



RULES & REGULATIONS

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RULES & REGULATIONS

ADHERENCE

The following are the Rules & Regulations by the Council of Unit Owners of Rock Creek Village Condominium (RCV) on [adoption Date]. Read this document carefully. If any of these Rules & Regulations are unclear, call management staff at 301-585-4030.

MANAGEMENT OFFICE

RCV is managed by Abaris Realty, Inc. The on-site manager is Rod Sagastume. The management office is located at **8327 Grubb Road, Silver Spring, MD 20910.**

- Office hours: **Monday through Friday 8:00 am – 4:00 pm.**
- Office Phone: **301-585-4030**
- Email at: office@rcvcondo.com
- Website: RCVCondo.com
- Fax: 301-585-4095
- Abaris Realty: **301-468-8919**
- Maintenance Emergency (after hours): **301-421-4530**

If the office is closed, there is a mail slot in the door to drop off documents.

EMERGENCIES

Call 911 in the event of life-threatening emergencies such as violent or volatile incidents, break-ins, auto accidents, severe illness, fire, etc.

Abaris Emergency Answering Service

If there is an after-hours maintenance emergency, call: **301-421-4530.**

The following are considered emergency maintenance issues:

- Burst pipes or flooding appliances
- No heat
- No gas
- No water

Be ready to provide:

- The resident's name and phone number
- The address of emergency
- The nature of the emergency

Power Outage

Power out in one unit

If there is no power or partial power in the unit, check the **circuit breaker** in the unit.

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Power out in multiple buildings or in the neighborhood

RCV has 4 electricity meters and 4 PEPCO accounts — PEPCO associates multiple addresses with each of those 4 accounts.

When reporting a power outage, call PEPCO at 877-737-2662.

Refer to the chart below to tell PEPCO where the power outage is — these addresses correspond to the 4 meters:

If you live	Tell PEPCO the outage is at
On Washington Avenue at: 2221, 2223, 2225, 2215, 2217, 2219	2221 Washington Avenue
On Colston Drive at: 2206, 2208, 2210, 2212, 2214	2208 Colston Drive
On Colston Drive at: 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316	2306 Colston Drive
On Colston Drive at: 2400, 2402, 2404, 2406, 2408, 2410, 2412 Or on Grubb Road at: 8335, 8333, 8331, 8329, 8327	8329 Grubb Road

Gas Leak

When smelling gas, it is likely that the pilot light in a gas stove has blown out. Check the stove’s pilot light in the unit – ask neighbors to check their stoves’ pilot lights.

If residents cannot find the source of the gas smell, call 911 **and** Washington Gas: 844-927-4427.

Current Contact Information

In case of emergencies, unit owners, property agents, and tenants must inform management staff of any changes to their contact information by updating the Resident Profile form including (see page 18): mobile phone, home phone, business phone, and address changes.

PAYING FEES

ClickPay Online Payment System

ClickPay is the online payment provider for Abaris Realty. Use ClickPay to set up automatic, recurring, or one-time payments by credit cards and debit cards for a fee or by e-check from a bank account with no fee.

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Instructions:

- 1) Open this web page — <https://abarisrealty.com/payment-options/>
- 2) Click **Pay Online**
- 3) Click **Register** and then create an online profile
- 4) **Connect Your Property** using the 9-digit account number on the billing statement from Abaris
- 5) Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

For help, call the Abaris Billing Department during business hours: 301-468-8919, or email billingdept@abarisrealty.com.

Pay by Check

Make checks payable to: Rock Creek Village Condominiums.

Mail payments to:
Rock Creek Village Condominiums
c/o Abaris Realty, Inc.
P.O. Box 30347
Tampa, FL 33630

Condominium Assessments

Condominium assessments include all utilities and maintenance of common areas. Questions about an account should be directed to the Abaris Realty Billing Department: 301-468-8919.

When writing a check, use the coupons and envelopes supplied by Abaris. Mail payments to the address above.

Late assessment fees are subject to a \$15.00 late fee.

Note: management staff is prohibited from accepting condominium assessments. They can, however, accept air conditioning fees.

AC Fees

There is a seasonal charge for each installed window or portable air conditioning (AC) unit to cover the additional electrical expense to the community. The current charge is \$160 (FY 2023-2024) for each AC unit installed whether operating or not. **This fee is subject to change annually.** Unit owners will receive a bill for the AC assessment fees during the summer months.

All AC units appearing in windows will be charged whether they are working or are being used. No exceptions shall be made. Periodic inspection of the property may be made to verify the location of AC units.



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The annual AC charges are not included in the auto-pay. The charge is included in the monthly statement that unit owners receive. Payments can be made by check or online through ClickPay (instructions above).

BUILDING ENTRY SYSTEM

All residents must provide management staff with their preferred phone number to be programmed into their building's entry system. The entry system allows residents to admit visitors into the building. Since proof of residence is required, this cannot be done by calling management staff. Complete the Resident Profile form (see page 18). For new residents, management staff will get this set up during the brief orientation.

To be 'buzzed in', visitors call the resident by dialing the unit number on the callbox at the front door. The resident presses a number on the phone to release the door's lock and sound a buzzer:

- Residents who live on Colston Dr. or Washington Ave., press '9' on the phone
- Residents who live on Grubb Rd., press '6' on the phone.

MAINTENANCE

The unit owner is responsible for maintenance of the condominium unit (e.g., plumbing, appliances, ceilings, walls). Unit owners or tenants may call management staff for advice or to determine the cause of the problem. At that time, management staff can determine whether the repair is the unit owner's responsibility or the association's responsibility.

The association is responsible for maintenance of the grounds and common areas (e.g., building doors, hallways, gutters, roofs). Report needed repairs to management staff by:

- Calling the office at 301-585-4030
- Sending an email to office@rcvcondo.com
- Using the RCVcondo.com maintenance ticket system.

Non-emergency requests will be handled the next business day.

Working Keys for Management

Residents are required to turn in a set of working keys to management staff for their units. Remember to do this when the locks are changed (e.g., by a new owner). These keys will be used only:

- In case of emergencies
- Issued to authorized emergency personnel
- Issued to authorized agents of the Council of Unit Owners (e.g., maintenance or management staff).

If emergency access is necessary and the unit owner or tenant has not given management staff a working key, the unit owner or tenant must pay all costs associated with entry, including damage to the unit, common elements, or related liabilities.



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RCVCONDO.COM

Rcvcondo.com is both RCV's public website and the residents' portal. Send questions and requests for the website to management staff.

Residents Log-In

Unit owners and tenants must register to access documents and use the website's tools including the maintenance reporting system.

From the homepage, click the **Resident Sign-In** link. The page that appears is entitled 'FrontSteps', which is the company that hosts the RCV website. Click **Sign Up** to start the registration process.

Online Maintenance Requests

Maintenance requests can be submitted online, by email, by phone, or in person. The most efficient method is to submit it online. This activates a maintenance ticket which is tracked.

Online: Log into RCVCondo.com. On the left menu, click **Work Orders and Approvals**. On the sub-menu, click **Work Orders**. Click the **+Work Order** button on the upper right of the window and complete the relevant information.

RCV Document Access & Retention

Board Meeting minutes, governing documents, and forms are stored on RCVCondo.com. Residents must be logged into the website to access documents. Access to specific documents may be restricted based on whether the resident is a board member, a committee member, a unit owner, or a tenant.

DELIVERIES

Management staff does not accept packages or mail on behalf of residents. Delivery services make every effort to put packages and large envelopes inside the building lobbies.

Residents should retrieve packages from building lobbies in a timely manner.

LOCKOUT SERVICES

Lockout services are not available outside of management office hours.

PERSONAL PROPERTY

Unit owners and tenants place personal property and the contents of a unit at their own risk. This includes but is not limited to furniture, clothing, wall-to-wall carpeting, and any non-permanent or movable fixtures, and improvements or betterments.

Personal property is not covered by the RCV's master insurance policy. Unit owners and tenants must obtain insurance policies to protect the contents and personal property in the unit.

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Unit Owners' Insurance Coverage

Unit owners need a Condominium Unit Owner's Policy (aka HO-6). Unit owners should ensure this policy covers windows, substitute living expenses for 12 months or longer, and improvements made to the condominium after its original construction. The policy should ensure against loss or damage to personal property not covered by the master insurance policy. The unit owner's policy must also cover damage to neighboring units judged to be the unit owner's responsibility (e.g., water damage that leaks into neighboring units).

Per Maryland law, unit owners should ensure their [HO-6 covers the \\$10,000 deductible](#). The Association will bill the unit of origin up to \$10,000.

Tenants' Insurance Coverage

Tenants should have Renter's Insurance.

IN-UNIT CARPETING

All unit owners, tenants, resident and occupants shall cover 80% of the floor area of their unit, except the kitchen and bathroom, with a minimum of ½ inch padding and carpeting or rugs. All new residents have 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. Residents' cooperation is appreciated.

SECURITY

Neither the RCV association nor Abaris management staff are responsibility for the security of the units, the residents, or their private property. Residents are responsible for taking adequate precautions for their own personal safety.

Never admit strangers into the building.

Never prop open exterior doors except in extenuating circumstances such as moving. When exterior doors are propped open, the resident who propped the door open assumes liability.

Help keep the community safe by **calling 911 in the event of a crime or security risk**. In addition to calling 911, inform management staff of the incident including the date, time of day, exact location, and description of the incident.

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Resident Contact Updates

It is the responsibility of all residents to inform management staff of changes to their home or business telephone numbers or address changes. This information must be kept current for use in emergencies. Residents can complete the Resident Profile form (see page 18) and return it to Management staff.

TRASH, COMPOSTING, & RECYCLING

Trash

Trash is picked up Monday through Saturday. There is no trash or recycling pickup on Federal Holidays. Trash must be properly bagged, tied up, and disposed in one of the trash corrals. Residents are subject to a \$100 fine for leaving garbage anywhere other than in the trashcans in the corral.

Composting

There are 3 composting bins in the trash corral behind 2310 Colston Dr. They are emptied every Tuesday.

What can be composted

- Food solids
- Paper towels, napkins, and paper towel rolls
- Packaging marked 'Compostable'
- Coffee grounds, coffee filters, and tea bags including the string and staple

What can NOT be composted

- Animal waste
- Liquids including yogurt and left over grease or cooking oil

Recycling

Recycling is picked up Monday, Thursday, and Saturday. The rules for RCV recycling come from Montgomery County's recycling laws.

Recyclables should be rinsed

It is critical that cans, aluminum foil, bottles, plastic containers be **rinsed** before recycling. Dirty containers, including boxes, are thrown out at the recycling center.

Recyclables should not be bagged

Separate recycling into two bins: 1) paper and cardboard; 2) glass, aluminum, and [plastic marked 1, 2, 3, 4, 5, and 7](#).

At this time, Montgomery County is **not recycling #6 plastics**, which includes foam containers and packaging peanuts, as well as rigid plastics. Additionally, Montgomery County does not recycle plastic bags, wrappers, bubble wrap, or air-filled packing pillows.

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Scrap Metal

Scrap metal is picked up for recycling Monday, Thursday, and Saturday mornings. It should **not be bagged**. Place small all-metal items in the trash bin labeled Scrap Metal — the cans have a black lid. Allowable scrap metal items include griddles, pots, cake pans, utensils. **Appliances** should be discarded as bulk trash.

Bulk Trash

Bulk trash is picked up the last Wednesday of each month. Bulk trash items should be placed outside the trash enclosure behind 2310 (see page 17).

Residents are subject to a \$100 fine for leaving bulk trash anywhere other than outside the trash enclosure behind 2310.

NOISE RESTRICTIONS

RCV follows the [Montgomery County Noise Control Ordinance](#). In dealing with noise complaints involving a dispute between neighbors, the RCV Association follows the guidelines of the Montgomery County Noise Control Ordinance. Montgomery County designates residential quiet hours as:

- 9:00 pm to 7:00 am, Monday–Friday
- 9:00 pm to 9:00 am, Saturday–Sunday.

Residents who experience noise disturbances should do the following:

- Try to resolve the problem with the offending neighbor in a diplomatic and considerate manner.
- If this does not provide a resolution, the complaining resident should send a complaint to management staff either through email, a letter, or the maintenance ticketing system using RCVCondo.com.
- If management staff cannot resolve the issue, the complaining resident can request a hearing before the Board of Directors (see page 15).
- If all other efforts have failed, call Montgomery County Office of Landlord-Tenant Affairs at 240-777-0311 to register a complaint and pursue a resolution.

VEHICLES & PARKING

Parking is permitted only in designated general parking spaces or on the street. There are no assigned parking spots. Residents are prohibited from placing items in parking spots to reserve the spot. Tandem parking is strongly encouraged for residents with more than one vehicle.

Motorcycle Parking

Motorcycles (2-wheeled and 3-wheeled), mopeds and scooters (such as a Vespa) must be parked in the designated area in the back parking lot (see page 17).

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Registration

All vehicles, including motorcycles, mopeds and scooters must be registered with management staff. A current parking decal or hangtag provided by management staff must be displayed when the vehicle is parked on RCV property. Complete the Resident Profile Form (see page 18) to be issued a parking decal or hangtag from management staff.

Parking decals must be removed and parking hangtags must be returned at the end of residency.

Working Condition

All vehicles must be in operable condition to park on RCV property, including the motorcycle parking area.

Towing

Without exception, vehicles will be towed as permitted by Montgomery County ordinance when:

- The vehicle is inoperable
- The vehicle has no RCV decal or hangtag displayed
- The vehicle is parked in a no-parking zone such as in a fire lane
- The vehicle is parked in a handicap spot without the proper Maryland State permit.

Moving Trucks, Vans, & Pods

RCV Residents are permitted to park a moving truck or van in a parking space under the following conditions:

- The moving truck or van must fit within the lines of a parking space
- The moving truck or van must have a parking hang tag if parked overnight
- The moving truck or van may be parked for a maximum of 3 days.

RCV Residents are permitted to park a moving pod in a parking space under the following conditions:

- The pod must be approved by management staff before its arrival
- The pod must fit within the lines of a parking space
- The pod must have a parking hang tag
- Parking the pod on Washington St., Grubb Rd., or Colston Dr. is permitted for a maximum of 5 days
- Parking the pod in the back parking lot is permitted for a maximum of 3 weeks
- The location of the pod must not interfere with fire lanes, trash removal, or cars entering and exiting parking spaces.

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Other Vehicle & Parking Prohibitions

No trailer, camper, boat, non-street legal vehicle, motor home or live-in van, equipment (including propane tanks), storage containers, truck caps/shells/toppers, or car covers may be stored on RCV property except while loading and unloading. **Loading and unloading is permitted for a maximum of 2 days.**

No vehicle restoration, repair, or maintenance is permitted, except when emergency repairs are required (e.g., changing a flat tire, replacing a windshield).

Follow this link for [Montgomery County Ordinances](#) regarding parking commercial and recreational vehicles.

LAUNDRY ROOMS

RCV has 3 laundry rooms that are accessible from the rear of the building (see page 17):

- 8329 Grubb Rd.
- 2304 Colston Dr.
- 2208 Colston Dr.

Residents who choose to use the laundry rooms must:

- 1) Sign a Liability Release Form (see page 20)
- 2) Pay \$10 for a key to enter the building
- 3) Clean up after themselves.

Once inside the building use the code 543 to enter the laundry room itself.

The hours of operation are 7:00 AM to 9:00 PM weekdays and 9:00 AM to 9:00 PM weekends (following [Montgomery County Quiet Hours](#)). Using the laundry rooms after hours is strictly prohibited and violators are subject to a \$50 fine.

For safety and to reduce the likelihood of vandalism, laundry rooms must be kept locked at all times, even while doing laundry.

EXTERMINATION

For a pest control appointment, residents call the contractor directly. The contractor is at RCV on the 1st and 3rd Monday of each month. There is no charge, as long as the appointment is on a regularly scheduled service day.

For an appointment, contact **Pest Control Club**:

- email: pestcontrolclub@verizon.net
- phone: 301-528-2550.

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PETS

Domestic pets are welcome at RCV. Pet owners must complete a Pet Registration form (see page 21) and send it to management staff. Residents must abide by the rules listed below:

- All pets must be leashed when on the common elements. Owners who allow their pets off leash are subject to a \$50 fine.
- Dispose of pet waste in one of the 6 dog-waste cans located on the property. Pet owners who do not carry visible means to remove their pet's waste (e.g., a bag) are subject to a \$50 fine.
- No pets are allowed to run free in hallways or stairs.
- All animal bites or attacks should be reported to management staff and also the local county animal protection agency.
- Pet owners are solely responsible for any property damage, injury, disturbance or nuisance their pets may cause or inflict.

Additionally, pet owners are responsible for following all [Montgomery County Government Animal Control and Anti-Cruelty](#) laws.

Anyone with a pet-related problem should attempt to solve the problem with the pet owner in a courteous manner. If that fails, a written complaint should be sent to management staff in hard copy, by email, or through the maintenance ticketing system via [RCVcondo.com](#) website. The complaint should include all pertinent information such as dates, times, pet description, name of owner, and a full description of the complaint.

Management staff will attempt to mediate a solution to the problem. If this fails, the complaining resident can request a hearing before the Board of Directors (see page 15).

GRILL / PICNIC AREA & TOT LOT

RCV has a grill/picnic area and tot lot for all residents to use. At all times, these areas are used at the residents' own risk.

BICYCLE STORAGE ROOMS

RCV has 2 bicycle storage rooms that are accessible from the rear of the building (see page 17):

- 2408 Colston Dr.
- 2310 Colston Dr.

Residents who choose to store their bicycle need to:

- 1) Register their bicycle with management staff (see page 19)
- 2) Affix a registration sticker to their bicycle
- 3) Sign a Liability Release Form (see page 20)
- 4) Pay \$10 for a key to the building where the bicycle will be stored.

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Residents use the key to enter the building and then use the code 235 to enter the bicycle storage room itself.

Nothing should be stored in these rooms except bicycles and bicycle related accessories such as pumps, bike stands, bike locks, and related bicycle items. Periodically, management will check the registration numbers on bikes to keep the rooms clear of abandoned bikes. Additionally, management will remove all items stored that are not bicycles or bicycle related equipment.

OTHER STORAGE

No items should be stored in any areas other than bicycles and bicycle equipment in the bicycle storage room. This includes items left in common areas such as hallways and lobbies, and outside on the property. No resident may hang pictures, place furniture, or leave personal items in hallways, on the walls around their unit door, or outside on the property.

The only exceptions will be at the discretion of the Board of Directors.

RCV management staff will remove any personal property in common areas.

LOCKBOXES

Lockboxes are permitted only on the designated structure near the laundry room behind 8329 (see page 17). No lockboxes may be placed on any part of a building's exterior or interior, including trellis work, railings, or nearby plants. Management staff will remove lockboxes found anywhere on the property other than the designated area. The removed lockbox will be retained for 30 days for the owner to retrieve.

AC UNITS

Residents may install window AC units at their own expense. AC units should not exceed 12,000 BTU's and must be operated on a 110 volt, 20-amp grounded circuit with a 3-pronged outlet. The large electrical demand of an AC unit, even a small one, makes it necessary to put it on a separate line with a circuit breaker.

One grounded 'AC outlet' can be found in the living room of every unit at RCV. **Do not plug an AC into any other outlet.**

AC units must have a drainage hose that directs water away from the building's brick.

To install an AC unit in another room, the unit owner must hire an electrician to install a 20-amp grounded outlet for each additional AC unit. Each AC unit must be on a dedicated circuit breaker tied into the kitchen circuit breaker panel box. All AC units must be installed using the manufacturer's installation kit or other proper mount. AC units improperly mounted are subject to a \$100 fine.

AC fees are **not automatically deducted** but will appear on the monthly assessment invoice. For payment options, see AC Fees on page 3.

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ARCHITECTURAL CONTROL

Any improvements or additions to a 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).

Applications

Unit owners must fill out the appropriate application:

Form A: Application for Appliance Installation (see page 22)

Form B: Application for Structural Change (see page 24)

Form C: Application for Washer/Dryer Installation (see page 26)

Form D: Application for Lofting — all applicants must contact the county for the most current lofting information, applications, and permits (see page 28)

All work must be performed by a licensed contractor and conform to Montgomery County Code. The unit owner assumes sole responsibility for the work. In addition, the unit owner must obtain all required permits and submit a copy of each to management staff. Direct questions to management staff.

Dryer Vents

All clothing dryers must be vented through the exterior wall and/or roof deck of the building. A venting system installed through the wall must line up with any existing exterior vents and painted to match the brick.

The unit owner is responsible for any damage caused by water infiltration or leaks that result from the installation of the dryer vent and 12-inches around the penetration of the brick and/or roof deck.

If the vent requires penetration into the roof deck, the unit owner is responsible for a one-time expense for new flashing around the vent, which must be done by the Condominium's roof contractor to maintain the roof warranty.

A copy of the service ticket/invoice showing that the work was completed must be provided to the Condominium Site Manager.

All unit owners with a clothing dryer must have a venting system which complies with the above-stated requirements within 60-days from the date this Rule is adopted.

SMOKING & VAPING

Montgomery County law does not prohibit residents from smoking or vaping in their units. However, residents are responsible for keeping smoke and vape aerosols inside their unit. This may involve blocking airflow around doors and employing an air filtration system of sufficient strength and efficiency to purify the air before it escapes the unit.

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The [Montgomery County Board of Health](#) prohibits smoking or vaping in any common area of a multi-family residential property. This includes hallways lobbies, and laundry rooms. Additionally, there is no smoking or vaping within 25 feet of a playground.

BOARD MEETINGS

In accordance with [Montgomery County, Maryland law](#), the Board of Directors holds open monthly meetings. The Annual Meeting is in May. The Board may vote to skip meetings in months when attendance is low (e.g., December). This means there are typically 9 monthly Board Meetings and the Annual Meeting.

Recorded & Virtual Meetings

In accordance with [Montgomery County, Maryland law](#), Association meetings may be **recorded solely for the purpose of documenting meeting minutes**. The participants must be notified that the meeting is being recorded. **The recording must be deleted once the meeting minutes are approved**. These recordings shall not be distributed.

Since the start of the COVID-19 pandemic, Montgomery County, Maryland's Commission on Common Ownership Communities (CCOC) has permitted virtual meetings.

Privacy & Civility

No private information may be shared during open Board Meetings or the Annual Meeting. Residents' privacy must be respected. The Board President or management staff should **halt the meeting** and arrange another time to speak about private matters. This includes anytime someone shares private information about a resident or themselves.

Civility must be maintained during meetings. When anyone behaves in an argumentative, combative, or offensive manner, the Board President or management staff should **halt the meeting**. The meeting may resume when the problematic behavior will no longer disrupt the meeting.

DISPUTES & HEARINGS

Unit owners and residents should make every reasonable effort to resolve disputes between themselves before involving Management or the Board of Directors.

Management Staff's Role & Responsibility

Management staff will make every reasonable effort to resolve issues or complaints made by residents. When decisions have a financial impact on RCV, management staff will bring the issue to the Board. Additionally, issues that cannot be resolved by management staff must be referred to the Board and possibly to legal counsel.

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Hearings

When an issue or complaint has gone unresolved through prior efforts, any resident, including unit owners and tenants, can call for a closed hearing before the Board of Directors. Hearings will follow the procedures in accordance with [Montgomery County, Maryland law](#). They are typically 30 minutes long, during which:

- Each resident and unit owner involved speaks uninterrupted
- After this, each resident and unit owner involved has the opportunity to rebut uninterrupted
- The Board of Directors may ask questions before adjourning.

Through this process, the Board will learn the facts and determine a resolution. The Board will issue a decision in writing within 30 days. The Board's decision in the matter is binding. The resident or unit owner has the right to appeal the decision to the CCOC or a Maryland court.

Incivility, Verbal Abuse, & Personal Safety

Incivility and verbal abuse are not tolerated regardless of the parties' role at RCV. Consequences of verbal abuse may be determined in a hearing by the Board. Escalation may involve the police or other authorities.

Anyone who **fears for their safety should call 911** immediately. This includes residents, unit owners, contractors, management staff, and others on RCV property.

FOR SALE SIGNS

For Sale signs may be posted from Friday at 5:00 PM until Monday at 9:00 AM, and on holidays from 9:00 AM to 5:00 PM. The following types are permitted: window signs, two-legged metal signs, and directional signs. RCV Management and the Board of Directors have the right to deny For Sale signs.

SETTLEMENT STATEMENTS

New owners or their settlement agents must forward a copy of their deed or settlement statement to Abaris Realty, Inc., to show proof of ownership. Upon receiving a copy, Abaris will provide the unit owner with payment instructions (see page 2).

MOVING

There is a \$100 Move-In fee made payable to Rock Creek Village Condominiums.

New Resident Orientation

Thirty (30) days before or after moving in, all new residents must schedule a **mandatory New Resident Orientation** with someone in the management office by calling 301-585-4060. This orientation is mandatory. The move in fee is due at the orientation along with a copy of the lease or settlement sheet.

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Moving Hours

Moving hours are outside the [Montgomery County Quiet Hours](#):

- Weekdays from 7:00 AM – 9:00 PM
- Weekends and holidays from 9:00 AM – 9:00 PM.

Property agents and unit owners are responsible for informing tenants of these restrictions prior to their move date.

This rule also applies to receiving or removing heavy furniture or appliances. Violators are subject to a \$50 fine.

LEASES

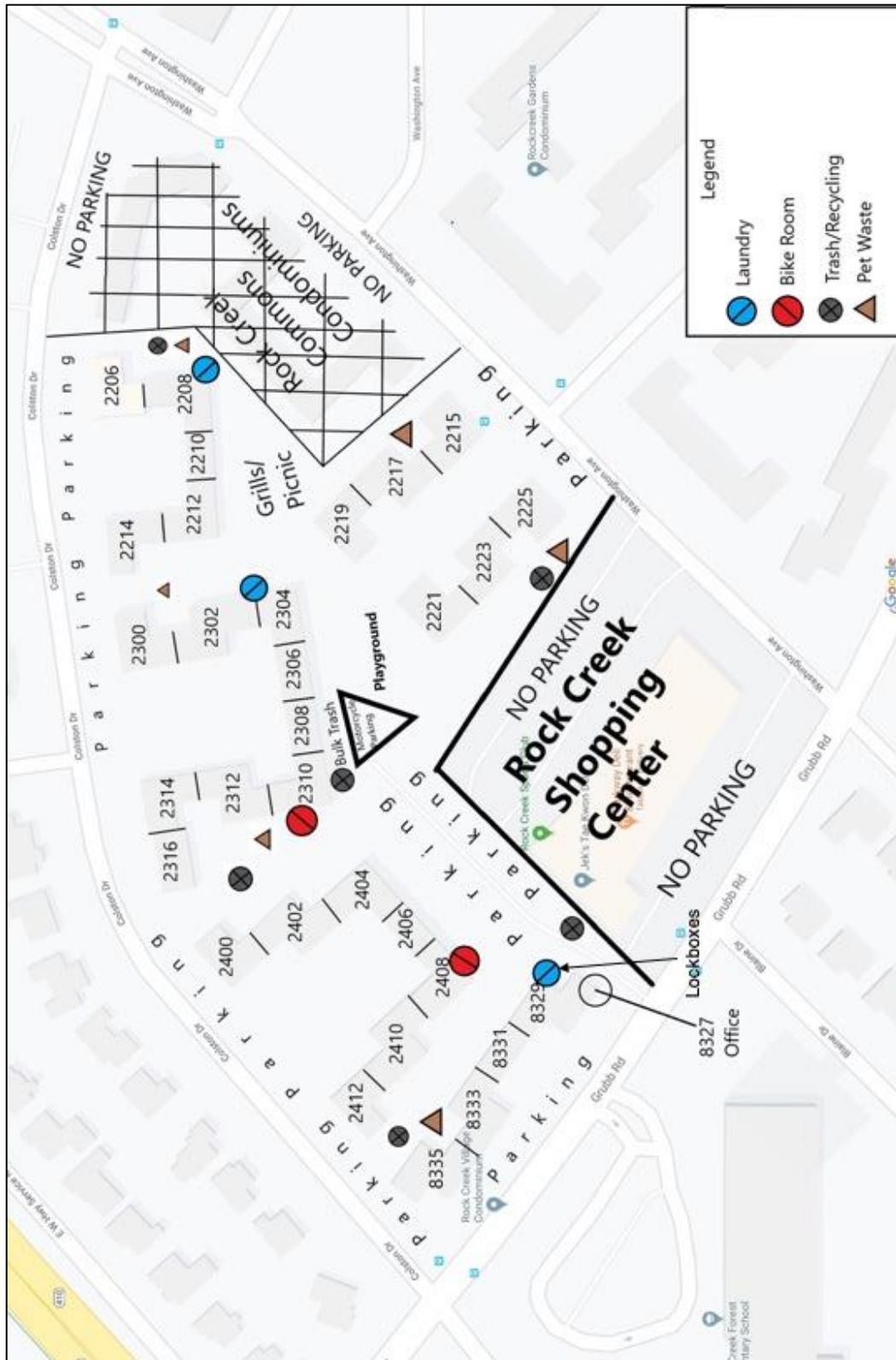
Unit owners or their agents may lease units in accordance with the following rules. **A copy of the current lease must be on file in the management office.** It must include the names of roommates, new tenants, and all home/mobile/work phone numbers. It is crucial to know who is living in the unit and how to reach someone in the event of an emergency. This protects the entire community. Unit owners or their agents can furnish this information by email, by submitting a Resident Profile form (see page 18), or by calling management staff at 301-585-4030.

RESIDENTIAL USE

All condominium units shall be used only for private residential purposes. Specifically:

- No portion of the unit, other than the entire unit, may be leased for any period
- No unit may be leased for transient or hotel purposes
- No lease shall be permitted for fewer than 6 months.

APPENDIX
Property Map





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Resident Profile Form



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Bicycle Registration Form



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Accident Waiver & Release of Liability Form

Resident(s) assume(s) all of the risks of using common amenities and/or participating in activities on the Rock Creek Village Condominium property, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by Rock Creek Village Condominium, or because of their possible liability without fault.

Signature: _____

Printed Name: _____

Building #: _____ Unit #: _____

Mobile or Home Phone: _____

Work Phone: _____

Email: _____



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Pet Registration Form



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ACC Form A: Application for Appliance Installation



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ACC Form B: Application for Structural Improvement

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ACC Form C: Application for First-Time New Washer/Dryer Installation

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ACC Form D: Application for Lofting

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