

# Cromwell Fountain Condominium Association Rules and Regulations

*Adopted as Amended by the Board  
of Directors for the Cromwell  
Fountain Condominium Association  
January 2008*

Cromwell Fountain Builders Condominium Association  
Rules and Regulations

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(CFECA)

CROMWELL FOUNTAIN BUILDER'S CONDOMINIUM ASSOCIATION

RULES and REGULATIONS

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CROMWELL FOUNTAIN BUILDER'S CONDOMINIUM ASSOCIATION

BOARD RESOLUTION

RELATIVE TO FINING PROCEDURES

Whereas, Article XII, Section (D) of the By-laws grants to the Board of Directors the power and duty to promulgate and enforce rules and regulations, and

Whereas, Section 11-109 of the Maryland Real Property Act grant to the Board of Directors the power to "levy reasonable fines for violations to the Declaration, By-laws and Rules and Regulations of the Council of Unit Owners" pursuant to Section 11-113 of this Title.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors duly adopt the following schedule of fines and application procedures in accordance with the requirements of the recorded covenants and Section 11-111 of the Maryland Condominium Act:

SCHEDULE OF FINES

1. A fine up to a maximum of \$200.00 may be assessed for each violation.
2. For each day that a violation continues, after notice, it shall be considered a separate offense, which may be the occasion for a separate fine levied as provided above.

APPLICATION PROCEDURES

1. Written demand to cease and desist from all alleged violation will be served upon the alleged violator and unit owner specifying:
  - a. The alleged violation;
  - b. The action required to abate the violation; and
  - c. A time period, not less than ten (10) days, during which the violation may be abated without further sanction, if the violation is a continuing one, or a statement that any further violation of the same rule may result in the imposition of sanction after notice and hearing if the violation is not continuing.
2. Within twelve (12) months of the demand, if the violation continues past the period allowed in the demand for abatement without penalty or if the same rule is violated subsequently, the Board of Directors serves the alleged violator with written notice of a hearing to be held by the Board in session. The notice shall contain:
  - a. The nature of the alleged violation;
  - b. The time and place of the hearing, which time may not be less than ten (10) days from the giving of the notice;
  - c. An invitation to attend the hearing and to produce any statement, evidence and witnesses on his/her behalf; and
  - d. The proposed sanction to be imposed.

3. A hearing occurs at which the alleged violator has the right to present evidence and present and cross-examine witnesses. The hearing shall be held in executive session pursuant to this notice and shall afford the alleged violator a reasonable opportunity to be heard. Prior to the effectiveness of any sanction, hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any is imposed.

COLLECTION

1. Collection of fines will be enforced against the Unit Owner or Unit Owners involved as if the fines are a common charge owed by the Unit Owner or Unit Owners.
2. Fines will be included on the regular monthly statement of account sent to the Unit Owner or Unit Owners.



## CROMWELL FOUNTAIN BUILDER'S CONDOMINIUM ASSOCIATION

## PARKING RULES and REGULATIONS

1. Owners are subject to and agree to observe and adhere to all parking and traffic regulations as published and posted by the Council and/or local authorities. Unit Owners are responsible to assure that their family members, guests, visitors and tenants understand that these parking regulations and restrictions apply to them in the same manner as the Owner.
2. Owners agree that if he/she or any of those for whom he/she is responsible (as described above) shall illegally park or abandon a prohibited vehicle in violation of these parking regulations, the vehicle is subject to immediate towing at the sole risk and expense of the Owner and the Council will be held harmless for any and all damages or losses that may ensue. In some situations abandoned or illegally parked vehicles may be subject to police tickets and court fines.
3. Article XI, Section 3(G) of the By-laws sets forth the type vehicles that are prohibited, i.e.: campers, trailers, boats, etc. Vehicles in violation of this Article may be subject to ticketing and/or fining, and towing.
4. The following are prohibited from parking on the Common Elements and will be subject to immediate towing at the owner's risk and expense:
  - a. Unauthorized vehicles -- those not belonging to Owners or their guests.
  - b. Vehicles parked along yellow curbs or curbs marked as fire lanes.
  - c. Vehicles parked in any manner that blocks or obstructs any street, driveway, walk way or parking lot or that parks so that more than one space is occupied by the same vehicle.
  - d. Vehicles parked in handicapped parking spaces that do not display a valid permit or license plate.
  - e. Vehicles parked in front of, or in any manner so as to obstruct access to the dumpster for trash pick-up.
  - f. Vehicles doubled parked on streets, driveways or parking lots, or in any area marked "No Parking".
  - g. Motorcycles, motor bikes, ATV's and similar motorized vehicles MANY NOT drive, park or stand on sidewalks, walkways or common ground other than those designated for vehicle parking.
5. Extraordinary maintenance, repair or washing of any vehicle (except for the washing of windshields/windows) is prohibited on the parking lots.
6. All vehicles parked on the property must display valid license tag. Junk vehicles and those abandoned on the common elements (with or without valid tags) will be subject to towing.
7. Prohibited vehicles will be issued one (1) written violation warning notice. The notice will be prominently placed on the vehicle windshield and shall state

the date of issue, the alleged violation and the date and time (not less than twenty four (24) hours from the date of issue) that the vehicle will be subject to towing.

8. Any vehicle remaining in place after expiration of the 24 hour period designated in the warning notice WILL BE TOWED WITHOUT FURTHER NOTICE. Towing will be at the owner's risk and expense and neither the Council nor the management agent will be liable for any damage that may result from such towing.
9. The excessive leakage of engine oil or other fluids from neglected or unrepaired mechanical problems that cause damage to the asphalt surface is a violation of these Regulations and is subject to possible fines and/or towing just as any other parking violation.

CROMWELL FOUNTAIN BUILDER'S CONDOMINIUM

RULES and REGULATIONS

AMENDED 2008  
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1. The Council of Unit Owners, Cromwell Fountain Builder's Condominium, Inc. (hereafter referred to as the "Council") has adopted the following Rules and Regulations (hereafter referred to as "Regulations" in accordance with the provisions of Article XII, Section 1 and Article XV, Section 1 of the By-Laws. These Regulations may be amended in the future if required.
2. Any reference to "Owners" or "Unit Owners" applies equally to the Condominium Owner, his tenants in residence, his/her family members, guests, invitees and licensees. "Council", where it appears in the Regulations, includes the Council of Unit Owners and the management agent, if the Council has delegated authority to said agent to act in it's behalf.
3. These Rules and Regulations, duly amended and adopted in 2008, SUPERSEDE and REPLACE those adopted in 2004.
4. Violation of these Regulations can result in a fine for each offense and the continuation thereof as provided for in "Fining Procedures", Pages 1-2 of this document) in accordance with the Maryland Real Property Act and the Maryland Condominium Act.
5. Use Restrictions are set forth in Article XI, Section 1 thru Section 3(A-L) of the By-Laws and apply to all buildings, limited and common elements, and Owner occupied units. In addition, Owners agree that they and those for whom they are responsible, as described above (Para 2) will observe and comply with these and all future Regulations that may be adopted. (A copy of the By-Laws and Declaration were provided each Owner at settlement.)
6. Owners who lease their units, have primary responsibility for compliance with these Regulations and MUST provide a copy of these Regulations to their tenants to assure that they comply as well.
7. In addition to "Prohibited Uses and Nuisances" defined in Article XI, Section 3(A-L), Owners agree that they and those for whom they are responsible will observe and comply with the following Regulations; listed under the category to which they apply.

PROHIBITED USES and NUISANCES

8. EXTERIOR ALTERATIONS

Article XII, Section 3 of the By-Laws prohibits any alteration of the exterior of any Condominium Unit or to the Limited or Common Elements



without the submission of an "EXTERIOR ALTERATION APPLICATION" and written approval of the proposed alteration from the Architectural Control Committee. Refer to the article cited above for a more complete list of prohibited alterations which include, for example, installation of roll down shades, indoor/outdoor carpet, etc. Application forms are available from Board members or the management agent.

Completed forms along with any other required documentation are forwarded (by mail or FAX) to the management agent who will forward the material to the Committee. Failure of the Committee to answer the request in writing within thirty (30) days of receipt by the management company will constitute approval. Owner's have the right to appeal a denied request to the Board of Directors within fifteen (15) days of receipt of such denial.

#### LIMITED COMMON ELEMENTS

- A. Definition: Porches and patios are described in the Declaration, First and Third as Limited Common Elements, reserved for exclusive use of the Unit Owner.
1. Cooking, grilling, using smokers or similar devices on patios or porches is prohibited, as is the storage of said equipment.
  2. Dog houses, cat shelters, litter boxes, birdcages/feeders and dry pet food may not be used nor stored on the limited common element.
  3. The storage or hanging of bicycles and other sports equipment is prohibited.
  4. Accumulations of trash, building materials, indoor furniture and similar items is prohibited on porches and patios.
  5. Storage of hazardous and combustible or potentially explosive materials, i.e.: gasoline, paint thinners/removers, etc. is prohibited.
  6. Installation of clothes drying lines and/ or the hanging of laundry on folding racks, over chairs or across railings is prohibited.
  7. Seasonal and/or holiday lights and similar decorations may not be permanently attached to any portion of the porches or patios. If used, they MUST BE removed promptly upon the passing of the holiday.
  8. "For Sale" signs are prohibited from display on patios or porches and may not be attached to the exterior surfaces of the limited common element. (For Sale signs can be placed inside the unit on sliding doors or in windows) Posting of any other type sign is prohibited.



9. The installation of ceiling fans, overhead lighting fixtures, satellite dishes, indoor/outdoor carpeting and all other items cited in Article XII, Section 3 of the By-laws is prohibited unless prior approval has been granted by the Architectural Control Committee. (Also refer to #7 of these Regulations).

10. COMMON ELEMENTS (Outside Areas)

- A. Definition: Common Elements are defined in the Declaration, First and Third as areas that are shared by all Unit Owners who contribute equally to their maintenance and upkeep, i.e.: lawns, parking areas, sidewalks, etc.
  1. Planting ornamental flowers, shrubs or crops of any variety, and placing flower pots, planters/holders of any size anywhere on the common elements (including the sides of main entrance doors and at the base of the outside steps) is prohibited.
  2. It is prohibited to install birdbaths, statues, animal figures and similar yard ornaments at any location on the common elements.
  3. Outdoor chairs, benches, tables and similar items of furniture are prohibited on lawns, in parking lots, on sidewalks or in the streets. (Chairs may be used on the turfing areas for short periods of time, but must be removed immediately upon conclusion of use)
  4. Feeding birds and/or squirrels on the grass, sidewalks and parking lots is prohibited to avoid attracting rodents and insects.
  5. Outdoor cooking and/or picnicking is prohibited.
  6. Sports and recreational activities, i.e.: bicycle riding, ball games of any variety, roller skating/blading, frisbee throwing, etc. is prohibited on sidewalks and in parking lots.
  7. Outdoor lighting, electrical systems and/or water systems MAY NOT be tampered with or used by any individual Owner for any purpose.
  8. During a snow event, any Owner who voluntarily clears an area (i.e.: beside or in back of his/her vehicle) that has not been cleared by the contractor, does so with the absolute understanding that any area so cleared DOES NOT THEREAFTER BECOME HIS or HER RESERVED SPACE. Placing chairs, tables, saw horses, etc. in such cleared space is PROHIBITED, and no Owner may harass, threaten, or intimidate another person who may park in a space that was voluntarily cleared.

9. Other than the flag of the United States (addressed separately in these regulations) banners, streamers, bunting, balloons or similar regalia may not be attached to the exterior of the main entrance doors, to the columns or any part of the door frame nor to the exterior siding of the building, on the grass, sidewalk or parking lots.
10. Shaking mops, dust cloths, bedding, rugs and the like out of the main entrance doors or patio doors of ground level units is PROHIBITED.
11. Seasonal wreaths are prohibited from being displayed on the main entrance door, by an individual Owner, unless all other Owners in the building have agreed. Any such decoration must be removed by its owner promptly upon conclusion of the holiday season. No other seasonal decoration (garlands, stickers, etc.) may be affixed in any manner to the main entrance doors or to the surrounding areas.
12. Parking lots -- Use of parking areas, vehicle restrictions and violations are addressed under "Parking Rules and Regulations", Pages 3 & 4, of these Regulations.
13. As a courtesy, Owners are requested to park so that the front wheels are twelve (12) to eighteen (18) inches back from the curb or so that the bumper does not overhang the curb in order to facilitate grass cutting and snow removal.

11. COMMON ELEMENTS - DUMPSTERS

1. All trash and garbage must be disposed of in the six (6) dumpsters provided throughout the community. Placing trash bags, boxes, discarded household items, furniture, scrap building materials or any similar item on the ground around or behind or in front of the dumpsters is PROHIBITED. The contractor is NOT REQUIRED to pick up trash from the ground and will not do so unless they have accidentally put it there. Large items such as sofas, chairs of any variety, mattresses, box springs, bi-fold doors, Christmas trees, TV sets, etc. ARE THE OWNER'S RESPONSIBILITY TO DISPOSE OF AT THE LANDFILL OR ELSEWHERE OFF THE PROPERTY.
2. Cardboard boxes MUST BE broken down before being placed in the dumpsters and MAY NOT be left on the ground surrounding the container.
3. Disposal of highly flammable and/or toxic substances and explosives of any type is prohibited. Owners MUST locate sites for disposal of such substances of the premises.



4. Parking in front of or in any manner that will obstruct access to the dumpsters for trash pick-up is prohibited. Vehicles in violation may be towed at the risk and expense of the owner. (Refer to "PARKING REGULATIONS", Pages 3 & 4, for full details).

## 12. COMMON ELEMENTS - MAIN ENTRANCE AND HALLWAYS

1. Leaving the main entrance door open and/or unlocked for any length of time whatsoever is prohibited. Owners must close and lock the door securely when leaving or entering the building, and MUST ASSURE that those for whom he/she is responsible (as described in Rule #2 of these Regulations) observes the same procedure.
2. Admitting solicitors to the buildings is prohibited. The entire community is posted "NO Soliciting and NO Trespassing" therefore any such person(s) are on the premises illegally.
3. Admitting individuals not known personally by an Owner (other than persons making deliveries or pick-ups who can show identification) invites the possibility of home invasion or other crime and is PROHIBITED.
4. The AAC Fire Code prohibits the placing of plants, floral arrangements, ornamental tables, mirrors, seasonal decorations (except door wreaths), lamps, candles, etc. in the hallways. \*Seasonal wreaths may be placed on the unit door.
5. Unattended items of personal property are prohibited in the hallways at all times. Personal property left in the hallways, contrary to these Regulations, is left at the sole risk of the Owner. The Council, will in NO EVENT be held liable for loss, theft, damage or destruction of such property. \*Welcome mats may be used at unit entrances at the Owner's risk.
6. Loud noises or raucous activity that will interfere with the rights or comfort of others is prohibited in the hallways. Children may not be allowed to play in the hallways or leave toys in the area.

## 13. COMMON ELEMENTS and LIMITED COMMON ELEMENTS - DISPLAY OF THE US FLAG

1. Public Law 109-243, (Freedom to Display the American Flag Act of 2005) insures every individual's right to display the US flag on residential property in accordance with the Federal Flag Code.
2. Owners who opt to exercise their right and who also elect to install a free standing flag staff or flag staff holder (bracket) to the exterior of their unit must, upon selling the unit, restore or have restored the area to which the device was attached, to its original condition.
3. Other than the flag of the United States, it is PROHIBITED to display the flag, pennant, banner or icon of any nation, republic, monarchy, society, organization or group upon the premises.



14. THE CONDOMINIUM UNIT - INTERIOR

1. Creating or allowing to be created, loud or disturbing noises that interfere with the rights or comfort of others is PROHIBITED.
2. The volume of radios, TV's, other sound systems and the playing of musical instruments MUST BE maintained at a low enough level as not to disturb other Owners or be audible outside the unit at all times, and especially between the hours of 11 PM and 8 AM the following day since these hours are generally considered resting or sleeping periods.
3. Carpet with padding underneath is required on all floor surfaces, except foyers, kitchens, bathrooms and laundry areas. Where wood floors have been installed, the floor surface must be at least 80% covered to lower noise levels.
4. Window air conditioning units and/or fans are prohibited.
5. Hazardous and/or highly inflammable materials or substances that are deemed risky because of liability, safety, fire or that will increase the rate of insurance on the premises are prohibited in storage areas and any appurtenances thereto.
6. Throwing, hanging or shaking objects of any description out of the unit windows, off of porches or patios or out the door of ground level units is prohibited.
7. Low sudsing soaps and detergents are recommended for use in the washers to lessen the likelihood of overflow and resulting damage to the Owner's unit and/or those below if living above ground level.

15. PETS

1. Owners are prohibited from housing more than the authorized number, size and variety of pets described in the By-laws, Article XI, Section 3(E).
2. Exotic animals, birds, reptiles and insects are prohibited.
3. Pets may not be allowed to create a disturbance that will annoy, frighten or intimidate others in the building or in the general community.
4. Pets MUST BE leashed when outside their Owner's unit and must be under control of their Owners at all times. Pets may not be unleashed to run in the open spaces or parking lots.
5. Owners are prohibited from leaving their pets on patios or balconies when they are away from home and may not tether a pet there or on the grass.

6. Owners must walk and/or exercise their pets well away from the main entrance door and MUST CLEAN UP AFTER the pet. Failure to clean up after the pet could result in action by Animal Control if another person elects to file an Affidavit of Complaint with the agency. (Affidavit of Complaint forms are available from Board members, the management agent or by calling AAC Animal Control)

16. MISCELLANEOUS

1. Damage to buildings, recreational areas, facilities or other limited or common elements or equipment caused by an individual Unit Owner or any of those for whom he/she is responsible, including pets, will be repaired and/or replaced at the sole expense of the Unit Owner who has caused the damage.

MISCELLANEOUS (Proposed additions to amended R&R's)

2. Unit Owners(s) of record (Name(s) appearing on Title) are required to maintain heat within the unit, including outside utility rooms located on patios and decks, at a minimum of 55° F when the unit will be unoccupied for 24 or more consecutive hours (one (1) day or more) during the period November 1st thru March 31st to avoid the possibility of freezing and/or rupturing of water pipes that could result in damage to their unit as well as those below if situated above ground level.

IN ADDITION to the above, all Unit Owner(s) of record whose utility rooms are located outside the unit on decks or patios are required to keep the ventilator to the room OPEN AT ALL TIMES; again, to prevent freezing of pipes during the winter months and the accumulation of mold and/or mildew from humidity during the summer.

3. Any Unit Owner(s) who causes damage or destruction to other unit(s), the Common Elements or Limited Common Elements, through negligent or intentional acts is responsible for the Council of Unit Owners property insurance deductible; currently \$1000. The deductible will be charged to the Unit Owner(s) who has caused the damage/destruction and will be collected in the same manner as the annual assessment (Condo Fee). Collection of the deductible may be enforced by the imposition of a lien on the Unit under the provisions of the Maryland Contract Lien Act and /or the imposition of fines in accordance with Fining Procedures as described on pages 1 & 2 of these Regulations, and in the Declaration and By-Laws of the Condominium.
4. Unit Owners and those for whom they are responsible (Page 5, para 2) in violation of these Regulations, the By-Laws or Declaration, may be subject to the imposition of fines (Pages 1&2), suspension of voting rights or legal action through the courts to cure such violation. Costs (if any) incurred as the result of such action will be charged to the unit owner at fault and will be collected in the manner described under Article X, Section 1 of the By-Laws.