

# THE BROWNSTONES AT PARK POTOMAC

## A Recap of Our HOA Rules

All homeowners automatically become members of The Brownstones at Park Potomac Homeowners Association upon purchasing their property, with one vote for each lot owned. The annual meeting is held in March of each year. HOA assessments are billed monthly by our Community Management Agent, Abaris Realty, Inc. The Management Agent is tasked with enforcing the governing documents of our community. Our Property Manager is:

Shireen Ambush, PCAM  
c/o [Abaris Realty, Inc.](#)  
7811 Montrose Road Suite 110  
Potomac, MD 20854  
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Our Homeowners Association is effective thanks to volunteer homeowners who are dedicated to the success and integrity of our community. HOA affairs are managed by a Board of Directors. Additionally, several committees have been created to manage various aspects of our HOA. Monthly HOA Board meetings are open, and all are encouraged to attend. Please visit our community website at <https://www.thebrownstones.org/> and see the "Resident Calendar" for meeting dates and times. HOA Board meetings are held in the clubhouse unless otherwise specified.

The Brownstones at Park Potomac Homeowners Association abides by covenants, conditions and restrictions. These rules exist to protect the interests of homeowners, to preserve the value of our homes and to maintain the "look" and quality of our community. Complete governing documents are available in the "Documents" area of our community website (URL above). These rules are recapped below:

- **Exterior Modifications**
  - Any change to the exterior of your home, including planters, trees and shrubbery, must be approved by the HOA's Architectural Review Board. You may download the required Exterior Modification Application form by visiting the Documents area of our community website. Members of the Architectural Review Board routinely survey our community; you will be contacted by our Property Manager if violations are noted.
- **Trash Cans & Recycling Bins**
  - These must be kept inside your garage except on collection days. Please bring in the receptacles as soon as possible after collection. Recycling bins may not be stored on your roof terrace, deck or patio.
- **Satellite Dishes/Antennas**
  - The following policy drafted by the Architectural Review Board regarding outdoor antennas, including satellite dishes and digital antennas, was approved by the HOA Board on January 31, 2010. There is a 90-day grace period (to May 1, 2010) for compliance:

## **Outdoor Antenna (OTARD) Policy**

*(OTARD is an acronym for "Over-the-Air Reception Device")*

Outdoor Antennas (OTARDs), to include satellite dishes and digital antennas, must be installed on the roof of the townhouse, not less than three (3) feet from any edge of the roof. They may not exceed one (1) meter in diameter or diagonally. The preferable location is on the roof.

An acceptable alternative location is on a tripod or other stable stand located on the roof terrace, not to exceed a total height of 42 inches. *Under no circumstances may an OTARD be installed upon any wall (as prohibited on page 51, paragraph (q) of the Covenants,) fence or railing.*

All exterior wiring on the outside of a townhouse must be enclosed in a conduit or chase, the color of which must match the exterior color of the townhouse.

Property owners must submit a modification application for an OTARD installation not less than 14 days following the installation of the OTARD.

Tenants must have written permission from their landlords for OTARD installation prior to installation of the OTARD. The property owner must also submit a modification application to the Property Manager prior to installation of an OTARD by a tenant.

***These regulations are in compliance with the FCC Factsheet on OTARDS.***

Homeowners who must move OTARDS from unapproved locations are responsible for making any necessary repairs and/or filling holes remaining when the device is uninstalled.

### **Supplemental Information Regarding Dish Network:**

Dish Network has refused to perform their normal installation on the end units that have synthetic slate roofing material on the rear roof (Interior units do not have synthetic slate roofs in the rear). All end units with a mansard style roof have synthetic slate on the rear roof. Interior units with mansard style roofs appear to have the same composite shingle roofing material on the rear roof as do the traditional peak style roofs. Dish Network will provide a tripod stand at no charge if the work order placed by the homeowner requests a tripod stand.

Alternatively, a homeowner wishing to use the service provided by Dish Network may hire a private contractor to install either a penetrating or non-penetrating roof mount and to install the OTARD provided by Dish Network. A variety of such mounts were found online with a simple internet (Google) search. Be aware that many non-penetrating roof mounts are designed only for flat roofs; however there are several models available for pitched roofs.

A written request for information from the ARB to the FCC regarding the issue experienced by several homeowners using Dish Network received the response that Dish Network's refusal to install OTARDs on the synthetic slate roofing material was a business decision on the part of that company and did not place the Homeowner's Association Policy on OTARD installation in violation of FCC regulations.

- **Parking**

- Parking in our community is limited. Please keep two cars in your garage before using any on-street parking. In addition, please make sure that any vehicles parked on the street do not interfere with the use of any driveways, sidewalks or crosswalks. Parking is prohibited on sidewalks, in alleys, on red curbs and in fire lanes. Parking of commercial vehicles, unlicensed or inoperable vehicles, boats, RVs and trailers is not permitted.
- A portion of Ansin Circle Drive has been designated as a "Shared Private Road". This area is identified as Parcels "AA" and "Z" on the site plan, and refers to the eastern section of Ansin Circle Drive which faces the condominium buildings and The Perry apartment buildings. Residents and visitors of the Brownstones may park only on the Brownstones side of the Shared Private Road. Only vehicles with Condominium or Perry visitor permits may park on the side of the Shared Private Road abutting the condominium buildings or The Perry apartments. All other vehicles are subject to towing.

- **Alleys**

- As mentioned above, parking is prohibited in the alleys in our community. In addition, no materials of any kind may be stored in the alley behind your house, nor may any vehicle maintenance activities be performed.

- **Landscaping**

- The HOA has contracted with a landscaping service which performs most of the work in our community. They mow grass in the common areas and within the front and side yards of our homes. They prune trees and shrubbery, feed, spray and mulch the landscape areas in the common areas and within the front and side yards. Please do not lock your gate or otherwise impede the landscape workers.
- However, the homeowner is responsible for watering grass, plants, trees and flowers within the front and side yards, as well as in areas adjacent to their lot. This includes plants in common areas, in the alleys and street trees. Owners of Windsor models are responsible for mowing and pruning in their rear yards.
- Before making changes to the landscaping around your home, you must submit an exterior modification application to the HOA's Architectural Review Board for approval. The application can be downloaded by visiting the Documents area of our community website. No application is required if you are replacing a dead item with the same shrub or tree from the developer's original landscaping plan.
- If a homeowner has declined HOA landscaping maintenance, he or she is responsible for maintaining and replacing, if necessary, all trees and shrubs. If a homeowner fails to maintain the lot to a level equal to that of the Homeowner Association's maintenance, the HOA has the right to resume landscaping that lot.
- Once you alter your landscaping from the developer's original landscaping plan (except the removal and/or identical replacement of dead shrubs or trees), you are responsible for your yard's maintenance, including mulching, pruning, fertilizing and disease control.

- **Snow Removal**

- The HOA contracts for snow removal in the streets, sidewalks, driveways, steps, alleys and common areas. Homeowners are responsible for snow removal on porches, patios, decks and rooftop terraces. Please note that the use of any salt-based product will damage sidewalks and steps.
- Please remove cars as much as possible from the streets prior to (or at the start of) snow events. More snow can be removed and your vehicles won't be snowbound after the plows come through.
- Remember to keep your heat pump clear of snow and ice so it can operate properly.

- **Pets**
  - Please control your pets. The Montgomery County Code requires owners to keep their dogs on leashes when off their own private property. Any other animal (a cat, for example) outside the owner's premises must be leashed if it is not immediately responsive to verbal or non-verbal direction. Please note that the common areas of our community are NOT considered the pet owner's property. The penalty if your pet is "at large" is \$100 for the first offense and \$500 for each subsequent violation.
  - County Animal Control Laws also prohibit "unwanted contact". The pet owner must prevent unwelcome or unsolicited threatening physical contact or close proximity to a person or a domestic animal that occurs outside the owner's property that may cause alarm in a reasonable person, such as biting, chasing, tracking, inhibiting movement or jumping. Physical injury does not have to occur to create a violation. The penalty for an "unwanted contact" offense is \$500.
  - Always pick up your pet's waste and dispose of it properly in a trash receptacle. This is required of all owners and occupants by our homeowners' association covenants and includes all common areas within Park Potomac, including the condo and commercial areas. Please do not be tempted to leave pet waste on the undeveloped areas of our community. In addition to being an unsightly nuisance, pet waste run-off is a major cause of water pollution and can directly impact the drainage ponds in the southeast portion of Park Potomac.
- **Outdoor Furniture**
  - No outdoor furniture is permitted in the front of your home. Outdoor furniture on decks and rooftop terraces is limited to 42 inches in height. Play equipment is not allowed in yards or on rooftop terraces or patios.
- **Storage**
  - Storage (or discharge) of hazardous wastes, liquid/solid wastes or other harmful materials is not permitted. In addition, unsightly accumulation or storage of litter, materials, refuse, lumber, etc. is prohibited.
- **Signs**
  - It is generally not permitted to display any sign that is visible from another home. There are two exceptions: (1) For Sale signs can be displayed only on Saturdays and Sundays, and may not exceed 2 feet by 2 feet in size; and (2) Signs supporting any candidate(s) for public office cannot be posted on lots more than 30 days before the election date and must be removed within 7 days of the election date.
- **Clubhouse & Fitness Center**
  - The facility is open daily from 5am to 11pm. Anyone in the facility after hours will be considered a trespasser. Homeowners are issued two (2) security key fobs per household for entry into the clubhouse. Owners must be current in their HOA assessment payments to use the clubhouse and its facilities (please note that admittance to the pool is by current pool pass only, not key fob). Non-resident owners who wish to assign their key fob(s) to their tenants must provide tenants' contact information to the Community Manager.
  - Children under the age of 18 are not permitted in the clubhouse unattended. Children under the age of 16 are not permitted on the exercise equipment. Proper attire, including shoes, must be worn by all residents using the clubhouse and fitness center. Smoking and alcoholic beverages are prohibited. To report problems, please contact our Community Property Manager, Shireen Ambush (301-468-8919).
  - All persons using the clubhouse and/or fitness center do so at their own risk. The Brownstones at Park Potomac Homeowners Association assumes no responsibility for any accident or injury in connection with such use, or for any loss or damage to personal property.
  - To reserve the clubhouse for a private event, please visit our community website to download and submit the Clubhouse Rental Application (<https://www.thebrownstones.org/>)

- **Pool**

- One registration card for each household will be kept on file at the pool. The registration card will list the names and ages of all household members according to the information provided on the pool pass application. When you visit the pool, simply state your name and address to the lifeguard. Provided that a registration card is on file and your name is listed on the card, you will be allowed access to the pool. Guests may use the pool, but only if accompanied by an adult resident.
- For a registration card to be issued for your household, you must complete and return the pool pass application following all instructions and requirements, and your HOA fee account must be in good standing. Pool pass applications will not be processed for any owner who is delinquent in their HOA fees. Tenants may not register for a pass without the owner's permission. It's important for owners who wish to relinquish their pool privileges to sign the release form, have tenants complete the application and forward these, as well as a copy of their lease agreement with the tenant(s), to our management company. Visit our community website for more information, pool hours of operation and to view or download the application forms (<https://www.thebrownstones.org/>).
- No one is permitted in the pool area unless the pool is officially open and lifeguards are on duty. Children under 13 must be accompanied by a parent or approved supervisor. Alcohol and glass drink containers are prohibited, and food may not be consumed on the pool deck. Smoking is prohibited in the pool area, and pets are not permitted.
- The operating period and hours for the pool are established each year by the HOA Board of Directors. This information as well as complete pool rules will accompany the annual Application for Pool Passes. Please see the community website for the most recent complete pool rules.
- All persons using the pool facilities do so at their own risk. The Brownstones at Park Potomac Homeowners Association assumes no responsibility for any accident or injury in connection with such use, or for any loss or damage to personal property.

- **Rentals**

- If you choose to rent your Brownstone, it must be rented in entirety. It may not be rented by the room, by the floor, or otherwise subdivided. Roomers and boarders are prohibited, and subleasing is not permitted. Owners must provide our Community Manager with a copy of the lease, and rentals must comply with all applicable housing and zoning laws of Montgomery County and the State of Maryland.
- Renters must comply with the governing documents of the Brownstones at Park Potomac Homeowners Association, as well as with any policies adopted by the HOA Board of Directors.

- **Basic Courtesy**

- Please keep your steps and sidewalks clean and uncluttered. Keep the outside lights attached to your home in good working order – this aids visibility for all, especially emergency responders. Keep noise (loud music, power tools, blowers, outdoor parties, etc.) to a minimum – keep in mind that your neighbors may be sleeping, ill or may have alternative work schedules. Emissions of dust, dirt, odors, gases or other substances are prohibited.
- Please be aware of the appearance of the areas surrounding your home. Don't allow newspapers to accumulate in your entryway or on the sidewalk. Remove any trash or debris from your landscaped areas, from the rear alley and from the sidewalk adjacent to your residence. Keep your front gate closed to facilitate snow removal and as a courtesy to those walking in the neighborhood.
- For the benefit of your neighbors and the entire community, please report suspicious activity to the authorities.