

INVERNESS NORTH HOMEOWNERS ASSOCIATION

Homeowner Handbook

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Revised: March 2023



The Management Group Associates, Inc.

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

Dear Inverness North Homeowners Association Resident:

Congratulations on the purchase of your new home! As managing agent for Inverness North Homeowners Association, we welcome you to your new community. We hope this letter will help to orient you.

By purchasing a home in Inverness North, you automatically become a member of the "Homeowners Association", which is comprised of all homeowners in the community. The purpose of the Association is to maintain the common grounds belonging to Inverness North (open areas and walking paths) and to protect the marketability of the homes within the community. The Association is overseen by a five-member Board of Directors who meets on the first Thursday of each quarter (February, May, August, and November) at 7:30 p.m. Via Zoom video conference. All homeowners and residents are invited to attend these meetings.

At settlement, you should have received a copy of the legal documents (Declarations, Articles of Incorporation and Bylaws) which establish the Association and detail your obligations as a member. There are several important items in the legal documents which should be pointed out:

1. Exterior changes to your home or yard - No exterior alterations or modifications may be made to your home or yard without first submitting a written request to the Architectural Committee and obtaining their written approval of the change. A Request for Approval form is enclosed for this purpose.
2. Lawn Maintenance -The Association provides common grounds lawn care and the front lawns of individual homes.
3. Trash and Recycling - Trash removal is provided by the Association and is included in the monthly assessment. Trash pick-up is Monday and Thursday. New Generation picks does not collect trash on the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year's.

New Generation Trash Services is the trash service company. If your trash is missed occasionally, please call New Generation directly at 301-312-3119. If this happens frequently, please let us know.

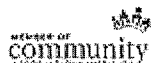
Montgomery County provides recycling services every Thursday. Newspapers are to be placed in paper bags or bundled with string. Bins are provided by Montgomery County for other recyclable materials. If there is a holiday on the normal pick-up day, then the schedule slides one day.

These materials are to be placed at the curb in front of your home. If you need to obtain a free recycling bin or if you require further information regarding recycling, please call the County directly at 311.

Please note that TMGA may be deemed a debt collector. Any information obtained from communication with our office may be used for that purpose.

20440 Century Boulevard • Suite 100 • Germantown, Maryland 20874
(301) 948-6666

E-Mail: tmgainc@tmgainc.com / www.tmgainc.com



4. Assessments - Each homeowner is obligated to pay a semi-annual assessment to the Association that can be paid twice a year if the account is in good standing. The assessment covers the cost of the common ground's maintenance and front lawns, street lighting, trash removal, repair and replacement reserves and other expenses. A copy of the budget is enclosed. Each assessment is due on the 1st of January and the 1st of July and is considered late if not received by the 31st of the January or July.

Inverness North is currently using a Lockbox System whereby all homeowners' checks are sent directly to the bank. You will be receiving in the mail a coupon booklet for your convenience in making your assessment payments. Until you receive your coupon booklet, please mail your payments directly to The Management Group Associates. Make all checks payable to "Inverness North Homeowners Association" and make sure your property address is clearly indicated on each check.

Your Association offers a direct debit payment alternative. A form is enclosed if you would like to have your assessments debited from your bank account. You may also pay online via e-check or credit card. To learn more about each payment option, visit the website at www.TMGAINC.COM select "My Community" and search for Inverness North. Then click on "Pay Assessment" or contact your account representative at AR2@TMGAINC.COM or at 301-948-6666 for further information regarding paying your assessments.

We look forward to serving you and your community. Please call if you have any questions.

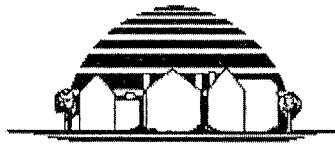
Sincerely,

Michael T. Rickman

Michael Rickman, Agent for
Inverness North Homeowners Association

MR/mc

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The Management Group
Associates, Inc.

A FULL-SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

November 28, 2022

Dear Homeowner:

I am writing to you on behalf of the Board of Directors for the Inverness North Homeowners Association regarding the 2023 approved budget. The Board of Directors approved the 2023 budget with a 3% increase in the annual assessments. The Board of Directors will again split up the assessments into two payments of \$753.46 due on January 1, 2023 and on July 1, 2023.

On or after December 1, 2022, you should receive an invoice to make your first semi-annual assessment payment. You will receive the second semi-annual invoice on or about June 1, 2023, for your payment due on July 1, 2023. If you do not receive an invoice by December 7, 2022, please contact the Accounting Department at AR2@TMGAINC.COM. Please remember to include your 10-digit account number on all checks mailed to the P.O. Box listed on the invoice and/or include the invoice with the check.

For those homeowners who are currently paying their assessments electronically through their bank, please note that all assessment payments must be sent directly to the Payment Processing Center at: Inverness North Homeowners Association, c/o The Management Group Associates, Inc., P.O. Box 105007, Atlanta, GA 30348-5007.

For those homeowners in the direct debit program, the program will continue and no additional action on your part is necessary. We will automatically debit the correct assessment amount from your account. If you are not currently using direct debit and would like to pay your assessments electronically, you have several options, including direct debit, e-check or credit card. To learn more about each payment option, visit the website at www.TMGAINC.COM, select "Our Communities" and search for Inverness North. Then click on "Pay Assessment" or contact the Accounting Department noted above for further information. Some options will require you to be logged onto your account.

Paying by e-check is very similar to paying by direct debit, except that you choose the date on which the payment is made. This free service gives you the flexibility to pay your assessment when it is convenient for you and avoid the possibility of paying late. If you currently pay by e-check, you must renew this annually. Go to the "Pay Assessment" tab on the website for instructions on how to do so.

If you use a third-party bill payment system, please confirm they are using the following mailing address:

Inverness North Homeowners Association
c/o The Management Group Associates
P.O. Box 105007
Atlanta, GA 30348-5007

Please note that TMGA may be deemed a debt collector. Any information obtained from communication with our office may be used for that purpose.

20440 Century Boulevard • Suite 100 • Germantown, Maryland 20874
(301) 948-6666 • FAX (301) 948-6663
E-Mail: tmgainc@tmgainc.com / www.tmgainc.com



Include a payment invoice or your 10-digit account number with your payment to avoid processing delays.

TMGA does not accept cash payments.

Please also take a moment to review the enclosed information about the Montgomery County Commission on Common Ownership Communities. This information is being provided to you in accordance with Section 10-B of Montgomery County Code.

Additionally, we would appreciate your help with providing your contact information by filling out the **Homeowner Resident Contact E-form on the TMGA website**. Access this e-form by going to www.TMGAINC.COM, Click on **“Contact Us”** and then click **“Owner/Resident Contact Information”**. The information provided is confidential and will aid the Association in notifications regarding emergencies specifically concerning your property, community events and/or community maintenance projects such as roadway maintenance.

Beginning December 2, 2022, TMGA’s office hours will be:

	We are available BY PHONE	We are available IN PERSON
Monday – Thursday	9 a.m. to 5 p.m.	9 a.m. to 5 p.m.
Friday	Closed Emergency calls will be directed to our on call staff	Closed

Beginning January 1, 2023, you can visit us in person until 6 p.m., Monday-Thursday.

We ask the residents to log onto the Association website at www.InvernessNorth.com to keep abreast of Association matters.

On behalf of the Board of Directors and the staff at The Management Group Associates, we wish you a very safe and happy holiday season!

Sincerely,

Michael T Rickman

Michael T Rickman, Agent for
Inverness North Homeowners Association

MTR/mc
Enclosure
IN: III6, IIo
Cc: CFO, Controller, A/R Manager, Property Manager
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INVERNESS NORTH HOA, INC.
2023 Approved Budget - 3% Increase
Assessment Level - \$753.46 Semi-Annually

REVENUE

MEMBERS ASSESSMENTS:

6310	Semi-Annual Assessments	186,860
6340	Late/Interest Fees	200
6350	Legal Fees + H/O Admin Fees	600
	Total Member Assessments	187,660

OTHER REVENUE:

6350	Collection Reimbursements	-
	Total Other Revenue	-

TOTAL REVENUE **187,660**

EXPENSES

ADMIN. EXPENSES:

7100	Management Fees	15,523
7165	Legal-Owners Billing	3,750
7160	Legal	-
7140	Accounting/Audit	2,275
7260	Postage	475
7265	Mailing & Handling	400
7390	Coupon Printing	500
7400	Printing	500
7250	Bank Charges	-
7910	Mont. Cty. Assessments	620
7292	Website	420
7880	Misc. Homeowner Admin Fees	150
7890	Misc. General & Administration	800
	Total Admin. Expenses	25,413

UTILITIES:

8350	Electricity	3,100
	Total Utilities	3,100

CONTRACTED SERVICES:

9700	Trash	13,913
9610	Grounds/Landscaping	37,500
9800	Snow Removal	25,000
	Total Contracted Services	76,413

MAINTENANCE/REPAIRS:

9170	Lighting Maintenance	500
9020	Grounds/Landscaping	1,839
9030	Grounds Improvements	1,000
9010	Tree Maintenance	10,000
9750	Exterminating	250
9110	General Repairs	1,100
9220	Fence Repairs	800
9310	Signs	813
	Total Maintenance/Repairs	16,302

INVERNESS NORTH HOA, INC.
2023 Approved Budget - 3% Increase
Assessment Level - \$753.46 Semi-Annually

INSURANCE, TAXES, LICENSES:		
7280	Insurance-Master Policy	7,500
7440	Taxes-Corporate Income	1,630
7445	Taxes-Real Estate	3,750
	Total Insurance, Taxes, Licenses	<u>12,880</u>
	TOTAL EXPENSES	134,108
RESERVES:		
6997	Oper/Contingency Res	3,944
6999	Replacement Reserves	49,607
	Total Reserves	<u>53,551</u>
	TOTAL EXPENSES & RESERVES	187,659
	NET INCOME(LOSS)	0

We Want You to Know About
***The MONTGOMERY COUNTY COMMISSION ON COMMON
OWNERSHIP COMMUNITIES***

Montgomery County recognizes that a substantial proportion of all its citizens now live in condominium and homeowner associations, and in housing cooperatives, generally called "common ownership communities." In order to serve better the special needs of these communities, and to act as their advocate, the County created the Commission on Common Ownership Communities. The Commission operates under the authority of Chapter 10B of the County Code.

The Commission has 3 basic duties:

Education: the Commission provides free information to both members and to governing bodies about their rights and duties under Maryland law, as well as advice on how to properly operate the association. Among other tools, it offers a "Manual and Resource Guide" for boards of directors.

Legislation: the Commission advocates for common ownership communities concerning proposed laws and regulations at the local and State level.

Dispute resolution: the Commission can hear and resolve certain disputes between members of the communities and their governing bodies, and its decisions are legally binding on the parties.

For more information on the Commission and the services it offers, visit its website at <https://montgomerycountymd.gov/DHCA/housing/commonownership>. If you have questions, the CCOC prefers you contact it by telephone at (240) 777-3691.

You can choose to pay once or set up a recurring payment using the options listed below. Visit your community website at www.TMGALnc.com and click on Pay Assessment to sign up for direct debit or e-check payments, to pay online or for more information.

Payment Method	Service Charge	Is Annual Renewal Required?	If Assessment Changes, Do I Need to Change My Payment Amount?	Other Things to Keep in Mind
Direct Debit	None	No	No	If you are already signed up for direct debit, you don't need to submit a form. A new form is needed only if you are changing your bank account. To sign up for direct debit, go to https://form.io/form.com/TMGAdirect-debit-agreement
E-check (Recurring) through Pacific Western Bank, formerly Union Bank, via www.HOABankServices.com	None	Yes*	Yes	*Previously, your payment instructions had to be renewed annually. You can now set your payment end date for longer than 12 months or indefinitely.
Check	None	No	Yes	To avoid mail and processing delays, include the payment coupon and use the pre-addressed payment envelope. Checks should be mailed to:
Third Party Providers (i.e. through your bank)	None	No	Yes	Inverness North Homeowners Association c/o The Management Group Associates P.O. Box 105007 Atlanta, GA 30348-5007 Your 10-digit account number or property address should be on your check. Make sure that your bank mails the check early enough to be received before the due date to avoid a late fee.
Credit or Debit Card	\$14.95 (charged by bank)	No	Yes	Payment is made through Pacific Western Bank

HOW TO PAY YOUR ASSESSMENTS

The community offers a number of options for paying your assessments, including the following:

1. **Direct Debit** – Direct debit is a free option through which your assessment is taken directly from your bank account on the 10th day of each month.
2. **Recurring e-check** – Paying by e-check is similar to paying by direct debit, except that you choose the day on which the assessment will be paid. E-check payments made after 5 p.m. will be posted to your account on the following business day.
3. **Third-party bill payment system (e.g. pay your bills through your bank)** – You can give your bank instructions to send your payments directly to your community's bank.

Be sure to check how long your bank takes to send your payment and schedule it to be sent early enough to avoid a late fee.

4. **Pay by Check** – If you have not signed up for the direct debit payment option, you will receive a payment coupon booklet for 2023 prior to December 31, 2022. If you have not received your booklet by December 31, 2022, please contact our Accounting Department at AR2@TMGAInc.com.

If your mailing address has changed, please contact us now so that we can ensure that your coupon booklet is sent to the correct address.

To learn more about each payment option see the reverse side of this page. To register for direct debit or e-check payments or to pay online, visit the website at www.TMGAInc.com and click on "Pay Assessment".

Keep in mind that, depending on the payment method you choose, your payment may take longer to reach us. To avoid late fees, your payment must be received before the late date.

Checks mailed or dropped off directly to TMGA will take longer to process, so be sure to mail all checks to:

Inverness North Homeowners Association
c/o The Management Group Associates
P.O. Box 105007
Atlanta, GA 30348-5007

TMGA does not accept cash payments.

collect/ply 605/7c

Inverness North Homeowner's Association
Fee Collection Policy

1. ALL fees are due and payable on the first of January and July.
2. On the fifteenth (15th) day of January and July any delinquent balance shall have a late fee in the amount of \$15.00 applied.
3. On the fifteenth (15th) of each January and July all owners with a balance on their account shall be notified, by Management, by first class mail sent to their last known address. The notice shall show the total amount due, what the amount is comprised of, and shall state that if not received by management within ten (10) days they will be turned over to an attorney for collection.
4. Any account with a balance of \$100.00 or more after forty-five (45) days will be turned over to the Association's attorney for collection. Once an account has been turned over to the attorney for collection:
 - a) The account will be accelerated requiring all association fees to be paid for the balance of the fiscal year same as calendar year.
 - b) All communication from this point forward must be with the attorney's office, not with management or Board members.
 - c) Attorney's fees and costs, late charges, and interest at the maximum allowed by law shall be assessed to the account.
 - d) No personal checks or cash will be accepted by the attorney's office; only cashier's certified checks or money orders.
5. All payments on the account will be credited in the following order: a portion to legal fees, costs, interest, late charges, special assessments and then regular assessments. All payments will first be credited against the oldest outstanding balances.
6. The attorney will be instructed to file a lien against the unit and to file suit against the unit owner (this will protect the Association by taking action against the property and the person).

Signed by: _____ Date: _____
Secretary, Inverness North Homeowner's Association

INVERNESS NORTH HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 4 (AMENDED)

PROCEDURES RELATIVE TO ASSESSMENT COLLECTION

Amended May 1, 1998

WHEREAS, Article V, Section 1 of the Declaration of Covenants creates an assessment obligation for homeowners; and

WHEREAS, Article V, Section 6 of the Declaration of Covenants empowers the Board of Directors to establish the amount of such annual assessments against each lot; and

WHEREAS, Article V, Section 1 and Article VI, Section 1 of the Declaration and Article XI of the By-Laws specify the remedies the Association may seek when an Owner is in default under the terms of the Declaration and/or Bylaws; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of said assessments.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors duly adopts the following assessment collection procedures:

I. ROUTINE COLLECTIONS

- A. The entire Annual Assessment shall be due and payable on January 31 of each year.
- B. Members who are not in arrears may pay the annual assessment in two equal payments, due on or before January 31 and July 31 of each year.
- C. A reminder invoice will be sent to each owner of record on or about January 1 and July 1 of each year. Owners are required to make payments timely, as outlined in this resolution, regardless of receipt of a reminder invoice.
- D. Any and all special assessments shall be due and payable as specified in the notice of special assessment.
- E. Assessment payments that are not paid by the due date, close of business January 31 and July 31, shall be considered delinquent.

II. REMEDIES FOR NON-PAYMENT OF ASSESSMENT

- A. Pursuant to Article VI, Section 1 of the Declaration of Covenants, if an Owner fails to pay any sum assessed against his/her lot on or before the due date, the assessment shall bear a late charge of ten dollars (\$10.00).
- B. If payment in full is not received by the Association or its appointed agent by the due date, a reminder notice, similar to the one attached as Exhibit A, shall be mailed to the Owner at the address listed on the books of the Association.
- C. If a check is not honored by the bank and is returned and an assessment due and owing is not otherwise received in the applicable time period as provided above, the account shall be charged a late charge of ten dollars (\$10.00). Additionally, a returned check fee of twenty-five dollars (\$25.00) will be added to the Owner's account.

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- D. If payment in full of any assessment, including annual assessments, special assessments, interest charges, late fees, returned check fees and other fees, is not received by the Association or

its agent by the last day of the month following the due date, interest at a rate of ten percent per annum may be added. Additionally, the account shall be turned over to the Association's attorney for collection, at which time a Notice of Intent to Accelerate and File a Lien shall be mailed to the owner, by certified mail. At that time, all costs of collection, including but not limited to, attorney's fees, shall be added to the delinquent Owner's account. Such notice may also be served by Special Process Server and the cost of the Server added to the delinquent Owner's account.

E. If payment in full of any assessment, including annual assessments, special assessments, interest charges, late fees, returned check charges, and other fees is not received by the Association or its agent within the time period specified in the Notice of Intent, a Lien may be recorded. The Owner shall be notified of the filing of the Lien and the Association may also notify the Mortgagee, if known. The cost of filing the lien, including, but not limited to, attorney's fees, will be added to the account.

F. If, thirty (30) days after the serving of the Notice of Intent to File Lien, or at such other time as directed by the Board of Directors, the account still remains delinquent, Counsel for the Association shall take other appropriate legal action, including, but not limited to, suit and foreclosure.

G. In addition to the above, the Board of Directors shall suspend the voting rights of any Owner, if the Association has filed a lien against his or her Lot and the amount necessary to release such lien has not been paid at the time of any meeting or election.

H. The Board of Directors may grant a waiver of any provision herein upon petition, in writing, by an Owner, alleging a personal hardship. Such relief granted to an Owner shall be appropriately documented in the minutes of the meeting where the relief was approved, including the conditions surrounding the relief. Waiver may be made on a case by case basis upon review of the facts surrounding the circumstances. Further, waiver on one occasion shall not be deemed or construed as a waiver in any future instance of delinquency.

I. Payments received from an Owner may be credited in the following order of priority:

1. Attorney's fees and costs.
2. Interest.
3. Late charges and all other charges against the account or unit.
4. The assessment for each unit, including any special assessment due.

All previous Resolutions regarding Collection Procedures issued by the Board of Directors are hereby withdrawn and the foregoing Resolution, as amended, shall be substituted in its place.

INC. INVERNESS NORTH HOMEOWNERS ASSOCIATION,

By: Quinn Chada Agent for 5/2/98*
Harry Lobedun, President* Date

Inverness North HOA as approved
at the open Board meeting on
July 1, 2014.

**INVERNESS NORTH HOMEOWNERS ASSOCIATION, INC.
RESOLUTION OF MAINTENANCE
RESPONSIBILITY AND ENFORCEMENT**

WHEREAS, the Inverness North Homeowners Association was created on or about July 10, 1976 by the filing of Articles of Incorporation, and on May 13, 1976, the property became subject to the recording of a Declaration of Covenants, Conditions and Restrictions in the Land Records of Montgomery County, Maryland, at Liber 4781, Folio 517, et seq.;

WHEREAS, the Association has been operating with little enforcement for a number of years and the Board of Directors recognized the need to implement enforcement;

WHEREAS, the Board recognizes its obligations to the Owners, the need to sustain property values, and after providing the owners notice and an opportunity to be heard prior to the adoption of this Resolution of Maintenance Responsibility and Enforcement, the Board has determined in order to maintain the property values at Inverness North, this Resolution and the processes stated herein will be implemented;

WHEREAS, the Board of Directors in exercising its business judgment has attempted to clarify the maintenance provision as referenced in the applicable documents as outlined in this Resolution and the Board intends and has an obligation to pursue this Resolution with all owners;

WHEREAS, the Board believes that implementation and enforcement needs to be made to provide proper and adequate maintenance on the Property, including, but not limited to, the Units, fences, sheds, landscaping, trash, recycling, gutters, downspouts, roofs, shrubs, lawns, walk and walkways, etc.;

WHEREAS, the Board, consistent with Article VIII of the Declaration, believes that

implementation and enforcement of the Architectural Control Guidelines needs to take place to provide proper and adequate enforcement of the Architectural Control Guidelines.

WHEREAS, Article VII, Section 1 of the Declaration addresses Exterior Maintenance for Dwellings and provides as follows:

Section 1. Exterior Maintenance of Dwellings. In addition to maintenance upon the Common Areas and Community Facilities, as aforesaid, the Association may, in the interest of the general welfare of all the Owners of The Property, provide periodic exterior maintenance upon other Lots or Dwellings subject to annual assessment as provided herein, as follows (but in no way limited to the following): periodic painting of exterior building surfaces and trim, repair and maintenance of gutters, downspouts, roofs, shrubs, lawns, walks, driveways and other exterior improvements, all as and when it deems necessary for the purposes aforesaid but not without resolution by the Board of Directors of the Association or by an architectural control committee composed of three (3) or more members appointed by the Board, and not without reasonable notice to the Owner of any Lot purposes to be so maintained.

WHEREAS, the Association has always taken on the responsibility of the periodic painting of the exterior buildings and trim, and in adopting this Resolution, intends to continue to periodically paint the exterior building and trim, with the remaining responsibilities per Article VII, Section 1 to be imposed on the Owners. This is consistent with the language of Article VII, Section of "may, in the general interest or the general welfare,..."

NOW THEREFORE, be it resolved that the following maintenance responsibility and enforcement resolution is hereby adopted.

1. The Association will continue to paint the exterior of the premises;
2. The individual Owners will continue to be responsible for the maintenance and repair of all portions of their Units, including, but not limited to, the following:
 - a. repair and maintenance of gutters;

- b. downspouts;
- c. roofs;
- d. shrubs;
- e. lawns;
- f. walks and walkways;
- g. fences, bushes and surrounding structures;
- h. sheds;
- i. landscaping;
- j. mailbox and house numbers;
- k. exterior fixtures, including lighting;
- l. exterior structures, including all siding;
- m. grass (grass that exceeds eight (8) inches will be cut and the resident will be charged the costs);
- n. windows and frames; and
- o. door and door frames.

3. This Resolution is to be read consistent with Policy Resolution #2, Unit Maintenance, and to make it clear that the responsibility of the Unit is with the Owner and the Association intends to utilize the provisions of this Resolution for any unit maintenance violation.

4. This Resolution is in addition and a supplement to any and all enforcement procedures as permitted by law, including, but not limited to, Article VIII, Section 4, which provides:

Section 4. Right of Association to Remove or Correct Violations

of This Article. The Association may, in the interest of the general welfare of all the Owners of the Property and after reasonable notice to the Owner, enter upon any Lot or the exterior of any Dwelling at reasonable hours on any day except Sunday for the purpose of removing or correcting any violations or breach or any attempted violation of any of the covenants and restrictions contained in this Article, or for the purpose of abating anything herein defined as a prohibited use or nuisance, provided, however, that no such action shall be taken without resolution of the Board of Directors of the Association or by an Architectural Control Committee composed of three (3) or more members appointed by the Board.

5. Notice shall be provided by the Association of the alleged violation and the owner shall be given 30 days from the date of the letter to remedy the violation, advise the Board of its intention, or request a hearing before the Board of Directors.

6. If the alleged violation has not been remedied, the Association shall have the right and ability, pursuant to Article II, Section 3, and as otherwise permitted by law, to enter the Property and remedy the violation.

7. If the Owner requests a hearing, the Board shall conduct a hearing, at which time the Board shall show cause why the violation should be corrected and the costs imposed on the Owner.

8. All costs associated with the violation, including, but not limited to, repair costs, attorneys' fees, additional management costs, etc., shall be assessed against the owner.

9. If the violation or matter of concern is not repaired or a request for a hearing is not declared to the Board, the Association shall, if appropriate, (make a determination of willful or negligence, but not act to correct the situation), at the end of 15 days, have the work done and the cost of any maintenance performed shall be assessed against the Lot upon which such maintenance shall be the obligations of the Owner of said Lot and which time the assessment

shall be due and owing.

This Resolution was adopted this _____ day of _____, 2013.

INVERNESS NORTH HOMEOWNERS
ASSOCIATION, INC.

President

ATTEST: _____
Secretary

INVERNESS NORTH HOMEOWNERS ASSOCIATION, INC
ARCHITECTURAL CONTROL GUIDELINES

The Architectural Control Committee

The Architectural Control Committee (ACC) is a branch of the Board of Directors of the Inverness North Homeowners Association, Inc. which is intended to fulfill the duties as described in Article VIII of the Declaration of Covenants, Conditions and Restrictions and Article IX of the By-Laws.

The purpose of the ACC is to ensure the means to preserve architectural continuity within the community and to provide a vehicle through which proposed or ongoing exterior changes within the community may be reviewed, controlled, approved, or disapproved, as appropriate.

Membership of the ACC consists of the current elected Board of Directors or its designated appointees.

The architectural character of the community was established by the architects who originally designed it, and as part of its responsibilities, the ACC strives to preserve the integrity of that design. The ACC strives to maintain architectural standards and assists homeowners in complying with them. These standards will help maintain the appearance and value of all property within the community. The ACC may also serve in a regulatory capacity with oversight responsibility for architectural issues within the community. The ACC will meet as required and act within thirty (30) days from receipt by the ACC, on each request for review.

Some of the responsibilities of the ACC are listed below:

- o Ensuring that changes to lots and/or dwelling exteriors have been reviewed and approved in writing and modifications to the exterior of homes conform to the architectural standards of the community.
- o Reviewing submitted plans for changes and approving or disapproving these changes.
- o Making recommendations for architectural or landscape improvements to common areas.
- o Developing and updating architectural guidelines and standards, when necessary.

- o Responding to individual homeowner's comments and complaints regarding any decisions which lie within the ACC's jurisdiction. Comments and complaints must be submitted in writing.
- o Assisting homeowners with information to identify sources for acceptable replacement parts for such things as windows, doors, lighting, and other structural items.

Procedures for An Application to the ACC

When a homeowner wishes to make any change to the exterior building envelope or lot area of a property, the owner must submit such plans in writing to the ACC prior to taking any action. In order for the ACC to efficiently handle requests, homeowners are asked to adhere to the following rules:

- 1) The ACC will consider only written requests submitted on the preprinted Application for Architectural Change form. Attachments to this form are acceptable to show architectural drawings. These requests should be submitted to the ACC by way of the management company and approved by the ACC prior to the start of work on the proposed improvement or alteration. Any and all exterior changes and/or additions must have prior approval. Failure to apply for approval may result in the homeowner having to expend funds to restore the house or yard to its original condition.
- 2) When filling out the form, the description of the change should include all information necessary for the ACC to completely understand the final appearance of the change. Necessary data includes the height, width, length, size, shape, style, color, materials, location, and a drawing or sketch of the proposed improvement.
- 3) If a proposal is rejected, the applicant is free to request that the ACC reconsider its position and is free to present new or additional information which might clarify the request or demonstrate its acceptability. Appeals must also be in writing and submitted in the same manner as that listed above.

Architectural Guidelines

Listed below are guidelines that a homeowner must follow in order to conform with community architectural standards. The ACC reserves the right to amend these guidelines to adhere to the future consensus of the community. All such amendments will be made with the approval of the Board of Directors.

In general, any addition, exterior alteration, modification or change to an existing lot or dwelling shall be compatible with the design character of the original lot or dwelling. Only the existing exterior materials on the parent structure or materials compatible with the contemporary architectural design character for the community will be approved.

Approval of any request is contingent upon demonstrating a plan for satisfactory completion of the project within sixty (60) days of the start of the project, or by the date specified on the approved application. If unforeseen delays in completion of the project occur, the homeowner must immediately notify the ACC of the delay and request an extension of time to complete the project.

These guidelines do not, and are not meant to, define responsibility for hazards or damages during or after construction of the project. It is the homeowner's duty to maintain safe conditions and be aware of any possible damages to other units. The ACC will consider possible hazards or damages in its review of a request, but cannot be held responsible for problems that arise on the homeowner's job.

The following is a listing of examples of improvements that require approval by the ACC. This listing is not meant to be considered complete, but a review of some of the more frequently requested changes for similar types of townhouses. If a modification or home improvement is not found on this list, it will still need review and approval by the ACC. **WHEN IN DOUBT, FILE AN APPLICATION.**

1. Rear Patios - Brick, wood, aggregate, concrete, slate, flagstone, patio block, etc. may be found acceptable.
2. Decks - Only wood decks will be considered. Decks will only be constructed at the back of structures at ground level.
3. Rear Fencing - The closing of the backyard area with a section of fence and gate must be done with a wood, six foot high, picket style fence, matching the original fencing installed by the builder. Wood should be pressure treated and the gate and locking mechanism identical to the style originally installed by the builder.
4. Roofing Materials - Roofs must be wood cedar shake. Pretreated, fire retardant shakes are acceptable if they visually match the original roofs.
5. Existing Backyard Sheds - Shed roofs must conform to roof specs as defined in item #4. Siding must be identical to the siding on the house.
6. Gutters and Downspouts - Must be same style and color as originally installed on the house.
7. Landscaping - Any work involving construction of landscaping (i.e. tiered flower boxes) or major alterations to original or existing landscaping (i.e. removal of bushes, trees, or lawn).
8. Landscaping on Common Areas - In general, landscaping by the individual homeowner in common areas will be considered. The ACC will consider such projects if it is to the benefit of the Association as a whole, as well as to the homeowners in the immediate area. Compatibility with the general design of the rest of the neighborhood landscaping, and maintenance requirements for the plantings will be a prime consideration.

9. Doors - Replacement front doors must match existing doors as closely as possible. Storm doors should be full glass and the trim should be brown to match existing woodwork.
10. Staining of Exterior Wood Structures (decks/fences) - Any variation of the natural color of the wood for fence or approved decks must be approved. In general, solid stains, dark stains, red-based stains or paint colors will not be approved.
11. Lighting - Replacement fixtures on the exterior, both front and rear of the house, must be identical in style to the original fixtures. Additional fixtures such as floodlights, will be considered on a case by case basis. Consideration will be given to the effect the new installation will have on neighboring houses.
12. Windows - Identical window glass is available for replacements within all existing window frames. Replacement window frame units must be matched closely in style and color to the original windows installed by the builder.
13. Exterior repairs/painting - In general, repairs to damaged exterior areas of a house must restore the damaged area to its original condition. If an exterior repair is made, the new surface(s) must be painted immediately by the homeowner, using the existing color scheme for the home.

Paint Color Guidelines

When built, the houses in Inverness North were painted with a specific color scheme which the Association adheres to exactly. The Association pays for periodic (5-year cycle for trim and 10-year cycle for stucco) exterior painting of all homes in Inverness North and uses the original paint color scheme. When making repairs, homeowners must paint the repaired portion of their house exterior with identical colors as listed below. New wood should be stained with solid wood stain and subsequent maintenance coats should be paint rather than stain. Homeowners must determine which of the following colors were used on their houses, as the Association does not have a list of colors specifically by house address.

Front doors:	McCormick oil based, exterior house paint Colors: Chamois, Neutral, Cocoa, Beechwood, Beige Gray
Siding Colors:	McCormick latex, exterior flat house paint Colors: Chamois, Neutral, Cocoa, Beechwood, Beige Gray
Wood Rail Caps & Trim:	McCormick latex, exterior flat house paint Color: (All houses) Mahogany
Stucco:	McCormick latex, exterior flat house paint Color: (All houses) Toga

PROJECTS THAT ARE VERY UNLIKELY TO BE APPROVED BY THE ACC -

Window or door awnings	Painting of concrete steps
Solar panels	Sky lights
Bay windows	Changes to chimney style
External alarms	Fences other than wood
Change in design of handrails	Backyard structures
Changes in roofing material	Signs or advertisements (except for sale of home)
Elevated decks	

In addition, changes to exterior front entrance fixtures and hardware (lights, mailboxes, doorknobs, screen doors, etc.) not consistent with the existing contemporary style of existing fixtures are prohibited. Creeping vines and plant growth on the houses are also prohibited.



The Management Group Associates, Inc.

— A FULL-SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY —

January 2023

Dear Inverness North Homeowner:

Attached are the instructions for selecting a new roof for your home and submitting a roofing replacement application to the Architectural Control Committee. The following have been approved:

- Wood Cedar Shake roofing. These are the materials used in the original construction.
- Two types of CertainTeed architectural asphalt roofing: Landmark and Landmark Pro in Moire Black, Charcoal Black, Weathered Wood, Heather Blend and Driftwood.
- GAF Timberline HDZ asphalt shingles in Charcoal, Weathered Wood and Barkwood.
- Enviroshake synthetic composite shingles.

In the event that the approved colors have been discontinued, please submit an application with the closest available color from the manufacturer, the ACC will review on a case-by-case basis.

In order to get your roof approved please submit documentation to Melissa Carroll (admin assistant) mcarroll@tmgainc.com and Michael Rickman (property manager) mrickman@tmgainc.com.

Please provide a picture of the front of your home (see below), a copy of the architectural change form, a material and color selection form, and circle your home on the community map.

The Committee has approved the replacement of the siding on front vertical wall with materials other than Cedar. You can choose to replace the front siding in Cedar Shake or you can use the same brand roofing material that we have specified above. For example, if you want to replace your roof and have chosen CertainTeed Charcoal black, the front panels need to match the roof or be Cedar Shake. This does not apply to vertical wall surfaces that are finished with T1-11 wood siding.

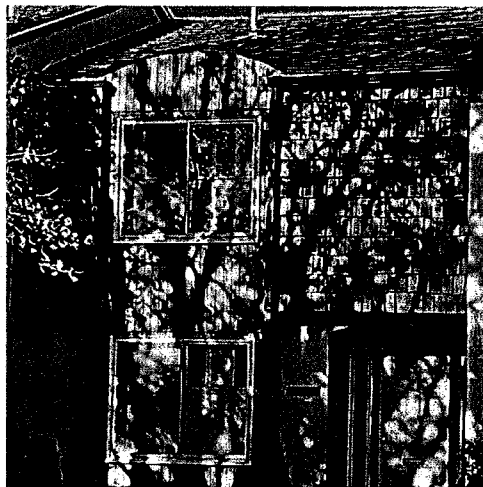
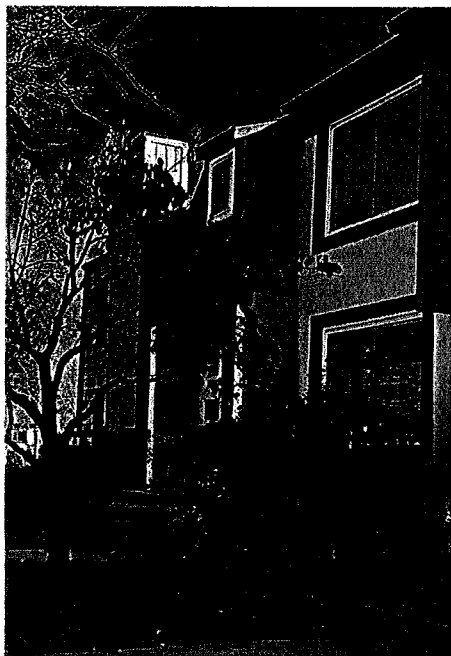
Trim needs to be dark brown or black to match roofing materials.

Please note that TMGA may be deemed a debt collector. Any information obtained from communication with our office may be used for that purpose.

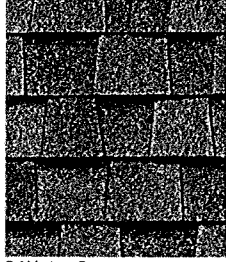
20440 Century Boulevard • Suite 100 • Germantown, Maryland 20874
Phone: (301) 948-6666 • Fax: (301) 948-6663
E-Mail: tmgainc@tmgainc.com / Website: www.tmgainc.com



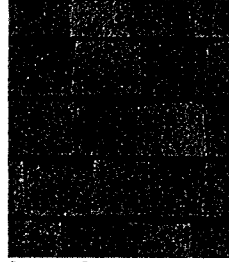
Sample photos of typical home with mansard roof on front (left) and cedar shake vertical wall surface (right).



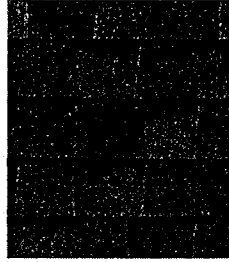
LANDMARK® COLOR PALETTE



Cobblestone Gray



Georgetown Gray



Weathered Wood



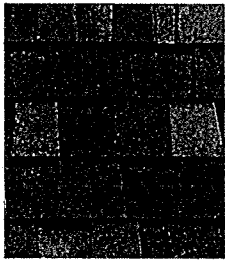
Moire Black



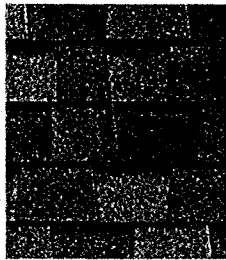
Charcoal Black



Heather Blend



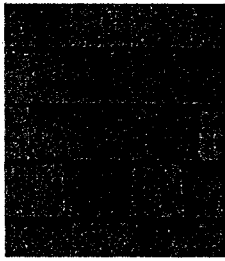
Driftwood



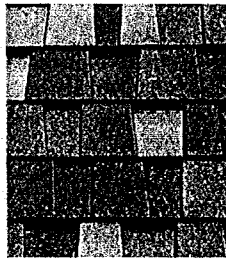
Colonial Slate



Pewterwood



Burnt Sienna



Resawn Shake



Hunter Green

INVERNESS NORTH

Technical Data Sheet

- ~~Landmark® Premium Shingles~~
- ~~Landmark® PRO/Architect 80 Shingles (NW Region only)~~
- Landmark® PRO Shingles
- Landmark® Shingles

← Select One Option



PRODUCT INFORMATION

Landmark shingles reflect the same high manufacturing standards and superior warranty protection as the rest of CertainTeed's line of roofing products. Landmark Premium (and Algae Resistant-AR), Landmark PRO (and AR) and Landmark (and AR) are built with the industry's toughest fiber glass mat base, and their strict dimensional tolerance assures consistency. Complex granule color blends and subtle shadow lines produce a distinctive color selection. Landmark is produced with the unique NailTrak® nailing feature. *Please see the Installation instruction section below for important information regarding NailTrak.*



In the Northwest Region Landmark PRO (AR) is double-branded as Landmark PRO/Architect 80 (AR).

Landmark algae-resistant (AR) shingles have the additional attribute of resisting the growth of algae especially in damp regions. AR shingles are not available in all regions

Colors: Please refer to the product brochure or CertainTeed website for the colors available in your region.

Limitations: Use on roofs with slopes greater than 2" per foot. Low-slope applications (2" to 4" per foot) require additional underlayment. In areas where icing along eaves can cause the back-up of water, apply CertainTeed WinterGuard® Waterproofing Shingle Underlayment, or its equivalent, according to application instructions provided with the product and on the shingle package.

Product Composition: Landmark Series shingles are composed of a fiber glass mat base. Ceramic-coated mineral granules are tightly embedded in carefully refined, water-resistant asphalt. Two pieces of the shingle are firmly laminated together in a special, tough asphaltic cement. All Landmark shingles have self-sealing adhesive strips.

Applicable Standards

- | | |
|------------------------------------|-------------------------------------|
| ASTM D3018 Type I | ICC-ES ESR-1389 and ESR-3537 |
| ASTM D3462 | CSA Standard A123.5 (Regional) |
| ASTM E108 Class A Fire Resistance | Miami-Dade Product Control Approved |
| ASTM D3161 Class F Wind Resistance | Florida Product Approval # FL5444 |
| ASTM D7158 Class H Wind Resistance | Meets TDI Windstorm Requirements |
| UL 790 Class A Fire Resistance | |

Technical Data:

	Landmark (and AR)	Landmark PRO* (and AR)	Landmark Premium (and AR)
Weight/Square (approx.)	222 / 238 lb **	250 / 270 lb **	300 lb
Dimensions (overall)	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"
Shingles/Square (approx.)	66	66	66
Weather Exposure	5 5/8"	5 5/8"	8 5/8"

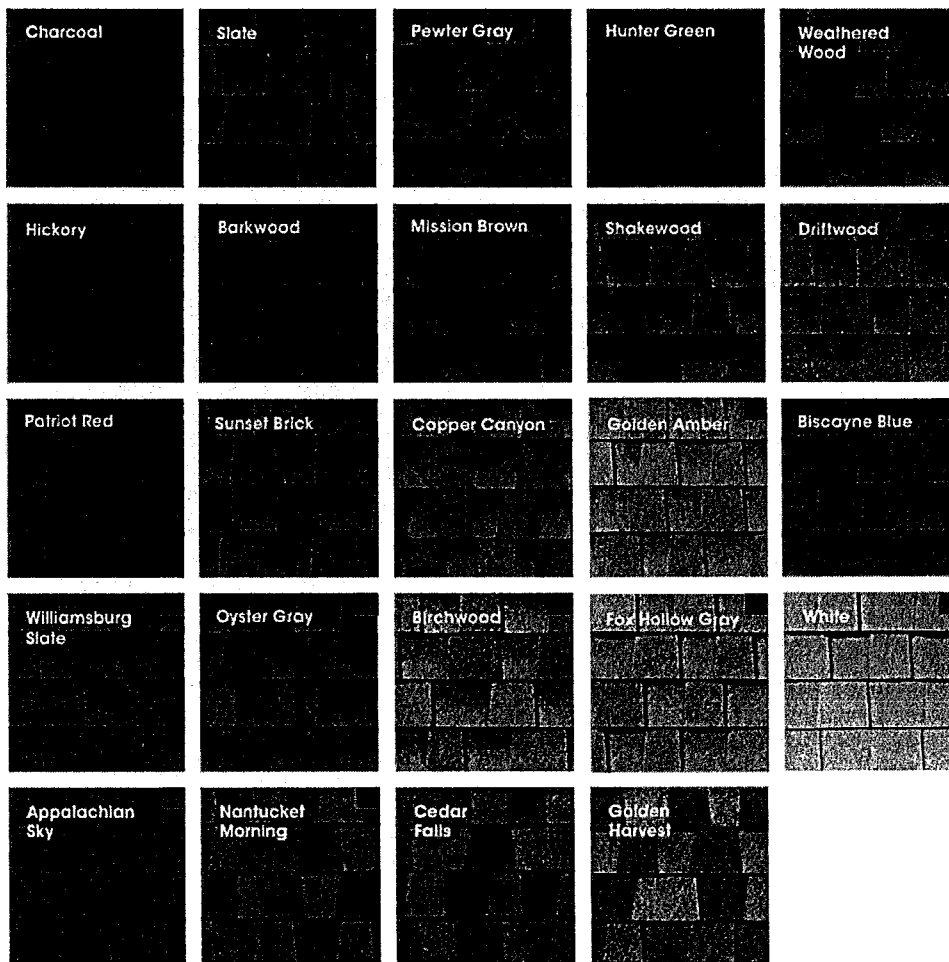
*Includes Landmark PRO AR/Architect 80
**Dependent on manufacturing location

Indicate Selected Product by Circling it

GAF **Timberline HDZ[®]**
High Definition® Lifetime® Shingles



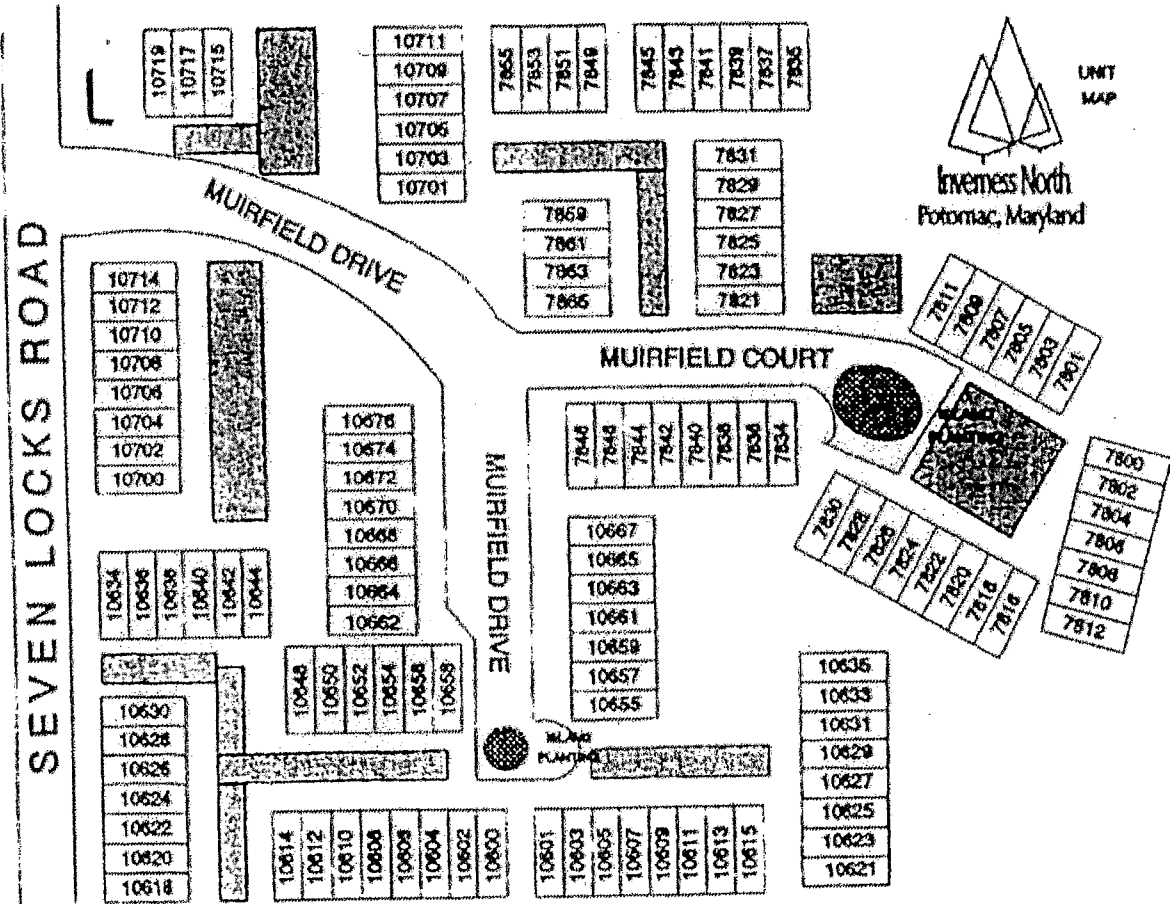
Now with GAF Time-Release
Algae-Fighting Technology and
LayerLock™ Technology, Timberline HDZ[®]
offers everything you can expect from an
architectural shingle roof, and more.



For more details visit gaf.com/TimberlineHDZ

INVERNESS NORTH COMMUNITY PLAN

Please Circle your House Number and Include with your Application.



GUIDELINES FOR RE-ROOFING at INVERNESS NORTH

ALTERNATIVE TO ORIGINAL CEDAR SHAKES

December 2022

Introduction

While the Architectural Control Committee Guidelines specify that the Cedar Shakes shall be replaced in kind, the HOA has amended them to accept Enviroshake synthetic shakes (OPTION A) or Architectural Asphalt Shingles (OPTION B) as acceptable substitutions in lieu of Cedar Shakes.

A. Application

This document is to help homeowners prepare a complete the application for review. A complete application requires the following:

1. Application for Architectural Change (Obtain from Management Company).

Fill out the form with a complete description of your scope and details of your work.

2. Complete a Re-Roofing Material Checklist.
3. Community Map. Indicate your unit.
4. Picture of home (front view) that shows existing roof.

Providing representative product data is helpful for illustrative purposes and helps facilitate your application review. Generally, your contractor will provide the product info and description of work necessary to include with your application.

B. General

1. Two asphalt shingle manufacturers have been approved:

CertainTeed Corporation and GAF (See PRODUCTS).

2. Enviroshake brand synthetic composite shakes are approved.
3. Gutters, downspouts, flashing and trim must be Black or Dark Brown.

C. Existing Roof Illustrations and Terms.

Architectural Asphalt Shingles are allowed for use on all roof types—including main roof, mansard roof, pent and dormer roofs. Homeowners with vertical wall surfaces currently covered with cedar shakes have the option to replace these shakes with approved alternate shingle material to match the new roof.

Please see annotated photographs for illustrated information of these roofing terms.

Patio Shed Roofs. When Shed re-roofing is required, replacement roofing shall be Cedar Shakes or one of the approved alternate shingle types.

D. Products.

In order to reduce the patch-work appearance that would result from many roof colors or types (not consistent with original design intent and appearance), the Architectural Control Committee agreed that only the following CertainTeed Landmark series and GAF Timberline HDZ series shingles, in the specified colors are approved for re-roofing at Inverness North.

1. CERTAINTEED Options

- a. CertainTeed Designer Shingle Series LANDMARK
- b. CertainTeed Designer Shingle Series LANDMARK PRO

2. GAF Option

- a. GAF Series TIMBERLINE HDZ.

3. Enviroshake (composite synthetic)

These products were researched and selected to be compatible and have a similar appearance to existing Cedar Shake roofs.

Typical Roof Types and Terms



Photo 1.

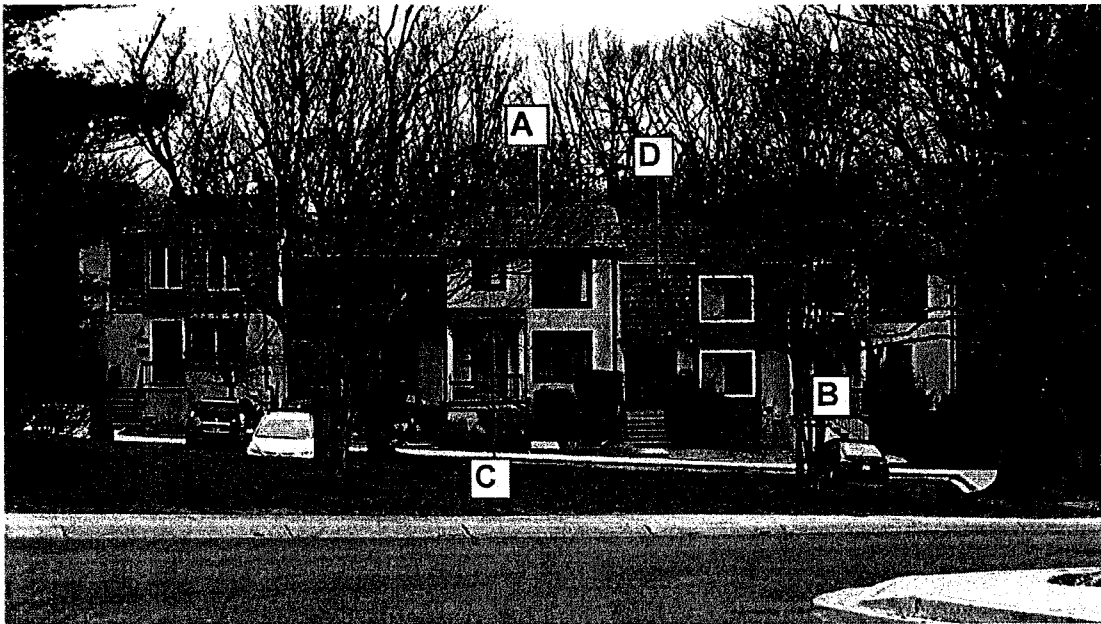


Photo 2.

Roof Types

- A. Main Gable Roof
- B. Mansard Roof
- C. Pent Roof
- D. Vertical Wall Surface

INVERNESS NORTH REPRESENTATIVE PHOTOS



Photo 3.

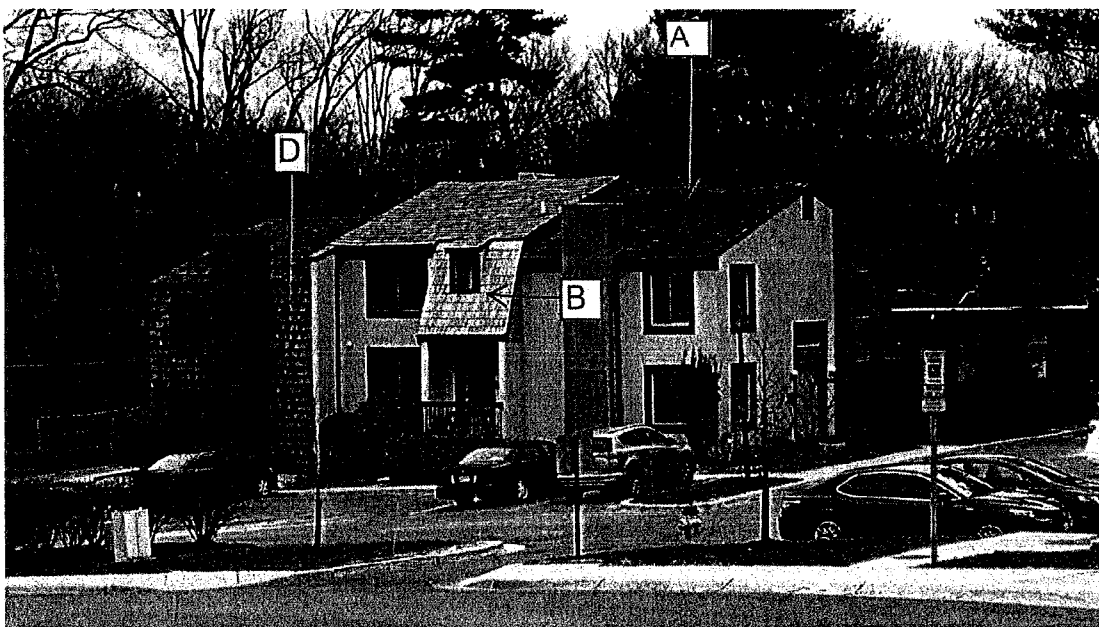


Photo 4.

INVERNESS NORTH HOMEOWNERS ASSOCIATION

C/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874-7115
301-948-6666; 301-948-6663 (Facsimile)

Date: _____

Name: _____

Phone: (H) _____

Address: _____

(W) _____

E-mail Address: _____

Start Date: _____

Anticipated Completion Date: _____

Check here if you want acknowledgement that your application has been received. _____

Directions: (Please print or type)

Below is a list of the required documentation that needs to be submitted as part of this Architectural Change Application. Please provide as much information as possible in the area below, as this will expedite processing of your application.

- Sketches, drawings, clippings, pictures, catalog illustrations, color samples and other supporting data.
• Sketches to illustrate before/after appearance of change, especially for windows.
• A full list of materials including colors, dimensions, sizes, etc. must be included.
• For replacement windows provide a comparison of existing dimensions with new dimensions for frame: head, sill, jambs as well as sash: top and bottom rails, jambs and meeting rail.
• Please use the area below to briefly describe all proposed improvements, alterations, or changes to your lot or home.

Please print or type a brief description below:

Owner's Acknowledgements:

1. I understand . . . that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. . . . that no work on this request shall commence until written approval by the Architectural Control Committee has been received by me.
3. . . . that any construction or exterior alteration undertaken by me or on my behalf before written approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred by the Association should a dispute arise over my disregard of the Association requirements.
4. . . . that any approval is contingent upon construction or alteration being completed in workmanlike manner.
5. . . . that periodic inspections may be made by the members of the Board of Directors, Architectural Control Committee and/or the property management committee to ensure compliance with the application.
6. . . . that a copy of this application will be returned to me after review by the Architectural Control Committee.
7. . . . that there are architectural requirements covered by the Association Covenants and Bylaws and a review board process as established by the Board of Directors

- 8. . . . that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approved date of this application, and/or completed by the date specified by the Committee unless I have received a written approval for an extension from the Board.
- 9. . . . that all proposed improvements must meet County codes. My signature indicates that these standards are met to the best of my knowledge. I understand that County law requires a Building Permit for all structural changes to a building or lot. This includes fences, decks, patios, retaining walls, etc. I understand that applications for all required building permits are my responsibility.
- 10. . . . that any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature

Date

Co-Owner/Applicant Signature

Date

FOR COMMITTEE USE ONLY

Date Received _____

Approved _____

Date _____

Conditionally Approved _____

Date _____

Incomplete: _____

Disapproved _____

Date _____

Comments _____

Inverness North Homeowners Assoc.
Re-Roofing Material Selection Form

Date: _____

Name: _____

Address: _____

1. Roofing Material (select one)

- Cedar Shake
- Enviroshake
- Asphalt Shingle

2. If asphalt shingle, select one.

- Certain Teed Landmark
- CertainTeed Landmark Pro
- GAF Timberline HDZ

3. Roofing Material Color

a. CertainTeed

- Moire Black
- Charcoal Black
- Weathered Wood
- Heather Blend
- Driftwood

b. GAF Timberline HDZ

- Charcoal
- Weathered Wood
- Barkwood

c. Enviroshake

- Weathered Aged Cedar (only one approved color)

EXTERIOR PAINT COLORS

Exterior Paint Colors

When built, the houses in Inverness North were painted with a specific color scheme that the Association adheres to exactly. The Association pays for periodic (5-year cycle for trim and 10-year cycle for stucco) exterior painting of all homes in Inverness North and uses the original paint color scheme. When making repairs, homeowners must paint the repaired portion of their house exterior with identical original colors, as listed in the table below. New wood should be stained with solid wood stain, and subsequent maintenance coats should be paint rather than stain.

PAINT UPDATE AS OF APRIL 24, 2008: BUY YOUR PAINT AT SHERWIN WILIAMS USING THE NEW COLOR NAMES BELOW:

We have learned that **to get an exact color match for Inverness North colors, you must buy the paint at Sherwin Williams.** This is where our painting contractors, Palmer Brothers, buy the paint they use to do the siding and trim.

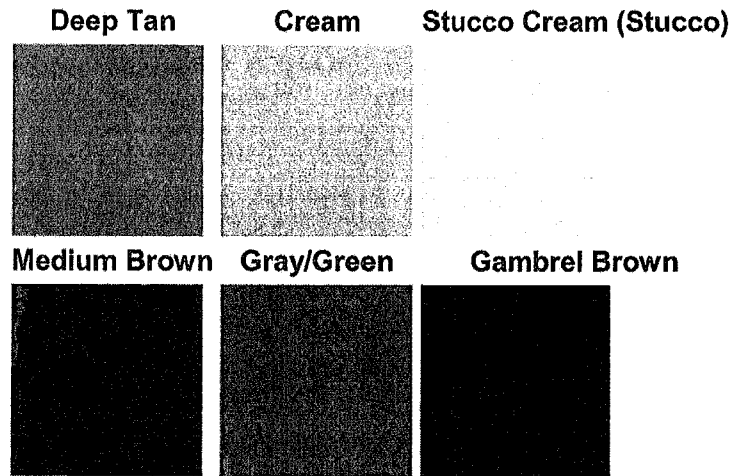
So, go to the Sherwin Williams store on Randolph Road and ask for the Palmer Brothers Inverness North project colors. **The colors are:**

- Palmer Brothers Inverness Cream
- Palmer Brothers Inverness Gray/Green
- Palmer Brothers Inverness Deep Tan
- Palmer Brothers Inverness Medium Brown
- Palmer Brothers Inverness Gambrel Brown
- Palmer Brothers Inverness Stucco cream

Sherwin Williams is located at 5272 Randolph Road, Rockville, Md.

Phone: 301-984-7124

The following are the colors - please note that the electronic representation is not exact. The color samples should be used to verify your choice based upon the Inverness North regulations. **(Please buy paint at Sherwin Williams and ask for the Palmer Brothers Inverness colors listed on p.1. The names here are abbreviated.)**



- Front Doors:** Oil based, exterior gloss house paint
Colors: Cream, Medium Brown, Gray/Green, Deep Tan
- Siding Colors:** Latex, exterior flat house paint
Colors: Cream, Medium Brown, Gray/Green, Deep Tan
- Wood Rail Caps** Latex, exterior flat house paint
- & Trim:** Color: (All houses) Gambrel Brown
- Stucco:** Latex, exterior flat house paint
Color: (All houses) Stucco Cream

Siding and Door Colors for Individual Houses

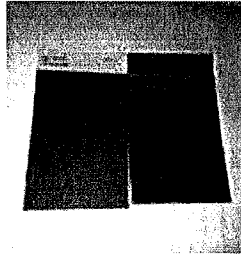
House #	Street	Paint Color
7800	Muirfield Court	Deep Tan
7801	Muirfield Court	Cream
7802	Muirfield Court	Cream
7803	Muirfield Court	Gray/Green
7804	Muirfield Court	Gray/Green
7805	Muirfield Court	Medium Brown
7806	Muirfield Court	Deep Tan
7807	Muirfield Court	Cream
7808	Muirfield Court	Medium Brown
7809	Muirfield Court	Deep Tan
7810	Muirfield Court	Deep Tan
7811	Muirfield Court	Gray/Green
7812	Muirfield Court	Cream
7816	Muirfield Court	Gray/Green
7818	Muirfield Court	Medium Brown
7820	Muirfield Court	Cream
7821	Muirfield Court	Medium Brown
7822	Muirfield Court	Gray/Green
7823	Muirfield Court	Gray/Green
7824	Muirfield Court	Medium Brown
7825	Muirfield Court	Deep Tan
7826	Muirfield Court	Deep Tan
7827	Muirfield Court	Medium Brown
7828	Muirfield Court	Cream
7829	Muirfield Court	Cream
7830	Muirfield Court	Gray/Green
7831	Muirfield Court	Deep Tan
7834	Muirfield Court	Deep Tan
7835	Muirfield Court	Medium Brown
7836	Muirfield Court	Cream
7837	Muirfield Court	Cream
7838	Muirfield Court	Medium Brown
7839	Muirfield Court	Gray/Green
7840	Muirfield Court	Deep Tan

7841	Muirfield Court	Medium Brown
7842	Muirfield Court	Cream
7843	Muirfield Court	Deep Tan
7844	Muirfield Court	Gray/Green
7845	Muirfield Court	Cream
7846	Muirfield Court	Deep Tan
7848	Muirfield Court	Medium Brown
7849	Muirfield Court	Gray/Green
7851	Muirfield Court	Cream
7853	Muirfield Court	Deep Tan
7855	Muirfield Court	Medium Brown
7859	Muirfield Court	Deep Tan
7861	Muirfield Court	Medium Brown
7863	Muirfield Court	Cream
7865	Muirfield Court	Gray/Green
10600	Muirfield Drive	Cream
10601	Muirfield Drive	Deep Tan
10602	Muirfield Drive	Medium Brown
10603	Muirfield Drive	Cream
10604	Muirfield Drive	Deep Tan
10605	Muirfield Drive	Gray/Green
10606	Muirfield Drive	Gray/Green
10607	Muirfield Drive	Deep Tan
10608	Muirfield Drive	Medium Brown
10609	Muirfield Drive	Medium Brown
10610	Muirfield Drive	Cream
10611	Muirfield Drive	Gray/Green
10612	Muirfield Drive	Gray/Green
10613	Muirfield Drive	Cream
10614	Muirfield Drive	Cream
10615	Muirfield Drive	Medium Brown
10618	Muirfield Drive	Medium Brown
10620	Muirfield Drive	Gray/Green
10621	Muirfield Drive	Deep Tan
10622	Muirfield Drive	Cream
10623	Muirfield Drive	Medium Brown
10624	Muirfield Drive	Medium Brown

10625	Muirfield Drive	Cream
10626	Muirfield Drive	Deep Tan
10627	Muirfield Drive	Gray/Green
10628	Muirfield Drive	Gray/Green
10629	Muirfield Drive	Medium Brown
10630	Muirfield Drive	Cream
10631	Muirfield Drive	Deep Tan
10633	Muirfield Drive	Gray/Green
10634	Muirfield Drive	Deep Tan
10635	Muirfield Drive	Cream
10636	Muirfield Drive	Medium Brown
10638	Muirfield Drive	Cream
10640	Muirfield Drive	Gray/Green
10642	Muirfield Drive	Deep Tan
10644	Muirfield Drive	Medium Brown
10648	Muirfield Drive	Deep Tan
10650	Muirfield Drive	Medium Brown
10652	Muirfield Drive	Cream
10654	Muirfield Drive	Gray/Green
10655	Muirfield Drive	Medium Brown
10656	Muirfield Drive	Deep Tan
10657	Muirfield Drive	Gray/Green
10658	Muirfield Drive	Gray/Green
10659	Muirfield Drive	Cream
10661	Muirfield Drive	Deep Tan
10662	Muirfield Drive	Deep Tan
10663	Muirfield Drive	Medium Brown
10664	Muirfield Drive	Medium Brown
10665	Muirfield Drive	Cream
10666	Muirfield Drive	Gray/Green
10667	Muirfield Drive	Gray/Green
10668	Muirfield Drive	Cream
10670	Muirfield Drive	Medium Brown
10672	Muirfield Drive	Deep Tan
10674	Muirfield Drive	Cream
10676	Muirfield Drive	Gray/Green
10700	Muirfield Drive	Medium Brown

10701	Muirfield Drive	Deep Tan
10702	Muirfield Drive	Deep Tan
10703	Muirfield Drive	Cream
10704	Muirfield Drive	Cream
10705	Muirfield Drive	Gray/Green
10706	Muirfield Drive	Gray/Green
10707	Muirfield Drive	Deep Tan
10708	Muirfield Drive	Medium Brown
10709	Muirfield Drive	Medium Brown
10710	Muirfield Drive	Cream
10711	Muirfield Drive	Cream
10712	Muirfield Drive	Gray/Green
10714	Muirfield Drive	Deep Tan
10715	Muirfield Drive	Gray/Green
10717	Muirfield Drive	Cream
10719	Muirfield Drive	Medium Brown

We are excited to announce new colors for our front doors. Bright and cheerful. The colors indicated below are now permitted for use on front (entry) doors in lieu of the current HOA standard. This applies to the doors ONLY. The homeowner is responsible for the cost of pain and application. The door will be repainted in original color by the HOA during the regular scheduled painting cycle. The homeowner is responsible for the maintenance and repainting of a selected color.



SherwinWilliams:

SW 6675 Afternoon – Yellow SW 9176 Dress Blue – Dark Blue
SW 6676 Down Pour – Blue SW 6927 Greenbelt – Green
SW 6886 Invigorate – Orange SW 6871 Positive Red – Red Semi Gloss

INVERNESS NORTH HOMEOWNERS ASSOCIATION

POLICY RESOLUTION #2
UNIT MAINTENANCE

WHEREAS Article Seven, Section One of the Declaration of Covenants, Conditions and Restrictions of the Inverness North Homeowners Association states:

"In addition to maintenance upon the Common Areas and Community Facilities, as aforesaid, the Association may, in the interest of the general welfare of all the Owners of The Property, provide periodic exterior maintenance upon other Lots or Dwellings subject to annual assessment as provided herein, as follows (but in no way limited to the following): Periodic painting of exterior building surfaces and trim, repair and maintenance of gutters, downspouts, roofs, shrubs, lawns, walks, driveways and other exterior improvements, all as and when it deems necessary for the purposes aforesaid but not without resolution by the Board of Directors of the Association or by an architectural control committee composed of three (3) or more members appointed by the Board, and not without reasonable notice to the Owner of any Lot purposes to be so maintained."

WHEREAS Article Seven, Section Two of the Declaration of Covenants, Conditions and Restrictions of the Inverness North Homeowners Association states:

"In the event that the need for maintenance or repair is caused through the willful or negligent act of the Owner, his family, guests or invitees the cost of any exterior maintenance performed pursuant to Section 1 of this Article shall be assessed against the Lot upon which such maintenance is done and, when so assessed, a statement for the amount thereof shall be rendered to the Owner of said Lot at which time the Assessment shall become due and payable and a continuing lien and obligation of the Owner in all respects as provided in Article V of this Declaration."

WHEREAS it is the intent of the Board of Directors of the Inverness North Homeowners Association to hereby provide the means by which to implement the above Article of the Declaration of Covenants, Conditions and Restrictions, and;

WHEREAS the following steps shall constitute the process by which the above quoted portions of Article Seven of the Declaration of Covenants and Restrictions shall be implemented;

NOW THEREFORE BE IT RESOLVED that if a potential violation of Article Seven is deemed to exist, a Board Member or other individual authorized by the Board or employee of the Management Agent shall make a personal inspection of the reported violation. And should that individual determine there to be probable cause for the enforcement of Article Seven that person shall bring the matter to the attention of the Board of Directors for action. Should the Board by majority vote determine that a violation of Article Seven does in fact exist, the Board shall cause the offending Owner to be notified by Certified Mail, Return Receipt requested, of the existence of the violation and offering a reasonable time in which to correct the violation, and;

BE IT FURTHER RESOLVED, that should said required repairs not be made within the prescribed time, the Board and/or its Management Agent shall obtain bids from no more than three duly licensed contractors whose work is in the area in which such repairs are required. And when those estimates are received they shall be forwarded to the offending Unit Owner with the directions to engage the Contractor of the Unit Owner's choice, or to otherwise effect the repairs within a stipulated reasonable time period.

BE IT FURTHER RESOLVED, that should said repairs not be made within the stipulated reasonable time period, the Board and/or its Agent may engage one of the aforementioned contractors and assess the offending Unit Owner. All costs incurred by the Association subsequent to the initial demand letter, in its efforts to obtain compliance with Article Seven, shall be chargeable to the Unit Owner pursuant to that Article as an addition to the Assessment to which the lot is subject. Upon rendering of a statement to the Unit Owner, the assessment shall become due and payable and a continuing lien and obligation of the Owner in all respects as provided in Article V of the Declaration of Covenants, Conditions, & Restrictions of Inverness North Homeowners Association.

ADOPTED 9/14/89

ATTEST:

DATE 10/10/89

PRESIDENT Harry S. Fehed

ARMSTRONG MANAGEMENT SERVICES, INC.

FAX 591-5785

3949 PENDER DRIVE, SUITE 205
FAIRFAX, VIRGINIA 22030

(703) 385-1133

July 18, 1991

MEMORANDUM FOR: All Homeowners
Inverness North Homeowners Association

SUBJECT: Revised Resolution of Parking Rules and Enforcement
Procedures.

Attached is the revised Resolution #3 regarding Parking Rules and Enforcement Procedures.

Please read this revised Resolution as it becomes effective August 15, 1991, and keep a copy with your permanent Association records.

Please note the changes that have been made to comply with Montgomery County Codes.

If you have any questions, you may contact me at (703) 385-1133 extension 223.

Mike Blessing

Armstrong Management Services, Inc.
Management Agent for
Inverness North Homeowners Association

MB/sh
Enclosures

INVERNESS NORTH HOMEOWNERS ASSOCIATION, INC.

RESOLUTION NO. 3
PARKING RULES AND ENFORCEMENT PROCEDURES

WHEREAS, the common areas and facilities of Inverness North Homeowners Association, Inc., including the parking areas, are owned by Inverness North Homeowners Association, Inc.; and

WHEREAS, Article VII, Section 1 (a) of the Bylaws of Inverness North Homeowners Association, Inc., empowers the Board of Directors to adopt and publish rules and regulations governing the use of common area and facilities and to establish penalties for the violation thereof; and

WHEREAS, Article VIII, Section 3 (d) of the Declaration prohibits junk and commercial vehicles, trailers, trucks, house trailers or the like from being kept or parked on the Property, including the common areas, prohibits the repair or extraordinary maintenance (except for bona fide emergencies) of all vehicles from being carried out on the Property, including the common area, and prohibits campers, camper trucks, camp vans, boats, or recreational vehicles from being kept on the Property, including the common area, without the prior written approval of the Board of Directors; and

WHEREAS, the Board of Directors deems it necessary and desirable to enact parking rules and to establish a means of enforcing the parking rules pursuant to Article VII, Section 1 (a) of the Bylaws; and

WHEREAS, the Board of Directors wishes to revise the parking rules and enforcement procedures previously adopted as Resolution No. 2.

NOW THEREFORE, be it resolved that Resolution No. 2 is hereby repealed, and the following parking rules and enforcement procedures are hereby adopted:

Parking: All vehicles parked on the common area property, as defined in Article I, Section 1 (d) of the Declaration, including the common area parking facilities, shall be parked in accordance with the Declaration, Bylaws and Rules of Inverness North Homeowners Association. No junk, commercial, or inoperative vehicle, trailer, truck, house trailer or the like shall be kept, stored, or parked on the common area property. No camper, camper truck, camp van, boat or recreational vehicle shall be kept on the common area property without the prior written approval of the Board of Directors. The repair or extraordinary maintenance of any vehicle on the common area property is prohibited, except in bona fide emergency situations. Any vehicle, or other apparatus parked on the common area property in violation of these Rules or any other provision of the Declaration, Bylaws or Rules of the Association is subject to enforcement procedures outlined below.

Enforcement Procedures: All vehicles or other apparatus parked on the common area property in violation of the Declaration, Bylaws, or Rules of the Association will be subject to, among other things, private towing at the risk and expense of the vehicle owner and the provisions of Section 25-201, et seq., Transportation Article, Annotated Code of Maryland, including the sanctions thereunder which include ticketing and towing of vehicle from the common area property by the police.

vehicle from the common area property by the police.

Procedure: The Board of Directors shall follow the following procedure before a vehicle may be towed or ticketed pursuant to this Resolution:

(a) Notice and Demand

If the identity and address of the owner of the vehicle are known, the Management Agent shall send notice of the violation, by first class mail, certified return receipt requested, to the owner of the vehicle. The Management Agent also shall affix a copy of the notice to the windshield or under the windshield wiper of the vehicle, or to another place on the vehicle which is in plain view. The notice shall specify:

- (i) the alleged violation;
- (ii) date and time notice is attached to vehicle;
- (iii) the action required to abate the violation;
- (iv) that if the violation is not abated within 10 days of the date of the notice, and the violation continues, the vehicle will be subject to the enforcement procedures of the Association, including towing at the risk and expense of the vehicle owner, and may be ticketed and towed by the Montgomery County Police pursuant to Section 25-201, et seq., Transportation Article, Annotated Code of Maryland;
- (v) that if the violator has any questions he/she should call the President of Inverness North Homeowners Association or the Management Agent at the telephone numbers listed on the notice; and
- (vi) if the vehicle is towed pursuant to this Resolution, the manner in which the vehicle may be reclaimed, and the applicable towing and storage charges.

(b) Enforcement

If the violation is not abated within the time specified, the Board of Directors of Management Agent shall either arrange to have the vehicle removed by an insured private towing contractor, or request the Montgomery County Police to ticket the offending vehicle as being on the common area property in violation of the Association's documents and without the express or implied consent of the owner of the property, the Association, in violation of Section 25-201 et seq., Transportation Article Annotated Code of Maryland. After ticketing is accomplished, the Board may request the Montgomery County Police to remove the vehicle from the property. The Association reserves the right to take any & all other actions authorized by the governing documents or by applicable law, including, without limitation, legal action.

This resolution shall continue in force until rescinded or amended by the Board. This resolution shall become effective August 15, 1991.

Harry E. Libel

President

7/2/91

Date

INVERNESS NORTH HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 5 - Definition of Trucks
Amended September 23, 2002 - Effective November 1, 2002

WHEREAS, Article VII of the Bylaws assigns responsibility for the administration of the Association to the Board of Directors ("Board");

WHEREAS, Article VII, Section 1(a) of the Bylaws provides that the Board may adopt rules governing the use of the common areas and facilities;

WHEREAS, Article VIII, Section 3(d)(1) of the Declaration of Covenants, Conditions and Restrictions ("Declaration") provides that certain types of vehicles, including trucks, shall not be kept on any of the property which is subject to the Declaration;

WHEREAS, because the evolution of vehicle styles since the Declaration was recorded, it is necessary to clarify the meaning of the word "truck", as more particularly set forth herein.

NOW, THEREFORE, the Board hereby resolves as follows.

1. For purposes of Article VIII, Section 3(d)(1) of the Declaration, the Definition of the word "truck" includes, but is not limited to, the following types of vehicles:

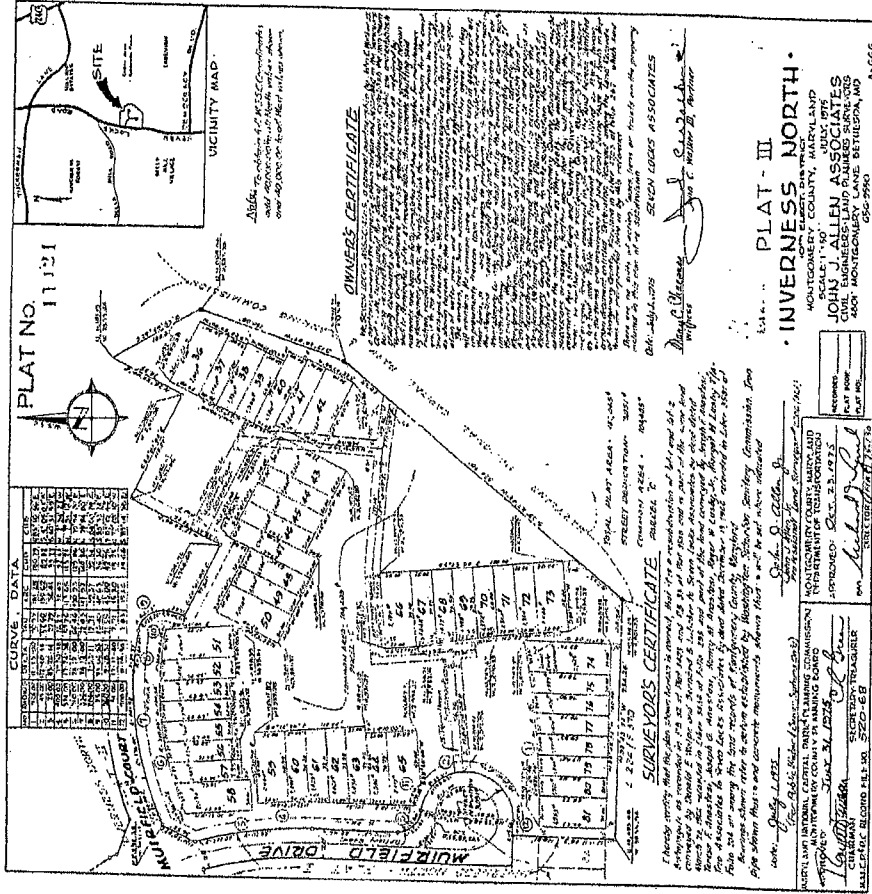
- a. vehicles with more than two axles, or with more than two wheels per axle;
- b. Panel vans, dump trucks, cement trucks, tank trucks, garbage trucks, tractor-trailers, step vans, delivery trucks, moving vans, construction vehicles, busses, vehicles with ladder racks, tool racks or other work related apparatus;

2. For purposes of Article VIII, Section 3(d)(1) of the Declaration, the definition of the word "truck" does not include the following types of vehicles:

- a. passenger vans used for personal, non-commercial transportation;
- b. four-wheel-drive vehicles designed primarily for passenger use;
- c. pickup trucks used for personal, non-commercial transportation purposes;
- d. vehicles otherwise prohibited under the Declaration or under this resolution, while in the community temporarily for the sole purpose of delivering goods or performing services for the Association or for residents;

DATE 10/5/02

SIGNATURE Karen Causey
Karen Causey, President



520-68

INDEPENDENT ACTIVES

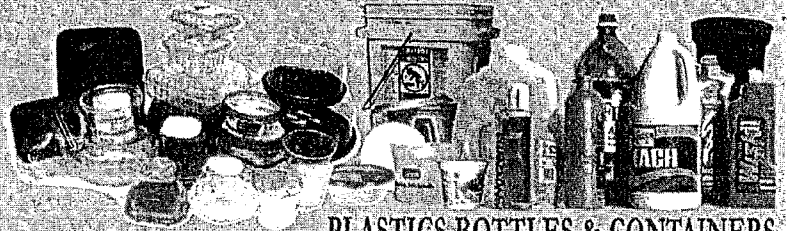
RECYCLING BASICS

RECYCLE MORE NOW!



GLASS JARS & BOTTLES

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



PLASTICS BOTTLES & CONTAINERS

Jars, tubs, lids/caps, pails/buckets, flower pots, and #1 PET thermoform plastics including: clamshell containers, bakery trays and cake domes, deli containers and trays, fruit and vegetable containers and baskets, cups, tubs and lids.

Empty and rinse containers; labels are OK. Lids and caps can be recycled, but remove these from bottles or containers first. No plastic wrap/bags or Styrofoam/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 2012)

Visit our website at www.montgomerycountymd.gov/recycling or call 3-1-1 for more information about:

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

MONTGOMERY COUNTY'S RECYCLING GOAL: RECYCLE 70% BY 2020!

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



MIXED PAPER AND CARDBOARD

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 paper in blue wheeled cart, in a small cardboard box, or in paper grocery bags or bundle with twine and place next to or on top of recycling bin. Please do not place paper in plastic bags. Keep mixed paper items separate from glass, plastic, metal and aluminum items when placing them out for recycling collection.

Recycle The Following Items At The Montgomery County Transfer Station:

Recycle los siguientes artículos en la Estación de Transferencia del Condado de Montgomery:

在蒙哥馬利郡轉移站回收下列物品：

16101/16105 Frederick Road, Derwood

Scrap Metal

Washers, dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls and disassembled metal sheds.

If you live in a single-family home, call 311 by 11 a.m. the business day before your normal recycling collection day to schedule a collection for large scrap metal items.

Tires

Vehicle tires (no more than four).

Textiles

Clothing, drapes, towels, shoes, sheets, handbags and cloth measuring at least 15" x 15".

Antifreeze

Antifreeze drained from your car, truck, RV or boat. (5 gallon limit).

Motor Oil

Used motor oil from cars, trucks, boats, lawn mowers, RVs or motorcycles. (5 gallon limit).

Batteries

(Automotive/Lead Acid)

Lead acid from cars, trucks and RVs.

Construction Materials

Doors, fencing/lumber, sheds, drywall, flooring, carpeting, kitchen cabinets, hardware, toilets, bathtubs, cinder blocks and sinks.

Computers

Old or unwanted processing units, hard drives, monitors, keyboards, printers and copiers, cables and power cords, scanners, software, etc.

Televisions

All types of television sets (up to three).

Electronic Items

CD and DVD players, stereos and speakers, VCR players, camcorders, fax machines, cell phones, telephones, calculators, PDA's, projection equipment, copiers, scanners, digital cameras, electronic toys, and electronic typewriters.

Chatarra

Lavadoras, secadoras, refrigeradores, acondicionadores de aire, lavaplatos, fregaderos, estufas, congeladores, hornos, calentadores de agua, compactadores de desperdicios, muebles de hierro, puertas, gabinetes, humidificadores/deshumidificadores, bibibletas, juegos de columpios, sillas de aluminio para el jardín, compartimentos de duchas, y corbentizos de metal desmontados.

Si vive en una casa o Townhouse, llame al 311 para programar su recolección de chatarra.

Lantas

Lantas de vehículos (no más de cuatro).

Textiles

Ropa, cortinas, toallas, zapatos, sábanas, carteras y pedazos de tela con medidas de al menos 15" x 15".

Anticongelante

Anticongelante drenado de su auto, camión, vehículo de recreación o bote. (Límite de 5 galones).

Aceite de motor

Aceite de motor usado de autos, camiones, botes, cortadoras de césped, vehículos de recreación o motocicletas. (Límite de 5 galones).

Baterías

(Autos/ácido de plomo)

Ácido de plomo de automóviles, camiones o vehículos de recreación.

Materiales de construcción

Puertas, verjas/madera, cobertizos, planchas de madera o yeso, pisos, alfombras, gabinetes de cocina, material de ferretería, inodoros, bañeros, ladrillos de ceniza y tragaderos.

Computadoras

Unidades de procesamiento antiguas o no deseadas, discos duros, pantallas, teclados, impresoras y copiadoras, alambres y cordones eléctricos, escáners, software, etc.

Televisores

Toda clase de televisores (hasta tres).

Artículos Electrónicos

Tocadoras de discos compactos y DVD, equipos de sonido y parlantes, videocaseteras, videocámaras, fax, teléfonos celulares, teléfonos, calculadoras, agendas electrónicas, fotocopiadoras, proyectores, cámaras digitales, juguetes eléctricos, y máquinas de escribir eléctricas.

廢舊金屬

洗衣機、烘乾機、電冰箱、空調機、洗碗機、洗滌槽、電爐、冷凍箱、火爐、熱水器、廢物壓縮機、鐵製傢俱、門、櫃檯、加濕器/去濕機、腳踏車、鞦韆、鋁製草地椅、淋浴設備和拆卸的金屬棚。如果住您在單一家庭住宅，請致電 311 以便安排收集大型廢金屬物品。通話後，請把廢金屬物品放在路邊。

輪胎

汽車輪胎 (不超過四個)。

紡織品

衣物、窗簾、浴巾、鞋子、被單、手提包和至少 15 英寸 X 15 英寸大的布料。

防凍劑

從轎車、卡車、旅行車或汽船上排出的防凍劑。(最多 5 加侖)。

機油

轎車、卡車、汽船、割草機、旅行車或電動腳踏車使用過的機油。(最多 5 加侖)。

電池

(汽車/鉛酸電池)

轎車、卡車和旅行車使用過的鉛酸電池。

建築材料

門、籬笆/木料、柵子、清水牆、地板、地毯、廚房內小櫥櫃、五金製品、馬桶、浴缸、空心磚和洗滌槽。

電腦

舊的或不想要的處理器、硬盤、顯示器、鍵盤、打印機和復印機、電腦線和電線、掃描機、軟件等。

電視機

任何樣式的電視機 (最多三台)

電子產品

CD 和 DVD 光碟播放機，音響和喇叭，VCR 放映機，攝影機，傳真機，手機，電話，計算機掌上型記事機，放影設備，影印機，掃描機，數位相機，電子玩具和電動打字機。

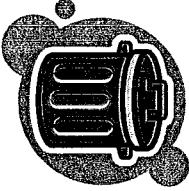
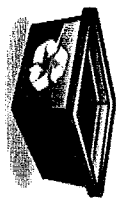
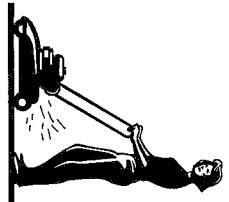
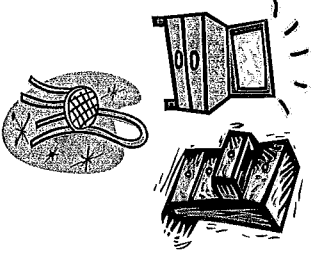
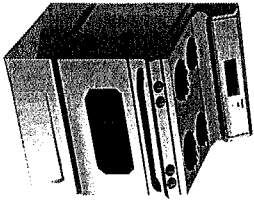
Where: Cars—Use Route 355 entrance Open: Monday thru Friday 7:00 a.m.—8:00 p.m., Saturday 7:00 a.m.—5:00 p.m., Sunday 9:00 a.m.—5:00 p.m.

Dónde: Autos—Use la entrada de la Ruta 355 Abierto: De Lunes a Viernes: 7:00 a.m.—8:00 p.m., Sábados: 7:00 a.m.—5:00 p.m., Domingos 9:00 a.m.—5:00 p.m.

地點: 轎車—使用 355 號公路入口 時間: 星期一至星期五早上七點至晚上八點, 星期六早上七點至晚上五點, 星期日早上九點至晚上五點。

Printed on Recycled and Recyclable Paper. ♻️

INVERNESS NORTH TRASH AND RECYCLING

TRASH	RECYCLING	YARD WASTE	BULK TRASH – NOT METAL	BULK TRASH – METAL
 <p>Collected on MONDAY AND THURSDAY</p> <p>Should be put out NO EARLIER THAN SUNSET ON THE NIGHT BEFORE.</p> <p>Trash should be put in covered trash cans or dark, tightly closed trash bags. Do not use plastic grocery bags or boxes.</p> <p>Trash cans should be stored where they cannot be seen from the street.</p> <p>Trash cans should not be stored in the common area or in front of your home.</p> <p>If your trash is missed, call New Generation at 301-312-3119.</p>	 <p>Collected on THURSDAY</p> <p>Should be put out NO EARLIER THAN SUNSET ON THE NIGHT BEFORE.</p> <p>Cans and bottles should go in your blue bin. Paper should go in a paper bag. Do not use plastic bags.</p> <p>Recycle bins should be stored where they cannot be seen from the street.</p> <p>Recycle bins should not be stored in the common area or in front of your home.</p> <p>If your recycling is missed, call Montgomery County Recycling at 240-777-6410. www.mcrecycles.org</p>	 <p>Collected on THURSDAY</p> <p>Should be put out NO EARLIER THAN SUNSET ON THE NIGHT BEFORE.</p> <p>Grass clippings and leaves should go in paper bags. Please do not use plastic bags.</p> <p>Limbs should be bundled with string. Each bundle should be no more than 12" x 36". Please do not leave them unbound. If they are tagged, remove them from the common area and properly bundle them.</p> <p>If your yard waste is missed, call Montgomery County Recycling at 240-777-6410. www.mcrecycles.org</p>	 <p>Will be collected FOR A FEE</p> <p>To arrange for collection, call New Generation Trash Service at 301-312-3119. www.newgenerationtrashservice.com</p> <p>Bulk trash should be put out after you have made arrangements for collection on the day before it is scheduled to be picked up. Please do not put your bulk trash out early.</p>	 <p>Will be collected FOR FREE</p> <p>To arrange for collection, call Montgomery County Recycling at 240-777-6410. www.mcrecycles.org</p> <p>Metal items should be put out after you have made arrangements for collection on the day before it is scheduled to be picked up. Please do not put your metal trash out early.</p>