

**AMENDMENT
TO HOMEOWNERS DISCLOSURE
STATEMENT FOR
GREENFIELD AT COLLEGIATE ACRES
HOMEOWNERS' ASSOCIATION, INC.
(Hagerstown, Maryland)**

RESOLUTION for deposit with the Circuit Court for Washington County's Homeowners Association Depository.

1. RULES AND REGULATIONS - "HOUSE RULES AND FINING" Adopted April 27, 2017

CERTIFICATION

I HEREBY certify that I am duly authorized by the Board of Directors of the Greenfield at Collegiate Acres Homeowners' Association, Inc., to deposit material on behalf of such Association with the Clerk of Court for Washington County, Maryland, in accordance with the requirements of §§ 11B-112 AND 11B-113, Real Property Article, Annotated Code of Maryland.



Kathleen M. Elmore, Esquire

Attorney for the Association

Return original and certified copy to :

**GREENFIELD AT COLLEGIATE ACRES HOMEOWNERS'
ASSOCIATION, INC.**

c/o Kathleen M. Elmore, Esquire

Elmore & Throop, P.C.

5 Riggs Avenue

Severna Park, Maryland 21146

(410) 544-6644

kelmore@elmore-throop.com

10925.000/001

O:\users\kelmore\kme\DEPOSITORY\GreenfieldCollegiate\10925-001-CVR1.wpd

GREENFIELD AT COLLEGIATE ACRES HOMEOWNERS' ASSOCIATION, INC.

POLICY RESOLUTION

RULES AND REGULATIONS - "HOUSE RULES AND FINING"

WHEREAS, Article VIII, Section 8.5 of the Declaration of Covenants, Conditions, Restrictions and Easement [of] Greenfield at Collegiate Acres Homeowners' Association, Inc. ("Declaration") and Article VII Section 1 (a) of the Bylaws expressly provide that the Board of Directors is authorized and has the power to freely adopt reasonable rules and regulations restricting and regulating the use and enjoyment of the Property¹, and the use of the Homeowners Association area, including improvement and amenities located thereon, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof; and

WHEREAS, Article V of the Declaration expressly provides for architectural control regarding all structures within the Property; and

WHEREAS, the policies and procedures as herein set forth are intended to be in furtherance of, and not in derogation of the provisions of the Declaration and Bylaws as recorded among the County Land Records for the Association; and

WHEREAS, the Board of Directors recognizes that it is appropriate and desirable to establish house rules regarding the orderly use of the Property.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors after following the procedures provided in Section 8.5 of the Declaration, adopts this 27th Day of APRIL, 2017 the following Board Policy Resolution entitled Rules and Regulations - "House Rules and Fining":

GENERAL:

1. These Rules and Regulations have been established in the best interest of the Association as a whole and shall be applied and enforced by the Board of Directors in a manner not intended or implied to be arbitrary or capricious.

¹ "Property" is as defined in the Declaration, and includes the entirety of the community of Collegiate Acres.

2. The provisions of the Declaration and By-Laws of Greenfield at Collegiate Acres Homeowners' Association, Inc. and this Resolution shall be applicable to every Owner, and the Owner's family, tenants, occupants, servants, employees, agents, visitors, guests, invitees, and licensees.
3. An Owner may be held jointly and severally responsible for the actions of the Owner's family, tenants, occupants, servants, employees, agents, visitors, guests, invitees, and licensees, and may be held jointly or severally liable in any violation enforcement proceedings.

PROCESS FOR ARCHITECTURAL COMPLIANCE:

1. **The property Owner prepares the application.** The Owner is responsible for submitting a copy of their lot plat survey (with appropriate markings indicating the project location), the completed and detailed application, with signatures from at least 3 neighbors who will be impacted by your project. The Owner is required to provide all supporting documents and information such as: photos, sketches, brochures, height, width, length, size, shape, and type of materials to be used and a representation of what the final project will look like. If alterations will affect the existing drainage pattern, the existing and proposed drainage pattern must be included. Owners submitting an application are not to start the project until approval is granted from the Architectural Review Committee (ARC). If a project has been started prior to approval, the Owner will be considered in violation of ARC guidelines and may face a penalty of \$150.00 per violation notice.
2. **ARC reviews application.** If members of the ARC have questions regarding the application or project, the ARC will reach out to the Owner (e-mail preferred) to have their questions answered. If additional information is needed, the ARC will arrange a date/time with the Owner to discuss the plans. The ARC may make suggestions to the Owner regarding the project. The ARC will approve with changes, or deny the project. If the ARC denies the project, a reason must be given. The Owner may make changes to their application and project, and resubmit a new application with new neighbor signatures.
3. **The Owner completes project.** The Owner is responsible for completing the project within 6 months of the application approval date noted on the approval notification. The ARC reserves the right to inspect the exterior property to ensure that approved changes have been implemented according to plan. The ARC may need to arrange a date/time with the Owner to inspect the project (if access is needed – i.e. access to backyard).

All exterior and major landscaping changes made to an Owner's property are subject to be reviewed by the ARC on a case-by-case basis.

The ARC reserves the right to inspect the exterior property of Owners for compliance with architectural and HOA standards. These inspections are for the HOA's use only and are not

LIBER 4 FOLIO 0058

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

intended to ensure safety or compliance with any governmental or municipal laws, codes, or standards. ARC members may inspect the property to ensure that approved changes have been implemented according to plan. The ARC will make an appointment with the Owner if access to the property is necessary.

Any application approved, where it is later shown that the application misrepresented the change, may result in the Owner being required to correct or reverse the alteration or improvement, at the cost of the Owner. The ARC may also inspect the exterior property as part of its routine inspection of the Association.

Any alterations or improvements completed on an Owner's property before the application is submitted will be considered a violation, and the Owner will be notified to submit an application or remedy the violation.

In the event of a violation, the ARC will notify the property manager. The property manager will document the violation and notify the Owner to remove or correct the violation within 10 days, or such period as may be required in the violation notice. If the violation is not removed or corrected within the allotted time, the Board shall have the right to take appropriate actions to cause the violation to be removed or corrected. Any costs incurred will be assessed against the Owner's account and a statement of the account will be sent to the Owner. Like assessments, additional costs and fees will become a lien on the property until paid in full.

Signatures on the ARC application should include the signatures of the neighbors directly impacted by your project (i.e. adjacent neighbors).

Depending on the project, City and zoning permits may be required. It is the Owner's responsibility to do their due-diligence and review applicable City guidelines that coincide with their project to determine if a permit is needed. An approval by the ARC is not in any way a guarantee of the safety, workmanship, or structural soundness of a project.

Prior to beginning any project, the Owner must contact Miss Utility to identify underground gas, water, electric, cable, or any other utility lines. Call 811 before you dig. Any damages to private lots or common areas caused by not calling Miss Utility will be the responsibility of the Owner who ordered the work.

HOUSE RULES:

1. Sheds

- All sheds require a written application and ARC approval prior to construction. Picture and color of shed are required with application. (Guideline 001: Sheds)
- Homeowners need to review City codes regarding sheds. (New item)
- Sheds must be one (1) story, not to exceed fifteen (15) feet in height as measured from the ground to the ridge line of the roof. (Guideline 001: Sheds)

LIBER 4 FOLIO 0059

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

- Shed roof must be shingled. (Guideline 001: Sheds; removed concealing by deck or other structure)
- Siding may be vinyl, wood (or synthetic) decking material, or T1-11 type wood. (Guideline 001: Sheds)
- Rubbermaid or vinyl storage sheds are acceptable. Specifically, these sheds should be placed between the side walls of the home at the rear. (New item)
- Aluminum siding, plywood and other flush wood finishes are not permitted. (Guideline 001: Sheds)
- Color and materials of the siding, trim, roof, door and windows must match the existing house. (Guideline 001: Sheds)
- Freestanding sheds must not exceed 100 square foot of surface. (Guideline 001: Sheds)
- Sheds may only be placed in the rear yard. (Guideline 001: Sheds)
- No dog houses or kennels shall be erected or maintained on any lot. (Guideline 001: Sheds)
- Only one shed structure is permitted per lot. (New item)

2. Fences

- All fences require a written application and ARC approval prior to construction. (Guideline 002: Fences)
- Homeowners need to review City codes regarding fences. (New item)
- Fencing may not extend forward of the front foundation wall. (Guideline 002: Fences)
- Fencing may be a maximum of six (6) feet. (Guideline 002: Fences)
- Fencing material may be vinyl or wood. No chain-link fencing is permitted. No other forms of fencing are permitted. (Guideline 002: Fences; forms of fencing new item)
- Vinyl fencing can be white or tan in color. (New item)
- All gates must open inward. (Guideline 002: Fences)
- The approved fence types are Straight, Scalloped Picket, or Board on Board. No stockade fencing is permitted. (Guideline 002: Fences)
- Hedges and/or tree rows planted for the purpose of creating a fence along the owner's property line require approval as if it were a regular fence. (New item)
- All fences must be kept in good repair and appearance at all times, at the homeowner's expense. (New item)
- Vinyl fences must be pressure washed for cleanliness. Wooden fences must maintain stain color. (New item)
- Fences are not to be painted. Wooden fences are to maintain a wooden appearance. Wood stain must be natural or muted. (New item)

- Fences may go to homeowner's property line. However, homeowners should be mindful of existing easements. If utility company or City needs to access easements, fence may be destroyed at the cost of the homeowner. (New item)
- If fences between neighbors do not touch, it is understood by both neighbors that the grass between the fences must be maintained by both homeowners so as not to become unkempt. (New item)

3. Exterior Lighting

- If lighting needs to be run underground, an ARC application is required. If lighting is removable, no application is required. (New item)
- Lamp posts must be black. (Guideline 003: Outside Lighting)
- The light fixture at the top of the lamp must be of a Coach Light Style. (Guideline 003: Outside Lighting)
- Security floodlights are allowed in the front and/or rear of home if they are motion-activated or sound-activated. Security lights should not be directed at neighbor's houses. These lights do not require ARC approval. (New item)
- Subdued lighting for patio, decks, and ground (i.e. solar lights) are allowed provided they are low voltage. This lighting does not require ARC approval. (New item)
- Bug "zappers" are allowed in rear of home only. (New item)
- Holiday temporary decorative lighting is pre-approved from Thanksgiving through 15th of January. Seasonal decorations are approved two (2) weeks prior to the event until two (2) weeks after. (Guideline 003: Outside Lighting)
- Holiday lights which project decorations need to have lights on own home, lights cannot be on other homes or directed in the sky. (New item)

4. Playground Equipment

- Playground equipment, playhouses, and trampolines require ARC approval. (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Playground equipment, playhouses, and trampolines must be installed in the backyard only between the side walls. (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Use of portable playground equipment (i.e. plastic Little Tykes, portable basketball hoops) do not require approval – if temporary installation and use occurs exclusively on the homeowner's property. (New item)
- Use of portable playground equipment in the common areas is prohibited. (New item)
- Wood play sets must be left natural or stained wood tone color. Wood substitutes must be a natural or muted color. (Guideline 004: Play Equipment & Children's Recreational Equipment)

LIBER 4 FOLIO 0061

**HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY**

- Metal play sets are not permitted. (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Play sets must be maintained so that no deterioration occurs. (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Play structures cannot approximate the size, shape or design of items otherwise prohibited from storage in backyards (i.e. boats, tractors, etc). Enclosed play sets or playhouses must be no larger than allowable sheds (i.e. 100 square feet in ground area). (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Trampolines should be commercially produced and must be placed in the rear of the house between side walls. Owners must maintain the items in good working and visual condition. Broken, peeling, or rusting items must be repaired, repainted, or removed. Maximum size is 150 square feet in area (14 feet in diameter). (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Basketball hoops are permitted in the homeowner's driveway. Basketball hoops are not to be left in the street. Basketball hoops can be placed in the street for immediate playing; however, must be removed when not in use. Basketball hoops cannot be mounted to house. (New item)
- Skateboard ramps are prohibited. (Guideline 004: Play Equipment & Children's Recreational Equipment)
- Homeowner takes responsibility for damage and/or injury that may occur while using play structure. The HOA is not liable for any damage or injury. (New item)

5. Decks

- All decks require written application and ARC approval prior to construction. (Guideline 005: Decks)
- Homeowners need to review City codes regarding decks prior to construction. (New item)
- Decks and steps should not extend beyond the side walls of the house, and must be placed at the rear of the home. Deck sizing will be reviewed on a case-by-case basis dependent on the size of the yard. Decks should not take up the majority of the yard. (New item/coinclides with Guideline 005: Decks)
- Railings should be no more than forty-two (42) inches high. (Guideline 005: Decks)
- Pickets in railing sections should be at least three (3) inches apart. (Guideline 005: Decks)
- Wooden decks are not to be painted. The wood must be stained a natural or muted color. A sample of desired stain must be submitted with application. (New item)

6. Patios (New Item)

- Patios require written application and ARC approval prior to construction.

LIBER 4 FOLIO 0062

**HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY**

- Patios are to be constructed of brick, flagstone, slate, cobblestone, or other patio material will be considered.
- Patios cannot be painted.
- Patio location must be at the rear of the home.
- Any structure on a patio requires ARC approval (i.e. hot tub, enclosed fire pit, pergola, etc.)

7. Doors – Front & Storm Doors

- Storm doors and new front doors require written application and ARC approval prior to installation. (Guideline 006: Storm Doors)
- Storm doors must match the color of the front door or trim around the front door. (Guideline 006: Storm Doors)
- Storm door glass must be full-length of $\frac{3}{4}$ view. (Guideline 006: Storm Doors)
- Screen doors are not permitted. (New item)
- If re-painting the front door, the exact original color is to be used. If exact color is used, no application is required. If the color is not the same color as originally designed, an application and sample color will need to be submitted. (New item)
- Replacement hardware for the front door entrance, including deadbolt locks, peepholes, doorknobs, doorknockers, kick plates, and house numbers must maintain the design and materials used by the builder. Any new door hardware must be in harmony with hardware originally installed. These modifications do not require ARC approval. (New item)

8. Pools

- Pools should have significant landscaping to provide a year-round visual barrier between the pool/decking and all streets and adjacent homes. A complete and detailed landscaping/screening application must be submitted with the pool application. Pool applications will be determined on a case-by-case basis, and require ARC approval prior to installation. (Guideline 007: Pools)
- Pools must be in-ground. Temporary above-ground pools are permitted with ARC approval. Above ground pools cannot be a permanent fixture. Decking cannot surround above ground pool. Maximum size of above ground pool is fifteen (15) feet in diameter. Homeowner assumes all liability for pool related incidents. (New item)
- Pools must be at the rear of the yard. (Guideline 007: Pools)
- Pools must be fenced in. Fence must meet ARC guidelines, and requires a separate application. (Guideline 007: Pools)
- Pools must be maintained in an appropriate and usable condition. (Guideline 007: Pools)

LIBER 4 FOLIO 0063

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

- Small, portable "kiddie" pools are not subject to this guideline, but must be removed from view when not in use. Maximum size for inflatable pool is 120"x72"x20".
(Guideline 007: Pools – dimensions are new)

9. Hot Tubs and Spas

- All hot tubs and spas require written application and ARC approval prior to installation. (Guideline 008: Hot Tubs)
- Hot tubs and spas are permitted in the rear of the home providing they are on a patio or deck with ARC approval. (New item)
- Hot tubs and spas must be fenced in. (New item)
- Owners are required to install safety features such as locks or covers and comply with all applicable state and local codes. (Guideline 008: Hot Tubs)

10. Satellite Dish

- Satellite dishes do not require ARC approval prior to installation. (New item)
- Satellite dishes should be no larger than 18" in diameter. (Guideline 009: Satellite Dish)
- No more than 2 satellite dishes per unit are permitted. (New item)

11. Temporary Structures

- No structure of a temporary character, trailer, recreational vehicle, garage, or outbuildings shall be used on any lot at any time as living quarters, either temporarily or permanently. (Guideline 010: Temporary Structures)
- Clothes lines are prohibited on any lot. (Guideline 010: Temporary Structures)
- Storage tanks or fuel tanks are prohibited on any lot. (Guideline 010: Temporary Structures)
- Tents and rain/sun shelters of a temporary nature are allowed in the rear for parties and gatherings, but must be removed promptly after the event. (New item)

12. Vehicles – Commercial, Recreational, and Inoperable Vehicles

- Commercial vehicles are acceptable, as long as vehicle can be parked in driveway. If unable to be parked in driveway, vehicle needs to be parked in overflow parking near Terrapin Park. Commercial vehicles may be parked on the street in front of home, as long as vehicles company logo and name is covered with removable magnets. (New item)
- Recreational vehicles, campers, boats, construction equipment, or trailers are not to be in front of any lot or in streets. (Guideline 011: Vehicles)
- Unlicensed or inoperative vehicles are not permitted to be parked on the streets for longer than 48 hours.
- ATVs and dirt bikes are prohibited in the streets.

LIBER 4 FOLIO 0064

**HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY**

13. Animals

- No animals, horses, livestock, poultry, or other fowl of any kind shall be raised, bred, or kept on any lot. No more than three (3) dogs, cats, or other usual household pets may be raised, bred, or kept, provided further that they are not raised or bred or kept for commercial purpose. (Guideline 012: Animals)
- Animals must be leashed when not on fenced-in lot. (New item; City ordinance)
- Animal waste on private lots and common areas must be picked up and properly disposed of by the Owner.

14. Nuisances

- No noxious or offensive activity shall be carried out upon any lot, nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood. (Guideline 013: Nuisances)
- No commercial activity shall be conducted on any lot, other than the Declarant's Model home lots. (Guideline 013: Nuisances)

15. Driveways & Entrances (New item)

- New sidewalks, pathways, or other pavements require ARC approval.
- Driveway expansions require ARC approval.
- Resurfacing or resealing your driveway does not require ARC approval.

16. House Numbers (New item)

- House numbers need to be visible from the street.
- ARC approval is not needed if replacement numbers are similar to match the original and are in harmony with the community.
- The homeowner is responsible for lost or missing numbers.

17. Landscaping & Gardens (New item) (may be considered under bylaws 8.1.10 lot maintenance)

- The ARC encourages planting of flowers and shrubbery provided the owner properly maintains them. Such general landscaping does not require ARC approval except as outlined in these Guidelines and Restrictions:
- Planting of trees require ARC approval. When submitting an ARC application, name of tree needs to be included, specifications about tree type, and a picture.
- Landscaping projects that will result in more than 50% of grass in either the front or rear yards being altered must have ARC approval.
- Vegetable gardens must be located between the sidewalls, at the rear of the home and may not exceed more than ¼ of the yard.

LIBER 4 FOLIO 0065

**HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY**

- Homeowners have a duty to maintain their lots in good order and repair and free of debris, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery. At no time, will approved or unapproved landscaping be allowed to become unkempt or uncultivated in appearances. Grass areas need to be mowed at regular intervals, maintaining a maximum height of five (5) inches as measured from the top of the soil. (Bylaws: Section 6: Maintenance)
- At no time, should a lawn area be more than 10% weeds. Weeds must be removed by hand or by chemical means.
- Landscaping should be trimmed to be visually appealing, symmetrical, and proportionate to the property.
- Dead shrubbery and trees need to be removed. Dead shrubbery and trees need to be disposed of appropriately (brown gardening bags are picked up by trash company and available at major retailers).
- Fruit trees must be cared for to prevent insect infestation and vermin.
- Garden and flowerbed edging and borders are allowed provided they are not higher than fifteen (15) inches. Construction grade concrete/cinder block is not permitted. If flowerbed edging and borders are to be higher than fifteen (15) inches, an ARC application needs to be submitted for review.
- Hedges, tree rows, and shrubbery hedges/barriers are allowed provided they do not encroach upon other property or prevent access or egress from the property of others. They cannot obstruct sight lines for vehicular traffic. If hedges/trees are to be used as a fence, an ARC application is required.
- Underground watering systems for yards, flowerbeds, and gardens are permitted with ARC approval.
- Decorative garden ponds are permitted in the backyard only with an ARC application.
- Solar lights for garden and flowerbeds are allowed if they are low voltage. Removable lights do not require ARC approval.
- Excessive or oversized lawn ornaments are prohibited.

18. Paint (New Item)

- Exterior trim paint colors and color tone must match that originally used by the builder. If the exact paint color is no longer available, a paint that appears to match may be substituted. ARC approval is required if the exact color originally used by the builder is not being used. Approval is not required if the paint matches the color originally used by the builder.
- Paint must be maintained to minimize discoloration, peeling, and chipping.

19. Windows & Shutters (New Item)

LIBER 4 FOLIO 0066

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

- Replacement of exterior shutters does not require ARC approval if the replacement replicate the exact style, size, and color originally installed by the builder.
- ARC approval is required if exact color originally used by the builder is not being used to paint shutters. Approval is not required if the paint matches the color originally used by the builder when painting shutters.
- Installation of new shutters (i.e. where not installed by builder) requires ARC approval.
- Window mounted air conditioners are not permitted.
- Window fans are allowed in rear windows only.
- Replacement glass for windows must be clear.

20. Solar Panels (New item)

- Solar panels must be installed on the homeowner's roof. Solar panels are not permitted to be mounted in yard.
- Solar panels do not require an ARC application.
- The ARC requests homeowners inform neighbors of these type of projects (sidewalk being blocked, be vigilant of workers, etc.). Speak with neighbors directly, or contact property manager.

21. Trash Cans & Recycling Containers (bylaws 8.1.24)

- Trash cans/recycling containers should be stored out of sight, and trash should not be placed at the curb prior to 6pm before trash day. Cans/containers should be removed from the curb within 24 hours.
- Trash cans/recycling containers may not be placed in common areas.
- All trash must be placed in trashcans. Putting trash out only in trash bags is prohibited.
- No lumber, metals, bulk materials, or other waste shall be kept, stored, or allowed to accumulate on a lot.

22. Signs (bylaws 8.1.18)

- Only the following signs are permitted: real estate signs ("For Sale" and "For Rent" signs), burglary alarm signs, temporary congratulatory signs, decorative plaques, ornaments, and profession affiliation signs. All other signs are prohibited except those expressly permitted under the Maryland Homeowners Association Act.
- Only one (1) sign is allowed per home.
- All signs must meet County regulation with respect to size, content, and removal.
- All signs must be placed on or within the owner's property.
- Event specific signs (i.e. political signs, birth announcements) are permitted if they are not offensive or bothersome to neighbors. These types of signs are event specific and should be removed within the appropriate time frame.

LIBER 4 FOLIO 0067

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

- Except for security alarm decals/signs, and rental/for sale signs, no other sign or advertising may be affixed to the house.

23. Misc. Items

- Only items manufactured and sold for outdoor use may be placed outside the house for seating, dining, grilling or decoration. Lawn furniture is allowed at the rear of the home only. Exception: Homes with front porches may have decorative chairs. (New item)
- Barbeque equipment, grills, and gas grills shall be stored out of public view when not in use. (Bylaws 8.1.3)
- Fire pits are permitted with ARC approval, if permanent. Portable temporary fire pits do not require ARC approval. Firewood must be neatly stacked in the rear of the home. Firewood must be stored on a raised temporary foundation of brick, firewood tubing, or other suitable material to minimize the possibility of rot and infestation. (New item)
- No clothing or any other household laundry shall be hung in the front of the home to dry. Rugs may be hung out to dry in rear of home. (New item) (in conjunction with bylaw 8.1.5)
- Flagpoles require ARC approval. Up to two (2) flags at a time may be displayed on the flag staffs. Proper flag etiquette must be observed. (Bylaws 8.1.7)
- Gazebos, pergolas, and trellises are permitted in rear of home with ARC approval. (Bylaws 8.1.20)
- Mailbox design, structure, support, and locations shall be uniform with existing mailboxes. (Bylaws 8.1.11)
- Large or excessive statues and lawn ornaments, such as bird baths, water fountains, large flamingos, palm trees, inflatables, etc. are prohibited on the front or side lawn. Exception to this would be during holiday or traditional yearly events. The ornamental items may be temporarily displayed, but must be taken down after 30 days of the event. (New item)
- Vehicles may not be parked on green spaces (grass). (New item)

Every homeowner is responsible for the maintenance of all structures and landscaping located on their property. The following are examples of basic maintenance violations:

- Peeling paint on home, garage, shutters, or other structure
- Broken, sagging, or out of plumb fences or missing sections
- Deck in disrepair
- Rotted wood
- Playground equipment in disrepair
- Broken windows or doors
- Gutters and downspouts in disrepair or in need of painting

LIBER 4 FOLIO 0068

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

- Shutters in disrepair or missing
- Missing house and/or mailbox numbers
- Sidewalks, driveways, or other pavement in disrepair
- Piles of grass, leaves, shrubbery, clippings, and tree branches
- Gardens or shrubberies that have been neglected or have died

PROCESS FOR ENFORCEMENT THROUGH FINES:

First Notice:

A Warning Letter will be delivered to the Owner of the property outlining the alleged violation and, if appropriate, given a time frame for compliance.

Assessment of Initial Monetary Penalty:

The Association will assess an Initial Monetary Penalty according to the Fine Schedule if the Owner has not corrected or removed (or has chosen not to correct or remove) the violation. All penalty notices may be sent via regular or certified mail. The Owner may also receive an e-mail with a photo of the violation. The Owner will be responsible for all expenses incurred by the Association relating to the notification and resolution of the violation in addition to all Monetary Penalties.

Assessment of Additional Monetary Penalties:

After the imposition of the Initial Monetary Penalty, additional penalties may be imposed upon subsequent inspections if the Owner has not corrected or removed (or has chosen not to correct or remove) the violation; or the violation is repeated or has returned. Additional Monetary Penalties will be imposed after inspections have been conducted and will coincide with the terms of the notices.

Exception of Notice Procedure:

Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more other Owners may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests; threat of flood or fire damage to neighboring properties; collapsed structure or tree blocking the road or drivers' line of vision.

Opportunity to be Heard:

The Association recognizes each Owner's right to explain the reasons why there is a violation of the CC&R, By-Laws, or ARC Regulations, particularly if the violation results in a Monetary Penalty. Before any Monetary Penalty is assessed, the Owner has the opportunity to request a hearing before the Board of Directors. The Owner must provide a timely written request for a hearing. The Owner is bound by the decision of the majority of the Board. If the Owner does not appear for the scheduled hearing, the Owner will be responsible for all Monetary Penalties.

LIBER 4 FOLIO 0069

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

Fine Schedule:

- A. First Notice: Warning letter (10-day compliance requirement unless otherwise stated in Letter)
- B. Assessment of an Initial Monetary Penalty: The second notice for same violation within 12 consecutive months will result in the assessment of an Initial Monetary Penalty of \$25.00.
- C. Assessment of Additional Monetary Penalty: All subsequent notices after the Initial Monetary Penalty for the same violation within 12 consecutive months will result in the assessment of Additional Monetary Penalties of \$50.00 per notice.
- D. Homeowners that make major exterior architectural changes, as determined by the Board of Directors on a case by case basis (i.e. including, but not limited to, the installation of sheds, fences, decks/patios, pools, or the additional or removal of large landscaping projects/items, etc.) without Association approval shall be subjected to a Monetary Penalty of \$150.00 per notice after the First Notice.

An official letter shall be sent to the Owner describing the alleged violation, the action needed to correct the violation, and providing a timeframe of 10 days to remedy it.

If the violation continues beyond the 10 day "fix-it" period, the Board will issue an Initial Monetary Penalty of \$25.00. At this point, the resident may request a hearing (if desired) for the opportunity to be heard.

The hearing shall be closed to the community, and the minutes of this meeting shall not be released to other homeowners. At this meeting, the Owner may produce any statement, evidence, or witnesses on their behalf. If the Owner does not attend the scheduled meeting, or request a scheduled meeting, they shall be responsible to pay the \$25.00 Initial Monetary Penalty levied.

If the violation continues, the Owner will be subject to an Additional Monetary Penalty of \$50.00 per notice. The Owner will be given the option for a hearing for subsequent notices.

A warning letter will be issued on each violation occurrence, and the Owner is given a maximum of 10 days to comply. The Owner shall notify the Association in writing when a violation has been remedied. The Association shall make the final determination as to whether the remedy is satisfactory. The Board of Directors reserves the right to inspect the Owners property to ensure compliance.

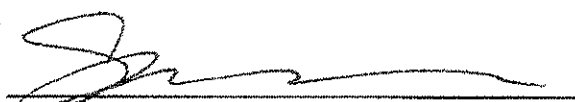
LIBER 4 FOLIO 0070

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

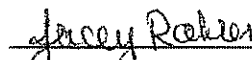
IV. STATEMENT OF COMPLIANCE AND ADOPTION

The foregoing Greenfield at Collegiate Acres Homeowners' Association, Inc. Board Policy Resolution - Rules and Regulations - "House Rules and Fining", was duly adopted in accordance with any and all requirements of the Declaration and Bylaws, and is further **APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS AFTER HEARING AND COMMENT THIS** 27th **DAY OF** APRIL, 2017, and is intended to become effective MAY 1st, 2017:

ATTEST:



President



Secretary

10925.000/001

LIBER 4 FOLIO 0071

HOMEOWNERS ASSN DISCLOSURE RECORD
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

LR - HOA Recording Fee 25.00

Homeowner Name:

greenfield

Ref:

LR - HOA Surcharge 0.00

SubTotal: 25.00

Total: 40.00

06/16/2017 01:04

CC21-TR

#8574576 CC0403 -

Washington

County/CC04.03.04 -

Register 04

This page not to be counted in calculating Recording Fee

**Clerk of Circuit Court
Washington County, Maryland**

Dennis J. Weaver, Clerk

24 Summit Avenue

Hagerstown, MD 21740

301-790-7991

For Clerks Use Only

Improvement Fee 40.00

Recording Fee 20.00

County Transfer Tax

Recordation Tax

State Transfer Tax

Non-Resident Tax

TOTAL

CC-Overpayment by Check
Reason: pre printed
Check: 2.50
Total: 40.00
06/16/2017 01:04
CC21-TR
#8574576 CC0403 -
Washington
County/CC04.03.04 -
Register 04