



RULES & REGULATIONS

The Bylaws of the condominium requires that you abide by the Rules & Regulations adopted by the Council of Unit Owners of Rock Creek Village Condominium. This includes both owners and tenants. Please take time to carefully review this document. You can help improve the quality of life in your community by understanding and abiding by the following rules and regulations. Please do not hesitate to call the management office at 301-585-4030 if you need further clarification.

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MANAGEMENT OFFICE:

The on-site management office is located at 8327 Grubb Road, Silver Spring, MD 20910. Office hours are **Monday, Tuesday, Thursday, Friday 8:30am – 6:00pm and on Wednesday’s – 11:30am – 8:00pm.** After hours, there is a mail slot in the door to drop off items for the office. You can contact the office at 301-585-4030, fax: 301-585-4095 or via email at: office@rcvcondo.com. If you have a maintenance emergency after hours, call 1-301-421-4530 (See MAINTENANCE pg. 3).

Condominium Fees include all utilities and maintenance of the property.

Please make your check(s) for your

- Condominium fee
- Air Conditioning Fee

Payable to: Rock Creek Village Condominium

Use the coupons and envelopes supplied and mail your payment to the address noted on the billing statement.

NOTE: THE ON-SITE OFFICE CANNOT AND WILL NOT ACCEPT CONDO FEE PAYMENTS. Questions about your account should be directed to Abaris Realty at 301-468-8919.

SETTLEMENT STATEMENTS:

New owners, or their settlement agents, must forward a copy of their deed or settlement statement to Abaris Realty, Inc., the association’s management company, to show proof of ownership. Upon receiving a copy, Abaris will send envelopes and coupons that should accompany your monthly condo fee check. This will also get your name and address into their computer for mailing purposes. ALL CORRESPONDENCE and a copy of this document should be sent to:

Abaris Realty, Inc.
7811 Montrose Road, Suite 110
Potomac, MD 20854

Please visit the Abaris Realty website to learn about payment options:
<https://www.abarisrealty.com/page/21783~837334/payment-options>

MOVE IN & MOVE OUT:

Just prior to or just after moving in, ALL new residents must call the management office to schedule a 20-minute New Resident Orientation to the community (Wednesdays from 6:00 PM – 7:30 PM). Phone is 301-585-4030. **THIS IS A MANDATORY REQUIREMENT for all residents. There is a \$100.00 Move-In/Move-Out fee made payable to ROCK CREEK VILLAGE** due at the orientation along with a copy of your lease or settlement sheet.

Residents are permitted to move in or move out of Rock Creek Village only during the following times: Weekdays from 7:00 AM – 9:00 PM; Weekends and holidays from 9:00 AM – 9:00 PM. Investors are responsible for informing new tenants of these restrictions prior to their move. This rule also applies to the moving in or moving out of heavy furniture or

appliances which could be disturbing to neighbors. Violators are subject to a \$50 fine in accordance with Covenants Committee procedures.

PHONE ENTRY SYSTEM:

All new residents need to give the management office their home phone number so that it can be programmed into the telephone entry system allowing you to admit visitors into your building. Since proof of residence is required, this cannot be done over the telephone. The best time is during the 15-minute orientation held at the management office. **To admit visitors, push "9" on your telephone EXCEPT ON GRUBB ROAD. Grubb Road residents must push "6".**

RESIDENT UPDATES:

It is the responsibility of all residents to inform the management office of any changes in their home or business telephone numbers as well as address changes. This information **MUST** be kept current for use in emergencies.

DELIVERY AND SERVICES:

Condominium personnel are prohibited from unlocking unit doors for furniture delivery, repair services, etc. However, with prior written permission, keys will be signed out from the office files during office hours of 8:30 AM - 6:00 PM weekdays, so that services and deliveries can be made. A "Key Release Authorization" form is required for the files in management office prior to key release. If the office is closed, drop the completed form through the mail slot. Telephone requests for key release will not be honored. The management office is currently accepting packages on your behalf if you have completed the proper forms. Packages must be picked up no later than 10 days after delivery or they will be returned unless prior arrangements are made.

KEYS:

Residents are required to turn in a set of working keys to the management office for their units. This is especially crucial if the locks are changed at any time...i.e., by a new owner. These keys will only be used in the case of emergencies or issued to authorized emergency personnel or authorized agents of the Council of Unit Owners. With the resident's written permission, key release is also available to outside contractors and delivery man. Since lockout service is provided, it is also to your benefit to be sure that office has a working set of keys on file. To prevent unauthorized use of your keys, each key is coded. If emergency access is necessary and the unit owner or tenants have changed locks without providing a copy to management office and a working copy is not available within a timely manner, the unit owner or tenant must pay all associated cost relating to entry and damage to the unit or common elements or related liabilities because no key was provided. Duplicate keys can be made at the management office for a cost of \$5.00 per key provided the blanks are available. Laundry room and bike room keys are also available for a cost of \$5.00 per copy.

LOCKOUTS:

LOCKOUT SERVICES ARE NOT AVAILABLE.

ANSWERING SERVICE:

If you have a maintenance emergency (see maintenance) or are locked out after hours, you may call the answering services at 301-421-4530. It is IMPORTANT that you have the answers to the following:

-Name and phone number

-Address of emergency

-Nature of the emergency

*Failure to provide information may result in a delay response to your request.

MAINTENANCE:

Maintenance of the condominium unit, i.e., kitchen, bathroom fixtures, ceilings, walls, etc., is the responsibility of the unit owner. If you experience a problem, you may call the management office for advice and/or a free inspection to determine the cause of the problem. You will also be told if the repair is your responsibility or the association's. Maintenance of the grounds and all common areas, i.e., building doors, hallways, gutters, roofs, etc. are the responsibility of the association. Report any necessary repairs to the management office.

Call 911 for life-threatening emergencies such as auto accidents, sudden illness, fire, flood, break-in, gas leak, etc. For emergency maintenance requests after hours, please call 301-421-4530. Non-emergency requests will be handled the next business day. The following are considered emergencies:

FIRE, FLOOD, NO HEAT, NO WATER, NO POWER IN BLDG./PROPERTY.

CARPETING:

A Floor Cover Resolution passed by the Board of Directors on Sept. 15, 1986 states the following:

"All unit owners, tenants, resident and occupants shall cover eighty percent (80%) of the floor area of their unit, except the kitchen and bathroom, with a minimum of one-half inch (½") padding and carpeting or rugs.

All current residents should already be in compliance with the Floor Cover Resolution. All new residents have thirty (30) days from their move-in date to comply. At the request of a neighbor on a noise complaint, a carpet inspection will be conducted to ensure compliance.

REMEMBER: Noise travels very easily through uncarpeted hardwood floors to the units below. Your cooperation is appreciated.

LEASES:

Unit owners may lease their units in accordance with the Bylaws, Article IX, Section 2. Units may not be leased for periods of less than 6 months/1 year. Leases must be in writing and a copy of the lease MUST BE ON FILE IN THE MANAGEMENT OFFICE. Pertinent information

such as the names of new roommates, new tenants, new home, and work phone numbers should also be on file. It is extremely important to know who is living in the unit and how to reach someone in the event of an emergency. This protects the entire community. You may furnish this information by calling the management office at 301-585-4030 or faxing your information to 301-585-4095.

RESIDENTIAL USE:

In accordance with Article IX, Section 1, all condominium units shall be used only for private residential purposes, except as may be permitted by the Board of Directors.

PERSONAL PROPERTY:

All personal property and contents, including but not limited to furniture, clothing, wall-to-wall carpeting, wallpaper and any non-permanent or movable fixture, improvement or betterment is placed in the unit by the owner or tenant at their own risk.

Personal property is not covered by the community's master insurance policy. You must obtain your own insurance for personal property.

It is highly recommended that each owner obtains a plate-glass damage policy and a "Condominium Unit Owner's Policy" (aka HO-6) and each tenant obtain a "Tenant/Renter's Policy). These insure against loss or damage to personal property NOT covered by the master insurance policy. It is also advised to include an endorsement to cover losses to the unit not covered by the master policy and losses to the personal property of your neighbors that is judged to be your responsibility (e.g., water damage to the bathroom ceiling below caused by your bathtub leaking or overflowing or your toilet leaking or overflowing).

PETS:

Pets are welcome at Rock Creek Village Condominium.

However, Article IX, Section 3(e) of the Bylaws states:

"All pets shall be registered with the management office and shall otherwise be register and inoculated as required by law. The Board of Directors shall have the right to order any person whose pet is a nuisance to remove such pet from the premises and the Board of Directors, after affording the right to a hearing to the unit owner affected shall have the exclusive authority to declare any per a nuisance."

Pet registration forms are available at the management office. Located on the property are 6 dog can stations for disposing of your pet's waste while walking the common grounds.

The following Pet Rules should be observed:

1. All dogs must be leashed when on the common elements. Owners who allow their dogs off leash are subject to a \$50.00 fine in accordance with Resolution No. 1.

2. Pet owners must remove the waste of their pets from the common elements. Owners who do not carry visible means to remove their pets waste (such as newspaper, baggie, and pooper-scooper) are subject to a \$50.00 fine all in accordance with Resolution No. 1.
3. No pets are allowed to run free in the hallways.
4. All animal bites or attacks should be reported immediately to the management office and also the local county animal protection agency.
5. No resident shall inflict cruelty to any animal.
6. Pet owners are solely responsible for any property damage, injury, disturbance or nuisance their pets may cause or inflict.
7. Any omission in these Pet Rules that would apply is still an enforceable Pet Rule if it is part of the Bylaws of this condominium and Montgomery County Government ordinances.

Any resident with a pet-related problem should attempt to arrive at a solution with the pet owner in a courteous manner. If personal attempts fail, a written complaint may be filed with the management office containing all pertinent information such as dates, times, pet description, name of owner, etc.

The management office will attempt to mediate an information solution to the problem. If this fails, or the problem is clearly a violation of the Pet Rules, the matter will be immediately referred to the Board of Directors for the disposition in accordance with the Bylaws and Resolution No. 1.

TRASH COLLECTION: DAILY PICKUP EXCEPT SUNDAYS.

Regular trash must be properly bagged and tied up and disposed in 1 of 6 trash sites around the property in the appropriately marked bins accessible using combination code: **5-4-3** at any time of your choosing.

Regular trash collection is available Monday through Saturday. Bags must be disposed using the designated trash totes found within 1 of 6 enclosures around the property. It is strictly prohibited to leave garbage or any other trash/bulk items on the curbside at any time. Violators will be subject to an automatic \$100.00 fine in accordance with the Rules and Regulations of the community.

RECYCLING – TUESDAY, THURSDAY & SATURDAYS ONLY:

Recycling can be bagged, or disposed using either CLEAR, BLUE/GREEN PLASTIC BAGS which are available at most grocery stores and placed inside the totes found within 1 of 6 trash enclosure sites around the property. Access to the trash enclosures is via combination code: **5-4-3** at any time of your choosing.

The following may be recycled in single stream:

1. Glass, Aluminum, Paper, Plastic containers (bottles, cans, jugs, etc. No Styrofoam containers).
2. **SCRAP METAL:** Small items such as toaster, waffle griddle, pots, cake pans, utensils. **PLEASE NO SMALL APPLIANCES can be disposed in designated totes in the trash corrals.**

It is critical that you RINSE the cans, jugs and containers you recycle. Dirty material is simply discarded. Separation is no longer required—you may commingle glass, plastic cans and paper in the same clear or blue plastic bag. There is NO TRASH PICKUP available on SUNDAYS or any of the following Federal Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

SECURITY:

Residents are expected to take adequate precautions for their own personal safety. Units should be kept locked at all times. Rear doors and entrances doors should never be left propped open except in extenuating circumstances, such as moving in or moving out, and then the resident assumes liability.

The Council of Unit Owners and the management office assume no responsibility for the security of the units or the residents and their private property.

LAUNDRY ROOMS: CODE “543”

There are three (3) laundry rooms at Rock Creek Village all accessible from the rear of the building: **8329 Grubb Rd, 2304 & 2208 Colston Dr.**

Hours of operation are 8:00 AM to 10:00 PM each day. Use of the rooms after hours are strictly prohibited and violators can be fined \$50.00. For the safety of all users and to reduce the likelihood of vandalism, laundry rooms **MUST BE KEPT LOCKED AT ALL TIMES, EVEN WHILE DOING LAUNDRY.**

EXTERMINATION:

Free extermination service is available to all residents every other Wednesday (1st & 3rd). A “Key Release Authorization” form is not required for this service. Simply make a phone call to the office to grant authorization no later than NOON the day prior to the service date. Please leave a message on the office line or with office personnel to indicate what area should be treated and the type of pest being treated. In the absence of a specific area, the kitchen cabinets are not treated, only if the contents have been removed. We do not recommend having the cabinet below the sink sprayed; the contents should be removed prior to treatment.

The company advises us that pets do not need to be removed. Flea treatment is not included as part of this free service.

PARKING/VEHICLES:

There is no assigned parking, but all vehicles must be registered with the Management office and display a current parking decal/hangtag.

Please complete the Resident Profile Form in order to be issued a parking tag/decal at the office during the new resident orientation. No junk vehicles or vehicles without current tags are allowed to park on the premises of Rock Creek Village. Violators will be towed as permitted by Montgomery County ordinance.

Parking permits are required to park in all Rock Creek Village parking spaces. The parking tags are color coded for Grubb Rd, Colston Dr. & Washington Ave. Residents are issued tags for use during residency and must be returned at the end of residency, or otherwise be charged a fee of \$50.00 for replacement tags. Landlords are advised to include this information in their leases and take the \$50.00 charge from the security deposit if necessary.

All vehicles should be kept locked at all times. It is suggested that seldom used second cars be periodically moved around to different parking spaces.

BIKE ROOMS:

There are two (2) bike rooms at Rock Creek Village Condominium (accessible from rear of buildings): **2408, 2310 Colston Dr.**

Only bicycles are allowed to be stored in these rooms. You will need to sign a liability release form in order to purchase a key (\$5.00) and obtain a 3-digit security code to access these rooms. Periodically, management will ask residents to identify their bikes so that we may keep the rooms clear of abandoned bikes. All users are assigned a decal for their bike(s) for identification.

STORAGE:

Storage areas may be designated for use by residents at the discretion of the Board of Directors. Management and the association are not responsible for any damage or theft of such personal property while being kept in storage. Otherwise, storage is not available.

FOR SALE SIGNS:

“For Sale” signs may only be posted from Friday 5:00 PM until Monday 9:00 AM and all day on holidays until 5:00 PM. The following types are permitted:

-Window signs, two-legged metal signs and directional signs.

NOISE RESTRICTION:

In dealing with noise complaints involving a dispute between neighbors in areas such as, but not restricted to stereo, music, TV's, vacuuming, operation of appliances and general commotion, the association will follow the guidelines of the Montgomery County Noise Control Ordinance (Revision effective April 28th, 1986). Residents should be aware that this ordinance prohibits “noise disturbances” from 9:00 PM until 7:00 AM Monday thru Friday and from 9:00 PM – until 9:00 AM Saturday, Sunday and federal holidays.

Residents who experience “noise disturbances(s)” may do the following:

- Call the management office and explain the problem. You will be asked to try to work out the problem between you and the violator, which is always preferable. If this does not provide a resolution, you are required to document in writing the nature of the complaint, what times it occurs, etc. You may also request a carpet inspection by the on-site staff.
- Call Montgomery County Office of Environmental Policy and Compliance by dialing: **MC-311 or 240-777-0311** to register a complaint and request that they also do an inspection. You may also file a “3-Party Complaint” form.
- Call the Office of Common Ownership Communities. They offer dispute resolution through binding arbitration, please call: **MC-311 or 240-777-0311**.

The Bylaws of the Condominium protect the right of “peaceful use and possession” of each unit. Residents are encouraged to try and resolve any problem on their own in a diplomatic and considerate manner.

AIR CONDITIONERS:

Air Conditioning units are installed at the resident’s option and expense. These window units should not exceed 12,000 BTU’s and MUST be operated on a 110 volt, 20-amp grounded circuit with a three (3) pronged outlet. The large electrical demand of an air conditioner, even a small one, makes it necessary to put it on a separate line with a circuit breaker, NOT plugged into any ordinary outlet that is part of the general house current.

One such grounded “AC outlet” can be found in the living room of every unit at Rock Creek Village. **DO NOT PLUG YOUR AIR CONDITIONER INTO ANY OTHER OUTLET.**

If you want to install a bedroom air conditioner, for example, an electrician must be hired at the resident’s expense to install a proper, 20-amp grounded outlet, as is the case for all additional air conditioning units. These must be on a dedicated circuit breaker tied into the kitchen circuit breaker panel box. All AC units must be installed using manufacturer’s installation kits. The Association does NOT permit use of improper filler boards, towels, pillows, rags, bricks, etc.

There is a seasonal charge for each installed window or portable AC unit to cover the additional electrical expense to the community. The current charge is \$160.00 (2015-16) per AC unit installed whether operating or not. (Please note that the fee is subject to change annually). **All units appearing in windows will be charged whether working or not.** No exceptions will be made. Periodic inspection of the property is made to verify the location of AC units.

You will receive an invoice for the air conditioning fee in June or July which is due by August 1st of each year. Please make your check payable to Rock Creek Village Condominium.

All residents who are on the automatic debit program for their monthly assessment should note that the AC charges will **not be automatically deducted and must be paid as separate amount from your monthly dues.** Payments can be mailed to the remittance address on invoice or dropped off at the site office.

PICNIC & TOT LOT AREA:

We have a picnic area that is available for all residents to use. If a resident wishes to use the entire area, it is available on a first reserve basis. This area must be reserved in advance with the on-site office. A liability form that must be completed and will be approved and returned for your use.

ARCHITECTURAL CONTROL:

In accordance with the Bylaws, any improvements or additions to a condominium unit or any alteration that affects the common areas or structural integrity of the building MUST be applied for and approved by the Architectural Control Committee (ACC) or the Board of Directors if one does not exist.

- Form A: Application for Appliance Installation**
- Form B: Application for Structural Change**
- Form C: Application for Washer/Dryer Installation**
- Form D: Application for Window Replacement**
- Form E: Application for Lofting** – all applicants must contact the county for the most current information and applications/permits with regard to lofting.

All work must be performed by a licensed contractor and conform to Montgomery County Code and the Bylaws. The unit owner assumes sole responsibility for this as well as obtaining all required permits and submitting a copy of each to the onsite office. Please direct all questions to the office.

EMERGENCY PHONE NUMBERS

Fire	911
Police	911 Or
Non-Emergency	301-279-8000
Montgomery County Customer Svs Info	Mc-311 or 240-777-0311
Crisis Information	240-777-3075
Gas Leak (Washington Gas)	703-750-1000
Power Outage (Pepco)	877-737-2662
Poison Control	240-777-1770
Animal Control	240-773-5960

Keep in mind the following:

1. If you have no power or just partial power, you need to check the circuit breaker to make certain that no breaker has tripped. You can also check the main breaker box located in either the entry hall marked with your unit # to reset if that is the case, or in some cases the breaker box is located in the basement utility store room of your building as follows:
 - 8329, 2304 – rear of laundry room.
 - 2406, 2408 – basement – Bike Room in 2408.

- 2310 – basement – Bike Room.
- 2304, 2306, 2308, 2210, 2212, 2214, 2221, 2223, 2225, 2215, 2217, 2219 entry Foyer.
- 2208, 2404 – basement underneath stairs.

If the problem affects the entire building and neighboring building and courtyard lights, then the problem needs to be referred to **PEPCO - 1-877-737-2662** to report power outage and follow prompts.

2. If you smell gas in your apt. or the hallway, it is most likely a blown-out pilot of your gas stove. Check your pilot lights, if you can correct the problem, please do so, otherwise call **911 or Washington Gas - 1-800-752-7520** for help.