

**WILLIAMSBURG SQUARE
COMMUNITY COUNCIL CORPORATION**

HOMEOWNER HANDBOOK

Updated: December 2014

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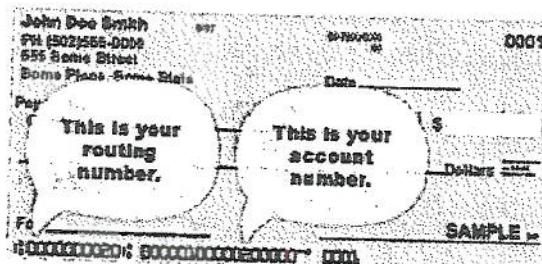
**AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS
(DIRECT DEBIT)**

I (We) hereby authorize Williamsburg Square/Ashton Place Homeowners Association, herein after called COMPANY, to initiate debit entries and/or correction entries to our (select one):

- Checking Account
 Savings Account

indicated below to the depository (bank) named below, herein after called DEPOSITORY in the amount of:

- Current HOA/Condo Fee
(This will be adjusted as necessary in future years if the fee changes)



Depository (Bank) Name

Bank Transit/Routing Number

City and State

Bank Account Number

PLEASE ATTACH A VOIDED CHECK OR BANK NOTE SHOWING THE ACCOUNT NUMBER AND ABA NUMBER. DO NOT ATTACH A DEPOSIT SLIP.

DEBITS OCCUR ON THE 10TH OF THE MONTH FOR THAT RESPECTIVE CALENDAR MONTH.

Note: Returned debits will be subject to a \$30.00 NSF fee.

This authorization is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY reasonable opportunity to act upon it.

Homeowner Name(s)

Property Address/Account #

Phone Number

Signature(s)

Date

Mailing Address (if different)

Start Date for Direct Withdrawal

Please continue making payments on your account by mail until you receive confirmation that your direct debit has started

Please return this form with your voided check to
20440 CENTURY BLVD, SUITE 100, GERMANTOWN, MARYLAND 20874
Fax 301-948-6984 e-mail tmgainc@tmgainc.com

Directions for Paying Your Assessments On-Line

1. Before you begin, you will need the following information:
 - The name of your association
 - Your 10 digit account number with your association
 - Either your checkbook or credit card
 - 5 minutes of your time!
2. Log into www.smartstreet.com
3. Click the blue box in the upper left hand side of the screen marked *Online Payments*.
4. You may either set up a one time payment via credit card or e-check or recurring payments of your assessments.

Click on Option 1 to pay by credit card (note there is a \$14.95 fee to pay by credit card and that they take VISA, Mastercard, Discover, or American Express),

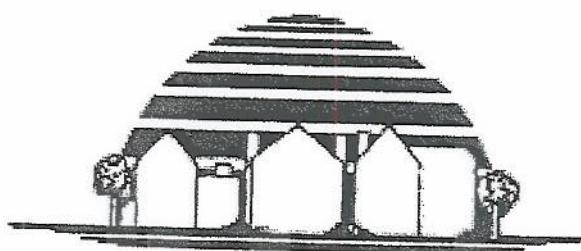
Click on Option 2 to pay by e-check (please note that you will need to register for a user name and password first),

or,

Click on Option 3 to set up recurring payments (e-check only). Please note that for recurring payments you must first register for a user name and password. This option must be renewed each year.

Fill out the appropriate form with your association name, account number, your name and address, payment information and amount. Follow the prompts as indicated.

That's all there is to it! If you have any questions, please feel free to call our accounting department at 301-948-6666.



Proposed: February 28, 2012

Adopted: May 22, 2012

Effective: July 1, 2012

WILLIAMSBURG SQUARE COMMUNITY COUNCIL CORPORATION VEHICLE PARKING PROCEDURES AND REGULATIONS

Article IV, Section 3, Paragraph (f) of Declaration of the Covenants, empowers the Board of Directors to "regulate parking on all Lots and Common Areas." Therefore, the Board of Board Directors hereby adopts the following:

Each residence shall be entitled to park a maximum of two (2) vehicles (by definition) in the common parking areas of the community. In no case shall this policy be construed to mean that each residence is entitled to two assigned spaces. See Section 3 below for Assigned Parking rules. This rule is also not to be construed to mean that the "second" implied parking space is necessarily in the general area of the residence, or even on the same street. As it is worded, the spaces for all residents to park are in the common parking areas of the whole community. As homeowners/renters, residents have a reasonable expectation to park as close as possible to their residence; however, if parking spaces are not available on the same street as the residence, the residents may have to park on another street in the community.

The Board has the right to designate areas as assigned parking areas. Procedures for enforcement of these assigned parking areas are found in Section 3 under "Enforcement Procedures" below.

All other parking spaces will be utilized on a "first come - first served" basis under the following procedures.

GENERAL PROCEDURES

1. The Board of Directors has the authority to contract with a towing company for the purpose of enforcement of this vehicle parking policy.
2. Williamsburg Square Community Council Corporation, its Board of Directors, and its Agent shall not be responsible for any towing charges, storage charges, or damages resulting from the removal of any unauthorized vehicle(s) pursuant to this policy. All towing charges, storage charges, and/or damages incurred during towing and/or storage is the responsibility of the vehicle owner.
3. It is the responsibility of all Landlords to supply their Tenants with a copy of the Community Parking Procedures and Regulations and to inform them that adherence to these procedures is mandatory.
4. Residents are responsible for advising family, guests or invitees of these procedures and regulations.

5. Vehicles shall be parked only within the lines of marked parking spaces. Vehicles parked along the curb must not be parked ON the curb or the grass beside the curb.
6. The use of any objects (including motorcycles, bicycles, cones, etc.) to "reserve" an open parking space is prohibited. Any resident that obstructs a parking space(s) with snow or other obstacles shall be liable for the costs to remove the obstacle.
7. Definitions that apply to this document are found in Paragraph 4.
8. No vehicles, either licensed or unlicensed and including motorbikes (any size), go-carts, all-terrain vehicles (ATV's), may be operated upon the Common Grounds except in those areas specifically designated for such purposes.
9. Parking areas are not to be used as play areas by your children. WSAP has two (2) tot-lots specifically for this purpose. Any damage to the vehicles in a parking area that is directly attributable to YOUR children is YOUR responsibility. The Association's insurance does not cover negligence on the part of residents.

ENFORCEMENT PROCEDURES

1. Prohibited vehicles and conditions:

1a. The following vehicles and conditions constitute reasons for towing:

- 1) current registration plates not displayed,
- 2) junk vehicles,
- 3) trailer,
- 4) camper,
- 5) truck, as defined in paragraph 4,
- 6) camper truck/ motor home,
- 7) house (home) trailer,
- 8) boat,
- 9) boat trailer,
- 10) Limousines/stretch vehicles,
- 11) any vehicle posing a hazard,
- 12) improperly parked vehicles,
- 13) construction equipment
- 14) commercial vehicles, as defined,
- 15) other vehicles or conditions deemed inappropriate by the Board of Directors.

1b. Procedures:

- 1) The Board or its Agent shall notify the owner of the prohibited vehicle to remove the vehicle from the premises within forty-eight (48) hours, except for hazardous and improperly parked vehicles, (11) and (12) above, which require immediate removal. If the owner cannot be readily identified, the Board or its Agent shall prominently post notification of **INTENT TO REMOVE** on the vehicle. The notice shall direct the owner or operator to remove the vehicle or take appropriate corrective action within forty-eight (48) hours of the posting of the notification. Removal of this notification by any individual does not prevent procedures from being fully enforced.

- 2) Vehicles with violations not corrected after the forty-eight (48) hour courtesy period shall be towed from the community. **IT IS THE OWNER'S RESPONSIBILITY TO CORRECT PROBLEMS TO PREVENT TOWING.**
- 3) Any repeat violations involving the same vehicle will result in the **IMMEDIATE** removal of the vehicle. Notification and the forty-eight (48) hour courtesy period are not required.
- 4) Immediate removal of hazardous and improperly parked vehicles can be directed by any law enforcement personnel, emergency response personnel, or Board member or its Agent.

1c. Appeal Procedures:

- 1) Prior to towing: Resident must give notification to the Board or its Agent and present a valid reason for not towing. Board approval is required to prevent towing.
- 2) After towing: Appeals must be presented to the Board at the normal monthly meeting.

2. Multi-car residences:

2a. The following condition may constitute reason for towing:

A residence has more than two (2) vehicles parked in the common parking areas of the Community and the Board or its Agent receives a written complaint from another community resident. The complainant's name/address will be kept anonymous in part 2b below.

It should be understood that not every residence has two vehicles. All spaces other than those marked as "Reserved" are available on a "first come - first served" basis, as previously mentioned. One reason for this rule is that in the Williamsburg Square/Ashton Place community, if every residence had two vehicles, there would not be enough available spaces for all of those vehicles, let alone enough extra spaces for family/friends/visitors to park in. Those residences with more than two vehicles are expected to park them outside of the WSAP community, not just on another street in the community.

2b. Procedures:

- 1) Upon receiving a written and signed complaint from another resident (detailing Make, Color, License Plate Number, State and Address of the offending residence), the Board or its Agent will send a **Warning Letter**. The **Warning Letter** will notify the offending residence of the two (2) vehicle-per-residence limit and list the vehicles identified in the complaint. The resident is required to respond to the Board by identifying all their vehicles, and if needed, propose alternate parking arrangements within 5 days.

2) Upon receipt of the written response, the Board will take the proposed resolution under advisement. During the interim time, the proposed alternate arrangements **MUST** be followed.

3) If the resident chooses **NOT** to respond, or does not follow their interim alternate parking arrangements, the vehicles will be tagged and towed per the procedures in 1B.

3. Assigned Parking:

3a. The Board of Directors **may** designate assigned parking as deemed necessary. The Board also retains the right to rescind assigned parking. All **prohibited vehicles and conditions (1)** and **multi-vehicle residence provisions (2)** will apply to the assigned parking areas.

3b. Procedures for assigned parking:

1) Each residence **may** be assigned the use of **one (1)** parking space. In no case shall this policy be construed to mean that ownership of any parking space has been conveyed to any Owner. Parking areas and the individual parking spaces shall remain general common elements of the Community subject to all provisions of the Declaration of Covenants, By-Laws and/or all other rules and regulations.

2) Signs at entrances shall indicate that parking is assigned and that towing is enforced in accordance with current law.

3) Each residence of a assigned space shall be provided with a Letter of Limited Agency. Should a residence change ownership or residents (i.e., sale or rent), it shall be the responsibility of the owner to transfer the Letter of Limited Agency to the new owner or tenant. A new Letter of Limited Agency will not be issued until the existing letter is returned or until the Board of Directors is provided with a written statement that the existing letter cannot be returned. There will be a charge of **THIRTY DOLLARS (\$30.00)** for replacement of the letter, including those letters that cannot be returned when a change of resident occurs.

3c. Procedures for towing:

1) The holder of a valid Limited Agency Letter shall be responsible for notifying and authorizing the towing company to remove an unauthorized vehicle from their parking space only.

2) Only the towing company authorized by the Board of Directors shall be allowed to tow unauthorized vehicles under the provisions of this policy.

3) Upon responding, the towing company shall require the complainant to present the Limited Agency Letter and an additional piece of valid identification. Both the tow operator and the complainant shall sign the document to authorize the tow.

4) The owner(s) of any unauthorized vehicle removed by the towing company under the provisions of this policy shall be responsible for all towing and storage charges in addition to any damages incurred.

4. The following definitions shall apply:

Boat: Self explanatory.

Camper: A camper is any vehicle drawn by a car or truck and used as a temporary or permanent dwelling.

Camper Truck: A camper truck is any self-propelled camper.

Commercial Vehicle: Any vehicle with a load capacity greater than 3/4 ton, **and/or** having dual or tandem wheels, **and/or** standing taller than eight (8) feet from the street surface to the highest point of the vehicle or any attachment to the vehicle. Vehicles with hydraulic bucket lifts are NOT allowed. Vehicles with company names/logos on them are not considered commercial vehicles, unless they violate the aforementioned commercial vehicle restrictions.

Common Areas: Those areas owned and maintained by and for the Williamsburg Square Community Council Corporation.

Construction Equipment: All types and forms of construction machinery or power operated equipment of any size.

Hazard: Any vehicle parked in an area that can impede access of emergency vehicles, or any vehicle parked in a designated "No Parking" area. This includes but is not limited to: fire lanes (yellow curbs), posted no parking areas, and any additional areas deemed hazardous. Hazard also includes any vehicle that is properly parked but it's condition is deemed to be hazardous.

House Trailer: Same as camper.

Improperly Parked Vehicles: includes any vehicle that impedes a properly parked vehicle from moving without first moving the improperly parked vehicle. Improperly parked vehicles include two or more vehicles parked in the same space or parked along a curb but partially behind another vehicle. It also includes vehicles parked in such a manner that it occupies two parking spaces or interferes with the use of another parking space.

Junk vehicles: a junk vehicle is any vehicle that appears incapable of passing current Maryland State Motor Vehicle Administration inspection procedures and/or does not properly display current registration plates/stickers.

Parking space: an authorized area marked by two lines, either on the pavement or on the curb, for the safe parking of either one (1) legal four wheel vehicle ONLY or two (2) legal two wheel vehicles ONLY.

Stored Vehicle: Any vehicle which remains stationary in the common parking areas or driveways for a period exceeding seven (7) days. Stored vehicles must be noted by a community resident in writing (as identified in paragraph 1) to the Board or its Agent. If a resident has a vehicle that they know will not or cannot be moved for more than seven (7) days (vacation, repair, etc.), they should contact the Board or its Agent and let them know the situation. This may stave off the towing notification, even if a complaint is received. Communication is the key.

Trailer: A trailer is any vehicle which is drawn by another vehicle having motive power but is incapable of motive power by itself.

Truck: A truck with a load capacity greater than 3/4 ton and meeting either of the following conditions:

- 1) having more than two axles; or
- 2) having rims (not tires) with a diameter which exceeds sixteen and one/half (16-1/2) inches.
- 3) Having four (4) wheels in the rear (two each side, side by side) duals.

Vehicle on which current registration plates are not properly displayed: Self explanatory.

Vehicles - a means of carrying or transporting something. For **Williamsburg Square/Ashton Place** the term vehicle means motorized or other objects drawn by motive power - such as cars, trucks, trailers, campers, house trailers, motorcycles, motorbikes, mopeds, dune buggies, golf carts, all terrain vehicles, unicycles, bicycles, tricycles, (when used abusively) and such other similar modes of transport.



A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

Multi-Car Resident Complaint Form

Dear Management Agent/Board of Directors:

In accordance with the enforcement procedures of the Williamsburg Square Community Council Corporation and the vehicle parking procedures and regulations, please note that the resident at _____ has more than two (2) vehicles parked in the common areas of the community.

The vehicles in question are as follows:

Make/Model	Color	License Plate	State

I am requesting that a warning letter be sent to the identified resident advising of the violation of parking more than two (2) vehicles in the community.

Address _____

Signature _____ Date _____

Print Name _____

WILLIAMSBURG SQUARE COMMUNITY COUNCIL CORPORATION

POLICY RESOLUTION :

TELEVISION RECEIVING DEVICES

APPROVED 6/24/97 * EFFECTIVE 8/1/97

WHEREAS, Article V of the Bylaws states that the business and affairs of the Association shall be managed by the Board of Directors ("Board");

WHEREAS, Article VIII, Section 3(k) of the Declaration of Covenants, Conditions and Restrictions prohibits the installation of outside television antennae or other reception devices without the prior written consent of the Board of Directors;

WHEREAS, the Association's current Architectural Guidelines prohibit all exterior antennae;

WHEREAS, pursuant to the Telecommunications Act of 1996, the Federal Communications Commission ("FCC") has issued regulations limiting the power of community associations to regulate certain types of television receiving devices, including such devices as direct broadcast satellite dishes and traditional broadcast antennae.

WHEREAS, the Board wishes to adopt new guidelines for direct broadcast satellite dishes and traditional broadcast television antennae, in compliance with the FCC regulations.

NOW, THEREFORE, BE IT RESOLVED THAT the prohibition of direct broadcast television satellite dishes and television broadcast antennae, currently set forth in Section II, F. 1. of the Architectural Guidelines is hereby repealed and the following revised architectural guidelines for direct broadcast satellite dishes and television broadcast antennae are hereby adopted.

- a. Direct broadcast satellite dishes and television broadcast antennae may be installed, subject to the following guidelines, after written notice of the proposed installation, providing information about the type of device and the location and manner of installation, is provided to the ARC. The standard ARC review and approval process shall not apply. No other exterior antennae are allowed.
- b. No satellite dish other than direct broadcast television satellite dishes, measuring one meter or less in diameter, shall be permitted.

c. No satellite dish may be installed on a roof or attached to any part of a house (excluding a deck) unless such installation is the only alternative which permits the dish to receive an acceptable satellite signal.

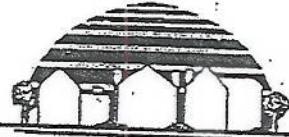
d. No satellite dish may be installed in the front yard of a house unless such installation is the only alternative which permits the dish to receive an acceptable satellite signal.

e. If an acceptable quality signal can be received either by mounting the satellite dish on the house or by placing the satellite dish in the front yard, but in no other locations, the homeowner shall have the right to choose between mounting the satellite dish on the house or placing it in the front yard, subject to the remaining guidelines herein.

f. All efforts must be made to locate a satellite dish in the rear yard of the house and to limit the visual impact on the adjoining properties to the greatest extent possible, so long as the dish can receive an acceptable satellite signal.

g. If it is necessary to locate a dish where it is visible from the street or from adjoining properties, reasonable screening, by landscaping or otherwise, or other reasonable measures to reduce the visual impact, may be required.

h. Television broadcast antennae must be installed in the attic, unless it is demonstrated that such an installation, properly designed and installed, cannot receive an acceptable quality broadcast television signal from stations broadcasting in the Washington D.C. metropolitan area.



The Management Group
Associates, Inc.

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

September 10, 2007

Dear Williamsburg Square Community Council Homeowner:

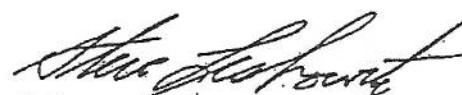
I am writing to you on behalf of the Board of Directors of the Williamsburg Square Community Council to forward to you the revised Architectural Guidelines and Review Procedures for the community which were approved and adopted by the Board of Directors at their August 28, 2007 meeting.

The enclosed Guidelines outline the Application Procedures, Guideline Regulations, Violations and Enforcement Procedures as well as the Appeal Process.

Each homeowner is encouraged to review the enclosed application procedures and guidelines for any exterior modifications made to their homes. Please note that an application must be presented to the Board of Directors for review and approval prior to any exterior modifications being started.

The Board thanks you for your compliance with the enclosed Rules and Regulations in order to maintain the aesthetics and safety of the Williamsburg Square Community.

Sincerely,



Steve Leskowitz, Agent for
Williamsburg Square Community
Council

Enclosures

SL/jg

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Square Community Council (WMBGSQ), no building, fence, wall or other improvements, structure or alteration to the exterior of any home or lot shall be commenced, erected, placed, moved or maintained in the Community (including change in color) or alteration thereon be made until the complete plans and specifications showing the precise and exact nature, kind, shape, height, set-back, materials, color and location of the same (including, without limitation, any other information reasonably specified by the ARC) has been submitted to, and approved in writing as to the harmony of external design, color and location in relation to surrounding structures and topography by the ARC.

If changes or modifications are made to property before written permission is obtained from the ARC, and the changes are not approved, the altered property not in compliance with the current guidelines must be returned to its original condition or to ARC approved condition at the homeowner's expense. If the homeowner fails to comply, the Board of Directors will be notified and all appropriate legal actions applicable will be taken by the Board of Directors at that time.

D. Each application shall include the following:

1. Complete plans and specifications of the project, including the height, width, length, size, shape, color (sample required), 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 beneficial.
2. A Site Plan Map or Flat Map or scale drawing of the property is also required when requesting approval for a deck, fence, landscaping, etc. This map should show the exact dimensions of the property and all improvements including those covered by the application.

E. Applications can be obtained from the ARC, Board of Directors, the property management company, or the Community web site.

1. The blank application will be photocopied without alteration to its contents.
2. Instructions for completion are on the application.

F. A majority of appointed ARC members must vote on any given application before an approval or denial can be affected.

G. The homeowner will receive written notification of approval/denial within thirty (30) days following the receipt by the Committee of their application.

1. If approved, all work must be started and completed within six months from the date of approval or a new application should be submitted to the ARC.

WILLIAMSBURG SQUARE
COMMUNITY COUNCIL CORPORATION
ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES

I. Authority to Perform

As provided for in Article IV, Section 3.(a) of the Declaration of Covenants and Article V, Section 3(d) of the Bylaws, the Board of Directors has established an Architectural Review Committee (ARC) to administer the provisions of Article VII, Section 1 and Article VIII, Section 3 of the Declaration of Covenants, as well as the provisions of this Document.

The Williamsburg Square Board of Directors reserves the right to nullify any ARC approvals that are not made in accordance with the established guidelines and/or harmony and topography of the community.

- A. Copies of all approvals and denial actions will be supplied to the Board of Directors prior to homeowner notification.
- B. Upon receipt of their copy of ARC actions, the Board of Directors has 14 days in which to notify the ARC of any potential approval nullification. If the ARC does not hear from the Board of Directors within the allotted 14 days, the ARC will notify the property management company of approval. The property management company will then notify the homeowner of such approval or disapproval.

II. Scope of the ARC and Application Procedures

- A. The ARC shall be comprised of an uneven number of not more than seven (7) or less than three (3) members, to be appointed by the Board of Directors annually. Members may be removed by majority vote, with the Board of Directors approval.
- B. The ARC shall meet as required to administer the provisions of this Document.
 1. Between the months of April and July, the ARC will attempt to meet every Monday.
 2. Between the months of August and March, the ARC will attempt to meet on the fourth Monday of the month. More meetings will be held if needed.
- C. In accordance with Article VII, Section 1 of the Declaration for Williamsburg

During construction, the work site must be maintained in a neat and professional manner.

-
2. If denied, the reason(s) for the denial shall be stated as part of the written response.

- a. The applicant may request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided.
- b. The Applicant may pursue an appeal to the Board of Directors in accordance with Section VII of the Declaration of Covenants.

- H. Minor changes to a proposal deemed necessary by the ARC at the time of approval, to bring the proposal into technical compliance with these rules, will be specified by the ARC 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 ARC, the application shall be considered disapproved and will have to be resubmitted for reconsideration at a subsequent meeting of the ARC or appealed to the Board of Directors.

III. Architectural Guidelines & Regulations

A. Building Alterations and Additions:

1. Any alteration that affects the exterior structure or property must be approved by the ARC before work is begun, unless exempted in this document.
2. Painting
 - a. Any change in color or tint must be approved by the ARC.
 - b. Repainting a structure the existing color does not require approval by the ARC.
 - c. Each home shall have a three (3) color paint scheme. The house, trim, and shutters shall be of different coordinated colors to the house body.
3. Room additions, either 1 story or 2 story, of any type, including sunrooms, Florida rooms, screened rooms (even under decks) or bump-outs, are not allowed.

B. Fences

1. Allowable wood or wood colored composite fences within the community must be alternating board-on-board style fencing and must be approved by the ARC.
2. Fences must be 6 feet in height. Wood fences must be constructed of #2 grade western cedar (not red cedar) or pressure treated pine or fir. Decorative cuts in the gate are an option of the homeowner.
3. Wooden and wooden composite fences may not be painted but may be stained. Acceptable colors of stain or seal coat are clear, natural wood tones (brown, oak, cedar). Unacceptable colors of stain/seal coat include redwood (red), driftwood (bleached), and paint of any type or color.
4. Fencing will be allowed only in rear yards and can be placed on shared property lines, with neighbor's consent. Such consent requires a joint application with the signatures of both parties. Maintenance of the fence is the joint responsibility of both homeowners.
5. End units may be permitted to extend fences forward of the rear wall of the house no further than six (6) feet past the rear of the house upon written approval by the ARC.
7. No fencing will be constructed by homeowners on common area property.

C. Decks

1. Definition:
 - A. All homes in the WSAP neighborhood shall be considered 3 story homes - walkout basement or not.
 - B. Decks are porch-like structures built in the rear of a townhouse abutting the townhouse with a height above ground greater than 3 feet and will be called 'second story decks'.
 - C. Decks are NOT allowed above the 2nd story of any townhouse.
 - D. Decks that are no greater than 3 feet above the ground where they abut the townhouse shall be called 'ground level decks'.
 - E. Structures that sit directly on the ground and are made of materials such as concrete, stone, brick, wood, or composite (wood/plastic) or other applicable materials are considered patios.
2. New and Replacement decks and patios must be approved by the ARC.

3. Decks must be constructed of #2 grade western cedar (not red cedar), pressure treated pine or fir or solid composite decking.
4. Second story decks shall not extend more than 12' from rear of home, with a maximum width of 16'. An additional 3' for a landing and staircase is allowed.
5. Ground level decks shall not extend more than 16' from rear of home with a maximum width equal to the width of the home.
6. Decks may not be painted but may be stained. Acceptable colors of stain or seal coat are clear, natural wood tones (brown, oak, cedar). Unacceptable colors of stain/seal coat include redwood (red), driftwood (bleached), and paint of any type or color. Acceptable composite decking colors include gray, chocolate, and natural wood tones, as long as the seal coating is clear in color.
7. Patio shall not extend more than 16' from rear of home with a maximum width equal to the width of the home.

E. Landscaping and Planting

1. Planting of flowers, plants, and shrubbery within 5 feet of your foundation wall or anywhere in the rear yard, if completely fenced does not require approval by the ARC.
2. Plants, trees, bushes, and/or hedges planted for the express purpose of creating a privacy barrier along the homeowner's property line must be approved by the ARC. Plantings in front yard shall not exceed 3 ft. in height except for trees.
3. Landscaping projects that alter the lot topography and drainage patterns must be approved by the ARC.
4. New and replacement retaining walls must be made of pressure treated wood, stone, masonry or solid concrete block, or brick – and must be inspected and approved by the ARC.
5. Vegetable gardens must be located in the rear yard. In unfenced yards, the vegetable garden may not exceed 50 square feet in size (5 x 10).
6. Silver Maple, Tulip Poplar, American Beech, White Pine, Weeping Willow, or female Ginkgo Biloba are not permitted within the community.
7. Zoysia Grass is not permitted within the community.

F. Exterior Antennas

1. No free standing radio or television receiving or transmitting antenna or external apparatus shall be permitted on any lot. Radio and television installation must be entirely within the building, with the exception of satellite dish type installations (see No. 4 below).
2. Antenna wire, from attic or satellite antenna, running down the back or side of the house is allowed, if concealed, and does not require approval by the ARC.
3. Cable, t.v. wire, from underground cables, run up or across the back or side of the house is allowed if concealed and does not require approval by the ARC.
4. Satellite dishes and antenna installations are allowed in accordance with the FCC rules as given on the FCC website. Dish size should be no larger than 36 inches.

G. Swimming Pools

1. Temporary children's wading pools, not exceeding 12 inches in depth, are permitted in the rear yard and do not require approval by the ARC.
2. These pools must be stored out of sight when not in use.
3. No other types of pools are allowed.

H. Storm Doors

1. Undecorated full view and crossbuck storm doors do not require approval by the ARC if the color is white or matches that of either the front door or the shutters of the home. Steel security bar type storm doors are not permitted.
2. Other styles and colors must be approved by the ARC.

I. Siding, Windows and Doors

1. Repaired or replaced siding pieces must match the style and color of the existing siding and does not require approval by the ARC.
2. Any change to the style or color of the siding must be approved by the ARC.

3. Patio doors may be of the sliding glass door style or French door style. French doors must have mutins/divided lights.
4. Any change to the style or color of a door must be approved by the ARC.
5. All replacement windows must be approved by the ARC.
6. Replacement windows must be double-hung style, with divided lights (6 or 9) required in each sash.
7. Bay/bow windows, not to exceed 12 inches external projection, are allowed in the first floor front window only. Bay/Bow window must be double-hung style, with divided lights (6 or 9) required in each sash. The roof of the bay/bow window may be shingled or have a copper top. The copper top must not have a protective coating on it. It must be allowed to weather and develop a patina. If the bay window's roof is not copper, the roof must be shingled the same color as the roof shingles.

J. Sheds

1. New and Replacement sheds must be approved by the ARC.
2. All sheds must have solid closable doors and comply with all county guidelines.
3. Sheds cannot exceed the dimensions of 10' x 10' with a maximum height of 10 feet at peak from ground level.
4. Shed must match the home's existing color scheme. Any exceptions to this color scheme must be approved by the ARC.
5. Shingles must match home's existing shingles in color.
6. Metal sheds are only allowed within completely fenced, rear yards.
7. There will be a maximum of one shed per rear yards.

K. Chimneys and Metal Flues

1. Metal Flues for stoves or fireplaces must be approved by the ARC.
2. Chimney stacks must be approved by the ARC. They should be constructed of brick or covered in siding (color must match the existing siding of the home).

L. Playground Equipment

-
1. Playground equipment, which includes but is not limited to, swing sets and jungle gyms, must be approved by the ARC.
 2. Equipment must be placed in rear yard.
 3. Permanently attached or portable regulation sized basketball hoops are prohibited. Toy hoops must be kept in rear yards.

M. Hot Tubs and Spas

External hot tubs and spas are only allowed within a completely enclosed back yard and must be approved by the ARC.

N. Firewood

Firewood must be stored within fenced rear yard in accordance with County guidelines and may not be stored in the front or on the side of the home.

O. Awnings

1. Awnings are not permitted within the community.
2. Rear sliding glass door/French overhangs (not to exceed 6 inches external projection) require approval by the ARC.

P. Exterior Decorative Objects

1. Exterior decorative objects that are allowed in front or side yards include such items as bird baths, small wagon wheels, small sculptures, small windmills, flower boxes, small water features, and benches. No more than six (6) such items will be allowed and must be approved by the ARC.
2. Specific exterior decorative objects that are not allowed in the front or side yard include, but are not limited to, items such as fountains, pools, ponds (including fish ponds of any size), stumps, driftwood piles, half fences, freestanding poles of all types, and jockeys. Wagon wheels, sculptures, or windmills can be no more than three (3) feet tall and must be approved by the ARC.
3. Holiday decorations may be displayed on one's property 30 days before the holiday and must be removed within 15 days after the holiday is over.

4. Dead bolt locks, peepholes, door knobs that are either black or brass do not require approval by the ARC. Any other color must be approved by the ARC.
5. Green hose caddies or ones that compliment the existing color of the home and are affixed to the front of the house, extending no higher than 36 inches from ground level, do not require approval by the ARC. Any other color must be approved by the ARC.
6. Any color hose caddy is permitted in rear yard and does not require approval by the ARC.
7. Decorative fencing or landscaping around flower beds does not require approval by the ARC, as long as it meets the following height and style requirements:
 - d. No higher than 12 inches
 - e. White picket
 - f. Brick: Natural, white, green, or red
 - g. Landscaping timbers
 - h. Natural Rock or manufactured masonry
8. Other decorative objects attached to the exterior of the home must be approved by the ARC.

Q. Exterior Lighting

1. New and replacement exterior lighting must be approved by the ARC.
2. Applications of exterior lighting should include wattage and a complete description, including material and location of the fixture on the property.
3. Fixture colors allowable are black, brass, platinum, copper, pewter, or white - and must illuminate the house numbers.
4. No exterior lighting shall be directed outside the applicant's property. No spot lights will be allowed on the front of the house.
5. Free standing light poles in front yards require approval by the ARC.
6. Holiday decorations may be displayed on one's property 30 days before the holiday and must be removed within 15 days after the holiday is over.

R. Flagpoles

1. Free standing flagpoles are not permitted on private property within the community.
2. Temporary flag staffs that do not exceed six feet in length and that are attached to the home or interior of fence do not require approval by the ARC.

S. Sidewalks and Pathways

The replacement of sidewalks, or any portions thereof, must be approved by the ARC. Routine maintenance of cracked or twisted sidewalks to return the sidewalk to the pre-existing condition is allowed without prior approval.

T. Gutters and Downspouts

1. Gutters and downspouts must be consistent with the overall color scheme of the home.
2. Repair or replacement of gutters and downspouts does not require approval by the ARC.
3. Additional installations or relocations of gutters or downspouts must be approved by the ARC.

U. Mailboxes

1. Replacement mailboxes do not require approval by the ARC.
2. Replacement mailboxes must be either black, brass, or match the front exterior color scheme of the house in color.
3. Free standing mailboxes, other than those erected by the U.S. Postal Service, are not permitted in the community.

V. Real Estate Sales/Rental Signs

Real estate signs must meet county regulations with respect to size, content, and removal.

W. Attic Ventilators and Wind Turbines

Attic ventilators must match the siding or trim of the house if mounted on a gable end. Ventilators, ridgeline vents, and wind turbines mounted on the roof should be in harmony with the existing units in the community. ARC approval is required.

X. Clothes Drying Equipment

1. Non-permanent (preferably retractable) clotheslines in completely fenced rear yards that do not exceed height of fence do not require approval by the ARC. Clothes may not be hung over the railings of decks, fences, or other structures not intended for that purpose.
2. Clotheslines are prohibited in unfenced yards.

Y. Window Air Conditioners and Fans

1. Window air conditioners are not permitted within the community.
2. Temporary window fans do not require approval by the ARC.

Z. Replacement House Numbers

1. A Montgomery County Law, effective April 1988, requires replacement house numbers to be 5" in height.
2. Numbers are mandatory on the front of the house. Numbers may be put on the back fence of the house.
3. Numbers larger than 5" in height must be approved by the ARC.
4. Numbers are to be block in design.
5. Numbers should be placed in the same location on the front of the house as the existing house numbers.
6. Only one set of numbers may be displayed on each home.
7. Numbers must be black or brass in color – and must contrast with background.

IV. Local Building, Work Permits and Architectural Soundness

- A. In any situation that requires both ARC approval and State or County permit(s), the ARC approval must be obtained first.
- B. Approval of any project by the ARC does not waive the necessity of obtaining the required local permits.
- C. Obtaining County or State permit(s) does not waive the need for ARC approval.

- D. The ARC will not knowingly approve a project that is in violation of the local building or zoning codes.
- E. The purpose of the ARC is to regulate the external design, appearance, use, location, and maintenance of WSAP and improvements thereon in such a manner as to preserve and enhance values and to maintain an harmonious relationship among structures and the natural vegetation and topography. The ARC relies on the appropriate County authorities to regulate the architectural soundness of construction and takes no responsibility in this regard.
- F. If a homeowner fails to obtain required County or State permit(s) for an ARC approved project, the ARC will consider the approval null and void.

V. Inspection

- A. The ARC members will conduct a walking survey of the community at least once a month for compliance with architectural standards as stated in the WSAP Covenants, Conditions and Restrictions and these Rules. When feasible, a Board member or other Board-designated member of WSAP will accompany the ARC members on their inspections.
- B. The ARC Chairperson will make a motorized survey of the community once a month for compliance.
- C. Upon completion of an approved architectural change, the ARC shall inspect the property that has undergone improvements and shall notify the owner in writing of any inconsistency with the plan approved by the ARC.

VI. Violations and Enforcement

- A. All reports of alleged violations must be submitted in writing to the ARC.
- B. Upon receipt of the written complaint, the ARC members shall execute the following procedures:
 1. The Chairperson will appoint one member to investigate the allegation. If no violation is discovered, the complainant will be informed in writing by the ARC. If there is a violation, the ARC will take the necessary action.
 2. Upon confirmation of the violation, the ARC shall notify the violator in writing that the violation must be corrected within thirty (30) days. If not corrected, a second notice shall be sent giving the violator fifteen (15) additional days to correct the problem(s). The homeowner in violation may request a time extension for extenuating circumstances upon receipt of the first 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 Declaration of Covenants, Conditions and Restrictions for WSAP.

VII. Appeals to the WSAP Board of Directors

- A. Any homeowner aggrieved by a decision of the ARC shall have the right to appeal that decision to the Board of Directors. The Board of Directors may uphold, reverse or modify the decision of the ARC by a majority vote.
- B. No work covered by an application under appeal shall be performed until any and all appeals have been heard by the Board of Directors and a decision rendered.
- C. In case of an appeal to the Board of Directors, all persons with an objection to the original application will be notified to appear before the Board in writing at least ten (10) days prior to the Board hearing the appeal.

VIII. Existing Alterations That Do Not Conform To These Rules

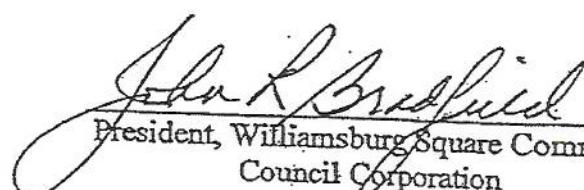
Existing alterations, structures, objects, etc., that do not conform to these rules, but were previously approved by the ARC under previous architectural rules, do not have to be removed or altered and are not considered to be in violation of current rules.

IX. Liability and Indemnification

All duly appointed officers and members of the Architectural Review Committee are protected from legal action, as accorded Board of Directors and Officers, as set forth in the Bylaws, Article V, Section 15, of the Covenants.

Proposed by the Architectural Review Committee – ARC on November 16, 2006.

Adopted by the Williamsburg Square Community Council Corporation Board of Directors on September 1, 2007


John L. Bradfield
President, Williamsburg Square Community
Council Corporation

**Williamsburg Square Ashton Place
Architectural Control Policy
Photovoltaic Solar Collection Panels**

Solar collection equipment may be added to homes in the Williamsburg Square Ashton Place (WSAP) community only after authorization by the Architectural Review Committee (ARC). Solar panels will only be allowed on the rooftops of private dwellings and not in common areas. To secure authorization, the homeowner must submit the proper Application for Architectural Change forms. Only the owner of record of the dwelling may apply. Submitted applications must include a photo and description of the type of solar collector being used and a drawing detailing the location of proposed fixtures. Once completed, these forms shall be submitted to the ARC by sending them to WSAP's management company, The Management Group Associates, Inc.

Photovoltaic Policy

- a. Solar photovoltaic collectors are allowed with preference to compatibility with the character and appearance of the existing structures in style, color, height, location, and bulk. Panels of these types are allowed to be fitted to a homeowner's roof and may be affixed to any area where the collector array can be seen from common areas or adjacent neighbors. However, the committee may require panels to be obscured from view to the greatest degree practicable without significantly increasing the cost of the system or decreasing the efficiency of the solar energy system as originally specified or proposed.
- b. The homeowner/applicant shall provide, along with the proper Application for Architectural Change, photos of the proposed panels to be used and a drawing of the proposed installation. The ARC shall have final authority to approve or disapprove specific panels for compatibility with the character and appearance of the existing structures in style, color, height, location, and bulk, and require an alternate plan so as to blend better within the community.
- c. Front and rear solar panels shall be mounted at a pitch to match the roof surface and no more than 6" above the roof at any point. This also applies to side roofs that face a street. The solar panels must be properly affixed to prevent damage in windy conditions; this is to protect the adjacent homeowners from having a panel shear off and blow into another home. Parabolic solar collectors will not be approved.
- d. The highest point of a solar panel shall be lower than the ridge of the roof where it is attached.
- e. Visible collector frames, stanchions, hardware and plumbing and wiring must be painted to match the color of the shingles or be a dark color such as black or dark brown. Piping and electrical connections shall be located directly under and/or within the perimeter of the panel and invisible from all street angles. All painted surfaces shall be kept in good repair.

Approval of the installation of photovoltaic solar panels by the ARC does not include or imply that a solar easement agreement has been reached.

WILLIAMSBURG SQUARE/ASHTON PLACE

APPLICATION FOR ARCHITECTURAL CHANGE

Applicant Name: _____ Phone: _____ (H)
Property Address _____ _____ (W)

I. DIRECTIONS: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations, or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location of item on your property on a copy of the survey. Include detail of color(s), measurements, materials, and any other pertinent information.

A SEPARATE FORM MUST BE USED FOR EACH PROPOSED CHANGE

III. OWNER'S ACKNOWLEDGMENTS:

- A. I understand ... that nothing herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions or building and zoning codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- B. ...that no work on this request shall commence until written approval of the Architectural Review Committee has been received by me.
- C. ...that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved; and that I may be required to pay all legal expenses incurred.
- D. ...that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
- E. ...that members of the Architectural Review Committee are permitted to make a routine inspection.
- F. ...that a copy of this application will be returned to me after review the by the Architectural Review Committee.
- G. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- H. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 90 days of the approved date of this application and/or completed by the date specified by the panel.
- I. ...that all proposed improvements must meet County codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for a County building permit is my responsibility.
- J. ...that any variation from the original application must be resubmitted for approval.

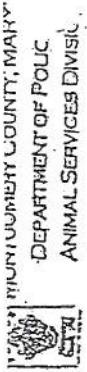
Owner/Applicant Signature _____ Date _____
Co-Owner/Applicant Signature _____ Date _____

ATTACHMENTS: (1) Sketch, photo, catalog illustration, etc.
(2) Site plan or house location survey marked with change being requested.

FOR COMMITTEE USE ONLY: Approved (Signature): _____ Disapproved (Signature): _____	DATE RECEIVED: _____ Date: _____ Date: _____
COMMENTS (Restrictions, additional requirements, reasons for disapproval): _____ _____ _____	

Mail To: Architectural Review Committee
c/o The Management Group Associates
Williamsburg Square/Ashton Place
20440 Century Blvd., Suite 100
Germantown, MD 20874

Office of
the Police on how to prevent or
eliminate traps in your area.
For information about this service, call the Department of
Natural Resources at 1-877-403-6497.



STATE ANIMAL CONTROL LAWS

CRUELTY TO ANIMALS

A person is guilty of cruelty if he/she:

- Deprives an animal of necessary sustenance—
that is food or water;
- Tortures, torments, or cruelly beats an animal;
OR,
- If that person is the owner or otherwise has
custody or is in charge of the animal and:
 - Inflicts unnecessary suffering or pain upon
the animal;
 - Unnecessarily fails to provide the animal
with nutritious feed in a sufficient amount;
 - Unnecessarily fails to provide veterinary
care;

Summary of Animal Control Laws and Services Provided

Animals that can be rehabilitated are cared for by trained
volunteers until they can be released back into the wild.

HUMANE EDUCATION

Programs designed for every school grade level and civic
groups are offered by appointment. Tours of the Animal
Shelter are also available.

FOR SERVICES CONTACT

MONTGOMERY COUNTY-ANIMAL
SERVICES DIVISION
1645 Rockledge Drive
Rockville, MD

240-773-5900

OFFICE HOURS

10 am - 5 pm, Monday through Saturday

ADOPTION HOURS

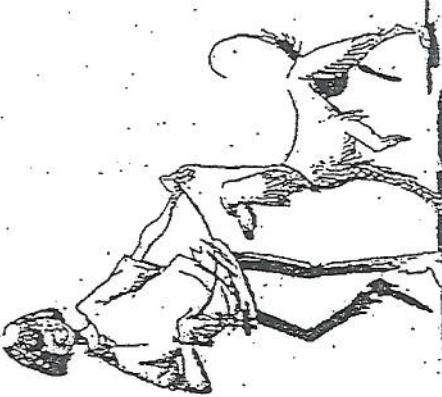
1 pm - 7 pm, Monday through Friday
12 pm - 5 pm on Saturday

TO LOOK FOR OR RECLAIM A LOST PET

10 am - 7 pm, Monday through Friday
10 am - 5 pm on Saturday

24-HOUR EMERGENCY SERVICE

240-773-5900



Quarantine must be
immediately if dog a
becomes sick
Wild animals
people should be sure
confined. If possible, to prevent laboratory test
ables. Extreme caution should be used in
to confine a biting animal.

Penalty for Violation of Quarantine Proces
minimum

VACCINATION & LICENSING

REQUIREMENTS

All dogs and cats 4 months of age or older must
current rabies vaccination and a County license
tag provided by your veterinarian is NOT a Co
license—the licensee must be purchased separately
are required to wear a license issued by the Di
Penalty for Violation of

Vaccination Laws: \$90

Licensing Laws: \$100

ANIMALS AT LARGE

An animal is at large if it is outside of the property
owner and not leased or otherwise restrained to
unwanted contact with a person or another animal
law applies only to dogs and walked cats.

Penalty for Violation of

ANIMAL DELETION ("PROPER-500 LAW")

An owner cannot allow an animal to damage or
on property outside of the owner's property. In a
may damage on public property or the common a
property in which the owner shares an interest if the
owner immediately removes and disposes of the se
service method approved by the Director of the A
Services Division. Fees may be picked up in a plac
If this bag is placed inside another plastic bag, it ma
not be disposed of with normal household trash.

Penalty for Violation: \$100



ANIMAL FINES

An owner in possession of an animal to enter private property without the owner's permission.

Penalty for Violation \$100

ANIMAL NOISE

An owner must not allow an animal to cause noise that is loud enough and persistent enough to disturb another person's quiet enjoyment.

Penalty for Violation \$100

DOGS ON SCHOOL GROUNDS

REGULATIONS AREAS

An owner must not allow a dog to be on public school grounds on a day when school is in session, or on a public recreation area during an organized activity, unless the dog is controlled by a leash or similar restraining device. This does not apply if the dog is participating in an activity such as obedience or agility training if the owner or sponsor of the activity has permission from the agency controlling the school or recreation area.

Penalty for Violation \$100

OTHER ANIMAL/PUBLIC NUISANCE LAWS

Possessing animal in heat -- An owner may keep a female dog or cat inside a building or other secure enclosure that prevents interaction of other animals.

Unsanitary condition -- An owner must not allow an animal to cause an unsanitary, dangerous, or offensive condition due to size or number of animals kept in one location, or because a facility is not appropriate for the animal or poorly maintained.

Penalty for Violation \$100

DANGEROUS ANIMALS

A person may not possess any wild animal or any animal that has been declared to be dangerous unless a waiver is granted by the Division. An animal is considered dangerous if:

- It has, without provocation, killed or severely injured a person;

- It poses a physical threat to humans because of specific training or demonstrated behavior;

- It bites its poisonspur;

An animal is considered potentially dangerous if it has bitten a person either on public or private real property, or has killed or severely injured a domestic animal, which not on the owner's property, or has attacked without provocation. Animals declared dangerous or potentially dangerous by other jurisdictions must be removed from Montgomery County under the Division Director's waiver the requirement and imposes restrictions for the animal to remain in the County.

Animals found to be dangerous must be kept confined in a secure enclosure to prevent direct contact with humans or other animals. They must be leashed and monitored and under the control of a person at least 18 years old who is physically able to control the animal any time it is removed from the owner's property. An animal which has been declared to be vicious or dangerous by the Director or the Animal Matters Hearing Board may have additional restrictions imposed.

Penalty for Failing to Keep a Dangerous Animal Confined \$500-\$2500 and/or impoundment of the animal.

PROPER DOG SHELTER AND PROTECTION FROM THE ELEMENTS

Chapter 5 of the Montgomery County Code requires that all animals be provided with proper shelter or protection from the elements. The Animal Services Division has established the following guidelines for proper shelter for dogs.

Depending on the age, size, general physical conditions of the animal and weather conditions, additional protection may be required.

Weatherproof -- The shelter must be of solid construction with no cracks or openings other than the entrance. (Plastic/pvc openings for ventilation are acceptable in hot weather) It should be of wood construction with no metal surfaces inside.

Elevated -- The floor must be of solid construction and should be elevated at least 2 inches off the ground.

Protected Enclosure -- The enclosure should be protected to prevent wind, rain and snow from blowing directly on the animal. This can be accomplished by (v) placing a flexible flap over the door(s) constituting a "U" shaped barrier outside the door(s), (c) placing the front of the dog house close to another building, i.e., house, barn, shed, or other solid wall/break.

Bedding -- Bedding must be dry. Straw, leaves, shredded paper and cedar chips make good bedding material. Rugs, cloth and blankets are not recommended, as they hold wetness and will freeze.

Size --

The shelter should be large enough to allow the animal to stand, turn and lie down comfortably, and small enough to allow the animal to warm the interior with its body heat. The door(s) should be just large enough to allow the animal to enter easily.

Shade --

During hot weather the animal should have access to a shaded area at all times throughout the day. Failure -- Failure to provide adequate shelter and protection from the elements is punishable by a maximum \$500 fine.

Exceptions to these standards must be approved by an Animal Services Officer or the Director of the Animal Service Division.

SERVICES PROVIDED

INVESTIGATION OF COMPLAINTS

Animal Services Officers respond to and investigate public nuisance, cruelty, and vicious animal complaints. Officers enforce county and state animal-related laws.

OBEDIENCE TRAINING

Obedience training classes for dogs of all ages are offered through the Department of Recreation. In addition, "Help sessions" to correct behavior problems are also available. Call the Department of Recreation at 240-777-6900 for additional information.

ANIMAL MATTERS HEARING BOARD

The Animal Matters Hearing Board is authorized by county law to hear and decide public, nuisance, cruelty, and vicious animal complaints.

The Board may order an animal found to be a public nuisance delivered to an alternate inchcock, and if the animal is found, in addition, the Board may order the owner of an animal causes personal injury, or property damage to pay damages to the injured person as a condition for keeping the animal up to \$1,000 per incident.

Penalty for Violation of Animal Matters Hearing Board Order Minimum \$500 Fine and/or Impoundment of the Animal(s).

BALES VACCINATION CLINICS

Bales clinics are held periodically throughout the year. Please call 240-777-5916 for information.

EMERGENCY RESCUE

Trained drivers pick up sick and injured stray animals hours a day.

LOST AND FOUND

Central file, updated daily, aid in returning lost pets via their owners.

Anyone who loses a pet or finds someone else's pet should call the Animal Shelters immediately. To reclaim a lost pet impounded at the Animal Shelters, the owner must pay an impoundment and board fee and show proof of a current rabies vaccination and license; addition, the owner may be subject to fines for non-compliance with county and state laws.

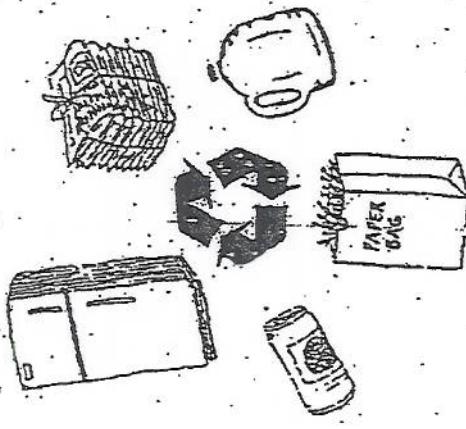
LOW-COST SPAYING/NEUTERING

After veterinarian perform spaying and neutering at reduced rates for county residents when surgery is arranged through the Low-Cost Spay/Neuter Program.

ADDITIONS

Homless animals are given a new start with approved families. Prospective adopters may register specific breed requests on the "Wish List".

Recycling Collection Services



OR BUNDLE IT

Brush can also be tied into bundles with twine. Bundles should not exceed 30 inches in diameter. Each branch should not be larger than 4 feet in length, and 4 inches in diameter.



Sorry,

- NO rocks
- NO dirt or sod
- NO root balls or tree stumps
- NO lumber

Recycling makes
a difference,
and YOU
make it
happen!



BAG IT

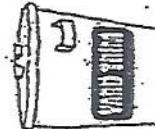
Please place leaves, grass, brush, and other yard trimmings in large paper bags — available at most grocery and hardware stores, and Home Improvement and garden centers.



Total bag weight cannot exceed 45 lbs.

OR CAN IT

Save money and use reusable containers, such as trash cans. Cans must be labeled "YARD TRIM" to ensure proper collection. Use the free YARD TRIM decals available at County libraries, regional service centers, or by calling our office at 240-777-6410. Total weight cannot exceed 45 lbs. per container. Be sure "Yard Trim"



IMPORTANT REMINDER

Put all recyclables out at the curb before 7:00 a.m.

Blue bin materials, papers, scrap metal, and yard trimmings are picked up by separate trucks. For example, If blue bins are emptied in the morning and other materials remain behind, they will be picked up later that day. If you have scrap metal items for recycling, you must call 240-777-6410 by 9:30 a.m. on the business day BEFORE your recycling day to arrange for pick up.

ONCE A WEEK CURBSIDE COLLECTION

Recyclables must be set out for collection by 7:00 a.m.



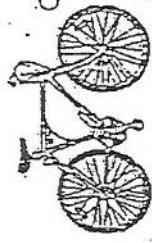
Montgomery County, Maryland
Department of Public Works
and Transportation
Division of Spilled Waste Services
101 Monroe Street, 6th Floor
Rockville, MD 20850
240-777-6400
TY 240-777-6442
FAX 240-777-6466
www.micrecycles.org
Info@micrecycles.org
Customer Service 240-777-6410

SCRAP METAL

Put items at the curb, not in your blue bin.

We Accept:

- ✓ Household metal items
Examples: Large household appliances, bikes, metal cabinets, doors, iron furniture, and railings, metal sheds (disassembled), shower stalls, aluminum lawn chairs, swing sets (disassembled and without concrete on legs)



Call 240-777-6410
no later than
9:30 a.m. on
the business day
BEFORE your collection day
to schedule pick up.

Sorry,

- ✗ NO automotive parts
- ✗ NO paint cans
- ✗ NO propane or oxygen tanks, or other containers under pressure

Please Remember...

- No caps or lids
- No plastic wrap or bags
- Rinse out your recyclables before placing them into your blue bin
- Don't crush your bottles and cans
- Labels do not need to be removed from your containers

RECYCLABLE BLUE BIN ITEMS

GLASS JARS & BOTTLES

We accept:

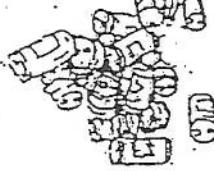
- ✓ All food and beverage containers
- Sorry,
✗ NO other glass or ceramic products



CANS & FOIL PRODUCTS

We accept:

- ✓ All metal food, beverage, and pet food containers
- ✓ Aluminum foil products.
- Examples: foil wrap, pie plates and other food trays. (Please clean and wipe off foil)



For larger metal items, please see Scrap Metal

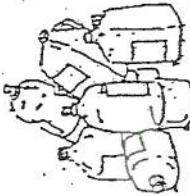
PLASTIC BOTTLES

We accept:

- ✓ Clear and colored plastic bottles with necks

Sorry,

- ✗ NO other plastics
- ✗ NO bottles from hazardous products Examples: automotive and garden products
- ✗ NO salad bar or frozen dinner plastic trays



ALL PAPER

Acceptable materials can be combined together and placed in paper bags and/or small cardboard boxes

Flatten all empty boxes and put into bundles not larger than 3 feet wide x 3 feet long x 6 inches thick. Tie with twine, or package as above.

Shredded paper is fine. Just secure it in a paper bag or box

DO NOT USE YARD TRIM

BAGS FOR PAPER

We accept:

- ✓ Newspapers and inserts
- ✓ Corrugated cardboard
- ✓ Cereal & other boxes
- ✓ Computer & office paper
- ✓ All other clean & dry paper

We accept:

- ✗ Magazines
- ✗ Catalogs
- ✗ Paperback books
- ✗ Telephone books
- ✗ Unwanted mail

Sorry,
✗ NO packing material such as styrofoam or plastic

- ✗ NO waxed paper, carbon paper, hard-backed books, beverage containers such as milk or juice cartons
- ✗ NO paper or cardboard contaminated with paint, chemicals, food or kitty litter
- ✗ NO foil gift-wrap, paper towels, napkins or tissues

It's so easy to recycle!

Purchase and use latex paint instead of oil-based paint whenever possible. Latex paint can be safely dried up and put out for regular refuse collection. Simply remove the lid and place it in a safe, well-ventilated area. Cans filled a quarter or less with paint will dry in a few days. For cans with greater volume, add cat-litter, shredded paper, or a product called Waste Paint Hardener, available at most area hardware/paint stores. Once dry, put out for regular refuse collection.

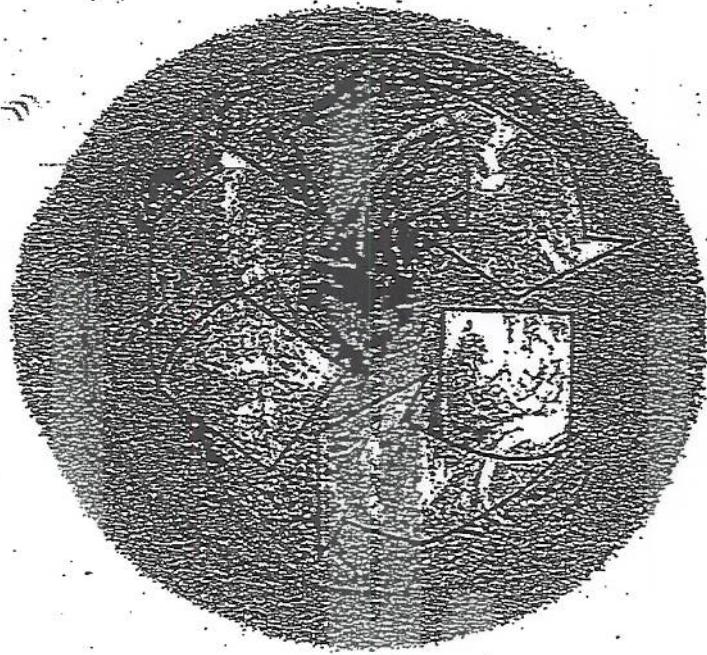
Store different types of hazardous materials separately from each other. Follow recommended uses and precautions on labels.

Keep children away from hazardous materials.

Avoid contact with skin and eyes. Wear protective eye glasses, gloves, and clothing when handling hazardous materials.

Recycle used motor oil at a participating service station or the waste oil recycling center at the Montgomery County Soil & Waste Transfer Station during regular business hours.

Recycle car batteries and antifreeze at the Montgomery County Solid Waste Transfer Station during regular business hours.

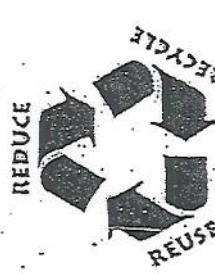


MONTGOMERY COUNTY TRANSFER STATION 16101 Frederick Road • Derwood, MD 20855

CAN DROP-OFF HOURS:

- Monday - Friday 7:30 a.m. - 8:00 p.m.
- Saturday 7:30 a.m. - 5:00 p.m.
- Sunday 9:00 a.m. - 5:00 p.m.

TRUCK DROP-OFF HOURS:
7:00 a.m. - 5:00 p.m., Monday - Saturday



*Montgomery County
Division of Solid Waste Services*

Residential Recycling Guide



Montgomery County, Maryland
Division of Solid Waste Services
101 Monroe St. • 6th Floor
Rockville, MD 20850

MONTGOMERY COUNTY RECYCLING CENTER
At the Montgomery County Recycling Center, your recycled glass, cans, and plastic bottles are inspected, sorted, processed, and trucked to mills and plants where the recycled material is made into something new. Mixed paper and yard trim are brought to the Recycling Center where they are packaged for transport to recycling facilities for processing.

We encourage you to take a tour of our Recycling Center in Derwood. Individuals and groups are welcome to get an inside look at the recycling process and how your recycling efforts have paid off. To schedule a tour, call (301) 417-1433.

For information on special pick-ups, and trash or recycling collections, call (240) 777-5410 or visit our website, www.MCRrecycles.org.