

2013

Grosvenor Square Tenant's Information Package



Grosvenor Square Homeowners Association
King Charles Way, Bethesda, MD 20814
Created: 3/21/2013



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Welcome Letter

Dear New Resident,

Welcome to Grosvenor Square!

The Grosvenor Square Homeowners Association (GSHOA) would like to welcome you to the area, and thank you for choosing to become a part of our neighborhood. We hope that you will take a moment to look through this packet and familiarize yourself with our community.

As an aside, the Grosvenor Mews is a totally separate condominium community with its own association. Their parking spaces are reserved for condominium owners and their visitors. As such, they will not hesitate to have illegally parked cars towed, at owner's expense, to a facility several miles away.

The purpose of the association is to help maintain and preserve the value of the amenities within the community, while maintaining a safe and pleasurable place to live. We invite members of the community to attend GSHOA meetings and give input on how we can improve our community.

A Board of Directors is elected by the homeowners within the community to oversee the daily functions and financial responsibilities of the Association. It is also a function of the Board to administer and maintain compliance with the established covenants and bylaws of the Association. The Board consists of a president, vice president, secretary and treasurer. There are also committees for maintenance, architectural control, social planning, nominations of new members, etc.

To help maintain the quality of our community, please read through this package and familiarize yourself with our governing guidelines.

Our common area is open to all residents for their family use and enjoyment. We ask that if you plan a large family activity in the commons area, you respect the neighbors near the area and adhere to the parking restrictions. For example, when a large gathering is planned, please remind guests to park in non-reserved spaces only.



We encourage you to sign up for our community-wide e-mail list. Our goal is to communicate important information and updates about what is happening within the Grosvenor Square community via e-mail.

Our community has two websites. The first website is for the public, please check it out at: <http://grosvenorsquarehoa.com/> The second website is for community members only. The community members' website provides important contact information, forms, a calendar of events and much more. To receive access to this website, e-mail us at communications@grosvenorsquarehoa.com.

We want to hear from you! Please send any suggestions or comments for improving our community to communications@grosvenorsquarehoa.com

We hope you find our community a great place to live. We look forward to meeting you, and we encourage your participation in our activities and functions.

Again, WELCOME!

Sincerely,

Tom Kenton
GSHOA President



GSHOA
Managing Agent Contact Information
Current as of March 24, 2013

Robert Ackerman – Managing Agent
Creative Management Services
P.O. Box 452
Sunderland, MD 20689

Email: rackermann@comcast.net

Office: (301)855-4193
Office: (410)741-5120
Cell: (410)353-0429
Fax: (410)257-9676



GSHOA
Board of Directors List
Current as of March 24, 2013

Tom Kenton - President

president@grosvenorsquarehoa.com

Lou Berlin - Vice President

vicepresident@grosvenorsquarehoa.com

Mariella Dallas - Secretary

secretary@grosvenorsquarehoa.com

Roly Jan

treasurer@grosvenorsquarehoa.com

George Stantchev

landscape@grosvenorsquarehoa.com

Sarah King

communications@grosvenorsquarehoa.com

Andrew Ginsburg

boardmember1@grosvenorsquarehoa.com



GSHOA Committees List

Architectural Committee:

Chair: Lou Berlin

Members: Roly Jan, Mariella Dallas, Andrew Ginsburg.
architecture@grosvenorsquarehoa.com

Landscaping Committee:

Chair: George Stantchev

Members: Roly Jan, Lou Berlin, Tom Kenton, Helen Wall.
landscape@grosvenorsquarehoa.com

Governance Committee:

Chair: Tom Kenton

Members: Lou Berlin, Roly Jan, Andrew Ginsburg.
governance@grosvenorsquarehoa.com

Communications Committee:

Chair: Sarah King

Members: Tom Kenton, Roly Jan
communications@grosvenorsquarehoa.com



Guidelines for Grosvenor Square Owners and Tenants

General

1. All units shall be used only for private residential purposes. No part of the units or common elements shall be used for commercial activities of any kind, including but not limited to yard sales and the sale of vehicles.
2. “For Sale” signs of commercial products for rent or sales or property can only be displayed in the owner’s space and not within any of the common areas.
3. Any owner of any unit who shall lease such unit shall include a provision in said lease that the rights of the tenant to use and occupy the unit are subject to the Rules and Regulations of the Bylaws relating to the use of common elements. Promptly following the execution of the lease the owner shall forward a copy of the lease to the Board of Directors in care of the Management Company.
4. Nothing shall be stored upon common elements, including but not limited to full trash bags, furniture, bicycles, shoes and personal property of any kind that is left in from of unit doors, draped over the railings and stairs and the fences surrounding the unit.
5. No clothing, clotheslines, laundry, rugs or wash shall be hung from, stored or spread upon any deck or patio.
6. All bikes and scooters, strollers, tricycles, sports equipment and other recreational items are to be removed from the common areas including community grounds immediately after use. They are to be stored in the unit or storage units on the unit’s desk.
7. Hibachi, gas fired grills, charcoal grills or similar devices for cooking, heating or any other purpose, shall only be used on decks or patios, consistent with the Montgomery County Fire Code.
8. Appropriate window treatments must be used. Blinds, shades, curtains and drapes are considered appropriate.
9. Residents must exercise care to avoid being a nuisance to neighbor, this includes but is not limited to the excessive use of musical instruments, radios, televisions, and amplifiers, and engaging in activities on the common grounds that include shouting and screaming.

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10. No activities that involve destroying or disturbing the common grounds including the parking lots are permitted.
11. No cables dishes or TV antennas, or coaxial cables are to be installed such that they can be seen from the front or side of a unit. No cables are permitted to be visible along the grounds from a unit to one of the cable boxes or posts maintained a phone company.
12. No furniture or other items may be thrown from the upper decks.
13. No cigarette butts may be thrown from the upper or lower decks, nor may cigarettes be extinguished anywhere on the common grounds or walkways.
14. There may be no use of the common elements, including but not limited to the sidewalks and parking lot, that defaces, mars, or scars them which increases the need for maintenance.
15. The use of power generators is strictly prohibited.
16. Any landscaping, including plants, damaged by owners, their tenants, visitors, or by their pets will be replaced by the Landscaping Contractor and billed to the unit owner.
17. The opt-out form is circulated prior to the landscaping contractor coming on site to perform their annual maintenance. Therefore, homeowners who choose to opt out of the services performed by the contractor within their property lines can do so by completing the form.



Refuse and Recycling

1. Trash and recycle totes are provided for your use. All trash must be in closed trash bags and placed in (and not on top) of the trash totes. All cans and bottles must be rinsed out before being placed in the recycling totes. No trash or plastic bags are allowed in the newspaper totes. Newspapers, magazines and other paper products approved for recycling must be placed in the appropriate recycle bins. Cardboard boxes must be broken down (and not simply thrown inside the trash enclosure) and placed in the slots set aside for such boxes. Packing materials, i.e. Styrofoam, peanuts shells, shredded newspaper, bubble wrap, etc. are not recyclable and should be bagged and not left to blow around the trash enclosure and the community.
2. No construction materials, wood, carpet, padding, appliances, furniture, mattresses, box springs, grass clippings, branches, dirt, rocks are acceptable or allowed in any of the trash/recycling totes or trash enclosures. Special arrangements for the disposal of these items can be made directly with B&B Refuse by calling: 301-424-1427.
3. Dumpsters are provided during the month of June so that owners and tenants can dispose of those items (most items listed in 1 above expect for grass clippings, branches, dirt, rocks). Paint cans, furniture, computers, other electronic devices not approved for normal trash pickup or recycling can also be disposed of at this time. During other times, such items must not be left within or in front of the trash enclosures. They must be taken to the county's landfill by the owners/tenants. If such items are left for the Association to dispose of and the tenant/owner can be identified, they will be held responsible for reimbursing the Association.
4. Trash pickup occurs on Monday's, Wednesday's and Friday's and recycling occurs on Friday's (excluding holidays). Do not pile trash bags on top or in front of the trash bins.



Vehicles and Parking

1. No car, SUV, Van or Truck of any size is to be driven over the sidewalks on to the grass or backed up to a unit's main entrance, or to the unit's back entrance, to load or unload furniture, or for any other purposes.
2. No parking is allowed on the grass at any time.
3. No trailer, van or truck over ½ ton displaying visible tools such as ladders, pipes, etc. or commercial signs of trade, boats, campers, house trailers or similar types of vehicles can be stored within the community.
4. No inoperable, unlicensed or abandoned motor vehicles of any type shall be parked or stored on the property. Vehicles not displaying current license plates will be towed from the premises, after giving proper notice at the owners risk and expense.
5. Residents are allowed to change a tire in the parking lot. However, no other maintenance is allowed including but not limited to motor oil changing, tune-ups and antifreeze flushes. In accordance with Maryland Law and Environmental considerations, residents will be assessed for any damage to the parking lot or the common areas caused by their negligent act.
6. No authorized motorized vehicles can be parked in any area other than the designated parting areas within the 5100 and 5300 blocks of King Charles Way.
7. Unauthorized parking in any of the Grosvenor Mews spaces is strictly prohibited and will result in the vehicle being towed. Parking in the 5300 block will be extremely limited from time to time. However, there tends to be extra non-reserved parking spaces in the 5100 block.
8. The detailed parking policy is attached.
9. On occasion, drivers have often been seen driving through our community at excessive speeds, beyond the posted speed limit. As a result, it is necessary to remind all residents of the speed limit on King Charles Way, which is **15 mph**, and to ask everyone to adhere to it.
10. King Charles Way is a curved and narrow street. The speed limit is purposely set at 15 mph to keep everyone and everything in our community safe. Driving excessively fast needlessly increases the risk of an accident which could seriously injure



pedestrians, including the many small children who live here, or cause property damage.

11. The 15 mph speed limit is posted throughout our community and should serve as a reminder to slow down. Please keep this in mind when driving on King Charles Way and encourage your friends/neighbors to do the same.



Pets and Animals

1. No animal, other than common household pets, shall be kept or maintained within the community, nor shall pets be kept, bred or maintained on the property for commercial purposes.
2. No more than (2) dogs and/or 2 cats shall be permitted per unit. Only non-aggressive breeds of dogs and cats are permitted. Such pets must be registered with the GSSHOA Board of Directors using the GSHOA Homeowners form attached to this document. The most recent photo of the pet must be enclosed with the registration document.
3. Certified “service dogs” for the handicapped are permitted.
4. All pets must be inoculated as required by law and on a hand held leash when outside of their units. Specifically, no pet is allowed to be roaming the property without an individual leading them via a leash.
5. Pets are not to be tethered outside of the unit nor can any fenced or dog house be erected to contain the pet.
6. Anyone wishing to file a complaint about a pet should contact the management company or preferably, for pets that are loose or abused, call Montgomery County Animal Control.
7. The Board of Directors shall have the right to order any person whose pet is a nuisance, to request the removal of such pet from the community.
8. Animal Defecation (“pooper scooper” law) (Montgomery County Code, Sec. 5-203(a)(2): An owner must not allow an animal to damage or 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 area’s governing board. Feces may be picked up in a plastic bag. If this bag is placed inside another bag, it may be put out for disposal in your normal household trash. Penalty for Violation - \$100.00.
9. Individuals witnessing dog owners failing to comply with the law should call the Montgomery County Humane Society: 204-773-5960. They will dispatch an officer to visit the homeowner and issue a written citation of \$100.00 for the first incident. The fine doubles and triples if unpaid. They will ask for your name and phone number – you can request that this information remain confidential. They will also

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request the homeowner's name (if you know it), address and a description of the dog. If you have your cell phone, take a picture. A picture is worth 1,000 words! If you are uncomfortable contacting the Montgomery County Humane Society, please contact our managing agent, Robert Ackerman (301-855-4193 or 410-741-5120).

Architectural Issues

1. In accordance with the GSHOA By-Laws, Guidelines and Policies, the Architecture Committee conducts an annual inspection of each townhouse to make sure that it is in conformance. Of primary concerns are the condition of the windows, wood framings, sidings, steps, and decks. Homeowners having discrepancies note are provided a written summary of findings and are given a date in which the discrepancies are to be addressed. If date extensions are not forthcoming and approved by the committee, homeowners are expected to have the discrepancies resolved by the original date.
2. The committee has established the Specifications for Window Replacement. Consequently, the *Architectural Change Application and Review Form for Window and Sliding Door Replacement* must be first submitted along with all of required supporting documents and samples for approval **prior to** the purchase and installation of replacement windows. The committee has also approved color schemes for unit exteriors.
3. The committee has approved color schemes for the exterior of each unit. In order to attain a uniformed appearance it is imperative that all homeowners comply with the color schemes. It is also suggested that the exterior of each unit be repainted every five years or when recommended by the Architecture Committee.
4. **Any modifications or construction to be performed on the outside of a townhouse requires the submission of an Architectural Change Application and Review Form by the homeowner.** The Architecture Committee must approve the submitted changes prior to the commencement of work.



Parking Policy

Assigned Parking Spaces

Assigned space(s) and assigned parking are terms which may be used interchangeably, and shall always refer to those spaces assigned for the exclusive use of a unit. These spaces shall be further distinguished by identifying numbers which shall correspond to the unit number to which the space is assigned.

Unassigned parking spaces shall refer to those spaces set aside as a courtesy for resident and non-resident vehicles owned or operated by the residents of Grosvenor Square and guests.

The Board of Directors reserves the right to make assignment changes regarding the future use of the parking spaces as it sees fit in order to meet the on-going needs of the community, providing that the membership receives at least thirty (30) days' notice.

Parking – Restrictions of Use

There shall be no parking whatsoever opposite or adjacent to the mailboxes, nor on any corner neither within the community, nor within fifteen (15) feet adjacent to any fire hydrant, nor in any manner which could impede the normal flow of traffic through the community. PLEASE NOTE: "**No Parking Areas**" throughout the community are designated by yellow curbs. Furthermore, vehicles shall not be parked in a manner which could interfere with the ability to remove and park vehicles within the community, nor shall they be parked so as to obstruct vision and encumber drivers attempting to effect safe entry and exit of their vehicles to and from the community. Tandem or double parking of vehicles shall not be allowed in the community. Any vehicles found in violation of this provision, for whatsoever reason, shall be towed without exception and without notice to the owners, who assume all risk and expense.



Disabled, Abandoned and Unregistered Vehicles

No vehicle which is inoperative, does not display current registration tags, is disabled or abandoned shall be permitted to park within the community. The repairing of vehicles in the community is prohibited. Violators will be given five (5) days written notice to remove such vehicles from the community. This written notice shall be posted upon each vehicle parking in violation of this Policy. After five (5) days, any vehicle thus posted, if not already removed, shall be towed, at the owner's risk and expense. Any vehicle which has been previously posted, and is found again to be in violation of these parking rules and regulations, shall be towed without further notice.

Illegal Vehicles

No boats, jet skis, trailers, tractors, campers, camp trucks, house trailers, farm implements, work trucks, service trucks or construction vehicles of any kind shall be permitted to park or be parked within the community at any time.

No vehicles, trucks, vans or the like over three fourths (3/4) ton shall be permitted to park or be parked within the community at any time.

NOTE: The limit governing the maximum pay load capacity for trucks and vans permitted to park within the community is three fourths (3/4) ton.

Vehicles, trucks or vans three fourths (3/4) ton or under will be allowed to park in the community on the following conditions. No ladders, ladder racks, pipes, pipe racks, side mounted tool boxes, machinery or materials will be allowed on the vehicles, trucks or vans.

Signage on vehicles, trucks, vans three fourths (3/4) ton or under is limited to the front two doors of the vehicle.

Pickup trucks shall not be permitted to park overnight within the community when items/materials (other than spare tire/incremental tool box) remain in the payload area of the vehicle. The sole exception of this rule shall be those vehicles employed by individuals who are actively in the process of changing residence.



Snow Policy

During severe weather conditions, the Association may impose limited parking for unassigned spaces. Due to the nature of these conditions, parking spaces are at an absolute premium and an unassigned space would most likely be used as storage for the accumulation of snow being removed from resident spaces as needed. Residents shall be expected to clear their reserved assigned parking spaces for their own use and refrain from parking in other assigned spaces.

"Severe weather conditions" shall be defined as any set of weather conditions which causes enough snow to accumulate so as to necessitate the activation of the services of the Association's snow pushing contractor.

Visitor Parking

Parking for visitors in unassigned spaces shall be provided as a courtesy for the guests of the residents of Grosvenor Square. These spaces shall be intended for short-term and transient use only (maximum time limit is seventy two (72) hours). At no time shall these spaces be used for vehicle storage.

Visitor parking privileges may be suspended during severe weather conditions.

Motorcycles

Motorcycles shall be treated as cars.

- A. Motorcycles can be either parked singularly in a parking space or tandem park in the **front** of your vehicle in your parking space.
- B. When the motorcycle is tandem parked in a parking space, the length of your motorcycle and vehicle cannot exceed seventeen (17) feet in length.
- C. Parking of motorcycles will not be allowed on the side of a vehicle in a parking space.



- D. Motorcycles will not be allowed to be parked on the sidewalks, grass areas or the front, rear or side yards of the community.

The owner/operator(s) of motorcycles shall be responsible for maintaining them in an upright position at all times while parked in the community; they shall furthermore be parked in such a way so as to not damage other vehicles should they fall over due to windy conditions. Covers or tarpaulins for these vehicles, if so equipped, shall be maintained in good appearance and must be securely attached when used. Motorcycles in violation of the rules and regulations of the Parking Policy must be removed from the community if it becomes apparent that they are inoperative, disabled, abandoned or are not displaying current motor vehicle registration tags.

Leaking Fluids

Please check your vehicles for leaking fluids. The person to whom a parking space is assigned will be held responsible for the cleanup of any fluid spillage and/or liable for any cost or expenses the Association should incur to correct the damages and/or repairs to the parking lot surfaces.

Reserved Assigned Parking Spaces

Each Townhouse is assigned a reserved parking space. The reserved parking space assigned to your unit has been marked with the unit number for your Townhouse.

The Board of Directors, in assigning reserved parking spaces, has made every effort to accommodate each Townhouse owner, by providing them with a parking space convenient to their unit.

Unassigned parking spaces, spaces not marked “Reserved” with a two (2) digit number are classified as open parking spaces and are available to any visitor on a first come, first serve basis. **A maximum time limit of seventy two (72) hours has been established for visitor parking spaces.**

Signs are posted about the property notifying guests that parking is reserved and assigned, and that violators will be towed at their own risk and expense.

The responsibility of policing, for the purpose of having a vehicle towed from your assigned parking space(s), is the responsibility of the unit owner or person to whom the space(s) have been assigned.

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Arrangements have been made with **G&G Towing, 421 Dover Road, Rockville, Maryland (301-762-6023)** to tow vehicles parked illegally in your assigned parking spaces. The cost of towing and storage will be the responsibility of the owner of the illegally parked vehicle.

The procedure to follow in order to have someone towed from your assigned parking spaces is as follows:

1. Call G&G Towing – 301-762-6023
Give them your name, address and telephone number (as the call will be verified), the name of the property (Grosvenor Square), your parking space number and the nature of the problem or violation.
2. When the tow truck arrives, you must meet the driver, as you will be required to sign a release authorizing G&C Towing to tow the illegally parked vehicle from your assigned space.

The GSHOA Board of Directors believes that, with the implementation of this assigned parking plan, the parking problems that many unit owners may have been experiencing will be eliminated.

If you should have any questions regarding the assignment or the procedure to follow in order to have a vehicle towed, please feel free to contact our managing agent, Robert Ackermann, (telephone number 301-855-4193 or 410-741-5120).

Restricted Parking!!!

Parking spaces immediate in front and to the right side of the condominiums as you enter King Charles Way belong to the owners of the condominiums. They have a separate Association. As such, you may be subjected to having your vehicle towed without notice if you park in one of their spaces. In a dire emergency, one in which there are no available parking spaces in our designated areas you should park in one of their spaces to the right and along the back row. You must leave on your dashboard your name, phone number and address where you may be located. You must then relocate your vehicle to one of our visitor parking slots as soon as one becomes available.



ATTACHMENT A

GSHOA E-mail Sign-up Form

Dear Community Member:

Please find attached an information form for you to fill out and return to us.

Our goal is to communicate with community members via e-mail and a new website. Providing your contact information will assure that you receive important information and updates about what is happening in your community.

There are 2 ways to return the form:

- 1) Electronically - e-mail information or scan the contact form and send it to the communications committee at communications@grosvenorsquarehoa.com
- 2) Mail the form to Robert Ackerman at Creative Management Services – P.O. Box 452, Sunderland, MD 20689.

Please also find attached a Durable Proxy for Purposes of Quorum. We encourage all owners to attend the annual HOA meeting. However, we know that many members of our community have family and work obligations that may prohibit them from attending. By submitting the Proxy you allow the Board to attain a quorum and to make decisions on your behalf. Please return this form by mail to Robert Ackerman at the above listed address.

We look forward to hearing from you and thank you for your participation.

Sincerely,

Grosvenor Square HOA Board



**GROSVENOR SQUARE
HOMEOWNERS ASSOCIATION
COMMUNITY MEMBER INFORMATION FORM**

PLEASE PRINT

Unit Address: _____

Name(s) of Primary Unit Owners: _____

Email Address(es): _____

Home Telephone #: _____ Cell Telephone #: _____

Are you renting? Yes _____ No _____

Pet Information

Pet Dog #1's Name: _____ Type: _____

Pet Dog #2's Name: _____ Type: _____

Emergency Contact

Name: _____ Relationship _____

Home Telephone #: _____ Cell Telephone #: _____

Email Address: _____