

**4720 Chevy Chase Drive
Condominium Association**

HOUSE RULES

Revised March 2023

HOUSE RULES

PURPOSE: The residents of the 4720 Chevy Chase Drive Condominium Association have developed the following House Rules to ensure a comfortable and attractive living environment for the community. Your cooperation in adhering to these rules is greatly appreciated.

By no means is this House Rules document all inclusive. It was created as a reference guide for the most frequently asked questions pertaining to issues and concerns of the building. Owners and tenants are encouraged to reference the condominium By-Laws for explicit and detailed explanations of rules and laws governing this condominium.

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IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION

EMERGENCY FIRE & RESCUE.....911

POLICE.....911

POLICE NON-EMERGENCY.....240-683-6520

WASHINGTON GAS EMERGENCY.....703-750-1400

PEPCO EMERGENCY.....877-PEPCO62

WASHINGTON SUBURBAN SANITATION (WSSC)
EMERGENCY.....301-206-4002

WASHINGTON SUBURBAN SANITATION (WSSC)
NON-EMERGENCY.....301-206-WSSC

OAKBROOK MANAGEMENT.....301-651-2182

OAKBROOK PROPERTY MANAGER (Matt Potts).....301-654-5107, (ext. 2)
EMAIL.....mattp@oakbrookmgmt.com

OAKBROOK MANAGEMENT EMERGENCY / AFTER HOURS..301-421-5845

ACCESS TO UNITS FOR MAINTENANCE & EMERGENCIES:

KEY POLICY: Each unit owner's exterior door facing the hallway must be keyed to the building's master key unless Board permission is obtained to provide an alternative means of access. The building's master key is supplied to the Condominium Association for use by the Association (and its duly authorized agents or employees) to enter units:

- 1) To make repairs when the repairs reasonably appear necessary for public safety.
- 2) To perform any repairs or maintenance required or authorized by the Condominium By-Laws.
- 3) To prevent damage to other portions of the Condominium (including the common elements and units).

In the event of emergencies such as water leaks, gas leaks, fire or similar emergencies, quick access to your unit may be necessary in order to protect occupants and the building without prior permission of unit owners/occupants. In such cases, the building management may utilize the most practical means available under the circumstances to gain immediate entry. A note will be left in the unit that the entry has been made and the owner/occupant will be informed of the result. Any and all damages to the unit by emergency personnel is the responsibility of the owner.

Unit owners/occupants are responsible for providing access to their units for contractors whether they are, 1) selected by the building management or 2) privately arranged by the unit owner/occupant. Unit owners/occupants have the responsibility of finding someone to accompany these individuals during inspection/maintenance. When building management arranges for building-wide contractor services (e.g., convector servicing), schedules will be posted. If residents are unable to be personally present to allow access for the posted maintenance schedule, they must contact building management to facilitate special arrangements (e.g., notification that the master key should be used by building management to enable performance of these services).

ACCIDENTS:

Any accident or injury which occurs on common property areas and grounds of 4720 Chevy Chase Drive Condominium must be immediately notified in writing to the building management to facilitate insurance investigations.

ADMITTANCE TO BUILDING:

To admit guests, employees, delivery, or tradespersons, push "9" on unit telephone to release front door lock.

Residents unable to be present for the admittance of employees (such as cleaning people, babysitters, etc.) or tradespersons, delivery services or guests, must leave their keys and/or make arrangements with another resident. Non-residents are to be admitted only via the Entry

System and only by the resident with whom they have business or, with written authorization by management. Residents who admit individuals other than those with whom they have business may be liable for any resulting breach of security.

****DO NOT PROP OPEN DOORS OR ALLOW TRADESPEOPLE TO PROP OPEN DOORS****

BICYCLES:

Bicycles are to be brought in and out of the building only through the back door entrance on the parking lot side. Bicycles are not allowed in the lobby and may not be stored in the stairwells. Bicycles may be stored at the owner's risk in the bicycle racks in the garage alongside the Condominium driveway. **Reminder:** Keep garage door locked at all times.

BOARD OF DIRECTORS:

The Association Board of Directors consists of five (5) members, the majority of which must be unit owners, who serve 3-year terms. They are elected at an Annual Meeting in May. The Board of Directors has all the powers and duties necessary for the administration of the affairs of the Association and the condominium building according to the By-Laws of the Association and the laws of the State of Maryland. They oversee the annual budget.

The Board is NOT an owner/occupant's first resource for building maintenance requests or problems. ALL BUILDING MAINTENANCE QUESTIONS/REQUESTS ARE TO BE DIRECTED TO THE BUILDING MANAGEMENT.

All residents are encouraged to run for vacancies on the board and/or volunteer their expertise on condominium committees. Examples of past committees are Parking, Landscaping, Interior and Holiday committees.

COMMON AREAS:

Sidewalks, entrances, hallways, and stairwells of the building are not to be obstructed or used for any purpose other than entrance or exit from the condominium units. Entrances, hallways, lobby, stairwells, elevator, grounds, and other public spaces may not be used for soliciting or play. Unit owners will be held responsible for the actions of their children, tenants, guests, employees, and pets in common areas both outside and inside of the building.

No article shall be placed in any of the hallways and stairwells which may obstruct or impede passage, not shall any fire exit be obstructed in any manner. Owner/Occupants may not place any items such as pictures, flowers, plants, doormats, and the like in the corridors of the building. Any such items shall be removed.

Unit owners will be held responsible for the actions of their children, tenants, guests, employees, and pets in common areas both outside and inside of the building.

The lobby is to be used only for waiting and passive sitting activities by owners, residents, and their guests.

NO SMOKING is allowed in any common area.

Solicitation for any purpose is strictly prohibited in the common areas of the building. Under no circumstances will the lobby be used for the purposes of solicitation or partisan politics.

Meetings for residents and owners sponsored by the Board of Directors for the purpose of conducting Association business or residential social events may be held in the lobby.

Flowers, shrubs, and plants in outside common areas may NOT be picked, trimmed, or altered in any way. Owners/Residents may not plant any items in outside common areas. Direct your landscaping questions to the current Landscaping Chair or to the Management Company.

Car washing is permitted with the use of building water/hoses, etc. at the rear outdoor faucet. Please be sure water is completely shut off and the hose is recoiled when finished. Use of hose is not permitted for this purpose while it is being used by the Landscaping Committee or Contractor.

Open house signs may be posted on County right-of-ways during the day of an open house event. The Association will display a sign at the front of the building advising of units for sale or rent. Interested parties should contact the management company to have the sign displayed. No other signs are allowed.

COMMUNICATIONS:

Residents should regularly check the lobby bulletin board for notices from the board of Directors and/or building management.

Meeting minutes from the Board of Directors meetings and other pertinent information will be distributed by email to residents who wish to receive them.

COMPLAINTS:

Complaints should be communicated to building management by phone or email. Complaints concerning employees or contractors of the Association should be directed to the management company in writing.

CONDOMINIUM FEES:

All condominium fees and assessments are due on the first of the month. Instructions on payment will be provided by building management. A late fee of ten percent of the assessment will be charged if payment is received after the 15th of the month. Late fee charges/liens are covered in the By-Laws.

DELIVERIES:

Residents unable to be present for the admittance of delivery services must leave their keys and/or make arrangements with another residents.

All deliveries or pick-ups of large items must be made via the rear parking lot.

Residents are responsible for posting a cell phone number on the delivery truck, so that residents whose cars are blocked have a contact number to request movement of the truck.

EMERGENCIES:

Emergencies involving fire, police or ambulance are to be reported immediately to 911.

Gas leaks or suspected gas leaks must be reported to the gas emergency phone number at (703) 750-1000. Report these to building management or Board of Directors only after notifying the gas company.

Electrical emergencies should be reported to PEPCO at (202) 833-7500.

Plumbing emergencies involving a common area should be reported to building management. If not related to a common area, owners should contact their own plumber.

The emergency/after-hours number for the building management is (888) 333-4252.

FACE COVERING RULE:

The state of emergency and catastrophic health emergency proclaimed by the Governor of the State of Maryland on March 5, 2020, to control and prevent the spread of COVID-19 within the state was lifted, effective July 1, 2021, and the Governor, relying on guidance of the U.S. Centers for Disease Control and Prevention (CDC), lifted the State of Maryland Face Coverings Order of April 15, 2020 that required face coverings to be worn inside in any setting but stated that private businesses and workplaces are free to put in place their own policies or guidance and that local jurisdictions are free to use their own emergency powers on these matters. Effective February 21, 2022, the Council of Montgomery County, Maryland (Council) terminated the mandate requiring masks or face coverings indoors in locations accessible to the public, but restated CDC guidance that recommends that individuals who are unvaccinated should continue to wear masks or face coverings when indoors or in crowded areas to minimize the potential spread of the virus. The Council stated its intention to continue to monitor COVID-19 trends and developments with the Montgomery County Executive and the County's public health experts, in case further action is needed to counter another surge of COVID-19. In light of the above, effective April 28, 2022, the Association amended the Face Covering Rule previously adopted by the Board on June 23, 2020, as follows:

Until further notice, the Association will follow Montgomery County orders regarding face coverings in indoor public spaces. In the event that Montgomery County shall issue an order requiring the wearing of face coverings in indoor public spaces, the Association shall, effective of the effective date of such order, require all occupants of 4720 Chevy Chase Drive, including owners, residents, guests, contractors, and invitees, to wear face coverings in all indoor spaces of the common elements of the condominium, including

the lobby, mail area, hallways, laundry rooms, elevator, basement, and trash rooms of the building located at 4720 Chevy Chase Drive, Chevy Chase, Maryland. This requirement to wear face coverings shall remain in place until Montgomery County lifts its order requiring face coverings to be worn in indoor public places. All occupants are reminded that it is recommended that **all individuals who are unvaccinated should continue to wear masks or face coverings when in any indoor spaces of the common elements of the condominium. Additionally, all occupants are welcome and encouraged to continue to wear face coverings.**

FEEDING ANIMALS:

“Residents may not install any type of birdbath or any type of bird feeder on or near the premises. Likewise, no one is to put out any type of food for squirrels, birds, or other animals.”

LAUNDRY FACILITIES:

The hours of operation for all laundry rooms are 8:00 am until 10:00 pm, seven days a week.

Utility sinks and coin operated washers and dryers are located on each of the five floors. Please read the operating instructions carefully before operating machines. Do not overload washers and dryers. Do not use washers to dye fabrics or to wash rugs or heavy items.

Please remove your laundry from the machines promptly and leave the laundry room clean. Trash cans are provided for lint screen cleaning and discarded detergent boxes, etc.

Report machine breakdowns/malfunctions to building management as soon as possible. Please leave a sign on the machine indicating that it is “out of order.”

MAINTENANCE & REPAIRS:

All building maintenance questions should be directed to building management. If you are experiencing a problem with an item or condition which serves more than your unit, please contact building management for assistance.

It is the duty of unit owners to maintain and repair their individual units. The unit is defined to include wall and ceiling plaster. The Association will not make repairs to units except when the damage is covered by the master insurance policy or when the damage is caused by Association negligence.

Report Water Infiltration Problems Immediately:

Unit owners and residents should **report evidence of water infiltration immediately (ideally within 24 hours)** to the management company (Aubinoe Management) by phone at (540) 349-3000 and/or email to the Aubinoe community manager, Margo Heine (margo@ala-inc.com). Unit owners and residents should also be sure to **take steps to minimize the potential damage until the cause can be determined and repairs have been made.** The management company can assist with arranging for temporary remediation efforts, with

financial responsibility to be assessed once the cause has been determined. This timely response will save money, whether the unit owner or the Association is ultimately held financially responsible. The failure to report damage immediately may render it impossible to ascertain the cause of the problem and the unit owners of affected units could be liable for all damages.

Convactor Maintenance Service Arrangement:

In general, the maintenance/repair of all individual unit appliances and fixtures (see By-Laws) are the responsibility of the unit owner. However, for economies of scale, the Association currently undertakes common maintenance for in-unit convectors. An initial maintenance is organized by building management through a building services contractor at the beginning of cooling season. A second common maintenance service will be arranged by the management company's technician mid-way during the cooling season. Additional maintenance checks can be requested by individual owners, who will be financially responsible for any subsequent preventive maintenance. Maintenance schedules will be posted for the arrangement of unit access.

To avoid water damage, windows near operating convectors should be closed. Open windows next to operating convectors will lead to condensation on or around the vented discharge area of the convector due to the difference in temperature. ***Any amount of moisture over an extended period of time could cause damage.***

Unit owners will be notified of malfunctioning convectors. Owners may choose to instruct the current service contractor to make repairs at owner's expense. **Except in an emergency, HVAC convector units can only be replaced during seasonal changeover periods.**

Owners/Occupants are strongly encouraged to consult Association By-Laws for details. All residents are urged to cooperate with the scheduling and undertaking of common area repairs and/or repairs required within their unit to address problems in another unit.

Malfunctioning Convectors:

1. **Unit Owner Responsibility.** Unit owners are responsible for properly maintaining their convectors and for any damage to their own units as well as to other affected units caused by the malfunctioning convectors.
2. **Investigation & Determination of Cause; Emergency Repairs.** If an owner's malfunctioning convector is suspected of causing damage to another unit, the management company will contact the owner and arrange for the Association's HVAC contractor(s) to investigate the cause, make emergency repairs, and provide a written estimate for any other required repairs to the management company. If the malfunctioning convector is determined to be the cause, the management company will notify the unit owner and provide a copy of the estimate. The unit owner can elect to have the repairs performed by the Association's contractor(s) or make independent

arrangements for further investigation and repairs, provided that emergency repairs will be authorized solely by the management company following any required Board approval as may be required and performed immediately by the Association's contractor(s). Any investigation charges and emergency repair costs presented by the Association's contractor(s) will be billed to the unit owner. Over-time charges may be included if emergency services are required after business hours or on weekends.

3. **Payment for Repairs and Remediation Services.** If the owner elects to have the Association's contractors perform the non-emergency repairs and/or remediation services, the management company will obtain authorization from the unit owner, pay the charges as invoiced, and bill the responsible unit owner. (Over-time charges will be billed only in emergency situations unless requested by the owner.) If the owner elects to use an independent contractor, s/he should notify the management company within seven (7) days and schedule repairs within fourteen (14) days. Before repairs commence, the unit owner must provide the management company with the name of the selected vendor and a Certificate of Insurance from the vendor that names the Association as the Certificate Holder. The unit owner will be responsible for paying all outside contractors directly.
4. **Financial Responsibility for Ongoing Damage to Other Affected Units.** The owner of a malfunctioning convector who declines to authorize the Association's contractors or make independent arrangements for necessary repairs and remediation will continue to be financially responsible for ongoing damages to other affected units. The damages to other affected units will be repaired by the Association's contractors as needed, with the charge for reimbursement billed to the owner of the malfunctioning convector.

MOVING PROCEDURES:

Move-ins or move-outs MUST be pre-scheduled with building management at least seven (7) days in advance. (Please contact margo@ala-inc.com.) It is advisable to set the date as far in advance as possible as only one move will be allowed at a time.

NOTE: Individual unit doors are keyed to a single "master" key for use solely by the building's maintenance technician in case access for emergency or maintenance is required. Therefore, owners and residents are not permitted to change the locks on individual unit doors without prior Board permission and coordination with the management company.

Immediately upon moving in, all new occupants are required to give building management the following:

- 1) Owner/Occupant contact information
- 2) Emergency contact information
- 3) Vehicle registration
- 4) Resident telephone number to be used for entry system
- 5) Unit door key to be kept in key box for emergency access

6) Acknowledgement of receipt of House Rules

A \$300 fee is required for BOTH moving in and moving out. The fee must be paid to the building management at least one day prior to the actual move. (The check should indicate “moving fee” and the Unit number; mail to Aubinoe Management, 107 W. Jefferson Street, Rockville, MD 20850.)

A Certificate of Insurance from the moving company, naming 4720 Chevy Chase Drive Condo Association [with address] as the Certificate Holder, must be provided to the management company.

Moves are to be scheduled between 8:00 am and 6:00 pm Monday through Friday and 8:00 am to 4:00 pm on Saturday.

Do NOT prop open the doors with rocks or other objects—whether front or rear doors. Use only the kickstand provided on the rear door; other items will damage the doors.

All moves, deliveries or pickups of large items must use the rear parking lot entrance. Owners are responsible for posting a contact number on the truck in case it needs to be moved for others to use their cars.

All boxes and packing materials, crates, dish packs, wardrobe boxes, etc. must be removed by the moving company or the owner/occupant. ***Under no circumstances are they to be disposed of through the trash rooms or dumpsters.*** Small boxes may be broken down and left in the trash room.

At the time of the move, the owner/occupant supervising the move should arrange for the use of the elevator key and elevator pads by contacting building management (margo@ala-inc.com). Be sure to release the elevator in between loads for use by other residents. The keys are to be returned to the maintenance technician immediately upon completion of the move.

NOISE & DISTURBANCES:

Owners and occupants shall take the appropriate measures to prevent noise and other annoying disturbances to occupants of other units.

Radios, stereos, televisions, musical instruments, and any noise-producing equipment shall be located and controlled in a manner so as not to be a nuisance or interfere with the use and enjoyment of occupants of other units at any time. Special caution should be exercised between 10:00 pm and 7:00 am.

Eighty percent (80%) of the floor area of individual units must be covered by rugs/carpeting as required by Maryland law. No occupant shall permit objectionable fumes or cooking odors to escape by leaving corridor doors open.

PARKING:

Each unit is entitled to utilize one assigned parking space. Some spaces are labeled "GUEST". Condominium occupants may not utilize guest spaces (except when their space has been taken by an unauthorized vehicle. In that event short-term parking in a guest space by a resident may be allowed provided the parking chair, and in the Chair's absence, the management company is notified as soon as possible, and the resident's vehicle is moved within 24 hours after the unauthorized vehicle is removed.)

Residents or guests should not park in spaces assigned to other residents.

Assignment of parking spaces is at the discretion of the Board of Directors. Spaces nearest the back entrance are made available to cars with "handicapped" license plates or placards.

Occasionally, additional parking spaces become available and can be rented through the Association or individual owners. Direct your parking space questions and requests to the current Parking Chair, as assigned by the Board of Directors. Contact the Association's management firm for contact information regarding the Parking Chair.

Parking in the front driveway is prohibited. Short-term parking for pickup and delivery (maximum 15 minutes) is allowed, if necessary. Residents who park even for brief periods in the front driveway are reminded that others (possibly handicapped individuals) who may need to enter and exit the building should not be blocked from doing so while other vehicles occupy that space.

Guest parking is generally limited to guests who are visiting for 48 hours or less. Owners with guests visiting longer than 48 hours should make arrangements with the Parking Chair. They should secure a dated guest tag from the Chair or from the Association's management company and prominently display it on the dashboard of the visiting vehicle.

Vendors, contractors, and other commercial visitors who are working or visiting in the building must utilize guest spaces during the day or park off the premises. The residents who employ them must advise them to do so. Vendors, contractors, guests, and other residents must not park in any reserved parking space not assigned to them nor should they park in any way that inhibits the ability of a resident(s) to enter or leave their parking space(s). Rarely when it is necessary to block a parking space(s), the resident who is receiving services or goods should post on the dashboard or windshield of the blocking vehicle the resident's name and phone number so that residents whose spaces are blocked can have the vehicle briefly moved out of their way should they need to enter or exit the parking lot.

Violations of this parking policy should be brought to the attention of the Parking Chair. If contacted by the Parking Chair, your immediate and complete cooperation is required.

Violations of this parking policy will result in vehicles being towed at the owner's risk and expense. Unit owners are responsible for making sure tenants, guests, vendors, contractors, or other commercial visitors are aware of this parking policy.

PEST CONTROL:

The Association contracts pest control services for common areas once per month. Individual units are responsible for their own interior pest control. Contact building management for more information.

PETS:

The By-Laws permit the keeping of a small dog or cat and/or caged birds as domestic pets, provided they are not kept or maintained for commercial purposes and that they do not make noise disturbing other residents. All pets are required to be registered and inoculated as required by law. They must be registered with building management.

Pets must be carried/leashed and attended while outside your unit and on Condominium Association property. Owners must clean up after their pets.

Unit owners are responsible for the behavior and action of their pets in common areas both inside and outside of the building. Unit owners/occupants who maintain or allow pets to be maintained within their units shall hold the Board of Directors harmless against loss or liability for any actions of pets.

REMODELING:

Owners desiring to make alterations or remodel are requested to, 1) Review By-Laws directly and, 2) Where appropriate, contact the Board of Directors.

Structural remodeling of units requires that a licensed draftsman, architect, or engineer provide plans to the Board for approval. In addition, any change that will be visible from outside the unit from the street or parking lot such as new balcony windows, antennas, or satellite dishes, must be approved by the board.

Unit owners must notify the management company of planned work in their unit. For any project involving contractors costing over \$3,000, a fee of \$300 shall be paid directly to management to cover the cost of wear and tear on the building.

Unit owners must contact the management company regarding necessary water cutoffs, giving as much notice as possible to residents to avoid inconvenience.

All contractors should be licensed with Montgomery County and insured. A copy of the contractor's valid insurance listing 4720 Chevy Chase Drive Condo Association as an additional insured must be provided to management prior to commencement of work. Contractors may work in the building between 9:00 am and 5:00 pm Monday through Saturday.

RESIDENTIAL CHARACTER:

Each owner/occupant is responsible for keeping his/her unit in a good state of repair and cleanliness. The Board of Directors reserves the right to request that any unit be inspected by Montgomery County Health and Sanitation Department, where there is evidence, including odors or unsanitary conditions.

Drapery liners: In order to preserve the harmony of the exterior design of the building, all draperies are to be lined/backed in white or off-white.

No mops, brooms, clothes lines or rug, etc., can be hung or shaken from apartment windows, balconies, terraces or in the hallways or stairwells.

No items shall be placed on windowsills or hung from windows otherwise left on or placed where they could fall and injure other occupants on the premises.

Nothing may be attached to the outside of the building or balconies which would change the building's exterior appearance.

4720 Chevy Chase Drive Condominium is designated as "residential". Units shall be used for residential purposes only, except as may otherwise be provided for in the By-Laws, as amended. Residential zoning classification permits accessory uses of units not involving the conduct of business. Permitted are, "home occupations" (example: working from another office via computer), but not accessory use as an office for a business or commercial firm, trade association, labor organization, or non-profit organization. An occupant may use a unit to carry out their personal business affairs, bring homework to be done on the premises, use their personal phone to make business calls and entertain for business purposes. The interest in this matter is one of maintaining the residential character of the building, providing for the mutual enjoyment of apartment living and protecting both residents and employees from intrusion upon their privacy, security, or work because of the business interests of some of the residents.

Residents or owners may not use their units for any illegal activities.

SECURITY AND SAFETY:

All exterior doors (including common use and garage doors) must be closed and locked at all times. When leaving or entering the building, be sure the door is locked after use. DO NOT leave open doors unattended for any reason. Do not prop open doors at any time or allow contractors, movers, and guests to do so. If a door is not securely locked, secure it yourself.

If you feel that personal or building security is threatened, call the police (911) immediately.

Do not allow unfamiliar persons into the building as you are entering or leaving. All persons other than residents must use the Security Entry System to enter the building.

Report all fires, strong smoke, burning odors or gas directly to 911. If your unit smoke alarm goes off falsely, you should notify the neighbors to let them know there is no danger.

Cooking is not allowed on the balconies, parking lot, driveway, or lawn per Montgomery County code. Grills and smoke from grills are not permitted.

STORAGE FACILITIES:

Each unit has been allotted one pre-assigned storage area in the basement. Items are stored at the owner's risk. Note, per By-Laws: No flammable materials may be stored in the storage bins. Storage rooms are to be locked at all times.

Balcony storage: Items may not be stored on the balconies that rise above the railing or roof terrace perimeter wall.

Please do not use HALLS AND OTHER COMMON AREAS as temporary storage areas. Carts, umbrellas, shoes, and other items must not be left in the hallways and stairwells according to Montgomery County Fire Code.

TRASH & GARBAGE DISPOSAL:

Trash Rooms: Each of the five trash rooms is equipped with trash cans. All garbage and trash should be placed in plastic sealed bags and placed inside these trash cans. Trash can lids should be replaced securely. Do not place trash in recycling bins. No trash should be left in any other area inside the building. The purpose of these policies is to maintain a building free of insects and rodents while promoting recycling. Trash rooms should be used only during the hours between 8:00 am and 10:00 pm.

Outside Dumpsters in the Parking Lot: There are three (3) containers, one for trash and two for recycling. Larger items of trash should be placed in the outside trash dumpster. ***Make sure that the lid of the dumpster closes.*** If the lid does not close and trash is filled above, or large boxes are not broken down and are placed outside the dumpsters, there is an overage charge of \$80 for each offense. The trash hauler takes a photo each time an overage fee is charged.

Removal of Large Items: Residents are responsible for removal of large trash items (e.g., furniture, crates, electronics, large packing boxes, etc.) that do not fit in the dumpsters. These items must be removed from the building at the owner's expense. Failure to comply will result in the Association being charged by the trash hauler to cart away the bulk item. Occasionally, the Association arranges for a large item pick-up and removal.

Recycling: Montgomery County is a leader in recycling. Residential buildings are required to provide recycling to residents. The Association encourages residents to recycle their

newspapers, aluminum, glass, etc. Recycling bins are provided in each of the trash rooms. Please rinse out contents of all cans, bottles, etc. before placing these items in the recycling bins. Only small cardboard boxes should be left in the trash rooms. ***The biggest offense in our community is the failure to break down boxes, which results in assessment of overage charges to the Association.*** If your box exceeds 18" x 14", you must either break down the box to fit within the paper recycling box in your trash room or take it the outside recycling dumpster. Do not place oversize boxes against the outside dumpster. A box-cutter is a convenient tool to ensure compliance with these size limits. Scrap metal is to be placed outside in the dumpster labelled for scrap metal. Scrap metal includes: toasters, fans, hangers, metal shelves, etc. For complete information about recycling other materials including paints and hazardous household goods, residents are encouraged to consult <http://www.montgomerycountymd.gov/index.aspx>.

VIDEO SURVEILLANCE POLICY:

In connection with the Lobby Renovation Project, video surveillance cameras have been installed in areas inside the lobby and hallways and outside of the condominium building. The purpose of the cameras is to provide taped surveillance of the Common Elements and to assist in reviewing activities in the lobby, hallways, and areas outside of the building. The cameras are NOT to provide active security and the equipment will NOT record or transmit audio. The cameras will NOT be monitored in real time. Information obtained from the surveillance may be viewed by the management company or by members of the Association's Board of Directors.

WASHER & DRYER APPLIANCES IN INDIVIDUAL UNITS

Unit owners may install and operate certain individual washer and/or dryer systems within their units, subject to certain conditions and restrictions.

- 1) **Installation of High-Efficiency Washer/Dryer Appliances Only:** Unit owners may only install high-efficiency washer and/or dryer appliances in their units subject to the conditions and restrictions contained below. No other type of washer or dryer appliances may be installed in a unit.
- 2) **Unit Owner Cost:** Unit owners are responsible for all costs related to the installation, operation, maintenance, and repair of individual washers and/or dryers in their units, including any portion of the Association Common Elements disturbed by installation of such appliances, and any damages caused, whether to other units or Association Common Elements, by the appliances. The unit owner shall be responsible for the costs to repair any damages to neighboring units resulting from the operation, maintenance or repair of said unit owners' washers and/or dryers.
- 3) **Board Approval Required:** Prior to the installation of in-unit washers and/or dryers, unit owners are required to submit in writing a request to the Association's Board of Directors and the management company for approval. The request must include complete plans and specifications for the installation, including appliance manufacturer and model number, plans and specifications of the proposed location in the unit,

including noting how the appliance(s) will connect to the unit's existing utilities, an estimated timeline for installation, all relevant contractor and/or subcontractor information, including the name of the affiliated business(es), corresponding MHIC license number(s), and proof of insurance.

4) **Appliance Restrictions:**

- a. **Installation Area:** Washer/dryer appliances in units may be installed in retrofitted utility closets or other free-standing open areas, subject to Board approval.
- b. **Washer Connection to Bathroom Wastewater Line Only:** In-unit washers shall only be connected to bathroom wastewater lines. Unit owners are prohibited from connecting washers to kitchen wastewater lines.
- c. **Dryer Ventilation Using Interior Bucket Vents Only:** Only in-unit dryers with interior bucket ventilation systems are permitted. Owners are prohibited from installing dryers that require external ventilation ducts.
- d. **Additional Technical Specifications:** Additional technical specifications concerning acceptable appliances and installation procedures are available from the management company and must be followed.

5) **Permitting and Work Requirements:** All contractors installing washers and/or dryers in units are required to inspect the proposed appliance location prior to installation to ensure full understanding of the relevant building components, dimensions, count, and intent of the work, and shall obtain all permits necessary for same. All installation work must be performed in a workmanlike manner consistent with industry standards and in accordance with the appliance manufacturer's recommendations and all applicable regulations. Permitted work hours are 9:00 AM to 5:00 PM, Monday - Friday, excluding observed federal holidays. Set-up work and preparatory work can start at 8:30 am.

6) **Notice of Installation Required.** Upon receipt of written approval from the Board of Directors, unit owners must provide notice of washer and/or dryer installation to the Association's management company at least two (2) weeks prior to any scheduled installation for approval. All utility shut offs necessary for connecting in-unit appliances to existing utilities will be scheduled by the management company on an approved date during regular business hours.

7) **Liability for Damages to Owner's Unit, Neighboring Units or Common Elements during Installation or Operation:** Unit owners, and their contractors, are liable for any damages to their own units, neighboring units or Association Common Elements caused during the course of installation of the washer and/or dryer. In addition, unit owners who have installed in-unit washer and/or dryer appliances are responsible for damages to neighboring units caused by the operation of said appliances.

- 8) **Requests for Emergency Remediation:** Any such damages and requests for emergency remediation shall be immediately reported by affected unit owners or residents to the Community Manager for the Association's management company during business hours by phone at (540) 349-3000 or by email at margo@ala-inc.com. During non-business hours (weekends, holidays and weekday evenings), requests for immediate remediation, owners and residents are directed to call the emergency number at (888) 333-4252 and speak to an operator who will route the call to the Aubinoe Management maintenance engineer on call.
- 9) **Licensing and Insurance:** All contractors and subcontractors installing in-unit washers and/or dryers must be fully licensed as master electricians or plumbers and bonded in Maryland and carry appropriate insurance coverage at the time of work performed. Proof of insurance must be submitted to the management company prior to any work and must name 4720 Chevy Chase Condominium Association as an additional insured.
- 10) **No Disturbance:** The installation of washers and/or dryers in units shall not cause unnecessary interruption to any utility services or normal use of the building. Installed washers and/or dryers must meet acceptable noise requirements. If the noise from such appliances is determined by the Board of Directors to exceed acceptable levels, the unit owner may be required to install insulation or additional sound attenuation to reduce the impact to neighboring units. Machines shall only be operated in units between 7:00 AM and 10:00 PM.
- 11) **Owner Liability:** Any installations of washers and/or dryers that fail to comply with the above procedures or requirements may result in unit owner liability. All complaints concerning installation or operation of washer/dryer appliances in units should be referred to the Board of Directors and the management company. Nothing contained herein shall preclude the Board of Directors from exercising all other powers and remedies provided to it under the Association's Governing Documents, other Rules and Regulations and/or State and County law. If the Association must enforce these Rules through any form of legal action, the offending unit owner shall be responsible for all expenses, including reasonable attorneys' fees, incurred by the Association in that enforcement.

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