



Stockbridge at Tanglewood A Condominium Association

Association & Homeowner Contacts and Responsibilities

ISSUE	CONTACT	POLICIES
Animal Complaints	Montgomery County Animal Control Pet Waste - (301) 279-1823	All pet waste must be picked up by the pet owner and disposed of properly in accordance with Montgomery County law. Areas of the lawn at the edges of our properties are not exempted from this law and may not be used for irresponsible dog walking. Residents should report all violations of this law directly to Montgomery County Animal Control, not to the Property Manager.
Cable TV	Comcast	Residents are responsible for managing their cable TV service. In the event that temporary repairs are made, residents must ensure that no cables are left lying across walkways posing a safety issue for other residents. Complaints about service or cables exposed above ground should be directed to Comcast.
Chimneys	Any Contractor	Chimneys are the responsibility of the homeowner since they serve only one unit. Chimney cleaning is the responsibility and duty of the homeowner. Fireplaces and chimneys should be cleaned annually when in use to prevent chimney fires that can ignite roofs. Chimney cleaning services can also install or repair chimney screens to prevent birds or other animals from getting into chimneys.
Common Elements	Property Manager	Common elements are those elements of the property that not reserved to the limited or exclusive use of a particular unit, such as the roofs, siding, wood trim and framing, fascia boards, gutters, grounds, plantings, sidewalks, parking lots, curbs and streets. Common elements are the Association's responsibility to maintain. Roofs were last replaced in 1992. Wood trim, framing, etc. were last repaired and painted in 1996. Grounds were regraded for proper drainage in 2000–2001. Sidewalks, walkways, stoops and stairs were repaired in 2002. Sheds and fences were repaired in 2003.
Door Replacement or Repair	Any Contractor	Door repairs, replacement and repainting are the responsibility of the homeowner. However, replacements must be approved via the exterior alteration application process to ensure consistent external standards of appearance, and painting can only be done with specific paints. Storm/screen doors must be full view and should be dark brown in color.
Electrical Services	Property Manager Any Contractor	The Association provides for a contractor to repair streetlights (lamp posts) in the community. Streetlights are connected to the utility closets in each group of units. The closets are unlocked and should have nothing stored in them. Residents should promptly report any outages to the Property Manager. All electrical repairs within units are the responsibility of the homeowner.

Email	Board@stockbridgecondo.com Manager@stockbridgecondo.com	The Association Secretary reviews and responds to Board email as required. The Property Manager reviews and responds to email to the Manager within 24 hours or the next business day.
Exterior of Condominium Units	Property Manager	Under Article VIII of the By-Laws the unit owner is responsible for maintaining the exterior of his Condominium Unit; however, the Condominium Plats only define the unit as extending to the “interior surface of exterior walls enclosing [the] unit” and, therefore, the Association has assumed responsibility for maintenance of the exterior of the units, e.g., roofs, siding, wood trim and framing, fascia boards, and gutters. Heat pumps, although located outside of units, are reserved to the exclusive use of only one unit and are not included.
Financial Management	Zalco Realty 8701 Georgia Ave. Silver Spring, MD 20910-3713 301-495-6000 Caroline Steeley 301-495-6606 LaShon Hill (refi) 301-495-6617	The Association contracts for management of financial activities such as collection of monthly assessments, bill payment, asset management, and preparation of refinancing and resale documents and financial statements. Zalco will promptly refer delinquent homeowner accounts to Counsel for collection.
Firewood	None	Fireplace wood and any other mulch or wooden materials should be stored in the exterior sheds. Wooden material placed next to foundations attracts termites and termite treatments are very expensive. Any resident using fireplaces should ensure that chimneys are cleaned on a regular basis to avoid chimney fires that can spread to roofs.
Garbage Removal	Property Manager	The Association contracts with Waste Management, Inc. for routine garbage/trash removal services. Garbage pick-ups are scheduled for Tuesday and Friday mornings. Rules state that residents must place garbage in plastic bags and place at curb no earlier than 7 p.m. the previous evening. Residents are also strongly encouraged to place plastic bags in heavy-duty plastic garbage cans with lids secured by wire to prevent trash being spread by birds or rats. Garbage cans may not be left at the curbside between pick-ups.
Heat Pumps	Any Contractor	Maintenance, repair and replacement of heat pumps are the responsibility of the homeowner. Maintenance includes regular flushing of the condensation line; clogged condensation lines can result in backed-up water damage within the unit, as well as mold, that is not the Association’s responsibility to repair. Heat Pumps should be elevated several inches off the concrete slab for proper protection from standing water in the event of snow melt or heavy rains. The Association is not responsible for water damage to improperly installed heat pumps. Maintenance contracts are available for heating and air conditioning units from many contractors. However, homeowners should understand that maintenance contracts do not cover expenses from damages incurred if the appliance leaks.

Hot Water Heaters	Any Contractor	<p>Maintenance, repair and replacement of hot water heaters are the responsibility of the homeowner. Our homes are now reaching 20 years in age, and the original hot water heaters had an expected useful life of only 12 to 15 years. We are still experiencing a significant number of hot water heater ruptures and a significant volume of insurance claims for water damage because homeowners are not taking responsibility for maintaining these appliances. Expenses incurred up to the \$10,000 deductible on our Master insurance policy are financed by all of us through our monthly assessments and the first \$1000 of damages (deductible) will be billed back to the homeowner in whose unit the damage originated. Homeowners have a duty to maintain their units and should immediately replace any remaining original water heaters and also be sure to maintain all positive pressure appliance hoses and fixtures (dishwashers, washing machines, humidifiers) in good condition.</p> <p>Maintenance contracts are available for hot water heaters from many contractors. However, homeowners should understand that maintenance contracts do not cover expenses from damages incurred if the appliance leaks or ruptures.</p>
Insurance (Master Policy)	Manougian Insurance Agency 8720 Georgia Ave. Silver Spring, MD 20910 301-588-6585 301-588-5177 (fax) John Manougian, owner Chris Manougian (claims)	<p>The Association's Master Condominium Policy provides casualty and property insurance against sudden loss of all real property within the Condominium (i.e. both common areas and units) except the improvements, betterments, additions, alterations or personal property of the unit owner. The risks and perils insured against are everything except those specifically excluded in the policy, which generally excludes earth movement, nuclear hazard, flood, environmental conditions, pest infestation, settlement, cracking, and leakage or seepage of water from outside the unit over a period of time, i.e., from water seeping through foundations, basements, walls, floors or open windows, or overflowing water caused by failure to maintain the property.</p> <p>Master Policy coverage only restores elements to the original quality and condition of the unit, such as builders' grade carpeting and drywall covered with commercial paint. Homeowners and renters must obtain their own homeowner's (condo) insurance policy to insure for improvements, betterments, additions, alterations, personal property and liability for the same in other units as the result of damages originating in their own unit. Residents may call our agent if there is any question whether an event is covered under the Master Policy.</p>
Landscaping and Lawn Maintenance	Property Manager	<p>The Association provides for regular mowing, edging, mulching, raking and pruning of lawns, shrubs and trees through a maintenance contract with TruGreen Landscaping. Any removal, trimming, or replacement of plantings in original sites must be approved by the Board as extra expenses.</p> <p>All grounds are held in common by the Association and homeowners and residents may not install plantings or gardens around their units without express permission of the Board. Homeowners must submit exterior alteration applications to obtain permission for any plantings.</p>

Leasing of Units	Property Manager	At the May 21, 2003 annual meeting, Stockbridge homeowners approved the Fifth Amendment to the Bylaws governing and limiting rights of homeowners to lease their units. In general, an application must be submitted and approved in advance of executing any lease, and the number of leased units will be restricted to no more than the rental limit currently applied for conventional home loans. For further details see the Fifth Amendment to By-Laws, Leasing Procedures, Lease Approval Application, and Lease Addendum available on he website or from the Property Manager.
Legal Services	David Gardner, Attorney at Law 600 Jefferson Plaza #308 Rockville, MD 20852 301-762-8475; 301-217-9297 (fax)	The Association contracts with David Gardner, Attorney at Law, for all Association legal matters including collection of delinquent homeowner assessments. Counsel attends all monthly Board meetings.
Limited Common Elements	Any Contractor	<p>Article III of the Declaration defines certain “Limited Common Elements” which are reserved for the exclusive use of the Condominium Unit to which they are attached and are therefore the unit owner’s responsibility to maintain under Article VIII of the By-Laws. The condominium plats define the Limited Common Elements in Stockbridge as including the storage areas, patios, and balconies. The Association has elected to maintain the exterior sheds in order to maintain consistent standards of repair and appearance. Accordingly, unit owners are responsible for maintaining the balconies and patios in Stockbridge. In addition, it should also be noted that any cracks, settlement problems or pest infestation in either the patios or balconies are not covered by Stockbridge’s insurance policy because they are excluded perils under the provisions of the policy.</p> <p>Notwithstanding the homeowner’s duty to maintain, the Association retains the right to control exterior standards, such as paint colors, and appearances. Patios and balconies may not be used as storage areas. Residents should maintain property values and community “curb appeal” by limiting items in these areas. Personal property may never be stored outside of fenced areas on common areas.</p>
Litter Removal	Property Manager	The Association lets contracts for pick-up and disposal of loose litter with an emphasis on trash and recycling days. However, all residents should be responsible for maintaining the immediate area around their units and for disposing of trash appropriately. A great deal of loose trash can be eliminated with the use of heavy-duty garbage cans in addition to plastic bags on trash days.
Mail	Silver Spring Post Office P.O. Box 10900 Silver Spring, MD 20914 301-879-2334	Mailing address for Association bills and correspondence for the Property Manager and the Board.
Meeting Rooms	Montgomery County Libraries 240-777-2706	The Association rents the large meeting room at Fairland Library on the third Tuesday of each month 7:30 p.m. – 10:00 p.m. for Board meetings.
Mold	Property Manager	<p>The Association contracts for mold mitigation services and will be responsible for the cost of the mitigation and testing, as well as repairs, if the water damage originated from common areas maintained by the Association, such as roofs or siding.</p> <p>Residents should promptly report all water damages even if they appear to be minor to avoid the development of more serious damages, including mold, over time. Some molds can have serious health consequences and should be dealt with promptly.</p>

Monthly Condominium Dues	Financial Management	Homeowners are responsible for prompt payment of monthly condominium fees on or before the first of each month. Late charges will be applied to accounts over 30 days late. Delinquent accounts over two months late will be automatically referred to Association Counsel for collection. This will add legal fees to the homeowner's account and may result in "acceleration" of dues, which means that the entire balance of the rest of the fiscal year's dues must be paid in advance. Failure to settle accounts may also result in levying of property liens (which can prevent refinancing and sales), court appearances, garnishment of wages, and even foreclosure.
Neighborhood Watch	Dave Evans, coordinator 301-890-7388	Website: http://home.earthlink.net/~speck007/ is updated for local area crime reports. Residents are encouraged to volunteer.
Painting	Property Manager Any Contractor	<p>Repair, replacement and painting of exterior wood trim, sheds and fences are generally the responsibility of the Association.</p> <p>Exceptions are exterior doors, patios and balconies since these are categorized as limited common elements and are the unit owner's responsibility to maintain. The Association periodically contracts for replacement and repainting of wood trim on a community-wide basis. Notwithstanding the duty of unit owners to maintain limited common elements, the Association has generally elected to include these elements in the community-wide projects to maintain standards of appearance.</p> <p>Residents should report any rotten or damaged exterior wood to the Property Manager for repair in between projects.</p> <p>If homeowners wish to touch up paint around their unit between Association projects, they may contact the Property Manager to identify the required brand and color of paint and may repaint at their own expense. In no case may siding, shutters or window frames be painted.</p>
Parking	None	<p>Stockbridge was designed with 2 parking spaces per unit on an unassigned basis. Changing our rules to permit assigned parking is probably not a feasible alternative in our community. Legal Counsel has advised that Association covenants do not currently allow the Board to assign common areas (such as the parking lot) on a preferential basis. Changing a fundamental property right like this would require approval of 100% of homeowners. Since numerous homeowners have expressed their disapproval of any assigned parking, the Board has concluded that it is unlikely that any process to change existing rules would be successful.</p> <p>Residents should observe the following vehicle parking guidelines:</p> <ul style="list-style-type: none"> • Park between the lines painted on the curb. There are exactly 2 spaces per unit in our development—no more—and we cannot afford to lose any due to careless parking. • Respect your neighbors' rights to park in any available space and do not take any actions to reserve spaces. • Report any unauthorized or stored vehicles to the Property Manager for tagging and towing. Residents are not permitted to store unused vehicles on Association property (see "Parking Violations"). •

Parking Violations	Property Manager	<p>In accordance with Association Resolution #1991-3, parking violations include:</p> <ul style="list-style-type: none"> • Any vehicle not properly parked in spaces provided; • Vehicle parked so as to pose a hazard, impede or prevent access to other parking spaces; • Any unauthorized vehicle, i.e. commercial vehicle, trucks, campers, recreational vehicles, boats, trailers, camper trucks, home trailers, etc.; • No current registration or proper tags on vehicle; • Repairing of vehicle on the premises; • Vehicle has remained stationary in the common parking areas, or has otherwise not been driven outside the Condominium for a period exceeding thirty (30) days ("stored vehicle"); • Vehicle has a flat or missing tire, or is otherwise not movable/operational. <p>Any vehicle violating these provisions shall have a notice attached to the vehicle in a conspicuous place. Vehicles not removed by the vehicle owner within 48 hours after the notice is attached may be removed from the common areas by the Association. Any towing and storage charges or damages resulting from such removal, if any, shall be the responsibility of the owner of the vehicle.</p>
Pest Control	Triple S Pest Control 301-562-8355 Any Contractor	<p>The Association contracts for evaluation and treatment of termites or carpenter ants, and for annual rat control services. Residents should report any sightings of these to the Property Manager.</p> <p>Other pest control services are the responsibility of the homeowner.</p>
Pipes, ducts, wires, flues and cables	None	<p>Those serving the Condominium Project are the Association's responsibility to maintain and those which are within or adjacent to a unit and serve only one unit are the unit owner's responsibility to maintain.</p>
Plumbing	Property Manager Any Contractor	<p>The Association contracts with P.C. Godaire for plumbing repairs to Association pipes (generally those between the WSSC mains and the connection to pipes serving each individual unit.). In an emergency, the plumber may turn off the water supply at the curb until a resident of the unit in which the damage originates can allow access.</p> <p>Internal plumbing repairs of pipes or appliances serving one unit are the responsibility of the homeowner. Residents should be aware that they are responsible for maintenance of toilets, hot water heaters, dishwashers, washing machines, and air conditioning condensation lines. Insurance claims for water damages caused by failure to maintain these appliances will be billed back to the homeowner (the first \$1000).</p>
Rat Control	Triple S Pest Control 301-562-8355	<p>Residents should not store garbage, paper bags, newspaper, old clothing or other cloth material in their sheds that could attract rats as bedding or food. The Association contracts with Triple S Pest Control for ongoing rat control services and any sightings should be reported to the contractor or the Property Manager.</p>

Recycling	Montgomery County, MD Division of Solid Waste Services 240-777-6410 www.mcrecycles.org	Residents are responsible for knowing Montgomery County recycling requirements. Information packets can be requested by phone. In general: recycling materials should be placed in blue bins and left at the curbside for Thursday (early) morning pick-up. Any overflow materials should be placed in paper, not plastic, bags to prevent distribution by the wind. Pick-up schedules shift at times of Federal holidays. Residents should retrieve their blue bins as promptly as possible—recycling containers should not be stored at curbside in between weekly pick-ups.
Repairs, General	(vacant) Any Contractor	The Association contracts for general handyman repairs: carpentry, painting, repair of siding and shutters, hauling of bulk trash, pothole repair, stocking of sand in bin next to shed, shed roof replacement, interior drywall repairs, etc. The Property Manager should evaluate all requests for repairs, and conduct on-site inspections when appropriate, in order to ensure that expenses are the responsibility of the Association. Residents may contact the Association’s contractor to arrange for private repair services at their own expense, but are not required to.
Restoration, Fire & Water Damage	Property Manager	The Association will contract with companies such as ServiceMaster or ServPro for 24-hour response to water damages; drying and cleaning of carpeting; restoration of fire and water damages, including mold mitigation. Residents should promptly report all water damages even if they appear to be minor to avoid the development of more serious damages, including mold, over time. Some molds can have serious health consequences and should be dealt with promptly.
Roof & Gutter Repair	Property Manager	The Association contracts with Lanham Roofing for all roof and gutter repairs and authorizes inspection and cleaning of gutters each spring and fall.
Satellite Dishes	Any Contractor	Association rules permit the placement of one satellite dish antenna per unit, provided the satellite dish is of a type designed to receive Direct Broadcast Satellite (DBS) service, is 24 inches or less in diameter, and is installed only at the locations and under the conditions specified in Rule 2002-10. Under no circumstances may satellite dishes be installed on roofs or siding; for further details, see Rule 2002-10. Homeowners must submit exterior alteration applications to the Board and receive approval prior to installation of any equipment.

Sheds	Property Manager	<p>The Association has elected to maintain the storage sheds and fences in the community. The Association periodically contracts for replacement and repainting of wood trim on a community-wide basis. Shed roofs were replaced and fences realigned and repaired in the Summer of 2003. Residents should report any rotten or damaged exterior wood to the Property Manager for repair in between projects.</p> <p>If homeowners wish to touch up paint around their unit between Association projects, they may contact the Property Manager to identify the required brand and color of paint and may repaint at their own expense.</p> <p>Now that the shed roofs have been replaced, residents should maintain them by not storing any items on the roofs; not allowing children or others to climb or sit on the sheds; and in the event of significant snowfall, removing snow from the shed roofs before it compacts or ices. The sheds are not constructed to bear weight, but only to enclose items such as trashcans, recycling bins, or firewood.</p>
Snow Plowing	Property Manager	<p>The Association contracts for snow plowing, salting and sanding of Association roadways (Conductor Way, Musicmaster Drive, Musicmaster Court, Piano Lane, Quartet Lane). Homeowners and residents are responsible for shoveling out their own cars.</p> <p>Due to the very tight layout of our community, there are few places to which snow can be moved and piled without causing inconvenience to numerous residents. Paying for contractors for multiple return trips to the community when cars are gone and for loading and trucking of snow off site are extremely expensive. The Association tries to balance convenience with budget consciousness and will generally not request removal of snow offsite except in extreme snowfalls.</p>
Snow Shoveling	Property Manager	<p>The Association contracts for snow shoveling, salting and sanding of sidewalks and walkways. Contractors generally do not respond until at least two inches of snow have fallen, but may wait until later depending on the time of day and the forecast upon discussion with the Property Manager.</p> <p>Residents should keep in mind that the Association does not employ full-time staff to continually monitor the condition of walkways and parking lots throughout the community. Ice can melt and reform in the same or different areas every day. Residents should take responsibility for reporting any icy conditions they believe present a safety hazard to the Property Manager. In addition, the Association provides a supply of sand located in a bin next to the shed on Quartet Lane. Residents should use this sand on any walkway or parking lot area where ice has not yet been treated, and should consider purchasing their own small supplies of ice melt compound from hardware stores to have on hand to treat ice in their immediate pathways.</p> <p>Homeowners and residents are responsible for shoveling out their own cars.</p>

Tanglewood, Other Groups	<p>Ashley Place Townhouses on Brahms & Schubert</p> <p>Tanglewood Recreation Assn Pool and other grounds</p> <p>Tanglewood Neighborhood Watch Volunteer mobile patrol</p>	<p>President: Mr. Whetherell - 301-890-8689 Property Manager: Ligelis Management - 301-249-1515</p> <p>Website: www.tanglewoodrec.org President: Bob McFadden – 301-890-4140 Financial Manager: Vanguard Management- 301-540-8600</p> <p>Website: http://home.earthlink.net/~speck007/ Coordinator: Dave Evans – 301-890-7388</p>
Tree Spraying	None	The Association does not contract or pay for spraying of fruit trees to inhibit fruiting. Homeowners may contact the Property Manager to arrange for these services at their own expense with payment in full due in advance.
Towing	<p>G & G Towing 2749 Garfield Ave. Silver Spring, MD 20910 301-588-7090 Brian Sherman, General Manager</p>	The Association contracts for towing of tagged vehicles in violation of Association rules. The contractor will bill the vehicle owner for all towing and storage fees. For applicable violations, see Resolution 1991-3, referenced under “Parking Violations”, above.
Unit	Any Contractor	<p>Each unit owner is responsible for the maintenance, repair, and replacement of his or her unit. This duty arises from both the Maryland Condominium Act and from Articles VI and VIII of the By-Laws for Stockbridge. However, stating this general principle does not address the question of what is included in each individual unit and is therefore the unit owner’s responsibility to maintain. In order to answer that question one must look to the definition of the unit set forth in Article I of the Declaration of Covenants for Stockbridge and to the Condominium Plats recorded in the land records for Montgomery County. Article I describes a unit as including the space within the upper and lower vertical boundaries of the units as shown on the Condominium Plats plus “all electrical, plumbing and mechanical equipment and appurtenances located within any unit or adjacent thereto and designed to serve only that unit, such as <u>appliances, air-conditioners, heaters, range hoods, chimneys, outlets, electrical receptacles, fixtures, pipes, drains, doors, windows, steps, stoops, stairways, entrance ways, storage areas, and the like.</u>”</p> <p>In addition to the language set forth in Article I of the Declaration, one must be aware of the language and definitions contained in the Condominium Plats referenced in Article I. According to the Condominium Plats, portions of which are attached hereto, “the dimensions of each [first floor] condominium [villa] units . . . are measured vertically from the bottom of the exterior surface of the floor slab to the centerline of the ceiling joist and upper units are measured vertically from the centerline of the floor joist and where applicable from the exterior surface of the entrance way slab to the sheathing of the interior surface of the floor but not including the roof trusses.” With regard to the townhome units, the “dimensions of each condominium unit are measured . . . vertically from the bottom of the exterior concrete slab of such unit to the sheathing of the interior surfaces of the roof of such unit but not including the truss under such interior surface of the roof which shall be a general common element.” This means that the dimensions of the second floor villa homes extend to the surface of the floors in the attics, but the townhomes extend all the way to the surface of the roof.</p>

Utility Closets	Property Manager	Utility closets housing electrical (PEPCO) and phone (VERIZON) connections are located—one per building—at or near the end of each cluster of units. The closets are unlocked and residents may not use them for storage of any items.
Water Faucets, Exterior	None	<p>Buildings were designed with one exterior water faucet per side. These faucets are the responsibility of, and in the control of, the homeowner whose unit contains the cut-off for the line. Since water from these lines is billed to the homeowner, the Association has no control over their use and other homeowners have no right of access.</p> <p>Homeowners with access to the exterior faucets are responsible for ensuring that pipes are properly drained every fall to prevent frozen water pipes. In addition, safeguards should be taken by residents to protect any water pipes from freezing in extremely cold weather.</p> <p>The following steps should be taken for fall hose bib maintenance:</p> <ol style="list-style-type: none"> 1. Close valve inside. 2. Remove garden hose. 3. Open hose bib (leave open). 4. Drain vacuum breaker (location and operation vary with manufacturer). 5. Open bleed orifice at inside valve.
Website	Stockbridgecondo.com	The Association contracts for website design. All updates are approved by the Board and submitted to our contractor through our Webmaster, Kim Jones. Suggestions regarding content may be sent to the Property Manager or the Board.
Window Repair or Replacement	Any Contractor	Window repair and replacement are the responsibility of the homeowner since windows are considered an element serving one unit. However, replacements must be approved in advance via the exterior alteration application process to ensure consistent external standards of appearance.