

Severna Enclave Condominium Association Board of Directors Rules, Regulations and Fines

(Effective December 1, 2012)

Article VII, Section 1, of the Association's By-Laws outlines the Board of Director's authority to create and enforce rules and regulations governing the conduct, use and enjoyment of units and the common elements. This Article also authorizes the Board to impose reasonable fines upon the violating unit owner. The following rules, regulations and fines are a result of that authority.

No rules and regulations, guidelines and statements or the like should be construed as a waiver of the provisions of the Association's By-Laws (Article VIII, Section 6).

The Board of Directors encourages all unit owners to become familiar with our governing documents (Declaration and By-Laws). Article IV, Section 2, of the Declaration states that each owner, by acceptance of a deed for a unit in the Condominium, is deemed to covenant and agrees to abide by and comply with the requirements of the Maryland Condominium Act and the governing documents of the Association.

1. ARCHITECTURAL CHANGES

Architectural Control (By-Laws, Article VIII)

The Board of Directors has given the authority to approve or disapprove changes or alterations to the exterior of the units and the common elements to the Architectural & Environmental Control Committee (AECC). However, in cases where a unit owner requests an architectural change that has not already been addressed by our governing documents or the Board of Directors Rules, Regulations and Fines, the authority of the AECC is limited to reviewing the request and making a recommendation to the Board of Directors. The Board has the sole authority to approve or disapprove such requests.

All changes or alterations must be submitted to the AECC following the process described below.

Guiding Principles

Severna Enclave is a community of 23 single condominium units sharing a common landscape ("common elements"). We desire to maintain a "garden setting" of grass, trees, shrubs, ground cover, flowers, lighting, stones, outdoor furniture and garden art in a unified way to preserve the "one landscape" design of our beautiful neighborhood. We seek to create a peaceful environment that allows unit owners to enjoy their units and the common elements. By doing these things, we enhance our curb appeal and maximize unit owners' monetary property values.

In deciding whether an architectural change request will be approved, the AECC will consider:

- Compliance with our governing documents (Declaration and By-Laws) and the Board of Directors Rules, Regulations and Fines
- By-Laws Article VII, Section 3 - Prohibited Uses and Nuisances
- Compliance with state and county building laws, codes, easements and building restriction lines
- Compliance with the Association's screening buffer along the perimeter fence line
- Safety of owners and guests
- Potential for increased costs to the Association (e.g., maintenance, insurance)
- Aesthetics (see Section 2 below)

Process Overview

The architectural change request process applies to any changes to the exterior of the unit, including color, and landscaping in the limited and general common areas. Such improvements, as well as future care and maintenance, must be made at the unit owner's expense.

All architectural change requests must be submitted to the AECC in writing using the standard application form. Requests are not considered approved until the AECC chairperson marks the form as "approved", signs the form,

and returns it to the unit owner. This prevents any misunderstanding that may occur with verbal communications. It protects the Association and the unit owner. The unit owner must allow adequate time for the AECC to review and respond to the request.

Process Steps

Step 1:

Submit a completed Architectural Change Application to the AECC. The more detail the unit owner provides, the faster the review process will be.

Before submitting your landscaping plans, call **811** to make arrangements to have the utility companies mark the locations of cable, gas, electric, telephone, sewer, and water lines. Also, refer to the plat for location of easements and building restriction lines. There is a five-foot minimum distance for planting next to a fire hydrant. (Remember, we are landscaping for the overall appearance of the community rather than an individual unit.)

Step 2:

Discuss your architectural and/or landscape plans with neighbors adjacent to your unit. Ask them to sign the application as an acknowledgement. If you are unable to obtain a signature, advise the AECC when you submit the form.

Step 3:

The AECC will review the request for completeness and vote to approve or disapprove.

Step 4:

A copy of the AECC's decision will be forwarded to the unit owner. The Association's property management company will maintain a file of all approved changes.

Step 5:

The AECC will provide the unit owner, upon request, a certificate of compliance to certify that the approved work was completed according to the approval given.

Resubmission and Appeal Process

In the event the AECC fails to approve or disapprove any architectural change request within 60 days of receipt, the request is automatically disapproved. The original request may be considered resubmitted on the 61st day after the original request if so desired by the unit owner.

The decision of the AECC shall be final except that any unit owner who is aggrieved by any action by the AECC may appeal the decision to the Board of Directors and, upon written request, shall be entitled to a hearing before the Board of Directors.

2. AESTHETICS

In keeping with our Guiding Principles, the following rules have been established. Please understand that it is impossible for the Board of Directors to anticipate all of the types of requests that might be made. That is why it is important to submit an Architectural Change Application to the AECC to obtain approval before starting any work.

- Live trees may not be cut down or removed from the general common area without written approval from the Board of Directors.
- Live potted plants may be placed on lead walks and driveways. Artificial plants should not be visible from the street and should not be placed in the general common area.
- Vegetables may be grown only in the five-foot landscaping area ("limited common area") behind the unit or in pots located on back decks or patios so they are not visible from the street.
- Grass areas must be a minimum of four feet wide to allow lawn mower access.
- Landscape edging stones are not permitted along mulched beds around the units. Boulders and large rocks must blend with those already present in the community.
- Outdoor decorative garden items or outdoor furniture are not permitted on any grass area so as not to obstruct lawn maintenance, but may be placed in mulched areas not visible from the street or on a unit's front porch. Seasonal front door decorations with artificial plant materials are permitted.

- Holiday decorations are permitted, including lighting. Decorations may include artificial plant materials. However, they may not be put out earlier than 30 days prior to the holiday and must be removed no later than 30 days following the holiday.
- Walkway lighting and handrails leading to front entrances must be consistent with those already installed in the community.
- Full glass storm doors trimmed in white with brass colored door knobs are permitted.
- Playground equipment is not permitted (e.g., swing sets, sandboxes, basketball goals, etc.).

3. SWIMMING POOLS, SPAS AND HOT TUBS

Swimming pools, spas and hot tubs are not permitted.

4. SPEED LIMIT

The speed limit in Severna Enclave is 15 MPH.

5. PETS

Dog walkers are responsible for removing solid waste and disposing of it appropriately.

Purebred pit bulls are strictly prohibited from being anywhere in Severna Enclave at any time, including the units, the limited common areas and the general common area.

6. OUTSIDE STORAGE

Firewood must be stacked behind and away from the unit to minimize termite infestation.

Garden hoses may not be left on the grass or front porch or entrance areas; store them behind shrubbery or fencing.

7. SATELLITE DISHES

The FCC has ruled that satellite dishes are allowable in Condominium Associations even though the By-Laws prohibit them. However, they do allow Associations to restrict size, color and placement (as long as an acceptable quality signal is received).

The following are rules for the Severna Enclave Condominium Association:

- The unit owner must submit an Architectural Change Application to obtain approval from the AECC prior to the installation.
- The dish may not be installed on any common area. The dish may only be installed on the unit.
- The dish should be placed in an unobtrusive location on the unit.
- The dish must be less than one meter (39.37") in diameter.
- The dish should be of a color that blends with the siding or roof shingle color.

8. PARKING

Owners, tenants, residents and their guests are restricted to parking in the unit's garage and driveway at all times. If there is no room on the driveway, guests visiting for three days or less may park on the street. Guest street parking for more than three days requires advance Board of Directors approval.

9. FINES

As outlined in Article VII, Section 1, of the By-Laws, the Board of Directors may impose reasonable fines in response to a violation of the rules and regulations (those stated in the Declaration, By-Laws and those created by the Board of Directors) that have not been abated.

Below is a schedule of those fines:

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| ▪ First violation | \$ 50.00 |
| ▪ Second violation | \$100.00 |
| ▪ Each subsequent offense of the same violation | \$100.00 |

