interest from the due date until paid at the maximum rate of 6% per annum as permitted in the Bylaws
4. On or about the 16th of each month a late notice will be mailed to those owners delinquent as of the 15th, at such address which is reflected on the Association's records.
5. Any account which remains delinquent for thirty (30) days shall be referred to the Association's legal counsel to pursue legal action, including but not limited to the following: acceleration of the annual assessment, recordation of a statement of lien against the member's property, initiation of foreclosure proceedings against the member's property and the initiation of a personal suit against the member. The Association's legal counsel shall pursue legal action against a delinquent member in accordance with the applicable provisions of the Maryland Condominium Act, the Maryland Contract Lien Act and the Association's Declaration and Bylaws. The member shall be responsible for the payment of all attorney's fees assessed to the account by the Association's legal counsel during the pursuit of collection efforts.
6. Lien costs, management agent collection costs, and other such charges are to be charged to the homeowner.
7. All checks returned unpaid must be replaced with a certified check or money order and will incur a service charge certified check of twenty five dollars (\$25.00). In the event an owner's check is returned, the Board of Directors reserves the right to require all future payments by such owner to be in the form of certified check or money order.
8. Late fee waivers will not be discussed by the Board except in situations involving the death or serious illness of the unit owner or immediate family, or in the case of a national disaster. The managing agent is hereby authorized to deny any late fee waiver request not meeting this criteria.
9. Whenever a unit owner has a balance due on their account for thirty days or more, the reserved parking space for that unit will automatically be converted to a visitor's space until the account is paid in full, including all legal fees and administrative costs related to the delinquency. The reserved parking space will be returned to the unit owner no later than ten days after the owner's check has cleared the

THE MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.  
GENERAL RESOLUTION NO. 98-2

A Resolution pertaining to the Parking of Vehicles on the Maryland Farms Condominium.

WHEREAS, Article XIII, Section I, of the By-Laws of Phase I, Phase II, and Phase M, the Maryland Farms Condominium Corporations provides that the Board of Directors of the said Corporations may regulate parking and traffic control on the Condominium; and,

WHEREAS, Resolution delegating duties to the Maryland Farms Community Services Association, Inc., Board of Directors has been duly adopted by Phase I, Phase II, and Phase M Corporations authorizing the Maryland Farms Community Services Association, Inc., Board of Directors to act in their behalf; and,

WHEREAS, Section 5 of Article VIII of the By-Laws of the Maryland Farms Community Services Association, Inc. authorized the adoption and promulgation of rules for the use of the common areas or Community facilities; and,

WHEREAS, The Board of Directors recognizes a need to revise Paragraph 3 of the Rules for Parking and Traffic Control on the Maryland Farms Condominium adopted September 27, 1983.

NOW THEREFORE, BE IT RESOLVED THAT:

Paragraph three

"All vehicles must be parked, front end toward the curb, within lines designating the parking spaces and shall be parked so as not to obstruct the sidewalks or to interfere with the normal flow of traffic."

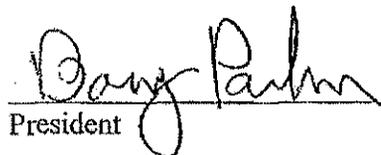
be revised to state that:

"All vehicles must be parked within lines designating the parking spaces and shall be parked so as not to obstruct the sidewalks or to interfere with the normal flow of traffic."

This Resolution is adopted by the Maryland Farms Community Services Association, Inc. this 27th day of January 1998.

ATTEST:

  
Secretary

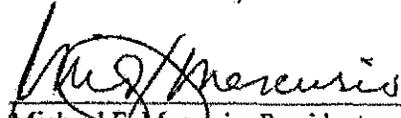
  
President

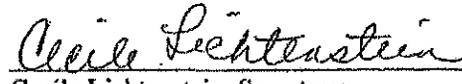
RESOLUTION NO. 97-4  
(ORIGINALLY NO. 88, REVISED JULY 27, 1993)

GENERAL RULES

1. Storage lockers shall be assigned one per unit. Extra lockers will be rented on a yearly basis for \$50.00 a year on a first come, first served basis. Failure to pay the annual fee within fifteen (15) days of billing will be considered abandonment of the locker, all items will be removed and disposed of and the locker will be re-rented.
2. No items may be stored in any storage locker that are considered a fire, safety or health hazard, or which are in violation of applicable local laws.
3. Items stored may not go above 18" sprinkler line (marked in red), as stated by the Prince George's County Fire Marshall.
4. Although every effort is made to safeguard property, management and the Association assume no responsibility for loss or damage to the articles stored.
5. The assigned storage lockers must be kept locked at all times.
6. In the event that lockers appear to be abandoned, or if the stored articles are causing problems to other lockers, the owner may be notified to correct the problem or else may be fined or evicted from the storage locker.
7. Emergency or repair situations may dictate that Association personnel may need access to the storage lockers. Every effort will be made to contact the owner; however, it is possible that the lock may have to be cut to gain entry.
8. The unit owner's right to use and occupy a storage locker shall be subject to and subordinate in all respects to the provisions of the Declaration, Bylaws, and the Rules and Regulations.
9. Unit owners may not transfer the use of their assigned storage lockers to anyone other than the owners' tenants. Lockers may not be leased to anyone, except by the Association.
10. All unit owners who are assigned a storage locker must sign an approved release form available through the Association.

Effective: March 25, 1997

  
\_\_\_\_\_  
Michael P. Mercurio, President  
Maryland Farms CSA, Inc.

  
\_\_\_\_\_  
Cecile Lichtenstein, Secretary  
Maryland Farms CSA, Inc.

## **RULES AND REGULATIONS GOVERNING USE OF SWIMMING POOL**

The following rules and regulations are for the benefit and protection of all residents using the swimming pool and to assure the safe and sanitary operation of the pool facilities. Your cooperation in observing all requirements will assure pleasant conditions in the pool and surrounding areas.

### **RECREATION CARDS:**

1. You will not be admitted to the pool without your Recreation Card, and remember - cards are nontransferable and may be reclaimed by Management for cause. All cards will be retained by the lifeguards until departure.
2. Try not to lose your card. If cards are lost, there is a \$7.00 charge for replacement.
3. The lifeguards have the authority to revoke your cards for reasons of misconduct. These rules are for your protection, please abide by them.
4. All guests entering the pool must be accompanied by a bonafide resident of the Community. A fee of \$3.00 is to be paid to the lifeguards for each guest entering the pool. Guests may not enter alone.

### **ADMISSION OF CHILDREN:**

1. Children 9 years of age and under must be accompanied by a responsible person, age 16 or older. Children age 10 to 13 must pass a swim test approved by the lifeguards or be accompanied by a responsible person, age 16 or older.
2. Community residents 5 years of age and under need not purchase a Recreation Card and will be admitted only when accompanied by one of their parents or a legal guardian.
3. Children 2 years of age and under may be allowed in the pool with an adult in a restricted area during the 15 minutes rest period (one child per adult), provided a guard is on duty.

### **HEALTH AND SANITATION:**

1. Please shower before entering the pool.
2. The Health Department requires that anyone with skin abrasions, colds, coughs, inflamed eyes, infections, or anyone wearing bandages not be allowed to use the pool.
3. Expectorating or nose blowing in the pool is strictly prohibited.
4. The "Diaper Brigade" must wear rubber pants in either pool.
5. No gum allowed in pool and picnic areas.
6. No pets allowed in pool and picnic areas.

**THE MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.  
GENERAL RESOLUTION NO. 95-8**

**1996 ANNUAL BUDGET AND INCOME ELECTION**

Date: November 28, 1995

WHEREAS, Article V, Section 3 of the Bylaws states that "the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by the Act or the Association Documents to be exercised and done by the members;" and

WHEREAS, Article V, Section 3 of the Bylaws provides that the Board of Directors shall have the power to and "To provide for the establishment, collection, use and expenditure of assessments and/or carrying charges from the members and to provide for the assessment and/or enforcement of liens therefor in a manner consistent with law and the provisions of these Bylaws and the Declaration and; and

WHEREAS, A draft of the budget was sent to all owners of record on October 22, 1995, with the 30 day notice of a public hearing on the budget scheduled on November 28, 1995. The public hearing was conducted as announced; and

NOW ,BE IT RESOLVED, that the budget attached as Exhibit A is approved for the 1996 budget year; and

That "The Association elects to apply all or part of the excess assessment income from 1995 to the following year's assessments and that such final amount shall be at the Board's discretion."

THE MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

GENERAL RESOLUTION NO. 95-1

DEPOSITORY ACCOUNT AND OPERATING FUND PROCEDURES

Date: February 28, 1995

WHEREAS, Article V, Section 3 of the Bylaws states that "the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by these Bylaws directed to be exercised and done by the members;" and

WHEREAS, Article V, Section 3.b of the Bylaws provides for "establishment, collection, use and expenditure of assessments and/or enforcement of liens therefor in a manner consistent with law and the provisions of these Bylaws and the Declaration;" and

WHEREAS, the Board of Directors desires to designate a federally insured depository for operating funds; and

WHEREAS, the Board of Directors desires to establish the authority for disbursing operating funds; and

WHEREAS, the operating funds include all income and expenses related to the routine operation of the Condominium; and

WHEREAS, the operating funds include petty cash accounting; and

WHEREAS, the replacement reserve funds are considered separate from the operating funds and covered by a separate resolution;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Community Management Corporation is authorized to open an

established by the Board of Directors. A petty cash voucher will be submitted by the Assistant Community Manager to replace funds when disbursed. The voucher must have a receipt attached to the voucher in order for funds to be replaced. If cash funds are needed for special or scheduled events, a special check will be issued to the Board member or Committee chair. The reconciliation of such a special check will be in the same manner as reconciliation of the petty cash fund.

3. Such depository account for all funds shall be federally insured and shall bear interest at the prevailing rate offered by the depository institution for similar accounts.

4. CMC is also authorized to designate the CMC signatories for such account.

5. Transfer of reserve funds to and from the operating account will be made only upon prior written authorization by the Board of Directors using the procedures established by a separate resolution.

MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.  
BALCONY/PATIO RULES

1. Patio furniture is defined to be all weather (i.e. metal, vinyl and wood) will be allowed so long as it is kept in good condition and is not attached to common property.
2. Planter racks or tables that are a finished product sold for that purpose will be allowed. Flower boxes, flowerpots and hanging baskets can be kept so long as they are appropriately planted and remain inside the vertical plane of the railing. During the non-growing seasons, such boxes, pots, and baskets may remain on the balcony unplanted. Dead plants must be removed immediately.
3. Fruit and vegetable trees or plants will be allowed provided they are properly maintained.
4. Bicycles in operating condition will be allowed. No more than two bicycles may be kept on any balcony or patio. Children's riding toys may not be kept on balconies or patios.
5. Seasonal decorations will be allowed.
6. Barbecue grills cannot be used and are not permitted to be stored on any balcony or patio.
7. Birdfeeders and birdhouses are permitted on all levels. Birdbaths are permitted on ground level only. Proper maintenance and cleanliness of the surrounding area is required.
8. People desiring items not listed above should submit a written request to the Board of Directors for consideration.

These rules will be enforced under the standard rules enforcement process for Maryland Farms, and are effective the 14th day of July, 1992.

ADOPTED BY THE BOARD OF DIRECTORS ON:

Date: 6-25-92

Michael F. Mercurio  
Michael F. Mercurio, President

Date: 6/25/92

Cecile M. Lichtenstein  
Cecile Lichtenstein, Secretary

NUMBER OF BOARD MEMBERS

POLICY  
RESOLUTION 21

MARYLAND FARMS  
COMMUNITY SERVICES  
ASSOCIATION, INC.

A Resolution Pertaining to the number of members serving on the Board of Directors.

WHEREAS, The By-Laws of the Maryland Farms Community Services Association, Inc. Article V, Section 1, state "The affairs of the Association shall be governed by the Board of Directors composed of an uneven number of at least three (3) natural persons and not more than nine (9) natural persons."

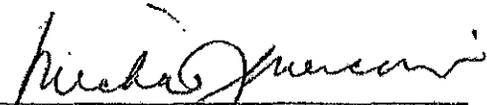
WHEREAS, The Board Of Directors desires to increase the number of Board Members.

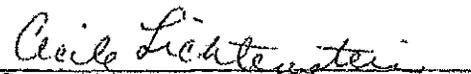
NOW THEREFORE, BE IT RESOLVED THAT, the following Policy Resolution be enacted:

The number of Board Members shall be ~~five~~<sup>seven</sup> (7).

This resolution shall become effective at the Annual Meeting of the Association of 1992.

In witness whereof, we being Directors of Maryland Farms Community Services Association, Inc. have set our hands this 24th day of March 1992.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

POLICY RESOLUTION 20

OF MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION INC.  
OF BELTSVILLE, MARYLAND

A resolution pertaining to the payment of out of pocket expenses incurred by Officers, Board Members, Committee Members, and others.

WHEREAS, the Maryland Farms Community Services Associations, Inc. By-laws, Article VII, Section, 1, states, "The Association shall indemnify every officer and director of the Association against any and all expenses....."

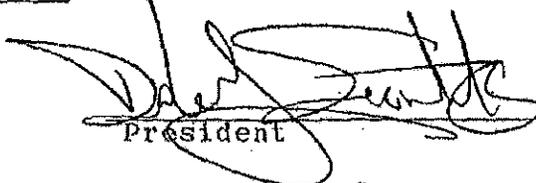
WHEREAS, the Board of Directors desires to clarify what these expenses are:

NOW THEREFORE, BE IT RESOLVED THAT, the following Policy Resolution be enacted:

1. Persons wishing reimbursement, shall submit, to the President of the Association, a voucher listing such expenses that are reimbursable along with receipts where available. Reimbursable expenses shall be defined as:

- A. Travel to condominium related meeting or functions. (Auto milage at gov't rate, fares, tolls, and parking)
- B. Postage for condominium related business.
- C. Phone charges for call of an emergency nature.
- D. Other expenses as approved by the Board of Directors.

In witness whereof, we being Directors of the Maryland Farms Community Services Association, Inc. have here set our hands this 25<sup>th</sup> day of February 1982.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## GUIDELINES FOR ASSESSMENTS

Listed below are guidelines for imposing Assessments by the hearing board. Since they are meant to be Guidelines which provide latitude for the hearing board, they do not negate the responsibility of the Hearing Board to take into consideration the seriousness of an offense and/or the attitude of the alleged violator.

As rules are added or deleted, this list may be updated as necessary.

RULE	1st HEARING	2nd HEARING	3rd HEARING
PETS	\$25 - \$50	\$50 - \$100 (MENTION POSSIBLE REMOVAL OF PET)	\$150 - \$300 AND REMOVAL OF PET
LEAKS	30 DAYS TO REPAIR	\$10/DAY UNTIL REPAIRED TO \$1000 MAX FROM DATE OF LETTER OF NOTIFICATION	ADVISE COMPLAINTANT TO RESOLVE THROUGH COURTS
NOISE	\$25 - \$100	\$50 - \$200	\$200 - \$300 AND REMOVE COMMUNITY PRIVILEGES, ie. POOL, TENNIS COURTS
LITTER/TRASH	\$15 - \$50	\$50 - \$100	\$100 - \$200
PATIOES/ BALCONIES	\$15 - \$25	\$25 - \$75	\$75 - \$150
LEASES	\$25 - \$50 AND 30 DAYS TO PRESENT LEASE	\$10/DAY TO \$1000 TO PRESENT LEASE	
COOKING ON BALCONIES	\$250 AND ADVISE COMPLAINTANT TO CALL FIRE OR POLICE  ADVISE VIOLATOR RE: COUNTY FINE	\$1000 (COUNTY FINE)	

CONTINUED ON NEXT PAGE

- D. If, over an extended period of time, a Hearing Board member shows no interest in the Hearing Board, i.e., does not attend meetings without sufficient reason, etc., the member will be relieved of his/her place on the Hearing Board.
- E. All hearings will be held in private. This should not deter members of the Board of Directors from observing the Hearing Board proceedings when necessary. Accommodations will be made for those awaiting each hearing.
- F. All persons involved in a complaint brought before the Hearing Board will be given the opportunity to speak and present evidence.
- G. When a complainant does not appear or submit an affidavit for the hearing, the complaint will be dismissed without discussion with the alleged violator.
- H. When an alleged violator does not appear at the hearing, the Hearing Board will hear the complainant and an automatic "responsible" decision will be imposed.
- I. One hearing postponement will be allowed both the complainant and the alleged violator, provided the individual notifies the Office before the hearing.
- J. Questions or clarifications regarding rules or By-Laws which Hearing Board members may have during the process of the hearing, will be deferred until the Executive Session.
- K. An Executive Session of the Hearing Board will be held after all complaints have been heard. At the Executive Session the hearings will be discussed and decisions regarding the responsibilities and assessments, etc. will be made.
- L. A decision regarding "responsibility" or "innocence" will be made, based on the facts presented during the hearing and a majority vote of the Hearing Board.
- M. When it becomes apparent that a complaint is the result of a personality conflict and a reasonable solution cannot be reached, the complainant and the alleged violator will be advised in the form of a letter that the problem will have to be handled outside the Association's hearing process. Two possible alternatives the Hearing Board can recommend are:
  - 1. Either the P.G. County or Montgomery County Mediation Boards, or,
  - 2. Small claims court.

~~RESOLUTION~~ RESOLUTION  
BALCONY REPLACEMENTS  
MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.

WHEREAS, the Board of Directors has the power and responsibility to handle the common funds of the Association; and

WHEREAS, the Board of Directors has received a report from the Treasurer of the Association after consultation with the Management Agent regarding the handling of excess funds in the 1991 fiscal year; and

WHEREAS, the Board of Directors recognizes the need to increase the funding of the replacement of the concrete balcony slabs in Code 8007 of the Replacement Reserve Funds;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors accepts the report of the Treasurer and approves the designation of \$20,000.00 of excess funds from the 1991 assessments and segregate them to the Replacement Reserve Fund (Code 8007) for concrete balcony replacements.

RESOLUTION ADOPTED BY THE BOARD OF DIRECTORS ON

Date: 10/29/91

[Signature]  
President

Date: 10/29/91

Cecile M. Lichtenstein  
Secretary

DATE ADOPTED: 10/29/91

/cei

#### ARTICLE 7 - DUTIES OF OFFICERS

- A. Chairperson - The Chairperson shall preside at all meetings and notify the CSA office for use of the Recreation Hall.
- B. Vice Chairperson - The Vice Chairperson shall perform the duties of an absent chairperson and perform such duties as are assigned by the chairperson.
- C. Secretary/Treasurer - The Secretary/Treasurer shall maintain meeting minutes, produce written communications as necessary and administer funds as necessary.
- D. Active Members - The Active Members shall perform such duties as are assigned by the chairperson.

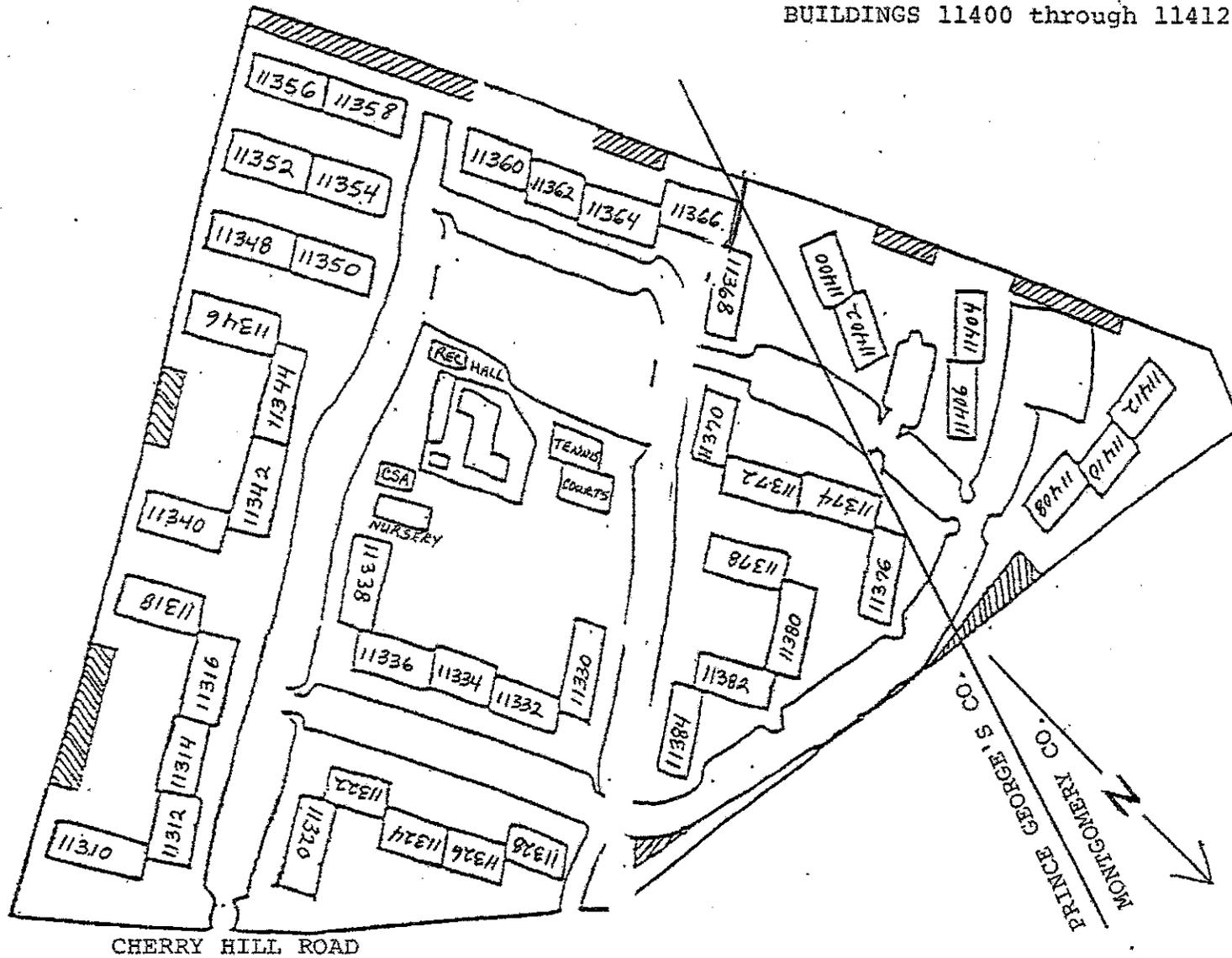
#### ARTICLE 8 - EVENTS

All events sponsored by the Maryland Farms Activity Committee will be approved by the MD Farms Activity Committee Board and will then be submitted to the CSA office and Management for distribution and approval by the CSA Board Members. All planned functions will be submitted in writing over Committee Chairperson's signature.

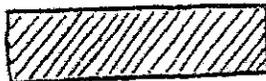
The Activities Committee will be responsible for submitting appropriate rules related to the specific activity prior to every event for approval of the CSA Board. These rules will be submitted two (2) weeks prior to the monthly Board of Directors Meeting. Rules submitted will include but not be limited to guidelines on security, attendance and supervision of the given activity.

*approved July 23, 1991*

BUILDINGS 11310 through 11350 - Ph. II  
 BUILDINGS 11352 through 11384 - Phase I  
 BUILDINGS 11400 through 11412 - Phase M



Designated dog walking areas



POLICY RESOLUTION 12

MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.

A Resolution pertaining to Pet Rules at the Maryland Farms Condominium.

WHEREAS, Section 5 of Article VIII of the By-laws of the Maryland Farms Community Services Association, Inc. provides that the Board of Directors may adopt rules for the use of the common areas; and,

WHEREAS, there is a need to adopt Community-wide pet rules that shall apply consistently to all residents of the Condominium.

BE IT RESOLVED THAT:

"The attached Pet Rules are hereby adopted for the Maryland Farms Condominium by the Maryland Farms Community Services Association, Inc. Board of Directors and that the attached Resolutions and Rules shall be effective upon passage and shall continue in full force and effect until and unless revised or amended by the Maryland Farms Community Services Association, Inc. Board of Directors."

This resolution is adopted by the Maryland Farms Community Services Association, Inc. Board of Directors this 23rd day of January 1990.

ATTEST:

Josephine Michael  
SECRETARY, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

Dale Roberts  
PRESIDENT, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

1/23/90  
DATE OF ADOPTION

RESOLUTION 14

A resolution pertaining to the commercial use of common elements.

WHEREAS, the Board of Directors has the responsibility to establish policies for the Association, and;

WHEREAS, the Board of Directors recognizes a need to clarify the commercial use of common elements,

NOW, THEREFORE, BE IT RESOLVED THAT:

The following statement:

Article X, Section 3(h) of the ByLaws

"no part of the common elements shall be used for commercial activities of any character. This subsection shall not apply to the use of the common elements and of condominium units by the Grantor for display, marketing, promotional or sales purposes or as "model" condominium units."

be defined to include parking lots, hallways and bulletin boards. Commercial use shall include, but not be limited to, the placing or causing to be placed advertising, promotion, or any other material related to trade or commerce not specifically approved by the Board of Directors of the Association.

This Resolution is adopted by the Maryland Farms Community Services Association, Inc. this 26th day of

June, 1990.

ATTEST:

Josephine Michael  
Secretary

Dale J. [Signature]  
President

POLICY RESOLUTION \_\_\_\_\_

MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.

ELECTION PROCEDURES

I. ELECTION COMMITTEE

A. Establishment

The President of the CSA Board will establish and appoint members to an Election Committee, at least eight (8) weeks prior to the third week in May, when elections are called for in the By-Laws. The President will publicly solicit volunteers from among the qualified Maryland Farms unit owners.

B. MEMBERSHIP

The Committee should consist of a minimum of five (5) individuals, if possible, and all members must be unit owners in good standing of Maryland Farms.

C. CHAIR

The President of the CSA Board of Directors will select and appoint the Chairperson and Vice-Chairperson for the Election Committee at the beginning of the election process.

D. DUTIES

The Election Committee members should promote interest in the election in a nonpartisan fashion but may not solicit votes for any candidate. The on-site Property Manager or Management Agent shall have custody of ballots and proxies and be responsible for their safekeeping. The Election Committee is responsible for the integrity of the election and protecting ballot secrecy. It has the duty of actually counting the votes and certifying the election results. On the night of the election, the committee will report the results of the election to the President of the CSA Board, who will announce them and hear any challenges at that time. If a recount is called for, then the Election Committee will perform the recount and report the results to the President. The results of the recount will be final.

IV. THE MEETING

- A. Notice of the meeting will be mailed to unit owners as set forth in the By-Laws.
- B. As the members arrive for the meeting, the Secretary of the CSA, Board of Directors with the assistance of the Election Committee, will check the name of the unit owner against the current roster. If the unit is eligible to vote, the member will be handed a ballot for his/her Phase with his/her percentage noted.
- C. The meeting is then called to order and the order of business set forth in the By-Laws should be followed as closely as possible. If the Board believes it is more practical to have the election at the beginning of the meeting, the President should have members vote on a waiver of the order of business set forth in the By-Laws.
- D. Candidates who are not listed on the printed ballot may be nominated from the floor at this time of the meeting as long as they are in good standing.
- E. The candidates are introduced and then the members vote and place their ballots in the ballot box.
- F. The Election Committee will count the ballots as follows: If the roster shows that a ballot for a unit was cast at the meeting and that a proxy ballot was previously filed, the proxy ballot will be discarded, and the ballot cast at the meeting will be counted.

*Josephine Michael*  
\_\_\_\_\_  
SECRETARY, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

*[Signature]*  
\_\_\_\_\_  
PRESIDENT, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

*11/29/89*  
\_\_\_\_\_  
DATE OF ADOPTION

MARYLAND FARMS CONDOMINIUM  
POLICY RESOLUTION

CAPITALIZATION POLICY

WHEREAS, Goldklang and Cavanaugh, the auditing firm for Maryland Farms Condominium, has recommended that the Board of Directors establish a capitalization policy, and

WHEREAS, the Bylaws grant the power and duties necessary for the administration of the affairs of the Corporation,

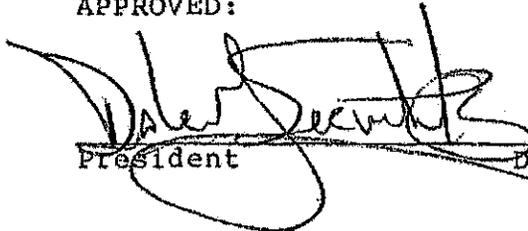
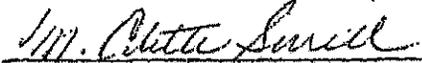
NOW, THEREFORE, BE IT RESOLVED THAT the expenditures will be capitalized if they meet the following criteria:

1. The item cost at least \$1,000.00;
2. The item is new or a replacement and must be expected to last more than one year; and
3. The item must be something which could be resold at a future date if desired.

Depreciation methods will be:

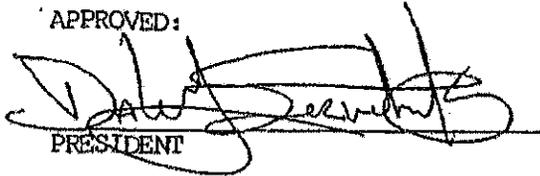
1. Straight - line method over its expected useful life if the asset is for membership related (non-taxable) purposes; or
2. Accelerated method if the asset is for non-membership (taxable) purposes.

APPROVED:

	9/26/89		9/26/89
President	Date	Vice President	Date

- D. The Hearing Board will hear testimony from both sides at the hearing, then excuse both parties and render a decision.
- E. Should a fine be imposed on the violator, standard collection action will be pursued which includes filing a lien on the unit for non-payment of the fine and ultimately foreclosure, if necessary.

APPROVED:

  
PRESIDENT

June 29, 1989  
DATE

M. Chittie Savel  
VICE PRESIDENT

CERTIFICATION

The undersigned, constituting the duly elected Board of Directors of The Maryland Farms Community Services Association, Inc., do hereby certify that the aforementioned Rule was adopted in strict compliance with the provisions of Section 11-111 of the Real Property Article of the Annotated Code of Maryland (1988 Repl. Vol.)

Board of Directors:

~~David Selver, President~~  
Mr. Althe Arnell

~~Gary Tullator~~

~~Paul A. Hitchcock~~

John B. Brown

Maryland.far

3. Funds -- (a) The use of all monies designated by the Board of Directors from the Association's funds for activities of the committee must be sanctioned by the Board and accounted for by the submission of receipts to the Condominium Office.

(b) Because committees are sanctioned by the Condominium Association and a responsibility of that Association, all funds raised by a committee must be maintained according to proper accounting procedures and made available to the auditor when requested. The use of such funds must also be sanctioned by the Board of Directors.

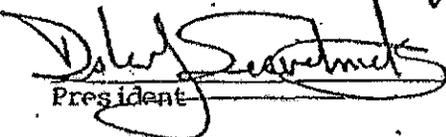
(c) At the cessation of a committee, all funds under \$500.00 raised by the committee may be used for a final activity of the committee with the approval of the Board of Directors. All funds over \$500.00 raised by the committee must be returned to the Association. All unused funds, designated by the Board of Directors from the Association, must be returned to the Association.

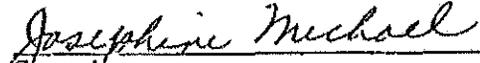
RESPONSIBILITIES -- Outlined below are the responsibilities of the Board Liaison and the Committee Chairman.

1. Board Liaison -- The Board Liaison of any committee shall attend meetings which involve planned activities and be available to participate when appropriate. The Board Liaison shall submit a written proposal for planned activities. This proposal should be distributed to Board members for consideration prior to the monthly board meeting.

2. Committee Chairman -- The committee chairman shall convene meetings as necessary for the proper functioning of the committee. The committee chairman shall coordinate all activities sponsored by the committee. The committee chairman shall prepare written proposals for activities for Board approval. These should be distributed to the Board members two weeks prior to the monthly Board meeting. The committee chairman, or a designated representative, shall provide committee reports at monthly Board meetings when appropriate.

In witness whereof, we being Directors of the Maryland Farms Community Services Association have hereunto set our hands this 28<sup>th</sup> day of FEBRUARY, 1989.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

POLICY RESOLUTION 2A

OF THE MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION  
OF BELTSVILLE, MARYLAND.

A resolution pertaining to Effective Life of Policy Resolutions.

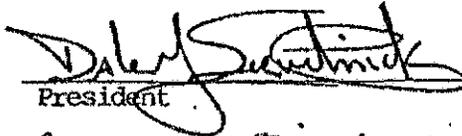
WHEREAS, Policy Resolution Number 1 of the Maryland Farms Community Services Administration provides that certain official actions of the Board of Directors shall be in the form of Policy Resolutions;

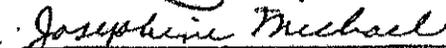
WHEREAS, the Board of Directors has determined that the effective life of Policy Resolutions should be of sufficient length to facilitate and promote the stable and orderly governance of the association; and

WHEREAS, it is the intent of the Board of Directors to establish the effective life of Policy Resolutions adopted by said Board of Directors, to be uniformly applied to all such policy resolutions;

NOW THEREFORE, BE IT RESOLVED THAT Policy Resolutions adopted by the Board of Directors of the Association after January 1, 1988, be held valid and in effect from the date of adoption of each resolution until such time as amended or rescinded by the Board of Directors.

In witness whereof, we being Directors of the Maryland Farms Community Services Association have hereunto set our hands this 24<sup>th</sup> day of JANUARY, 1989.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Maryland  
Farms' CONDOMINIUM  
A PRIVATE COMMUNITY

11386 CHERRY HILL RD. BELTSVILLE, MD 20705

TO: ALL MARYLAND FARMS RESIDENTS  
FROM: HELEN SHEPET, PROPERTY MANAGER *10.*  
DATE: OCTOBER 6, 1986  
RE: IN-UNIT CLOTHES WASHING MACHINES

A few weeks ago, several units were flooded with suds and water from a third floor washing machine. In order to clarify the use of washing machines within a unit, the matter was brought for discussion before the Association's Board of Directors at their last Board meeting.

Under the Bylaws (Article VIII, Section 4 - Duty to Maintain), the owner is responsible to maintain, at his own expense, such appliances as a clothes washer. Under this section, it was determined that duty to maintain includes care in its proper use. Residents are reminded that the plumbing system was not installed with clothes washers in mind and are not adequate to carry the flow of suds and water.

\* It was decided that the owner of the washing machine would be held liable for service calls, drain snaking, flooding, and damages to lower units if it was determined that the problem originated from a residents' washing machine. In an effort to eliminate any costs on your part, you are urged to:

1. Use low sudsing detergent in an effort to reduce the amount of suds flowing through the plumbing pipes.
2. Run washing machines only when someone is home. This will enable you to catch and stop problems such as broken hoses and leaks from the machine itself.
3. Periodically check or have the machine serviced as a preventative maintenance measure to ensure its proper operation.

By following the above suggestions, you may save yourself from any additional expenses.

:jpk

7. No major repair of any vehicle, such as engine replacement or overhaul, brake relining, replacement or overhaul of transmission or rear end, etc.; or the repainting of any vehicle; or the changing of oil of any vehicle shall be permitted upon any common element. Minor repairs or adjustments, such as the rotation of tires, adjusting the timing or idle, replacement or cleaning of spark plugs, etc., is permissible. Any trash or spillage of oil or grease in connection with such repairs must promptly be removed by the owner of the vehicle. Vehicle owners shall be responsible for damage from any excessive leaking of fluids.

8. Nothing except operable vehicles shall be placed upon any of the parking areas. This includes such objects as storage bins, boat cradles, construction equipment such as ladders, scaffolding, cement mixers, tar trailers, etc.

9. No motorbikes, go-carts, or other unlicensed motor vehicles (except "mopeds" approved for use on Maryland State roadways) shall be ridden within the complex. No person shall operate a motorized vehicle within the complex without a proper operating license. Any damages to common elements within the complex by use of any vehicle including hired or leased vehicles shall be punishable by the amount of repair, replacement, or legal action as shall be determined by the Board of Directors.

10. All non-resident owners are responsible to insure that their tenants comply with these rules and all residents are responsible for informing their guests of these rules and the proper places for guests to park.

11. The number of each space is permanent and will not be changed. However, residents may exchange spaces by written notification to the CSA Office acknowledged by the Condominium Manager. Provided, however, in cases of undue hardship, the Board of Directors of CSA, Inc. and the Board of Directors of the Phase Corporation in which the parking space is located shall have the right to reassign designated parking spaces; e.g.: reassigning of parking spaces is desirable to accommodate a new unit owner which is handicapped.

12. To retain assignment of a reserved parking space, all assessment fees and other charges shall be kept current on a thirty (30) day basis. Any unit owner more than thirty (30) days delinquent in the payment of any charges shall be subject to the loss of the reserved space and the number of such space may be blacked out. To re-instate the reserved space privilege the owner must pay all charges due plus a \$20.00 fee to cover the administrative costs of renumbering. Monthly assessment payments are due on the first day of each month and will be considered more than thirty (30) days delinquent after the last day of the month. Other charges shall be thirty (30) days delinquent if not paid by the last day of the month following the month in which such charges are billed.

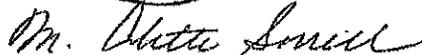
That, this Resolution and the attached Rules may from time to time be amended;  
and,

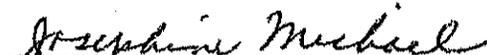
This Resolution shall not be construed as the granting of an easement to or for  
any real property owned by CSA., Inc., Phase I, Phase II or Phase M."

IN WITNESS WHEREOF to the adoption of this Resolution by the Board of  
Directors, this 29th day of Nov. 1989  
we set our hands.

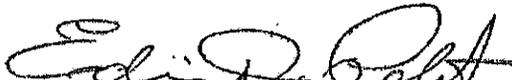
ATTEST:

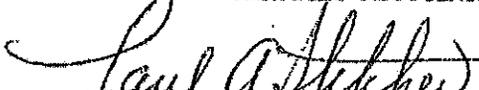
  
\_\_\_\_\_  
PRESIDENT, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

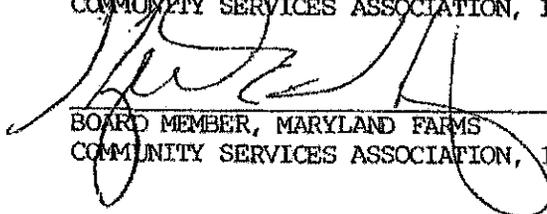
  
\_\_\_\_\_  
VICE PRESIDENT, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

  
\_\_\_\_\_  
SECRETARY, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

  
\_\_\_\_\_  
TREASURER, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

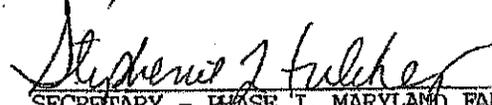
  
\_\_\_\_\_  
BOARD MEMBER, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

  
\_\_\_\_\_  
BOARD MEMBER, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

  
\_\_\_\_\_  
BOARD MEMBER, MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.

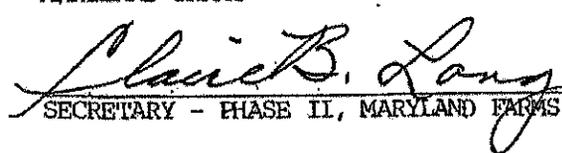
  
\_\_\_\_\_  
PRESIDENT - PHASE I, MARYLAND FARMS

  
\_\_\_\_\_  
VICE PRESIDENT - PHASE I  
MARYLAND FARMS

  
\_\_\_\_\_  
SECRETARY - PHASE I, MARYLAND FARMS

  
\_\_\_\_\_  
PRESIDENT - PHASE II, MARYLAND FARMS

  
\_\_\_\_\_  
VICE PRESIDENT - PHASE II  
MARYLAND FARMS

  
\_\_\_\_\_  
SECRETARY - PHASE II, MARYLAND FARMS

  
\_\_\_\_\_  
PRESIDENT - PHASE M, MARYLAND FARMS

\_\_\_\_\_  
VICE PRESIDENT - PHASE M  
MARYLAND FARMS

  
\_\_\_\_\_  
SECRETARY PHASE M, MARYLAND FARMS

POLICY RESOLUTION OF MARYLAND FARMS  
COMMUNITY SERVICES ASSOCIATION, INC.  
RESOLUTION NO. 03-2

RE: Excess Assessment Income 2003

WHEREAS, Article V, Section 3 of the Bylaws gives authorization to the Board of Directors for the administration of the affairs of the corporation, and

WHEREAS, Policy Resolutions empower the Community Services Association Board of Directors with the powers and duties of the Board of Directors of Phase I, Phase II, and Phase M, and

WHEREAS, the Board of Directors desires that the Association shall act in full accordance with the ruling and regulations of the Internal Revenue Service;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors hereby elects to apply all or part of the excess assessment income to the following year's assessment and that such final amount shall be at the Board's discretion.

THIS RESOLUTION IS ADOPTED AND MADE A PART OF THE MINUTES OF THE MEETING OF JANUARY 28, 2003.

BY:

David C. Hogan 2/2/03  
President

ATTEST:

[Signature]  
Secretary/Treasurer