

Franklin Office Park Rules and Procedures of Operation

PARKING

- Parking is limited to 2 ½ spaces per unit.
- Vehicles are limited to passenger cars, vans, and light trucks and all vehicle are limited to one space per vehicle. Park only in marked spaces. No trailers are allowed.
- Vehicles are **NOT** to be parked overnight without an overnight parking permit.
 - A. Parking permits are available to owners, tenants only, for a fee, at the management office.
 - B. An overnight permit is not a pass to store vehicles in the parking lot, vehicles need to be in use and moved regularly.
 - C. Overnight parking is only allowed in the rear of our complex away from the curbs so it will not interfere with snow removal.
- No work of any type (oil changing, washing, engine repair, etc.) is allowed to be performed in the parking lot.
- No use of the parking lot for delivery of or transfer of bulk items for off site use, such as building materials, palliated chemicals, machinery etc. no storage of pallets on the parking lot at any time.
- Violators will be towed. If you have a problem, please notify the management office.

SMOKING

It is not legal in Montgomery County to smoke inside a place of business.

Please do not throw cigarette butts on the ground; they are a fire hazard and cause an additional maintenance expense for the association. Butt receptacles are placed strategically around the grounds, please use them.

DUMPSTER-TRASH AND RECYCLE

- There are separate containers provided for trash, cardboard and commingled glass and plastic.
 - D. All cardboard boxes must be broken down and all trash must be bagged.
 - E. Paper, trash and cardboards need to go in the right container inside the dumpsters, plastics, glass and aluminum cans need to be put in the blue toter outside the dumpster.
 1. **GLASS, PLASTIC and ALUMINUM CANS must be loose not in plastic bags. The trash company can not take them if they are IN PLASTIC BAGS.**
- Private hauling must be arranged for large items such as furniture and remodeling waste.
- Paint, office equipment and other large items need to be taken to the transfer station.
- If trash is found outside of the containers or boxes not broken down, Franklin Park Association will impose a charge to the appropriate responsible building owner. County fines, if assessed, may apply and be can be in excess of \$500.00.
- We use 24 hour camera surveillance of the dumpster area and will enforce the rules by issuing penalties starting at \$100.00 for the first violation.

SATELLITE DISHES AND OTHER OUTSIDE STRUCTURES

- Satellite Dishes are not allowed anywhere without prior written permission from the Board of Directors.
- Window fans or window air conditions are not allowed without prior written permission from the Board of Directors.
- There will be absolutely **no** permission for roof mounting.
 1. If a unit owner or tenant erects a satellite dish or any other structure on the roof, it will be immediately removed and the Tenant and/or Owner will be charged for the cost and repair of the area.

INSURANCE

- As a member of the Association you are required to have insurance to cover your building and the contents of your property, interior space and any damages that might occur within that property.
- The complex itself carries liability and property insurance as prescribed by our Bylaws, and required by the state of Maryland covering such matters as are common to the association. The Association current deductible on the master policy is \$5,000.00.
- If at anytime there is a loss to the inside of the building that is coverable by insurance but would not be paid due to the high deductible on the master policy the association will pay up to but not to exceed \$500. Any amount above the \$500 and up to whatever the amount of the deductible on the master policy is at the time of loss, is the responsibility of each individual to obtain on their own office policy.

SIGNS

- Signs must match the style of all unit signage in the complex and be in compliance with condo rules regarding size, lettering and materials.
- Restrictions apply. No logos or graphics may be used on the signs. All outside signs must be ordered with approval of the association. Signs shall appear to be anodized aluminum, either 18' X 12" or 18" X 6" depending on the building occupancy, lettered in Times Roman style with 1" black vinyl letters and without logos or advertisements.
- Signs shall be removed at owner's expense if they do not comply.
- Our sign vendor is ARL Signs Co. 301-424-5525.
- **NO** window signs are allowed except for one real estate sale/lease sign per unit.

PLUMBING

- Please check your toilets frequently to make sure they are not running.
- When Franklin Park Association contracts with a plumber to check the toilets, you must allow them to inspect the toilets in your unit. If you do not permit the plumber to assess the plumbing, you will be charged an increased water fee.
- Any improvements to the units which will require additional use of water must be approved by the Board of Directors.

CONDOMINIUM MONTHLY DUES

- Dues are payable on the first of the month and are considered late if not paid by the last date of the month.
1. The following late fee and collection procedures were adopted at our annual meeting June 1, 2004 A **late fee penalty of \$25.00 per unit** and **an additional late fees of \$25.00 per unit for every month** that such dues remain unpaid will be charged.
 2. **ANY UNPAID BALANCE OVER 30 DAYS IS CONSIDERED DELINQUENT. OUR PROCEDURES FOR COLLECTION OF PAST DUE ACCOUNTS ARE AS FOLLOWS.**
 1. 60 days past due - a certified letter mailed - you will be charged an additional \$20.00 for the letter. You will have 30 days to make payment in full including applicable late fees.
 2. 90 days past due - the association will turn collection over to our attorney for collection - you will be charged all attorney fees.
 3. 120 days past due -- a lien will be filed by the association attorney against your property.
 4. 365 days past due - start foreclosure proceedings.

UNLAWFUL TRADE

Please be advised the By-Laws and in accordance with our county zoning require that no unlawful trade or activity be carried on within any condominium unit or upon the current elements. It is in our best interest to report any suspicious activity to the police.

- 1. No hair salons of any type shall be permitted.(Cutting, Shampooing or Dyeing of Hair).**
- 2. No nail salons of any type (Polishing, manicuring, or cutting of Nails).**
- 3. No Massage parlors or "Health Clubs".**
- 4. No business activity that uses excess water consumption.**
- 5. No business that generates excessive odors.**
- 6. No business engaged in body waxing.**
- 7. No business engaged in body tattooing or body alteration.**
- 8. No business engaged in body tanning.**
- 9. No business with a fleet of vehicles that exceeds their parking limits or with oversize vehicles.**

Keep in mind whatever activity you or your tenant engages in should not interfere with your neighbors ability to conduct their business

OWNERS RESPONSIBILITY

- Each owner will be responsible for the violations of their tenants. We suggest you inform your tenants, employees, and cleaning crew of these rules and provide each of your present and future tenants a copy of these rules and regulations. All fines will be levied by the association against the property owner of record.
- Please make copies of this notice and give it to your tenants. and employees further it is your responsibility as a unit owner to give each incoming tenant a copy of the Franklin Park Policies.
- Empty units must have the electricity turned on.
- During the winter months units must have an operating heating system with the thermostat set no lower than 55 degrees.

This is a safety issue for the complex helping to provide outside lighting and to prevent frozen water pipes.

THANK YOU FOR YOUR COOPERATION

A downloadable PDF file of these Rules and Regulations is available on our website.

A downloadable PDF file of the bylaws is available on our website.

www.franklinofficepark.com