



**STEDWICK HOMES CORPORATION
HOMEOWNER GUIDE**

● **Welcome to Stedwick**

By purchasing a home here you have automatically become a member of both the Montgomery Village Foundation and the Stedwick Homes Corporation. The Stedwick Homes Corporation is a non-profit organization comprised of you and your neighbors in the Stedwick portion of the Village. Together, you own the streets, the storm drains, the street lights, and the trees around your property.

The primary purpose of the Stedwick Homes Corporation is the management and maintenance of commonly-owned properties in our community. The streets, sidewalks, paths, greenspace and plantings, the lights, and the storm drainage system are owned and maintained by the Stedwick Homes Corporation. These properties belong to all of us. Their care is the concern of all who live here, and it is our assessment dollars that pay for their upkeep.

The homes corporation's affairs are managed by a Board of Directors consisting of nine members who are elected by the community (one vote per dwelling unit). These directors volunteer their time to serve the community. The Board meets on the third Wednesday of every month except July and December at 7:30 p.m. at the Stedwick Community Center (located on Stedwick Road next to the Stedwick Pool). Every resident is invited to the meetings, and encouraged to bring ideas and concerns to the attention of the Board. Attending a meeting or two serves as a quick introduction to the major aspects of the community.

Aside from maintenance, the Board is also concerned with reviewing, formulating, and enforcing rules related to such activities as parking, greenspace use, snow removal and other issues.

Covenants

Along with this booklet you should receive a copy of the original covenants filed by the developer at the time Stedwick was built. These documents were intended to protect the quality of the environment we share. The covenants exist for the protection of property values for all of us. When you purchase your home, you agree to comply with these covenants.

Changes to your property

At some point, you may want to add to or change some part of the exterior of your home or garden. The quality of our neighborhoods is maintained by compliance with strict design criteria. You should refer to the criteria when you are contemplating a project. Any change affecting the external appearance of individual properties in any way must be approved by the Architectural Review Board of the Montgomery Village Foundation. Both the Architectural Review Board (ARB) and the Montgomery Village Foundation (MVF) operate as separate entities from the Stedwick Homes Corporation.

The ARB meets on the first and third Wednesday of each month to evaluate any request submitted to it in the proper format. Please inquire at the MVF office to obtain a copy of the proper form.



Changes to Stedwick property

This booklet also includes a copy of a form entitled “Community Property Improvement Request Form” or CPIR. This form is intended for your use, should you wish to do any landscaping on greenspace owned by Stedwick Homes Corporation. The Board encourages such enhancement within certain guidelines, but permission must be obtained before any work is begun. Additional forms may be obtained at the MVF office, by email, or through the MVF web site.

Stedwick and the Montgomery Village Foundation

The Stedwick Homes Corporation and the Montgomery Village Foundation (MVF) work together to make life here more rewarding. For example, the pools, tennis courts, community centers, parks and lakes are owned, maintained and operated by the MVF. In addition, the Stedwick Homes Corporation has contracted with the MVF to manage Stedwick’s community property. The MVF maintains a full-time community manager and additional staff to help the Stedwick Board of Directors conduct day-to-day business. The community manager can be reached at 301-948-0110, or by email (stedwickhc@mvf.org). The community manager can answer questions or refer problems concerning Stedwick affairs to the Board of Directors. The community manager’s office is located in the MVF administration building on Apple Ridge Road.

The MVF also collects assessments, provides bookkeeping and secretarial services for the homes corporations in the Village, and publishes the Village News. The MVF Maintenance Department provides maintenance for MVF properties and some homes corporations.

Stedwick and You

Stedwick was one of the first communities in Montgomery Village and remains one of the largest. We have a proud tradition of consideration and cooperation in our neighborhoods. We hope that you will be happy here, and that you will take full advantage of all of the wonderful resources, activities and natural beauties that are available to you and your family here.

The Stedwick Homes Corporation Board of Directors
June 2010



● **Contents**

Welcome to Stedwick..... 1
 Covenants..... 1
 Changes to your property..... 1
 Changes to Stedwick property 2
 Stedwick and the Montgomery Village Foundation 2
 Stedwick and You..... 2

Stedwick Homes Corporation Map..... 7

Montgomery Village Foundation Map 8

Stedwick Homes Corporation..... 9
 Montgomery Village Foundation..... 9
 Contact Information..... 10

Stedwick Homes Corporation Board of Directors..... 11
 Elections..... 11
 Board Meetings..... 11
 Residents’ Time 11
 Formal Meeting..... 11
 Executive Session 12
 Officers, Secretaries, and Management 12

Stedwick Homes Corporation Committees 13
 Audit/Budget Committee..... 13
 Communications Committee 13
 Improvements Committee..... 13
 Maintenance Committee..... 13
 Management Advisory Committee (MAC) 13
 Nominating/Election Committee 13
 Private Property Maintenance Committee..... 14
 Repaving Committee 14
 Safety Committee 14

Stedwick Homes Corporation Financial Matters 15
 SHC Assessments 15
 Budgets 15



Where your assessment goes	16
MVF – Montgomery Village Foundation	16
DU – Designated Users	16
Stedwick HC	16
Stedwick Homes Corporation expenditure summary	16
Collection Policy of Montgomery Village Foundation, Inc. for Homes Corporations	17
Community Standards.....	21
Architectural Review Board	21
Architectural Standards.....	21
Home Maintenance	21
Dispute Resolution.....	21
Community Property Maintenance	21
Greenspace Use.....	22
Tot Lot Use	22
Parking, Vehicles, and Towing	23
Areas with Garages and/or Driveways	23
Areas without Garages and/or Driveways	23
Prohibited Activities	23
Prohibited Vehicles	23
Towing	24
Community Facilities.....	24
Tot Lots	24
Pools and Community Centers	24
Community Services	25
Trash Collection.....	25
Recycling	25
Yard Waste	26
Scrap Metal	26
Illegal Dumping	26
Security	26
Neighborhood Watch	26
Publicity and Newspapers.....	27
Web Site.....	27
Animal Control	28

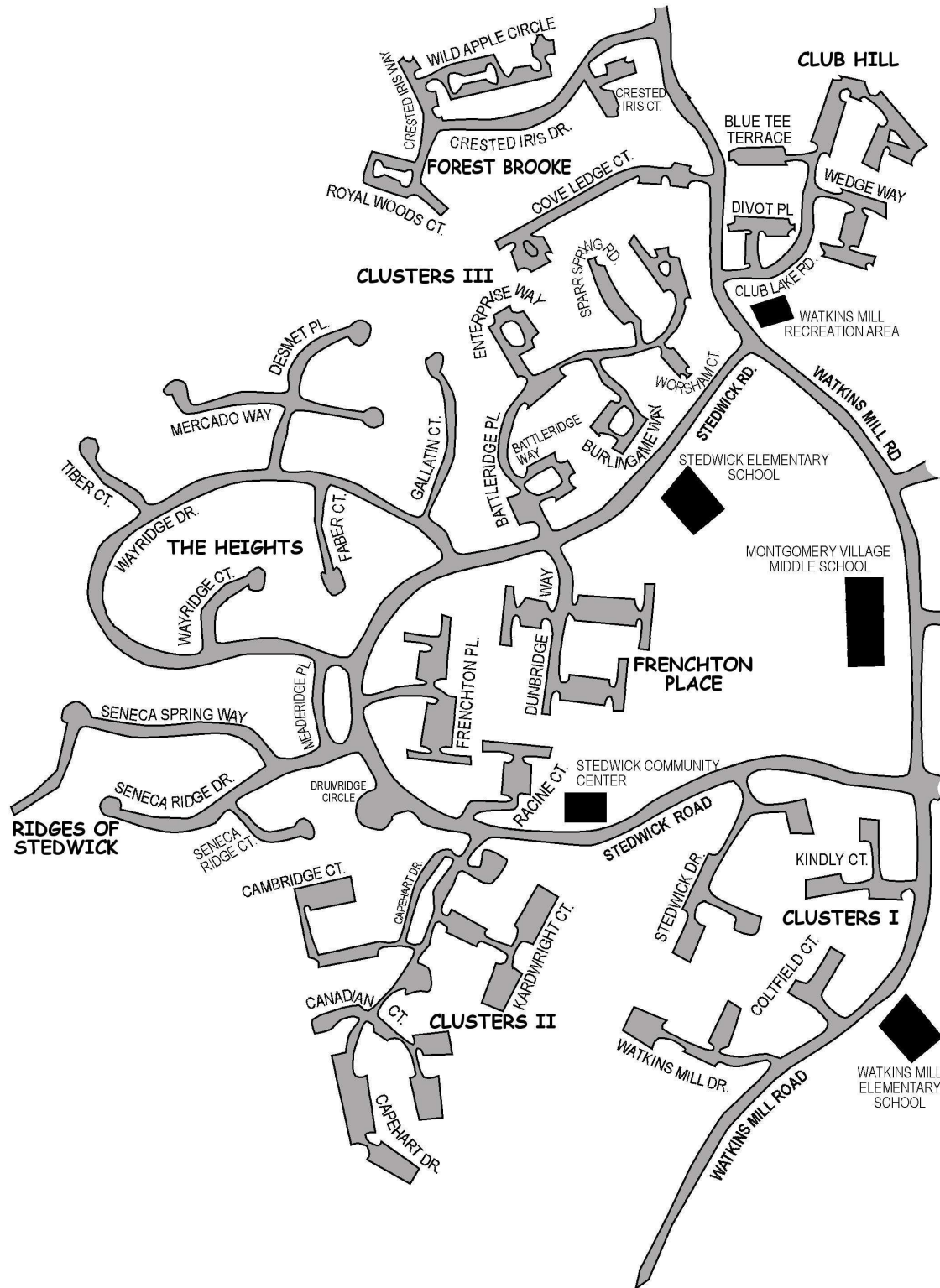


Seasonal Issues	29
Autumn	29
Winter	29
Snow Emergency	29
Informational Resources	Error! Bookmark not defined.
Stedwick Homes Corporation Articles of Incorporation, By-laws and Covenants, Conditions and Restrictions.....	Error! Bookmark not defined.
Landlord Tenant Handbook	Error! Bookmark not defined.
Important Telephone Numbers	31
Stedwick Homes Corporation Policies	33
Ballot Policy	33
Family Day Care Policy	33
Procedures for Dispute resolution	34
Board Procedures for Expenditures.....	35
Investment Policy	36
Policy Regarding Noxious Behavior	37
Open Space Usage Policy.....	40
Parking and General Vehicular Rules and regulations.....	41
Postlamp Reimbursement Policy.....	44
Rules, Regulations and Policies for Exterior Maintenance of Private Dwelling Units and Lots	46
Policy Governing Storage on Private Property	51
Policy for the Private Use of Community Property	52
Reserved Parking Policy	54
Residents Time Policy.....	56
Snow Removal Policy	57
Towing Policy	57
Trash Storage, Deposit, Collection and Disposal Policy	59
Tree Policy	60
Community Property Improvement Requests	64
Community Property Improvement Request Form	65

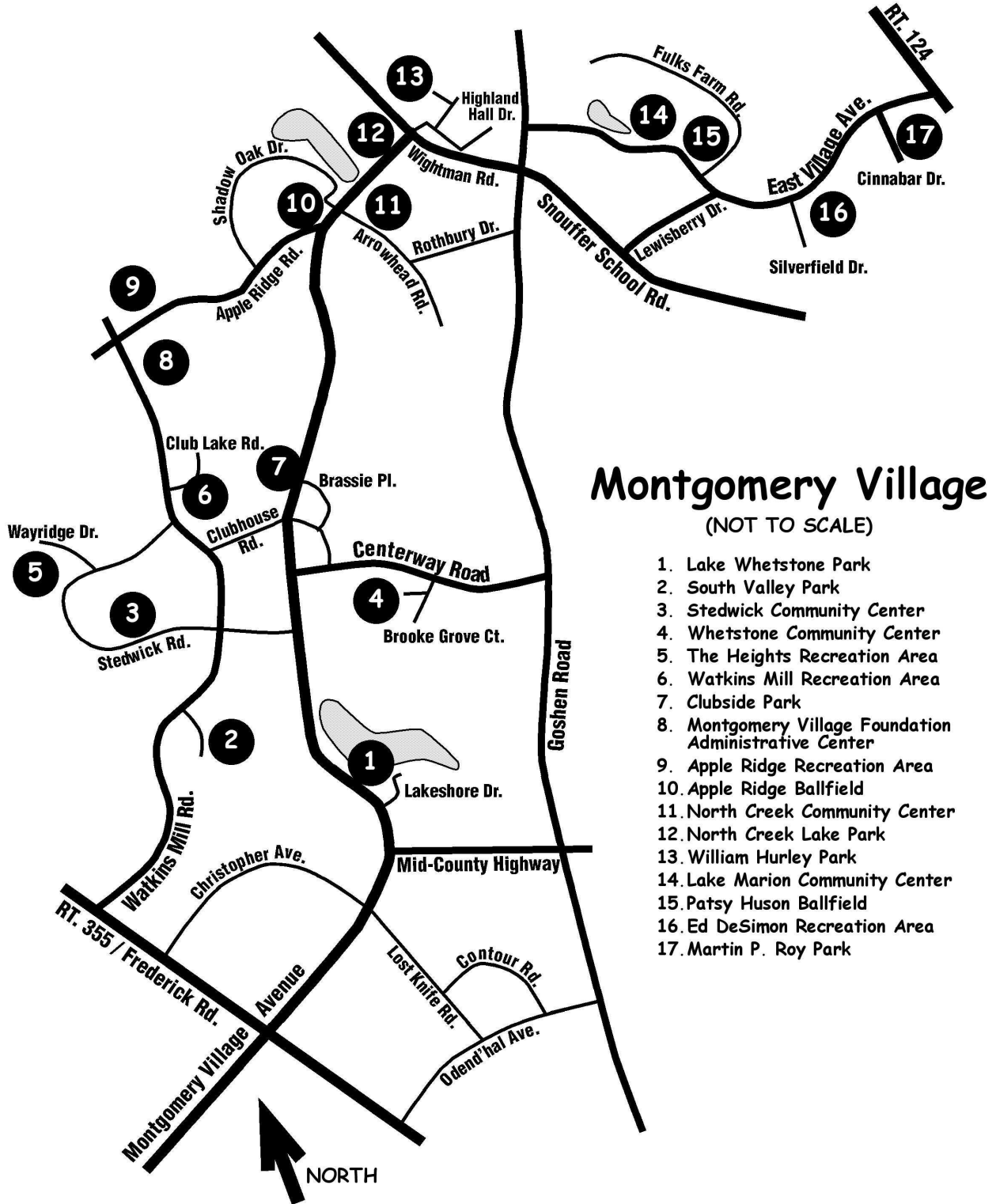




● Stedwick Homes Corporation Map



● **Montgomery Village Foundation Map**



Montgomery Village
(NOT TO SCALE)

1. Lake Whetstone Park
2. South Valley Park
3. Stedwick Community Center
4. Whetstone Community Center
5. The Heights Recreation Area
6. Watkins Mill Recreation Area
7. Clubside Park
8. Montgomery Village Foundation Administrative Center
9. Apple Ridge Recreation Area
10. Apple Ridge Ballfield
11. North Creek Community Center
12. North Creek Lake Park
13. William Hurley Park
14. Lake Marion Community Center
15. Patsy Huson Ballfield
16. Ed DeSimon Recreation Area
17. Martin P. Roy Park



● **Stedwick Homes Corporation**

The Stedwick Homes Corporation consists of 1,260 homes in eight sub-divisions:

- **Club Hill**
- **Clusters I**
- **Clusters II**
- **Clusters III**
- **Forest Brooke**
- **Frenchton Place**
- **The Heights of Stedwick**
- **The Ridges of Stedwick**

Stedwick Homes Corporation was incorporated as a non-profit entity in 1967. The primary purpose of the corporation is to provide for the maintenance of community-owned property and the enforcement of covenants. All property owners within Stedwick are considered to be members of the homes corporation.

Montgomery Village Foundation

All property owners within Stedwick are also members of the Montgomery Village Foundation (hereafter referred to as MVF), which is a nonprofit “umbrella” that consists of other homeowner associations in Montgomery Village.

The MVF owns and maintains a number of community facilities, located in and around Stedwick, including the Stedwick Community Center and pool, the Watkins Mill pool, and tennis courts. The MVF publishes the Village News, a bi-weekly community newsletter that includes information about Stedwick.

The MVF also provides management and some maintenance services to the Stedwick Homes Corporation.



Contact Information

To contact the Montgomery Village Foundation or the Stedwick Homes Corporation Community Manager at the Montgomery Village Foundation offices:

Telephone: 301-948-0110
FAX: 301-990-7071
Address: 10120 Apple Ridge Rd.
Montgomery Village, MD 20886-1000
Email: stedwickhc@mvf.org
MVF Website: www.mvf.org



● **Stedwick Homes Corporation Board of Directors**

A nine-member volunteer Board of Directors directs the business of the homes corporation. Each director serves a three-year term, and the terms are staggered so that three directors are elected by the members (the homeowners) each year.

Members of the Board of Directors are usually homeowners or residents of Stedwick. While the individual Board members come from various parts of the community, the Board focuses on the needs of the community as a whole, with the conscious intention of avoiding representation of any one section to the exclusion of another. Board members, no matter the area in which they live, are obligated to act in the best interest of all of Stedwick, with a fiduciary responsibility to the residents.

Elections

Any SHC resident or homeowner in good standing or an interested outside party may run for the Board of Directors, and all homeowners in good standing may vote in the election of Board members. “Good standing” is defined as meaning that there are no past-due assessments or covenant violations associated with the homeowner. Volunteers from all neighborhoods are needed to serve on committees. For more information on volunteering, please call 301-948-0110.

As part of the annual election, the members vote for a Representative and an Alternate Representative to the MVF. These representatives may be called upon to vote on behalf of the members of the homes corporation on issues as outlined in the MVF by-laws. These positions are not associated with or responsible to the Board of Directors.

Board Meetings

The SHC Board of Directors meets ten times per year, on the third Wednesday of each month with the exception of July and December. The Annual Meeting is held in March. The Board meets at the Stedwick Community Center at 10401 Stedwick Road at 7:30 p.m.

Residents’ Time

Each SHC Board of Directors meeting begins with Residents’ Time. This provides an opportunity for any resident to speak directly to the Board. A sign-in sheet is provided at the door. Residents can state problems, proposals, or issues which are deemed to be appropriate business for the Board. The Board members may ask clarifying questions or make comments as appropriate. Often the issue will become part of later Board business for discussion and resolution. Individuals and groups are welcome. Residents are asked to limit their remarks to five minutes. Should multiple persons attend the meeting on a matter of mutual interest, the Board may ask for a spokesperson for the group.

Formal Meeting

Following Residents’ Time, a formal Board meeting convenes. Residents are welcome to stay and observe this part of the meeting, which includes financial reports, a management report, old business, new



business, and committee reports. The minutes of the meeting are available for examination at the MVF office or on the web site.

Executive Session

If necessary, the Board may meet in Executive Session, which is not open to residents. This session may deal with confidential information related to legal issues, contracts, personnel issues, and other similar topics. Minutes are kept of this meeting but are not available for examination by residents. Decisions at these meetings are made by majority vote.

Officers, Secretaries, and Management

The SHC Board of Directors includes three officers: the President, the Vice President, and the Treasurer. A Recording Secretary attends meetings of the Board to take the minutes of the meetings. The Community Manager works at the management office, attends the Board meetings, and is responsible for carrying out the direction of the Board in day-to-day matters.



● **Stedwick Homes Corporation Committees**

The by-laws and the Board have established a number of committees to perform specific tasks, consider issues, and make recommendations to the Board. All committee members are appointed by the Board. Committee members are not required to be members of the Board.

Audit/Budget Committee

This committee advises the Board on financial matters. The committee supervises the annual audit of the corporation's books and approves the annual budget and balance sheet statement to be presented to the membership at the Annual Meeting. The Treasurer is a member of this committee.

Communications Committee

This committee provides articles about Stedwick for the Village News and provides information for the website.

Improvements Committee

This committee advises the Board on matters pertaining to the maintenance, repair or improvement of such items as sidewalks, concrete and other fixed assets that SHC owns.

Maintenance Committee

This committee advises the Board on matters pertaining to the maintenance, repair, or improvement of general greenspace and property owned by the community. Community property is any property within the boundaries of SHC which is neither privately owned nor the property of the MVF. The committee addresses storm drains, community-owned trees, tot lot repair, use of greenspace by residents, and other issues of common concern.

Management Advisory Committee (MAC)

The SHC Board of Directors appoints a member to participate in this committee with other representatives of homes corporations managed by the MVF to address issues of mutual concern.

Nominating/Election Committee

This committee consists of at least three members appointed by the Board; the Chair must be a member of the Board. The committee nominates candidates to the Board and is responsible for maintaining and counting ballots for the yearly election.



Private Property Maintenance Committee

This committee provides guidance for Private Property Maintenance Standards. Private property maintenance applies to the exterior maintenance standards of townhouses and single family homes within Stedwick.

Repaving Committee

This committee advises the Board on repaving issues. A yearly paving study is done to provide planning information to the Board.

Safety Committee

This committee advises the Board on issues associated with public safety, including (if applicable) private security.



● **Stedwick Homes Corporation Financial Matters**

The operations of the SHC are funded by assessment income, interest income on investments, and roadway reimbursement funds from the state and county government.

Stedwick Assessments

Assessments are due each year on January 1; however, homeowners are offered the option of paying quarterly (on January 1, April 1, July 1 and October 1 of each year). An automatic payment system is also available for electronic transfers. Payment may also be made by credit card.

Assessments pay for the maintenance of roads owned by Stedwick, trash collection, landscaping, drainage systems, outdoor lighting, curb markings, snow service, play areas, plant care on common areas, and community management.

Montgomery Village Foundation also levies assessments, which cover expenses for properties and facilities owned by the MVF that are not under the authority of Stedwick. These include the tennis courts and swimming pools, community buildings, architectural supervision, and political liaison functions on issues that are in the interest of Montgomery Village residents.

Both the SHC assessment and the MVF assessment are subject to a ceiling which limits the rate at which assessments can increase.

Investments

Monies collected to pay for the replacement of streets, sidewalks, tot lots, and other large or long-term items are invested by the Board of Directors in accounts known as Reserves. Each Board meeting includes a consideration of investments during the financial reports. It is the Board's fiduciary responsibility to maintain investments which are government-insured and which are producing the highest rate of interest while protecting the principal. Successful financial management assists in holding down assessment levels while providing quality services. The Stedwick Board works to maintain a sound financial basis that allows for reasonable assessment rates and high quality services.

Budgets

The Board prepares a budget annually. The budget includes an assessment to be charged to residents and this budget is published in the *Village News* at least thirty days prior to its adoption by the Board so that residents may comment. The Board reviews income and expenditures in comparison with the budget at each meeting. The financial reports are audited annually by an independent auditor.



● Where your assessment goes

As an owner of a home in Stedwick, you are a member of the Montgomery Village Foundation and of the Stedwick Homes Corporation. Your assessments are billed to you annually with a coupon book. All payments are made to the Montgomery Village Foundation, but are divided into three portions as indicated on the sample payment coupon on the next page.

MVF – Montgomery Village Foundation

The first portion of the assessment goes directly to the Montgomery Village Foundation to pay for administrative services. These include day-to-day operational expenses, architectural control, publication of the *Village News*, maintenance of Village lakes and ponds, and support for the Village-wide activities of the MVF Recreation Department.

DU – Designated Users

The second portion pays for operating the community centers and pools owned by the Montgomery Village Foundation. Community centers with pools are located at Whetstone, Stedwick, North Creek, and Lake Marion. Three additional pools are located at Watkins Mill, Apple Ridge, and Hurley Park. All pools are available for your use during the season. Scheduled activities are held at the centers and information regarding them is available through the Montgomery Village Foundation Recreation Department located at the MVF office at 10120 Apple Ridge Road (301-948-0110).

Stedwick HC

The final portion of the assessment supports the Stedwick Homes Corporation. The homes corporation is responsible for the repair and maintenance of all community-owned property within Stedwick, including private streets, sidewalks, postlamps, and common greenspace. Snow removal and grass cutting are two major budget items.

● STEDWICK HOMES CORPORATION EXPENDITURE SUMMARY

	2005 actual	2006 actual	2007 actual	2008 actual	2009 actual	2010 budget
Maintenance	281,055	289,101	276,938	276,126	294,164	314,000
Administration/Utilities/ Insurance, etc.	159,332	163,300	163,678	185,370	201,077	176,323
Trash Removal	60,480	60,480	77,112	78,624	80,326	70,488
Private Security	15,802	51,652	63,550	50,554	52,565	67,000
Reserves Contribution (includes interest)	156,168	148,138	198,671	194,723	194,569	157,600
Total Assessment per house (excluding trash)						
— Per year	508.18	522.28	563.84	559.83	608.68	601.12
— Per quarter	127.04	130.57	140.96	139.96	152.17	150.28



● **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*





● Community Standards

Architectural Review Board

The Architectural Review Board (hereafter referred to as ARB) is a function of the Montgomery Village Foundation and is not under the authority of the Stedwick Homes Corporation. The ARB is responsible for enforcing covenants associated with the architectural character of homes (not their maintenance), and includes such elements as colors, styles of shutters or siding, exterior additions, and major changes to landscaping such as patios and decks. The ARB requests all property owners to “apply before they buy”; that is, the ARB must review all exterior alterations to a home before any work may begin. The ARB meets the first and third Wednesdays of each month to consider applications. Applications are available at the MVF office. For more information, refer to the specific architectural standards for your neighborhood.

Architectural Standards

Property owners are responsible for ensuring that changes made to the exterior of their homes are in compliance with the architectural standards enforced by the ARB. Exterior modifications which must be approved by the ARB include paint color, siding style and material, roofing, windows, downspouts, exterior lighting, additional structures (such as playsets or sheds), fencing, and major landscaping modifications such as patios or decks.

Home Maintenance

According to the covenants and Montgomery County code, property owners are responsible for maintaining their property, and for keeping their yards and homes in good repair. The SHC has developed Private Property Maintenance Standards that reflect the Montgomery County code. The standards include inspections of private properties. The homes corporation notifies residents when specific homes are not in compliance with maintenance standards and requests that problems be repaired. The Private Property Maintenance program includes fines for residents who do not repair maintenance problems in a timely manner.

Dispute Resolution

Disputes between residents and the Board are handled through the Stedwick Homes Corporation Procedures for Dispute Resolution. Please contact the Community Manager for more information.

Community Property Maintenance

Property owned by the SHC is maintained by the Corporation, under the direction of the Maintenance Committee. Streets, curbs, storm drains, signs, and other parts of the community are also repaired and replaced as needed. To report concerns, contact the Community Manager at the MVF by calling 301-948-0110 or by e-mailing stedwickhc@mvf.org.



Greenspace Use

Greenspaces are recognized as limited recreational areas for Stedwick residents. They are not to be used for sports or other organized activities that may destroy the turf or plantings.

Under Montgomery County law, pet owners are responsible for ensuring that their pets do not damage the greenspace or create a nuisance; pet owners are also responsible, by law, for cleaning up after their pets. For more information, refer to the Stedwick Homes Corporation Policy Relating to the Use of Greenspace.

Residents who wish to add plantings or other items to the community greenspace near their home may submit a Community Property Improvement Request (CPIR) to the MVF for consideration by the SHC Maintenance Committee. This form is available on-line.

Tot Lot Use

Tot lots in Stedwick are designed for use by children under the age of 12. Tot lots are closed at dark, and the police will enforce No Loitering laws in the tot lots after that time. To report suspicious activity to the police, call 301-279-8000.



● **Parking, Vehicles, and Towing**

Areas with Garages and/or Driveways

According to the Parking and General Vehicular Rules and Regulations, residents are expected to use their garages and driveways when provided. Garages should not be converted to storage spaces or other uses.

Areas without Garages and/or Driveways

Homeowners without garages or driveways may petition the SHC Board of Directors for reserved parking. One reserved space will be marked for each non-garaged unit represented in the petition. Petitioners must provide the signatures of at least 2/3 of the non-garaged homeowners affected by the assignment of reserved parking, and they must provide a diagram of the parking spaces. The word “RESERVED” and an identifier will be painted on the reserved spaces. The parking spaces remain the property of the Stedwick Homes Corporation; the reserved designation is not an assignment of property. The “reserved” use of the spaces is done on a “good neighbor basis” and will not be enforced by Stedwick Homes Corporation, nor by the Montgomery County Police nor by any towing company. It is hoped that neighbors and visitors will treat each other respectfully and cooperatively in this matter.

Prohibited Activities

Extensive work or dismantling of vehicles, boats or machinery of any type (other than routine maintenance and cleaning) is prohibited on SHC property. Unlicensed vehicles may not be stored or parked for more than 48 hours on community-owned or private property unless garaged. This includes vehicles without tags or current registration stickers, or with flat tire(s), missing parts, or any condition that makes the vehicle unable to move under its own power.

Vehicles may not be parked on the greenspace, on sidewalks, or curbs. Vehicles may not be parked in firelanes. These rules are enforced by the Board of Directors, its agents, officers, and employees, and by the Montgomery County Police Department. For more information, refer to the Parking and General Vehicular Rules and Regulations.

Other than vehicles, residents should not place any objects in the parking area. The use of trash cans, cones, or other materials to “save” parking spaces creates a specific safety hazard and is strictly prohibited. Objects left in the parking area will be removed without notice.

Prohibited Vehicles

Commercial vehicles, private trucks without rear covers on the truck bed, trailers, campers, recreational vehicles, boats, and oversized vehicles are prohibited from parking on community or private property (unless completely contained within a garage) overnight, specifically between the hours of midnight and 6:00 a.m. Prohibited vehicles may be stickered and towed in accordance with Stedwick policies.



Towing

Restricted or prohibited vehicles may be towed from community property. For more information on this procedure, refer to the Stedwick Homes Corporation Towing Policy. Inoperable and unlicensed vehicles are also subject to towing after being stickered in accordance with Stedwick policies.

● **Community Facilities**

Tot Lots

The Stedwick Homes Corporation owns three tot lots in the Forest Brooke community. The Montgomery Village Foundation owns and maintains the tot lots at the Watkins Mill pool and at the Stedwick Community Center.

These tot lots are routinely inspected for safety. Residents are encouraged to monitor their children while they use the tot lots to ensure the safety of their children and to guard against possible damage to the equipment.

Pools and Community Centers

Through their membership in the MVF, residents have access to the seven pools and four community centers owned by the Montgomery Village Foundation. Residents also have access to the MVF's twenty-two tennis courts.



● Community Services

Trash Collection

Trash is collected twice per week, on Tuesdays and Fridays, and is paid for through your homes corporation assessment. Individual residents may request bulk pickups for larger items four times per year; however, these must be scheduled in advance by calling Potomac Disposal at 301-294-9700.

Trash placed out for collection must be stored in a sealed, vermin-proof container. Plastic bags, cardboard boxes, and/or paper sacks are not considered acceptable storage containers. Trash containers and recycling containers may not be kept in front yards, on stoops, or sidewalks.

Townhouses with enclosed courtyards and sheds are to utilize the sheds for the purpose of storing refuse until the collection day. Any trash stored outside must be in air-tight, waterproof, vermin-proof containers.

Trash collection begins at 7:00 a.m. on scheduled collection days.

The trash contractor cannot collect: gasoline, poisons, acids, car batteries, ammunition, dirt, rocks, cement, oil, wet paint, hazardous materials, commercial trash, large automobile parts, tree stumps, dead animals, yard waste, newspapers, appliances, or tires. For information on disposal of these items, contact the Montgomery County Transfer Station/Recycling Center at 301-840-2370.

Recycling

Montgomery County provides for the collection of recyclables at curbside. For an updated collection schedule, please contact Montgomery County at 240-777-6410. Recyclable materials should be placed at the closest curb in the blue bins provided by Montgomery County. The following guidelines apply to recyclable materials:

- **Mixed paper:** Newspapers and inserts, magazines, corrugated cardboard, cereal and other boxes, telephone books, computer and office paper, catalogs, unwanted mail, paperback books and all other clean, dry paper. Flatten all empty boxes. Do not include paper items that are soiled with food, paint, chemicals, or kitty litter. Foil gift-wrap, paper towels, napkins and tissues are not accepted. Paper should be placed in paper bags and/or small cardboard boxes for collection.
- **Glass bottles and jars:** All colors of bottles are accepted except blue, and the bottles should be without caps or lids. Bottles should be empty and rinsed (labels are okay). Broken bottles cannot be accepted.
- **Plastic bottles with a neck:** Both clear and colored plastic bottles are accepted. Do not recycle plastic wrap, Styrofoam, food containers, or toys. Additionally, no auto product containers or pesticide bottles are accepted.
- **Aluminum and steel beverage cans (uncrushed), balled aluminum foil, and foil cookware:** All recyclables should be empty and rinsed. Lids should be attached to cans, and labels are acceptable.
- **Newspapers** should be bundled with twine or stacked in paper bags.



Yard Waste

Montgomery County law requires that yard waste be recycled. Recycling services are provided by Montgomery County. The County collects recyclables every Tuesday in most areas of Stedwick, with the exception of Club Hill (Wednesdays) and Clusters I (Thursday). This service is provided at no charge to residents. Yard waste must be placed in paper bags or reusable containers (such as a trash can that is clearly labeled “Recycle”).

Grass clippings and leaves must be placed in paper lawn bags that are available at local hardware and grocery stores.

Tree branches and brush must be cut to 48 inches in length and bundled with twine to no more than 30 inches in diameter.

Scrap Metal

Montgomery County law requires that appliances and other scrap metal be recycled. Such items include household appliances, bikes, metal cabinets, doors, iron furniture and railings, aluminum lawn chairs, and disassembled swing sets. Residents should call 240-777-6400 before 9:00 a.m. on the business day before the regular recycling collection day to schedule a pickup.

Please note that automotive parts, completely or partially filled paint cans, and propane or oxygen tanks, or other containers under pressure are not permitted.

Illegal Dumping

Placement of household trash, litter, or recyclable materials on community property is considered illegal dumping. Illegal dumping is punishable under Montgomery County law and carries a substantial fine. If the Stedwick Homes Corporation has to collect the trash, and the resident who left the trash can be identified, then that person will be billed. If no one can be identified as having left the trash, the cost of that trash collection is paid by the entire homes corporation, thus increasing assessment costs for everyone.

Security

The Stedwick Homes Corporation encourages residents to work with the police in preventing crime. If residents see something suspicious, they should call the Police Department immediately at 911 for emergencies, or at the non-emergency number, 301-279-8000.

Neighborhood Watch

The Stedwick Homes Corporation encourages residents to establish Neighborhood Watch programs. Information on Neighborhood Watch programs is available from the Community Manager by calling 301-948-0110.



Publicity and Newspapers

The MVF publishes the Village News twice per month, free of charge. It is delivered to each residence every other Friday. The Village News includes valuable information about the homes corporation and the MVF.

Web Site and Email

Information about the Stedwick Homes Corporation is available through its web site:

www.mvf.org/Communities/Stedwick/Stedwick.htm

Questions about the homes corporation may be emailed to:

stedwickhc@mvf.org

The main MVF web site is: *www.mvf.org*

● **Informational Resources**

Stedwick Homes Corporation Articles of Incorporation, By-laws and Covenants, Conditions and Restrictions

These documents provide information on the legal basis, authority, rights, responsibilities, and powers of the SHC and the Board of Directors. Please call the MVF office at 301-948-0110 for further information.



● **Transportation**

All of the residential streets within Stedwick are owned by the Stedwick Homes Corporation. Montgomery County owns and maintains Watkins Mill Road, Stedwick Road, Montgomery Village Avenue, Club House Road, and Apple Ridge Road.

The Stedwick area is served by the Ride-On Bus, which is operated by the County in coordination with other local governments. Concerns about the condition of bus stops can be reported to Transit Services at the Montgomery County Department of Public Works and Transportation, 240-777-5800.

Other relevant mass transit offices include:

- **Washington Metro Area Transit Authority**

202-637-7000 • www.wmata.com

- **Montgomery County Transit, Ride-On Bus**

301-217-RIDE (7433)

- **Carpool/Vanpool**

301-777-POOL (7665)

- **Mass Transit Administration/MARC information**

800-543-9808 / 410-539-5000

- **Commuter Connections**

Information to commuters and businesses on teleworking, carpooling, and vanpooling.

800-745-RIDE

<http://www.mwcog.org/commuter/ccindex>

Animal Control

Montgomery County's leash law requires that any animal off its owner's premises must be leashed and/or under the owner's control at all times. The law also requires that pet waste be immediately removed and properly disposed of. For more information or to report violations of animal ordinances, call 240-773-5960.



● Seasonal Issues

Autumn

Residents are encouraged to collect and bag leaves that fall in and near their property, and to deposit the leaves at the curb for the county's recycling pick-up. Leaves must be contained in brown paper yard bags that are available at local hardware and grocery stores or in trash cans that are labeled "RECYCLE." Please note that leaves in plastic bags will not be removed.

Stedwick provides two free leaf pick-ups in autumn. Residents may rake leaves to the curb (without bagging them) to take advantage of this service. Watch for signs posted in each neighborhood and articles in the Village News announcing the dates.

Winter

The Stedwick Homes Corporation is responsible for removing snow from the driving lanes of the roads and parking lots in Stedwick. A combination of salting and plowing is used to keep streets passable. Please observe the following guidelines:

If you have a driveway, we strongly encourage you to use it.

If you do not have a driveway, please park in designated areas only. That means parking in designated reserved parking places assigned to your address, or undesignated parking places and curbside parking that is not designated as a firelane.

Residents are responsible for clearing the snow from driveway entrances and parking spaces.

We encourage residents to shovel fire hydrants and cluster mail boxes near their homes, as well.

Under Montgomery County law, residents are required to clear the sidewalks that are adjacent to their homes within 24 hours of the end of a snowfall. Residents are also required to treat icy sidewalks adjacent to their homes so that they are not dangerous.

The Stedwick Homes Corporation is responsible for clearing the driving lanes of the streets and for clearing sidewalks adjacent to county roads that are used for pedestrian access to community facilities. The homes corporation is not required to clear paths that are used for recreational purposes. Such paths are considered closed during periods of snow and ice. The homes corporation is not responsible for clearing snow from parking spaces.

Snow Emergency

During heavy snowfalls, one lane of traffic will be opened on all roadways before crews return to clear the street entirely.





● Important Telephone Numbers

American Red Cross	301-588-2515
Animal Control (To report violations of animal ordinances)	240-777-5960
Maryland Emergency Natural Resource Center	1-800-628-9944
Maryland Wildlife Administration	301-258-7308
Chesapeake Wildlife Administration	301-390-7010
Dead Animal Removal	240-777-3867
<i>Montgomery County Police</i>	
Emergency Fire/Rescue, Police	911
Non-Emergency	301-279-8000
Sixth District Station	
45 W. Watkins Mill Road, Administrative Office	240-773-5700
<i>Montgomery County</i>	
Crisis Center 24-Hour Hotline	240-777-4000
Dump Hotline (illegal dumping)	240-777-3867
Environmental Protection	240-777-7700
Fire Non-Emergency	240-777-0744
Health Department (rodent control).....	240-777-3986
Noise Control	240-777-7770
Poison Control Center.....	1-800-222-1222
Recycling	240-777-6400
Montgomery Village Foundation.....	301-948-0110
United States Post Office, Montgomery Village	301-208-3715



Trash

Potomac Disposal..... 301-294-9700

Utilities

PEPCO 1-800-424-8028 or 202-833-7500

PEPCO – Report Power Outages 1-877-737-2662

PEPCO – Report Downed Wires202-872-3432

WSSC..... 1-800-828-6439

Washington Gas 1-800-752-7520 or 703-750-1000

Washington Gas - Report Gas Leak..... 1-800-752-7520

Verizon.....301-954-6260

Verizon Complaint Number 1-888-550-2244

Comcast Cable TV301-424-4400



● **Stedwick Homes Corporation Policies**

The Stedwick Homes Corporation Board of Directors has adopted a number of policies and rules to assist in the maintenance and management of community property.

BALLOT POLICY

All ballots shall be destroyed 60 days after the completion of the counting of said ballots after an election or other community vote.

*Approved 5/15/98; Reaffirmed 4/21/99, 4/19/00, 4/18/01, 5/15/02, 4/19/06, 4/16/08
Revised 4/16/03;
Reaffirmed 4/16/03, 5/19/04, 5/18/05, 5/16/07, 4/15/09, 4/21/10*

FAMILY DAY CARE POLICY

The Stedwick Homes Corporation (SHC) supports registered family day care in its community. Many parents in Stedwick need day care for their children. SHC wants to be assured that the day care offered in Stedwick is operated in a safe and healthful environment, and that day care providers have adequate insurance. Proper registration and this policy provide this assurance.

Registration is required by the State of Maryland if care is provided for one or more unrelated children on a regular basis. At any given time, a day care provider may not care for more than six (6) children, of whom no more than two (2) children may be under two years old. (From Annotated Code of Maryland Regulations, Family Law Article #5-550 -- 5-557).

SHC will abide by House Bill No. 464 concerning "Homeowner Associations and Family Day Care Homes, which became law July 1, 1989.

1. We hereby regulate the number of day care homes operating in Stedwick to not more than 7.5% of our 1,260 homes, which is a maximum of 94 day care homes permitted in Stedwick (See p. 9 (E) (1) of Bill No. 464.)
2. As stated in the law, we will require all residents who are providing, or who plan to provide family day care, to notify the Stedwick Community Manager at the Montgomery Village Foundation office. (See p. 10 (F) of Bill 464.)
3. As stated in the law, a family day care provider may not operate in Stedwick without proper liability insurance. A day care provider shall obtain the liability insurance described under article 48A, #481D of the Code in at least the minimum amount described under that statute; that is \$300,000. (See p. 10 (G) of Bill No. 464.) The day care provider must present proof of liability



insurance to the Montgomery Village Foundation office. This proof of liability will become part of the unit owner's permanent file.

4. There have always been family day care providers in Stedwick. Stedwick has never experienced an increase in its insurance related to this activity. Therefore, we do not anticipate any increase in Homes Corporation insurance. If, in the future, there should be an increase in insurance costs that are solely and directly attributable to the operation of family day care homes in Stedwick, the day care homes may be required to pay that increase. (See p. 9 (E) (2) of Bill 464.)
5. Some residents may not agree with SHC support for family day care, but according to the law, family day care in Stedwick could only be prohibited by a majority vote of homeowners. That would require 631 (one vote per home) in Stedwick. (See p. 9 (D) (2) of Bill 464.)

If a significant number of homeowners wish to contest this policy, they may petition the Stedwick Board for a Special Election, according to the guidelines of the Stedwick By-laws, available at the Montgomery Village Foundation office.

For registration information, to report a problem with a provider or to make a formal complaint, contact the State Department of Human Resources, Office of Child Care Licensing and Regulation, Region 5, 51 Monroe Street, Rockville, Maryland 20850 (telephone: 240-314-1400).

Approved 11/15/89

Reaffirmed 4/21/99, 4/19/00, 4/18/01, 5/15/02, 4/16/03, 5/19/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09

Modified and reaffirmed 4/21/10

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 states:

"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 Stedwick Homes Corporation (SHC) and other parties are established as follows:

1. Any party who has a dispute with the Stedwick Homes Corporation, 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, Montgomery Village Foundation, 10120 Apple Ridge Road, Montgomery Village, Maryland 20886. If appropriate, SHC may provide forms for filing notices of disputes.
2. Notice of a dispute should be filed with SHC within thirty (30) days from the date the dispute arose.



3. The SHC 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 date, time 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 date, time and place.
4. At the hearing, SHC and the party filing the dispute may present evidence and testimony and question opposing witnesses. Reasonable time limits may be imposed by SHC. 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 issue a written decision within fifteen (15) days of the hearing, granting or denying the relief requested.
6. SHC 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 SHC fails to file a written notice of dispute and to request a hearing, then no hearing need be held before SHC takes whatever action may be appropriate under the circumstances to enforce its covenants, rules and regulations. The filing or pending state of filing a dispute does not automatically stay action by SHC.
8. The SHC Board of Directors may develop and adopt additional rules of procedure for the fair conduct of hearings.

Approved 3/20/91

Reaffirmed 4/21/99, 4/19/00, 4/18/01, 5/15/02;4/16/03, 5/19/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10

BOARD PROCEDURES FOR EXPENDITURES

The Stedwick Homes Corporation Board of Directors has approved the authorization for expenditures as follows:

The Greenspace Maintenance Chairperson and the Improvements Chairperson both have the authority to expend funds on a regular basis on issues involving Stedwick, without consulting other Board members. Specifically:

1. The Greenspace Maintenance Chairperson has the authority to approve expenditures up to \$3,000. Expenditures above this amount will require written confirmation by the President (or Vice President if the President is not available) of the Board.
2. The Improvements Chairperson has the authority to approve expenditures up to \$1,000. Expenditures above this amount will require written confirmation by the President (or Vice President if the President is not available) of the Board.
3. In the case of an awarded contract where work is in progress, if an unforeseen change in the scope of work is necessary in order to continue or complete the contract, the chairperson of the committee in charge of overseeing the contract, together with the President (or Vice President if the President is not available) may approve a change in the scope of work involving an increase in contract price of no



more than 10% of the original contract price without approval of the Board. Any change in contract price greater than 10% requires formal approval of the Board.

4. In an emergency situation where the expenditure of funds is necessary, the Community Manager will use his/her best judgment to correct the situation so as to avoid imminent danger to persons or property. All efforts will be made to limit expenditures in emergencies only to what is necessary to avoid imminent danger without approval from the Board of Directors. The Community Manager will first attempt to contact the President, Vice President or appropriate committee chairperson (in that order) before said expenditure is authorized. A motion will be made at the next Board Meeting to approve said expenditure.
5. Snow removal is an exception to this policy. The appropriate committee chairperson is authorized to expend funds for snow removal as necessary pursuant to existing contracts without consulting other Board members for the safety of Stedwick residents.
6. Tree removal is an exception to this policy. The Greenspace Maintenance Chairperson, and/or one or more officers, are authorized to direct the removal of a tree, with the stipulation that, as a reserve expenditure, the funds necessary to perform the work must be authorized by a vote of the Board at a subsequent meeting.

*Approved 8/18/93 Reaffirmed 4/21/99, 4/19/00, 4/18/01, 5/15/02, 4/19/06, 4/16/08
Revised 4/16/03;
Reaffirmed 4/16/03, 5/19/04, 5/18/05, 5/16/07, 4/15/09, 4/21/10*

INVESTMENT POLICY

The Stedwick Homes Corporation Board of Directors is authorized to invest the funds of the Corporation that are not required to pay corporate obligations. The Treasurer shall be responsible for making recommendations to the Board based on the Corporation's immediate cash needs and anticipated income from assessments. The following conditions will apply to all investment decisions:

No investment shall be made without the consent of the Board of Directors.

No investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without consent of the Board of Directors.

No funds shall be invested except in authorized investments provided herein.

Authorized investments are:

Obligations of, or which are fully guaranteed as to principal and interest by the United States of America.

Money Market Deposit accounts and Certificates of Deposit issued at banks and savings and loan institutions within the limits of insurance coverage provided by the Federal Deposit Insurance Corporation (FDIC).



Investment Options:

Ensure that sufficient funds are present in the Corporation's Operating Checking Account to meet current corporate obligations. The basic goal is to provide the minimum amount necessary in this low-yield account to meet such obligations.

Invest a sum, not to exceed 20% of the corporate portfolio, in a liquid but higher yielding account as a supplement to the checking account in cash shortage situations.

Invest funds in a jumbo certificate of deposit, i.e., \$100,000, as this type of certificate will usually produce higher yields than regular certificates. The length of term will vary and depend on current market conditions.

Invest 20% or less of the corporate portfolio in those securities under the authorized investment list that contain the highest yield.

The investment strategy should use a five-year ladder investment approach. The ladder's sliding scale of maturity dates should coincide with the anticipated reserve expenditures.

These options are only intended as guidelines and may vary depending on market conditions.

Presented 5/15/85, 6/18/86; Revised 6/19/85

*Reaffirmed 2/18/85, 8/26/86, 12/16/87, 6/19/91, 6/16/93, 4/20/94, 5/20/98, 4/21/99, 4/19/00, 5/16/01, 5/15/02, 4/19/06, 4/16/08, 4/15/09, 4/21/10
Revised 4/16/03; Reaffirmed 4/16/03, 5/19/04, 5/18/05, 5/16/07*

POLICY REGARDING NOXIOUS BEHAVIOR

I. PURPOSE

Paragraph 14 of the Supplementary Declaration of Covenants, Conditions and Restrictions of Stedwick, dated August 18, 1967 states: "No noxious or offensive activity shall be conducted on the property of a Private Dwelling Unit nor shall anything be permitted to be done thereon which may be or may become an annoyance or nuisance to the residents of Stedwick."

In accordance with Stedwick Home Corporation by-laws, the Board of Directors formally adopts this resolution to enact the power granted under the Article IX, Section 1(d) of the By-laws to assess monetary charges and fines for noxious or offensive activity both on the property of Private Dwelling Units and on the common streets, parking lots, and greenspace of Stedwick.

II. DEFINITIONS

Noxious or offensive activity shall be defined as activities, whether verbal, physical (overt, or silent), that cause, have caused, or reasonably have the potential to cause damage to community property, damage to private property, unreasonable hazard to the health or safety of residents and visitors, or the impairment of any resident's right to the peaceful enjoyment of their private property or community property. Such activity includes, but is not limited to the following specific examples:

- Noise: loud, disturbing, or objectionable noises, speech, vehicle noises, or music, in such a manner as may disturb other residents at any time. In addition, quiet hours shall be observed after 9:00 p.m. on



Sunday through Thursday evenings, after 11 p.m. on Friday and Saturday evenings, until 7:00 a.m. on Monday through Friday mornings and until 9:00 a.m. on Saturday and Sunday mornings.

- Public intoxication on Stedwick's common properties.
- Threatening physical harm to persons or property or physically assaulting or harassing others (e.g., bodily obstructing the street, parking lot, or pedestrian walkway) in the community, including Stedwick Homes Corporation contractors, security staff, and management or maintenance staff.

III. NON-RESIDENT OWNERS

1. Owners are responsible for providing their lessees/tenants and guests with a copy of these Noxious Behavior Rules and Regulations.
2. Owners and their tenants/lessees are required to abide by these Noxious Behavior Rules and Regulations.
3. Owners and tenants/lessees are responsible for the actions of their family members and their guests, and are liable for any damage caused, or violations of these rules by such persons.
4. Montgomery County Code Section 29-30A states that a landlord who executes a lease for an initial term of more than 125 days must provide the tenant a copy of the rules, regulations, declaration and covenants that affects the use and occupancy of the unit and any common areas associated with the unit. The lease must expressly state that "... any obligation of the owner that affects the use and occupancy of the unit or any common area associated with the unit is enforceable against the tenant." Members must comply with this requirement when leasing units subject to the Stedwick Homes Corporation's Declaration. Landlord lot owners must provide management copies of their leases to ensure that these leases comply with the requirements of the Montgomery County Code and that management is aware of the persons who occupy the premises.

IV. ENFORCEMENT OF COVENANTS, RULES, AND REGULATIONS PERTAINING TO NOXIOUS BEHAVIOR

All Stedwick Rules and Regulations, and all rules set forth in the Declaration and in the By-Laws shall be vigorously enforced by the Corporation, the Board of Directors, the community management staff, and all the committees of the Corporation.

All correspondence regarding complaints shall be kept on file. Enforcement shall be as follows:

Any unit owner, as a member of the Corporation, any person residing in Stedwick, or any representative or agent of the Corporation may make a written complaint regarding any violation of any Rule, Regulation, or Covenant. All such complaints shall be submitted in writing to the Community Manager. The writing must state the date, time, and location of the situation or action complained about, and must be signed by the complainant. The complainant's name will not be revealed to the (accused) respondent except as required by law. The Community Manager shall take appropriate action under supervision by the Board and in line with the following section on penalties.

The respondent shall be sent a letter, on behalf of the Corporation, that shall outline the complaint. The letter may request that all rule violations cease and not reoccur in the future. The letter may also request any other action that is reasonable under the circumstances. The letter shall notify the respondent that an opportunity for a hearing is available to dismiss the complaint. The community manager may



decline to send a letter of a rule of violation if the community manager believes the complaint is without merit, a minor violation, more appropriately resolved directly between the parties or cannot be substantiated. In this event the complaining party may in writing ask the Board of Directors to act upon the complaint. The Board of Directors may decline to hold a formal hearing on the complaint for the same reasons. Nothing contained in these procedures will prevent the Community Manager or the Board of Directors from taking all actions they deem appropriate to protect public safety or prevent damage to a portion of the community property or otherwise restrain proper enforcement of the Association's governing documents. The Board of Directors may establish separate procedures as it deems appropriate for the towing of motor vehicles and the enforcement of architectural standards.

If after the letter of notification and after the opportunity for a hearing has been provided to the respondent, and the complaint is found to be without merit, it shall be dismissed, and both parties shall be notified.

If after the letter of notification and after the opportunity for a hearing has been provided to the respondent, the complaint is found to have merit, the penalty procedures below shall apply.

V. PENALTIES

The Board of Directors may levy a fine for each occurrence of a violation of the Stedwick Homes Corporation Declaration, any Supplements or Amendments thereto, the By-laws and the Rules and Regulations adopted by the Board of Directors. For violations of these covenants, rules, and regulations pertaining to noxious behavior, the amount of the fines shall be as follows.

For violations of these rules concerning noxious behavior, the maximum fine shall be according to the following table. The total fines assessed against a lot owner or a tenant may not exceed \$5,000.00 in any 365 day period. Fines assessed shall be collected in the same manner as unpaid assessments to the extent as authorized by the Association's Declaration and By-laws.

For each Occurrence	Maximum Fine for Threatening, Harassing, Or Assaulting	Maximum Fine for Other Violations of this Policy
1 st	\$500.00	\$50.00
2 nd	\$1000.00	\$100.00
3 rd	\$1500.00	\$150.00
4 th	\$2000 .00	\$200.00
5 th	\$2500 .00	\$250.00
6 th	\$3000.00	\$300.00
7 th	\$4000.00	\$400.00
8 th and additional	\$5000.00	\$500.00

*Adopted: March 19, 2008; modified and reaffirmed June 18, 2008, 4/15/09
Reaffirmed: 4/21/10*



OPEN SPACE USAGE POLICY

1. Preamble - The Stedwick Homes Corporation (SHC) open spaces are the common property of all Stedwick homeowners. The maintenance and improvement of these open spaces 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. The Stedwick area, like other parts of Montgomery Village, is rich in community space and that, generally, most open space ought to remain open.
2. Open Spaces - SHC open spaces are recognized as moderate or limited play areas. Open spaces are not to be used for organized sports or other activities which are destructive of turf and plantings, or which infringe on the rightful enjoyment of homes and yards by homeowners adjacent to the open space. Special uses, such as family picnics, yard sales, etc. shall require prior approval of the Board, provided that the responsibility for any clean-up and restoration of said open space to its pre-existing condition are clearly defined. Open spaces are not to be used for the parking of vehicles.
3. Play Areas - Priorities for organized play areas for both children and adults are:
 - a. private yards
 - b. Community Center pools and tot lots
 - c. basketball/volleyball courts
 - d. Clubside Park, William Hurley Park, Lake Marion Community Center and Park, Lake Whetstone Park, North Creek Lake Park, Martin P. Roy Park and South Valley Park
 - e. public playgrounds, such as those of the public schools
 - f. Streets and parking areas are not safe play areas and should not be used as such.
4. Responsibility for Pets - Residents' enjoyment of open space, and its availability as a limited play area can be severely limited by illegally unleashed pets or leashed pets that use the greenspace as a convenient repository. It is the responsibility of pet owners to prevent their pets from running loose on the greenspace. A Montgomery County Ordinance prohibits all pet owners from allowing their pet(s) to excrete body waste on property other than their own personal property. Any violation should be reported to the Montgomery County Animal Control office at 240-773-5960.
5. Personal Use of Open Space - Since open spaces are community property, open space may not be used as vegetable gardens or for other private plantings, except as authorized in advance by the Board. Residents have the right to propose alternate uses, such as specific plantings. When a homeowner or a group of homeowners desire to make some use of the open space that is not covered by this policy, such usage will be permitted only upon written request to the Board in order that adequate consideration may be given to the rights of adjacent homeowners and maintenance of SHC property. Any improvements to open space are to be made only with Board approval.
6. Responsibility of Homeowners - The Board requests the cooperation of homeowners to observe the open space area adjacent to their homes and to help reduce the destruction of plantings, turf, lighting, bicycle paths or other community property. Damage should be reported promptly to the Stedwick Community Manager for action. Homeowners are also encouraged to inform anyone



observed violating this policy, that they are making improper use of the community open space, and to report the identity of those responsible, if such identity can be ascertained. Specifically, each Stedwick resident and family has a unique obligation regarding open space use; that is, to assure that they and their family contribute to the preservation and enhancement of the Stedwick community.

7. Enforcement and Penalties - If residents can be identified violating this policy, and damage to open spaces or other community property occurs, the cost of repairing such damage will be assessed by Board action against the offending resident(s), after an opportunity for a hearing before the Board. For those instances where use of open space for any activities infringes on the rightful enjoyment of their homes and yards by homeowners adjacent to such open space, the Board will undertake appropriate action against such offending resident(s), after opportunity for a hearing before the Board.

Approved 4/15/92

Reaffirmed 4/21/99, 4/19/00, 5/16/01, 5/15/02, 5/19/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10

Revised 4/18/01

PARKING AND GENERAL VEHICULAR RULES AND REGULATIONS

Introduction

The following rules and regulations have been adopted by the Stedwick Homes Corporation Board of Directors to regulate parking and other vehicular matters within the Community. They have been adopted under the authority of the Corporation By-laws (Article IX, Section 1(d)). This section permits the Board of Directors “to adopt and publish rules and regulations governing the use of Community Properties and facilities and the personal conduct of the Members and their guests thereon...” These rules also implement and clarify covenants and other restrictions regarding commercial vehicles, private trucks, trailers, boats, etc.

The purpose of these rules and regulations are to promote the safety and welfare of Stedwick residents while preserving and protecting the property values within the community. Furthermore, these rules and regulations have been adopted with sensitivity towards maximizing the efficient utilization of limited community parking.

Permitted Parking – parking of motor vehicles will be permitted within the Stedwick community only at the following locations:

- *Private Dwelling Units* – Vehicles may only be parked within a garage or on the paved portion of a driveway leading to a garage or carport. Residents are expected to use garages, carports, and driveways when so provided.
- *Community Owned Property* – Vehicles may be parked only on paved portions of Stedwick community-owned private streets and designated parking areas. All vehicles must be parked within curb markings, using only one space per vehicle, where markings are provided.



- *County Roads and Streets* – Vehicles may also be parked on County–owned streets, except where prohibited by County regulations.

Prohibited Parking – *At all times*, parking of motor vehicles is prohibited in all other locations within the Stedwick community including:

- *Access Areas* – Parking is prohibited in front of bike paths, walkways, and private driveways, within 30 feet of a stop sign, within 20 feet of a crosswalk at an intersection, or within 15 feet of a fire hydrant.
- *Other Community Properties* – No motor vehicles will be permitted to park or operate on greenspace (considered to be 2 or more wheels over the curb), sidewalks or bike paths within the Stedwick community. These restrictions apply to all motor vehicles including “off-the-road” vehicles (as defined in article 27, Section 578 of Maryland Code).
- *Firelanes* – No vehicles are permitted to be parked in designated firelanes.
- *No Parking Areas* – No vehicles are permitted to be parked in No Parking areas designated by Stedwick Homes Corporation. Such areas will be clearly marked with signs. Some of these areas may permit parking during certain hours of the day.

Restricted Vehicles – The following vehicles are specifically prohibited from parking overnight on community-owned **or** private property within the Stedwick community. **Overnight is defined to be ANY time during the hours of midnight (12:00 a.m.) to 6:00 a.m.** These vehicles may be permitted if, and only if, consistently kept or maintained within the confines of a private garage or carport and do not create a nuisance to other residents through unusual hours of operation or excessive noise.

- *Commercial Vehicles* – Any vehicle with any type of writing or printing (letters, pictures, insignia) other than provided by the manufacturer are prohibited. Vehicles which carry ladders, pipes, etc. will be considered commercial vehicles. Police and other state or federal governmental vehicles, which do not otherwise violate the rules herein, are permitted.
- *Open Bed Private Trucks* – “Open Bed Private Trucks” include all vehicles designed for the transport of goods or services. The majority of such vehicles are commonly known as “pick-up trucks”, having an open back and a separate cab, and are prohibited regardless of the number of passenger seats in the cab. Trucks with caps or camper shells with windows on at least three sides, that are approximately the same height as the cab are permitted. Trucks with matching or black manufactured, installed covers over the bed (tonneau covers) at not more than six (6) inches over bed height are permitted. Trucks with exposed toolboxes are not permitted.
- *Oversized Vehicles* – Any vehicle whose maximum exterior dimensions exceed any of the following is not permitted:

240 inches long (passenger cars are exempt from this dimension restriction)

80 inches wide

90 inches high

Any vehicle with more than four wheels on the roadway is also not permitted.

- *Trailers* – Any vehicle designed to be towed is prohibited.



- *Campers or Recreational Vehicles* – camper or recreational vehicles are restricted and are not permitted to park overnight.
- *Boats* – Any device or structure, of any material, designated primarily for use as a floatation device upon a body of water is prohibited.

Other Restrictions – In order to avoid unsightliness, the following use restrictions are also established.

- *Extensive repairs* – No work or dismantling of vehicles, boats or machinery of any type (other than routine maintenance and cleaning) is permitted outdoors on Stedwick community property or on privately owned property.
- *Unlicensed, inoperable, and stored vehicles* – No unlicensed vehicles will be permitted to operate or park on private or community property in Stedwick. Vehicles must display both front and rear license plates and current registration stickers at all times, even if the vehicle is covered. No inoperable vehicles are to be parked for more than 48 hours on community-owned or private property, unless garaged. A vehicle with one or more flat tires, missing parts, or any other visible condition which makes the vehicle unable to operate under its own power will be considered inoperable. Vehicles must be moved at least every 30 days or they will be considered to be stored. Unlicensed, inoperable and stored vehicles will be stickered to notify the vehicle owner of the violation, and may be towed 48 hours thereafter if the violation is not corrected. Homeowners with special circumstances may contact the community manager to provide a specific date by which the vehicle will be moved.
- *Vehicles parked over a curb and/or sidewalk* – Vehicles parked with two (2) or more tires over the curb and/or on a sidewalk may be stickered and subsequently towed after 48 hours.

Voluntary Reserved Parking – Homeowners of any area in the Stedwick community may petition the Board of Directors to establish their own voluntary reserved parking assignment system. Only **one** parking space per non-garage/driveway household may be reserved under this plan. Such a petition will be considered under the following conditions:

- *Written petition* – the petition is submitted in writing to the Board of Directors and includes a diagram depicting the proposed parking configuration, including the exact manner in which parking spaces will be marked. Each owner must sign the diagram to show approval of the proposed assignment of spaces.
- *Owner participation* – All non-garage private dwelling unit owners in the petition areas must be consulted in the petition process and be given an opportunity to endorse or decline the plan. Two-thirds (2/3) of these homeowners must endorse the plan by signing the petition for it to be considered for approval. Townhouses with garages and driveways shall be excluded from participating in the petition for the assignment of reserved parking spaces. Petitions are available at the Foundation office.

Enforcement Procedures – To implement and enforce these rules and regulations (other than item 5 – Voluntary Reserved Parking) the following procedures are established:

- *Enforcement* – Enforcement of these rules and regulations will be through the Stedwick Homes Corporation Board of Directors, or by its officers, agents and employees, and by the Montgomery County Police Department and the State of Maryland.



- *Prosecution* – Violators of these rules and regulations will be subject to prosecution or other legal action, which may be appropriate. In addition, the residents may be subject to the loss of Stedwick Homes Corporation privileges as determined by the Board of Directors in accordance with applicable articles, by-laws and covenants of the Corporation. The Stedwick Homes Corporation Board of Directors also reserves the right to recover attorney fees and court costs in any enforcement action.
- *Exemptions* – Under exceptional circumstances, exemptions to these rules for an individual vehicle may be granted. A written request for exemption must be made to the Stedwick Homes Corporation Board of Directors. Based on the circumstances of the exemption request, a conditional, temporary, and/or indefinite exemption may be granted.

Assignment of a Handicapped Parking Space – The following policy established by the Stedwick Homes Corporation Board of Directors reflects the provisions of the Maryland Vehicle Law, Paragraph 21-1005:

- A person who has a physical disability may make a written petition to the Board of Directors for a permit for one (1) reserved parking space.
- The Board will consider each petition on a case-by-case basis.
- Possession of an automobile “handicap” license is judged to be valid criteria for a reserved parking space.
- Upon assignment of a reserved space, a sign will be placed with the appropriate “Handicap Parking” legend. A normal five-foot post will be utilized and the sign will be assigned to the individual and will not remain with the residence.
- Residents who violate the reserved handicapped assignment will be referred to the Montgomery County Police.

Speed Humps – No traffic calming devices, such as speed bumps, speed humps, or rumble strips, will be constructed on Stedwick Homes Corporation streets.

Approved 7/16/86, 2/18/97, 11/15/89, 8/18/93

Approved as Amended 5/20/98

Reaffirmed 6/19/86, 8/19/87, 6/15/88, 7/19/89, 6/19/91, 6/17/92,

6/16/93, 4/20/94, 6/19/96, 4/21/99, 4/19/00, 4/18/01, 8/21/02, 4/19/06, 4/15/09

Revised 4/16/03; Reaffirmed 4/16/03, 5/19/04, 5/18/05, Revised 10/20/04, 5/18/05, 4/16/08

Amended and Reaffirmed 1/18/06, 10/18/06, 5/16/07; 8/15/07

Reaffirmed 4/21/10

POSTLAMP REIMBURSEMENT POLICY

In accordance with the established Covenant, the Homes Corporation is obligated to the maintenance and repair of the lighting system. The Covenants states that each private dwelling unit within the Stedwick Homes Corporation will be reimbursed if they supplied energy to the post lamps.

It is noted that several post lamps exist to furnish light near the resident entry/sidewalk. These lamps are not considered community lighting and maintenance reimbursement is not appropriate.



Accordingly, each resident who furnishes power to a community post lamp will be reimbursed annually. The amount will be established by the Board annually and will consider: (1) the wattage of the average post lamp bulb, (2) the PEPCO calculation for one years operation of the average wattage bulb, (3) an "outage factor" to recognize that outages due to vandalism/maintenance reduces the annual energy consumption.

The inventory of post lamps, which are powered through residents' meters, is attached. The current number of reimbursements is 242.

Clusters I - 116 community post lamps

Clusters II - 125 community post lamps

Forest Brooke North - 1 community post lamp

TOTAL: 242

In order to calculate the cost per lamp, the following formulas may be used:

$$\frac{\text{Wattage of Lamp X 4200 hours}}{1000} = \text{KWH/Lamp}$$

$$\text{KWH/Lamp X } \$0.07469^*/\text{KWH} = \text{Annual cost per lamp}$$

For example, applying the above formula to a 70-watt lamp will give the following results:

$$\frac{70\text{W X 4200 hours}}{1000} = 294 \text{ KWH/Lamp}$$

$$294 \text{ KWH/Lamp X } \$0.07469^*/\text{KWH} = \$29.40 \text{ (Annual cost per lamp)}$$

* - This figure is updated annually by Pepco.

*Reaffirmed 10/19/98; Approved 10/18/89, 11/20/90
Approved 8/18/93, 9/21/94; Ammended & Approved 9/20/95
Reaffirmed 9/18/96, 10/15/97, 4/21/99, 4/19/00, 4/18/01,5/15/02
Revised 10/21/02, Approved 11/20/02
Reaffirmed 4/16/03, 5/19/04, 9/21/05, 4/19/06, 4/16/08, 4/15/09, 4/21/10*



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

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

1. EXTERIOR MAINTENANCE OF PRIVATE DWELLING UNITS

Owners of private dwelling units are responsible for the appearance and maintenance of their private property, including any garages, patios, decks, walkways, driveways, sheds, fences, play equipment, etc. Owners with any additions and/or improvements to their homes (as approved by the Architectural Review Board of the Montgomery Village Foundation) are also responsible for the appearance and maintenance of said additions/improvements.

Owners shall maintain their yards and lots in good order and repair, which shall be free of debris, garbage, pet defecation, and other conditions deemed to be in non-compliance of these community rules, regulations and policies.

Failure to correct any of the following issues after written notification is considered to be a violation of these exterior Private Property Maintenance Rules, Regulations and Policies:

- A. Noticeable peeling, bubbling, or missing paint on any house or garage exterior surfaces.
- B. External wood surface area that is cracking, splitting, rotting, or extreme warping, including the roof and/or garage.
- C. One or more missing or damaged shutters.
- D. One or more broken exterior doors or windows.
- E. Split-rail fences with three or more missing parts or that appear to be severely damaged, rotted, or severely leaning.
- F. Damaged or missing downspouts or gutters and/or downspouts that are draining onto community property.
- G. Outside decks or patios in disrepair (this includes broken/rotting wood, severely cracked concrete, etc.) or decks or patios that are overgrown with weeds/grass or other vegetation. This also includes home foundations or retaining walls belonging to the unit that contain severe cracks, missing blocks or mortar that constitute an eyesore.
- H. Brick or block retaining walls or free-standing walls, that contain two or more missing bricks or blocks, severe cracks adjacent to three or more contiguous blocks and bricks, missing mortar between three or more contiguous blocks or bricks, or discoloration and staining that are deemed to constitute an eyesore. This standard is not intended to preclude rock walls.
- I. Other exterior maintenance conditions that are determined to present an unsightly appearance at the determination of the Board of Directors within the Stedwick community are not allowed.



2. LANDSCAPING AND YARD MAINTENANCE

The owner of a private dwelling unit that includes a yard/lot is responsible for the normal upkeep of the yard/lot, such as seeding, fertilizing, watering, and mowing and the routine pruning and cutting of shrubs/trees and other flora to prevent any overgrowth onto pathways and common areas.

Failure to correct the following issues after written notification are considered to be violations of these exterior Private Property Maintenance Rules, Regulations and Policies:

- A. Grass must be mowed at regular intervals so that the height does not exceed twelve (12) inches at the maximum.
- B. Gardens and flowerbeds are most welcome to enhance the beauty of the Stedwick neighborhoods, but at the same time, must be maintained to prevent any severe overgrowth of weeds.
- C. Composting facilities must be maintained and present an orderly appearance.
- D. Pet defecation on an owner's property shall be removed and disposed of in a timely, sanitary and regular manner.
- E. Front yards must be substantially free of stored items, including but not limited to toys, furniture, trash and recycling containers, yard implements and tools, etc.
- F. Insufficient ground cover. Ground cover must encompass essentially 100% of the ground area. Acceptable ground covers include turf grass, shrubs, mulch, and plants such as pachysandra, liriope, ornamental grasses, mosses, or ivy. Most yards will contain a variety of ground cover such as turf grass plus shrubs and trees. Regardless of the selected vegetation, essentially 100% of the ground area must be covered. If mulch is employed in lieu of turf grass, for example, a depth of at least two inches is required throughout. Yards with difficult soil and exposure conditions may simply employ ornamental grasses or shrubs, or both. In this case, the grasses and shrubs must cover at least 50% of the area and the remaining ground between plants must be mulched to a depth of at least two inches. It is recognized that during summer periods of drought, turf grasses may not thrive. However, once turf grass reaches a point where less than 50% of the area is covered with live vegetation of at least two inches depth, remedial actions must be taken which may include replacement of turf grass with an alternative ground cover. In practice, standards for back yards are less strict than front yards. Two-thirds (67%) coverage in backyards is deemed to be acceptable. However, erosion puddles, and bogginess will not be permitted.
- G. Other landscaping and yard maintenance conditions that are determined to present an unsightly appearance at the determination of the Board of Directors within the Stedwick community are not allowed.

3. NON-OWNER OCCUPIED DWELLINGS AND GROUNDS

Unit owners who rent their properties are obligated to instruct their tenants to adhere to these rules, regulations and policies. **Unit owners are ultimately responsible for complying with these rules, regulations and policies regardless of who resides in his or her unit.**



Unit owners who are landlords are to see that their tenants and other residents of their properties are sufficiently apprised and notified of these rules, regulations and policies, and that the tenants must abide by them as part of their living within the Stedwick community. **In no instance, however, may a unit owner defer any liability under these and other applicable rules, regulations and policies to renters, tenants, or others. It is specifically the unit owner's responsibility to ensure that their tenant and any other renter(s) agrees to, and abides by these rules, regulations and policies.**

4. INSPECTIONS

In order to ensure compliance with these Private Property Maintenance Rules, Regulations and Policies, the Montgomery Village Foundation covenant control staff and/or community management staff shall perform regular inspections of the exterior lots of all privately owned properties within its defined boundaries on a periodic basis, but no less than once each year.

Inspections shall be under the jurisdiction of the Stedwick Board of Directors, which has established the criteria herein in order to achieve uniformity from neighborhood to neighborhood within Stedwick. Reminders of the annual inspections will be published in the Village News. This will allow residents to be adequate time and the opportunity to be proactive with regard to the maintenance of their private property and exterior lots.

Periodic inspections may also be made in response to complaints submitted *in writing* to the Montgomery Village Foundation. Such notices must be signed and include the signer's home address and phone number, but complainants may specifically request that their name(s) and address(s) be withheld from any public disclosure (in other words, the complainant shall remain anonymous). It shall be the policy of the Board to honor any request for anonymity as far as practicable but the Board may, when such reports involve the life, health and safety of our residents, release such information to applicable County authorities, when appropriate.

Additionally, alleged violations reported in writing by employees and duly authorized representatives of the Stedwick 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.

5. NON-COMPLIANCES, VIOLATIONS, AND PENALTIES

When there is a failure to meet the above Private Property Maintenance Policy standards, as verified by inspection by the Montgomery Village Foundation covenant control staff and/or community management staff, the Stedwick Homes Corporation Board of Directors will implement the following procedures:

- A. The Stedwick Homes Corporation Management Agent will send a letter to the unit owner of the property in question clearly identifying the problem with a reference to the relevant portions of the above listed private property maintenance standards
- B. In most cases, the unit owner will be given thirty (30) days to correct the problem or to contact the Stedwick Homes Corporation Management Agent to resolve the problem. 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 Stedwick 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 unit owner will also be notified that he/she may request a hearing in accordance with the Montgomery County Code for Dispute Resolution (Montgomery County Code, Chapter 10B, Article 2, available from Montgomery County), within the original thirty (30) day period or any extension thereto granted. If the property owner requests a hearing, the dispute will be considered to exist and the Stedwick Homes Corporation Procedures for Dispute Resolution will apply.
- D. If, after receiving the first letter, the unit owner does not correct the problem within the first thirty (30) days, or does not contact Stedwick Homes Corporation community management staff to request additional time in which to correct the problem, or ask for a hearing invoking the Montgomery County Code for Dispute Resolution, then the matter will be referred to the Stedwick Homes Corporation Board of Directors for further action. The Board may take any and all appropriate actions to resolve the problem, including one or more of the following steps:
1. Direct the Stedwick Homes Corporation community management staff to contact the property owner again if the Board reasonably believes that such effort might resolve the matter in an amicable state.
 2. Determine that a violation exists and proceed to enforcement, including any and all appropriate fines and any and all legal action.
 3. Schedule a hearing, at which the unit owner is requested to attend, if the Board reasonably believes that a hearing might resolve the matter amicably. The hearing will be conducted in accordance with the Stedwick Homes Corporation Procedures for Dispute Resolution. However, if the property owner fails to attend the scheduled 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 rules, regulations and covenants of the Stedwick Homes Corporation.
 - a. If the Board determines that a violation exists, with or without a hearing requested, then the Stedwick Homes Corporation Board of Directors may assess a penalty against the unit owner in the amount of \$100.00 (One Hundred and No/Cents) and the Board shall set a firm date as of which the penalty will be assessed. Thereafter, each seven (7) days that the violation continues will be deemed a separate offence, subject to an additional \$10.00 (Ten Dollar and No/Cents) penalty. Additional penalties will not be assessed for time periods less than 7 full days.

For example, if the \$100.00 penalty is assessed as of May 1, an additional \$10.00 penalty will be assessed as of May 8. If the violation is corrected before May 15, then no additional penalty will be incurred. If the violation is not corrected before May 15, an additional \$10.00 penalty will be assessed as of May 15. This process will continue for each seven (7) days until the violation is corrected.



- b. 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.
- c. Property owners remain responsible for the maintenance of their property throughout the time of their ownership, whether or not they reside in Stedwick. 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.

6. ENFORCEMENT

Financial penalties for violations of these rules, regulations and policies may be collected by any means available through administrative, legal and judicial proceedings. Additionally, the Board may institute legal action for the injunctive relief of damages, and the homeowner 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 Stedwick Homes Corporation, shall become a part of the resale disclosure statement and legal documents of the property.

7. IMPLEMENTATION

These rules, regulations and policies shall come into full force and effect on January 1, 2002. In the subsequent years that these rules, regulations and policies remain in force, inspections will be performed in line with the standards contained herein. Owners are encouraged to survey their properties periodically for potential issues and to avoid any possible problems and/or citations. Notices of non-compliance beginning July 1, 2002 will be processed fully with penalties, as provided in these Rules, Regulations and Policies.

However, any violation(s) and/or condition(s) that could affect, or potentially affect the health, welfare and/or safety of owners, tenants, residents, or neighborhoods within Stedwick that may be found during any inspection will be enforced immediately, with no grace period.

8. AUTHORITY

These Rules, Regulations and Policies for the Exterior Maintenance of Private Dwellings and Lots were 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 Stedwick Homes Corporation as defined in those documents.

*Adopted 10/17/01; Revised 6/19/02
Revised 4/16/03; Reaffirmed 4/16/03, 5/19/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10
Revised and Reaffirmed 11/17/2010*



POLICY GOVERNING STORAGE ON PRIVATE PROPERTY

I. Introduction

Pursuant to the guidelines included in the Supplementary Declaration of Covenants, Conditions, and Restrictions, this policy governs the outside storage of objects within Stedwick Homes Corporation.

II. Definition of Storage

A stored object is something that has been placed on private property that does not show evidence of use or movement for a period of time greater than eight (8) months.

A stored object is something that is or appears to be creating a hazardous situation for the community regardless of the length of time it has been in its location. An example would be a large pile of yard debris or mulch left in such a way as to create a fire hazard or environmental threat.

A storage pod, construction dumpster or portable storage shed not subject to the controls imposed by the architectural covenants because of its temporary nature.

III. Acceptable stored items

The following examples reflect items that are acceptable if maintained neatly:

- Lawn furniture that may be used for several months per year.
- Awnings, gazebos, and deck lights that may be used for several months per year.
- Flowerpots or planters that may be used for several months per year.
- Ladders, if properly screened and stored neatly on the ground and not propped against houses or structures.
- Hoses, hose holders, and incidental lawn care tools, if stored neatly.
- Barbecues, grills, and chimeneas.
- Bicycles, kayaks, and canoes.
- Children's toys and toy structures, if stored neatly.
- Boats, if screened appropriately (per Paragraph 7 of the Supplemental Covenants, Conditions, and Restrictions).

IV. Unacceptable stored items

The following examples reflect items that are unacceptable under any conditions:

- Indoor furniture and appliances.
- Chemicals and fuels, including gasoline.
- Yard waste that is not contained within an approved compost bin.
- Trash or debris.



- Obviously broken or rotting objects that cannot be used for their intended purpose.
- Standing water.
- Food.

V. Storage containers

Storage pods, construction dumpsters, or other temporary storage structures should be kept in rear yards whenever possible. If a pod or dumpster must be located in the front yard or driveway of a home for an extended period of time, homeowners must contact community management with a deadline for removal in order to be deemed in compliance with the covenants.

VI. Enforcement

Homeowners who have stored items on private property in violation of this policy will be requested to remove the items within a 14-day period. If they do not comply, the Board may pursue legal action.

*Adopted 1/18/06
Reaffirmed 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10*

POLICY FOR THE PRIVATE USE OF COMMUNITY PROPERTY

I. Introduction

In view of the potential problems, liabilities and risks that may arise from the placement of privately owned objects, including plantings, on community property by residents, the Stedwick Homes Corporation has developed this policy to assign responsibility for ownership and maintenance of such objects as well as a procedure for acquiring permission to place objects on community property.

II. Privately installed plantings on community property

Residents may request permission to modify community property or install plantings of their choosing on community property by filing a Community Property Improvement Request (CPIR) with community management for review and approval by the Maintenance Committee (a sample is attached). If the CPIR is of extensive scope, the Maintenance Committee may choose to request permission from the full Board of Directors.

The CPIR grants permission for residents to install plantings on community property. These plantings become the property of the Stedwick Homes Corporation.



The CPIR requires homeowners to undertake the full cost of the proposed modifications to community property and to assume full responsibility for potential costs associated with the installation of plantings or modification to the greenspace.

The Maintenance Committee may choose to deny a CPIR for any reason, including aesthetic disagreement or the determination that risk or liability from a modification is too great for the community to assume as the final owners of the modification. Plantings or modifications made to community property without an approved CPIR may be removed from community property by the homes corporation and with the expense for removal and community property restoration to be borne by the homeowner.

When it appears that a homeowner has modified community property without a CPIR, the homeowner will be provided with the CPIR form and requested to fill out the form to document the situation. By making the CPIR form available after a modification has been made, the Board is not obligated to accept or approve the CPIR and the homeowner may yet be required to restore the community property to its original condition.

While every effort will be made to properly care for plantings or modifications by a homeowner on community property, Stedwick Homes Corporation is not responsible for reimbursing the homeowner or otherwise making whole any damage to plantings or modifications on community property that may occur as a result of natural processes or maintenance activities.

III. The use of community property for parking or storage

At times it is necessary for privately-contracted contractors or workmen to park on community property in order to perform their work on private property. If the operation or parking of vehicles or equipment on community property causes damage to that property, the associated homeowner is completely and fully responsible for the cost of greenspace repair. The Stedwick Homes Corporation may permit a contractor of the homeowner's choosing to perform the community repairs, subject to the requirement that the contractor be appropriately licensed and insured and that the work be performed as soon as possible after the damage is done.

Contractor or commercial vehicles may be parked on community property (including greenspace) during the period in which they are involved in working on a home. Unless work is being performed, they may not remain in the community overnight unless garaged. Contractor or commercial vehicles may not be stored in the community.

Storage pods or containers, such as may be used during renovation of a home, should be stored if at all possible on the private property of the home. If for logistical reasons they must be stored on community property, the homeowner is required to seek specific permission for the location and duration of the storage. The homeowner must also accept all liability and responsibility for the storage container. A sample form is attached.

Construction materials stored on community property must be monitored to prevent them from being scattered, from creating a hazard to other residents of the community, or to prevent them from being misused in a dangerous way. Stedwick Homes Corporation reserves the right to remove any items from community property without prior notice in the event they are deemed to present a hazard, whether or not prior permission has been granted.

IV. The use of community property for drainage



Homeowners should make every effort to discharge their drainage onto their own private property.

If a homeowner must discharge drainage onto community property and in order to prevent erosion or damage to curbs and paths, the pipe should daylight onto greenspace and provide sufficient pervious surface for the drainage to soak into the ground (under normal rainy conditions) before it reaches a sidewalk, curb, or asphalt path.

Homeowners must monitor their downspouts and gutters to ensure that drainage from the front of their homes is directed across and over the concrete sidewalk rather than between the sidewalk and the structure of the home, as this could lead to structural damage to the garage and/or brick wall.

There are locations where homeowners have installed drainpipes to the curb of their homes, across the community-owned street parcel. In these cases, Stedwick Homes Corporation is not responsible for private property damage that may occur if the drainpipe becomes blocked by debris or snow. It is the responsibility of the homeowner to clear the drainpipe of obstructions and to monitor it in the event it becomes re-obstructed (such as in the case of repeated snow plowings). Stedwick Homes Corporation is not required to make any special arrangements for the clearing of privately owned drainpipes.

Under no circumstances will drainpipes from private properties be permitted above ground on community property. Homeowners may request permission to bury drainpipes on community property through the CPIR process. The Maintenance Committee will consider the possible consequences to community property (such as erosion or other damage) that may result from the placement of a drainpipe. If approval is granted for the burial of a private drainpipe on community property, under no circumstances will Stedwick Homes Corporation be responsible for damage to the pipe as a result of maintenance activities.

V. The use of the street parcel

In some areas of Stedwick, the homes corporation owns a street parcel on which is typically planted a street tree and grass.

Homeowners with street parcels that directly adjoin their front and/or side yards in such a manner that the property appears to be one contiguous piece and that serves as a front or side yard are responsible for the routine care and maintenance of the street parcel greenspace, with the exception of the street tree. The care of the street tree is governed by the Stedwick Homes Corporation Tree Policy. Homeowners are responsible for mowing, weeding, planting or performing other needed or desired maintenance on the street parcel.

Adopted 1/18/06

Reaffirmed 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10

RESERVED PARKING POLICY

Each non-garaged unit in Stedwick Homes Corporation that has petitioned the Stedwick Homes Corporation for reserved parking may be designated one parking space by the Stedwick Homes



Corporation Board of Directors. At the request of residents and/or as determined by the Board of Directors, “RESERVED” and the final digits of the address *or the lot number* will be painted on the pre-designated curb or parking space as determined by the Stedwick Homes Corporation Board of Directors.

All parking spaces are owned by Stedwick Homes Corporation and there is no enforcement of the RESERVED use of the spaces by Stedwick Homes Corporation, Montgomery Village Foundation, *private security* or Montgomery County police. Residents and their visitors are to act on a “good neighbor” basis in regard to parking in any other unit owner’s reserved parking space.

All parking spaces are owned by Stedwick Homes Corporation, and the single space allocated to a unit owner is not an assignment of property.

Approved: 10/20/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10



RESIDENTS TIME POLICY

1. Purpose

To set aside a specific amount of time at each regular Board meetings for residents and other interested parties to address the Board in person, and in a public forum, expressing their views and opinions on the affairs of the Stedwick Homes Corporation and other matters of mutual interest.

2. Policy

Residents' Time will be set as the first item on the agenda preceding each regular Board meeting, and will last no more than one hour. At the end of Residents' Time, the Chair will call the Board meeting to order.

3. Procedure

- a. Any resident (or other party at the Chair's discretion) may address the Board once during Residents' Time. Persons wishing to speak should sign up on the sheet provided for that purpose before the start of the meeting, or request permission to speak before Residents' Time ends.
- b. Each person will be allowed approximately five 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 any other person. Should multiple persons attend the meeting on an issue of mutual interest, the Chair may ask for a spokesperson from the group.
- c. A summary of all comments during Residents' Time will be included as an attachment to the Board minutes for that meeting.

4. Board's Role

- a. The Chair may address an individual's comments, or allow other Board member to address the comments as appropriate.
- b. While some limited discussion between the speaker and the Board may take place, a lengthy dialogue will be avoided.
- c. The Board may refer comments made during Residents' Time to a committee or to staff for further review or action.
- d. Unless comments relate to matters already on the agenda, or the Board adds the matter to the agenda, the Board will not address the topic at the Board meeting.

Reaffirmed 4/21/99, 4/19/00, 4/18/01, 5/15/02, 4/16/03, 5/19/04, 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10



SNOW REMOVAL POLICY

1. Roadways/parking areas will be chemically treated (i.e., the application of an ice melt compound) when snow accumulation is less than three (3) inches, or when icy conditions exist.
2. Plowing of roadways/parking areas, on a street by street basis, will commence when snow accumulation exceeds three to four (3 to 4) inches. One lane on each street will be cleared by the plowing equipment. Particular attention is given to roads that have steep hills and/or curves.
3. Residents are responsible for clearing/treating sidewalks in front of or on the side of their homes, according to the Montgomery County “Pedestrian Winter Safety Act of 2001”, Bill 1-01.
4. Bike paths are deemed non-essential thoroughfares and, therefore, **ARE NOT PLOWED OR TREATED**. Residents are urged to use alternate routes in snowy/icy weather. The use of bike paths is at the residents' own risk.
5. Residents are to use *designated parking spaces only* and avoid parking cars too close to corners or street entryways. Snow plows are not agile, and these impediments slow their progress considerably.
6. Residents who have driveways and/or garages should remove their vehicles from the street so that the plows can clear snow quickly and efficiently.
7. Residents are **NOT** to shovel snow from driveways or sidewalks into streets or adjacent parking spaces.
8. Snow banks and/or slush in front of driveways are an unavoidable by-product of plowing, and are the residents' responsibility to remove.
9. In recognition of the fact that the only access to the residential units 10210 through 10218 Wild Apple Circle requires the use of a flight of stairs (more than six steps), to authorize the maintenance contractor to shovel and/or treat as necessary, consistent with the other provisions of the snow removal policy, the flight of stairs from Crested Iris Drive that provides access from the parking areas to said referenced units on Wild Apple Circle.
10. Day to day snow removal decisions are made by the Greenspace Maintenance Chairperson.
11. The Stedwick Homes Corporation will remove snow from sidewalks according to Montgomery County “Pedestrian Winter Safety Act of 2001”, Bill 1-01 when accumulations exceed four (4) inches.

*Reaffirmed 4/21/99, 4/19/00, 4/18/01; Revised 11/20/01, Approved 11/28/01
Revised 4/16/03; Reaffirmed 4/16/03, 5/19/04, 5/16/07
Reaffirmed: 5/15/02, 5/18/05, 4/16/08, 4/15/09, 4/21/10
Modified and Reaffirmed 11/17/10*

TOWING POLICY

PURPOSE



1. To prevent continued violation of the covenants and parking regulations by restricted vehicles. (See Parking and General Vehicular Rules and Regulations for descriptions of restricted vehicles)
2. To remove restricted vehicles.
3. To remove vehicles which are in violation of Section 2b of the Parking and General Vehicular Rules and Regulations, which is re-stated below:

“Other Community Properties – No motor vehicles will be permitted to park or operate on greenspace, sidewalks, or bike paths within the Stedwick community. These restrictions apply to all motor vehicles including “off-the-road” vehicles (as defined in article 27, Section 578 of Maryland Code).”

To remove vehicles which are in violation of Section 2d of the Parking and General Vehicular Rules and Regulations, which is re-stated below:

“*No Parking Areas* – No vehicles are permitted to be parked in No Parking areas designated by Stedwick Homes Corporation. Such areas will be clearly marked with signs. Some of these areas may permit parking during certain hours of the day.”

IMPLEMENTATION

1. Restricted Vehicles
 - a. After the vehicle is seen once, a violation sticker is securely attached to the vehicle.
 - b. The nature of the violation, the date and time the sticker was attached is written on it.
 - c. The sticker informs the vehicle owner that the violation must be corrected or the vehicle may be removed 48 hours after the sticker is attached, or the vehicle may be towed and stored at the vehicle owner's expense.
 - d. The vehicle may be towed 48 hours after it is stickered.
2. Abandoned Vehicles
 - a. The Montgomery County Police will be notified and its procedure for towing abandoned vehicles will be followed.
 - or
 - b. A tow sticker stating that the violation must be corrected or the vehicle removed within 48 hours is securely attached to the vehicle. The vehicle may be towed by the private towing company 48 hours after it is stickered.
3. Vehicles found in violation of paragraph 1, above may be towed without warning.
4. The Stedwick Homes Corporation shall post signs at each neighborhood entrance giving clear notice that trucks and commercial vehicles are prohibited.
5. The Montgomery Village Foundation will provide the Stedwick Homes Corporation reports on vehicle violations. In the event that additional staff must be hired to accompany the towing service, this cost will be borne by the Homes Corporation authorizing the towing. All instructions to the



private towing company will be directly from the Foundation staff. The Homes Corporation will be kept informed of all action through a monthly report.

Reaffirmed 4/21/99, 4/19/00 Revised 4/18/01, Approved 8/19/01

Reaffirmed 4/16/03, 5/19/04, 5/18/05, 4/19/06, 10/18/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10

TRASH STORAGE, DEPOSIT, COLLECTION AND DISPOSAL POLICY

It is the responsibility of each Stedwick household to store, deposit and dispose of household trash and other debris in compliance with the following policy and the Montgomery County ordinances. Residents shall be responsible for, and adhere to, all trash and refuse guidelines provided by the Stedwick Homes Corporation and Montgomery County ordinances.

1. Frequency – Residents shall lawfully dispose of their household refuse and recyclables in compliance with the trash schedule established by Stedwick Homes Corporation’s contract with a unified trash contractor.
2. Storage – Until the household refuse and recyclables are properly placed for collection or hauled to an acceptable deposit site, all items shall be stored within an airtight, waterproof container that is vermin-proof and complies with all Montgomery County laws when stored at the exterior of the 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 front yards, on stoops or sidewalks, in driveways or in unscreened carports of any unit. Townhouses with storage sheds or trash cupboards are to utilize these for the specific purpose of storing refuse and recyclables until the appropriate collection date. In The Heights, residents may not store their trash in such a manner that it is visible from the street; they may apply to the MVF Architectural Review Board for a screen or shed to be constructed around a trash storage area. In Forest Brooke, the *covenants* prohibit residents from using the driveway or covered parking area “for the purposes of storage, permanent or temporary, of furniture, toys, trash receptacles, litter, vehicles of any type or any other personal property” (Declaration and Grant of Easements, Covenants, Conditions and Restrictions, 8.a.). ***Violations, following written notification, shall be subject to a fine, levied by the Board of Directors (which shall be \$10.00 per week of violation observed, until such violation is corrected).***
3. Deposit for Collection – Residents shall place household refuse and recyclables out for collection no earlier than 7:00 p.m. of 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. ***Violations, following written notification, shall be subject to a fine, levied by the Board of Directors (which shall be \$10.00 per week of violation observed, until such violation is corrected).***
4. Location of Deposit Sites – Refuse and recyclables are not to be placed on the property of others for collection without the express permission of the property owner where it is to be placed. To this end, the Stedwick Homes Corporation does not grant permission to place refuse or recyclables on any community property owned by the Stedwick Homes Corporation. Persons depositing refuse or recyclables on Stedwick Homes Corporation property shall be subject to charges being filed with



the Montgomery County Environment Protection Agency, which carries a substantial fine. Illegal dumping may be reported to Montgomery County at 240-777-3867.

5. Disposal – Normal household waste is currently removed by the unified trash contractor. All other items not removed by the unified trash contractor or by the Montgomery County recycling program are the sole responsibility of the resident. Residents are required to remove refuse to an acceptable disposal site in compliance with the Stedwick Homes Corporation policy and Montgomery County Ordinances. The most convenient site to dispose of refuse that our contractor(s) will not accept is the Shady Grove Solid Waste Transfer Station; 16101 Frederick Road (nearest to the intersection of 355/Shady Grove Road); phone 301-840-2370.
6. Administration – This policy shall be administered through the Stedwick Homes Corporation's Officers and/or Agent. For the purpose of filing complaints, each Officer and Agent shall have the authority to file any and all necessary complaints on behalf of the Stedwick Homes Corporation and with any appropriate Montgomery County agency.

Adopted: 5/19/04

Reaffirmed as modified: 5/18/05, 1/18/06, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10

TREE POLICY

LANDSCAPE TREES

The Stedwick Homes Corporation will maintain trees that meet the following conditions:

- The tree is not planted on homeowner property.
- The tree was planted by the Stedwick Homes Corporation or the builder.
- The tree was planted on Stedwick Homes Corporation common property (owned by the homes corporation).
- The tree is not part of an area generally considered to be forest-like.
- The tree is planted in an area that is accessible to maintenance equipment and crews.
- For the purposes of this policy, shrubs, hedges or bushes may be considered trees.

A tree that meets all of the conditions above will be a “Landscape Tree.”

Removal and Replacement

- The Stedwick Homes Corporation will remove Landscape Trees that become damaged, diseased and no longer appear visually appealing, as determined by the maintenance inspection committee and/or tree experts hired by the Stedwick Homes Corporation.
- Trees to be removed will be identified with a clear marking that it is apparent to both the homeowner and to the company hired to remove the tree. The homeowner whose property adjoins the location of



a landscape tree shall be notified in writing of the decision to remove the tree at least 30 days prior to the scheduled tree removal, and also as to whether or not the tree will be replaced.

- Trees may be removed without prior notice in the event of an emergency.
- Trees that are in declining health may be permitted to remain in the community until such time as they are deemed a safety hazard.
- Replacement trees will not be planted on homeowner property under any circumstances.
- Replacement trees will be of the same general species and/or appearance as the street trees for that street.
- Trees located at the rear of private properties, and not within 25 feet of streets, will be replaced under exceptional circumstances only and only with the approval of the Maintenance Committee.
- Trees will not be planted within four (4) feet of a street or path.
- Residents are not permitted to plant trees on community property without prior permission from the Stedwick Homes Corporation. Such permission is available through the use of the Community Property Improvement Request (CPIR) form, available through community management. This agreement becomes part of the unit owner's permanent file and assigns responsibility for all future maintenance and liability associated with the tree to the unit owner.

Pruning

- Stedwick has implemented a multi-year schedule for pruning Landscape Trees.
- Stedwick will not prune a tree off-cycle except in unusual and extreme circumstances. The off-cycle pruning must be approved by the Maintenance Committee.
- Residents may request permission to prune street trees at their expense, using a certified tree specialist who meets the insurance and licensure requirements of the Stedwick Homes Corporation.
- Residents may prune any natural growth (limbs or roots) that encroaches on private property at the property line, on the condition that the removal of this natural growth does not damage the overall health of the tree. It is recommended that residents contact the Stedwick Community Manager prior to performing such pruning.
- Trees on islands and jut-outs that have grown to block street lights, post lamps, and vehicular access may be pruned off-cycle with the specific authorization of the Maintenance Committee.
- Residents will be notified in writing prior to planned pruning. Residents may request in writing that the street tree in front of their property be exempted from the pruning. If the exemption is granted by the Maintenance Committee, the homeowner must agree to accept responsibility for all future maintenance and liability created by the tree. This agreement will become part of the homeowner's permanent file.

Pest Management



Insects and other damaging influences will be managed using integrated pest management (IPM) techniques and/or environmentally sound chemical applications, as determined by the Maintenance Committee.

FOREST TREES

Stedwick also includes trees that meet the following conditions:

- The tree is part of an area generally considered to be forest-like.
- The tree was not planted by a resident.
- The tree is planted on Stedwick Homes Corporation common property (owned by the homes corporation).

A tree that meets all of the conditions above will be a “Forest Tree”. Forest Trees are not routinely maintained by the Stedwick Homes Corporation. Forest Trees are not pruned, mulched, or treated for pests.

Removal

- Stedwick will take down Forest Trees that become damaged or present a significant safety hazard. Stumps may not be ground and wood may be left in the forested area.
- Trees that are in declining health may be permitted to remain in the forested areas until such time as they are deemed a significant safety hazard or are completely dead.
- Forest Trees may or may not be replaced, at the discretion of the Board.

DAMAGE TO TREES

Residents may prune natural growth that encroaches onto private property at their property line, to the extent that this does not harm the health of the tree. It is recommended that residents contact the Stedwick Community Manager prior to performing such pruning. Unauthorized pruning of tree material on community property will be considered vandalism by the homes corporation and perpetrators may be required to repay the cost of remedial work on the tree(s).

A tree damaged by weather will be cared for or removed by the homes corporation as appropriate. Residents are encouraged to report damaged trees to community management in order for the Maintenance Committee to follow up.

DAMAGE CAUSED BY TREES

Stedwick does not generally accept responsibility for damage caused by trees to private property. This includes, but is not limited to, the following situations:

- Leaf drop onto private property. Homeowners should be aware of trees adjacent to their properties when they purchase their homes.
- Fruit drop onto private property. Homeowners should be aware of trees adjacent to their properties when they purchase their homes.



- Sap damage to vehicles or fences. Residents are not required to park beneath trees that cause sap on vehicles.
- Tree growth that encroaches onto private property. Residents are permitted to cut branches and roots where they cross private property lines. It is recommended that residents contact the Community Manager prior to performing such pruning.

If a tree should fall on a structure, vehicle, or private planting, Stedwick will make every effort to remove the tree in a timely manner. Residents are required to report damage to their homes to their homeowner's insurance carrier, and to report damage to their vehicles to their car insurance carrier as soon as possible. Residents are liable for any deductible.

Specific requests for reimbursement for damage to property, plantings or insurance deductibles may be considered on a case-by-case basis by the Board. In order to request such reimbursements, residents must provide specific evidence that the tree causing damage was reported to the homes corporation in a timely manner and that no action by the Stedwick Homes Corporation was taken as a consequence.

Adopted 5/19/04

Reaffirmed 5/18/05, 4/19/06, 5/16/07, 4/16/08, 4/15/09, 4/21/10



Community Property Improvement Requests

The Stedwick Homes Corporation welcomes residents to assist in enhancing the community with permission. The form on the next page is a copy of the officially required form (the Community Property Improvement Request form, or CPIR) that must be submitted and approved prior to the commencement of work. You may copy the form from this book, or get a new one from the MVF office, by telephoning community management at 301-948-0110, or by email (stedwickhc@mvf.org).

The Stedwick Homes Corporation requires that all contractors performing work on community property be properly insured and licensed. Verification of the insurance and license must be provided by the contractor upon request.



**COMMUNITY PROPERTY IMPROVEMENT REQUEST FORM
STEDWICK HOMES CORPORATION**

Owner's Name: _____ **Telephone: (H)** _____ **(W)** _____
Property Address: _____

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the deed covering the property described above, I/we hereby apply for written consent to make the following alterations to Community Property within **Stedwick Homes Corporation**. Such additions or plantings on Community Property are reviewed by the Homes Corporation Maintenance Committee and approved by the Maintenance Chairman and/or the Board of Directors.

Site location: (please attach sketch or plat plan) _____

Types of Plants or Shrubs: _____

Size: _____

Other Additions: _____

Special or Unusual Maintenance Required: _____

If my application is approved, I fully understand that the approval is *only* for what I have indicated above and is based upon the facts I have presented. Also, I understand that my contribution becomes community property. Approved alterations or changes must be completed within three (3) months of Homes Corporation approval unless a specific exception is received. Maintenance of approved additions and plantings is the responsibility of the applicant.

All approvals are in conformity with existing architectural and aesthetic conditions within the community. The applicant has the sole responsibility for any damages (to include water damage) to community property or adjoining properties and all other persons which may result from the approval herein requested. The homeowner is responsible for contacting MISS-UTILITY if necessary and for the repair of any damage to the greenspace.

Note: If it is necessary to have materials delivered for the construction of the proposed addition/modification, it should be known that the greenspace or community property belongs to your homes corporation and, therefore, if any damage is incurred in the delivery of these materials, it is the responsibility of the homeowner to assume the cost of the repair.

Return to: **Stedwick Homes Corporation**, Maintenance Chairperson, c/o Montgomery Village Foundation,
10120 Apple Ridge Road, Montgomery Village, MD 20886

Signature: _____ **Date:** _____
Applicant

Approved

Disapproved

By: _____ **Date:** _____
Maintenance Chairperson/Board Member

Adopted 1981
Presented for reaffirmation 10/05

