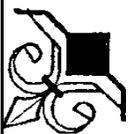


UNIVERSITY TOWERS CONDOMINIUM



RESIDENT HANDBOOK





UNIVERSITY TOWERS CONDOMINIUM

1111-1121 University Boulevard West, Silver Spring, Maryland 20902
301-649-1100 • 301-649-2000 • Fax 301-649-2002

TO: University Towers Condominium Unit Owners and Residents

University Towers Condominium is a well-established, deluxe community of apartment homes situated in an ideal location in Montgomery County, Maryland. We share a common vision of a community that is safe, comfortable and conducive to enjoyable and productive living. We are a diverse community multi-generational, multi-cultural, and multi-talented. The Board of Directors is pleased that you have chosen this community as your place of residence.

Living in a multi-family community requires that we must recognize our diversity; at the same time we must recognize that for the well-being and comfort of the total community there must be rules that guide our life together. The legal documents which established the community and govern its operation have been further clarified in the Rules and Regulations which apply to all Owners and Residents of the community.

This Handbook includes the Rules and Regulations which were adopted by the Board of Directors following community review and input. Owners and Residents are expected to be familiar with, and observe, the Rules and Regulations. This Handbook also includes other information which may help to make your residency at University Towers Condominium more enjoyable and productive.

When you need further information or assistance, please feel free to contact the Community Manager at 301-649-1414 or 1121 Building Manager at 301-681-3229.

*Board of Directors
January 2012*

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ABOUT UNIVERSITY TOWERS CONDOMINIUM

University Towers is a luxury high-rise condominium consisting of 535 units. There are 269 units in the 1111 Building and 266 in the 1121 Building. The property is located in suburban Silver Spring, Maryland at the intersection of University Boulevard West and Arcola Avenue.

Shopping, churches, and synagogues are within walking distance. The Beltway is minutes away and Metro buses and Ride-On buses provide easy access to major shopping centers in the county, as well as the Wheaton Metrorail Station.

The two 15-story brick buildings were erected as an apartment building in the late 1960s on a beautifully wooded and landscaped thirteen acre parcel of land. It was converted to a Condominium in 1982. Each lobby has hand-rubbed paneling and elegant terrazzo floors and pillars. There is a swimming pool, with spacious bath house, situated between the two buildings, for the use of residents and their guests. There are two tennis courts, abundant outdoor parking available for residents and guests, card and party rooms, laundry rooms as well as two dentist offices on the premises.

**UNIVERSITY TOWERS CONDOMINIUM
UNIT OWNERS ASSOCIATION
YOU ARE IT!**

Your choice to live in a condominium is a significant one. When you purchase a condominium, you not only receive fee simple title to your condominium unit, but also shared ownership of a package of facilities and services, referred to as the common elements, which add value to your home.

It is these elements of shared ownership of common facilities and a voice in their administration which makes a condominium different from other forms of property ownership. Regardless of how fully you intend to exercise your right to participate in the life of our community, a basic understanding of University Towers' organizational structure is critical to your enjoyment of not only your home, but your community. Particularly, if you are new to condominium living, we feel it helpful to summarize the basic structure of University Towers Condominium Unit Owners Association.

University Towers Condominium Association as a legal entity was created by the developer in 1982 by recording a Declaration in the Land Records Department of Montgomery County Government. The Declaration defines the physical boundaries of the condominium, both of units and of common elements. Also recorded at the same time were Bylaws for the Condominium Association which describes how the Association will govern itself. Each Unit Owner, upon becoming a member of the Unit Owners Association, is automatically subject to the provisions of the Bylaws, sometimes referred to as Covenants, and agrees to them. Original purchasers received these documents within the Public Offering Statement from the developer; subsequent purchasers receive these documents in the form of a Resale Package before settling on the condominium unit. The Bylaws and other contents of the Resale Package should be thoroughly reviewed by purchasers prior to becoming unit owners. This process of forming a condominium is provided for in the Maryland Condominium Act. Therefore, the provisions of the Bylaws are enforceable through the state legal system.

The Bylaws provide that each condominium unit has a percentage interest in University Towers based upon the square footage of the unit. This percentage interest is used to determine the weight of each unit's vote in Association affairs, as well as the amount of the annual assessment due from each condominium unit for the operation of the property (Condominium Fee). All indoor parking garage spaces are also assigned a percentage interest in determining their fee and voting interest. (Each space is assigned the same percentage.) Outdoor parking on the Condominium grounds is without charge. An annual meeting of the Unit Owners Association is held each November.

Recognizing that the affairs of a large Association such as University Towers cannot be practically or effectively administered by 535 Unit Owners voting on every issue, therefore, the Bylaws provide for policy direction by a Board of Directors and for day to day routine management by a professional management company called the Managing Agent.

The seven member Board of Directors ("Board") has the overall responsibility to ensure that the condominium is operated and maintained consistent with the Bylaws and Rules and Regulations. Members of the Board are elected by the Unit Owners at the annual meeting, are Unit Owners themselves, and serve two-year terms without compensation. The Board has the responsibility and authority from the Bylaws to, enact rules and regulations, approve contracts, hire professional management, prepare and adopt the annual operating budget for the Association, assess Unit Owners for condominium fees, and provide for the operation, care, upkeep and maintenance of the property. Meetings of the Board of Directors are typically scheduled monthly and all Unit Owners are invited to attend. To advise and assist it in the development of policies, the Board establishes committees composed of residents who volunteer to serve. The important role of committees is discussed further below. This system of elected and volunteer leadership and participation ensures that University Towers Condominium remains responsive to the changing needs and desires of the community, while providing for considered deliberation of community issues.

In addition to elected and volunteer leadership, the Association Board retains legal counsel and an Auditor, as well as other professional consultants. The Managing Agent for University Towers, in addition to serving as another consultant to the Board, performs the routine day to day functions of the Association consistent with the policies of the Board. It is the Managing Agent and the professional staff with which most unit owners interact on a regular basis.

In summary, the organizational structure of University Towers is designed to protect the value of your investment and to provide for the maximum possible enjoyment of our shared living environment.

GOVERNING UNIVERSITY TOWERS CONDOMINIUM

It has been University Towers Condominium's policy to provide the following to all residents:

- 1) a high level of service
- 2) cost effective management
- 3) reasonable condominium fees
- 4) adequate reserve funding
- 5) a desirable and well maintained place to reside

University Towers Condominium is governed by a Board of Directors composed of seven unit owners who elect their own officers. The Board Members are elected by the Council of Unit Owners, which consists of all Unit Owners, who vote in person or by proxy at the Annual Meeting held in November.

University Towers Condominium employs a professional management company as required by the Bylaws. The management company ensures that all condominium fees are collected, bills are paid, and monthly reports are prepared and that the Condominium is well maintained and operated in accordance with existing laws and regulations. The management company also performs other duties as assigned by the Board of Directors as prescribed in the management contract.

UNIT OWNERS PARTICIPATION AND COMMITTEES

The Board of Directors recognizes that a dynamic community such as University Towers requires resident participation to remain responsive to community needs and desires. Abundant opportunities to participate in the life of our community exist, including social functions, resident forums, committees, the annual meeting, and the Board itself.

The primary vehicle for the Board to obtain resident participation in its actions is through the committee system. Standing committees have been established and are described below. In addition, from time to time, the Board solicits participation of Ad Hoc Committees to address specific needs. For example, each year an Elections Committee is formed to coordinate and monitor the process of elections to the Board of Directors.

The Board encourages every resident to participate in some way. The opportunities enable residents to participate as much, or as little as they choose. However, the choice to participate leads to greater satisfaction with one's community. Committee meeting schedules are publicly posted in each building.

The standing committees advising and assisting the Board include:

Budget and Finance Committee: Works closely with the Board on preparation of the annual budget expenditures and advises the Board on handling reserves, investments, and other financial matters.

Buildings and Grounds Committee: Provides guidance on the interior and exterior maintenance, including repair, renovation, and redecoration when appropriate.

Rules and Regulations Committee: Responsible for review of condominium rules and regulation changes and make recommendations to the Board of Directors.

Elections Committee: Responsible for the receipt and counting of ballots, including proxy ballots and announcement of the election results.

The Board of Directors meetings are held once a month. Also all committee meetings are open and are held as needed. Notices and agendas are placed in each building to announce the place, date and time of each meeting. We urge you to attend Board and Committee Meetings and to participate.

MANAGEMENT OF UNIVERSITY TOWERS CONDOMINIUM: Communicating With Your Association

The Managing Agent and staff of University Towers Condominium perform the day to day functions of operating the Association. It is important to the efficient functioning of the Association that all resident concerns and requests be first addressed to the Association office staff. A comment/suggestion form is available in the mail room for Owners/Residents to complete. A copy of the form is then given to the Community Manager for follow up. The office staff is employed by the Association and is supervised under contract by a professional management firm experienced in operating condominium communities. Together, the management team works to ensure that things run smoothly. The management team administers and monitors all contracts of the Association; hires the personnel necessary for maintenance and administration of the property and pays all the bills, enforces the rules and regulations and acts as policy consultant to the Board. The Board Treasurer recommends investments for the condominium funds.

From time to time, a resident may have a concern or request which is beyond the authority of the management team. In those instances, management will advise the resident of the proper procedure for addressing the concern. Even in those instances, management is the important first contact, since it is likely that the Board will require its advice or investigation before acting upon a request.

In summary, communicating with your Association is as easy as contacting the office of the Community Manager through the front desk of your building in person, in writing, by telephone or email.

MAINTENANCE RESPONSIBILITIES:

Understanding the maintenance responsibilities in a condominium is very confusing to most people. Due to the legal complexity of the condominium documents, the descriptions of the units and condominium common areas, in language that most people have a hard time understanding. We are taking this approach to setting forth for you; exactly what the condominium will do for you on a "no charge basis" and other items for which payment is required.

NOTE: Plumbing repairs do not include the replacement of sinks, toilets, and faucets, which are the responsibility of each individual Owner and if needing replacement, will be replaced at a charge to the Owner.

It should be noted, that the condominium is responsible for the wiring which carries the current to your circuit panel box. Your circuit breakers and the wiring throughout your apartment is your responsibility.

The condominium has assumed responsibility for the wiring serving the HVAC units, and the thermostat.

Should any problems result, which require an outside electrician to be called, and should that contractor find that the fault was not in the service to the circuit panel, but rather was due to something else within the wiring or to an appliance, etc., then a charge will be made to the owner for the cost of that outside contractor's charges. Unit Owners are advised of this potential charge prior to an outside electrician being called.

The following pages outline the in-unit service program.

UNIVERSITY TOWERS CONDOMINIUM In-unit Service Program

UTC owners and residents have requested more specific information about condo fees and our in-unit service program. The information attached should address these requests. We hope that you will appreciate the effort to provide you with this information. This document is not seen as an exhaustive list, but rather as a list of most frequently asked about items. Residents may always ask for other information. We also can update this handout as needed.

For further information, we also suggest you refer to section 12 of the UTC by-laws (p19-21 of the 1982 version).

Please note: This document is not a part of our By-laws/Rules & Regulations and, as such, is not subject to an approval vote by residents.

PLEASE KEEP THIS FOR FUTURE REFERENCE.

Condominium Fees and Maintenance Repairs

The UTC Condominium fees cover items such as utilities, the association's insurance, legal services, taxes, staff salaries/benefits, contracted services (cleaning, trash, recycling, landscaping, pool maintenance, exterminating, staff uniforms, HVAC contracts) etc. Part of the fees are allocated to our reserve fund, which covers our long-term replacement costs, such as pool, chillers, carpet, roof, elevators, etc.

Condo reserve fund documents and our budget documents are available for residents to read upon request.

Our UTC By-Laws state that:

In general, the UTC Association is responsible for repairs to:

1. All common areas
2. Exterior walls (not windows), roof, support walls, columns, etc. (walls, floors and ceilings in units are not covered here)
3. Sanitary, water, A/C, gas, and electrical systems except for those completely within a unit (i.e. convectors)
4. Patios and balconies (except when neglected by owners)
5. Any damage created by the Association

In general, owners are responsible for the following repairs:

1. Everything on the interior of the unit (appliances, fixtures, pipes completely within the unit and not shared by another unit, etc.)
2. Windows and doors
3. Any common area(s) destroyed by owners

UTC In-unit service program

Keeping the above guidelines in mind, as part of the fees that residents pay, UTC has an in-unit repair program. Please note that these are for **repairs** only. If an item requires replacement, the owner is responsible for all replacement costs.

The following are non-chargeable services:

1. **Minor Repairs** to heating and air conditioning system. If the convector cannot be repaired it is the responsibility of the unit owner to purchase a new convector unit. The unit owner has the option to purchase the convector from UTC or hire an outside contractor of their choice. Prices for convector units and the labor fees are subject to change. Contact the management office for current pricing.
2. **Filters change** for convectors (twice a year).
3. **Minor Repairs** to standard plumbing fixtures- faucets (sinks, bathtub, showers and toilets). This includes unclogging of drains and overflowing/clogged toilets.
4. **Repair** or replacement of original hard wire smoke detectors. Any additional smoke detectors installed by the unit owner are the responsibility of the unit owner.
5. Lighting of pilot lights.

UTC also provides an in-unit service program for which charges are incurred by the resident:

A parts list and prices are available upon request and are subject to change without notice.

General Information

1. Most routine work orders should be responded to within 2-3 work days. Emergency work orders are responded to when they come in.

2. Labor charges are \$50/hour and charged in increments thereof. Labor time begins when the work order is picked up and ends when the job is completed.
3. A price for parts and labor will be given at the time that the job is assessed by the maintenance staff. There is a flat fee for replacement of items such as garbage disposals, faucets, convectors, etc. All chargeable maintenance work orders must be approved by the unit owner prior to any work being done. Tenants cannot approve maintenance work that is chargeable.
4. UTC in-unit service program only includes replacement with UTC parts. Residents who buy their own parts must hire an outside contractor to install the replacements. Any repairs may be made by either the UTC Maintenance Staff or an outside contractor but all items and replacements MUST meet UTC's building standards, codes, and specifications (available from Management).
5. Many other less common replacement items are available through UTC. Contact the management office for lists, and prices.

Procedures for Submitting Work Orders

For all emergencies, **call or go to the front desk immediately**. Please tell the front desk that “This is an emergency.”

“How do I know if it’s an emergency?”

Emergencies:

Fire is of course an emergency. Call 911 and follow the procedures included in this handbook.

Examples of other emergencies include:

- Toilet, sinks, or tubs leaking or overflowing
- No heat
- Convectors leaking
- Pipe breaks
- Electrical sparks
- No power in unit
- Lock out after hours (Residents must pay the fee to the on-call maintenance person at the time of the service)
- Anything that can cause damage to neighboring units or common areas

Non-emergencies:

Examples of routine maintenance work requests include:

- Light bulb needs replacing
- Blinds need repair or replacement
- Lost laundry room key
- Entry to storage areas
- Drywall repairs
- Dripping faucet
- Toilet running

4 ways to Submit a Work Order:

1. Call your front desk:
Building 1111- 301-649-1100 / Building 1121- 301-649-2000
2. Visit the front desk in person
3. Email to the following email addresses:
Building 1111: 1111desk@universitytowers.org
Building 1121: 1121desk@universitytowers.org
4. Submit your work order request on the University Towers website:
www.universitytowers.org

If there is an emergency please **CALL** or **GO TO THE FRONT DESK!**
DO NOT EMAIL FOR EMERGENCIES.

Also, if there are **any emergencies** in the **common areas** of the lobbies, laundry rooms, or hallways, **please report them, by phone or in person** to the front desk or management office immediately.

AFTER HOUR EMERGENCIES:

If you have an emergency while the front desk is closed, please call our 24 hour emergency line at **301-421-4538**, give the details of the emergency and follow their instructions.

FINANCING THE ASSOCIATION

The Association's primary source of income is condominium payments from its members. Each Unit Owner pays a share of the common expenses proportionate to the size of the unit. In addition, there is a monthly fee for each indoor garage parking space. A copy of each year's annual budget and previous years' audit are available to every Owner/Resident to read in the Community Manager's office and on the Association's Web Site. These documents are also included in every Resale Package provided by the management company.

The Association also assesses special fees for move-ins, party room rentals, replacement keys, garage door openers, billable in-unit service work and other services. In the event of a rules violation, which has not been corrected after a reasonable period of time, as delineated by the Condominium Bylaws or is repeated chronically, the Association has the authority to impose a charge.

Payment of your monthly assessment is due on the first day of each month. A late fee, is assessed if the amount due is not received by the 15th day of each month. The Association's fiscal year is from October 1st thru September 30th. The Budget is adopted by the Board of Directors each year after a process of preparation and comment which begins as much as four (4) months prior to adoption. The Board relies upon committee help, primarily through the Budget and Finance Committee, Management, and resident comment through open forums to arrive at a budget which will meet the Association's needs.

INSURANCE

The Association maintains blanket all hazard insurance on the buildings, including components of your home which were in your unit prior to your moving into your unit (i. e., carpeting, appliances, kitchen cabinets, bathroom fixtures, etc.) However, it is strongly recommended that each Unit Owner obtain individual insurance coverage for the contents of the unit, betterments and improvements that may not be included in the Association's master policy, and liability. As an example, in the event of fire or other casualty loss, the Association's policy will cover only the replacement of unit components (the walls, floors, and plumbing fixtures).

Furniture, draperies, clothing and all other personal property of Unit Owners are excluded from the Association's coverage. To assist you or your insurance coverage, the Community Manager's Office can provide you with a copy of the Association's insurance certificate which indicates the Association's coverage.

BEING A GOOD NEIGHBOR
A Word about Rules and Regulations

The Resale Package which each new Unit Owner receives from the seller includes the Bylaws and Rules and Regulations of the Condominium. If you are leasing your unit, the Unit Owner is responsible for providing the tenant a copy of the Rules and Regulations. From time to time, as revision or changes occur, these are distributed to Unit Owners, posted on the bulletin boards, and/or published in the condominium newsletter.

In any common interest community, it is necessary to maintain and enforce rules and regulations which are generally understood for the welfare, safety and enjoyment of the common living environment shared by all residents. Such rules and regulations need not be thought of as burdensome lists of do's and don'ts to be memorized. For the most part, they reflect common sense behavior that most of us would observe and expect. Rules violations should be reported to the Community Manager or Assistant Community Manager who will follow the appropriate procedure to obtain compliance. In summary, familiarity with the community's rules and regulations, and living by them, is nothing more burdensome than being a good neighbor.

Although enforcement of the rules ultimately resides with the Board of Directors, it is recognized that the most effective rules enforcement comes from all residents. Just as we cannot have a policeman at every traffic light to ticket all red light runners, we must depend on peer pressure to take care of most violations. A neighborly way is the foundation of effective rules enforcement. Should individual measures not be enough, however, rules violations should be reported to the Community Manager who will follow an appropriate procedure to obtain compliance. If compliance cannot be obtained in any other way, the Association does have legally enforceable sanctions which should be imposed, including charges and revocation of recreation privileges (see attached Rules and Regulations and Procedures for Rules Enforcement in the appendix of this handbook). In summary, familiarity with your community's rules and regulations, and living by them, is nothing more burdensome than being a good neighbor.

LIVING AT UNIVERSITY TOWERS CONDOMINIUM

This section of the Handbook provides the new resident with basic information about the various facilities and services available to Unit Owners. A copy of these Rules and Regulations is enclosed in this Handbook. If you have questions about any topic discussed, or topics that are not discussed below, further information can be obtained by contacting the Community Manager's Office.

A. Resident Information Sheet

All new Unit Owners/Residents are encouraged to take the time to visit the Community Manager's office prior to moving in. There are several actions which a new Unit Owner/Resident needs to take before moving in which can be accomplished during your initial visit. Among these is the completion of a Resident Information Sheet which is used by the Association for many purposes including emergency notifications. In addition, University Towers Condominium would like to be aware of any special circumstances, such as a handicapped resident. This information is for the official use of the Association.

B. Front Desk Personnel

Each building has a front desk that is staffed on Monday through Friday from 8:30 am to 8:30 pm and 1:30 pm to 6 pm on Saturday and Sunday.

C. Move In/Move-Out

A move is defined as the transfer of a complete household from one household to another. This includes moves between and within buildings.

a. Moves will be permitted only during the hours of **9:00 AM to 5:30 PM, Monday through Friday**, excluding legal holidays. All moves must be scheduled by the Unit Owner/Resident no less than five (5) working days in advance with the Front Desk Administrator so that the freight elevators are available and other preparations are made. Failure to adhere to this rule will result in cancellation of the move-in.

b. A one-time move-in/move-out, **non-refundable fee of \$200.00** must be paid at the time the reservation is scheduled for a household move. A **\$100.00 refundable security deposit**, to cover the cost of possible damage to the facilities must be paid at the time the reservation to move is scheduled. Unit Owners/Residents living in University Towers prior to the enactment of the Rules and Regulations adopted 20th May, 1996, will also be assessed a \$100.00 security deposit when moving out, which will be refunded if no damage occurs. If the damage exceeds the deposit, the Unit Owner/Resident will be assessed the additional amount.

c. As stated in item a. above, move-ins/move-outs are permitted only during the hours of 9:00 AM to 5:30 PM, Monday through Friday. The association understands that sometimes there are circumstances that make this schedule difficult for new owners/residents. If a resident finds that a weekday move is not possible for them, they must send a written request for an exception to the rule to the Community Manager for approval. The request must include the reason for the exception. You must have prior

approval to move in or out on a weekend. If your request is approved, there will be an **additional** non-refundable fee in the amount of **\$300.00** due and payable prior to the scheduled move-in/move-out. Weekend move-in/move-out hours are from **1:30 PM to 5:30 PM only**.

d. The personnel doing the moving are prohibited from using any part of the lobby as a staging area. All items must go from the moving van onto the loading dock and directly into the moving elevator. No moving materials shall be left in the lobby at any time. The use of proper equipment is mandatory, i.e., hand trucks, carts, straps, dollies and similar controlling equipment. At no time may furniture or large appliances or items be moved through the front or rear entrance doors.

e. The repair of all damage to the common areas resulting from the moving and/or carrying of furniture and/or such other articles shall be paid for by the Unit Owner/Resident.

f. Any items left in common areas more than 24 hours as a result of a move-in/move-out will be disposed of by the Community Management at the expense of the Unit Owner/Resident.

g. The Unit Owner/Resident and the Community Manager shall inspect the common areas before and after the move has been completed and before the movers vacate the premises, to determine whether damage was sustained.

D. Lease/Rental of Units

The Unit Owner must occupy the unit for a period of two (2) years before renting of the unit is permitted. No portion of a unit (only the entire Unit) may be rented and no transient tenants may be accommodated therein; nor shall any Unit be utilized for hotel, rooming or tourist purposes, nor as a day care center.

A written rental lease on the standard lease form as required by the Board of Directors shall be drawn for a period of no less than twelve (12) months and shall abide by standards of occupancy established by the State of Maryland and/or Montgomery County. Call the Community Manager's office for information on locating standard forms acceptable to the Board of Directors, and/or standards of occupancy established by the state and county.

A copy of the rental application, lease agreement and Montgomery County License to Rent must be filed with the Community Manager's Office within five (5) working days from the date of the lease to ensure that the agreement meets the requirements of the Community. Failure to file the lease agreement at least 5 working days before the scheduled move-in can be enough grounds to cancel the move-in.

UTC has established a **Leasing/Property Management Service** for owners who find it necessary to rent their unit to a qualified tenant. The on-site Community Manager will market your unit, conduct background checks on potential tenants, prepare the lease agreement, etc. Property Management services are also available for those who wish to be absentee landlords. For the convenience of UTC owners, the fees for these services are well below market. For more information about these services contact the Community Manager directly.

E. Security

Residents are asked to take normal common sense precautions. Avoid dimly lit areas at night; report any suspicious activity to the police and then to the office of the Community Manager. Report any burned out lights; be sure that doors close

automatically behind you and report any that do not; do not permit people you do not know to "tailgate" you through the garage doors, or the front or rear lobby doors. Also do not give your common area key or unit key to people you do not know.

F. Incoming Letter Mail

Incoming letter mail is placed by the U.S. Postal Service in the individual Unit Owner mail boxes located on the first floor of each building in the vicinity of the elevator foyer. Outgoing mail boxes are located near these mail boxes and at the rear entrance of each building. You will be notified by a slip left in your mail box where you may pick up mail or parcel post packages too large for your box.

G. Bicycles

Bicycles are not permitted to be stored in units or on balconies. Bicycle entry and exit is only permitted through garage levels where the bicycle racks are located. Please visit the front desk to register your bicycle.

H. Television Antenna System

The buildings are wired for Cable TV and Internet. Hook-up is available from Comcast, RCN and Verizon FIOS at a cost to the Owner/Resident.

I. Extermination Service

Exterminating services are available to all residents on a weekly scheduled basis and is provided without charge. Infestation of Bed Bugs is not included in the weekly service and extermination cost is the responsibility of the unit owner/resident. Contact the Front Desk of your building when you wish to sign up for this service.

J. Trash Disposal and Recycling

A Trash Disposal Room is located on each floor near the elevator foyer. The trash chute in each disposal room leads to a compactor, NOT to an incinerator. You are cautioned not to drop cigarettes or other flammable materials down the chute. You may place only newspapers in recycling bins and broken down cardboard boxes on the shelf in the trash room (where available).

Trash must be placed in tightly fastened plastic garbage bags and must be dropped down the chute, not left in the room. Do not attempt to force large packing boxes or other such articles down the trash chute; you may cause a hazardous blockage of the chute. Recyclables (glass, cans, bottles, plastic bottles, and newspapers) should be put in the designated marked containers in the trash room for daily pick-up by Association staff.

K. Laundry Rooms

Each resident has a key to the locked laundry rooms which are located on G-floor level of each building. Smart Card operated washers and dryers are available on a 24-hour basis. Reading rooms are available for your usage while doing your laundry.

L. Multipurpose Rooms

Both buildings have a card room located on the 15th floor and a club room located on the G-Level floor. Residents may reserve these rooms for personal use at a fee. Contact the office of the Community Manager to make arrangements to reserve the room.

M. Smoke Detectors

Each unit is equipped with one direct wired smoke detector (not battery). If this smoke detector is not working; please call the front desk during normal business hours for service. Twice a year when maintenance personnel change convector filters, these smoke detectors are checked. In addition to the provided direct wired smoke detector, the master insurance policy requires that all units be equipped with smoke detectors in all sleeping areas. It is your responsibility as the unit owner to provide these smoke detectors and maintain them.

IN CLOSING...

Again, welcome to University Towers Condominium. We hope that we have been able to convey to you the pride we have in our home and know that you will join us in preserving and improving our living environment. Remember that your needs are important to our Association management team.

Please do not hesitate to contact your Front Desk at 301-649-1100 for building 1111 or 301-649-2000 for building 1121 or the Community Manager's Office at 301-649-1414 with any questions you might have.

APPENDIX

- A. RULES & REGULATIONS
- B. USEFUL TELEPHONE NUMBERS
- C. FIRE SAFETY PROCEDURES
- D. UNIVERSITY TOWERS RECYCLES

PLEASE OBSERVE THE COUNTY POSTER INFORMATION POSTED IN THE TRASH ROOMS FREQUENTLY FOR THE LATEST RECYCLING CHANGES

UNIVERSITY TOWERS CONDOMINIUM RULES, REGULATIONS AND PROCEDURES
Adopted 04/22/02 Effective 05/01/02

Section A Foreword

- 1 The Board of Directors of the Council of Unit Owners of University Towers Condominium (UTC) has adopted the following Rules and Regulations under the provisions of Section 11-111 of the Maryland Condominium Act for the mutual benefit of the Owners and Residents of the Condominium Units therein (Units).
- 2 These Rules and Regulations may be modified from time to time by the Board of Directors, after consultation with owners and residents, as it deems necessary to promote the safety and welfare of the Owners and Residents of the Units. The Community Manager is authorized and directed by the Board of Directors to uniformly enforce the Rules and Regulations at all times.

Section B Enforcement

As described in the By-Laws of the Council of Unit Owners of University Towers Condominium, Article III, Section 2j, the Board of Directors is empowered, after adequate written warning of violations of the Rules and Regulations, and a hearing, to levy fines against Unit Owners for violations of the Rules and Regulations. Collection of fines may be enforced against the Unit Owner/Owners involved as if the fines are a common charge owed by the particular Unit Owner/Owners. Where a Unit Owner persists in violating the Rules and Regulations, the Board of Directors may require the Unit Owner to post a bond, satisfactory to it, to secure future compliance with the Rules and Regulations.

Section C Rules

- 1 - The Unit Owner/Resident shall in general not act in any manner which interferes with the rights, safety, comfort and convenience of other Unit Owners/Residents.
 - a Unit Owners/Residents shall not make or permit to be made any disturbing noise in the common areas or in the Units by themselves, family, friends, tenants, employees, or guests, nor permit anything to be done by any such person as would interfere with the rights, comfort or convenience of other Unit Owners/Residents.
 - b No Unit Owner/Resident shall play or allow to be played any musical instrument, audio system, radio, TV, stereo, tape recorder or the like at a sound level which interferes with the quality of life style of other residents. The bass control on sound equipment should be set at low or medium to help lessen bass vibrations between units. It is suggested that speakers be placed on speaker stands to help lessen bass vibration in other units.
 - c These noise provisions will be strictly enforced between the hours of 11 :00 PM and 7:00 AM weekdays, and 11:00 PM and 8:00 AM weekends and holidays.

2 Use of Common Areas

- a The sidewalks, paths, driveways, hallways, corridors, vestibules and other areas are for use in getting to and from Units and/or common area facilities and shall not be obstructed or used for any purposes other than for entry to and exit from the Units and/or common area facilities.
- b No portion of the common areas, including corridors, passageways or other public areas (unless designated by the Board of Directors) shall be used for storage or placement of furniture or any other article, including but not limited to shopping carts, baby carriages, strollers, bicycles, skateboards or other vehicles, plants, umbrella stands and the like. Corridor floor mats at doors to units are prohibited. Kick-plates on doors to units are prohibited.
- c All personal property placed in any portion of the common areas of the buildings, such as hallways, stairways, etc., or any place pertaining thereto shall be at the sole risk of the Unit Owner/Resident, and may be disposed of by Management after appropriate notification to the Unit Owner/Resident.

3 Using front entrance doors for transporting loaded carts of any kind, strollers, baby carriages etc. across the lobby and up the stairs is prohibited. The marble stairs are easily chipped and marred when these types of conveyances are pulled up or down the steps. Loaded carts, etc. are permitted only through the rear entrance lobby doors. The rear entrances are ramped for wheelchair access.

4 Smoking and/or Consumption of Alcohol in Common Areas

- a Smoking is prohibited in all interior common areas, including fire stairwells, by order of Montgomery County Code §24-9 and by State Law.
- b Consumption of alcohol is prohibited in all public common areas with the exception of the party and card rooms.

5 All interior vestibule and garage doors shall be kept closed and locked at all times except when in actual use for entry to or exit from common areas. Corridor doors must be kept closed at all times.

6 Front desk staff will communicate, through the intercom system, with visitors, delivery persons, service personnel, etc. to ascertain the purpose for the entry to the Building. Upon admittance the visitor(s) must register at the front desk and the Unit Owner/Resident will be asked to authorize the visit. Entry will not be permitted without authorization of Unit Owner/Resident. This includes deliveries of food, prescriptions, home care, health care, etc. An "admit slip" on file at the front desk will serve as the authorization to grant entry.

7 Door to door solicitation and/or distribution of advertising materials is not Permitted; except as authorized by the Board of Directors.

8 Residents/Owners may not distribute information or materials that are not condominium related matters without first consulting with the Community Manager's Office.

- 9 Persons shall not be permitted to display unruly, loud and/or obnoxious behavior on the grass, the loading dock, driveway, tennis courts, lobby, elevators, or swimming pool or in any other common area.
- 10 Lawn areas are not to be used for recreational purposes or sun bathing.
- 11 All persons shall be properly attired. DO NOT WEAR NIGHT CLOTHES when in the corridors, and any other public spaces in the buildings. Shoes or slippers must be worn in all common areas of the community. Bare feet or socks are not allowed. All persons using University Towers' tennis courts shall wear tennis shoes.
- 12 Only personnel authorized by the Community Manager's Office are permitted on the roof of either building, or the entrance canopies or the roof over the entrance to the swimming pool.
- 13 No Unit Owner/Resident shall at any time bring into, or keep in the Unit, storage bin, storage rooms, parking garages or anywhere on the property, any flammable, combustible, or explosive fluid, material, or chemical substance. Products appropriate for normal household use are acceptable.
- 14 Television Antennas
 - a In accord with the Federal Communications Commission's (FCC) "Over-the-Air Reception Devices Rule (OTARD), all television antennas receiving television broadcast signals, satellite dish antennas which measure one meter (39.37 inches) or less in diameter and that are designed to receive direct broadcast satellite signals, and customer-end antennas used for transmitting and or receiving fixed wireless signals (hereinafter referred to as "Antenna"), are permitted, without prior approval by the Board of Directors (Board), subject to the following provisions:
 - (1) Unit owners and tenants must notify the Board in writing of their intent to install an antenna and must provide information about the proposed antenna placement location.
 - (2) Antennas must be located on the limited common element appurtenant to the unit owner's unit, and not on any common elements. The preferred installation area is the Unit Owner's balcony railing. If there is more than one location where an acceptable quality signal can be received, the antenna must be placed in the location that is least visible to persons from the exterior of the unit, so long as such preferred location does not unreasonably delay, prevent or increase the cost of installation, maintenance, or use of such antenna.
 - (3) When mounted upon a structure, the antenna must be either black or gray in color to promote uniformity of appearance in the community, and to minimize the extent to which the antenna's presence detracts from the harmony of the structure to which it is mounted and surrounding structures.

- (4) Cabling and grounding wire must be installed in the least visible manner possible and must enter the dwelling unit via the most direct route possible so long as it is not through any common elements such as exterior walls.
- b Where a unit owner demonstrates that this policy impairs the reception of an acceptable quality signal when the antenna is located in a preferred area, the Board may waive any or all of the regulations set forth herein with respect to that antenna only. No decision made by the Board pursuant to this provision with regard to any single antenna shall constitute a waiver of any regulations with regard to the installation, maintenance or use of any other antenna.
- c The reception of an acceptable quality signal shall be deemed by the Board to be impaired where it is shown by the owner that reception of the signal would be impossible or substantially degraded.
- d Installation, maintenance and use of any antenna must be in accordance with any manufacturer's instructions in order to minimize risk of any harm to any individual installing, maintaining, or using said antenna. The Unit Owner shall be liable for any personal harm or property damage caused to the common elements or limited common elements by the installation, maintenance, or use of an antenna.
- e The foregoing provisions are inapplicable and shall not apply with regard to any satellite dish antenna measuring more than one meter (39.37 inches) . in diameter or to any other antennas not covered by the FCC OTARD Rule.

15 Laundry facilities

- a Installation or use of laundry equipment (i. e., washers or dryers, either fixed or portable) is not permitted within the individual Unit.
- b Laundry work shall be done only in the designated laundry rooms and shall be done in a manner so as not to unreasonably interfere with the rights, comfort and convenience of other Unit Owners/Residents.
- c Clothes must be removed promptly from the washers and dryers in the Laundry Rooms to allow others to use the machines. The lint catcher must be cleaned after each use of the dryers, except the large machines which are maintained by the cleaning staff.
- d Management is not responsible for the damage or loss of any items used in the laundry facilities, or for the loss or damage of laundry items allowed to remain in the machines, or laundry rooms after completion of the cycle. Clothes left in laundry machines longer than twenty four (24) hours will be disposed of by management.
- e The laundry facilities are for use by, or on behalf of, UTC residents only for laundering clothing and household items.

f Laundry Room doors must be kept closed and locked at all times for safety and security purposes. Residents using the laundry room must not prop open the doors for any reason.

16 Domestic animals are not allowed, by owners, residents or guests, in the buildings or on the property of University Towers. This provision does not apply to "service animals of persons with disabilities, in accord with Fair Housing Act provisions.

17 Lease/Rental of Units

a The Unit Owner must occupy the unit for a period of two (2) years before renting of the unit is permitted. No portion of a unit (only the entire Unit) may be rented and no transient tenants may be accommodated therein; nor shall any Unit be utilized for hotel, rooming or tourist purposes, nor as a day care center.

b A written rental lease on the standard lease form as required by the Board of Directors shall be drawn for a period of no less than twelve (12) months and shall abide by standards of occupancy established by the State of Maryland and/or Montgomery County. Call the Community Manager's office for information on locating standard forms acceptable to the Board of Directors, and/or standards of occupancy established by the state and county.

c A copy of the rental application, lease agreement and the Montgomery County Rental Facility License must be filed with the Community Manager's Office within five (5) working days from the date of the lease to ensure that the agreement meets the requirements of the Community. Failure to file the lease agreement and the Rental Facility License at least 5 working days before the scheduled move-in can be enough grounds to cancel the move-in.

18 Moving-in/Moving-out

A move is defined as the transfer of a complete household from one household to another. This includes moves between and within buildings.

a Moves will be permitted only during the hours of 9:00 AM to 5:30 PM, Monday through Friday, excluding legal holidays. All moves must be scheduled by the Unit Owner/Resident no less than five (5) working days in advance with the Front Desk Administrator so that the freight elevators are available and other preparations are made. Failure to adhere to this rule will result in cancellation of the move-in.

b A one-time move-in/move-out, non-refundable fee of \$200.00 must be paid at the time the reservation is scheduled for a household move.

c A \$100.00 refundable security deposit, to cover the cost of possible damage to the facilities must be paid at the time the reservation to move is scheduled. Unit Owners/Residents living in University Towers prior to the enactment of the Rules and Regulations adopted 20th, May 1996, will also be assessed a \$100.00 security deposit when moving out, which will be

refunded if no damage occurs. If the damage exceeds the deposit, the unit Owner/Resident will be assessed the additional amount.

- d. As stated in item a. above, move-ins/move-outs are permitted only during the hours of 9:00 AM to 5:30 PM, Monday through Friday. The association understands that sometimes there are circumstances that make this schedule difficult for new owners/residents. If a resident finds that a weekday move is not possible for them, they must send a written request for an exception to the rule to the Community Manager for approval. The request must include the reason for the exception. You must have prior approval to move in or out on a weekend. If your request is approved, there will be an additional non-refundable fee in the amount of \$300.00 due and payable prior to the scheduled move-in/move/out. Weekend move-in/move-out hours are from 1:30 PM to 5:30 PM only.
- e. The personnel doing the moving are prohibited from using any part of the lobby as a staging area. All items must go from the moving van onto the loading dock and directly into the moving elevator. No moving materials shall be left in the lobby at any time. The use of proper equipment is mandatory, i. e., hand trucks, carts, straps, dollies, and similar controlling equipment. At no time may furniture or large appliances or items be moved through the front or rear entrance doors. Owners/Residents living on the first floor must move their furniture through the mailroom area onto the loading dock and into the moving van and vice versa.
- f. The repair of all damage to the common areas resulting from the moving and/or carrying of furniture and/or such other articles shall be paid for by the Unit Owner/Resident.
- g. Any items left in common areas more than 24 hours as a result of a move-in/move-out will be disposed of by the Community Management at the expense of the Unit Owner/Resident.
- h. The Unit Owner/Resident and the Community Manager shall inspect the common areas before and after the move has been completed and before the movers vacate the premises, to determine whether damage was sustained.

19 Deliveries/Removals/Pickups

The delivery/removal/pickup of large appliances (such as refrigerators, stoves, etc.), furniture (such as sofas, wall units, etc.), and household effects (such as carpeting) are subject to the following procedures:

- a Deliveries/removals/pickups will be permitted only during the hours of 9:00 AM to 5:30 PM, Monday through Friday, excluding legal holidays. All deliveries/removals must be scheduled by the Unit Owner/Resident no less than forty-eight (48) hours in advance with the Front Desk so that the freight elevators are available and other preparations are made. At no time may furniture or large appliances or items be moved through the front or rear entrance doors.
- b The repair of all damage to the common areas resulting from the delivery, moving or carrying of furniture and/or such other articles shall be paid for by the Unit Owner/Resident.
- c It is the responsibility of the Unit Owner/Resident to dispose of any appliances, furniture or other household effects, such as bedding, cabinets, crates, carpeting, etc. Such items must be removed from the University Towers premises. Any articles not removed will be disposed of by the Community Manager at the expense of the Unit Owner/Resident.

20 A minimum of 80 percent of the floor areas of each Unit must be covered with rugs or carpeting and padding, excluding the kitchen, bathrooms, and closets. However, areas frequently walked on (e.g., through doorways and hallways) must be covered.

21 Keys

- a There are No Master Keys to the units of the University Towers community. All Unit Owner/Residents must provide immediate access to their units in the event of emergencies such as a medical crisis, water leaks, fire, etc. The Unit Owner/Resident will be held responsible for the full cost of repairing any damage caused if it is necessary to force entrance into a unit in the event of an emergency.
 - (1) Each Unit Owner/Resident is responsible for providing to the Community Manager one "emergency" key to each lock on the entry door to the Unit.

- (2) Emergency keys are coded and kept locked and only the Community Manager, Chief Engineer, or personnel specifically designated by the Community Manager have access to the locked key box.
 - (3) The key(s) will be used only in the event of an emergency (threat to life or property) when the Unit Owner/Resident is unable to respond and provide immediate access to the Unit. For protection of the Unit Owner/Resident this key(s) is not available to admit contractors, tradesmen, domestic or health care workers, residents who are locked out of their Units or Community Management personnel, (except in an emergency).
- b For non-emergency and convenience purposes, Unit Owners/Residents may, at their discretion, provide to Community Management an additional "convenience key" which will be kept at the Front Desk, under security. This convenience key may be used by residents who are locked out of their Units. It also may be used, when there is written and signed authorization (admit slip) of the Unit Owner/Resident at the Front Desk, to admit contractors, tradesmen, domestic or health care workers or others designated on the "admit slip". The "convenience key", with the specific admit slip at the front desk, may be used by UTC maintenance staff fulfilling maintenance requests.

The "admit slip" releases the Community Management and UTC, for persons other than the maintenance staff, from any liability arising out of the use of this "convenience key".

- c No Unit Owner/Resident shall alter any lock or install a new lock on any door leading into the Unit without the prior consent of Community Management.
- d For any installation of a new lock and or alteration to current lock, one emergency key per lock must be given to the Community Management by the Unit Owner/Resident.
- e If a Unit Owner/Resident requests Community Management to use the "emergency key" (see paragraph 22, A2) to unlock the Unit door, a fee will be charged for this service. The fee for this service is \$75.00 and is payable upon entry. If keys to the buildings, mail boxes, garages or laundry rooms or remotes to the garages are lost, they will be replaced by

Management for a fee set by the Board of Directors. New Unit Owners/Residents may purchase such keys or remotes from Management if they are not made available by the prior Unit Owner/Resident.

- 22 Owners/Residents shall not be allowed to put their names in any entry, passageway, mailbox or other common areas, except in the place designated by the Board of Directors, The Community Management is responsible for preparing and placing names in the slots provided on the Unit doors.
- 23 Plumbing. Water. Heating. Ventilation. Air Conditioning (HVAC), and Electricity
- a It is prohibited to interfere in any manner with the heating, cooling, hot water, lighting or similar apparatus in or about the buildings and common areas. This includes installation of door sweeps.
 - b Common utilities (gas, water, electricity, heating, ventilation, air conditioning) shall be used efficiently and shall not be used or left running for unnecessary or unreasonable lengths of time.
 - c The water closets (commodes) and other water, plumbing and disposal apparatus shall not be used for any purpose other than that for which they were constructed. No sweepings, rubbish, rags, diapers, feminine hygiene items, ashes, or other substances shall be placed therein.
 - d The actual cost of any damage to the property of others, including the common areas, resulting from the abuse, misuse, neglect or vandalism of the plumbing, water, heating, ventilation, air conditioning or electrical systems shall be paid for by the Unit Owner/Resident of the unit causing the damage. When such damage is experienced it should be reported immediately to the Management Office who will work with the parties involved to achieve the appropriate restitution.
 - e Single Lever Faucets manufactured after 1990 and are from the approved list of manufacturers are permitted. A list of companies can be obtained from the Site Management Office or on the University Towers Condominium website. Single Lever Faucets manufactured prior to 1990 are prohibited. The single lever faucets have an adverse impact on the water pressure of the

plumbing system. The University Towers Board of Directors retains the right to have any single lever faucet removed if it's determined to adversely impact the plumbing system. Below you will find the list of approved single lever faucets for use at University Towers Condominium.

Delta, Moen, Kohler, American Standard, Danco,

- f. Washing machines (except dish washers) or driers of any kind must not be installed or used within the units.
 - (1) If a washing machine and/or dryer are found in a Unit, the Owner/Resident will be required to remove the equipment. If the equipment is not removed within a reasonable time, it will be removed by Management and the Unit Owner/Resident will be responsible for the cost. Management will not be responsible for any damage to the equipment.
 - (2) If there has been any damage to other Units or common areas caused by the presence of the equipment within the unit, the Unit Owner/Resident is responsible for the cost of repairing the damage.

24 Window Treatments and Coverings

- a Awnings or window guards shall not be installed. "Charley bars" are permitted.
- b Window coverings other than shades, curtains, draperies, blinds, verticals, and inside shutters are prohibited. No other coverings, such as bed sheets, blankets, flags, posters, etc., are permitted.
- c Windows and patio doors, if covered, are required to have white or off-white shades, curtains, draperies, blinds, shoji screens, vertical or inside shutters, or white linings, facing the outside of the buildings. Units not in compliance with section "c" of this rule as of the date of adoption of these rules must comply whenever window coverings are changed.

25 Renovation or Major Repair of Units

Approval to make major repairs or renovations to Units must be requested from the Board of Directors in accord with the provisions of the By-Laws Article V, Operation of

the Property, Sections 12-20.

- a It is prohibited for any Unit Owner/Resident, until the complete plans have been submitted to and approved in writing by the Board of Directors or its designee, to make any change to the Unit which affects the plumbing, water, heating, ventilation, air conditioning or electrical systems.
- b Changes to limited common areas, including balconies, patios, windows or doors are prohibited.
- c Any plans approved by the Board of Directors must be completed in accord with the Bylaws.

26 Signage

- a Except as provided in 27c below, no Unit Owner/Resident may post any advertisement, poster, or sign of any kind on the exterior of the Unit or in the windows or on the doors of the Unit without the written approval of the Board of Directors.
- b "For Sale" and "Open House" signs may be placed in common, or limited common areas but only on the days of an Open House. Permission for placement of the signs must be obtained from the Community Manager prior to their placement. Signs must be removed the same day.
- c In accord with the Maryland Code, a candidate or political sign may be displayed in the unit or limited common elements thirty (30) days before the primary election, general election, or vote on the proposition and seven (7) days after the primary election, general election or vote on the proposition.

27 Balconies, Windows, Patios, Doors

- a Nothing shall be thrown or emptied from windows, doors, balconies, or patios of any Unit, or thrown, or emptied in the common areas.
- b Nothing shall be hung from outside the windows, on the outside of balconies, or placed on the outside of window sills of any Unit. Flower boxes are permitted inside of balcony railings, but not hanging outside of the railings or from balcony ceilings or walls. Animal or bird feeders are not permitted.
- c Holes shall not be placed in the walls, ceilings, railings

or floors of balconies or patios.

- d Balconies and patios shall not be used for storage purposes of any sort. Only patio furniture and appropriate planting, and television equipment that complies with FCC provisions (see Rule 15) are acceptable.
- e No carpet, tile, paint or covering of any sort may be placed on any balcony or patio floors.
- f Repairs of balconies or patios damaged by misuse, abuse, or negligence of the Unit Owner/Resident will be arranged by Management and the Unit Owner/Resident will be charged for the full cost of the repairs. This includes damage caused by dragging furniture or other articles over the balcony or patio floor, or by improper cleaning of the balcony or patio floor.
- g Birds, squirrels and other such animals shall not be fed from balconies or patios.

28 Recycling and Disposal of Trash

In accord with participation in the Montgomery County recycling program:

- a Recyclable trash will be placed in the marked containers in the Trash Rooms as follows:
 - (1) Newspapers, including inserts (any paper that comes in the newspaper) will be placed in the bin marked for newspapers.
 - (2) Glass bottles, cans, and plastic containers marked with the recycling emblem must be rinsed and deposited in the bin marked for glass and plastics.
 - (3) Styrofoam containers, fast food containers, milk cartons, egg cartons, foil, plastic bags, and any other materials etc. are prohibited from the recycling containers and must be handled as non-recyclable trash described below.
- b Non-recyclable Trash
 - (1) Rubbish, sweepings, dust, litter, garbage, and other forms of trash, must be placed in tightly fastened plastic bags and put in the chute in the trash room. This includes diapers, garbage and other refuse that

will fit the chute.

- (2) Small boxes, such as small pizza boxes, carry-out food containers, etc., should be flattened, put in tightly-fastened plastic bags and placed in the trash chute.
 - (3) The Front Desk should be contacted for appropriate guidance on how to dispose of large boxes, containers and other articles of trash not described above.
 - (4) Trash and debris created by contractors may not be placed in the trash rooms or trash chutes. It must be removed from the University Towers premises.
 - (5) Discarded furniture, appliances, and crates may not be placed in the Trash Room. They must be removed from the University Towers premises, at the expense of the Unit Owner/Resident.
- c The trash chutes should be used only between the hours of 7:00 AM and 11:00 PM.

29 Vehicle Usage and Parking Facilities

- a Vehicles must be operated in accord with prudent safety precautions and in accord with posted speed limits.
- b Unit Owners/Residents must register their vehicles with Management and exhibit a legible University Towers (UT) sticker on the rear window of the vehicle at all times.
- c All vehicles parked on the premises must have valid license tags and be in good repair. Good repair includes, but is not limited to, not on blocks but on inflated, usable tires.
- d Visitors, including guests, contractors, tradesmen domestic/health care workers, etc., must register their vehicles at the front desk of the building they are visiting. The following information must be provided: name of the person to be visited, the Unit to be visited, the guest's name, and the state and tag number. A dated Guest Parking Permit indicating the period the permit is valid will be issued to guests parking overnight or longer. It must be displayed on the left side of the dashboard.
- e No motorized vehicle may be used or maintained on

the lawns or sidewalks of the property. Motorized wheelchairs are permitted on sidewalks.

- f No unattended vehicles are permitted to be left in the circles in front of the buildings. All vehicles must be parked in designated areas within the confines of a clearly defined parking space and not extend into the roadway. If a truck cannot fit into a parking space, it does not belong on the parking lot. Double parking is not permitted, except in case of an emergency, which is reported to the front desk.
- g Only front end parking is permitted.
- h Snow Removal
 - (1) Certain sections of the parking areas are designated for the dumping of plowed snow.
 - (2) Parking will not be permitted in those areas designated for the placement of the plowed snow when notice is posted for snow removal. Vehicles parked in violation of this provision will be towed to another section of the parking area at the expense of the vehicle owner.

Special Parking Restrictions and Provisions

- (1) Only approved vehicles may be parked on the UTC property, except as otherwise provided in this rule. An approved vehicle is defined as any conventional passenger vehicle.
- (2) Small trucks; commercial trucks; commercial vans; commercial Vehicles; such as taxicabs and other vehicles that are clearly identified as commercial vehicles, are required to park only in areas that are designated for that purpose, except when they are loading or unloading. If these vehicles are found to be continuously parked in "undesignated areas"; they will be towed at owner's risk and expense.
- (3) At no time should boats, large moving vans and/or large commercial trucks, over-size (over three-quarter tons in load capacity) vehicles; and recreational vehicles including travel trailers, camping trailers, truck campers or motor homes, be habitually parked on UT Parking Lot. Any such vehicles that are approved for temporary parking for loading/unloading by the

Community Management cannot park on the property more than 24 hours. All such vehicles must be parked in designated areas within the confines of a clearly defined parking space and not extend into the roadway. If found to be in violation of this rule; said vehicles will be towed at owners' risk and expense.

- i Only vehicles with valid handicap license plates or placards are permitted to park in the designated handicap parking spaces.
- j Washing or repairing of vehicles is not permitted on UT parking lots or any common area. Repairing includes, but is not limited to, oil change, disassembly of motor or other parts or anything that will leave the vehicle on blocks overnight.
- k Abandoned vehicles are not permitted on the UT parking lots. Vehicles will be considered abandoned that are without valid license plates and a U.T sticker. Also, vehicles unable to be driven because of flat tires, motor impairments, and/or other problems that leave the vehicle on the UT parking lot for more than two (2) weeks. After that period of time, the vehicle will be subject to being towed, at the expense and risk of the Unit Owner/Resident.
- l **Garage Parking**
 - (1) Parking is restricted to Owners/Renters of spaces.
 - (2) All Vehicles parking in the garages, including those parked on a temporary basis, must be registered (see 30b, above).
 - (3) Over-size vehicles (over one-half ton in load capacity) may not be parked in the garages.
 - (4) All vehicles must be parked in designated areas within the confines of a clearly defined parking space and not extend into the driving area.
- m The speed limit on the UTC property is 10 miles per hour. The speed limit in the indoor garage area is 5 miles per hour.
- n When a violation of these Rules related to Vehicle Usage and Parking Facilities is noted, the following procedure will be implemented:
 - (1) Vehicles obstructing emergency or fire lanes (in violation of the County ordinance), a driveway entrance/exit, pedestrian or garage doors of the building or parked in a handicap space without a current permit card or handicap license.

- (a) The Community Manager shall make reasonable efforts to locate the driver of the vehicle in order to have the vehicle moved immediately;
- (b) Otherwise, the County Police will be summoned for vehicles in violation of the county ordinance and ticketed by the County Police. The vehicle will be subject to immediate removal by towing at the owner's expense and risk, pursuant to these Rules.

(2) Other violations

- (a) The Community Manager, or a designee, shall attach a written citation of violation to any vehicle parked on the property in violation of any provision of these Rules. The notice shall include: The date and time the violation is noted; Location and nature of the violation with specific reference to the Rule violated; Descriptive vehicle data including make, model, color, year (if known), state and license number; A specific warning that the vehicle is subject to removal by towing at the owner's expense and risk, pursuant to these Rules.
- (b) After attaching the citation to the vehicle in violation, a reasonable effort will be made to locate the owner or operator of the vehicle to provide personal notification that the vehicle is in violation of the Rules. To request immediate compliance with the Rules and to notify the violator that the vehicle will be towed at the violator's risk and expense.
- (c) When notification has been made or attempted in accord with (a) above, and the violation has not been corrected within forty-eight (48) hours from the time the notice was attached to the vehicle. The Community Manager shall have the vehicle towed from the property.

30 The Unit Owner/Resident shall not cause or permit the sounding of any horn or alarm from any vehicle in which they, guests, family, tenants or employees shall be occupants, approaching or upon any of the driveways or parking areas serving the Condominium, except as may be necessary for the safe operation thereof.

- 31 Bicycles will be permitted only in the designated areas of the building. Bicycles are not permitted to be ridden or rolled through hallways or stored on balconies. Bicycle entry and exit is only permitted through the garage levels where the association provides bicycle racks. All bicycles must be registered with Management and must display a UT parking sticker. Any bicycle not identified will be disposed of by Management.

Bicycles must be secured to the bicycle racks with sturdy locks provided by the owner of the bicycle.

32 Use of Meeting Rooms

- a Use of the Party or Card rooms must be reserved with the Community Management office by a Unit Owner/Resident of University Towers. The sponsoring Unit Owner/Resident is responsible for shutting off the lights, locking door and windows and removing the trash, etc. for safety and security. Fees for use of the Meeting Rooms are set by the Board of Directors and are subject to change. The fee schedule is available in the Community Management Office.
- b Fees
- (1) There will be a non-refundable fee for use of the Ground Floor Party Rooms and the Penthouse Card Rooms.
- (2) There will be a refundable security fee, paid by separate check, for the use of a Card Room or a Party Room. Persons who schedule and use the Party Rooms and Card Rooms are responsible for cleaning and restoring the rooms to the original condition. Failure to do so will result in the security fee being applied to the cost for cleaning the room.
- c There is no charge for the use of the Party Rooms or Card Rooms for in-house activities such as Condominium Association meetings by the Board of Directors or its committees. The Board of Directors shall have first priority on the use of the rooms.
- d There shall be no charge for use of the Party Rooms or Card Rooms for activities for residents such as community parties, Movies, Bingo, Bridge, Mahjong, the R.S.V.P. volunteer group or for non-solicitation meetings of non-profit charitable groups.

- e Meeting rooms may not be rented for sales or profit-making endeavors.
- f Only adult Unit Owners/Residents of UTC 21 years of age or older may rent the Party or Card Rooms and must always be present during the event.

33 Swimming pool

The swimming pool is an amenity available to residents of University Towers and their guests. All persons using the swimming pool areas do so at their own risk and sole responsibility. The University Towers Condominium Association assumes no responsibility for any accident, injury or loss in connection with such use of the swimming pool facilities.

- a The pool and the pool area may be used only between such hours as are prescribed by the Board of Directors and/or Management.
- b Showers shall be taken before entering the pool.
- c Any persons having any skin disease, sore or inflamed eyes, nasal or ear discharges or any communicable diseases shall be excluded from the pool.
- d All bobby pins, hairpins, and other such materials shall be removed before entering the pool.

e Attire

Swimmers must wear appropriate swimwear. Thong swimwear, gym shorts, cutoffs, or other makeshift swimwear are not permitted. Robes or other suitable cover-up garments, and shoes must be worn to and from the pool. Dripping bathing suits are not permitted in the buildings.

- f For health and safety reasons, all persons shall comply with the requests of the Pool Management employees respecting matters of personal conduct in and about the pool areas.
- g The owners and occupants of Units are responsible for the conduct of their guests. Advance permission from the Community Manager is required to bring more than four (4) guests in at one time, in order to ensure adequate life guard coverage and other necessary arrangements.
- h No occupants of the units under the age of sixteen (16) shall be permitted to entertain guests in the pool or pool areas. Unless their guests are under the pool side supervision of a

parent or occupant/guardian of the minor occupant: All children under 12 years of age must be accompanied by an adult (21 years or older) at all times. In order to be allowed to swim beyond the three (3) feet area, children under 12 years of age must pass a swimming test to be administered by the life guard on duty. Once a child has passed the test, a record of such accomplishment will be maintained at the life guard desk in order to eliminate retesting each time the child comes to the swimming pool.

- i Use of inflatable and/or flotation devices are at the sole discretion of the life guard on duty. The use of such devices will be the sole responsibility of the adult who brings the child to the pool and must be supervised by that adult while the device is in use.
- j No running, pushing, or scuffling shall be permitted in or around the pool.
- k There shall be no splashing of water other than that accompanying normal swimming.
- l There shall be no extraordinary yelling in the pool area.
- m Furniture other than that provided by the Board of Directors shall not be used in the pool area, nor shall such furniture be removed from said areas. Special exception may be granted by the Community Manager for health reasons.
- n Individuals in swimming garb using swimming pool chairs/lounges shall cover the webbing on such chairs/lounges with towels/pads or other protective covering.
- o Users of the pool area are responsible for the removal of all articles brought there by them, including but not limited to towels, books and magazines.
- p Headphones or earphones must be used with any portable devices when played within the pool area.
- q No smoking, alcohol or illegal substances are permitted anywhere within the pool enclosure. Persons under the influence of alcohol or illegal substances shall not be permitted anywhere within the pool enclosure.
- r Glass containers of any kind shall be prohibited in the pool area.
- s Eating and drinking is permitted only on the upper pool deck area. Each person is responsible for cleaning up and removing all food, drinks, containers and other trash used or created, from the area.

- t No persons shall climb or sit on the pool wall or fence at anytime. The use of the pool and pool area shall be subject to such other rules and regulations as may be posted from time to time.
- u Failure to comply with these rules may result in the withdrawal of pool privileges.

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Tennis Courts

- a Only residents may sign up to use the courts. Persons using the courts do so at their own risk and assume all responsibility for injury or property damage which may occur in connection with use of the courts. University Towers, its' employees, and other members of the Condominium community are not liable for any accident or injury which may occur or be suffered in connection with such use. It is the responsibility of the resident who invites non-resident guests to play to inform them of this provision.
- b Tennis shoes and proper attire, including shirt, must be worn at all times. No bare feet or street shoes are permitted. No more than four persons may be on either court at any time. Following play, trash and discarded balls shall be placed in one of the trash receptacles at the rear entrance to Building 1111.
- c The court should not be used if the surface is wet. It is the responsibility of the resident who has requested the key to determine whether the court is playable.
- d The key may be picked up at the Front Desk. It is the responsibility of the Front Desk to insure that the name and unit number of the resident requesting the key are entered on the key list, together with the time at which the key was handed to him or her.
- e If both courts are in use and third resident should wish to play, he or she may learn from the Front Desk the time at which the key was handed to the first of the two residents who are responsible for each court. At the end of an hour from the receipt of the key. the third resident wishing to play may approach the resident whose party has been playing for the longer period of time and declare his/her desire to occupy the court. A resident whose party has played for one hour is obliged to yield the court. He/she may arrange with the Front Desk to be notified when the key is turned back in and may thereupon again request the key and resume play. Or he/she may occupy the second court

when the party occupying it has played for one hour.

- f After play, the court shall be locked and the key returned to the Front Desk. Front Desk personnel shall report any violations to the Community Manager. Repeated violations may result in suspension of the right to use a court.

USEFUL TELEPHONE NUMBERS

General Information

1111 Building Front Desk	301-649-1100
1121 Building Front Desk	301-649-2000
Comsource Management	301-924-7355
Fire and Rescue emergency	911
Washington Gas Light Company (General info.)	703-750-2500
Potomac Electric Power (PEPCO)	202-833-7500
Comcast (Main)	301-424-4400
RCN	301-531-3927
Verizon FIOS	

Public Schools Serving University Towers

Kemp Mill Elem. School, 411 Sisson St., Wheaton, MD	301-649-8046
Col. E. Brook Lee Intermediate School 11800 Monticello Ave., Silver Spring, MD	301-649-8100
John F. Kennedy High School 1901 Randolph Road, Wheaton, MD	301-929-2100

Public Transportation Serving University Towers

Metro Information (Bus & Metrorail)	202-637-7000
Montgomery County Ride-On Bus	240-777-7433

Professional Establishments Serving the Building

David Lee, DDS	301-649-5002
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Hospitals

Holy Cross Hospital	301-754-7000
Washington Adventist Hospital	301-891-7600

Montgomery County Phone Numbers

Social Service Office (Silver Spring Center)	301-217-3000
County Information	301-217-6500
Animal Control & Humane Treatment Dept. (Main No.)	301-279-1833
Consumer Affairs	240-777-3636
Facilities & Services	301-217-6000
Health & Human Services	240-777-3000

FIRE SAFETY INSTRUCTIONS

WHEN FIRE STRIKES:

- ❖ "Get everyone out of your apartment. Close the door behind you to keep heat and smoke from entering the hall.
- ❖ Sound the building fire alarm near the stairway. Remember, this is an internal alarm and does not notify the Fire Department.
- ❖ Go to the nearest stairway and proceed down the stairs.
- ❖ Go to the front desk and make sure 911 has been called.
- ❖ Wait for the Fire Department to arrive and give any additional information about the fire.

IF YOU HEAR THE ALARM BELLS OR SMELL SMOKE:

- ❖ Call the Fire Department. Don't take it for granted that someone else has called.
- ❖ If the door is cool and the hall is clear of smoke, go to the nearest exit stairs. **Do Not** use the elevators during a fire. Go to a safe area away from the building.
- ❖ If the door is hot, do not attempt to enter the hallway. Wait for rescue personnel.
- ❖ If you are in the hallway when a fire alarm goes off, go to the nearest stairwell and proceed to a safe area away from the building.
- ❖ If you are unable to get to the stairs or have a medical condition that prevents you from going down the stairs, stay in your apartment. Keep your front door closed and get as many doors between you and the fire. In the event that smoke should seep in around any openings, seal off any cracks with wet towels or rags. Call 911 and report the conditions. Wait and attract attention from a window by waving a bright cloth or by using a flash light at night. Stay low to avoid heat and smoke. The front desk maintains a list of residents who have reported that they need assistance and their apartment numbers for the Fire Department.
- ❖ Remain calm and follow instructions.

DIAL 911 FOR FIRE, POLICE AND AMBULANCE

RECYCLING BASICS

RECYCLE **MORE** NOW!



GLASS JARS & BOTTLES

Unbroken green, brown and clear glass jars and bottles only. No other kinds of glass. Lids can be recycled, but remove them from the bottle or jar first. Rinse and leave labels on.



PLASTIC BOTTLES, CONTAINERS, & LIDS

Jars, pails/buckets, tubs, lids and flower pots

Empty and rinse containers; labels are OK. Lids and caps can be recycled, but remove them from the bottle or container first. No plastic wrap or bags and no Styrofoam[®] or polystyrene.

NO PLASTIC BAGS!

Plastic bags can be recycled at most local grocery stores.



YARD TRIMMINGS

When you can't grasscycle, compost and/or mulch, bag or can yard trimmings. Brush can be bundled. Always label containers of yard trimmings. No plastic bags for yard trimmings!



CANS & FOIL PRODUCTS

Aluminum and bi-metal (steel/tin) food and beverage cans, aluminum foil products and empty non-hazardous aerosol cans. Rinse cans and wipe foil. Attached lids are okay. No aerosol cans that contained automotive or hazardous products.



DIVISION OF SOLID WASTE SERVICES (SUMMER 2010)

Visit our website at www.montgomerycountymd.gov/recycling or call (240) 777-6410 for more information about:

RECYCLING AT YOUR HOME, APARTMENT OR CONDO AND FOR SPECIAL COLLECTION PICK-UPS

HELP US MEET MONTGOMERY COUNTY'S 50% RECYCLING GOAL

This information is available in an alternate format by calling Alan Pulyniewicz at 240-777-6480.



MIXED PAPER

Cardboard boxes, newspapers, magazines, cereal, snack food and pasta boxes, office paper, unwanted mail, shredded paper, milk/juice cartons, juice/drink boxes, frozen food boxes, fruit and produce boxes, and all other clean, dry paper, etc. Place in blue wheeled cart or in paper grocery bags or bundle with twine and place next to or on top of recycling bin. No plastic bags.

Keep mixed paper items separate from glass, plastic, metal and aluminum items when recycling.