

The Orchards Association Inc. General Rules

Approved _____(date)_____

Effective _____(date)_____

TABLE OF CONTENTS

1. General Information
2. Owner/Resident Responsibilities
3. Garages
4. Motor Vehicles and Parking
5. Litter, Rubbish and Yard Waste
6. Rental of Residences
7. Architectural Guidelines
8. Complaint Procedure

1. GENERAL INFORMATION

The Orchards Association Inc. (The Orchards) is comprised of single family residences. Address locations are listed on Bellemore, Castlewood, Greenleaf, Kenmore, Lake, Melrose, North Charles and Stony Run. The Association is located in Baltimore, Maryland, incorporated as a tax-exempt nonstock corporation of the State of Maryland. The historic documents which record the formation, operation and boundaries of The Orchards include the Articles of Incorporation, the By-Laws, the Plat, Deed and Assignment and amendments thereto (“Corporate Documents”). As a private neighborhood association, we are governed by these Corporate Documents and, particularly, by our By-Laws and these General Rules. Amendments to Corporate Documents and General Rules are governed by the By-Laws and Maryland Law.

The Orchards’ Corporate Documents define the standard against which we hold ourselves accountable to one another as neighbors. These documents are designed to protect the rights of each owner. However, policy and procedure cannot replace courtesy and the need to communicate with each other before escalating any communication or filing a formal complaint about a neighbor. We encourage taking the time to have a personal discussion. Neighbors talking with each other in a non-threatening way can achieve quicker results in a friendlier fashion. Our documents are our foundation. Our community spirit lies within the hands of each resident.

2. OWNER/RESIDENT RESPONSIBILITIES

- a. All damages to common areas of The Orchards, if any, caused by an owner, occupant, pet or guest must be repaired or replaced at the expense of the owner, who may then seek reimbursement from the tenant or guest.
- b. All items left unattended in the common areas may be removed, stored or discarded by the Board at the owner’s expense.
- c. Baltimore City laws and regulations are in force regarding noise in The Orchards.
- d. Signs or other advertising of any nature are prohibited upon any portion of property within The Orchards except as specified in The Orchards Deed & Agreement. In addition to those allowed in the Deed & Agreement, one small security protection sign may be displayed.
- e. Oil or fluid leaks or spills on roadways, parking areas, or driveways must be cleaned promptly by the owner. Efforts must be made immediately to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids. Such repairs must be made within the garage or outside the Association property.
- f. Owners and residents must not pour or allow to spill, any oil, solvent or other volatile or flammable material into the storm sewers or common areas.
- g. Vehicle repairs including oil changes are prohibited on The Orchards’ roadways, parking areas, and driveways.
- h. Lawn ornaments and/or lawn furniture must not be placed in common areas.
- i. Owners and residents should keep vehicles that do not work out of plain view of the public.
- j. Regular maintenance shall be provided to keep Orchards homes in a state of good repair, including but not limited to repair of gutters and downspouts, grass cutting, fertilizing and reseeding of lawn areas, landscaping and trimming of trees on plots, repair to broken windows, torn screens, damaged front doors or damaged garage doors.
- k. Individual garage, yard or patio sales shall be approved in advance by The Orchards board.
- l. Any laundry dried outside shall be hung in rear yards.

- m. Patios and decks shall not be used as storage areas except for patio and deck items, which include outdoor furniture, planters and grills.
- n. Residences shall be occupied and used for single-family purpose only as private dwellings for owners, their families, tenants and guests.
- o. Exterior lighting must not be directed in such a manner as to create an annoyance to other residents.
- p. Driveways are the property and responsibility of individual owners.

3. GARAGES

- a. Only minor maintenance to motor vehicles may be done in garage. Body work, welding, noisy maintenance or repairs which may result in fluids running into the driveway, are prohibited.
- b. Storing flammable or hazardous items in a garage or on common areas is prohibited, except for small amounts used for grilling, such as propane tanks, residential cleaning fluids or fuels for operating home power tools.

4. MOTOR VEHICLES AND PARKING

- a. The following vehicles shall not be parked on plots within the boundaries of The Orchards:
 - i. Buses
 - ii. Mobile and/or motorized homes, though a recreational vehicle may be parked on a member's driveway for up to a 24-hour period in preparation for a trip.
 - iii. Trailers, boats, recreational vehicles, motorcycles, trail bikes, and snow mobiles are prohibited unless parked within a garage at all times while on the property.
- b. Baltimore City laws and regulations are in force regarding parking of commercial vehicles and trailers on plots within The Orchards. This excludes commercial vehicles parked on driveways or in front of the plots for the purpose of doing work or repairs for the plot owner. Refer to Baltimore City documents (as of October 2, 2016)
<http://legislative.reference.baltimorecity.gov/sites/default/files/Art%2031%20-%20Transit&Traff.pdf>
- c. To promote courtesy and the free flow of traffic within the Orchards, residents, and guests, should be courteous to neighbors with respect to parking. If residents or their guests park vehicles on their driveway, those vehicles must not block sidewalks. Avoid parking opposite driveways to allow others enough room to enter and exit their driveway.
- d. Parking of any vehicle on any grassed or lawn area is prohibited.
- e. All vehicles with exhaust systems that disturb other residents are prohibited.

5. LITTER, RUBBISH and YARD WASTE

- a. The City of Baltimore regulates litter, and provides rubbish and yard waste removal service and recycling. Questions concerning the service or billing for removal of large items such as furniture or appliances must be directed to the appropriate Baltimore City agency.
- b. Rubbish must be stored in solid trash containers with lids secured and kept in garages or other location away from plain view.
- c. Rubbish and yard waste may be placed curbside the night before or morning of trash pick-up day. Trash cans should be moved back to their location away from plain view the same day as the pickup.
- d. Large items of rubbish must not be placed outside for pickup until the scheduled pick-up date.

6. RENTAL OF RESIDENCES

Renting or leasing a unit for transient or hotel purposes, as defined as periods of less than thirty days (30) where laundry and similar services are provided is prohibited. The owner lessor must provide the Orchards' Board with the following information before the tenant takes up occupancy: Full name of tenant, names of all occupants of the residence, telephone number, and email address of tenant. The owner is responsible for making the tenant aware of the Corporate documents. The owner is responsible for tenant violations. The owner shall be responsible for rule violation assessments and all other damages. The lease should hold the tenant responsible for the faithful performance of all requirements of the Corporate documents.

7. ARCHITECTURAL GUIDELINES

- a. In order to preserve the aesthetic and architectural integrity of The Orchards, and to establish common guidelines and standards for improvement projects within The Orchards, any type of modification to the exterior of a member property, including plans or specifications as requested, must be submitted in writing for review by The Orchards' Architectural Committee or the Board. Written approval must be obtained from the Architectural Committee PRIOR to commencement of any project. Electronic communications are acceptable. Check The Orchards' website for information about the Architectural Committee and contact information.
- b. Failure to receive PRIOR Architectural Committee or Board approval may result in a rule violation assessment to the owner or may result in the homeowner having to restore the property to its original condition if changes to the home exterior are made without approval, or changes are made that are different from the approved plans.
- c. Modifications that require approval include but are not limited to residences or new residences, garages, other structures on the property, awnings, hot tubs, gazebos, or the grounds. Some examples are, but are not limited to the following:
 - i. storm doors, front door, door frames and sliding doors, and garage doors
 - ii. replacement windows
 - iii. outdoor fireplaces
 - iv. fences
 - v. changes to exterior paint color
 - vi. deck or patio installations
 - vii. permanent recreational equipment
 - viii. treehouses
 - ix. playhouses
- d. Following written approval from the Board, it will be the owner's responsibility to secure necessary building permits, to obtain approval from the City of Baltimore, and to insure conformity to city codes as well as The Orchards. The Board may require a copy of building permits.
- e. Once material for the exterior modification is placed on the subject property, the work must begin and continue through completion within a reasonable period and in a reasonable manner that will not detract from property appearance, or inconvenience neighbors and/or The Orchards service contractors.

- f. Work permitted and authorized should not occur outside of the hours of 8:00 a.m. to 5:00 p.m., other than tool set-up and site clean-up. Contractors shall not block access to homes of neighbors, particularly driveways. Contractor yard signs are not permitted. Improvements to the neighborhood are welcome, but should also account for disruption to neighbors, so let neighbors know in advance if you plan to have any improvements done.
8. COMPLAINT PROCEDURE
- a. Complaints against anyone violating the rules are to be made to The Orchards' Board President in writing, including specifics on the date (s) and details of the violation, and must contain the signature of the individual filing the complaint.
 - b. The Orchards President or any board member as delegated will, in all instances, contact the alleged violator after receipt of each complaint.
 - c. If reasonable efforts to gain compliance are unsuccessful, the owner may be subject to sanctions or fines in accordance with the penalty provisions of The Orchards' By-Laws or Deed & Agreement as amended.