

Flintledge Estates Community Association, Inc.
P.O. Box 1243
Rockville, Maryland 20850
www.flintledge.com
(301) 424-4237

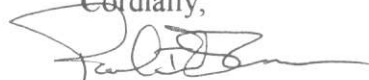
October 14, 1999

Dear Neighbors,

In response to many requests, the Association has compiled this *Flintledge Estates Resident's Handbook*. It contains legal documents pertaining to your property and the Association, as well as community-oriented information, such as committee organization and Association officers' telephone numbers.

The Board of Directors urges all homeowners to acquaint themselves with all of the information in this handbook. All homeowners are especially encouraged to be familiar with the Architectural Control Covenants and the Parking Regulations, since these are the two subjects that produce the greatest number of questions in our community.

Please feel free to call any member of the Board if you have any questions about the handbook or the community, or wish to serve on any of the committees. We are all volunteers - this is YOUR community and your cooperation is necessary.

Cordially,


Paul I. Jacobsen
President
Flintledge Estates Community Association

ABOUT YOUR HOMEOWNERS' ASSOCIATION

The Flintledge Estates Homeowners' Association, Inc. is a non-profit Maryland Corporation controlled and operated by you and your neighbors. Its purpose is to preserve the character of your community and perpetuate the natural beauty of the surroundings, and by so doing, to protect and enhance the value of your investment for years to come.

What Does Your Association Do?

Generally speaking the Association may undertake any activity that will promote the common benefit and enjoyment of the residents. As presently organized, your Association is responsible for:

- Maintaining the common areas of the Community;
- Preserving the architectural standards of the neighborhood.

How Does the Association Operate?

Upon purchasing your residence in Flintledge Estates, you automatically receive membership in the Association and the right to cast one vote. The routine affairs of the organization are managed by a Board of Directors elected by you and your fellow members. A President, Vice-President, and other Officers, as well as special committees, are appointed by the Board, and like the Directors, serve without pay. Your vote in the Association guarantees that your voice will be recognized in the affairs of your Community.

OFFICERS AND DIRECTORS

For your general information and convenience, we have listed below the Officers and Directors of the Association for 1999-2000, their general areas of responsibility and specific committees and functions in each area.

Officer/ Director	Current Officeholder	Phone	General Responsibility	Committees/ Functions
President	Paul Jacobsen	301 424 2663	General Management	Review and Execute all Legal Documents
Vice- President	Leslie Sklarew	301 251 5865	Contract Coordination	Architectural Control Committee Chairman
Treasurer	Sharon Klompus	240 453 9290	Comptroller	Landscaping
Secretary	Jane Kunze	301 251 0604	Minutes of Meetings Association Records	External Correspondence Member Records
Director	Steve Robins	301 838 0595	Public Relations	Architectural Control Committee

Flintledge Estates has its own website at:

www.flintledge.com

Members are urged to sign onto our website so that they can easily be in contact with their Board and communicate with other Community residents.

The Common Areas

The Common Area is all that portion of the Flintledge Estate subdivision that lies outside the individual homeowners' lots. This land was deeded to the Association by the developer for your use and enjoyment. It includes especially the tot lot for your children and the parking areas for townhouse residents. When you bought your residence, you automatically became a member of the Association. Therefore, Community ownership of the common property is your assurance that the Common Areas will retain their natural beauty and will remain an open space for you and your family.

The Cost of Your Association

To pay for the maintenance of you community facilities, the Association assesses each member a nominal charge as his or her fair and equal share of the expense. For each six month period, we assess ourselves at a rate of \$164 per townhouse and \$82 per single family dwelling. Should a member fail to pay his share, the Association may take legal action, including the filing of a lien against a property, ultimately enforceable by foreclosure proceedings or by deducting the amount of the lien from the owner's proceeds at the time the property is sold.

COVENANTS

The Board of Directors would like to take this opportunity to address several areas of importance for all homeowners:

ARCHITECTURAL CONTROL

Article VI of the Association Declarations and Covenants states:

"No building, fence, wall or other structure, or Exterior painting, shall be commenced, erected or maintained, upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same have been submitted to and approved in writing as to the harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an Architectural Control Committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will

not be required and this Article will be deemed to have been fully complied with. In the event that such improvement, change or alteration is not removed or corrected as ordered, the Association retains an easement to go upon a Lot and remove or correct the unapproved improvement, change or alteration pursuant to the provision set forth in Article VIII and the cost of such work may be assessed to the Owner as provided therein, notwithstanding any provisions of the Declaration to the contrary, the provisions of the Article VI shall not be applicable to the Declarant or any part of the property owned by the Declarant during initial construction but shall be applicable to Declarant's successors and/or assigns."

The Architectural Covenant imposes the legal requirement on the Association to approve or disapprove the construction of new structures, exterior additions, and changes or alterations to the present design *before* they can be started by a homeowner. In fulfilling this legal obligation, the Board of Directors has delegated to the Architectural Control Committee the task of reviewing each application for approval. However, the Board has the authority to review appeals by individual homeowners.

In summary, any proposed addition or change to the exterior of the homes shall be presented to the Architectural Control Committee in writing for approval or disapproval. The Board must act within 30 days or approval is automatic, subject to City of Rockville approval.

EXTERIOR MAINTENANCE

Each homeowner is required to maintain the appearance of his/her structure and yard.

- Single-family homes: The landscaping within the property boundary is the responsibility of each homeowner. This responsibility encompasses the maintenance of trees, shrubs, and grass with regular cutting and watering as required.
- Townhouses: Generally speaking, the front lawns are treated as common areas and will be cut and trimmed along with all other common areas by a contractor hired by the Board to perform this function. The rear yards, within the lot boundaries, are the responsibility of each townhouse owner. We expect and encourage each owner to water and promote the well being of the shrubs and trees adjacent to his/her residence.

Article VIII of the Association Declarations and Covenants states:

"In the event an owner of any Lot in the Properties shall fail to maintain the premises and the improvements situated thereon, including lawns and landscaping, in a manner satisfactory to the Board of Directors, the Association (if, after twenty (20) days notice to the Lot involved setting forth the action intended to be taken and corrective action has not been taken by the Owner), and after approval by two-thirds (2/3) vote of the Board of Directors, shall have the right, through its agents or employees, to enter upon said parcel and to repair, maintain, and restore the Lot and the exterior of the buildings and any other improvements erected thereon. The cost of such exterior maintenance shall be added to and become part of the assessment to which said Lot is subject."

Please note that under this provision the Board has the right to correct deficiencies at both single-family residences and townhouses and to bill the owner(s) for the work accomplished. Collection of bills incurred in this manner is enforceable in the same manner as for Association dues, i.e., through the filing of liens and or commencement of foreclosure proceedings.

In addition, a March 30, 1998, a letter including the following was distributed by the Association Board of Directors to all residents/owners:

“There is now an approved color palette from which to choose for all exterior painting. In accordance with the bylaws of the community association, any homeowners wishing to use colors other than those from the approved pallet must obtain a waiver from the Board.”

Please note the revised areas that should be painted from among the specified trim colors. These include gutters, downspouts, vents, bay windows, garage doors and their trim, and around all windows. The Association attempts to provide to new homeowners a package that includes all information with regard to the palette of approved exterior paint colors. Any homeowner/resident who wishes to receive an extra copy of this package may ask any Board member at any time.

PARKING

The Board of Directors of Flintledge Estates has the authority to adopt rules and regulations governing the use of common areas owned by the Association as set forth in Article II, Section 4 of the Declaration of Covenants and Restrictions. Pursuant to these provisions, the Board has adopted regulations for the use of the parking lots, which are a part of the common elements in the townhome area.

When this development was constructed, two parking spaces were provided for each townhome. In order to prevent temporary or chronic parking shortages, it is Association policy to limit the residents of each townhome to the use of a maximum of two (2) parking spaces at any given time in the Association parking areas. Additional vehicles parked by guests or residents of each said townhome must be parked elsewhere, such as around the circle or along the athletic field.

Each townhome is provided with one designated, numbered space. Parking is available for one additional vehicle in any available unnumbered space. Each vehicle shall be parked within the lines of the parking spaces. The Association reserves the right to tow at any time and without notice any vehicles found to be in violation of these Parking Regulations, at the risk and expense of the owner of the vehicle.

PETS

Pets shall be kept within one's own property. No animals, dogs or cats, shall be allowed to run free at any time. For the purpose of exercising and relieving, pets should

be walked on a leash to the open walks and fields surrounding our community. The common areas, including the fronts of the townhomes, as well as the single-family lots, are not to be used for relieving and/or depositing excrement.

Homeowners with pets are reminded that they must comply with all City of Rockville regulations regarding pets (e.g., leash law, rabies vaccination, tax tag, etc.).

TRASH, RECYCLABLES, YARD WASTE, AND LARGE ITEMS PLACED OUT FOR COLLECTION

The following general rules apply with respect to trash, recyclables, yard waste, and special items collection in our Community:

- Trash is picked up on Monday and Thursday mornings, generally around 8:00 am. Recyclables set out voluntarily by residents and large items (e.g., furniture, appliances) are picked up on Thursdays only. Recyclables such as glass, plastic, and metals must be placed in the blue recyclables bin provided by Montgomery County. *Generally the recyclables collectors are extremely picky, so don't leave any non-recyclable material in your blue recyclable container or they will just leave the whole container as-is for you to bring back home*
- The trash collectors won't take away hazardous items and paints; residents must take these items to the County recycling center
- Trash, recyclables, or other items meant for disposal and any associated trash cans or containers must be kept behind or within (i.e., not in front of) each residence
- Trash, recyclables, or other items meant for disposal must not be set out for collection prior to 7:00 pm in the evening (preferably after dark) on a Sunday or Wednesday (or other day preceding another scheduled collection); ***please do not leave trash out early unless there is a special circumstance compelling you to do so***
- All trash or other items placed out for collection must be securely tied in plastic bags or covered receptacles and placed in a reasonably neat fashion in the customary areas of sidewalk used for this purpose (and not on the street); each person is encouraged and requested to pick up any unsecured, scattered trash from yards and streets
- Empty trash cans or recyclable containers should be promptly retrieved by the residents after the City performs its collection
- Residents are reminded that recyclables and special items (e.g., charcoal grilles, appliances, and other large items) are only collected by the City on Thursdays and that if you leave them out on Sunday, they will sit where you put them until Thursday unless you retrieve them. Your neighbors will not be pleased with you
- The City has a pamphlet regarding trash and recyclables collection practices and procedures, which they send out every year or so to all City Residents. If you don't have a copy, call the City and get one or visit our web-site at www.flintledge.com and follow the Local Link to the City of Rockville Refuse Collection Guidelines page.

In general, keep in mind that the trash collectors and the recyclables collectors are sticklers about the rules for collection and generally will simply leave improper items sitting on the curb.

THE TOT LOT

The tot lot is for the benefit of the residents of our Community. It is a small facility and there is a large amount of concrete walk and steps leading to and surrounding it. The Association can accept no responsibility or liability for any injury or accident incurred while approaching, leaving, or using the tot lot. Everyone using the tot lot should do so with the utmost care and caution to avoid accident and injury, not only to themselves, but to others.

No child shall be allowed to use the tot lot unless accompanied by an adult. Everyone using the tot lot should behave in a reasonable manner and should be respectful of the rights to privacy and quietude of adjacent private residences. Since there are no trash containers, consumption of food and beverages in the tot lot area is prohibited. Residents are also asked to keep an eye on the tot lot in order to help keep it free from graffiti, empty beverage containers, cigarette butts, and other debris, including calling the City Police to discourage loitering if necessary.

The following are not permitted at or in the vicinity of the tot lot:

- Ballplaying
- Bike riding or skate boarding
- Pets