

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES

July 2014

WHEREAS, Article VII, of the Declaration of Covenants, Conditions and Restrictions (Declaration) for the Potomac Crossing Homeowners Association, Inc. (PCHOA or Association) establishes that the Board of Directors review and approve, in writing, requests for alterations to all changes, alterations of exterior additions upon the Property, and

WHEREAS, Article VII, of the Declaration for the Association establishes that, in the alternative, the Board of Directors may appoint an "architectural committee" to perform such duties, and

WHEREAS, the Board of Directors wishes to establish an Architectural and Environmental Control Committee (AECC) and procedures for its operation and for obtaining AECC approval and establish rules as to what the AECC (also referred to as Committee) will find acceptable or unacceptable;

NOW THEREFORE, BE IT RESOLVED THAT the following rules and procedures be adopted:

I. SCOPE OF THE AECC AND APPLICATION PROCEDURES.

A. Scope of AECC

The purpose of the AECC is to regulate the external design, appearance, use, location, and maintenance of homes in the Potomac Crossing community and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. The AECC relies on the appropriate County authorities to regulate the soundness of the construction and takes no responsibility in this regard.

B. Intent

THE GUIDELINES SPECIFIED HEREIN DO NOT BY THEMSELVES CONSTITUTE SPECIFIC OR GENERAL APPROVAL FOR ALTERATIONS TO ANY LOT OR STRUCTURE. ALL SUCH ALTERATIONS MUST FOLLOW THE APPLICATION PROCESS.

C. Operation of the Committee

1. The Board of Directors will appoint an AECC. The AECC shall be comprised of three (3) or more members designated from time to time by the Board. All AECC members will serve at the pleasure of the Board.
2. The members of the AECC will choose a committee chairman or co-chairmen from among the AECC members.
3. A quorum of three voting AECC members must be present at an AECC meeting for business to be conducted.
4. A majority vote of the AECC members is required to make any decision pursuant to the authority contained in this resolution.
5. The AECC will meet a minimum of once a month or as necessary to meet the 60 day deadline established by the existing Declaration of Conditions, Covenants and Restrictions (CCR's).

D. Application Process

1. In accordance with Article VII of the Declaration for PCHOA, "No building, fence, wall or other structure shall be commenced, erected, placed, moved or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made (including change in color) until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to the harmony of external design and location in relation to surrounding structures and topography and conformity with the design concept for the community of "Potomac Crossing" by the Board of Directors of the Association..."
2. EVERY LOT OWNER SHALL SUBMIT AN "APPLICATION FOR ARCHITECTURAL CHANGE" FOR ANY EXTERIOR ADDITION TO OR CHANGE OR ALTERATION TO ANY LOT OR STRUCTURE. SUCH APPLICATION SHALL INCLUDE THE FOLLOWING:
 - a) Details of the complete plans and specifications of the project, including the height, width, length, size, shape, color (sample if possible), materials, and location of the proposed improvement. An elevation view of the proposed change should also be included. Photographs of similar completed projects for comparative purposes would be helpful.
 - b) A Site Plan Map, Plat Map or scale drawing of the property is also required. This map should show the exact dimensions of the property and ALL improvements including those covered by the application. This site plan, also known as a HOUSE LOCATION SURVEY, should have been provided by the seller at the time you purchased your home. Distances from proposed alterations to nearest property lines(s) must be indicated.
3. The blank application may be photocopied without alteration to its contents. No modified versions will be accepted by the Committee.
4. Generally, AECC meetings will be held monthly or when needed in accordance with the 60-day deadline to deal with requests or complaints.
5. All applications must be in writing and submitted to management.
6. The AECC has sixty days (60) after receipt of all required information to approve or deny an application. If approved, all work must be started within six (6) months and completed within one year from the start of work. Applicants are encouraged to complete the work as soon as possible. During construction, the work site must be maintained in a neat and workman-like manner, and not extend beyond the boundaries of the individual lot.
7. If an application is denied, the reason(s) for the disapproval shall be stated as part of the written decision. The applicant may request reconsideration if he or she can provide the AECC with new or additional information which might clarify the request or demonstrate its acceptability.
8. Upon disapproval, the applicant may pursue an appeal to the Board of Directors in accordance with Section VII of these Rules and Procedures. The applicant may request a hearing before the Board of Directors of the PCHOA. The Board of Directors may affirm the AECC decision, or may modify or reverse the AECC decision by a vote of seventy-five percent (75%) of the Board members present at the meeting.
9. If the AECC does not act (approve or disapprove) within sixty (60) days after and application has been properly submitted, the applicant must request that the Board of Directors consider the application for approval.
10. Minor changes or associated conditions to a proposal deemed necessary by the AECC at the time of approval, to bring the proposal into technical compliance with these rules, will be specified by the AECC at the time of approval and considered part of the approved plan. If the applicant disagrees with any change in the application specified by the Committee, the application shall be considered disapproved and will have to be resubmitted for reconsideration at a subsequent meeting of the Committee.

11. Upon completion of the AECC approved request for construction or alteration(s), the homeowner may request a certificate of compliance. The AECC will then inspect the change to insure it has been stalled as approved. If the change has been completed as approved by the AECC, a certificate will be issued indicating such.

II. Architectural Rules.

A. Building Alterations and Additions

1. General

- a) Any exterior alteration must have the approval of the AECC BEFORE any work is begun.
- b) Any exterior addition or alteration to an existing building shall be compatible with the design character of the original building and community.

2. Painting

- a) Exterior color or tint changes shall be in harmony with the other homes in the community (e.g. Duron Exterior, Huron Historic Colors, etc.) Change in color of ANY exterior portion of the house, i.e. siding, roof, trim, door, shutters, bay window, porch, etc., requires AECC approval. Final color scheme must also be harmonious. Detailed description of resulting color scheme and color samples are required as part of the application process.
- b) Repainting a structure the existing color does not require AECC approval. Similarly, returning colors to the original scheme from an altered scheme does not require AECC approval provided that the final scheme matches the original scheme in all ways.

B. Fences and Walls

1. Chain link or other metal fence materials are prohibited. Other styles and types of fences will be considered by the Committee. ALL fences require the written approval of the Committee.
2. Split Rail fencing (two or three rails) with optional wire mesh, on the inside of the fence, is permitted for property separation. Other types of fences, including privacy fencing, will be considered. The top of any fence/post cannot exceed a height of six (6) feet from the ground.
3. No fence will be approved if its installation will obstruct sight lines of vehicular traffic.
4. Fencing will not be permitted to extend beyond the front most wall of the existing house structure.
5. No fencing will be constructed by homeowners on common area property.
6. Hedges planted for the purposes of creating a hedge fence along the homeowner's front property line are prohibited.
7. The finished side of any fence must face out from the lot upon which it is erected.
8. Alteration of fence color is permitted only by the use of allowable stain. Paint is not permitted. Allowable stains are defined as semi-transparent natural wood tones or opaque stains which are lighter of the dwelling's siding or trim color. Split rail fences may be stained semi-transparent wood tones or left unfinished. Any alteration in color requires prior AECC approval. Non-pigmented preservatives require no AECC approval.

C. Decks, Porches and Patios

1. In addition to the AECC rules, all decks, porches, Gazebos and patios must comply with county specifications.

2. Replacement without modification or repair of an existing deck, porch or patio does not require AECC approval.
3. Enclosed storage under a deck is permitted. (See Section I for rules on Sheds.)
4. No decks or screened porches shall be permitted in the front of any type of home.

D. Landscaping and Planting

1. The AECC encourages planting of flowers, trees, and shrubbery provided they are properly maintained by the owner. Such landscaping does not require AECC approval. See Section B. 6., Fences and Walls.
2. Landscaping projects that alter the lot topography and drainage patterns must have AECC approval.
3. All retaining walls must be made of either natural stone, masonry or pressure treated wood and must be approved.
4. Vegetable gardens must be located between the front line of the house and the rear property line and may not exceed in size more than 1/4 of this area.
5. No structure, planting or other materials shall be placed or permitted to remain in the easement which interferes with the installation and maintenance of utilities.
6. At no time will approved or unapproved landscaping be allowed to become unkempt or uncultivated in appearance. Failure to perform such trimming, pruning, weeding, and other routine maintenance of landscaping shall be deemed a violation of Architectural Controls.

E. Exterior Antennas

1. All Antennae installations must be approved in writing by the AECC/Board prior to installation.
2. All requests for approval must be submitted on the approved AECC change form and must follow all of the requirements on that form as well as those listed below.
3. Over-the-Air Reception Devices (T.V. Antennae).
 - a) No outside T.V. antennae will be permitted. All T.V. antennas must be placed inside the owner's home (e.g., attic).
4. Satellite and MDS dishes ("dishes") under one (1) meter in size.
 - a) In addition to the ACC rules, dishes must comply with county specifications and ordinances.
 - b) All dishes must be placed on the rear portion of the roof or at ground level provided it is located below the fence line on any enclosed rear yard.
 - c) The dish may not be placed within three feet (3') of any edge or the peak of the roof.
 - d) Some installations may be required to be camouflaged depending upon the location.
 - e) The dish must be black, white or gray.
 - f) Wiring must immediately enter the home. No wire will be allowed to be attached anywhere on the outside of the home.

5. If adequate reception may not be received with the above specifications, the AECC will consider different locations on a case by case basis.

F. Swimming Pools

1. Temporary child wading pools not exceeding twenty four inches (24") in depth are permitted provided the pool remains beyond the rear-most wall and within the sidewalls of the dwelling unit. No other above ground pool shall be permitted.

2. All in ground pools must meet all applicable codes, laws, and regulations with respect to construction, maintenance and safety requirements PRIOR to mandatory AECC approval.

G. Storm Doors

1. All types and colors of storm or screen doors require prior written approval of the Committee.

H. Doors, Siding and Windows

1. Changes to doors, siding or windows require AECC APPROVAL. Repaired or replaced doors, siding or windows which duplicate the design and color of the existing siding or windows do not require AECC approval.

I. Sheds

1. All sheds require prior written approval by the AECC.

2. Drawings, specifications and a color picture/brochure of a similar shed must accompany application.

3. Sheds shall be primarily of wood or of wood appearance, with no metal doors or roofs. Aluminum siding that matches the finish and color of the dwelling's siding is permitted. All other metal sheds are not permitted.

Sheds with wood finish shall either be natural wood, stained to match fence color, or a color similar to the siding and/or trim color of the dwelling.

4. Roofs must be pitched to conform with existing sheds and be shingled or give the appearance of shingles. All roofs must be black or similar dark color.

5. Enclosed storage areas below decks cannot exceed height, width and/or depth of the deck.

6. Sheds for Single Family Homes:

a) Sheds cannot exceed eight feet (8') for any dimension.

b) Sheds must be located behind the rear wall and between the sidewalls of the dwelling and not visible from the front of the dwelling. If a six (6') foot privacy fence is erected, the shed may not be located closer than then (10') feet to the fence.

7. Sheds for Townhouse Homes:

a) Sheds shall be constructed adjacent to a six foot (6') privacy fence with the shed no longer or higher than the fence; fences of equal length must be constructed on each side of the Property.

b) The shed may not exceed six feet (6') in height (at the peak), nor may its floor area exceed 32 square feet, nor may its length or width exceed eight (8') feet in either direction.

J. Chimneys and Metal Flues

1. Except for construction by the original builder, chimneys must be made of masonry or, if containing a metal flu, enclosed in the same material as the exterior of the home.

K. Playground Equipment

1. AECC approval is required for the installation of permanent playground equipment (non portable).
2. Playground equipment shall not be permitted to extend beyond the property line of any lot, and is only permitted to be installed in the backyard.
3. AECC approval is required for the installation of permanent basketball hoops.
4. No skateboard ramps are permitted on any lot.

L. Hot Tubs and Spas

1. Hot tubs and spas require the prior written approval of the Committee.
2. Hot tubs and spas must be provided with adequate privacy screening and a safety cover which meets the requirements of applicable laws and regulations.

M. Firewood

1. Firewood must be stored in accordance with County guidelines and may not be stored in the front of the home.

N. Exterior Decorative Objects

Approval is required for all man-made exterior decorative objects which are visible from the street. Exterior decorative objects includes, but are not limited to, such items as bird baths, wagon wheels, sculptures, fountains, pools, freestanding poles of all types, windmills, and items attached to approved structures.

O. Exterior Lighting

No exterior lighting shall be directed so as to illuminate areas outside the applicant's property. Lighting which is part of the original structure must not be altered without AECC approval. Applications for exterior lighting should include wattage, height of light fixture above the ground and a complete description, including material, and location of the fixture on the property. Holiday lighting is permitted from December 1st to January 31st and does not require AECC approval.

P. Signs

Signs, other than a single sign for selling or renting a property, are prohibited.

Q. Flagpoles

1. Temporary (removable) flagpole staffs which do not exceed six feet (6') in length and which are attached at an incline on the front wall or pillar of the home need not have AECC approval.

R. Permanent Grills

1. Permanent gas grills must be placed in the rear of the house and conform with Montgomery County law. AECC approval is required.
2. Barbecue pits of permanent structure must have AECC approval. They are permitted in rear yards only and cannot exceed a height of five feet.

S. Attic Ventilators

1. Attic ventilators must be flush mounted and must match the roof color. Ventilators mounted on the roof should be in harmony with the existing units in the community and mounted on the rear slope of roof or rear facing gable. No AECC approval is required.

T. Sidewalks, Pathways and Other Pavement

1. Any alterations or additions of sidewalks, pathways, driveways, and other ground-level pavement require AECC approval. All other forms of pavement shall be approved by the Committee.

U. Gutters and Downspouts

1. Gutters and downspouts must be consistent with the overall color scheme of the home or as originally installed by the home builder.

2. Repaired or replaced gutters and downspouts must match the existing gutters and downspouts. Any additional installations of gutters or downspouts or changes in color require AECC approval.

V. Mailboxes

1. Mailboxes and mailbox posts should be well maintained and kept in good repair. They should be located so as to not obstruct sidewalks or sight lines and must be in accordance with postal regulations. Replacement does not require AECC approval. Deviation from neutral colors or materials or from conformity with the colors and materials of the dwelling unit require AECC approval.

2. Visible rust, rot, deviation from vertical integrity, or other damage shall necessitate immediate repair or replacement.

W. Trash and Recycling

1. Trash cans, recycle bins or any other items for collection must be stored OUT OF SIGHT and not placed at the curb until the evening before trash day. Emptied cans should be removed from the curb promptly.

X. Compost Containers

Compost must be stored in an enclosed container located behind the rear wall and between the side walls of the dwelling.

Y. Mowing

1. Turf areas need to be mowed at regular intervals, maintaining a maximum height of six inches (6"). Homeowners are strongly encouraged to take reasonable measures to maintain a healthy lawn, including watering, fertilization, and weed control.

Z. Renewable Energy Devices

1. All renewable energy devices including, but not limited to, solar panels, solar water heaters, wind turbines, and similar devices require prior written AECC approval.

2. All conduits, connections, fasteners, etc. must be concealed and/or colored to match the house to the greatest degree possible.

3. Solar panels must be installed as close to the roof surface as possible.

4. Solar panel framing shall be black, or a similar dark color to match roof shingles.

AA. Clothes Lines

1. Per Article VI, Section 3. of the Declaration for PCHOA, no clothes lines or other exterior clothes drying apparatus shall be permitted.

III. Local Building, Work Permits and Architectural Soundness

1. AECC approval is required in addition to applying for any State or County permit(s).
2. Approval of any project by the Association does not waive the necessity of obtaining the required local permits.
3. Obtaining the County or State permits(s) does not waive the need for AECC approval.
4. The AECC will not knowingly approve a project which is in violation of the local building or zoning codes or in violation of the CCR's of record.
5. The purpose of the Committee is to regulate the external design, appearance, use, location, and maintenance of PCHOA and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. It is not to approve the structural soundness of the proposed change. The Committee relies on the appropriate County authorities to regulate the soundness of construction and takes no responsibility in this regard.

IV. Maintenance of Property

A. Each homeowner is responsible for the maintenance of all structures and landscaping located on his property to include such items as decks, fences, storage areas, gardens, shrubbery, and trees. The following are examples of basic maintenance violations:

1. Peeling paint on home, porch, garage or other structures such as sheds.
2. Broken fences or missing sections.
3. Decks sagging or showing excessive warpage of component timbers.
4. Playground equipment leaning, rusty or missing components.
5. Broken window(s) or door(s).
6. Siding damaged, or excessively mildewed, severely discolored or faded.
7. Shutters broken, in need of painting, reattachment, or missing.
8. Missing house numbers (note - all numbers must comply with County regulations which require that new or replacement numbers must be six inches in height).
9. Sidewalks, driveways or other pavement broken, heaved, or sunken.
10. Piles of grass, leaves, shrubbery, clippings, and tree branches.
11. Dead, overgrown or otherwise neglected gardens, shrubbery, or trees.
12. Rusted mailboxes, leaning mailbox posts.
13. Broken handrails, porch railings or missing sections.
14. Unsightly storage of discarded, unused or inappropriate items outside of home.

15. Rotting exterior woodwork.

V. Inspection

A. The AECC may conduct walking survey of the community once a year for compliance with architectural standards as stated in the PCHOA Covenants and Restrictions and these Rules. When feasible, a Board member or other Board-designated member of PCHOA will accompany the AECC on their inspection. Alternatively, a professional inspector may be employed at the discretion of the Board of Directors.

VI. Violations and Enforcement.

A. All complaints must be signed and submitted in writing to the AECC in care of management. Anonymous complaints will not be considered.

B. Upon receipt of the written complaint, the members shall execute the following procedures:

1. The Chairman will appoint one member to investigate the allegation. If no violation is discovered, the complainant will be informed in writing by the Committee. If there is a violation, the AECC will take the necessary action.

2. Upon confirmation of the violation, the AECC shall notify the violator in writing that the violation must be corrected within fifteen (15) days. The homeowner in violation may request a time extension for extenuating circumstances upon receipt of the notice. If the violator does not correct the violation within the time allowed and does not submit just cause for non-compliance, the problem will be referred to the Board of Directors for appropriate action as provided for in the CCR's for PCHOA, Article VII, Section II.

3. In all cases, the name of the alleged violator will be kept confidential until the violation has been established.

4. The name of the complainant shall be kept excluded from all communication with homeowner alleged to be in violation.

VII. Existing Alterations Which Do Not Conform To These Rules

A. Existing alterations, structures, objects, etc. which do not conform to these guidelines, but were properly approved by the AECC do not have to be removed or altered and are not considered to be in violation of these rules.

B. Existing alterations, structures, objects, etc., which are in violation of these rules, and have not been approved by the AECC, are considered to be in violation of Section VII of the CCR's.

VIII. Liability and Indemnification

A. All duly appointed officers and members of the AECC are protected from legal action against them, as accorded Board of Directors and Officers as set forth in the By-laws, Article VII, Section I, of the PCHOA Covenants.

IX. Amendment.

A. This policy may be amended from time to time in accordance with the Declaration and By Laws for the Association and/or applicable laws.

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomacrossinghoa.org>

Policy Resolution for Collection of Assessments

Whereas, Article V of the Declaration of Covenants, Conditions and Restrictions (Declaration) for Dufief Mill Estates Homeowners Association, Inc., t/a Potomac Crossing Homeowners Association, Inc. (Association), requires each unit owner to pay to the Association, in advance, a sum, hereinafter referred to as "assessments", equal to the homeowners' proportionate share of the annual expenses of the Association; and

Whereas, Article VI of the Declaration for the Association provides that any assessment not paid when due will be delinquent and will bear interest at the maximum rate allowed by law; and

Whereas, Article VI of the Declaration for the Association further provides that the Association may claim the amount of such delinquent assessments, together with interest thereon, late charges, the actual costs of collection, and reasonable attorney's fees, as a lien upon the lot against which it is assessed; and

Whereas, Article VI, Section 3 of the Declaration for the Association provides that, upon the default in the timely payment in any one or more quarterly assessment installments, the entire balance of the annual assessments may be accelerated and be due and payable in full; and

Whereas, Article V, Section 3 of the By Laws for the Association establishes that the powers and duties of the Board of Directors shall include the establishment, collection, use and expenditure of assessments and carrying charges from the members and for the assessment, the filing and enforcement of liens therefore in a manner consistent with law; and

Whereas, it is the intention of the Board of Directors for the Association to establish an updated policy for the collection of homeowner's association assessments.

Now, Therefore, Be It Resolved That, in support of the above, the following will be the procedure of the Association for the collection of assessments:

- I. The assessment for the Association will be an annual assessment collected in equal quarterly installments due on the first (1st) day of each quarter. Special assessments shall be due in accordance with conditions set when adopted.
- II. All payments received shall be applied in the order of priority established in Paragraph X below. Any balance remaining due after application of payments shall be collected as provided in this Resolution.
- III. Any assessment which remains unpaid on the fifteenth (15th) day after the due date shall be considered late and subject to the penalties listed herein.
- IV. A late charge of \$15.00 will be imposed for each quarterly assessment payment that is past due for at least fifteen (15) calendar days, although a late fee shall not be imposed more than once for the same delinquent payment. The quarterly assessment payments are due annually on: January 1, April 1, July 1, and October 1.
- V. After an account is past due by fifteen (15) days, the Association shall promptly send by regular mail (to the last known address on file) a "late notice" to each owner who is late in paying assessments. The late notice shall reiterate to the delinquent homeowner the following:
 - a. A late fee of \$15.00 has been added to the account, as set forth in paragraph IV hereinabove;
 - b. The entire balance of all assessments due in the current fiscal year may be accelerated and become due as set forth in paragraph VI herein below; and

- c. If the owner's account is delinquent during any fiscal year and remains delinquent into the succeeding fiscal year, then the entire balance of all assessments due in the succeeding fiscal year will automatically be accelerated and become due, as set forth in paragraph VII herein below; and
 - d. Interest may be charged, on any unpaid assessments at the maximum legal rate permitted by the State of Maryland from the due date forward until the account is brought current.
- VI. If a delinquent owner's account is not paid in full within two quarters (180 days) after the due date of any unpaid assessment, then the entire balance of all assessments due in the current fiscal year may be accelerated.
- VII. If a delinquent owner's account is delinquent during any fiscal year and *remains* delinquent into the succeeding fiscal year and the owner has been sent the notice described in Paragraph V, then the entire balance of all assessments due in the succeeding fiscal year will automatically be accelerated and become due immediately on the first day of the succeeding fiscal year without further notice or action of the Board of Directors. The Association may take any action to collect the assessments for the succeeding fiscal year, as well as to collect the assessments for any previous fiscal years that are due as allowed by law.
- VIII. The Board of Directors, either directly or through its management agent, will turn over a delinquent account to legal counsel for collection if a delinquent account has an unpaid balance due that is greater than four (4) quarterly installments and the balance spans more than one calendar year.
- IX. If and when a delinquent account had been turned over to legal counsel to collect any amounts due, the association (either directly or through its management agent or legal counsel) may take any legal action permitted by law, including, but not limited to:
- a. Filing of a lien pursuant to and under the Maryland Contract Lien Act, as amended, or other applicable law, and/or
 - b. Filing of a legal action in the appropriate Maryland court.

The owner shall be responsible for all fees, interest and costs associated with collection proceedings as allowed by law and the Association's governing documents including, all legal fees incurred to collect any amounts due and, in accordance with the governing documents of the Association and applicable law, any lien or legal action may include a claim for assessments, interest, late fees, legal fees, costs of collection, fines and any other sums due to the Association.

- X. Priority of Payments. All payments made shall be allocated in the following order of priority :
- a. Charges for legal fees;
 - b. Court costs and other costs of collection;
 - c. All late fees and accrued interest;
 - d. Any outstanding unpaid fines;
 - e. Any special assessment or other charge levied against the owner or property;
 - f. The assessment amount (annual or supplemental) beginning with the oldest balance.
- XI. This Resolution establishes the procedures for collection of any amounts due to the Association, pursuant to its governing documents and/or applicable law, including but not limited to assessments, interest, fines, costs, and legal fees, and hereby supersedes and replaces any and all other resolutions regarding the collection of Assessments adopted by the Association; namely, the Policy Resolution for Collection of Assessments adopted May 1997.
- XII. It is the homeowner's responsibility to keep the Association or its managing agent informed of the proper and current address for the billing of assessments.

Effective Date: January 1, 2015

Adopted by Resolution of the Board of Directors on June 9, 2014 at a meeting of the Board of Directors at which a quorum was present and a majority of the quorum voted in favor of the Resolution.

POTOMAC CROSSING HOMEOWNERS ASSOCIATION, INC.

Policy Resolution for Vehicle Parking and Storage

Reaffirmed: March 11, 2013

WHEREAS, Article IV and Article VII, Section 7, paragraph (d) of the Declaration of Covenants, Conditions, and Restrictions for the Potomac Crossing Homeowners Association, Inc. imposes certain restrictions relating to the parking of vehicles upon the Property, and

WHEREAS, Article IV, Section 1, paragraph (c) of the Declaration of Covenants, Conditions, and Restrictions acknowledges the right of the Potomac Crossing Homeowners Association, Inc. to adopt reasonable rules respecting the use of the common elements and community facilities upon the Property, and

WHEREAS, Article VII, Section 10 and Section 11 of the Declaration of Covenants, Conditions, and Restrictions for the Potomac Crossing Homeowners Association, Inc. empowers the Board of Directors to adopt and publish reasonable rules and regulations governing the use of the common elements and facilities, the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof, and

WHEREAS, The Board of Directors for Potomac Crossing Homeowners Association, Inc. desires to promulgate and enforce a comprehensive policy in support of Article VII, Section 7, paragraph (d) of the Declaration of Covenants, Conditions, and Restrictions and consistent with law, By-laws and consistent with applicable law,

NOW, THEREFORE, BE IT RESOLVED THAT, in support of the above, the Board of Directors for the Potomac Crossing Homeowners Association, Inc. hereby declares and adopts the following policy and procedures governing vehicle parking and storage:

I. PARKING RESTRICTIONS

- A. Parking is not permitted on the Lots other than in the garage or on the driveway.
- B. Vehicular parking shall be permitted in the Common Areas only within those areas that are appropriately lined or striped with white lines.

II. PROHIBITED VEHICLES

- A. Pursuant to Article VII, Section 7, of the Declaration of Covenants, Conditions, and Restrictions (Declaration), the following vehicles, as defined, are prohibited from parking upon the Property of the Association:
 - 1. Boat: Self-explanatory.
 - 2. Commercial Vehicle: Any vehicle, except as otherwise described herein, which openly displays any ladders, pipes, lumber or other construction materials, commercial equipment or debris, including private pick-up trucks which carry such materials, or is registered or licensed for commercial purposes or for hire.

3. Hazard: Any vehicle parked in an area that can impede access of emergency vehicles, parked in a marked fire lane, which impedes the safe ingress and egress of private automobiles, which is carrying hazardous materials, or is leaking oil, gasoline, or other fluids.
4. Junk Vehicle: Any vehicle which is inoperable or on which current license plates or registration stickers are not properly displayed, or which has one (1) or more flat tires and/or has not been moved under its' own power for a period of seven (7) days or more.
5. Motor Home: Any self-propelled camper.
6. Stored Vehicle: Any vehicle that remains unmoved in the common parking areas or driveways for a period exceeding thirty (30) days.
7. Truck: A truck is a vehicle with a non-passenger area greater than seven feet (7') tall, eight feet (8') long and/or seven feet (7') wide and/or having more than two (2) axles or more than four (4) wheels.
8. Trailer: A trailer is any vehicle which is drawn by another vehicle having motive power but is incapable of motive power by itself.
 - a. Boat Trailer: A trailer utilized for the purposes of transporting a boat or other water craft.
 - b. Camper: A camper is any vehicle drawn by a car, truck, or other vehicle and is used as a temporary or permanent dwelling.
 - c. House Trailer: Same as camper.
 - d. Tractor Trailer: A truck utilized for the purpose of drawing a trailer.
9. Vehicle with Commercial Lettering and Signs: Any vehicle which displays writing, logos, or advertisements, except vehicles of a governmental agency.

III. OTHER RESTRICTIONS

- A. No motorbikes, go-carts, all-terrain vehicles (ATV's), or other unlicensed motor vehicles may be operated upon the Common Elements. No vehicles, either licensed or unlicensed, may be operated upon the Common Elements except in those areas of the Common Elements specifically designated for such purposes.
- B. No extraordinary repairs or maintenance may be performed upon any vehicle while upon The Property, Lot or Common Elements.

IV. ENFORCEMENT:

- A. The owner of any vehicle that is in violation of the provisions of I. and II. above, if readily identifiable, shall be notified in writing by the Board of Directors or its agent to remove such a vehicle from said premises or otherwise correct the violation within a period not less than forty-eight (48) hours of notification. Such notification may include a written notice to the vehicle owner and/or the posting of notification of the intent to remove the vehicle upon said vehicle.

- B. Following the expiration of the time period described in paragraph A, vehicles which are not removed, or for which the violation has not otherwise been corrected by the vehicle owner within the specified period, may be removed from the Property 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.

- C. In addition to or in lieu of the above, the Association may pursue any other enforcement measures and/or legal means available to secure compliance with this policy.

V. This policy may be amended from time to time in accordance with applicable provisions of the Declaration and By-Laws of the Association and of applicable statutes

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

May 13, 2013

Recycling Containers

Recycling containers may be placed on the curb no earlier than sundown on the evening before pick-up or by 7:00am on the day of collection.

Residents must remove their recycling containers by 9:00 p.m. on the day that recycling is collected.

All residents are reminded that recycling containers must be kept out of view at all other times, either in garages or in back yards.

Townhome residents may store their 10 gallon blue bin in front of unit, only **if** the bin can be hidden from view behind shrubbery or planters. Bins may **not** be stored on front steps or sidewalks.