

RULES and REGULATIONS

HOMEOWNERS' ASSOCIATION (HOA)

CRESTWOOD VILLAGE AT FREDERICK

Revised by the

Crestwood Village Board of Trustees

February 28, 2017

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The following Rules and Regulations are for the purpose of ensuring that Crestwood Village remains a desirable and pleasant place in which to live. Residents are responsible for ensuring that they and their guests observe these Rules and Regulations at all times.

These Rules and Regulations are organized into three sections: General Rules and Regulations, Clubhouse Information, Recreation Complex Rules and Regulations.

Section I CRESTWOOD VILLAGE AT FREDERICK GENERAL RULES AND REGULATIONS

Section I has five categories:

- A. Use of Property
- B. Modifications to Property
- C. Use of Home
- D. Use of Streets, Parking and Vehicles
- E. Compliance

A. USE OF PROPERTY

1. **Soliciting** for any reason is prohibited.
2. Homes in the community may be used only as **private residences**. Business and other commercial uses are prohibited. Any activities that give the appearance of business or commercial use are prohibited. These include, but are not limited to, activities that result in non-residents frequently entering Crestwood Village for other than social reasons.
3. **No signs** are permitted on the exterior of any dwelling unit or grounds, except those permitted under the Guidelines of the Architectural Review Committee (ARC).
 - a. No signs are to be posted in the interior of any unit that are visible from the exterior.
 - b. Exception: required zoning and building permit notices, signs posted for medical purposes, signs associated with a home security system or the Neighborhood Watch emblem.
 - c. Service Star Banners, not to exceed 9" X 14" with a 2" red border, may be displayed on the inside of a window or door glass by residents with family members serving on active duty.
4. The **boundaries** of private property may be marked only by surveyors' markers at or below grade, for ease of mowing.
5. No fabricated **fence**, hedge, or other growing fence shall be erected or planted upon any lot except for those installed by the HOA.
6. **No trespassing** on private property. Neither residents nor guests, including children, shall trespass on private property.
7. Lots and **private planting areas** must be maintained. *See ARC Guideline*
8. **Common property** must be kept free of refuse and debris. Dumping of clippings/trash on common property is prohibited.
9. There shall be no obstruction of **access** to any common property.

10. **Children** must be accompanied by an adult around the edge of any pond or retention basin.
11. **Clothes lines** are permitted. See ARC Guidelines.
12. Neatly stacked **firewood** is permitted provided it does not interfere with lawn maintenance.
13. **Trash** (in enclosed receptacles made of metal or of similar durability) and recyclables (in blue plastic county-owned containers) must be placed at curbside or a specifically designated area.
 - a. Trash or recycle containers may be placed outside any time after 5 pm the evening before the scheduled pick-up.
 - b. Trash and recycle containers of all types must be stored so that they are out of sight from the front view of the house.
 - c. Refuse of any type including old furniture or other large disposable pieces must be stored so that they are out of sight from the front view of the house.
14. Tool sheds, compost piles, outside antennas, satellite TV dishes over one meter in diameter, and the burning of refuse are **not permitted**.
15. A **storage unit** may be used if it is not visible from the front view of the house. See ARC Guideline.
16. **Pets**
 - a. Each unit may have up to two domestic pets (dog or cat). This limitation does not apply to pets confined to a fish tank or cage (i.e., birds) kept within the home.
 - b. Pets may exercise freely, under owner's control, on pet owner's property only. If on other than pet owner's property, pet must be restrained at all times on a leash.
 - c. It is the responsibility of all pet owners to remove pet feces from all property, including common areas, grass areas, woods, planting areas, streets and sidewalks.
17. **Games** or activities involving throwing objects such as balls, Frisbees, etc. shall be confined to the common areas. **Skateboarding** is prohibited in Crestwood Village I.

B. MODIFICATIONS TO PROPERTY

Property modifications may be made, provided such modifications are consistent with the ARC Guidelines and that prior written approval of the Board of Trustees is obtained. Residents planning property modifications requiring Frederick County approval need to obtain that approval prior to submission of the request to ARC. Applications for all changes/modifications are submitted to the HOA office.

C. USE OF HOME

1. **Occupancy** of homes shall be in accordance with the Declaration of Covenants, Conditions and Restrictions of Crestwood Village at Frederick, Inc. and governmental rules, ordinances, and statutes.
2. **No noisy activities** are permitted. This includes excessive volume from television, musical instruments, sound systems, parties, pets (i.e., barking dogs), etc.
3. **Power tools** may only be used between the hours of 8 AM and 8 PM.

4. For safety's sake, inflammable, **combustible material** must be stored or kept in an Underwriters Laboratory (UL) approved and properly closed container with the UL label affixed. The same precautions must be observed with rags soiled by inflammable, combustible or other such material.
5. **No public auctions** may be held on private or common property except for auctions sponsored by the HOA or a lending institution in association with a foreclosure.
6. **No private yard or garage sales** are permitted.
7. Owners planning to **rent or sell** their homes must first obtain informational packets from the HOA office regarding such rentals or sales.
 - a. No owner may lease or rent less than the entire home, or for less than ninety (90) days, other than to a contract purchaser.
 - b. When any unit is rented, access to common property, including the Clubhouse, is solely for the benefit of the residents and their guests, not the owner or their guests.

D. USE OF STREETS, PARKING AND VEHICLES

1. All vehicles, including motorcycles, bicycles, motorized golf carts, etc., must observe all **STOP signs** and the posted speed limit of **twenty-five (25) miles per hour**.
2. Use of such vehicles must conform to **MVA/county regulations**, including those applicable to lights, reflectors, and protective gear.
3. All vehicles/motorcycles must be operated as **quietly** as possible. Under no circumstances may an engine be raced.
4. **No overnight parking** (12 midnight - 7 AM) is permitted on the Crestwood Village I streets or courts.
5. Overnight parking is permitted on **Crestwood II streets**.
6. Permission to park **overnight on the Clubhouse parking lot** may be requested from the HOA office. The make, model, and license number of the vehicle, and length of time the space will be needed, must be provided to the HOA office.
7. **Inoperable vehicles** cannot be parked on the Clubhouse parking lot for more than one week. Inoperable vehicles parked longer than one week will be towed at the owner's expense and risk.
8. **Unlicensed vehicles** or vehicles with expired tags are not permitted on Crestwood Village streets, courts or Clubhouse parking areas. Vehicles in violation are considered abandoned and subject to towing without notice.
9. **No parking** is permitted which obstructs mail/newspaper boxes or within fifteen (15) feet of fire hydrants. No parking is permitted on private property except on driveways and in garages. No parking is permitted on the grass. Vehicles in violation will be towed at the owner's expense and risk.
10. **Trailers, boats and motor homes** are prohibited from parking on Community streets, courts, driveways, or common property except for the purpose of loading and unloading.

- a. Motor homes are permitted to park in residential driveways or the Clubhouse parking lot during packing/unpacking for up to two (2) nights prior to leaving and two (2) nights upon return from a trip. The HOA office must be notified. Permission is needed from the office if additional time is required.
 - b. For the purposes of moving or construction, a "pod" or unattached trailer may be left on the driveway of a home. It cannot block a sidewalk, street or other pedestrian or vehicular traffic. The HOA office must be notified prior to dropping off the pod or trailer and a maximum of three (3) days is allowed. Permission is needed from the office if additional time is required.
- 11. **Commercial vehicles** with commercial signs or lettering are not to be parked at a residence unless on a service call.
 - 12. A **numbered parking sticker** provided by the HOA office is to be affixed to the left rear of all vehicles belonging to Crestwood Village residents.
 - 13. Vehicles must be **parked front-end in**, in multi-unit parking lots and Clubhouse parking areas so resident stickers may be seen for security reasons.
 - 14. All motorized vehicles using multi-unit parking areas must park in their **assigned spaces only**.
 - 15. Vehicles may be **washed and/or vacuumed** only between the hours of 8 AM and 8 PM.
 - 16. Other than cleaning, **vehicle maintenance is prohibited** within Crestwood Village.
 - 17. **Designated handicapped parking** may only be used when the handicapped driver/passenger is being transported in the vehicle. The vehicle must display a handicapped license or MVA handicapped sign.
 - 18. **Fire and ambulance equipment** must have access to the home at all times.

E. COMPLIANCE

- 1. Failure of a homeowner to **maintain the exterior** of the property is a violation of the rules. The HOA has the right to provide needed maintenance and assess the cost to the homeowner.
- 2. The HOA has the right to **levy fines** for violations of its rules and regulations.
- 3. Homeowners have the right to **appeal** any such action by the HOA.

Section II

CRESTWOOD VILLAGE AT FREDERICK CLUBHOUSE INFORMATION

Section II has ten categories:

- A. Clubhouse Hours
- B. Clubhouse Phone Numbers
- C. Member Identification
- D. Guests and Fees
- E. Activity Registration and Cancellation
- F. Activity Fees
- G. Recreation Complex Rules & Regulations
- H. Clubhouse Rental
- I. Volunteers
- J. No Smoking Rule

A. CLUBHOUSE HOURS

Monday, Wednesday, Friday and Saturday

9:00 AM - 9:00 PM

Tuesday and Thursday

9:00 AM - 5:00 PM

Sunday

1:00 PM - 5:00 PM

Hours may vary with planned activities or events. The Clubhouse is open every day except New Year's Day, Easter Sunday, Mother's Day, Thanksgiving and Christmas. Other closings may occur at the discretion of the Board of Trustees and will be announced in *The Village Voice* and on the website.

B. CLUBHOUSE PHONE NUMBERS 301-662-0400 or 301-662-0401.

C. MEMBER IDENTIFICATION All Crestwood Village residents are encouraged to wear a name badge when entering and using the Clubhouse facilities. Name badges may be obtained at the HOA office. Name badges are not transferable.

D. GUESTS AND FEES

The fees for guests are as follows:

1. **Annual Guest Pass:** This pass costs \$50.00 and entitles the resident to bring up to five (5) guests at any one time to use any of the recreational facilities. This pass is valid for one (1) year beginning May 1 and ending April 30 of the following year. Please pay the \$50.00 by check.
2. **Daily Guest Pass:** The cost to bring a guest on a daily basis is \$3.00 per day per guest. The daily \$3.00 fee may be paid by check or cash.
3. **Caregiver Pass:** This pass costs \$10.00 and is valid for 30 days. Caregivers temporarily residing with a Crestwood Village convalescent resident may use the indoor/outdoor recreational facilities without the resident being present provided they have purchased an individual \$3.00 one-day guest pass or a 30-day caregiver pass. The 30-day pass may be renewed as needed until the caregiver's temporary residence status is terminated. Caregivers are responsible for having knowledge of and following all rules and regulations the same as Crestwood Village residents.

E. ACTIVITY REGISTRATION AND CANCELLATIONS Advance registration is required for most scheduled activities. Call or visit the Clubhouse desk to sign up for activities. Please call the Clubhouse desk if you have to cancel from an activity.

F. ACTIVITY FEES Activity fees are paid at the Clubhouse desk. Activities that have a fee associated with them must be paid for when registering or within one week of registering. Make your check payable to Clubhouse Activities. You will always be given a receipt when paying for any activity. Money will not be refunded after the deadline date.

G. RECREATION COMPLEX RULES AND REGULATIONS The Recreation Complex Rules and Regulations comprise Section III of this document. All residents are urged to become familiar with these rules and regulations.

H. CLUBHOUSE RENTAL Certain rooms of the Clubhouse facility are available for rental by residents in good standing. For more information, please contact the HOA office.

I. VOLUNTEERS Volunteers are always needed to man the Clubhouse desk and to serve on committees. If you are interested in volunteering for anything, please call the HOA office.

J. NO SMOKING RULE No smoking is permitted in the Clubhouse. No smoking is permitted on the Clubhouse grounds except in the guest parking area.

Section III
CRESTWOOD VILLAGE AT FREDERICK
RECREATION COMPLEX RULES AND REGULATIONS

Section III has three categories:

- A. General Policies
- B. Indoor Facilities
- C. Outdoor Facilities (other than swimming pool)

A. GENERAL POLICIES

1. Use of the Crestwood Village Recreation Complex will be at the **user's risk**. The Homeowners' Association (HOA) is not responsible for any injury, illness, or loss of personal property while using these recreation facilities. All injuries occurring on the premises must be reported immediately to the HOA office, the Clubhouse desk, security, or a pool lifeguard.
2. Only **residents in good standing** and their guests may use the Recreation Complex.
3. In order to comply with auditing and regulatory requirements, residents and their guests must **sign in** before using the Recreation Complex.
4. Residents and/or their guests are responsible for any **property damage**. They are responsible for proper use of the equipment and proper behavior at all times.
 - a. Management reserves the right to deny use of the recreation facilities or to order any person off the premises for infractions of the rules and regulations or for misconduct.
 - b. Equipment that is damaged or lost will be fined at replacement cost.
5. **Parking** at the front and to the left of the Clubhouse entrance is reserved for Crestwood Village residents' vehicles with parking decals. All others must park in the visitor parking area to the right of the Clubhouse entrance.
 - a. No parking is allowed under the portico. It is a fire lane.
 - b. Parking on the service road in the area surrounding the dumpster must be single lane where designated by signs. Items may be dropped off at the rear entrance, but vehicles must then be moved to designated parking areas.
6. Use of the Recreation Complex by **minors**:
 - a. Residents and guests under the age of 18 must be in the company of and under direct supervision of an adult resident. For the purpose of this document an adult is anyone 18 years of age or older.
 - b. Residents under the age of 18 are not allowed to have guests unless in the company of and under the direct supervision of an adult resident.
 - c. Exception: After being personally signed in by the resident, only the resident's adult children and their immediate family may use the pool or any of the other indoor/outdoor recreation facilities without the resident being on site. The responsible adult under this circumstance must remain on the Clubhouse premises and is responsible for having knowledge of and strictly complying with all Crestwood Village resident rules and regulations.

7. **Proper attire** is required at all times. Footwear is required in all areas of the Recreation Complex, except on the pool deck, sauna or shower area.
8. **Animals**, other than service animals, are prohibited in all areas of the Recreation Complex.
9. In the Clubhouse, only **authorized persons** may adjust thermostats or move furniture, accessories, and equipment.
10. The **gazebos** may be reserved in the HOA office by residents in good standing. Events may be held between 8:00 AM and 10:00 PM.

B. INDOOR FACILITIES

The Crestwood Village Clubhouse includes various meeting rooms, a lobby/library, a billiards room, kitchen facilities, shower and locker rooms, health facilities (exercise rooms and saunas), ping-pong room, computer area and the HOA offices. Residents in good standing may rent certain rooms.

1. **Meeting Rooms:** Use of Clubhouse rooms must be scheduled with the HOA office prior to using the room.
2. **Library:** Residents are on the honor system when borrowing books, videos, audio tapes or puzzles from the Clubhouse. Return all borrowed materials to the basket in the Clubhouse lobby.
3. **Billiards Room:**
 - a. Guests under the age of 18 must be in the company of and under the direct supervision of an adult resident.
 - b. Residents under the age of 18 are not allowed to have guests in this room.
 - c. No food or drink is permitted in this room.
 - d. Brush tables and return cue sticks to rack after concluding play.
 - e. Players should use courtesy in determining length of playing time when others are waiting to play.
4. **Computer Room:** No food and/or drink are permitted on the computer tables.
5. **Kitchen:** According to the Frederick County Health Department:
 - a. **Food cooked** in the kitchen can only be ***served to residents and invited guests of Crestwood Village residents.***
 - b. Food that has been prepared and brought to the kitchen may be **warmed** and served to residents and their guests.
6. **Shower and Locker Rooms:**
 - a. Residents must provide their own soap, shampoo, towels and locks.
 - b. If a resident locks a locker, the lock must be removed when the resident leaves the premises.

7. **Exercise Rooms and Saunas:**

a. **General:**

- i. All residents and guests under 18 years of age are prohibited from the use of the exercise rooms and saunas.
- ii. No food or drink other than water is permitted.
- iii. Persons using these rooms are responsible for using the equipment according to the directions posted.
- iv. Six (6) persons is the maximum number allowed in either exercise room at any one time.
- v. Workouts must be limited to half an hour for each piece of equipment if people are waiting to use the machine. If no one is waiting, use may continue without interruption.

b. Exercise Rooms: ***READ THE DIRECTIONS POSTED AT THE EQUIPMENT BEFORE USING IT.***

c. **Saunas:** ***READ POSTED INFORMATION PRIOR TO USING THE SAUNA FOR YOUR HEALTH AND SAFETY.***

8. **Rentals:** See "Crestwood Village at Frederick Homeowners' Association Policies and Procedures for Clubhouse Rentals" for complete details.

- a. Residents in good standing may use rooms for personal use, i.e., birthday parties, weddings, funeral receptions, or immediate family events.
- b. Appropriate fees authorized by the Board of Trustees must be paid. There is no fee for resident funeral receptions.
- c. Rentals for personal use are approved by the HOA office in accordance with procedures established by the Board of Trustees. Any other use must be approved by the Board of Trustees.
- d. For rental purposes, the Frederick County Health Department regulations do not permit food preparation in the Clubhouse kitchen. The kitchen can only be used to keep food warm and for cleanup purposes.
- e. It is the responsibility of the on-site resident designee to ensure that all guests at the function remain in the specific room(s) rented, other than for restroom use.
- f. Residents and guests must respect the property of the HOA at all times.

C. OUTDOOR FACILITIES (other than the swimming pool)

Outdoor facilities addressed here include tennis courts, shuffleboard courts, horseshoe pit and mini-golf area.

1. General:

- a. Information to access facilities/equipment is available at the Clubhouse desk.
- b. At the completion of play, return equipment to the appropriate storage closet and lock it.
- c. Other than the pool, use of the outdoor facilities is limited to one (1) hour, regardless of how many persons are participating. If no one is waiting to use the facilities, play may continue uninterrupted. Use is based on first come, first play.
- d. Grills may be used only in grassy areas outside the pool gates and the paved area behind the kitchen.
- e. Food and beverages are permitted on the upper two decks but not at the pool level. Only water in unbreakable containers is permitted at the pool level. **Glass containers are strictly prohibited at the pool level.**
- f. Sunbathing is confined to the pool-side level and is not permitted elsewhere.
- g. All facilities are to be left clean and neat.
- h. Management will determine when the facilities are not usable.

2. Shuffleboard Courts:

- a. Do not walk on the courts.
- b. Sweep courts before play commences.
- c. Use rubber end of cue when removing discs at completion of each half-round.
- d. Do not lean on the cues.

3. Tennis Courts:

- a. Appropriate tennis footwear and shirts must be worn.
- b. Tennis etiquette will prevail.
- c. The courts are not to be used for any activity other than tennis.

4. Horseshoe Pit:

- a. The pit is located in the grassy area beside the mini-golf course.
- b. Equipment is stored in the closet in the shuffleboard area.

5. Mini-Golf:

- a. Mini-golf course is open when the Crestwood Village Clubhouse is open.
- b. Equipment is available at the Clubhouse desk.
- c. Equipment must be returned to the Clubhouse desk ten (10) minutes before the Clubhouse closes for the day.

CRESTWOOD VILLAGE AT FREDERICK HOMEOWNERS' ASSOCIATION

Resolution

RULES AND REGULATIONS

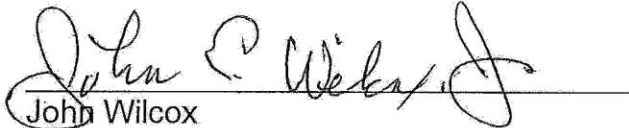
WHEREAS, Article III, Section .4(n) of the Declaration of Covenants, Conditions, and Restrictions of Crestwood Village at Frederick Homeowners' Association, Inc. delegates to the Homeowners' Association "...the power to make such rules and regulations as may be necessary to carry out the intent of these restrictions..." and

WHEREAS, Article IV, Section 7 of the By-Laws of Crestwood Village at Frederick Homeowners' Association, Inc. empowers the Board of Trustees to manage "The property, affairs, and business of the Community..." and

WHEREAS, Article IV, Section 8 of the By-Laws authorizes the Board of Trustees "...to make reasonable rules and regulations as to the Property...to preserve, protect, and enhance the same."

NOW, THEREFORE BE IT RESOLVED, that the attached *Rules and Regulations*, revised Feb 28, 2017, hereby made part of and inseparable from this Resolution, shall supersede all previous *Rules and Regulations* and be maintained in the permanent files of the Crestwood Village Homeowners' Association at Frederick.

I HEREBY CERTIFY that the foregoing Resolution was adopted at a regular meeting of the Board of Trustees of Crestwood Village Homeowners' Association, Inc. on Feb 28, 2017 at Frederick, Maryland.


John Wilcox
Secretary, Board of Trustees


Date