

2014 NORBECK MANOR HOA UPDATES, INFO & REMINDERS

Our HOA volunteer Board of Directors strives hard to serve this community: listening, communication and sharing our knowledge. Here are a few reminders we've accumulated

On the Neighborhood Email List?

We are moving more of the non-critical HOA communications online, so the best way to keep up with what is going on in your community is to be on the neighborhood email list. You can be added by sending a note to greg.robledo@norbeckmanor.org

Just Moved In?

Welcome! We are glad to have you as part of our community. Please check the envelope that this came in to see if we have your name and contact info correct. If not, please let us know, send a note to greg.robledo@norbeckmanor.org

On the New Neighborhood Website?

We have a website through NextDoor – a company that makes HOA websites. It's free and easy to use. It will protect our privacy while providing an online hub for interacting with neighbors and finding important documents and local recommendations. To join, follow this link: <http://ro.ble.to/HOAwebsite>

Selling Your Home?

You will need to contact HOA via Mo Banaei, (Tel. 301-518-3867), for your \$50 resale package containing the documents, required by law, to provide for new residents.

Dial 3-1-1 to contact Montgomery County

Here is a very useful number: 3-1-1. This is the new Montgomery County hotline for information and assistance programs and services. This is who to contact if:

- You see a street-light out in front of your home (excepting Cliff Swallow Way)
- You see a tree on Sweetbitch or Hornbeam (between the street and the sidewalk) that needs pruning.
- You see a section of sidewalk you think should be repaired.

They also provide zoning information, send out permitting inspectors, have bus and recycling info and can talk to you about your property tax bill. Also available online at MC311.com

Renting Out Your Home?

If you are renting out your home: the Maryland Department of Housing and Community Affairs Licensing and Registration states you must apply for a license, each year, if you are renting your home. Applications are available by calling 240 777 3799, or by visiting their website <http://www.montgomerycountymd.gov/dhca>. Please provide the name and street address of all rentals to the HOA via email to board@norbeckmanor.org

Updating the Exterior of Your Home?

We know when you are planning home or fence construction that there is a lot to manage, so we want to make the step of getting HOA Board approval easier.

Included is a copy of the Architectural Review form. You can also retrieve it online at <http://norbeckmanor.org/forms/archreview.pdf>

You should do so as soon as you have your plans for your work. If you are unsure if your project warrants an Architectural Review, play it safe, and submit the form or contact the Board.

A Few Quick Reminders

All of us at Norbeck Manor are happy to be part of a community that values and cherishes this neighborhood and our neighbors. Here are a few quick reminders of things you can do to help keep our community great.

- Please keep up with your yard work and cut your grass.
- Please clean up after your pets and do keep them on their leash. Penalties for violating the Montgomery County Leash Laws can range from \$100- \$500 per offense.
- Please do not leave vehicles parked on Cliff Swallow Way for lengthy periods of time and do make sure your tags are not expired.
- Please do not park any work vehicles overnight in the community. It is not permitted.
- Please be vigilant about locking our car doors at night. We are a safe neighborhood, but we did have some theft a couple years back.
- Please make sure guests in our neighborhood do not inadvertently block driveways or park in reserved spaces at the townhomes.
- Please do not use the tot-lot after dark. It is closed and not to be used by adults.
- Please be cognizant of the speed limit, particularly in light of deer activity and the growing number of young children in this neighborhood. We do not want to have to implement speed bumps on Sweetbirch.
- Please maintain the Montgomery County noise ordinance prohibiting the creation of “a noise disturbance” this includes both loud parties as well as barking dogs. Noise restrictions are greatest between the hours of 9pm and 7am weekdays and 10pm and 9am weekends and holidays.
- Please keep your garbage in covered containers for pickup. The crows are swift and will pick apart bags left out uncovered.

Please contact the Board at board@norbeckmanor.org or P.O. Box 12156, Silver Spring MD 20908 with any reminders you wish to have included in future newsletters and communications.

Have old HOA Documents?

We are asking for any old copies of Newsletters, Board minutes or any other documents you may still have related to the Norbeck Manor HOA.

Please send digital copies to documents or photographs to greg.robledo@norbeckmanor.org. If you do not have access to a scanner, please contact Greg and he'll make arrangements to scan in the documents and return them to you.

Want to Start a Neighborhood Group or Project?

If there is a project you want to see the community undertake – a Neighborhood Watch, A Welcome Committee, then let the Board know. Email board@norbeckmanor.org or just gather your neighbors to your cause using the new NextDoor website

This is your 2014 Board of Directors

The Board of Directors of this HOA is here to serve you. Those five Board Members are:

Greg Robledo
15604 Cliff Swallow Way | *Term: 2012 – 2014*

Bob Zambon
15634 Cliff Swallow Way | *Term: 2013 – 2015*

Kathleen Ambach
15606 Cliff Swallow Way | *Term: 2013 – 2015*

Bill Schroeder
4825 Hornbeam Road | *Term: 2013 – 2015*

Aya Watanabe
4865 Sweetbirch Drive | *Term: 2014 – 2016*

The Board holds quarterly open board meetings and an annual homeowners meeting in November.

The best way to contact the members of the board is via email. Please use the email address board@norbeckmanor.org.