



# RULES AND REGULATIONS

CALVERTONTOWNES  
HOMEOWNERS ASSOCIATION

Revised - October 2008

**TO:** Calverton Townes Homeowners & Residents  
**FROM:** Calverton Townes Homeowners Association (CTHOA) Board of Directors (BOD)  
**DATE:** October 2008  
**RE:** Rules and Regulations Booklet

The enclosed handbook has been revised so that it may serve to provide you with a quick and easy reference of the Rules and Regulations that affect the daily activities of all owners and residents of Calverton Townes.

This booklet contains a brief history of the property, and procedures for the Architectural Control Committee, and a list of Rules and Regulations put into effect by the Board of Directors. For your convenience, Appendix A of this booklet provides frequently used telephone numbers.

These Rules and Regulations took many hours of careful consideration by many homeowners who volunteered their time to help draft and review the rules prior to being placed in this final approved handbook.

Please become familiar with the Rules and Regulations and keep this handbook available for reference. Compliance of these Rules and Regulations will be verified by periodic walkthroughs of the property conducted the Board of Directors and the Architectural Control Committee. After the walkthrough, a letter of non-compliance will be sent to the homeowner. Additional information describing this process can be found in the attached handbook.

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**A. INTRODUCTION**

Welcome to Calverton Townes! These Rules and Regulations have been prepared to acquaint you with our community and answer some frequently asked questions so you may enjoy your Calverton Townes home to it fullest.

**B. HISTORY**

The construction on Calverton Townes was originally developed in two (2) phases. MCD Enterprises, Inc built 90 units and the Ryland Group completed the remaining 114. Because two builders contributed to the Calverton Townes, there is a distinctive mix of styles that adds a unique variety to this development. This also means that some guidelines will vary for the homes of each developer. Where this occurs, a distinction will be made.

**C. BOARD OF DIRECTORS (BOD)**

The Calverton Townes Homeowners Association (CTHOA) Board of Directors consists of five volunteer homeowners elected by the community at the annual meeting. The Board of Directors includes a President, Vice President, Secretary, Treasurer, and a fifth director. The term of office is three years. The Board of Directors does not run the community but rather serves to protect the common interests of the community, ensuring that Calverton Townes is kept safe, enjoyable and a pleasant place to live.

**D. ARCHITECTURAL CONTROL COMMITTEE (ACC)**

The Architectural Control Committee (ACC) under the direction of the Board of Directors prepared these Rules and Regulations. The ACC is a group of volunteer homeowners who meet to review requests for changes to the exterior of homes or properties. The committee may include a board member. Each request is reviewed by the ACC and their recommendations are forwarded to the Board of Directors for an impartial review and decision. Approval will be based upon conformance with existing community design. The homeowner will receive written notification of the decision in a timely manner.

**E. MANAGEMENT COMPANY**

Abaris Realty, Inc. a property management company has been employed by the CTHOA to act as its agent in such matters as: quarterly assessment fee billing, collection of delinquent accounts, financial record keeping, legal matters, etc. They also advise the Board in such areas as contracting for snow removal and landscaping services and other administrative functions to keep the community safe and attractive.

All correspondence regarding Calverton Townes Homeowners Association should be mailed to the following address:

Abaris Realty, Inc.  
7811 Montrose Rd #110  
Potomac, MD 20854  
Telephone: 301-468-8919 Fax:  
301-468-0983

F. HOMEOWNER RESPONSIBILITY

The Rules and Regulations have been prepared as a simplified reference for day to day living at Calverton Townes. In all cases, Maryland State laws, Prince George's County laws and ordinances and the rules set forth in the Declaration of Covenants and Bylaws of Calverton Townes take precedence. The Declaration of Covenants and Bylaws of Calverton Townes is given to the owner at settlement.

If the townhouse is a rented unit, it shall be the responsibility of the owner of record to furnish his/her tenant(s) with a copy of these Rules and Regulations. The owner of record is responsible for compliance of his/her tenant(s), guests, or invitees.

G. RULES AND REGULATIONS

These Rules and Regulations are designed to keep Calverton Townes a clean, safe and attractive community and to protect property values. Abaris Realty, Inc. must be immediately notified by the homeowner of any emergency repair that extends beyond their property onto the common area. Examples include but are not limited to: sewage lines, water mains, gas lines, cable television, telephone and power lines.

H. PROCEDURES FOR SUBMITTING A WRITTEN CHANGE REQUEST

Most exterior changes require a written request for approval. The owner of record *must* submit the request. *Section I lists exterior changes requiring a request for approval.* The formal request process is outlined below:

***FAILURE TO REQUEST APPROVAL BEFORE PROCEEDING COULD RESULT IN CIVIL PENALTIES AND/OR \$500 FINE.***

When submitting a request, the homeowner must include the following information:

1. Name, house number, home and work and telephone number(s).
2. Description of proposed construction. Include type and color of materials to be used, and names of contractors if applicable; and, appropriate certificates of insurance, (such as

workman's compensation, general liability, property damage, etc.), and a building permit, blue prints, sketches, or photos.

3. No additions can be attached to the house to enhance living or storage space.
4. On a copy of the official plat drawing of the property, indicate dimensions, paint color change, location of structure, and views of the proposed changes in enough clarity to allow others to visualize the change. All requests should be addressed to:

CTHOA  
C/O Abaris Realty, Inc.  
7811 Montrose Rd #110  
Potomac, MD 20854

5. Some construction may require a county permit(s). In these cases, the permit(s) must be presented to the Board of Directors once the project has been approved.
6. Estimated start date to ensure a timely approval by the Board of Directors.
7. All utilities within the development are underground, therefore, prior to any digging, the homeowner *must contact Miss Utility* and the cable television company. The telephone number can be found in Appendix A of this booklet.

I. REQUESTS REQUIRING APPROVAL:

Most exterior changes require ACC approval. Listed below are examples of the most frequently requested changes requiring approval.

1. Exterior Doors: Metal clad, raised panel door. If the door has a glass panel, it must be safety glass. For a replacement or color change, a request must be submitted for approval.
2. Storm Doors: Front storm doors may be installed provided they are white, black or brown. Any other color(s) must be submitted for approval.
3. Exterior paint: Paint color changes, a request must be submitted for approval.
4. House Siding: Color, style changes, a request must be submitted for approval.
5. Roofing: Attic vents and color of shingles, a request must be submitted for approval.
6. Skylights: The addition of skylights, a request must be submitted for approval.
7. Fireplaces: Adding a fireplace, a request must be submitted for approval.

8. Fences: Fences must be six feet high, board on board, pressure-treated wood, identical to the 8 foot section provided by the builder (commonly called Wyngate style). Horizontal wooden caps are required as a trim finish on top of the vertical fence slats. Metal or plastic caps are required as a trim finish on top of the support posts. *Fences cannot be stained or painted.* Prefabricated fences that are available from various home improvement centers are not compliant as sold. New installations or replacement of fences, a request must be submitted for approval. (*County Permit required for initial installation.*)
9. Decks: Decks must be constructed of pressure-treated wood. (*County Permit required.*)
10. Sheds: Size, color, location, foundation or footings information is required. *New or replacement sheds should not exceed 7 feet in height, 8 feet in width and 8 feet in depth and must be free standing.* A request must be submitted for approval.
11. Satellite dishes: Location, number and size information is required. A request must be submitted for approval. Satellite dishes should not be visible from the front of the property.
12. Changes in elevation that can change drainage pattern: This includes raising or lowering the elevation of the lawn. A request must be submitted for approval.
13. Additional Lighting: Such as new exterior fixtures on the home or property. A request must be submitted for approval.

**J. CHANGES NOT REQUIRING WRITTEN REQUESTS FOR APPROVAL:**

The following changes do not require a request for approval from the ACC:

1. Heating and cooling systems: Repair or replacement
2. Windows: Replacement windows may be installed without prior approval *provided they are white.*
3. Window and Door trim: Repair or repainting using the existing color
4. Bay windows: Repair, painting, siding, insulation.
5. Painting: Painting using the existing color.
6. Fences and decks: Repairing of the existing fence or deck only.
7. Gutters and Downspouts: Repair or replacement, white only.

8. Concrete walkways, patios, and steps: Repair or replacement. *Miss Utility must be called prior to any digging.*
9. Handrails: Repair only.
10. Existing light fixtures: Replacement of existing light fixtures only.
11. Low voltage landscape lighting: Installation or replacement
12. Plantings and shrubbery: (See Appendix B for recommended plantings) In case of trees shrubberies, *Miss Utility must be called* to determine the location of water, gas, telephone, or power lines. The cable television company must be called to determine the location of the cable lines.
13. Home security systems: Installation of a home security system.

#### K. ADDITIONAL RULES AND REGULATIONS

The following are individual Rules and Regulations. Be sure to read them carefully. If you have any questions regarding any rule or regulation, please contact Abaris Realty, Inc. The address, telephone and fax numbers are listed on page 4.

1. Parking: Calverton Townes has a limited number of parking spaces for the use of its homeowners and tenants. Each interior court was designed to provide a maximum of two (2) parking spaces per home (with the exception of Court 8 that provides less than two spaces per home). Therefore, townhouse residents may only park two (2) vehicles in the interior court at any time.

Each home has been assigned one (1) numbered reserved space. Additionally, the remaining spaces have been marked reserved. Each vehicle parked in the interior courts must *visibly display* the CTHOA permit (we suggest hanging the permit from the rear view mirror). Vehicles parked in the interior courts *NOT* displaying a permit, whether in reserved or numbered reserved spaces, are subject to towing at the vehicle owner's expense and without notice.

Owners who rent their homes are responsible for furnishing their tenants with parking permits. When homes are sold, the owner is responsible for passing the parking permit on to the new owner(s) at settlement.

If a parking permit is lost, that number will be deleted from the master list and a replacement can be obtained from Abaris Realty, Inc. for a fee of \$50.



Guest/visitors are required to park outside the courts along Beltsville Drive and Beltsville Road. Again, vehicles parked in the interior courts without valid parking permits are subject to towing, without notice.

Double parking or parking in a fire lane is illegal. Vehicles are subject to ticketing and towing, without notice.

To prevent parking from becoming a major problem at Calverton Townes, enforcement of the parking rules and regulations has been turned over to a towing company. Under contract by Abaris Realty, Inc. and the Board of Directors, the towing company will make random checks of the interior courts and immediately tow any vehicle not displaying a proper parking permit. A resident is responsible for contacting the towing company if a vehicle is illegally parked in their assigned numbered space.

Long term parking (30 days or more) or storage of vehicles is not permitted and will be subject to towing.

Parking of motor vehicles is only permitted on the streets or designated parking areas.

Vehicles parked outside the courts on Beltsville Drive and Beltsville Road must display valid license plates. Any vehicle found on the property without current license plates, will be subject to towing without notice.

2. **Trash/Garbage Collection:** Trash and Garbage collection is a service provided by the County for each residence twice weekly.

Trash/garbage includes lawn waste, leaves, and household garbage. Trash/garbage will be placed at the curb *in front of your home only*. Trash/garbage can be placed at the curb *no earlier than the evening before scheduled pick-up*. All trash/garbage must be placed in heavy duty, plastic bags or properly secured containers or county approved containers. *Placing of* garbage or trash in lightweight plastic bags or kitchen bags at the curb is prohibited and subject to fines. Trash cans/receptacles must be placed in the rear of the property after trash pick-up. No trash receptacles or recycle bins should be visible from the front of the property except on designated trash/recycle pick-up days.

**PENALTY FOR VIOLATION: 1<sup>st</sup> OFFENSE \$ 50.00; EACH VIOLATION THEREAFTER \$100.00**

3. **Bulk Trash Pickup:** Each homeowner is responsible for calling the county to arrange for bulk trash pickup. Bulk trash *shall* be placed *in front of your home only*, no earlier than the evening before scheduled pick-up. See Appendix A of this booklet for the telephone number.

**PENALTY FOR VIOLATION: \$100**

4. **Recycling:** Recycling collection is a service provided by the County for each residence on a weekly basis.

Each home has been furnished with a yellow recycling bin. All recyclable containers must be rinsed out prior to being placed in the bin. Recycling will be placed *in front of your home only* no earlier than the evening prior to pick-up. Recycle bins must be placed in the rear of the property after pick-up. Again, no trash receptacles or recycle bins should be visible from the front of the property except on designated trash/recycle pick-up days.

**PENALTY FOR VIOLATION: 1<sup>st</sup> OFFENSE \$ 50.00; EACH VIOLATION THEREAFTER \$100.00**

5. **Pets:** Due to the close proximity of townhouses, please be considerate of neighbors by preventing pets from being a public nuisance, such as excessive barking, howling, roaming free, etc. For complaints/problems, call Prince George's County Animal Management; refer to Appendix A of this booklet for the appropriate telephone numbers.
- a. **Removal of Excrement** - *Residents are required to remove the excrement of their pets from their private property and all common ground. Excrement is a major attraction for rats.* Violators are subject to county laws and ordinances and county fines. Violators are to be reported directly Prince George's County Animal Management.
  - b. **Leash Law** – Owners of animals are required to observe the Prince George's County leash laws. Violators are to be reported directly Prince George's County Animal Management.
  - c. **Licensing** – Residents are required to comply with Prince George's County pet licensing and inoculation requirements. Violators are to be reported directly Prince George's Animal Management.
  - d. **Prince George's County Bill Number CB 35 1985** – Prince George's County Bill has now been amended to include domesticated felines "cats" under the general provisions for animal control.
6. **Maintenance:** Homeowners are responsible for the proper upkeep of the exterior of their homes and property. *Neglect will not be permitted, since it can result in dangerous conditions and deterioration of property values for the entire community.* Required maintenance includes:
- a. **Lawn Maintenance** - Failure to keep lawns mowed (i.e., more than 6 inches) is not allowed. Leaving large bare spots is not permitted (nesting grounds for rats).

**PENALTY FOR VIOLATION: 1<sup>st</sup> OFFENSE \$75 EACH VIOLATION THEREAFTER \$200 PLUS COST OF MOWING OR RESEEDING BARE SPOTS**

- b. Garden Maintenance – Shrubs must be kept trimmed. Plantings may not be allowed to become unsightly, or to encroach beyond the owner’s property. Plantings may not be allowed to damage the building structure or trim. Garden surrounds and planter boxes may not be allowed to fall into disrepair, such as leaning, falling, or rotting wood, etc. Gardens must be kept clear of weeds and debris. Vines are not allowed to attach to the home, fence or deck.

PENALTY FOR VIOLATION: \$200

- c. Exterior Maintenance – Any wood or siding on houses may not be allowed to fall into disrepair, such as peeling paint, rotted wood, insect damaged wood, warped or twisted wood, wood not properly attached to building unattached siding, unattached or loose soffits or shingles, etc.

PENALTY FOR VIOLATION: \$200

- d. Fences, Decks and Other Outdoor Structure Maintenance – Fences, decks, and other outdoor structures may not be allowed to fall into disrepair such as rotting wood, insect damaged wood, peeling paint, bowed, twisted wood, wood not properly attached to a structure, leaning or falling down, etc.

PENALTY FOR VIOLATION: \$200

- e. Roofs and Gutters – Roofs and gutters may not be allowed to fall into disrepair such as sagging roof, damaged shingles, damaged gutters or downspouts, gutters or downspouts not properly attached.

PENALTY FOR VIOLATION: \$200

- f. House Numbers – House numbers must comply with ordinances regarding size and visibility. They must not be allowed to become loose or to be removed.

PENALTY FOR VIOLATION: \$200

- 7. Trailers, Recreational Vehicles, Commercial Vehicles: Residents shall not park the following vehicles overnight within Calverton Towne Homes Community and are subject to immediate towing and without further notice and at the vehicle owner’s risk and expense: trailers, recreational vehicles, commercial vehicles, boats or campers. A commercial vehicle is defined as a vehicle used for business purposes and is used for transporting people or things for business purposes, storage of materials or tools used to generate income in a business venture, or any vehicle displaying a commercial logo, tag, sign or advertisement.

**PENALTY FOR VIOLATION: \$500.00 AND/OR REMOVAL OF THE VEHICLE BY THE TOWING COMPANY**

8. Commercial Activity: Calverton Towne Homes is zoned residential property only. *County and State Laws prohibit any commercial activity.*

**PENALTY FOR VIOLATION: \$500 AND COULD RESULT IN CIVIL PENALTIES**

9. Automotive: Maintenance and repairs such as changing oil, overhauling engines, or extensive bodywork is not permitted anywhere in Calverton Towne. Owner of vehicle that damage any common area due to fluid spills will be liable for damages.

**PENALTY FOR VIOLATION: \$500 AND COULD RESULT IN CIVIL PENALTIES**

10. Outdoor Storage: Accumulation or storage of materials, such as furniture, boxes, toys, appliances, shall not be permitted on private property or common area. This creates a health and safety hazard, and detracts from property values for the community. The exception is the storage of firewood (see Rule 13).

**PENALTY FOR VIOLATION: \$500 AND COULD RESULT IN CIVIL PENALTIES**

11. Signs: No signs of any type shall be erected, posted or displayed upon, in, from or about any townhouse unit or common areas without prior consent in writing to the Board of Directors. One sign, not more than four square feet, advertising the home for sale or rent will be permitted without the prior consent of the Board.

**PENALTY FOR VIOLATION: WARNING LETTER**

12. Clotheslines: Clotheslines are permitted provided they are not permanent and must be removed when they are not in use, such as an umbrella clothesline or a clothes post with retractable cable. Clothes cannot be left out overnight. No clothesline may extend beyond the property line. Clothes cannot be placed/draped over rails, balconies or any permanent structure. Additionally, clotheslines cannot be attached to the property divider fences.

**PENALTY FOR VIOLATION: \$50**

13. Firewood Storage: Firewood must be placed on a platform or in a container. County Law requires that firewood be placed at least 6 inches above the ground to discourage the infestation of snakes, rats, etc. Firewood must be on private property only and away from the privacy fences and homes to prevent termites from migrating,

**PENALTY FOR VIOLATION: \$100**

14. Common Areas: Users of the common areas must clean up the area after use. This includes removal of toys from sidewalks and playground areas and any trash. Additionally, nothing may be installed or planted upon the common areas without the Board of Directors approval. No temporary or permanent structure shall be placed upon the common grounds without prior evaluation of written request and written consent of the Board of Directors. Under no circumstances may any vehicle be driven or parked on any common area.

**PENALTY FOR VIOLATION: \$250**

15. Outdoor Barbecuing: In the interest of safety, barbecuing shall be a safe distance from the dwelling. For safety reasons, barbecuing shall not be allowed in the front of the property but to the rear of the property only.

**PENALTY FOR VIOLATION: \$200**

16. Outdoor Burning: Outdoor burning of any trash is strictly prohibited by law in accordance with Subtitle 11, Prince George's County Fire Code.

**PENALTY FOR VIOLATION: \$300 AND COULD RESULT IN CIVIL PENALTIES**

17. Fireworks: Fireworks are also prohibited by State and County codes.

**PENALTY FOR VIOLATION: \$300 AND COULD RESULT IN CIVIL PENALTIES**

18. Snow Removal: Homeowners are responsible for clearing snow and ice from their own steps and sidewalks. The Board of Directors contracts snow removal from Calverton Towne streets and sidewalks for the community. For traction on ice, the use of kitty litter is suggested. *Use of corrosive chemicals such as rock salt to clear snow and ice is prohibited to avoid damage to the sidewalks and lawns.*

19. Holiday Decorations: Holiday decorations are seasonal and should be removed within 30 days of the holiday (weather permitting).

**PENALTY FOR VIOLATION: \$200**

#### L. ENFORCEMENT PROCEDURES

The Board of Directors may not impose a fine, suspend voting privileges, or infringe upon any other rights of a townhouse owner or other occupant for violations of the rules until the following procedures (summarized here) are followed:

1. If a violation of the Rules and Regulations is committed, the Board of Directors will notify the violator in writing (first warning), to cease and desist from the alleged Violation. This

notification shall include: (a) the nature of the alleged violation, (b) the action required to stop the violation and (c) a "grace period" of at least ten business days during which the violation may be stopped or remedied without fines or in the case of a continuing violation, a statement that any further violation of the same Rules and Regulations may result in the imposition of additional fines after another notice has been issued. In the event that the violator is not the townhouse owner of record, copies of all correspondence will be shared with the occupant of the townhouse.

2. The initial notice of violation is in effect for twelve months from the date of the initial violation. If the violation continues or is repeated after the initial first warning, the Violator will be called to a hearing of the Board of Directors to discuss the Violation(s) and the applicable fines. Subsequent notifications (second warning) shall include: (a) the nature of the continued or repeated violation, (b) the time and place of the hearing (at least ten business days after receipt of the second warning notice) and (c) a list of all proposed fines to be imposed for the violation(s).
3. A hearing will be held at which the alleged violator will have the opportunity to present their case to the Board of Directors. The hearing shall be held in executive session (a closed session) of the Board of Directors, and shall give the violator and/or owner of record a reasonable opportunity to present their case. The Board of Directors must provide proof that any invitation to the hearing has been duly served to the violator/owner of record, and such proof shall be entered into the minutes of the meeting. The violator/owner of record shall be notified by a registered letter (return receipt requested) and by regular mail. The return receipt card would be proof of notice and if the violator/owner does not appear for the scheduled hearing, the Board of Directors may impose penalties.
4. The minutes of the hearing shall contain a written statement of the results of the hearing and the fines imposed, if any.
5. In the case where a violation is of an architectural nature, the hearing may be amended to include the Chairperson of the Architectural Control Committee at the request of the Board of Directors.
6. The decision of the Board of Directors in such matters can be appealed to the Courts of Maryland.
7. If any owner of record fails to comply with the Rules and Regulations, or a decision rendered under the Rules and Regulations, the owner of record may be sued for damages, or injunctive relief, or both, by the Board of Directors or any other owner of record. The prevailing party in any such proceeding may be entitled to an award for legal fees, as determined by the court.

## APPENDIX A

### FREQUENTLY CALLED TELEPHONE NUMBERS

*The telephone numbers listed below are for your convenience or for use for an emergency:*

- |   |                              |
|---|------------------------------|
| 1. Abaris Realty (Management Company may be contacted 24 hours per day, 7 day a week) | 301 468-8919                 |
| 2. Miss Utility (for underground utility location)                                    | 800 257-7777                 |
| 3. EMERGENCY  | 911                          |
| 4. Washington Gas   | 703 750-1000                 |
| 5. PEPCO<br>Life Threatening Emergencies  | 202 833-7500<br>202 872-2000 |
| 6. Prince George's County Police – Beltsville Station<br>(Routine Information)        | 301 937-0910                 |
| 7. Bulk Trash Pick-up   | 301 952-7600                 |
| 8. Animal Management: Investigation of Animals at Large                               | 301 499-8300                 |
| 9. Beltsville Post Office   | 301 937-3355                 |
| 10. Street Lights: Report problems and/or burned out streetlights to Abaris Realty    | 301 468-8919                 |
| 11. Behnke Nurseries Company  | 301 937-1100                 |
| 12. WSSC  | 301 206-8000                 |

## APPENDIX B

### RECOMMENDED PLANTINGS

#### TREES:

Flowering Plum  
Dogwood  
Red Bud  
Japanese Maple  
Japanese Snowball  
Crape Murtle  
Fringe Tree  
Stewartia  
All Hollys  
Lilac

#### FLOWERS:

Tulips  
Crocuses  
Daffodils  
Petunias  
Marigolds  
Zinnias

For more suggestions regarding trees, shrubs, flowers that bloom in spring, summer or fall, contact Bhenkes Nursery. Their telephone number can be found in Section M of this booklet.



APPENDIX C

MAP OF CALVERTON TOWNE COMMUNITY

