



## THE BROWNSTONES AT PARK POTOMAC WELCOME PACKET

### New to The Brownstones at Park Potomac?

Welcome to all new homeowners and residents! We hope the following checklist is useful as you become acclimated to your new community. In addition, please be sure to our website, which is at [www.thebrownstones.org](http://www.thebrownstones.org). Here you can view all the governing documents, rules and regulations, frequently asked questions, and access all forms and applications. All residents – homeowners and renters – must comply with our governing documents and any policies adopted by the HOA Board of Directors. Be sure to click on the **REGISTER** button for access to more information, like monthly Board Meeting minutes, budgets, audits, financial statements, and more!

Our HOA Board meetings are generally held on the third Tuesday of the month at 5pm, at the community clubhouse. The meetings are open to all who wish to attend, and your participation is encouraged. Look for meeting announcements and other events in the “Calendar” section of our community website.

- **Our Community Management Agent**

Abaris Realty, Inc. is the community management agent for the Brownstones at Park Potomac. Our community Property Manager is Shireen Ambush. Their offices are open from 9am to 5pm, Monday through Friday and they can be reached at 301-468-8919. Shireen can be contacted by email at [sambush@abarisrealty.com](mailto:sambush@abarisrealty.com)

Abaris bills homeowners monthly for HOA assessments and payments are due by the first of each month. Contact Abaris Realty if you're interested in their free automatic debit program. Abaris Realty is located at:

7811 Montrose Road #110  
Potomac, MD 20854

(Please note that homeowner's warranty service issues are handled by the builder, EYA – not by Abaris Realty. Please contact EYA's Warranty Service Office directly at 301-634-8705 or by visiting <http://www.eya.com>)

- **Deferred Water & Sewer Assessment**

Billing & Management Services, LLC has been hired by BPP Water & Sewer I to provide billing services for this assessment. Homeowners are billed annually for the deferred water and sewer charge, and payment is due by January 1 of each year. You may contact their Accounts Receivable office at 301-924-7355.

- **Trash pick up – Tuesday and Friday**

The Brownstones HOA contracts with Refuse Removal Results for trash removal services. Please place all household trash in plastic bags before putting it into the rolling trash receptacle, as this will help prevent animals from getting into the trash and littering the surrounding area. It will also reduce odors and keep the receptacle cleaner. Trash receptacles are to be stored inside the garage except on collection days. Items containing metal, as well as renovation or contractor debris, are not considered bulk trash under the terms of our contract, but may be picked up for additional fees and must be scheduled in advance.

- **Recycling pick up – Thursday**

Montgomery County provides recycling collection for our community. You can request recycling bins, learn which items are recyclable and see schedule changes due to holidays by visiting the county's recycling website at <http://www.montgomerycountymd.gov/recycling>

- **Utilities – Contact information**

Verizon (telephone service)	301-954-6230	<a href="http://www.verizon.com">http://www.verizon.com</a>
PEPCO (electricity)	202-833-7500	<a href="http://www.pepco.com">http://www.pepco.com</a>
Washington Gas	703-750-1000	<a href="http://www.washgas.com">http://www.washgas.com</a>
WSSC (water/sewer)	301-206-8000	<a href="http://www.wsscwater.com">http://www.wsscwater.com</a>

- **Maryland Motor Vehicle Administration**

Online services, hours and locations for the MVA can be found at <http://www.mva.maryland.gov/>  
The closest MVA location is at:

15 Metropolitan Grove Road (off Clopper Road)  
Gaithersburg, MD 20878

- **Emergency Services**

Please call 911 in case of emergency.

Montgomery County Police Department  
District 1 Station 240-773-6070 (non-emergency)  
1451 Seven Locks Road  
Rockville, MD 20854

Rockville Volunteer Fire Department  
Station # 33 301-299-7833 (non-emergency)  
11430 Falls Road  
Potomac, MD 20854

- **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.

- **Pets**

Montgomery County Code has a leash law which prohibits animals from being "at large." Any dog is at large if it is outside the owner's premises and not leashed, unless it is a service dog, is in a dog exercise area designation by the Maryland National Capital Park and Planning Commission or is participating in an approved activity. Any other animal (i.e., a cat or a livestock animal) is at large if it is outside the owner's premises and not leashed or immediately responsive to verbal or non-verbal direction. Please note that the common areas of our community are NOT considered "owners premises" by the County. The penalty if your pet is "at large" is \$100 for the first offense and \$500 for each subsequent violation.

The County Code also prohibits "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.

All dogs and cats four months of age or older must have a current rabies vaccination and a Montgomery County license. The rabies tag provided by your veterinarian is NOT a County license – the license must be purchased separately. Licenses can be purchased through the mail if your dog or cat has a current rabies vaccination. To obtain an application, call the County Licensing Unit at 240-773-5933 or download by visiting the County's website. The Pet Licensing Application may also be downloaded from our community website:  
**[thebrownstones.org](http://thebrownstones.org)**

- **Voter Registration**

You can register to vote in the state of Maryland by visiting <http://www.elections.state.md.us/>  
Our local polling place is:

Precinct 04025  
Ritchie Park Elementary School  
1514 Dunster Road  
Rockville, MD 20854

▪ **Schools**

There are numerous private schools in Montgomery County whose websites can be visited by searching the internet with Google, Yahoo, etc. The public schools associated with our community are:

Ritchie Park Elementary School                      301-279-8475  
1514 Dunster Road  
Rockville, MD 20854

Herbert Hoover Middle School                      301-469-1010  
8810 Postoak Road  
Potomac, MD 20854

Richard Montgomery High School                      301-610-8000  
250 Richard Montgomery Drive  
Rockville, MD 20852

▪ **Nearby Hospitals**

Shady Grove Adventist Hospital                      240-826-6000                      <http://www.adventisthealthcare.com>  
9901 Medical Center Drive  
Rockville, MD 20850

Suburban Hospital                      301-896-3100                      <http://www.suburbanhospital.org>  
8600 Old Georgetown Road  
Bethesda, MD 20814

▪ **Poison Control Center**

Please call the toll-free hotline at 1-800-222-1222  
Visit the Maryland Poison Center at <http://www.mdpoison.com>

▪ **Government**

Potomac is governed at the county and state levels. The county government consists of an elected nine-member County Council (240-777-7900) and an elected County Executive (240-777-7500.) For further information, please visit <http://www.montgomerycountymd.gov/>

The Maryland state legislature convenes in Annapolis for 90-day sessions to consider and pass legislation. The session begins in early January and ends in early April. Potomac is represented by Districts 15 and 16. There is a wealth of information concerning “all things Maryland” at the state’s website: <http://www.maryland.gov>

- **Have you forwarded your mail?**

You can visit the main Potomac Post Office to make the necessary changes. It's located in Potomac Village at 10221 River Road, and their phone number is 301-983-4671. Alternately, there are several Post Offices nearby in Rockville, MD. Find locations and review postal services available online at <http://www.usps.com>

- **Have you notified newspaper and magazine subscriptions of your new address?**

Here's contact information for local newspapers:

Washington Post	202-334-6000	<a href="http://www.washingtonpost.com">http://www.washingtonpost.com</a>
Gazette	301-948-3120	<a href="http://www.gazette.net">http://www.gazette.net</a>
Potomac Almanac	703-821-5050	<a href="http://www.potomacalmanac.com">http://www.potomacalmanac.com</a>

- **Please register at our community website to learn about upcoming events, share information connect with neighbors, access Homeowners' Association documents and post questions to our community manager.**

**Also, please sign up to join The Brownstones Google Group. This is a resident-to-resident form of communication to ask questions, get information, plan an outing, and anything else! To join, send an email to [webmaster@thebrownstones.org](mailto:webmaster@thebrownstones.org) with your name and address.**