

HOMEOWNER
GUIDE

PATTON RIDGE
HOMES
CORPORATION

PATTON RIDGE HOMES CORPORATION

COLLECTION POLICY

A motion was made to adopt the MVF Collection Policy (below) as the PRHC Collection Policy.

COLLECTION POLICY OF MONTGOMERY VILLAGE FOUNDATION, INC. FOR HOMES CORPORATIONS

Purpose: This policy will be followed when collecting all debts owed to the Montgomery Village Foundation, including but not limited to assessments, architectural review fees, and returned checks.

Due Dates: Homeowners may choose to pay their assessment either annually or quarterly (four times per year).

- An annual assessment payment is due in full on January 1 of each year. If payment in full is not received by the last day of January, the homeowner's account will be established on a quarterly payment plan.
- Installments for quarterly assessment payments are due on the first day of January, April, July, and October.

Assessment rate notices are mailed to property owners in November of each year. Payment coupons are mailed to property owners each December. Property owners who do not receive coupons via regular mail by December 31 should call MVF at 301-948-0110 to request replacement coupons. **Failure to receive a coupon booklet does not relieve a homeowner of the obligation to pay the required assessment when due.**

Methods of Payment:

- **Cash** payments must be made at the MVF office, 10120 Apple Ridge Road. Office hours are Monday through Friday, 8:30AM -5:00PM.
- **Checks** payable to MVF can be brought to the MVF office during regular business hours, dropped in the drop box located in the parking lot of the MVF office, or mailed to PO Box 822818, Philadelphia, PA 19182-2818. Checks **MUST** be mailed early enough to arrive on or before the due date. Checks returned for any reason are subject to a \$35 returned check fee.
- **VISA or MasterCard** payments may be made at the Apple Ridge Road MVF office or by telephone to the MVF office, 301-948-0110. A credit card processing fee will apply.
- **ACH transfer** will be automatically processed after the authorization is reviewed and accepted by the MVF office.
- **Only** cash, certified check, or money orders will be accepted as payment for a returned check.

Payments that are being made on an account that is in bankruptcy, under judgment, or to stop or satisfy a lawsuit, must be made at the MVF office.

Delinquent Accounts, Administrative Costs, and Collection Fees:

Any assessment that has not been paid by the last day of the first month of the quarter is considered delinquent. Reminder notices will be sent to property owners during the first week of the second month of the quarter. A \$25.00 administrative fee will be applied to any account that

remains unpaid on the last day of the first month of the quarter (Jan. 31, Apr. 30, July. 31 & Oct. 31). This administrative fee is assessed to defray the expenses associated with collection.

Acceleration: If the quarterly payment is not received by the last day of the quarter (March, June, September, December); hereinafter called the “acceleration date”, the entire balance of the annual assessment becomes due and payable immediately.

Interest on Delinquent Accounts: Interest will accrue at a rate of 6% per annum on the delinquent account.

Additional Notices:

- **Coupons** – mailed each December.
- **Reminder Notices** – Will be sent to homeowners whose quarterly payments are delinquent at the end of the first month of a quarter.
- **Delinquent Letter** – Will be sent to homeowners whose quarterly payments are unpaid at the end of the second month of a quarter. This notice will inform the homeowner that:
 - Interest at 6% per annum is being applied to the delinquent account.
 - If the account remains delinquent on the first day of the following quarter, MVF will seek judgment by filing a lawsuit in General District Court.
 - If a lawsuit is filed the entire annual assessment becomes due and payable.

Failure to receive any or all of these notices does not relieve a homeowner of the obligation to pay the required assessment.

Collection Fees: If a lawsuit or lien is filed, the homeowner will be assessed all of the actual costs of filing and/or recording documents and any other cost or legal fees which may be allowed by law including, but not limited to, the following:

Process Server	Actual cost of service
Preparation of Lawsuit	Actual cost of service
Preparation of Lien	Actual cost of service
Court Costs	Actual cost of service

Costs, interest, and other charges levied by MVF or the Homes Corporations shall be posted to the homeowner’s account and collected in the same manner as assessments and will appear on the delinquent letter that will be mailed to the homeowner.

Waivers: Requests to waive administrative costs must be made in writing to the Assessments and Collections Administrator and must state specific circumstances as to why a waiver should be considered. Recurrent administrative costs cannot be waived.

Interest due on Judgments: From the date MVF receives a judgment against a homeowner for unpaid assessments, the judgment amount shall accrue interest at the rate permitted by statute until the date the judgment is paid in full.

Other Charges: If a check, ACH transfer or credit card charge is refused, returned for insufficient funds or payment is stopped, a \$35.00 charge will be assessed to the homeowner’s account. Requests to waive this charge will only be considered upon presentation of a letter on bank stationery acknowledging bank error.

Communications: Any communication concerning disputed debts, including checks or money orders tendered, must be sent to MVF, 10120 Apple Ridge Road, Montgomery Village, MD 20886-1000.

Assessments are payments for goods and services provided by the Foundation/Homes Corporation and are not deductible as a charitable contribution. These assessments may be deductible as an ordinary and necessary business expense. Please consult your tax advisor.

Approved by MVF Board of Directors – May 23, 2002.

Revised and Approved by MVF Board of Directors – October 23, 2003

Revised and Approved by MVF Board of Directors – October 28, 2004

Revised and Approved by MVF Board of Directors – March 24, 2005

Revised and Approved by MVF Board of Directors – September 27, 2007

Revised and Approved by MVF Board of Directors – October 23, 2008

PRHC:

Adopted: 3/24/2009

Reaffirmed: 5/26/09

PATTON RIDGE HOMES CORPORATION

PROCEDURES FOR DISPUTE RESOLUTION

Chapter 10B, Common Ownership Communities, of the Montgomery County Code establishes a process including mediation and binding administrative hearings to resolve certain disputes involving common ownership communities. (See Montgomery County Code, Sections 10B-8 through 10B-15.) Section 10B-9(b) of the law provides:

"A party must not file a dispute with the Commission (Commission on Common Ownership Communities) until the party makes a good faith attempt to exhaust all procedures or remedies provided in the association documents."

In accordance with the provision, the procedures and remedies for disputes arising between the Patton Ridge Homes Corporation Inc. (PRHC) and other parties are established as follows:

1. Any party who has a dispute with PRHC which is within the jurisdiction of Chapter 10B shall file a written description or notice of the dispute, including the relief requested, with the Office of Managing Agent at 10120 Apple Ridge Road, Montgomery Village, Maryland 20886. If appropriate, PRHC may provide forms for filing notices of disputes.
2. Notice of a dispute should be filed with PRHC within thirty (30) days from the date the dispute arose.
3. The PRHC Board of Directors, or a committee appointed by the Board specifically for this purpose, will hear all disputes. The party filing the dispute will be given at least ten (10) days written notice of the time, date and place of the hearing. The hearing will be held, if possible, within thirty (30) days of filing of the notice of a dispute, at a mutually convenient time, date and place.
4. At the hearing, PRHC, and the party filing the dispute may present evidence and testimony and question opposing witnesses. Reasonable time limits may be imposed by PRHC. The party filing the dispute may be required to file a pre-hearing statement indicating the number of witnesses and the estimated amount of time he or she will require to present the dispute.
5. The Board of Directors, or committee which hears the dispute, will attempt to issue a written decision or agreement within fifteen (15) days of the hearing granting or denying the relief requested.
6. PRHC and the party filing the notice of a dispute may agree to a settlement or compromise of the dispute at any time during the process.
7. If a party who has a dispute with PRHC fails to file a written notice of dispute and to request a hearing, then no hearing need be held before PRHC takes whatever action may be appropriate under the circumstances to enforce its covenants, rules and regulations. The filing or pendency of a dispute does not automatically stay action by PRHC.
8. The PRHC Board of Directors may develop and adopt additional rules of procedure for the fair conduct of hearings.

Adopted: 5/28/91

Reaffirmed: 5/24/94, 4/25/95, 5/28/96, 6/24/97, 5/26/98, 6/22/99, 5/23/00, 5/28/02, 05/25/04, 05/23/06, 05/22/07, 8/26/08, 5/26/09

PATTON RIDGE HOMES CORPORATION

COMMUNITY PROPERTY MAINTENANCE EXPENDITURE POLICY

PURPOSE:

1. To permit the Maintenance Chairperson to use his/her discretion in selecting a solution for a routine problem without the need for approval by the Board of Directors.
2. To provide the contractor an expeditious way to start work on the solution selected to solve the problem.
3. To provide a rapid response for members requests.

IMPLEMENTATION:

1. The Maintenance Chairperson is authorized by the Board of Directors to approve an expenditure from the annual maintenance operating budget, not to exceed one thousand dollars (\$1,000.), for community property routine maintenance on an individual case basis. In those cases where the budgeted dollar amount of a particular line item may become exhausted, the Maintenance Chairperson is required to notify the Board of Directors at the next regularly scheduled meeting.
2. The Maintenance Chairperson, with the concurrence of the Maintenance Committee, is authorized by the Board of Directors to approve an expenditure from the annual maintenance operating budget, not to exceed two thousand dollars (\$2,000.), for community property maintenance on an individual case basis. In those cases where the budgeted dollar amount of a particular line item may become exhausted, the Maintenance Chairperson is required to notify the Board of Directors at the next regularly scheduled meeting.
3. All expenditures from the annual maintenance operating budget that exceed two thousand dollars (\$2,000.) require the approval of the Board of Directors.
4. The Community Manager is authorized to spend \$500.00 per maintenance issue with no more than \$4,000.00 a month, notifying the maintenance chair when \$2,000.00 has been generated for the month.

Approved: 01/28/97, 11/28/00

Reaffirmed: 06/24/97, 5/26/98, 6/22/99, 5/23/00, 05/02, 05/25/04, 05/24/05, 05/23/06, 05/22/07, 08/26/08, 05/26/09

PATTON RIDGE HOMES CORPORATION

RULES, REGULATIONS AND POLICIES FOR EXTERIOR MAINTENANCE OF PRIVATE DWELLING UNITS AND LOTS

PREAMBLE

For most individuals and couples, purchasing a house represents the single largest expenditure during the course of their lives. Their home becomes the central focus for families, relatives, and friends. It is seen as a reflection of their personality, a symbol in the larger community in which they live. It is also a well-known concept in real estate that "Location, Location, Location" determines the value of most properties, meaning that each home in each neighborhood has a direct influence on the selling price of other houses. Those that are well maintained add to the value of the area. Those in disrepair detract from every home in the neighborhood.

The Patton Ridge Homes Corporation Board of Directors (the Board) adopts the following Rules, Regulations and Policies in an attempt to keep home values in this area at quality market levels through a careful and cooperative inspection process. These procedures provide for sensible and timely reviews in order to alert homeowners about problems. In this way, conditions detrimental to individual houses and neighborhoods may be resolved before they start to reflect adversely on a single structure, those around it, and the entire neighborhood. The Board hopes that each owner/resident will read these rules, regulations and policies and work cooperatively to maintain their property in accordance with them. It is the duty of the Board to ensure that these rules, regulations and policies are applied uniformly throughout the area and are enforced fairly and fully for the benefit of all residents.

Terms used in these rules will have the meanings given in the Patton Ridge documents (Articles of Incorporation, By-laws, Declaration of Covenants, Supplementary Declaration of Covenants, Rules, Regulations and Guidelines). If terms are not defined in the Patton Ridge documents, terms will be considered to have their ordinary, customary meanings based upon common usage.

I. EXTERIOR MAINTENANCE OF PRIVATE DWELLING UNITS

Owners of private dwelling units are responsible for the appearance and maintenance of said property, including any attached or detached additions and improvements such as garages, patios, decks, walks, driveways, fences, play equipment, etc. Owners shall maintain yards and lots in good order and repair, free of weeds, debris, garbage, pet droppings, and other conditions deemed to be in non-compliance of these community rules, regulations and policies. Failure to correct the following non-compliances after notification, are considered to be violations of these exterior maintenance rules, regulations and policies:

- € Peeling, bubbling, or missing paint on any house/garage exterior surface(s)
- € Cracking, splitting, rotting, or warping of house/garage exterior surface(s), including roofs
- € Missing or damaged shutters
- € Broken exterior door(s) or window(s)
- € Fences with broken or missing parts
- € Leaking, rusting, or broken downspouts or gutters
- € Decks or patios in disrepair (broken/rotting wood, missing bricks, severely cracked concrete, etc.) or overgrown with weeds/grass or other vegetation, foundations or retaining walls with cracks, missing blocks or mortar that constitute an eyesore.
- € Other conditions that are determined to present an unsightly appearance within the community.

II. LANDSCAPING AND YARD MAINTENANCE

The owner of a yard/lot is responsible for normal upkeep such as seeding, fertilizing, watering, and mowing, and the pruning and cutting of shrubs/trees and other flora to prevent overgrowth. Turf areas must be maintained to the extent atmospheric and topographic conditions permit through the planting of appropriate ground covers, including grass, flowers and shrubbery.

Failure to perform the following shall be considered non-compliance:

- € Grass must be mowed at regular intervals so that the height does not exceed eight (8) inches at the maximum.
- € Gardens and flower beds are encouraged to enhance the beauty of neighborhoods, but must be maintained to prevent overgrowth, dead or diseased plants, or the proliferation of weeds.
- € Composting facilities must be maintained and present an orderly appearance.
- € Pet waste on an owner's property shall be disposed of in a sanitary manner and in a timely and regular manner.
- € Other conditions that are determined to present an unsightly appearance within the community.

III. NON-OWNER OCCUPIED DWELLINGS AND GROUNDS

Each owner is responsible for complying with these rules, regulations and policies regardless of who resides in his or her dwelling. Alleged and actual non-compliance(s) will be directed to owners of properties and lands.

Those owners who rent their properties should seek the cooperation of tenants in observing the spirit and letter of the rules, regulations and policies that are designed to enhance the well being, aesthetic quality, and marketability of all dwellings. Home owners are encouraged to see that tenants and other residents of their properties are apprised of these rules, regulations and policies and abide by them as part of the rental process. In no instance, however, may an owner defer any liability under these and other applicable rules, regulations and policies to renters, tenants, or others.

IV. INSPECTIONS

In order to ensure compliance with these rules, regulations and policies, the Board shall cause inspections to be made of the exteriors, lots and yards, of all privately owned properties within its defined boundaries on a periodic basis, but not less than once each year.

Inspections shall be under the jurisdiction of the Board which has established these criteria in order to achieve uniformity from neighborhood to neighborhood. Reminders of the annual inspections will be published annually in the Montgomery Village News (and other community newspapers, if possible) and/or with quarterly reminders.

Periodic inspections also may be made in response to complaints submitted in writing to the Board by residents of Patton Ridge. Such notices must be signed, but complainants may request that their name(s) be withheld from public disclosure. It shall be the policy of the Board to honor any request for anonymity as far as practical, but may, on occasions when such reports involve health and safety, release such information to applicable homes corporation or county authorities. Additionally, reports of alleged violations from employees and duly authorized representatives of the Patton Ridge Homes Corporation may be investigated as warranted at the discretion of the Board. Inspections based on reports of non-compliance from others will be made on a case-by-case basis as determined by the Board.

V. NON-COMPLIANCES, VIOLATIONS AND PENALTIES

When there is a failure to meet the above maintenance standards, verified by an inspection by the management agent, Patton Ridge will implement the following procedures:

- A. The management agent will send a letter to the owner of the property in question identifying the problem with a reference to the relevant portion(s) of the maintenance standards.

- B. In most cases, the unit owner will be given thirty (30) days to correct the problem or to contact the Patton Ridge Homes Corporation Management Agent to provide a repair plan and deadline, if repairs are not possible within 30 days. In situations involving the storage of debris, trash, or other objects that may create a health or safety problem for the community, the unit owner will be given ten (10) days to correct the problem or to contact the Patton Ridge Homes Corporation Management Agent to resolve the problem. When the property owner contacts the community manager, he/she may request an additional reasonable amount of time, if necessary, to address the problem. A new deadline will be set for the correction of the problem, which may be beyond the original thirty (30) days, as the situation warrants.
- C. In the first letter, the property owner will also be notified that he/she may request a hearing in accordance with the Patton Ridge Homes Corporation Procedures for Dispute Resolution, within the original thirty (30) day period or any extension. If the property owner requests a hearing, at that point a dispute will be considered to exist and the Procedures for Dispute Resolution will apply.
- D. If after receiving the first letter, the property owner does not correct the problem within the first 30 days or any extension period, or contact staff to request additional time to correct the problem, or ask for a hearing, invoking the dispute Resolution Procedures, then the matter will be referred to the Board of Directors for action. The Board may take appropriate action to resolve the problem including one or more of the following steps:
1. Determine that a violation exists and proceed to enforcement, including fines and legal action.
 2. Direct staff to contact the property owner again if the Board reasonably believes that such effort might resolve the matter.
 3. Schedule a hearing at which the property owner is requested to attend if the Board reasonably believes that a hearing might resolve the matter. The hearing will be conducted in accordance with the Patton Ridge Dispute Resolution Procedure. However, if the property owner fails to attend the hearing the Board may proceed directly to enforcement if it determines that a violation exists.
 4. Take such other action as may reasonably be appropriate under the circumstances.
- E. If the Board determines that a violation exists, either after a hearing is conducted or in the event that no hearing is requested, then it may assess a penalty against the property owner in the amount of \$250.00. The Board shall set a date certain as of which the penalty will be assessed. Thereafter each 7 days during which the violation continues will be deemed a separate offence subject to an additional \$25.00 penalty. Additional penalties will not be assessed for time periods less than 7 full days. For example: If the \$250.00 penalty is assessed as of May 1, an additional \$25.00 penalty will be assessed as of May 8. If the violation is corrected before May 15 no additional penalty will be incurred. If the violation is not corrected before May 15 an additional \$25.00 penalty will be assessed as of May 15. This process will continue until the violation is corrected.
- F. Compliance is defined as correcting the violation and maintaining the correction for a period of at least one year. If compliance is not maintained for one continuous year, the whole year (including the time of temporary compliance) will be subject to the full calculated fines.

G. Property owners remain responsible for the maintenance of their property throughout the time of their ownership, whether or not they reside in Patton Ridge. Property owners who may be away from their property or out of contact for extended periods are encouraged to make arrangements for an agent to monitor and care for the property during their absence, and to report contact information for that agent to the community manager. Fines will not be waived due to the inability of Managing Agent to contact the property owner.

VI. ENFORCEMENT

Financial penalties for violations of these rules, regulations and policies may be collected by any means available through administrative or judicial proceedings. Additionally, the Board may institute legal action for injunctive relief or damages and the owner shall be liable for attorney's fees and costs. Any outstanding violations of these rules, regulations and policies, and/or outstanding unpaid penalties levied by the Board, shall become a part of the resale disclosure statement concerning such property.

VII. IMPLEMENTATION

These rules and regulations shall be in full force and effect on July 1, 1998. In the initial and subsequent years that these rules and regulations remain in force, inspections will be performed in line with the standards contained herein. All notices of noncompliance resulting from inspections shall be advisory only, however, during the first year (July 1, 1998-June 30, 1999) except as noted below. This one-year grace period is to allow owners, tenants, residents, and others to become acquainted with the intent and purpose of these regulations. Owners are urged to survey their properties for potential and actual violations in order to conform with these rules and regulations and avoid any citations in future years. Notices of noncompliance beginning July 1, 1999 will be processed fully as provided in these rules, regulations and policies.

Any violation(s) or condition(s) that could affect, or potentially affect, the safety of owners, tenants, residents, or neighborhoods found during inspections in the first year (July 1, 1998 to June 30, 1999), or at any subsequent time, will be enforced immediately, with no grace period.

VIII. AUTHORITY

These Rules, Regulations and Policies for Exterior Maintenance of Private Dwellings and Lots are adopted in accordance with the Articles of Incorporation, By-laws and Declaration of Covenants, Conditions, and Restrictions recorded among the Land Records of Montgomery County, Maryland, and are applicable to all privately-owned property, community property, and common property within Patton Ridge Homes Corporation as defined in those documents.

Ratified: 5/26/98

Reaffirmed: 6/22/99, 5/23/00, 5/28/02, 05/25/04, 05/23/06, 05/22/07, 8/26/08, 5/26/09

Approved as Amended: 05/24/05, 02/22/11

PATTON RIDGE HOMES CORPORATION

POLICY RELATING TO THE USE OF PATTON RIDGE GREENSPACE

1. The Patton Ridge greenspaces are the property of Patton Ridge and the homeowners have rights of enjoyment. All homeowners have an interest in the preservation of the greenspace. Greenspace is community property which include streets, paved parking areas as well as unimproved openspace. The maintenance and improvement of these greenspaces are matters of primary concern to all homeowners and to the Board of Directors, in order that the basic planned town concept of Montgomery Village may be achieved.
2. Greenspaces are recognized as moderate or limited recreational areas for Patton Ridge residents. Greenspaces will not be used for sports or other activities which are destructive of turf or of plantings, or which infringe upon the rightful enjoyment of the homes and yards of homeowners adjacent to the greenspaces.
3. Homeowners' enjoyment of the greenspace, and its availability as a limited play area can be severely limited by the careless use of the greenspace by illegally unleashed pets that use the greenspace as a convenient repository. Residents must obey applicable County ordinances when walking their pets on greenspaces and other community property.
4. Since greenspaces are community property, greenspaces will not be used as vegetable gardens or for other private plantings, except as authorized in advance by the Patton Ridge Homes Corporation Maintenance Committee. All such requests will be submitted via a Community Property Improvement Request. These requests are available at the MVF office, which, when filled out, will be forwarded to the Patton Ridge Homes Corporation for approval.
5. Residents will comply with rules governing trash disposal, and will not place trash or recycling, or any other items to include, but are not limited to, tires, tree clippings, branches, patio materials, tools, toys, ladders, etc. onto the common property. Common property is not for storage or for the residents to use as a disposal area. Those found to be in violation of this policy and/or the trash policy shall be subject to a first time offense fine of \$250, in addition to the cost incurred by the Homes Corporation to correct the violation by removing the items and, if necessary, to restore the property to its original condition. After the first offense, fines will be doubled.
6. Greenspaces or other community property will not be used for storage, the parking of motor vehicles or the erection of unauthorized structures; nor shall unauthorized vehicles be driven over greenspaces.
7. The Patton Ridge Board of Directors requests the cooperation of homeowners to observe the greenspace area adjacent to their homes, and to help reduce the destruction of plantings, turf, lighting fixtures, bicycle paths and other community property. Dumping or other damage to the greenspace or other community property should be reported to the Patton Ridge Homes Corporation via the Montgomery Village Foundation office. Homeowners are also encouraged to inform anyone observed violating this policy, and to report the identity of those responsible for the violation to the Foundation office, if such an identity can be ascertained.
8. When a homeowner or a group of homeowners desires to make use of the greenspace which is not covered by this policy, such usage will be permitted only upon written request to the Patton Ridge Board, and upon written permission given in advance by the Board, in order that adequate consideration may be given to the rights of adjacent homeowners and the maintenance of Patton Ridge Homes Corporation property. Yard sales, flea markets and similar activities are prohibited on homes corporation property. Residents are encouraged to participate in the community flea markets held throughout the year.

- 9.** Notwithstanding any other provision or statement in this policy, it shall be an explicit condition of any permission for landscape alterations, new plantings on community property, or community entrance plantings that such alterations and plantings may be removed from community property at any time, without prior notice and with or without cause, by Patton Ridge Homes Corporation in its sole discretion. Such removal shall be without reimbursement or compensation to any party who may have provided or contributed to said alterations or plantings and without liability to any such party. Removal or correction of any violations on community property will be at the expense of the person violating. This provision shall be a condition of any permission to make landscape alterations and new plantings on community properties or to make community entrance plantings.
- 10.** Political Signage – The Patton Ridge Homes Corporation will allow political campaign signs for the Montgomery Village Foundation and the Patton Ridge Homes Corporation annual elections to be placed on PRHC community property provided that they comply with the following regulations:
- a. The signs may be displayed 30 days prior and 7 days after the election for which it is intended.
 - b. Signs must not exceed a maximum size of 18” X 24”. The sign post must not exceed a maximum height of 18” from grade.
 - c. Signs must not contain inflammatory, slanderous, libelous, lewd material, or material which may be an invasion of privacy or material deemed to be in bad taste.
 - d. Signs must not be constructed in a manner which requires an electrical permit.
 - e. Signs must be installed and maintained in good repair and in a safe, neat and clean condition.

Patton Ridge reserves the right, in its sole discretion, to remove signs that do not comply with this policy.

- 11.** If, in spite of the promulgation of this policy and its extensive publication throughout Patton Ridge, residents are identified violating this policy, and damage to greenspace or other community property results, the cost of repairing such damage will be assessed by Board action against the offending resident, after the opportunity for a hearing.

Adopted: 7/26/94
Revised: 6/24/08, 9/22/09, 7/27/10
Reaffirmed: 4/25/95, 5/28/96, 6/24/97, 5/26/98, 6/22/99, 5/28/02, 05/25/04, 05/23/06, 05/22/07

PATTON RIDGE HOMES CORPORATION

POLICY FOR ASSIGNMENT OF HANDICAPPED PARKING SPACES

The following policy has been established by the
Patton Ridge Homes Corporation Board of Directors.

1. A person who has a physical disability may make written petitions to the Board of Directors for a permit for one (1) reserved parking space.
2. The Board will consider petitions on a case by case basis.
3. A vehicle with a handicapped license tag or permit will not automatically qualify it for a reserved handicapped parking space in the community.
4. Upon assignment of a reserved space, a sign will be placed with the appropriate "Handicap Parking" legend. A post will be utilized and the sign will be assigned to the individual and will not remain with the residence.
5. Residents who violate the reserved parking assignment will be referred to the Montgomery County Police after due process.
6. When parking is being reviewed, the board can request updated information to verify that a handicapped space is still essential. Upon notification to the homeowner, if verification is not provided within a reasonable amount of time, or no response has been received, the board shall have the right to remove the handicapped sign.

PATTON RIDGE HOMES CORPORATION

INVESTMENT POLICY

The Patton Ridge Homes Corporation Board of Directors hereby authorizes funds to be invested which are not required within a reasonable time to pay obligations of the corporation, subject to the following conditions:

1. No investment shall be made without consent of the Board of Directors or their duly appointed agent or broker.
2. No investment may be sold, withdrawn, redeemed, or otherwise converted to cash prior to maturity without consent of the Board of Directors or their duly appointed agent or broker.
3. No funds shall be invested except in authorized investments as provided herein.
4. Examples of authorized investments are:
 - a. Obligations of, or fully guaranteed as to principal by the United States of America, or agency thereof.
 - b. Certificates of Deposit issued by banks and savings and loan associations within the limits of insurance coverage provided by Federal Deposit Insurance Corporation, FSLIC, or similar equivalent.
 - c. Obligations of Federal National Mortgage Association, Bank for Cooperatives, Federal Home Loan Banks, Federal Land Bank, and Federal Intermediate Credit Bank.

Funds for current expenses are to be invested in a local Federally insured institution at a competitive rate of interest.

Adopted: 8/28/84

Approved as Amended: 5/23/95, **05/25/05**

Reaffirmed: 12/13/88, 11/7/89, 9/25/90, 11/24/92, 11/23/93, 5/24/94, 5/28/96, 6/24/97, 5/26/98, 6/22/99, 5/23/00, 5/28/02, 05/25/04, 5/23/06, 05/22/07, 8/26/08, 5/26/09

PATTON RIDGE HOMES CORPORATION

MOTOR VEHICLE POLICY

INTENT AND PURPOSE

Pursuant to the authority granted to Patton Ridge by the Patton Ridge Homes Corporation (PRHC) Articles of Incorporation, the PRHC Declaration of Covenants, Conditions and Restrictions., the PRHC First Supplementary Declaration of Covenants, Conditions and Restrictions and the PRHC By-laws, and in keeping with the spirit to promote and maintain an attractive residential community, it is the intent of this Policy to permit only the parking of passenger- type motor vehicles and to limit such parking to designated areas within the Patton Ridge Community. The purpose of this policy is to identify permitted and restricted vehicles, to identify permitted and restricted parking areas, and to identify the actions to be taken to enforce any and all violations.

A. PERMITTED AND RESTRICTED VEHICLES

1. PERMITTED VEHICLES

Passenger vehicles may be parked at any time within the Patton Ridge Community. These passenger vehicles include sedans, coupes, hardtops, convertibles, station wagons, vans designed for personal passenger use and SUV's. These vehicles must have a manufacturer-installed roof. These passenger vehicles are subject to size limitations and parking restrictions as outlined below.

2. RESTRICTED VEHICLES

The following motor vehicle restrictions apply in the Patton Ridge Community:

- a. At no time may any unlicensed, abandoned or inoperable vehicle remain for more than 48 hours on the property of a private dwelling unit (unless garaged) or on community-owned property within Patton Ridge.
- b. Between the hours of 9:00 PM and 6:00 AM, the following vehicles are restricted either from remaining on the property of a private dwelling unit (unless garaged) or on the community-owned property within Patton Ridge.
 1. All commercial vehicles.
 2. All non-passenger vans, trucks, campers, recreational vehicles and trailers.
 3. All vehicles which exceed 20 feet in length, or 6 feet 8 inches in width or 7 feet 6 inches in height.
 4. All vehicles which have more than four wheels on the roadway.
 5. All off-road vehicles that have a removable roof, unless the roof is designed and supplied by the automobile manufacturer, and providing that the roof remain on the vehicle when parked in the community.

c. DEFINITIONS:

1. Commercial Vehicles: Any vehicle with any type of writing or printing (letters, pictures, insignia) of any kind, type or description, whether or not covered, other than that provided by the manufacturer of the vehicle. Vehicles that carry ladders, pipes, etc, or have been modified to carry such items, and vehicles modified to carry plows or similar equipment will be considered commercial vehicles. Vehicles used in the conduct of a trade or business that are designed primarily for the transport of goods and services rather than passengers. Police and other governmental vehicles that meet the criteria in this policy (other than markings) are permitted.
2. Trucks and Vans: The term “ truck” or “ van” is meant to apply to a truck owned, used, leased or maintained within the community and includes all vehicles designed and used primarily for the transport of goods or services rather than passengers. The largest group of such vehicles is commonly known as “pickup” trucks having an open back and a separate cab, and is prohibited regardless of whether or not they have a cap or camper installed and regardless of the number of passenger seats in the cab.
3. Trailers: Any vehicle designed to have wheels but dependent upon another vehicle for its motor power and designed to be towed behind such other vehicle.
NOTE: Any non-wheeled attachment to a motor vehicle such as camper tops, caps, etc. must not be stored on either private property (unless garaged) or on community owned property. Such attachments, whether on the vehicle or not, are prohibited.
4. Campers and Recreational vehicles: A vehicular portable unit, designed to be mounted on wheels for use on highways and streets, propelled or drawn on its own or other motor power; of such a size and weight as not to require special highway movement permits when drawn by a motorized vehicle (or operated on its own power); primarily designed and constructed to provide temporary living quarters for recreational, camping, or travel use; and/or generally identifiable by the number of configuration of vents and utility hookups, types of windows, luggage and storage capabilities and general visual appearance not associated with a passenger vehicle.

d. No water craft of any type shall be permitted on the property of a private dwelling unit within Patton Ridge for more than 72 hours unless garaged or screened in a manner acceptable to the Architectural Review Committee of the Montgomery Village Foundation.

e. No water craft of any type shall be permitted on the community-owned property within Patton Ridge, except that the movement of any boat will be allowed to permit ingress and egress to a private dwelling unit for approved storage. Damage incurred to community property by ingress or egress shall be the personal liability of the homeowner. Repair may be made by Patton Ridge and billed to the homeowner.

3. These vehicle permissions and restrictions shall be enforceable by the Patton Ridge Homes Corporation, its directors, its agents, officers and employees, and by the Montgomery County and State of Maryland Police Departments as applicable.
4. Violations of these vehicle restrictions will be subject to towing or other legal action as outlined below.

B. PARKING RULES AND REGULATIONS

1. PERMITTED PARKING

The parking of motor vehicles in the Patton Ridge Community is permitted only as follows:

- a. Private Dwelling Units: Vehicles must be parked only within a garage or carport or on the paved section of a driveway on the property of a private dwelling unit. Residents are expected to use garages, carports and driveways when provided.
- b. Community-owned Property: Vehicles must be parked only on paved sections of Patton Ridge community-owned streets, which are designated for parking by signage or parking places marked by lines or ticks on the street or on the curb.

2. RESTRICTED PARKING

The parking of motor vehicles in Patton Ridge is prohibited in the following areas:

- a. Community-owned greenspace, community-owned sidewalks and all bike paths.
 - b. All areas marked as “No Parking.”
 - c. All areas marked as Fire Lanes.
 - d. All areas marked as “No Parking During Snow Emergencies” during the period so declared by Montgomery County.
 - e. In front of bike paths, walkways, private driveways and garages, within 30 feet of a stop sign, within 20 feet of a crosswalk at an intersection, or within 15 feet of fire hydrants. Parked motor vehicles should not block access to garages, driveways, streets or pedestrian traffic.
3. The repair or dismantling of motor vehicles, boats or machinery of any type is prohibited outdoors on either the property of a private dwelling unit or community-owned property within Patton Ridge.

C. ENFORCEMENT PROCEDURES

1. These parking permissions and restrictions shall be enforceable by the Patton Ridge Homes Corporation, its directors, its agents, officers and employees, and by the Montgomery County and State of Maryland Police Departments as applicable.
2. Towing of restricted vehicles and illegally parked vehicles on community- owned property: (It is the intent that this Motor Vehicle Policy of Patton Ridge adhere to all provisions of the Montgomery County Code, Chapter 30C: Motor Vehicle Towing and Immobilization on Private Property. The Private Property so designated therein refers to Patton Ridge community-owned property.)
 - a. A tow notice will be securely attached to the vehicle giving the particulars of the violation and providing 48 hours notice of towing.
 - b. If such vehicle has received a notice of any motor vehicle violation on any community-owned property and more than 48 hours but less than 180 days have elapsed after the first notice of violation, it will be towed at the owner's expense and without further notice.
3. Abandoned, unlicensed and inoperable motor vehicle violations will be stickered according to the procedure described above in Section C-2.
4. Restricted motor vehicles on the property of private dwelling units (other than garaged):
 - a. Notice of violation will be sent to the dwelling unit owner by mail.
 - b. Continued violation will be enforced by legal action
5. Fire Lane violations will be enforced in one of two ways:
 - a. According to the procedures outlined in paragraph 2 above, or;
 - b. Ticketed by the Police or Fire Department, which is a misdemeanor and carries a \$250 fine.

Adopted: 05/25/05

Revised 9/22/09

Reaffirmed: 05/23/06, 05/22/07, 8/26/08

PATTON RIDGE HOMES CORPORATION

LIMITED PROPERTY USAGE POLICY

1. There are certain community properties in Patton Ridge which, due to their size and location abutting private dwelling units, have the appearance of and function of private side and front yards, even though they are owned by Patton Ridge Homes Corporation as part of its community properties.
2. Because of the size and location of these properties, in particular the manner in which they are separated from each other by walks, driveways, dwellings and fences, it is not economically practical for Patton Ridge to attempt to maintain these areas without substantially raising the assessments. This is particularly true with respect to cutting and trimming grass.
3. Additionally, because these areas in question are located adjacent to private dwelling units, it is also not practical for Patton Ridge to prevent the use of these community properties virtually exclusively by the owners of the private dwelling units which abut them. These properties function as privately owned side and front yards, and it seems appropriate to allow them to be used as such, with the permission of Patton Ridge Homes Corporation.
4. Consequently, Patton Ridge grants to each of the owners of private dwelling units abutting community properties which, due to their location and size, function essentially as private side or front yards, a license to use those properties for planting, recreation, and similar individual activities. This license does not permit the construction of any permanent structures on said community properties, such as sheds or additions.
5. In exchange for the license to use these community properties for private use associated with the adjacent private dwelling units, the owners of the private dwelling units shall maintain these properties in a neat, orderly condition, and not in a manner that is objectionable or detrimental to the aesthetic values of the community.
6. The community properties which are the subject of this regulation shall include properties which have the following characteristics, in the sole discretion of the Board of Directors, and the Board of Directors may determine which properties may or may not be used in the manner described in these regulations:
 - a. The community properties must directly abut a private dwelling unit.
 - b. They must be so located as to functionally be useable only as a side or front yard of said dwelling unit.
 - c. Each area of community property serving a private dwelling unit must be separated in some visual or structural way, as a result of landscaping or topography, from other areas.
7. The Board of Directors of Patton Ridge Homes Corporation shall be the final arbiter of what properties may be the subject of this regulation so as to be used exclusively by owners of private dwelling units abutting them.

Ratified: 9/23/97, 5/26/98

Reaffirmed: 6/22/99, 5/23/00, 5/28/02, 5/25/04, 5/23/06, 05/22/07, 8/26/08, 5/26/09

PATTON RIDGE HOMES CORPORATION

RESIDENTS' TIME POLICY

1. **Purpose** – To set aside a special time at regular Board of Director’s meetings for members and other residents to address the Board in person and in a public forum, expressing their views and opinion on the affairs of the Paton Ridge Homes Corporation and other matters of interest or concern. The residents may submit comments in written form. Residents’ must sign in on the Sign In sheet provided, and give their name, address and topic of discussion.

2. **Policy** – Residents’ time will precede each regular Board meeting and will last for thirty minutes or the average of five minutes per person wishing to speak, whichever is less. At the end of Residents’ Time the Chair will call the Board meeting to order. Once the Board meeting is called to order, those who remain, whether or not they have addressed the Board in the allotted time will not be permitted to speak unless asked to do so by the Chair.

3. **Procedure**
 - a. The Chair may appoint a Director to act as Moderator for the Residents’ Time segment.
 - b. Any member or resident may address the Board once during Residents’ Time. Persons wishing to speak should sign up on the sheet provided, or request permission to speak before Residents’ Time ends.
 - c. Each person will be allowed approximately 5 minutes to speak. Depending on the number of persons wishing to speak, the Chair may adjust the time allotted for each speaker. A person may not yield his/her allotted time to another person.
 - d. A summary of all comments during Residents’ Time will be included as an attachment to the Board minutes for that meeting.
 - e. Copies of the policy and the agenda shall be placed with a sign-up sheet at the entrance to the meeting room prior to the start of Resident’s time
 - f. The Board meeting that follows Residents’ Time is an open attendance function and residents may remain. Unless the subject of the resident’s comment is either on the Agenda or added prior to the “Acceptance of the Agenda” by the board, it will not be taken up during the meeting.

4. **Board Role**
 - a. The Chair or appointed Moderator may address a person’s comments, or allow another Director to address the comments as appropriate.
 - b. While some discussion between the speaker and the Board may take place, a lengthy dialogue should be avoided.
 - c. The Board may refer comments during Residents’ Time to a committee or staff member for review or action.
 - d. Unless comments relate to matters already on the Agenda, the Board will not address the topic at the Board meeting.

PATTON RIDGE HOMES CORPORATION

STREET & PATH/SNOW REMOVAL POLICY

1. Clearing of streets will be accomplished according to a priority list compiled annually by the Board of Directors and in accordance with a current snow removal contract.
2. Voluntary programs are encouraged within Patton Ridge whereby residents work together to clear sidewalks of snow when necessary.
3. The homes corporation will see that paths and sidewalks are cleared which are school accesses, cross-walks necessary for school traffic and steps in high density communities.
4. Patton Ridge Homes Corporation will be responsible for identifying high hazard areas and notifying MVF of snow clearance priorities.
5. Residents are asked to shovel walks that front their houses in the immediate vicinity.
6. The PRHC will remove Snow from County Sidewalks located in PRHC according to the County's "Pedestrian Winter Safety Act of 2001," Bill 1-01.
7. Once all streets have been plowed, the snow contractor will remove snow from vacant parking spaces.
8. Plowing will commence in accordance with weather forecasts, actual accumulation, and as weather and road conditions dictate. In addition, plowing will be initiated at closer intervals as opposed to waiting for a larger accumulation of snow.

SNOW REMOVAL PRIORITIES

PRIMARY PRIORITIES

1. DELLCASTLE ROAD MEADOWCROFT LANE
2. GREENSIDE TERRACE
3. CHATTEROY PLACE
4. FERN HOLLOW WAY
5. FROSTBURG WAY BAZZLETON PLACE
6. SPUR HILL DRIVE

SECOND PRIORITIES

1. DESOTO COURT, GRAVIER COURT, DELLCASTLE COURT, SHREWSBURY COURT, MASTENBROOK LANE, MASTENBROOK COURT, OCTAVIA COURT, MEADOW-CROFT COURT, DOOLITTLE STREET, DOOLITTLE COURT, NORDSTROM COURT
2. DUFFER WAY 1, DUFFER WAY 2
3. HOB HILL WAY, BRIAR GLENN WAY
4. HICKORY VIEW PLACE
5. BILLINGS COURT, WEATHERVANE PLACE, HOFFSTEAD PLACE, BREMERTON WAY, LUMARYN PLACE
6. WARINGWOOD WAY, AMBOY ROAD, QUILL PLACE, EAGLETON LANE

Adopted: 10/28/80

Approved as Amended: 10/23/84, 02/22/11

Reaffirmed: 10/25/83, 12/17/85, 10/28/86, 10/27/87, 11/01/88, 8/22/89, 9/25/90, 11/26/91, 11/24/92, 9/28/93, 5/24/94, 4/25/95, 5/28/96, 6/24/97, 5/26/98, 6/22/99, 5/23/00, 5/28/02, 5/25/04, 5/23/06, 05/22/07, 8/26/08, 5/26/09

PATTON RIDGE HOMES CORPORATION

TRASH STORAGE, DEPOSIT, COLLECTION AND DISPOSAL POLICY

1. It is the responsibility of each household to store, deposit and dispose of household trash and other debris in compliance with Montgomery County Ordinances and this policy.
2. STORAGE: Until the household refuse is properly placed for collection or hauled to an acceptable deposit site, it shall be stored within an airtight, waterproof container that is vermin proof and meets Montgomery County standards while stored at the exterior of a residence. Plastic bags, cardboard boxes and/or paper sacks do not qualify as acceptable storage containers. No storage containers for either refuse or recyclables are to be kept in a manner which is visible from the front of the home, or placed on the stoops, entry walkways, driveways or sidewalks of any unit.
3. DEPOSIT FOR COLLECTION: Residents shall place household refuse out for collection not earlier than the evening prior to the regularly scheduled pick-up day. Residents whose trash is placed for collection in advance of this standard shall be requested to bring their actions into compliance. Trash and recycling containers must be removed from the front of the home by the end of collection day. Violation, following notification, shall subject the violator to penalties levied by the Board of Directors, including but not limited to a first offense fine of \$250.00. Fines will be doubled for repeat offenses.
4. LOCATION OF DEPOSIT SITES: Trash is not to be placed on the property of others for collection without the permission of the property owner where it is to be placed. To this end, the Patton Ridge Homes Corporation does not grant permission to place trash on any Community Property owned by the Patton Ridge Homes Corporation. Persons depositing refuse on Patton Ridge Homes Corporation property shall be subject to charges being filed with the Montgomery County EPA and/or penalties levied by the Board of Directors, including but not limited to a first offense fine of \$250.00. Fines will be doubled for repeat offenses.
5. DISPOSAL OF REFUSE OTHER THAN HOUSEHOLD TRASH: Refuse shall be removed either through a private hauler or by the resident. Unless the resident removes the refuse to an acceptable disposal site, collection shall be through the contracting of a private hauler who shall comply with the Patton Ridge Homes Corporation policy and Montgomery County Ordinances.
6. ADMINISTRATION: This policy shall be administered through the Homes Corporation's Officers and/or Agent. For the purpose of filing complaints with the appropriate Montgomery County authorities, each Officer and Agent shall have the authority to file any and all necessary complaints on behalf of the Homes Corporation.
7. PENALTIES: Violators of these policies will be subject to Montgomery County enforcement or Homes Corporations charges. In cases where the Homes Corporation incurred costs to correct a violation, the owner of the unit will be declared out of good standing with the Homes Corporation, and lose their corporation rights and privileges. Any alleged offender shall be entitled to a hearing according to the procedures for Dispute Resolution.

Any cost incurred by the Homes Corporation to correct a violation will be charged to the owner of the unit. No administrative fees shall be added to the fees charged.

Approved: 1/12/88

Approved as Amended: 1/10/89, 11/36/91, 4/25/9, 05/22/07, 7/21/09, 7/27/10

Reaffirmed: 5/24/94, 5/28/96, 6/24/97, 5/26/98, 6/22/99, 5/23/00, 5/28/02, 5/25/04, 5/23/06, 8/26/08