

**RULES & REGULATIONS
OF THE
CHARLESTOWNE VILLAGE CONDOMINIUM**

Adopted: March 13, 2012

Effective: May 1, 2012

Revised: December 1, 2016

These rules and regulations reinforce and supplement the Declarations and By-Laws of Charlestowne Village Condominium (CVC), which were amended September 11, 1986. These rules and the fine schedule are arranged in order to correspond with CVC's amended By-Laws.

1. Terraces, Patios and Balconies (Article XI, Section 2)

Patios and balconies must be kept clean and in good order, and are not to be used as storage areas. A hinged storage container may be neatly kept on the balcony/patio. The storage container must be tan, brown, green or dark blue in color and be no larger than 33 gallons in size. Nothing shall be shaken or thrown from patios or balconies. No gas or diesel fueled vehicle/equipment or gas grills (char grill cover) of any type may be stored or parked on patios or balconies. Nothing shall be placed upon or suspended from balcony railings; no laundry may be hung on balconies or from clothes lines set up on patios or balconies.

Amended 7/24/97

Alterations: Patios and balconies shall not be enclosed, decorated, landscaped or altered in any other appearances without the written consent of the CVC Board of Directors (CVC Board) (See also Rule #3).

Maximum fine schedule - Cost of clean-up and restoration and:

1st violation - warning

2nd violation - \$25.00

3rd and subsequent violations - \$50.00

2. Condominium Units and Common Elements (Article XI, Section 3)

Each CVC co-owner is responsible for maintaining his/her condominium unit in good condition and repair. Each co-owner is responsible for any damage caused to the common elements or to any other unit by reason of his/her failure to adequately maintain his/her unit. No co-owner or his/her tenant, guest, children or pets shall damage the buildings, grounds, trees, shrubs, parking areas or other common areas or equipment.

Maximum fine schedule:

1st violation - warning

Continuing violation(s) \$50.00 each incident, plus restoration costs

3. Storage Lockers (Article XII)

Each CVC co-owner is entitled to one storage locker (bin), located in the storage areas under each building. Storage areas must be kept clean and free of obstruction. All storage items shall be kept totally within each storage bin. No items shall be stored outside the bins and no items may be stored within 18" of the ceiling. All bins shall be marked with the co-owner's unit number or the contents may be considered abandoned. Persons who want to store articles outside the storage bins must submit a written request to Management Agent for approval.

4. CVC Units used as Professional Offices (Article XIII, (b))

A CVC unit may be used as a professional office (for example, physician, dentist, attorney), provided that the professional person is authorized to maintain such an office under the Prince George's County zoning laws and regulations. However, no CVC unit may be used as a professional office without the written consent and approval of the CVC Board.

5. Occupancy Limitations (Article XIII, (c))

No CVC unit shall be occupied by more than the following number of people:

One bedroom units: No more than two (2) persons

Two bedroom units: No more than four (4) persons

Three bedroom units: No more than six (6) persons

Maximum fine schedule:

1st violation - warning

2nd violation - hearing before CVC Board

3rd violation - \$50.00 per violation

6. Rental of Condominium Units (Article XIII, (c) (d) (e) (f))

Each co-owner may rent or lease his/her condominium unit provided that:

* the sum of the terms of all lease agreements, including the original term of the lease and all extensions and renewals, shall not exceed two (2) years during the period of the co-owner's ownership; any co-owner who has leased his/her unit for two (2) years or who intends to enter into a lease of a unit which would exceed two (2) years during his or her ownership of such unit must submit a written application to the Board of Directors requesting a waiver of the two (2) year leasing limitation; in the event the Board of Directors grants such waiver, the co-owner may lease his or her unit for an initial period of not less than twelve (12) months and a copy of the lease must be submitted to the Board of Directors within ten (10) days after it is signed or become effective, whichever occurs first; in the event the Board of Directors denies such waiver, the co-owner is prohibited from leasing the condominium unit;

* each lease agreement cannot be for a term of less than 30 days;

* each lease agreement must be in writing; and

* each lease agreement must be filed with the CVC Board, at the offices of the Management Agent, within ten (10) days after the lease is signed or becomes effective, whichever comes first.

Note: Rental units are subject to building inspections required by the City of Greenbelt and each rental unit owner must have a City license to rent their home. You must provide renter with a copy of the Charlestowne Village Condominium Rules and Regulations.

CVC Board Rules Regarding Rental of Units - the CVC Board has adopted the following rules, which apply to all rented units:

1. A co-owner is responsible for the actions and conduct of his or her tenant(s) and guest(s) and shall

provide his or her tenants with a copy of the Council's Master Deed, Bylaws and duly adopted Rules and Regulations upon the execution of a lease of the condominium unit. As a condition to any lease entered between a co-owner and a tenant, the co-owner should require the tenant to agree to abide by the provisions of the Council's Master Deed, Bylaws and duly adopted Rules and Regulations.

2. Gas bills will be sent directly to the co-owner for as long as the co-owner owns the unit. The co-owner is responsible for timely payment of gas bills.
3. Any co-owner may submit a written application to the Board of Directors or its authorized agent, on such form as may be adopted by the Board of Directors, requesting the Board's approval to rent his or her condominium unit for a cumulative period exceeding two (2) years during his or her entire ownership of the condominium unit. A co-owner must provide the Board of Directors with an explanation of a severe hardship that would be experienced if the enlargement of time was not granted before the Board may consider such application.
4. For a waiver to be considered, the following conditions must be met:
 - A. The lease must contain a clause which requires tenants to comply with the rules, By-Laws and regulations of CVC.
 - B. The co-owner's and the tenant's accounts must be current. In accordance with Article VIII, Section 4 of the Council's Bylaws, a co-owner is responsible for the timely payment of common expenses to the Council. A co-owner may not relieve himself or herself from the obligation to remit the timely payment of common expenses by requiring a tenant to remit such payments to the Council. The Council shall provide statements of common expenses to the co-owner at such address as appears on the Council's records. It is the co-owner's responsibility to provide the Council with his or her current mailing address.
 - C. There must be no confirmed complaints on record about the behavior and/or actions of tenants or their guests.
5. A waiver may be cancelled if any co-owner fails to comply with the above requirements.

Maximum fine schedule: \$100.00 up to a maximum of \$1,000.00 if unit continues to be rented without a waiver.

7. Parking Areas (Article XIII, (g)) (See also Parking Rules & Regulations Adopted 7/22/99)
Each CVC unit has been assigned one (1) reserved, labeled parking space. Other spaces are designated as visitor spaces. Parking areas on CVC property shall only be used for private, non-commercial vehicles. Repairs to vehicles must be completed in one day and must not result in oil leakage.

The CVC Board has adopted the following rules, which apply to all parking areas on CVC property:

1. Vehicles shall be parked within designated areas, within the lines.

2. All posted parking regulations shall be observed, especially the designated fire lanes. Vehicles shall not be parked in fire lanes. Vehicles parked in fire lanes may be towed without notice at the owner's risk and expense.
3. Abandoned vehicles shall not be parked on CVC property.
4. All vehicles must have valid, current tags displayed at all times.
5. No buses, trucks, trailers, boats or recreational vehicles shall be parked on CVC property.
6. All vehicles kept on the property must be kept in good working condition. Flat tires, broken windows, etc. are violations and must be corrected immediately.

Maximum fine schedule:

1st violation - warning

2nd and further violations - \$25.00 per occurrence and vehicle may be towed at owner's risk and expense.

8. Noise (Article XIII, (3))

No noise which is disturbing to other co-owners shall at any time be made upon CVC property or in any condominium unit.

The CVC Board has adopted the following rules regarding noise problems:

1. Quiet hours are observed from **11:00 p.m. to 7:00 a.m.** every day. Use of hammers, dishwashers, washers, dryers and other noisy appliances should be curtailed during these hours.
2. Television sets and all types of audio equipment shall be played only at levels which do not disturb other co-owners.
3. Noise complaints must be submitted in writing to Management Agent. Management Agent will then write the offending party a cease and desist letter. If a documented noise problem continues, a hearing will be scheduled before the CVC Board.

Maximum fine schedule:

1st violation - cease and desist letter

2nd violation - hearing before CVC Board

Violation per occurrence - \$100.00

9. Fire Hazard Restrictions (Article XIII, (4))

Nothing shall be kept in any condominium unit which may increase CVC's cost of fire insurance. Nothing shall be done in any condominium unit or on any common element or anywhere on CVC property, which conflicts with any fire law, rule or regulation. Violations of County and State fire laws will be immediately reported to authorities.

The CVC Board has adopted the following rules regarding fire hazard situations:

1. Furnace/Air Conditioning unit rooms shall not be used as storage areas.
2. No access is allowed to attic areas. Attic areas shall not be used for storage at any time.
3. Charcoal and propane grills must be placed a minimum of thirty (30) feet away from any CVC building while in use.
4. No cooking of any type shall occur on balconies or patios.
5. Washer and Dryers must have written approval from CVC. Must show proof from a reliable company that the wiring is/will be updated to handle new installation.

Maximum fine schedule:

- 1st violation - warning
- 2nd violation - \$25.00
- 3rd and subsequent violation(s) - \$50.00
- Continuing violation(s) - removal of grill

10. Pets (Article XIII, (5))

No pet (cat, dog, bird or other animal) shall be kept at CVC without written consent of the CVC Board. The CVC Board may order any resident whose pet is a nuisance to remove that pet, if there is reasonable cause. Pets must be licensed and residents must use leashes when walking pets in designated areas. Cats are not to roam freely on the property; they must be on a leash like the dog(s). The resident must immediately clean up after their pet.

1. Pet registration forms are available from Management Agent. Co-owners must register pets with the CVC Board.
2. Leashes are not to exceed eight (8) feet in length.

Maximum fine schedule:

- 1st violation - warning
- 2nd violation - \$25.00
- 3rd and subsequent violation(s) - \$50.00

11. Use of Walkways, Lawns, Driveways and Other Common Areas (Article XIII, (6))

Walkways (sidewalks), driveways and other common areas shall be used for ingress and egress only; children shall not be permitted to play in these areas. CVC residents shall not use these areas for permanent or temporary storage of any article of personal property.

Children's toys, lawn furniture and other items of personal property shall not be left out in common areas overnight.

Maximum fine schedule:
1st violation - warning
2nd violation - \$25.00
3rd and subsequent violation(s) - \$50.00

12. Trash/Recycling

Trash shall be placed in plastic trash bags sealed or securely tied and placed in the trash cans provided at the designated area for each CVC building. Large items should be placed in the dumpster next to the maintenance garage only during dumpster weekend(s).

Newspapers, Plastic and glass containers, together with aluminum and steel cans should be placed in the Comingled recycling containers, also located in the trash collection areas for each CVC building. Other recyclables must be taken to the City of Greenbelt recycling center, located near the Buddy Attick Park (The Greenbelt Lake Park).

Maximum fine schedule: \$50.00 per occurrence

13. Revocation of Rules and Regulations

These rules and regulations presented by the CVC Board in conjunction with CVC's By-Laws. Any of the preceding rules and regulations does not relieve any CVC resident from abiding by any and all By-Laws of CVC, the Master Deed and Declaration, the Prince George's County Code and the laws of the State of Maryland.

14. Carpeting

In order to maintain sound transmission at a minimum level, each owner of a condominium unit, at his/her own expense, shall cover at least eighty percent (80 %) of the gross floor area of the condominium unit with carpet or rugs. This rule applies to all homes changing occupancy after date of adoption of this rule ONLY AFTER receipt of two (2) complaints regarding the same occupant. Approved 1/15/02

15. Installation of sufficient AC/Furnace venting through brick must get written permission from CVC. The color of the vent must also match the brick.

16. Feeding Animals/Wildlife

Feeding animals and wildlife in the community is a nuisance to neighbors/community and is strictly prohibited in all common areas of Charlestowne (i.e. balconies, patios, flower beds, etc). CVC residents/owners shall not place any kind of seed or food out to feed any animal or wildlife (i.e. dogs, cats, birds, squirrels, etc.). (Effective August 1, 2015)

17. Repairs to Units by Association

In the event a repair needs to be made in a unit by the maintenance staff that requires paint, if the owner wants the paint to match the existing paint color in the unit, the owner must provide the paint, otherwise the association will use standard white paint for the repair and only the repaired area will be painted.