

Introduction:

The Silver Ridge Condominium was established on March 22, 1990. The condominium consists of two sections with a total of eight buildings, totaling 244 units.

The Silver Ridge Section consists of:

- Building 1 – 3800-3802 Wean Drive
- Building 2 – 4100-4102 Chardel Road
- Building 3 – 4104-4016 Chardel Road
- Building 4 – 3800-3802 Meghan Drive

The Perry Brook Sections consists of:

- Building 5 – 3905 Darleigh Road
- Building 6 – 3907 Hannon Court
- Building 7 – 3901 Hannon Court
- Building 8 – 3901 Darleigh Road

The Board of Directors consists of seven members, each elected for a two-year term at an Annual Meeting. All unit owners are urged to attend the Annual Meetings so that your opinions and comments can be heard, and you can be apprised of the activities of your Board.

Each building has a Building Representative who is available for unit owners in their building.

The attached pages list in alphabetical order the most frequently asked questions pertaining to our condominium, as well as suggestions for keeping our community safe and clean.

Prior to settling on a property, the buyer must be given a complete copy of the By-Laws, with Rules and Regulations and Amendments to the Condominium, by the seller. If you need more detailed information than is contained in the following pages, you should refer to those documents.

Items from	By-Laws	BL
	Rules and Regulations	RR
	Suggestions	S
	Declaration of Covenants, Conditions & Restrictions	DCCR
	Baltimore County Law	CL

Let this serve as notice of any and all changes made, for a notice may or may not have been sent out to unit owners. All items will be effective January 1, 2005.

Air Conditioner Condensation

It is recommended that you pour 8 ounces of bleach into the drainpipe at the beginning and end of the air conditioning season. (S)

Animals

- A unit owner may have no more than two household pets, including dogs, cats and birds. They may have an unlimited amount of fish. (RR)
- No household pet or fish shall weigh more than 20 pounds. (RR)
- No household pet or fish shall be raised, breed or kept for commercial purposes. (RR)
- Each unit owner is responsible for cleaning up behind their pet. (RR) This would include any debris brought into the building.
- No household pet or fish may remain on the premises upon notification from the Board that it must be removed. (RR)
- All pets must be leashed when outside. (Nov 1991 Board Meeting)
- All tenants leasing a unit from a unit owner are prohibited from raising, breeding and/or keeping any household pet or fish of any kind, and for any reason, with the exception of any tenant with a disability requiring an assistance animal as a reasonable accommodation, as defined in the Fair Housing Amendments Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The raising, breeding and/or keeping of a household pet or fish by a tenant is a violation for which said tenants may be evicted. (BL)

Architectural Controls

All exterior changes to the unit must receive prior approval from the Board. Any deviation from the approved request may result in additional expense to the unit owner. (BL)

Articles Hung from Property

Neither clothing, curtains, rugs, towels or other articles shall be shaken from or on the windows, door, patios, balconies, or general common area, nor shall anything be placed on or hung from outside

windows, door, patio or balcony sills, ledges, or railings, or thrown from windows, doors, patios, balconies or the general common elements. (RR)

Automobiles

- No repair or maintenance work on the property. (RR)
- No washing, rinsing or waxing of vehicles. (RR)

Balconies/Patios

- Permanently attached carpet is not allowed on the balconies.
- Carpet is allowed on patios. The following colors have been approved: brown/tan, gray and green.
- Flowers may be hung on the inside of the balcony/patio. (Minutes – April 1995)
- Cleaning of the balconies/patios is the owner's responsibility, and at their expense.
- Preserving/maintaining the balconies/patios is the responsibility of the Association, at the Association's expense.

Bathrooms

Be sure to occasionally flush the toilet and run water in any tub or shower that is not used on a regular basis. Non-use can cause the water to evaporate in the trap drain resulting in sewer odors entering the unit. (S)

Bird Feeders

Bird feeders and feeding the birds or squirrels is not allowed because it can cause a rodent problem. (R&R)

Board Meetings

The time and place of the monthly board meeting will be posted on each building's bulletin board.

Board Minutes

The Monthly Board of Directors Minutes will be posted on each building's bulletin board after they have been approved.

Bottles, Trash or Garbage

Shall not be discarded or temporarily or permanently stored upon any common element except in the disposal facilities provided for such purpose. (RR)

Collection Policy

All assessments are due on or before the first day of each month. Accounts which are fifteen days late will be assessed a 10% late charge. After thirty days, an attorney warning letter is sent. On the forty-fifth day the account is turned over to an attorney who will process a Demand Letter, then file a lien, then Foreclose. All collection expenses are the responsibility of the unit owner.

Common Area

No unit owner can plant or remove anything in the common areas without Board approval. (Minutes – August 1997)

Common Area Repairs

Report any loose caulking, rusting metal, leaking windows or other problems you may notice to your Building Representative, preferably in writing.

Common Elements, Limited Common Elements and Condominium Unit

Verbiage taken directly from the By-Laws, Article I (definitions)

Common Elements

Common element(s) means and includes all the property, except the units. Said common elements include particularly, but not by way of limitation, the following: A) the land, and all lawns, gardens, plantings, walkways, and parking and driveway areas thereon or appurtenant thereto; B) all foundations, pilings, columns, girders, beams, planks, slabs, roofs, partitions, supports, and other structural elements or improvements of the buildings, including all exterior walls and partition walls, all bearing walls and columns located within a unit, (would like to know where the ‘bearing walls and columns’ are located in my unit) all windows, doors and doorways furnishing access between a unit and the common elements, including the casings, seals, glass and screens of such windows and doors; C) walkways, communication ways, stairs, stairways, and all entrances and exits to and from the buildings; D) all central and appurtenant installations for utilities and services, including power, light, electricity, telephone, water, sewerage, ventilation, and plumbing, together with all pipes, lines, ducts,

wires, cables, conduits, fixtures, facilities, equipment and installations used in connection with the foregoing, including those located within a condominium unit for the service of two or more units or for the service of a unit other than the one in which located; E) an easement located between (1) the top surface of each drop ceiling, if any, within each unit and (2) the upper boundary of such unit, for mechanical, electrical and other utilities; F) all tanks, pumps, generators, motors, fans, controls, devices, installations, machinery, equipment, apparatus, and facilities required or deemed advisable for use in operation of the condominium project or for the care and maintenance of the land or buildings; G) all patios and balconies, and the wall lamps and electrical outlets, if any, appurtenant thereto; H) the built-in security system, including the wiring, two way speaker and door control, within each unit; I) the entire sprinkler system within each building, including all sprinkler system pipes and nozzles located within the units; and J) all other parts of the property necessary or convenient to the maintenance, care, safety and operation of the condominium project or to the use of the property by the unit owners in common.

Limited Common Elements

The term “limited common elements” means and includes only those common elements, such as A) the windows, doors and doorways furnishing access between each unit and the common elements, B) the patios and balconies adjacent to the units, and the wall lamps and electrical outlets appurtenant to said patios and balconies, C) the storage bins in the lower level storage room of each building, D) the pipes, lines, ducts, wires, cables and conduits running between each unit and the air conditioning system condenser which serves such unit, and E) the electrical wires and other electrical facilities which exist for the exclusive use of any unit and which are located between said unit and the meter (in the lower level meter room) that measures the flow of electricity to said unit, identified herein, or in the condominium plat, as reserved for the exclusive use of one or more, but less than all, of the unit owners.

Unit or Condominium Unit

Unit or condominium unit means and includes the three dimensional area lying, vertically, A) with respect to the lower level units, between the top surface of the concrete slab under the floor and the top surface of the gypsum board ceiling, and B) with respect to the first floor units, second floor units, and third floor units, between the top surface of the plywood subfloor and the top surface of the gypsum board ceiling; and horizontally, between the exterior surfaces (rear side) of the gypsum board on the exterior, partition or other walls enclosing the unit and separating or partitioning it from the exterior of the building in which it is located or from a common hallway, stairway or other common element or from some other unit; saving and excepting from each unit, however, A) all windows and doors furnishing access between the unit and common elements, and B) all bearing walls, columns and other facilities and installations located within the unit but designated common elements under the provisions of Paragraph (g) of this Article I. The gypsum board ceilings referred to above are the

gypsum board ceilings abutting the truss assemblies of the floor or roof above the unit, not the drop ceilings, if any, located at various places within the unit. Each unit shall also include A) the air conditioning system condenser (located on the land adjacent to the building in which the unit is located) which serves the unit, and the concrete pad upon which such condenser is located, B) the pipes, ducts, and vents (serving appliances located within the unit) which 1) run between the joists or trusses above the ceiling of the unit and/or run through one of the exterior walls, or the roof, or the building, and 2) are designed solely for the service of such unit, and C) the ducts and other HVAC facilities which 1) run, or are located, between the joists and trusses above the ceiling of the unit, and 2) are designed solely for the service of such unit.

Christmas Trees

Unit owners are urged not to put up any live Christmas trees due to a fire hazard. (S) Live or artificial Christmas trees may not be placed in the trash corrals for disposal.

Decorations

Any decorations in the common areas must be approved by the building's Decoration Committee. (Minutes – April 2003)

Christmas decorations, such as garland and lights, to be placed on the outside railings of the common areas with all other decorations need to be approved by the Board of Directors. All decorations must be removed by January 14th. (Special Meeting – December 2006.)

Exterior/visible seasonal decorations, including but not limited to Halloween, Valentine's Day, St. Patrick's Day, Easter, Thanksgiving, should be removed immediately after the event.

Dishwasher

Be sure to run your dishwasher occasionally. Non-use may cause the gaskets to dry out and leak. (S)

Drapes/Shades

Drapes must contain a white liner or a white shade, at each window. (R)

Dryer

Dryer exhaust ducts should be checked for lint every year. The dryer lint screen should be checked for lint after every use. (S)

Emergency Information

In case of an emergency, furnish keys and contact information to your Building Representative or neighbor when you are going to be away for an extended period of time (more than 7 days). (S)

Entry Doors

For safety and security purposes, be sure to keep the entry doors closed at all times. (S)

Do not prop the doors open or let strangers into the building. (S)

Flags

An American flag, no larger than 3'x5', can be displayed by use of a staff or hanging on a pole. The flag cannot be supported from the building's brick walls, nor can a flagpole be erected. Decorative flags are prohibited. (R)

Fire Marshall

- The only dried flowers allowed in the common areas are those hung on your front door.
- Nothing shall be kept in any condominium unit or limited common element which may in any way increase the rate of fire insurance on the property. (RR)
- Nothing shall be done or permitted to be done that will conflict with any fire law, rule or regulation; specifically, but not by way of limitation, no gasoline or other highly inflammable material or substance shall be kept in any condominium unit or limited common area. (RR)
- The plumbing and meter rooms are not to be used for storage other than common use items approved by the Board.
- All items stored in storage lockers (Silver Ridge) or on shelving (Perry Brook) must be 18" from the ceiling.

Grills

No grill or other cooking apparatus shall be operated on any patio, balcony or common grounds. (RR)

Hallways, Stairways, Walkways & Parking Areas

The common halls, stairways, walkways and parking areas shall be used for ingress and egress only, and children shall not be permitted to play therein or thereon, nor shall same be used in any manner

for picnicking or cooking or for permanent or temporary storage of any article of personal property, or of any bottles, trash or garbage, nor shall any of the foregoing ever be permitted to remain or stand in the common halls, or on the stairways, walkways or parking areas (except for decorative furniture having received the prior written approval of the Board of Directors, or any sub-committee appointed by the Board of Directors). Lawns and landscaped areas shall not be used for sunbathing, picnicking, play or similar purposes. (BL)

Heat

Do not turn heat lower than 50 degrees, to keep pipes from freezing and bursting. (S) Be sure to keep the doors to exterior and third floor closet doors open during a freezing weather to allow heat inside where sprinklers are located.

Hose Bibbs

Hose bibbs are located outside some of the ground floor units. It should not be necessary to turn them off during the winter. However, hoses must not be left attached to the hose bibbs. A connected hose may cause the line to freeze and break.

Insurance Policy

Association

- Shall maintain a blanket property policy covering the common elements and units, exclusive of improvements and betterments installed in units by unit owners, their tenants or occupants (BL)
- Shall carry comprehensive general liability insurance. (BL)

Unit Owners

- Each unit owner shall procure and maintain property damage insurance for his unit, including insurance for any betterments and improvements installed therein and shall upon request, notify the board of the insurer and amount of insurance so obtained. (BL)
- The unit owner shall file with the board of directors a duplicate of the unit owner's insurance policy upon request by the board of directors or its agent. (BL)
- Unit owners are responsible for the insurance deductible (\$5,000 at this time) if damage occurs from their unit.

Lobbies

Lobbies may be used at the discretion of the Building Representative for the purpose of condominium meetings and social meetings of condominium owners. All meetings shall end no later than 11:00 p.m.

Meeting Room in Building I (3800 Wean Drive)

The meeting room may only be used for unit owners, not outside people, and each request must be approved by the Board.

Nuisance

Nothing is to be done upon the property which may be or become: a) a violation of any health, fire, policy, or other government law, rules or regulation. b) a nuisance or annoyance to the unit owners or neighborhood. (RR)

Noise

No noise disturbing to the unit owners shall at any time be made upon the property, and nothing shall be done or permitted to be done in or about the common elements, or any unit that interferes with, obstructs or violates the rights, reasonable comforts or convenience of the unit owners. (RR)

In any multi-family dwelling, extra consideration must be exercised to keep the noise level down. This is a general request to all residents to respect the right to the quiet enjoyment of your neighbors. Remember, there are people living above and below you. Walk softly and play televisions and radios at a low level. (S)

Patio Light Fixture

The approved replacement light fixture for the Perry Brook section is Hampton Bay Wall Mount 1-Light Outdoor Light (Model #HB7023P-05) sold at Home Depot.

Parking

- Vehicles must park in spaces provided for such purpose. (RR)
- No camper, boat, trailer, commercial vehicle or inoperative vehicle of any kind shall be parked or stored on any parking area or other general or limited common elements. (BL)
- It is requested that head-in parking be used since back-in parking consumes too much walkway area; and the exhaust fumes are detrimental to the condominium units facing the parking area. (S)

- As a common courtesy move your car from the front entrance while on vacation to allow use of the parking space. (S)
- If you are going to be away for a while give your car key to a neighbor, so the car does not have to be towed in case of an emergency. (S)
- There are no reserved parking spaces in the community, including handicap parking spaces.

Plug-In Deodorizers

If you use plug-in deodorizers in your home, check them periodically to make sure they still contain some liquid. If they completely dry out, they could become a fire hazard. (S)

Rentals

- No person may occupy or reside in any unit for compensation, except pursuant to a written lease with a term of not less than one year, which lease has been submitted to and approved by the condominium Board. (BL)
- Approval must be obtained prior to occupancy of any tenant. An approved lease may not be assigned and no unit may be subleased. (RR)
- It is the landlord's responsibility to assure that the tenant abides by all condominium By-Laws, Rules, Regulations, etc. (BL)
- Units purchased after January 1, 2016, may not be leased for 48 months from the date of settlement. (BL)

Satellite Dishes

- Unit owners wishing to install a satellite dish must submit a detailed request in writing to the Board of Directors.
- The Board must approve their request prior to installation.
- Some, but not all requirements are: 1) Wiring cannot be run through any exterior walls, 2) It can be no larger than 18 inches in diameter, 3) It cannot extend past the perimeter of the patio/balcony, and 4) Repair/replacement of mounting area must be restored at the owner's expense (5) It cannot be placed on any common area.

Signs

No advertisement, poster, sign or other informational material may be displayed upon any general or limited common element except as authorized by the council of unit owners or as permitted by Article IX of the Declarations. (RR) This includes, but is not limited to “For Sale” “Estate Sale” or “Open House” signs.

Speed Limit

The speed limit throughout the parking area is 15 miles per hour as posted, and must be observed.

Sprinklers: Added to original blue book

- Use caution when hanging pictures, televisions, etc. as to not drill into sprinkler pipes.
- For those with bedroom closets on the outside walls (especially 3rd floor units) make sure to keep the door open during extreme cold spells to allow heat inside the closet. This will help prevent the sprinkler pipes from freezing and bursting.

Sun Blinds

A unit owner can hang bamboo or neutral shade blinds on their balcony or deck. (Minutes – April 1995)

Trash

- Everyone must have a trash can, with a lid, stored in the trash bin area provided. (Minutes – November 1991) with the exception of corrals that have universal trash cans.
- All trash must be placed in a tied bag before it is placed in the trash can. (Minutes – June 1993)
- Trash cans and lids should be labeled with your unit number with the exception of corrals with universal trash cans.
- Small bags of dog waste must be placed in household trash bags inside the trash corral.

Use of Unit

- Neither the common elements or unit may be used, occupied or operated as a boarding or rooming house, assisted living facility, or for any use other than that of a single family dwelling. (BL)
- No unit shall be operated as a family day care home or for the provision of any other day care service(s) in return for compensation of any kind. (RR)
- Units are for residential purposes only. (RR)

Vermin, Insects or Other Pests

No vermin, insects or pests shall be allowed to remain in any condominium unit or limited common element, nor shall any unit or limited common element be permitted to remain in an unclean or unsanitary condition. (BL)

Voting Privileges

If there is a lien against your property, you are not eligible to vote at any meeting. (BL)

Washing Machine Hoses

Turn water off when washer is not in use (rubber hoses may be replaced with metal hoses which will not require the water to be turned off when the washing machine is not in use.) Do not leave your washer running when you are not home. It is recommended that rubber washing machine hoses be replaced with braided metal hoses. (S)

Water

It is advisable to shut off the water to your unit, if you are going to be gone for any length of time. However, if you shut off the water you must also shut off the hot water heater, or it could over heat and explode. (S)

Water Heater

The water heater should be shut-off if you plan to be away for more than a few days. In order to preserve the life of your water heater drain sediment periodically. It is recommended that water heaters be replaced every ten years. (S)

Windows

Unit owners wishing to replace windows must submit their request to the Board of Directors in writing with dimensions, color, etc. of the windows. The Board must approve their request prior to purchase and installation. (BL)