

## CELEBRATION TIME

As the winter season approaches, Village residents will be celebrating many different holidays.

Seasonal lights and decorations are considered temporary by MVF. There are architectural guidelines that must be followed even with holiday decorations in order to maintain the attractiveness of the entire community.

**Seasonal decorations** may be installed thirty (30) days prior to a specific holiday and must be removed within thirty (30) days following the holiday.

**House numbers** must be visible and legible at all times for safety reasons per Montgomery County Fire Code requirements. The house numbers should not be hidden by decorative items or overgrown bushes.

All **visible wires** must be attached securely to the house and concealed from public view at all times. Make sure to supervise the work of the contractor who installs cable or a satellite dish on your house.

*Happy New Year  
from the  
Architectural Standards Staff*



## ARCHITECTURAL COMPLIANCE STAFF

Compliance with architectural covenants is very important to the attractiveness, aesthetics and the curb appeal of the communities within Montgomery Village. Your cooperation in supporting and upholding these architectural standards is greatly appreciated.

The compliance specialist assigned to your community will assist you to resolve existing and unresolved architectural violations to bring your property into compliance.

**Eastgate, East Village and Northgate**  
**Dee Gladden**.....ext. 2340  
[dgladden@mvf.org](mailto:dgladden@mvf.org)

**Maryland Place, Middle Village, Patton Ridge and South Village**  
**Erika Hottinger**.....ext. 2306  
[ehottinger@mvf.org](mailto:ehottinger@mvf.org)

**North Village, Poplar Spring, Stedwick and Whetstone**  
**Darla Hyman**.....ext. 2369  
[dhyman@mvf.org](mailto:dhyman@mvf.org)

**Compliance Administrator**  
**Mitra Vadiiei**.....ext. 2319  
[mvadieiei@mvf.org](mailto:mvadieiei@mvf.org)

## Architectural Review Board (ARB) Meetings

The MVF Architectural Review Board (ARB) meets twice a month in the North Creek Board Room, 20125 Arrowhead Road.

Applications submitted by homeowners for future projects will be reviewed on the first and third Wednesday of the month. Applications are due by 5 p.m. the Wednesday prior to the meeting.

Residents Time begins at 5 p.m. Meetings are open to all residents. Residents are asked to note on their applications if they plan to attend a meeting, and should call the office for an appointment to assure they are added to the agenda.

### Executive Committee Meetings

The MVF Executive Committee meets once a month at 7 p.m. in the North Creek Board Room, 20125 Arrowhead Road.

Cases referred to the MVF Executive Committee will be reviewed on the second Monday of the month unless otherwise noted in the *Village News*.

### Commercial Architectural Review Committee (CARC) Meetings

The CARC meets once every other month in the North Creek Board Room, 20125 Arrowhead Road, unless otherwise noted in the *Village News*.

Applications submitted for non-residential modifications will be reviewed on the first Friday of the month at 9 a.m. Applications are due at least two weeks prior to the meeting date.

### Montgomery Village Architectural Standards Department

Diane Stasiewicz, Director ext. 2345  
Juana Hernandez, Secretary ext. 2364

**Review staff:**  
Handles questions regarding new improvement projects, application review process and replacement materials.  
Judi White, Administrator ext. 2355  
Andwele Worrell, Administrator ext. 2351

**Compliance staff:**  
Handles questions regarding violation notices, resale disclosures, compliance procedures and review of the noted existing modifications.

|                 |                          |
|-----------------|--------------------------|
| Mitra Vadiiei   | Compliance Administrator |
| Darla Hyman     | Compliance Specialist    |
| Erika Hottinger | Compliance Specialist    |
| Dee Gladden     | Compliance Specialist    |



## Winter 2012



The *AS Update* (Architectural Standards) newsletter is prepared by the Architectural Standards Department. It is published to assist the residents in protecting their property investment in Montgomery Village and in keeping their properties in compliance with the architectural standards covenants. The *AS Update* is available to Montgomery Village residents at the Foundation office and on the web site, and it is periodically mailed to homeowners.

If you have any questions regarding the MVF enforcement procedures, disclosure packets or suspension of MVF membership privileges, contact Architectural Standards Compliance Administrator Mitra Vadiiei at [mvadieiei@mvf.org](mailto:mvadieiei@mvf.org).

**Montgomery Village Foundation**  
10120 Apple Ridge Road  
Montgomery Village, MD 20886  
**301-948-0110**  
**301-990-7071, fax**

[www.montgomeryvillage.com](http://www.montgomeryvillage.com)



The Architectural Compliance Team

*Providing wisdom to residents in order to keep Montgomery Village beautiful*

#### HOMEOWNERS PLEASE NOTE

- Every community in Montgomery Village has a specific set of exterior architectural criteria that must be followed. Revised and updated criteria are available to all homeowners on the MVF website, [www.montgomeryvillage.com](http://www.montgomeryvillage.com), and at the MVF Office, 10120 Apple Ridge Road.

- Any and all exterior alterations to your house or property must receive PRIOR WRITTEN APPROVAL from MVF and its Architectural Review Board (ARB) before any work begins.

- Existing modifications made without PRIOR WRITTEN APPROVAL will be considered architectural violations and will be pursued accordingly.

- Modifications previously reviewed by the ARB as the result of homeowner's request will be inspected periodically. If the reviewed modifications do not comply with the ARB decision, they will be considered architectural violations and will be pursued accordingly.

- Architectural violations will automatically be reviewed by the ARB required review fee of \$25.00 will automatically be added to a homeowner's assessment account regardless the decision.

- No new applications/requests will be reviewed unless existing violations at a property are corrected and violation cases are closed.

- The MVF membership privileges (activity cards to use the community pools or community centers, voting, etc.) will be suspended after un-resolved violation cases are referred to the MVF Executive Committee for review.

- Failure to comply with the MVF Executive Committee's requirements will result in referring the case to the MVF attorney for further legal action.

For questions and inquiries related to architectural compliance procedures, contact Compliance Administrator Mitra Vadieli at 301-948-0110, ext. 2319 or e-mail [mvadiei@mvf.org](mailto:mvadiei@mvf.org).

#### DEAR HOMEOWNERS:

Realtors play an important role in providing information about legal documents and a homeowner's obligations in a planned community when selling properties in Montgomery Village. However, please make certain that you are involved in ordering and reviewing the resale disclosure documents.

It is extremely important that sellers are aware of any architectural violations noted on the Resale Disclosure Certificate prepared by the Montgomery Village Foundation (MVF) as part of the resale packet preparation.

It is the homeowner/seller's responsibility to correct all noted violations and pay the required review fees prior to the property settlement date, unless otherwise agreed upon by MVF.

The buyer is entitled to request a Certificate of Compliance to assure compliance on the part of the seller if there are architectural violations noted on the Resale Disclosure Certificate.

#### DEAR PROSPECTIVE BUYERS:

A knowledgeable realtor is aware of his/her responsibility to make certain a sale property they are handling is transferred to a new owner without any architectural or covenant violations against it.

Ask your realtor about the planned community of Montgomery Village and what covenants, rules and regulations are parts of the package you are buying into.

Read the Resale Disclosure Certificate and review the architectural covenants and criteria established for the community you are buying into.

Ask the seller or his/her representative for the Certificate of Compliance if there are architectural violations noted on the Resale Disclosure Certificate.

Take photographs of the house you are interested in buying – make certain you photograph all sides of the house and property to show all exterior modifications made to the property before you become the new owner. Keep these photographs for future reference.

#### Going green and paperless

- Take advantage of ordering the disclosure packets electronically
- Remember that mvf offers disclosure packets in cd form, as well as regular binders.
- Use e-mail to communicate with staff regarding your inquiries or sending documents.

