

# Townes of Gloucester Condominium

Dear Unit Owners and Residents,

The Condominium Association Board of Directors would like to address several concerns in the community.

In a condominium association the members only own the insides of their units and the association owns the basic structure of the buildings and the land. This notice is to remind unit owners and residents of a few items that may not be clear in the community. Please abide by these rules and regulations to avoid violation notices and possible monetary fines imposed to your unit account.

## **Unauthorized Exterior Changes**

An application for change (AERC) is required for all exterior changes. Exterior changes include installing windows, sliding doors, front, storm and garage doors, deck utility door, satellite dishes installation, patios painting of exterior elements (including doors, shutters, fences and decks). Several owners have recently installed new windows and doors that were not approved and are not in compliance with the community standards. Installation of additional fences or decks is not permitted.

## **Unauthorized Landscape Changes**

We appreciate that you would like to improve the exterior curb appeal of your unit; however, Townes of Gloucester is a condominium community with rules and regulations and guidelines for enhancements. Installing a patio, solar lights (ground and fence), installing sod and artificial grass, trees and shrubs, and landscape stones (mulch) and borders require an application for change (AERC) and prior review and approval by the Board of Directors.

## **Improper Disposal of pet waste**

As we approach warmer weather; families and children will want to play in the common areas in the community. Although we have installed additional pet waste stations, we are still receiving an increase in complaints that owners and others visiting the community are not properly disposing of their pet waste. If you notice improper disposal of pet waste, please contact Management so a violation can be sent.

## **Improper Trash and Recycling Disposal**

We have received many complaints about trash and litter in the community. This a reminder that trash must be disposed of in a trash can with a secure lid. We do not have any onsite maintenance staff. We rely on resident volunteers to help out, but we really need everyone to step up and do their share. If something blows out of your recycle bin, or if you are out in the community and see litter, please pick it up. We also encourage owners to participate in community events to help keep the community clean.

## **Unorderly Yards**

Several units that have excessive items stored on the deck and in their yards. The limited common elements and all yards must be kept in an orderly condition so as not to detract from the neat appearance of the community. The Association provides two community bulk trash pickups per year to allow you to dispose of any unwanted items. Please check the community website and your email for upcoming dates. The next Community Bulk Pickup will be held on Friday, May 12, 2023. Please take advantage of this opportunity to dispose of unwanted items.

## **Disposal of Bulk Items (in common area)**

Items that cannot be disposed of as trash are often left in the common areas which causes an eyesore and distracts from the appearance in the community. When this occurs, the Association has to pay a contractor to dispose of these items. This expense is then passed back to the community. If you notice anyone improperly disposing items in the community, please contact Management so a violation can be sent.

## **Exterior Repairs (Owners Responsibility)**

We have noticed several units with damaged deck utility doors, damaged garage doors, and damaged wood covering their old HVAC wall units. These are all the owner's responsibility to maintain, repair, and replace. Failure to maintain can cause water infiltration, interior damage, and rodent access into the unit.

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## **Fire Lane Parking**

Speedy Towing is authorized to monitor fire lane parking 24/7. Fire Lane parking will result in immediate towing. If you are loading or unloading items, please use your hazard lights, and a reasonable time will be allowed to avoid towing.

## **Abandoned Vehicles, Inoperable Vehicles, Expired Tags**

Speedy Towing is authorized to monitor the community and tag to tow abandoned vehicles, inoperable vehicles, and vehicles with expired tags. If your vehicle is tagged to tow, a sticker will be placed on your vehicle and you will have 24 hours to correct the violation. If towing occurs, please contact Speedy Towing directly at 301-588-1322.

## **Open Parking Spaces/Vehicle Parking**

Open parking is very limited in the community. Open parking is available on a first-come, first-served basis. No unmarked space is reserved for a particular unit. We are asking owners to be considerate and not park in these spaces for long periods of time so others can utilize these spaces also.

This also refers to motorcycle parking. If you own a motorcycle and you do not intend to move for a period of time, you will need to use the reserved space assigned to your unit. Please remember all vehicles parked overnight in any space in the community require a parking sticker.

## **Vehicle Repair**

Vehicle repair and changing of fluids is not allowed in the community (including on unit driveways).

## **Destruction of Property**

Destruction of property has occurred in the community to include sign removal and damage, graffiti, damage to playground equipment, and portable basketball court and trees. When this occurs, the Association has to pay to repair/replace these items. This expense is then passed back to the community. If you notice anyone damaging property in the community, please contact Management so a violation can be sent.

## **Unauthorized Business**

It has been reported that units are operating businesses such as child care services, car detail service, Airbnb rentals, and car rentals. Operating a business from your unit is a violation of County zoning, our insurance policy and is not allowed without Board approval.

## **Unattended Children**

We have received recent reports of unattended children climbing trees, throwing objects and riding bicycles or playing too close to units and driveways. We are asking parents to discuss this behavior with their children to avoid personal injury and property damage. If you can identify disruptive child behavior and can identify their residence, please contact Management.

## **Grills, Chimneys and Fire Pits**

Residents are reminded that they cannot be used indoors, on or directly under balconies, or within 20 feet of buildings or fences.

We appreciate your cooperation in addressing these community concerns. Thank you in advance for your assistance.

If you have any questions regarding any of these items, please contact Shirley Glasgow, Site Manager at [townessitemanager@gmail.com](mailto:townessitemanager@gmail.com).