

SENECA FOREST COMMUNITY ASSOCIATION

HOMEOWNER HANDBOOK

Contents:

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SENECA FOREST COMMUNITY ASSOCIATION

2016 Approved Budget

\$75 per home per month

INCOME

Assessments	382,500
Late Fee Income	5,000
Legal Fees Reimbursement	22,000
Certified/Lien/NSF Income	6,500
Misc. Income	4,000
Parking Permits	400
Interest Income	500
Less: Reserve Interest	(500)
Less: Reserve Contribution	(70,000)
Pay back to Reserves	(12,000)
Total Income	338,400

EXPENSES

General & Administrative

Management Fees	62,200
Audit	2,050
Legal	28,000
Website	500
Postage & Mail	1,900
Mailing/Handling	1,500
Insurance	4,800
Bad Debt Expense	10,000
Coupon Printing	1,200
Printing & Reproduction	1,200
Property Taxes	9,000
Street Light Electricity	12,000
Misc. HO Admin. Fees	8,500
Misc. General & Admin.	3,000
CCOC	1,275
Total - General & Admin.	147,125

Site Maintenance

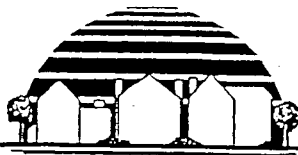
Tree Maintenance	17,000
General Maint. & Repair	18,000
Improvements - Landscaping	5,606
Contingency	8,175
Street Light Repairs	5,000
Total - Site Maint. & Repairs	53,781

Contract Services

Lawn Maint. & Landscaping	79,994
Trash Removal	26,000
Snow Removal	22,000
Courtesy Patrol	9,500
Total - Contract Services	137,494

TOTAL EXPENSES 338,400

NET INCOME/LOSS 0



The Management Group Associates, Inc.

— A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY —

The Management Group Associates, Inc. is pleased to offer a convenient way to pay your monthly HOA/Condo dues. We have implemented a Direct Debit System where you can have your monthly dues taken directly out of your bank account. The benefits to you are:

- * Avoid late fees through prompt, timely payments
- * Eliminate check writing
- * Eliminate postage expense

The benefits to your Association are:

- * Funds available sooner to meet obligations
- * Cost savings due to the elimination of coupon book orders and the fee associated with processing the payment
- * Reduction of late notices and related postage for missed payments

If you would like to sign up for this method of payment, simply fill out the enclosed application in full, sign it and mail it back to us. Be sure to attach a voided check if funds are drawn from a checking account. Do not attach a deposit slip. A confirmation card will be sent to you to verify your effective month.

If you have any questions on this, please feel free to call office at the number listed below.

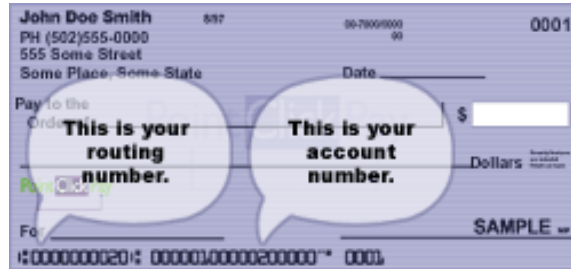
**AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS
(DIRECT DEBIT)**

I (We) hereby authorize **Seneca Forest HOA** 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. Applies only to monthly or quarterly assessments.

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

** You can find your 10 digit account number in your coupon book or by visiting your association's website if they have one.

Please remember:

Recurring payments via e-check or credit card can be set up for up to 12 months at a time. Be sure to renew your payment instructions annually.

Payments received after 4 p.m. will be credited to your account as of the next business day. Avoid late fees by ensuring that your payments are received before the late date.

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

Effective 9/15/13
Revised: 10/26/15



SENECA FOREST COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE
RESOLUTION #10

WHEREAS, Article VII Section 2 of the Bylaws states that the Architectural and Environmental Control Committee shall adopt or promulgate rules or regulations; and

WHEREAS, For the benefit of the Association and for the equitable disposition of individual homeowner's request for changes as defined in Article VII of the Declaration, the Architectural and Environmental Control Committee deems it necessary to amend the present rules of the committee.

NOW, THEREFORE, BE IT RESOLVED THAT the following rules and regulations are hereby established and adopted:

I. COMMITTEE MEMBERSHIP

- A. Membership - The Architectural and Environmental Control Committee shall consist of a minimum of three (3) voting members and a maximum of 7 members.
- B. Qualification - Requirements for membership of the Architectural and Environmental Control Committee shall be:
 - 1) Must be a property owner in the Association.
 - 2) Association fees shall not be in arrears.
 - 3) Shall not be in violation with any AECC rules or regulations.
- C. Appointment - The Chairperson of the Architectural and Environmental Control Committee shall recommend any person who meets the qualifications to the Board of Directors for appointments.
- D. Attendance and Removal
 - 1) No member of the Architectural and Environmental Control Committee shall miss more than three (3) consecutive monthly meetings. Any member missing more than three (3) consecutive monthly meetings may be removed by the Board from the Architectural and Environmental Control Committee.

II. DUTIES AND RESPONSIBILITIES

As specified in Article VII of The Declaration applicants seeking modifications to the outside of one's home or to the common property shall make application and seek approval in writing from the Architectural and Environmental Control Committee, unless defined as a "BLANKET APPROVAL".

- A. Applications - All requests for approval from the AECC, for any applicable required changes as specified in Article VII, shall be made on the form approved by the AECC.
- 1) All applications must be filled out and signed by the owner(s) of the property.
 - 2) Detailed drawings of any proposed alternation or construction changes must be submitted with the completed application. Drawings should show side elevation, front elevation and plan view.
 - 3) Request for exterior color changes will require a "patch" of the proposed color change and/or the color name, manufacturer or other information as may help the AECC in making a decision, and provide current color scheme.
- B. Approvals - The approval of all requests or action by the AECC shall be made by a majority vote of the members present, but in no case less than two members.
- 1) All approval for any excavation or digging in excess of 18" shall require calling "MISS UTILITY" at 800-257-7777 prior to the commencement of any work.
 - 2) BLANKET APPROVALS - (No applications required)
 - a) Plants, shrubs and flowers planted within your property line or anywhere in the backyard. Vegetable gardens are permitted in the backyard only (within property lines). No plants may be taller than six feet.
 - b) Any tree other than silver maple, bamboo, tulip poplar, American Beech, elm, weeping willow, or female gingo Biloba provided it is planted on your property. The tree(s) must be planted at least three feet from the property line.
 - c) Picnic tables in rear yards only. Umbrellas seasonal only.
 - d) Decorative fencing around flower beds (front or back yards) up to 12" in height.
 - e) Storm doors must be white or the same color as the front door or existing trim.
 - f) Deadbolt locks, door knockers and doorknobs

- g) Hose caddy no higher than 36" from ground level.
- h) Seasonal decorations may be displayed on one's property, but must be removed once the season or holiday has passed.
- i) Patios and ground level decks under 16 sq. feet.
- j) Exterior door color must be selected from, or identically match, McCormick Paint's following colors:*

100 through 224
 450 Powder Mill Grey
 452 Flintstone
 464 Elizabeth Blue
 479 Cape Blue

Shutter color must be selected from the above, or the following:

453 Marble Ice
 457 Ocean Fog
 473 Mauvewood
 480 Persian Plum

Trim color must be selected from the following:

100 Super white
 101 Amber white
 108 Wheat

The intent of these color restrictions is to have door and shutter color match or be coordinated with each other.

*Procedures for **Color Matching**, using manufacturers other than **McCormick**:

1. Obtain approved **McCormick color chart**.
2. Identify correct color code/match for your house. (see "J" for details on specific colors)
3. Take the McCormick chart to your preferred paint manufacturer/supplier, ie; Dutch Boy, Sherwin Williams, Martin Seynor, Hechingers, Home Depot.
4. Have them "Computer Color Match" the color. Most paint Reps offer this service. A "Supply Representative Expert" can be substituted if "Computer Color Matching" is unavailable.
5. They can custom mix and reproduce the matched color with their own brand.
6. This is the only way to accurately reproduce the color scheme for Seneca Forest.
7. Some colors may be stock colors, but usually they will have to be mixed.
8. Don't attempt to "eye ball" color charts. This will not suffice! It must be Color matched by an expert or computer.
9. Seneca Forest does not assume any responsibility for pricing.

- k) Motion sensor security fixtures at the front of a home must be decorative in nature and have no exposed wires.

Motion sensor security fixtures at the back or side of a home may be directional or decorative.

Total wattage shall not exceed 300 watts and in some cases a shielding device may be necessary.

- l) The diameter of any satellite dish may not be larger than 1 meter (39”).

If good signal quality can not be achieved by adhering to the following steps, variations may be sought through submission of an application to the AECC.

The satellite dish is to be installed in the rear of the property.

If the satellite dish is installed on the roof the mounting bracket must be mounted on the back of the roof, below the peak.

All wiring must be concealed below ground or behind siding, gutters, or downspouts.

- C. Denials - Any homeowner whose application has been denied shall be notified in writing, listing the specific cause for such denials, and their right to appeal the decision to the Board of Directors.

III. BUILDING SPECIFICATION

- A. DECKS -
1. Size - Cover entire backside of home up to one foot from center line of party wall. End units, flush on non-party wall side only.
 2. Steps - Not to extend beyond property line. Steps on end units may not extend beyond building line.
 3. Railings - 36" minimum and 42" maximum from surface deck. Trimming 2 x 2 pickets not to exceed 4" spacing or board not to exceed 6" in width with a maximum of 4" spacing or lattice.
 4. Overhead Trellis - Open wood structures only. May encompass the entire deck. Height is not to exceed seven feet from decking.
 5. Materials – a) wood, pressure-treated pine or cedar or equivalent. DO NOT paint. Approved stains are natural, pressure treated, cedar and clear b) white, grey or natural wood colored composite.

B. PATIOS AND GROUND LEVEL DECKS

1. Size - Can cover entire rear of home up to the privacy fences, and extend from the home of the property line. It can not be visible from front of dwelling. Anything over 16 sq. ft. must be submitted for review by AECC.
2. Materials - Pressure treated or equivalent wood, brick, concrete, or slate (exceptions will be reviewed).
3. Trellis - Same as A. 4 and (under decks) not to exceed the height of 6-feet from ground.

C. FENCES

1. Styles - a) Board on board to conform with original privacy fence. 1" x 4" or 1" x 6" slats b) solid panels, with or without lattice top c) split rails (to replace existing split rails).
2. Materials – Same as decks, above.
3. Gate - Solid or board on board.
4. Size - Within property lines. End units may extend half of the distance to the front along the side.
5. Six-foot maximum height from ground.

D. WINDOWS

1. Styles to match existing windows in the home or equivalent.
2. Flower boxes permitted in rear of home only, not to extend beyond window area and not permitted on top floor. Maximum 12" out from home and 12" deep.
3. Greenhouse window not to exceed length and width of existing window, depth not to exceed 12' placed on rear only and not above main floor.

E. SHUTTERS

1. Same standard as builder, must match existing trim or color of door.
2. Front of house only.

F. CHIMNEYS - Individual basis for location. Boxed style to match existing Porten Sullivan installations. Siding to match.

- G. SWING SETS - Wooden only. May hang from bottom of deck (swing only) within property line.
- H. LIGHTING - Any changes in external lighting must be approved.
- I. HOT TUBS
1. All hot tubs are subject to approval by the Seneca Forest AECC.
 2. A copy of an approved Montgomery County electrical and structure permit shall be submitted to the AECC which will be attached to the applicant's previously approved AECC application.
 3. Plans should include sufficient allowance for a proper drainage system.
 4. The manufacturer's specifications and brochure identifying the exact tub to be installed shall be submitted with the AECC application. If deviation from the installation model specified is required, a new AECC application shall be necessary.
 5. Request for additional external lighting shall be submitted for approval in accordance with Seneca Forest guidelines.
 6. The installation of a hot tub shall be permitted only on the ground level deck. No upper level installations shall be permitted.
 7. The backyard in which the hot tub is installed shall be fenced with a self locking or manual lock mechanism.
 8. The hot tub shall be of fiberglass or acrylic construction with a cabinet of wood.
 9. The maximum size for hot tub and enclosure shall not exceed 64 square feet.
 10. The depth of the hot tub shall be no more than 40 inches.
 11. The cabinet shall be constructed with pressure treated wood or equivalent. The cabinet and fence may be treated with a clear sealer.
 12. The hot tub shall have a lockable, rigid cover as supplied by the manufacturer or equivalent. When not in use, the hot tub shall be covered and locked.
 13. The hot tub pump and heater shall be enclosed in a sound-proof cabinet, if not enclosed within the structure of hot tub cabinet.
 14. In accordance with current Seneca Forest Covenants overhead coverage of hot tubs shall not be permitted.

15. The anticipated installation date shall be provided to the AECC.
16. A post installation inspection shall be conducted by the AECC to verify the installation was conducted as specified in the AECC approvals.
17. A copy of the County Final Inspection Certificate must be submitted to the AECC.

J. **SHEDS** **Two sets of criteria shall apply for shed construction and/or installation of pre-constructed, heavy duty, plasticized or rubberized outdoor sheds.**

In the case of **shed construction**, the following items, #1 through #11 shall apply:

1. Shed measurements shall not exceed 5 feet deep by 7 feet long by 8 feet high and shall be anchored on a concrete slab with 4 inch by 4 inch corner posts.
2. An existing fence shall not be incorporated into the frame of the shed.
3. Sheds shall only be built with the 7-foot side parallel to the side fence/property line with a 2-inch space between the property line/fence and the shed.
4. Shed shall not be built closer than 8 feet from the end of party wall. In situations where the adjacent neighbor has an existing shed it is recommended that the new proposed shed be built "back to back."
5. Sheds are not required to be in an enclosed or fenced yard.
6. The installation of sheds shall not interfere with drainage pipes.
7. Sheds shall be constructed of a board-on-board construction. Materials shall consist of pressure treated wood or equivalent. If siding is used the color must match the siding on the house.
8. The roof shall be black asphalt shingles or match the shingles on the house.
9. If the shed exterior is painted the color must match the color of the house's siding. Alternatively, the wood may be sealed with a clear sealant.
10. The shed door shall be lockable (lock and key). Width of door shall be 2 feet 6 inches to 3 feet wide by 6 feet 8 inches in height. Door may be positioned anywhere on the 7 foot facade.
11. No electrical connections shall be permitted for sheds. This is in accordance with current covenants.

In the case of **pre-constructed**, heavy duty, plasticized or rubberized outdoor sheds, the following items, #1 through #6, shall apply:

1. Measurements for vertical sheds may not exceed 52 inches wide by 32 inches deep by 78 inches high and for horizontal sheds 60 inches wide by 48 inches high by 30 inches deep.
2. Sheds must be of subdued colors and wherever possible consistent with exterior paint color schemes as approved by AECC color guidelines.
3. Sheds are not required to be in an enclosed or fenced yard.
4. Shed shall not be installed closer than 8 feet from the end of party wall. In situations where the adjacent neighbor has an existing shed it is recommended that the new proposed shed be placed "back to back."
5. The installation of sheds shall not interfere with drainage pipes.
6. No electrical connections shall be permitted for sheds. This is in accordance with current covenants.

- J. AWNINGS - Any superstructure on a deck or patio requires approval. Awnings are acceptable only if they are the retractable variety and are fully retracted to the rear wall of the house when not in use.

Awnings are allowed only in conjunction with covering a deck or patio, not unfinished areas of the yard. The awning may be smaller than the surface of the deck/patio but shall not be larger than required to protect the surface. Materials for the awning shall be of a color which coordinates with the existing colors on the house or be earth-tone, or green/white stripes.

These rules and regulations became effective on the 22nd day of May 1995.

Amended June 27, 1996, June 27, 1997, January 30, 1998, July 27, 2000 and October 17, 2012.

**Seneca Forest Architectural Committee
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, Maryland 20874**

Architectural Change Request Form

Applicant's Name: _____ Date: _____

Address: _____ Home Phone: _____

Lot: _____

Type of Alteration/Change: (Please check one)

- | | | |
|--------------|-------------|-----------------------------|
| Second Story | Deck _____ | Complete Section (a) below. |
| Ground Level | Deck _____ | Complete Section (a) below. |
| | Patio _____ | Complete Section (c) below. |
| | Fence _____ | Complete Section (b) below. |
| | Other _____ | Complete Section (c) below. |

(a) Complete this section if you are adding a deck:

Dimensions: Across back of house _____ Length out from house _____

Distance from party wall to deck (at least 1 ft) _____

Railing Height (from surface of deck) _____

Railing Type (check one):

_____ 2" x 2" Picket

_____ Board on Board

_____ Lattice

_____ Other (Describe) _____

Type of Materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

Please use the space on the back to describe any additional attachments, such as a trellis, lighting, benches, flower boxes to the deck/home.

(b) Complete this section if you are adding a fence:

Dimensions: Total dimensions to be fenced in _____

Fence type (check one):

_____ Board on board – to match existing fence

_____ Other (Describe) _____

Type of Gate (if any) _____

Type of materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

(c) Complete this section for any other construction or modification:

Type of construction/modification _____

Dimensions _____

Type of materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

Please use space on back to describe the change(s) in as much detail as possible (use additional paper if necessary).

PLEASE BE SURE THAT YOU HAVE INCLUDED:

- (1) A copy of your lot plot – you should have received this at settlement – showing the dimensions of the property and exactly where the additional structure will be.
- (2) Detailed sketches or design plans.

USE THIS SPACE FOR ANY ADDITIONAL DESCRIPTIONS (Not detailed drawings):

Homeowner Signature

FOR COMMITTEE USE ONLY

Date Received: _____ Received By: _____

Architectural and Environmental Control Committee Action Taken:

Your request for approval of _____
has been APPROVED DISAPPROVED (Circle one)

Association Representative

Comments:

- This construction must commence within six months and be completed within one year of the date of this approval.
- Any damage to nearby common or private areas must be corrected within fifteen (15) days.
- Any variations from the approved plans must be resubmitted.
- The homeowner is responsible for obtaining any applicable Montgomery County building permits.
- All changes must be made entirely within the homeowner's property lines.
- The homeowner is responsible for proper upkeep of the addition/change.
- Please contact Miss Utility at 800-257-7777 prior to digging.
- Special conditions: _____

SENECA FOREST COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 9

ENFORCEMENT PROCEDURE

WHEREAS, Article V, Section 3 of the Bylaws states that the business and affairs of the Association shall be managed by the Board of Directors;

WHEREAS, Article V, Section 3(d) of the Bylaws empowers the Board to adopt and enforce rules and regulations; and

WHEREAS, for the benefit and protection of the Association and of the individual owners, the Board deems it necessary and desirable to establish a procedure to ensure due process in cases involving compliance by an owner or resident with provisions of the Declaration, the Bylaws or the Rules and Regulations;

NOW, THEREFORE, BE IT RESOLVED THAT the following enforcement procedure is hereby adopted.

I. PROCEDURE

A. Initial Actions to Secure Compliance. Any owner, officer, or agent of the Association has the authority to request that an owner or resident cease or correct any act or omission which appears to be in violation of the aforementioned documents. Such informal requests should be made before the formal process is initiated.

If informal requests do not result in compliance, a written complaint providing in reasonable detail the specifics of the alleged violation shall be filed with the Management Office.

B. Written Request. After a complaint has been filed, a written request shall be sent to the alleged violator by the Managing Agent, or any other designated agent of the Association, in accordance with the following procedure:

1. The alleged violator shall be requested to cease and desist from the alleged violation and shall be advised of: (i) the alleged violation; (ii) the action required to abate the violation; and (iii) a time period, not less than 10 days, during which the violation may be abated without further sanctions or a statement that any further violations of the same provision may result in the imposition of sanction after notice and hearing.

2. The request shall identify the applicable part of the Declaration, Bylaws or Rules and Regulations that has been violated.

3. The request shall be mailed to the owner at the address on file at the Management Office, and to the resident of the property, if not the owner.

4. A copy of the request shall be filed in the Management Office. A copy also shall be sent to the Board.

C. Failure to Comply with Request. The following procedures shall be followed when a continuation or a repetition of a violation occurs:

1. Written Complaint. A written complaint may be filed by any person. The complaint shall constitute a written statement of charges which shall set forth the acts or omissions with which the respondent is charged, in sufficient detail so that the respondent will be able to prepare his defense. The complaint shall identify the specific provisions which the respondent is alleged to have violated, but shall not consist merely of charges phrased in the language of such provisions without supporting facts. The complaint must be as specific as possible as to times, dates, places and persons involved.

2. Preliminary Investigation. Upon receipt and consideration of the written complaint, the Board may request the Managing Agent or a member of the Board to make a preliminary investigation as to the validity of the complaint and promptly report the findings to the Board. If the alleged violation has been corrected since the complaint was made, or if the complaint is for any other reason no longer valid, the Board shall determine the appropriate disposition of the matter and respond in writing to the complainant. If preliminary investigation indicates the need for further action, the Board may proceed as appropriate with the steps set forth below.

3. Notice of Hearing. If preliminary investigation indicates further action is necessary, the Board shall serve a Notice of Hearing and a copy of the complaint on the respondent. The Notice shall be served not less than 14 days prior to the date of the hearing. The Notice shall be hand delivered or mailed by certified United States mail, return receipt requested, to the respondent at the address or addresses required for notice of meetings and, in the case of non-owner residents, to the property address as well. Service by mailing shall be deemed effective 2 days after such mailing in a regular depository of the United States mail. The Notice and complaint shall be accompanied with a postcard or other written form entitled "Notice of Defense" with instructions to the respondent that the "Notice of Defense" should be returned to the Managing Agent if the respondent intends to present any defense or attend the hearing. Failure of the respondent to return the "Notice of Defense" shall not, however, constitute a waiver of the respondent's right to attend the hearing and present a defense. No order adversely affecting the rights of the respondent may be made in any case unless the respondent has been served as provided herein.

The Notice of Hearing sent to the respondent shall state the time, date and location of the hearing and shall inform the respondent of his or her right to be present at

the hearing, to be represented by counsel and to present any witnesses or evidence. The Notice shall also describe any sanctions which may be imposed on the respondent.

4. If any parties can promptly show good cause as to why they cannot attend the hearing on the set date and indicate times and dates on which they would be available, the Board may reset the time and date of hearing and promptly deliver notice of the new hearing date.

5. Cease and Desist Request. The Board may, at its own discretion, issue a cease and desist request to the respondent. Such cease and desist request shall be substantially in the following form:

"The Board has received the attached complaint.

"The Board hereby requests that you CEASE AND DESIST such acts or actions until such time, if any, as a ruling of the Board of Directors or court of law permits.

"Failure to comply with this request may result in a charge or sanction greater than that which would be imposed for a single violation."

6. Amended or Supplemental Complaints. At any time prior to the hearing date, the Board may file or permit the filing of an amended or supplemental complaint. All parties shall be notified thereof in the manner herein provided. If the amended or supplemental complaint presents new charges, the Board shall afford the respondent a reasonable opportunity to prepare proper defense.

D. Hearing. A hearing shall be conducted in executive ✓ session by the Board to afford all parties a chance to present or defend their cases. The following procedure shall apply:

1. Proof of Notice, Minutes. Proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the party who delivered such notice. The notice requirement shall be deemed satisfied if the respondent appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

2. Constraints on the Board of Directors. It shall be incumbent upon each member of the Board to make a determination as to whether that member is able to function in a disinterested and objective manner in consideration of the case. Any member incapable of such objective consideration of the case shall disclose this fact to the Board and shall not take part in the proceedings or in the Board's decision. Any member of the Board has the right to challenge any other member who is unable to function in a disinterested and objective manner.

Prior to the hearing, the complainant and respondent may challenge any member of the Board for cause. In the event of such a challenge, the Board shall meet within 15 days to determine the sufficiency of the challenge. If the Board sustains the challenge, the President shall at that time appoint another owner to replace the challenged member. All decisions of the Board in this regard shall be final.

3. Hearing Procedures.

a. The Board shall select a person to serve as hearing officer and preside over the hearing. Such hearing officer need not be an owner or a member of the Board. At the beginning of the hearing, the hearing officer shall explain the rules and procedures by which the hearing is to be conducted.

The Board may determine the manner in which the hearing will be conducted, so long as the rights set forth in this section are protected. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Generally, any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions.

b. Neither the complainant nor the respondent must be in attendance at the hearing. The hearing shall be conducted in executive session.

c. Each party shall have the right to do the following, but may waive any or all of these rights:

- (1) make an opening statement;
- (2) introduce evidence, testimony, and witnesses;
- (3) cross-examine opposing witnesses by directing questions to the hearing officer;
- (4) rebut evidence and testimony; and
- (5) make a closing statement.

Even if the complainant or the respondent does not testify in his own behalf, each may still be called and questioned.

d. Whenever the Board has commenced to hear the matter and a member of the Board withdraws prior to a final determination, the remaining members shall continue to hear the case and the President shall name a replacement for the withdrawing member.

4. Decision. After all testimony and documentary evidence has been presented to the Board, the Board shall vote upon the matter. Agreement of a majority of those voting shall be required for a decision. The decision shall be made promptly after the hearing.

The Board shall prepare written findings of fact. A copy of the findings and decision of the Board, including majority and minority opinions, if any, shall be served by the Board on each party in the matter and his attorney, if any. A summary of the decision, excluding names of persons involved and addressing only the issues and the Board decision shall be included in the Board Minutes.

II. INTERPRETATION

This Resolution is intended to serve as a protection to owners and residents to ensure that their rights are protected and to serve as a guideline for the Board as it carries out its duties to enforce the Declaration, Bylaws and Rules and Regulations.

The Board may determine the specific manner in which the provisions of this Resolution are to be implemented, provided that due process is afforded.

Any inadvertent omission or failure to conduct any proceeding in exact conformity with this Resolution shall not invalidate the results of such proceeding, so long as a prudent and reasonable attempt has been made to ensure due process according to the general steps set forth in this resolution.

III. DELEGATION TO COMMITTEE

The Board may delegate the hearing and decision responsibility hereunder to a committee. Decisions of the committee may be appealed to the Board.

IV. LEGAL ACTION

Notwithstanding any provision of this Resolution, the Association may initiate legal action at any time without following the procedures set forth herein if, in the judgment of the Board, the interests of the Association so require.

SENECA FOREST COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 7

ASSESSMENT COLLECTION PROCEDURES

WHEREAS, Article V of the Declaration of Covenants ("Declaration") creates an assessment obligation for the owners and sets forth certain remedies for non-payment of assessments; and

WHEREAS, there is a need to establish orderly procedures for the collection of assessments;

NOW, THEREFORE, BE IT RESOLVED THAT the following assessment collection procedures are adopted effective January 1, 1989.

I. ROUTINE COLLECTIONS

1. Annual assessments shall be payable in monthly installments which shall be due the first day of each month.

2. All documents, correspondence and notices concerning assessments and related matters shall be mailed to the address which appears on the books of the Association.

3. Non-receipt of a bill shall in no way relieve the owner of the obligation to pay the amount due by the due date.

II. REMEDIES FOR NON-PAYMENT OF ASSESSMENT

1. If payment in full of any installment is not received in the office of the Association or its agent by the 15th day after the due date, a "Late Notice," substantially in the form of Exhibit A hereto, shall be mailed to the owner at the owner's last known address. A late fee of \$10 shall be added to the owner's account.

2. If payment in full is not received in the office of the Association or its agent by the 30th day after the due date, a "Notice of Intent to Record Statement of Lien," substantially in the form of Exhibit B hereto, shall be mailed, certified, return receipt requested, to the owner at the owner's last known address. A copy of this Notice shall be sent by the managing agent for the Association ("Management") to the mortgagee of the property if requested by the mortgagee.

3. If payment in full is not received in the office of the Association or its agent, and if no hearing is requested pursuant to the Maryland Contract Lien Act within 30 days after the date on which the "Notice of Intent to Record Statement of Lien" is mailed, the full amount of the annual or special assessment shall be immediately due and payable, and a Statement of Lien shall be recorded in the County land records.

4. The delinquent owner is responsible for the debt, plus late fees, plus, at the option of the Board, interest at the rate permitted by Article VI Section 1 of the Declaration, beginning 10 days after the due date, plus all costs of collection and attorney's fees.

5. After the Statement of Lien has been recorded, a copy of the Statement of Lien shall be sent to the owner. A notice shall be sent by Management to the mortgagee for the property, if requested by the mortgagee.

6. If the account remains delinquent 30 days after the recording of the Statement of Lien, the Board shall direct the attorney for the Association to take such actions as the Board determines to be in the best interest of the Association including without limitation filing of suit or foreclosure of the lien.

7. If the Association receives from any owner, in any accounting year, two or more returned checks, the Board may require all future payments to be made by certified check, cashier's check or money order.

If you have any questions, please do not hesitate to contact me or my legal assistant, Melody Giangreco, on 429-2133. We hope that you agree that it is in your best interest to bring your account current immediately.

Sincerely yours,

Joseph D. Douglass

JDD
cc: President
Property Manager

EXHIBIT B

NOTICE OF INTENT TO RECORD STATEMENT OF LIEN

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(NAME)
(ADDRESS)

Re: Notice of Intent to Record Statement of Lien
(ADDRESS) (COUNTY), Maryland
SGT:

Dear _____:

Our office represents Seneca Forest Community Association, Inc. (the "Association"). We have been asked to take legal action to recover unpaid assessments duly levied pursuant to the governing documents for the Association including the Declaration and Bylaws.

In accordance with the Maryland Contract Lien Act, Section 14-201, et seq., MD REAL PROP. CODE ANN., as amended, notice is hereby given that unless the delinquent assessments and related charges are paid within thirty (30) days after the date of this letter, the Association intends to accelerate the remaining installments of the annual assessment through the balance of the fiscal year and to record a Statement of Lien against the Property among the County land records pursuant to the recorded governing documents of the Association.

CURRENT INDEBTEDNESS:	\$ _____
Assessments and Late Fees (month)	\$ _____
Interest through _____	\$ _____
Attorneys' Fees	\$ _____
<u>Total Now Due:</u>	\$ _____

AMOUNT OF STATEMENT OF LIEN TO BE RECORDED IF ACCOUNT IS NOT BROUGHT CURRENT WITHIN 30 DAYS:

Assessments and late fees:	\$ _____
Accelerated assessments through _____	\$ _____
Interest through _____	\$ _____
Lien filing fee	\$ _____
Attorneys' fees	\$ _____
Other	\$ _____
<u>Statement of lien total</u>	\$ _____

Under Section 14-203(c), MD REAL PROP. CODE ANN., you have the right to a hearing, provided a complaint is filed with the Circuit Court within 30 days after the postmarked date of this Notice. If full payment has not been received by the Association, and if no complaint is filed within the time provided, a Statement of Lien in the total amount set forth above will be recorded against the Property.

The current debt will be assumed correct, unless the validity of the debt or any portion thereof is disputed within thirty days after receipt of this notice. Further, if the validity of the debt of any portion thereof is disputed in writing within this thirty day period, a verification of the debt will be mailed to you.

SENECA FOREST COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION #6 MOTOR VEHICLE AND PARKING REGULATIONS

Approved: 11/7/88
Effective Date: 1/1/89
Revised: 7/21/97
Revised: 1/23/03
Revised: 5/19/04

WHEREAS, Seneca Forest Community Association, Inc. ("Association") is incorporated in the State of Maryland; and

WHEREAS, Article V, Section 3 of the Bylaws assigns responsibility for the administration of the Association to the Board of Directors ("Board"); and

WHEREAS, under the recorded Declaration of Covenants, the Association is responsible for the maintenance and control of roads and parking areas within the community; and

WHEREAS, Article V, Section 3(d) of the Bylaws provide that the Board may adopt rules governing the use of the common areas and community facilities; and

WHEREAS, Article VII, Section 13 of the Declaration provides that the Board may from time to time adopt and promulgate regulations with respect to parking and traffic control upon the common areas; and

WHEREAS, Article IV, Section 1 and 2 of the Declaration entitles each homeowner to the use of at least one vehicular parking space situated upon the common areas; and

NOW THEREFORE, the Board of Directors hereby adopts Resolution #6, known as:

"MOTOR VEHICLE AND PARKING REGULATIONS"

Article I

Definitions

For the purpose of this resolution, the following words and phrases shall have the meanings respectively ascribed to them:

1. Abandoned Vehicle: Any vehicle that is inoperative (based on State of Maryland guidelines), or does not bear current and valid license plates.

2. Commercial Vehicle: (i) any vehicle equipped and used primarily for a commercial purpose, and/or (ii) any vehicle which is normally equipped with openly exposed machinery, tools, building materials and the like, (covered items may not extend higher than any portion of the vehicle), and/or (iii) any vehicle displaying commercial logos, lettering, graphics or advertising, and/or (iv) any motor vehicle and any trailer or semi-trailer designed or used for carrying or hauling freight or merchandise. A toolbox ('crossover box') directly behind and parallel to the cab of a pickup truck is permitted. Additionally, toolboxes mounted to the side rails are permitted provided they do not extend more than 4 inches above the side rails. Such definition does not include police vehicles.
3. Fire Lane: Any area of a public or private roadway or common area designated by official signs or markings in which parking is prohibited in order to allow the free access of emergency vehicles.
4. Handicap Parking: Any area designated by official signs or appropriate markings for use by vehicles displaying handicap license plates or permits.
5. Approved Motor Vehicles: Approved motor vehicles permitted to be parked in Seneca Forest are defined as:
 - a. conventional passenger vehicles and pick-up trucks;
 - b. motorcycles;
 - c. vehicles with an overall height of less than seven and a half (7 1/2) feet;
6. Official Traffic Control Devices: All signs, signals, markings, or other devices placed or erected by public authorities or by authority of the Board of Directors for the purpose of regulating the movement or parking of motor vehicles.
7. Stored Vehicle: Any vehicle that remains stationary (or unmoved) in an unmarked parking space for a period exceeding 48 hours.

Vehicles cited as "stored vehicles" three times in any 6 month period, from the date of the first citation, are subject to immediate removal without further notice.

Article II

Parking Regulations

The Board of Directors for Seneca Forest Homeowners Association have determined it is necessary to adopt certain parking regulations in order to ensure that the provisions of Article VII, Section 7 (d) of the Declaration of Covenants are enforced for the health, safety, and welfare of the community.

1. Parking of abandoned, stored, or unregistered motor vehicles
No abandoned, stored, unregistered, or unlicensed vehicle shall be parked in Seneca Forest.

2. Commercial vehicle parking prohibited
No commercial vehicle shall be parked in common areas or driveways within Seneca Forest, except when such vehicle is actually engaged in loading or unloading of passengers, merchandise or materials or making service or repairs to any property in Seneca Forest.
3. Boats and trailers prohibited
No boat or trailer shall be parked anywhere in Seneca Forest, unless stored in a residential garage.
4. Parking in handicap spaces
No vehicle shall be parked in a designated handicap parking space unless displaying a valid handicap license plate or permit.
5. Repairing of vehicles
Except for minor emergency repairs or minor routine maintenance, maintenance or repair of vehicles, including the drainage of any vehicle fluids or oils, shall not be permitted in Seneca Forest.
6. Driving over curbs, sidewalks, or unpaved common areas
No vehicle shall be driven or parked on any curb, sidewalk, or unpaved common area except when necessary for authorized public utility companies, governmental agencies, or private companies to make necessary repairs or to provide necessary services.
7. Obstructing parking spaces, walkways, or driveways
No vehicle shall be parked in such a way as to cross into another parking space or obstruct access or egress of any other parking space, sidewalk, walkway, driveway, designated fire lane, or any other portion of the common area. Vehicles are not to be parked so that any portion of the vehicle is more than 2 feet over a sidewalk or 2 feet past the length of the parking stall line.
8. Parking of vehicles on unpaved surfaces
No vehicle shall be parked on unpaved surfaces in the common areas or on any private property.
9. Official Traffic Control Devices
No vehicle shall be parked in violation of any Official Traffic Control Devices. No signs, numbers, or other marks or symbols shall be displayed on the street, curb, sidewalk, or private property except as approved or required by the Board of Directors or by any governmental agency or public utility company.
10. Out of State Tags
In accordance with Maryland Law, residents have sixty (60) days to register vehicles with the State (with a few exceptions). Vehicles displaying out of state tags for more than sixty (60) days will be reported to the State for enforcement.

11. Motorcycles

Motorcycles may be parked parallel to the curb in the owner's numbered reserved space without a parking permit. Motorcycles parked alone (or with other motorcycles) in any marked space must display a valid parking permit.

12. Permit Parking

- a. The Board has developed, through an independent contractor, unbiased parking assignments which allows parking as near as possible to the homeowner's unit.
- b. It is each homeowner's responsibility to advise their tenants and/or guests of the parking Rules and Regulations and the penalties for infractions.
- c. Each town home unit, except garage units (who shall utilize their driveway) shall be assigned one numbered reserved parking space. Each non-garage home will also have access to any one available parking space marked "permit only".
- d. Each unit owner shall be provided with two (2) permits for their assigned parking space.

The assigned parking space number shall be printed on the permits and on the appropriate parking space. The vehicular permit shall be placed in the designated location and must be displayed at all times when parked in the unit's Reserved parking space. If a unit owner/tenant parks a covered vehicle then the decal number must be painted on the cover with no less than 4 inch numbers.

- e. The Board will contract with a towing company to provide towing services for the Association. The selected towing company shall be provided with a current listing of assigned "Reserved" parking space numbers.
- f. If any vehicle is parked in another unit's assigned parking space, or if any vehicle is in a "Reserved" or "Permit Only" space without displaying a valid parking permit, the Association shall have the right to abate such violation by having the vehicle removed without notice. The cost thereof will be assessed against the vehicle owner.
- g. Homeowners/tenants are responsible for notifying the towing company of unauthorized parking in their spaces during the hours of 5:00 p.m. to 9:00 a.m., Monday through Friday and on Saturdays and Sundays. During normal working hours of THE MANAGEMENT GROUP, the homeowners/tenants shall report violations to them.
- h. Violators will be responsible for any and all fees associated with the towing of any vehicle illegally parked, in accordance with Montgomery County Law pertaining to the towing of unauthorized vehicles; the Board shall post appropriate signs informing all residents/guests of Reserved parking and towing procedures.

- i. Homeowner/resident shall ask their guests to park in the unmarked spaces.
- j. Unmarked spaces may be used by residents/visitors to the community but out of consideration of your neighbors, the Board requests residents consider overflow parking areas be utilized by visitors.

Article III

Enforcement

This article shall apply to the administration and enforcement of the provisions set forth in this resolution.

Property Management Authority

1. Step 1 -- The property manager, or such other person as may be designated by the Board, shall attach a written notice of violation to any vehicle parked in violation of any provision of these rules. The notice shall contain 1) time and date of the violation, 2) location and nature of violation, and 3) descriptive vehicle data, including make, year (if known), model, state license number, and identity of vehicle owner (if known). The notice shall also contain a specific warning that the vehicle is subject to removal by towing pursuant to these rules.

Step 2 -- After attaching the notice to the vehicle in violation, the person who attached the notice shall make a reasonable attempt to locate the owner or operator of the vehicle to personally notify such owner/operator that the vehicle will be towed at such owner's expense and risk.

Step 3 -- If such reasonable efforts to locate and identify the owner/operator of the vehicle are unsuccessful and the violation has not been corrected within 48 hours, the property manager, or other person designated by the Board of Directors, shall have the vehicle removed by towing.

2. These steps are not applicable in the case of a vehicle parked on sidewalks or unpaved common areas or parked so as to obstruct an entrance or exit, or the free movement of other vehicles. The vehicle so parked will be subject to immediate removal by towing. However, the property manager shall make reasonable efforts to notify the owner/operator of the vehicle as soon as possible thereafter.
3. When a vehicle is towed from the property pursuant to these rules, the property manager shall notify the police.
4. Vehicles blocking fire lanes will be subject to enforcement action in accordance with state and local law.
5. In addition to towing of a vehicle, violations of these rules may be handled in the same manner as violations of any other rules of the Association.

6. Any attempt by any owner or resident to copy, abuse or misuse any parking permit will result in the immediate imposition of sanctions including but not limited to the following:
- a. Immediate tow (regardless of the location of the vehicle) of any vehicle that has a sticker or other notice that is not the originally verified issued sticker. All other vehicles from the same resident, even with proper stickers shall also now be subject to immediate tow.
 - b. The immediate suspension and revocation of all assigned parking spaces and parking sticker for the premises where the owner/occupant lives or resides.
 - c. The imposition of monetary fines, reimbursement or other sanctions as deemed necessary by the Board of Directors upon a vehicle owner who copies or misuses the permit of another owner.

SENECA FOREST HOMEOWNER'S ASSOCIATION, INC.
TRASH AND GARBAGE
Resolution #11

WHEREAS, The Declaration of Covenants ("Declaration"), and Bylaws assign responsibility for the administration of the Seneca Forest Homeowners Association, Inc. to the Board of Directors ("Board"); and

WHEREAS, Article V, Section 3 (d) of the Bylaws provides that the Board may adopt rules and regulations governing the use of the common areas and community facilities; and

WHEREAS, Article VII, Section 7 (e) of the Declaration prohibits trash and garbage to remain in public view except on days of trash collection and shall be placed in covered containers; and

WHEREAS, Article VII, Section 13 of the Declaration provides that the Association shall have the right, through its agents and employees to abate such violations and the cost thereof may be assessed against the lot owner (s); and

WHEREAS, Article VII, Section 7 (e) and Article VII, Section 13 of the Declaration fail to specify the time such trash or garbage be placed on the common areas and/or the method of abating the violations, the Board of Directors acting under the auspices of the Bylaws hereby adopts these Rules and Regulations.

NOW, therefore, be it resolved that the following Rules and Regulations are hereby adopted.

ARTICLE I
TRASH AND GARBAGE COLLECTION

The Board of Directors for Seneca Forest Homeowners' Association has determined that it is necessary for the Health, Safety and Welfare that trash and garbage put on the common areas shall be as follows:

1. Placement of Trash or Garbage in Common Areas or at or Near Sidewalks.

All trash or garbage placed in the common area, whether at curbside or at sidewalks may be done only on the day of the pick-up or the evening prior to the pick-up day.

2. Time for the Placement for Trash or Garbage for Pick-up.

No trash or garbage shall be placed at curbside or at or near sidewalks the day before pick up earlier than 5:00 p.m. Eastern Standard Time (winter) and 7:00 p.m. Daylight Savings Time (summer).

3. Trash or Garbage Containers.

No trash or garbage shall be placed in the common areas, unless properly placed in a covered container, or a sealed heavy duty trash bag (except for recycling items or for scheduled "bulk pick ups").

All containers, including recycling bins shall be removed from the common areas on collection days (after being picked up) and may not remain in public view.

ARTICLE II
ENFORCEMENT

The Board of Directors, Architectural and Environmental Control Committee or any property owners may enforce the provisions of these rules and regulations as set forth in Article VII, Section 13. In addition, the following procedures may be imposed.

1. Property Management Authority.

A. Step I:

The Property Manager, or such other person as may be designated by the Board, upon a written complaint (signed and disclosing address) identifying a specific person or address that is violating any of the provisions of this regulation, shall send a letter regarding the violation.

B. Step II:

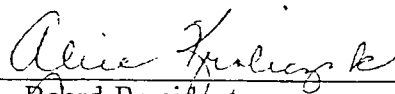
A second complaint of a violation of these Bylaws which is properly signed, will require the property manager or any designated person(s) to contact the complainant (written or telephone) to see if they will be willing to testify against the violator. If the complainant is willing to testify, a second letter will be sent assessing all costs associated with cleaning up any debris or collecting the trash and/or garbage needed to abate the violation. In addition, a hearing will be scheduled at the next formal Board meeting. Notice shall be sent by Certified Mail.

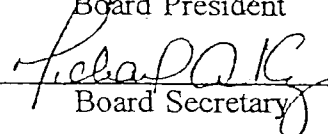
C. Step III:

Following the scheduled hearing, the Board may assess a maximum fifty dollar (\$50.00) fine for each violation against the property owner of the address of the violator(s). The hearing shall proceed with or without the alleged violator in attendance. The property owner shall receive a letter notifying of the assessment of the fine.

Approved Date November 27, 1995

Effective Date January 2, 1996



Board President


Board Secretary

WILDLIFE RESCUE

Office staff can provide advice on how to prevent or minimize the attraction of nuisance wildlife. Some humane traps may be available for capturing wild animals. For information about this service, call the Department of Animal Resources at 1-877-463-6497.

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

UMANE EDUCATION

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

FOR SERVICES, CONTACT:

MONTGOMERY COUNTY ANIMAL SERVICES DIVISION

14645 Rothgeb Drive
Rockville, MD
240-773-5960

OFFICE HOURS

10 am – 5 pm, Monday through Saturday

ADOPTION HOURS

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

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



MONTGOMERY COUNTY, MARYLAND
DEPARTMENT OF POLICE
ANIMAL SERVICES DIVISION

Summary of Animal Control Laws and Services Provided

SUMMARY OF COUNTY AND 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;
- Unnecessarily fails to provide proper drink, air, space, shelter, or protection from the weather.

Penalty for Violation: \$500 fine. Criminal charges also may be filed, which carry a penalty of up to a \$5,000 fine, up to 3 years in jail, or both.

ABANDONING DOMESTIC ANIMALS

It is unlawful for the owner/custodian of any domestic animal to leave an animal on a street, public place, or on private property, with the intent to abandon it.
Penalty for Violation: Up to \$1,000 fine.

ANIMALS THAT HAVE BITTEN OR SCRATCHED A HUMAN

All incidents in which an animal has bitten or scratched any person must be promptly reported to the Animal Services Division for proper investigation and quarantine.

Dogs or cats that have bitten or scratched must be quarantined for 10 days. The Division will determine where the animal is to be quarantined. Quarantine expenses are the responsibility of the animal's owner. The

Division must be notified immediately, if the animal becomes sick or dies during the quarantine period.
Wild animals that bite people should be captured and confined, if possible, to permit laboratory testing for rabies. Extreme caution should be used in attempting to confine a biting animal.

Penalty for Violation of Quarantine Procedures: \$500 minimum

VACCINATION & LICENSING REQUIREMENTS

All dogs and cats 4 months of age or older must have a current rabies vaccination and a County license. The rabies tag provided by your veterinarian is NOT a County license—the license must be purchased separately. Dogs are required to wear the license issued by the Division.

Penalty for Violation of:

Vaccination Law: \$500
Licensing Laws: \$100

ANIMALS AT LARGE

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

Penalty for Violation: \$100

ANIMAL DEFECATION ("POOPER-SCOOPER" LAW)

An owner must not allow an animal to damage or defecate on property outside of the owner's property. An animal may defecate on public property or the common area of property in which the owner shares an interest if the owner immediately removes and disposes of the feces by a sanitary method approved by the Director of the Animal Services Division. Feces may be picked up in a plastic bag. If this bag is placed inside another plastic bag, it may be put out for disposal with normal household trash.

Penalty for Violation: \$100



ANIMAL TRESPASS

An owner must not allow an animal to enter private property without the property 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 & RECREATION AREAS

An owner must not allow a dog to be on public school grounds on a day when school is in session, or in 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

Female animal in heat - An owner must keep a female dog or cat inside a building or other secure enclosure that prevents attraction of other animals.

Unsanitary conditions - 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 properly 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; or
- It is poisonous.

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 when 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 unless the Division Director waives 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 muzzled 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. (Rainproof 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 Entrance - The entrance should be protected to prevent wind, rain and snow from blowing directly on the animal. This can be accomplished by: (a) placing a flexible flap over the door; (b) constructing a "U" shaped barrier outside the door; or (c) placing the front of the dog house close to another building, i.e., house, barn, shed, or other solid windbreak.

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.

Penalty - Failure to provide adequate shelter and protection from the elements is punishable by a minimum \$500 fine.

Exceptions to these standards must be approved by an Animal Services Officer or the Director of the Animal Services 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 abate public nuisance, cruelty, and vicious animal complaints.

The Board may order any animal found to be a public nuisance delivered to the Animal Services Officer unless an alternate method of abating the nuisance is found. In addition, the Board may order the owner of an animal that 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).

RABIES VACCINATION CLINICS

Rabies clinics are held periodically throughout the year. Please call 240-773-5916 for information.

EMERGENCY RESCUE

Trained drivers pick up sick and injured stray animals 24 hours a day.

LOST AND FOUND

Central Dispatch, updated daily, aid in reuniting lost pets with their owners.

Anyone who loses a pet or finds someone else's pet should call the Animal Shelter immediately.

To reclaim a lost pet impounded at the Animal Shelter, the owner must pay an impoundment and board fee and show proof of a current rabies vaccination and license. In addition, the owner may be subject to fines for non-compliance with county and state laws.

LOW-COST SPAYING/NEUTERING

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

ADOPTIONS

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

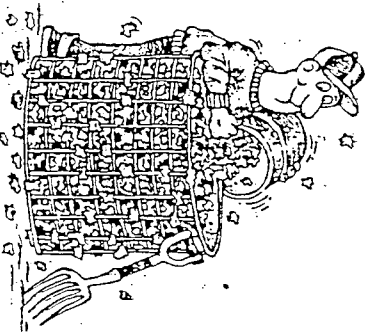
It's easy to recycle yard trimmings by grasscycling or backyard composting.

Call 240-777-6410 or visit

www.mcrecycles.org

for more information.

Or place yard trimmings at the curb on your recycling day in the following manner:



BAG IT . . .

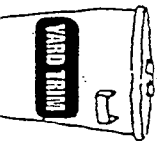
Please place leaves, grass, brush, and other yard trimmings in large paper bags — available at most grocery and hardware stores, and home improvement and garden centers.



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"**



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,

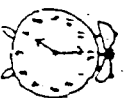
- X NO rocks
- X NO dirt or sod
- X NO root balls or tree stumps
- X NO lumber



Recycling makes a difference, and YOU and YOU make it happen.

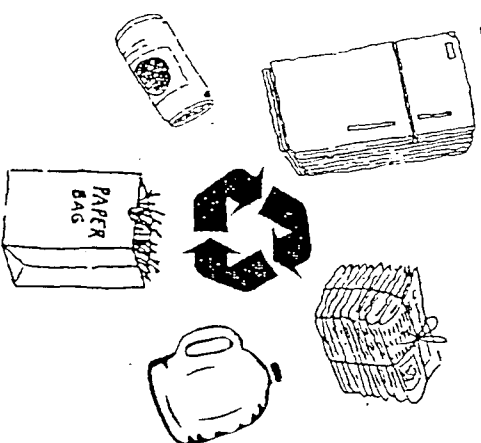
IMPORTANT REMINDER . . .

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.

Recycling Collection Services



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 Solid Waste Services
101 Monroe Street, 6th Floor
Rockville, MD 20850
240-777-6400
TTY 240-777-6442
FAX 240-777-6466
www.mcrecycles.org
Info@mcrecycles.org
Customer Service 240-777-6410

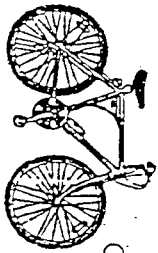
SCRAP METAL

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,

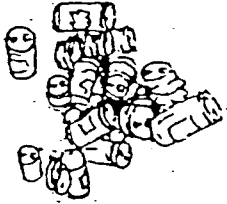
- ✗ NO other glass or ceramic products



CANS & FOIL PRODUCTS

We accept:

- ✓ All metal food, beverage, and pet food containers



- ✓ Aluminum foil products. Examples: foil wrap, plates and other food trays. (Please clean and wipe off foil)

For larger metal items, please see Scrap Metal

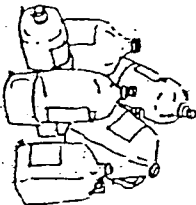
PLASTIC BOTTLES

We accept:

- ✓ Clear and colored plastic bottles with necks

Sorry,

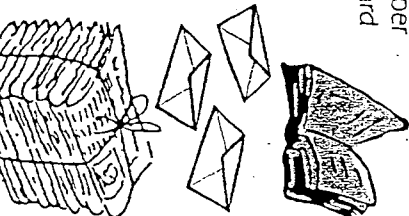
- ✗ NO other plastics
- ✗ NO bottles from hazardous products. Examples: automotive and garden products
- ✗ NO salad bar or frozen dinner plastic trays



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
 - ✓ 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 kltzy litter
- ✗ NO foil gift wrap, paper towels, napkins or tissues

It's so easy to recycle!

Contact us at 240-777-6410 or www.mrtarvrlac.org

PLEASE REMEMBER TO:

- Purchase alternative, non-toxic household cleaning products.
- 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 Solid 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

Car drop-off hours:

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



*Montgomery County
Division of Solid Waste Services*

Truck drop-off hours:

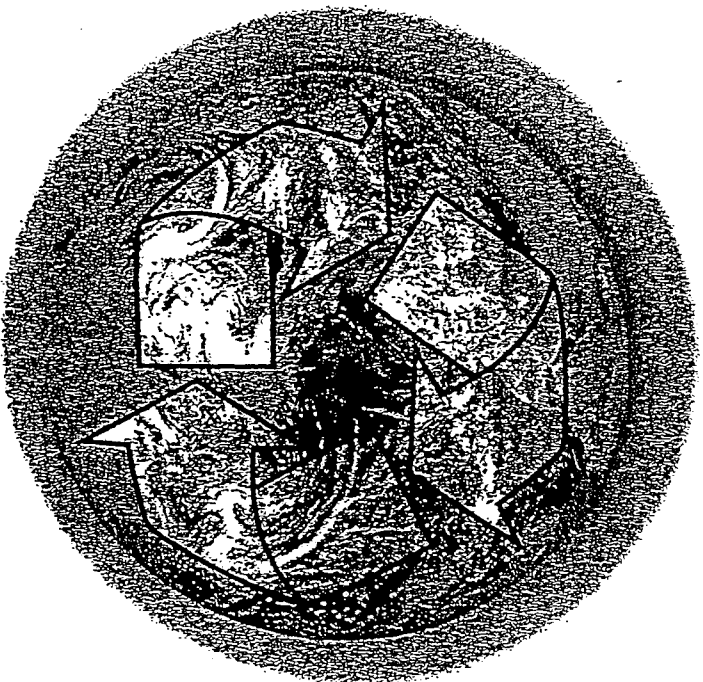
7:00 a.m. - 5:00 p.m. *Monday - Saturday*

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 welcomed 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) 777-6410 or visit our website, www.MCRecycles.org



Residential Recycling Guide



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

REDUCE WASTE

You can reduce waste in a number of ways. The best and easiest way to reduce waste in the first place is waste prevention. Waste prevention cuts down on the need for and cost of waste collection, processing and disposal.

You can look for ways to prevent waste by reusing items at home, school and in the workplace. When you shop, also keep reducing waste in mind.

AT HOME

You can reduce household waste by repairing broken items instead of discarding them. Donate old items such as clothing and furniture to a local charity. Consider using reusable items around the house instead of one-time use disposable items, like cloth towels instead of paper towels.

When you shop you can...

- Buy items in bulk or concentrates.
- Bring reusable bags when shopping.
- Buy food and other items with little or no packaging.

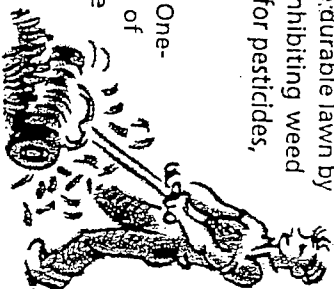
IN THE YARD

Yard trim can be recycled right in your own backyard. By grasscycling, composting and mulching you save the county - and yourself - money by reducing the amount of yard trimmings that require collection.

GRASSCYCLING

Grasscycling can help create a healthier and more durable lawn by returning important nutrients to the soil and inhibiting weed growth. Grasscycling also helps reduce the need for pesticides, weed killers, and fertilizers.

So the next time you mow your grass, follow the "One-Third Rule." Try not to cut more than one-third of the height of the grass at any one time and leave the trimmings on your lawn. You'll save time, money and lots of effort.



COMPOSTING

Composting is a natural process that turns your yard trim into a dark, rich soil supplement called humus.

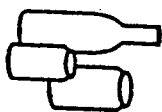
Starting a compost pile is easy, leaves and grass will decompose, even if left unattended. But if you want to enclose your compost pile, you can construct a simple enclosure with wire or wood, or you can purchase one at your local garden and/or hardware stores. You can also purchase a compost bin from Montgomery County at the following locations: Regional Service Centers, Solid Waste Transfer Station, or the Executive Office Building in Parkville.

RECYCLING

When you recycle you're making a real difference in improving our quality of life and protecting our children's future.

Whether you live in a single-family home or in a townhome, Montgomery County makes it easy for all residents to recycle. **Simply place your recyclables out at the curb before 7:00 a.m. on your scheduled recycling day.**

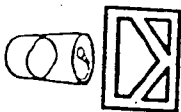
Every week you should fill your blue bin with the following items...



GLASS JARS & BOTTLES

All food and beverage jars and bottles. Please empty and rinse these items before placing into your blue bin. Labels are o.k.

Sorry,
NO other glass or ceramic products.
NO lids.



ALUMINUM CANS & FOIL PRODUCTS

All aluminum cans and foil products. Make sure aluminum foil is clean. Do not crush aluminum cans.

STEEL/TIN CANS

All metal food, beverage and pet food containers.

Please...
Rinse cans.
If lid is detached, please dispose of with trash.



PLASTIC BOTTLES WITH NECKS

All clear and colored plastic bottles with necks.

Sorry,
NO other plastics.
NO bottles that have contained hazardous products, such as automotive (oil, antifreeze) and garden products.



Rinse out your recyclables before placing them into your blue bin. Labels do not need to be removed.

Sorry, we do not accept caps or lids, plastic wrap, or plastic bags.

MIXED PAPER



Newspapers and inserts



Corrugated cardboard



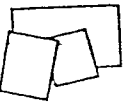
Cereal & other boxes



Telephone books



Computer & office paper



All other clean & dry paper

Acceptable materials can be combined 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 acceptable. Just secure it in a paper bag or box.

Place the bags or bundles of mixed paper next to or on top of your recycling bin.

Sorry, the following paper items cannot be recycled....

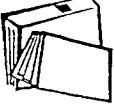
NO packing material such as Styrofoam or plastic wrap. **NO** waxed paper, carbon paper, hardback books, or beverage containers such as milk or juice



Magazines



Catalogs



Paperback books



Unwanted mail

SCRAP METAL

Please place scrap metal items at the curb, not in your blue bin. To schedule a pick up, please call (240) 777-6410 no later than 9:30 a.m. on the business day **BEFORE** your collection day.

Household metal items	Large household appliances
Bikes	Cabinets (metal)
Metal doors	Iron furniture and railings
Metal sheds (disassembled)	Shower stalls (metal)
Aluminum lawn chairs	
Swing sets (disassembled and without concrete on legs)	

Sorry,

NO automotive parts. **NO** paint cans.

NO propane or oxygen tanks, or other containers under pressure.

If you have any questions about what can and cannot be recycled, please call (240) 777-6410.

HOLIDAY SLIDE SCHEDULE

If your scheduled recycling collection day falls on one of the following holidays, then your recycling will be picked up on the following day. All other recycling collection days for that week will slide one day.

HOLIDAYS

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

For example, if a holiday listed above falls on a Monday, then normal Monday collections will occur on Tuesday. Tuesday collection will slide to Wednesday. Each collection day will slide one day concluding with regular Friday collection occurring on Saturday.

YARD TRIM

You can recycle yard trimmings at home by grasscycling, backyard composting or mulching. Please refer to the REDUCE WASTE section of this brochure for more information.

You can also place leaves, grass, brush and other yard trimmings into a large paper bag - available at most grocery, hardware and home improvement stores - and place at the curb on your regular recycling collection day.

You can reduce waste and save money by using a reusable container, like a spare trash can. Mark your can "YARD TRIM" to ensure proper collection. You can obtain free YARD TRIM decals at County libraries, regional service centers or by calling our office at (240) 777-6410. Please be sure the "Yard Trim" decal faces the street.

DID YOU KNOW???

- Did you know that enough energy is saved by recycling one aluminum can to run a TV set for three hours?
- You can make 20 aluminum cans out of recycled materials with the same amount of energy it takes to make one new can?



- It is the law for all residents and businesses of Montgomery County to recycle?

In 1992, Montgomery County established a goal of recycling 50% of the total waste stream. In 1993, Executive Regulation 109-92 was enacted, mandating recycling in the single-family, multi-family and non-residential sectors. Thanks to everyone's efforts, we're striving forward. Montgomery County's recycling program provides you with the opportunity to recycle a wide variety of materials at your curbside.

There are lots of reasons to recycle in Montgomery County. Recycling contributes to a cleaner, healthier environment. By recycling you can conserve energy, save precious natural resources, and reduce the amount of trash sent to County disposal facilities.

This guide will help you learn about recycling, reducing waste, and buying products made with recycled materials. We make it convenient and easy!

MULCHING

Mulching with your yard trim saves soil moisture, helps control weeds and improves your soil.

Simply spread your grass clippings one inch deep, or place your shredded leaves and branches 3 to 4 inches deep on top of your soil.

You can also obtain FREE mulch at the County's neighborhood Mulch Preserves and at the County's Recycling Center located near Shady Grove Road and Route 355.

Questions? Call the **Division of Solid Waste Services (240) 777-6410**.


REUSE

There are many ways you can reuse packaging and common household items. For example: Wash and reuse glass and plastic bottles and jars and other containers for storage, or donate these items to local schools for use in children's art projects.

- Reuse paper grocery bags.
- Reuse old newspapers, boxes, and packing materials to ship packages.
- Repair broken household items.

BUY RECYCLED

Buying recycled closes the recycling loop. By purchasing products made with recycled materials, you create a demand for the materials that we recycle in Montgomery County. When shopping for your household, be sure to look for products made with recycled content. Recycled content products contain recycled materials, which were used by consumers, collected and remanufactured into a new product. Examples include writing paper, pencils, clothing, and much more.

Thousands of these items are now on the market. Look for this symbol . It indicates that the product or packaging contains recycled content.

HOUSEHOLD HAZARDOUS WASTE

Household hazardous waste products harm the environment and human health. So don't pour hazardous materials down the drain or throw in the trash. Instead, you can bring them to the County's household hazardous waste collection events held throughout the County through the year! For questions regarding Household Hazardous Waste, call (301) 840-2370.

Call (202) 777-6410 or check our website at www.McRarrecycle.org for