

**Rules and Regulations**  
**Willow Wood Condominium Association**

## WILLOW WOOD PARKING RULES & REGULATIONS

The Board of Directors of the Willow Wood Condominium established a permit and visitor parking policy in 2008, designed to reduce parking of unauthorized vehicles on the property. The following guidelines are issued to clarify the more fundamental points of the policy:

### PERMIT & VISITOR PARKING POLICY

1. All resident vehicles must be registered with the on-site manager at the Willow Wood office. Please visit the Willow Wood on-site office to register your vehicle(s) at 7911 Coriander Drive, Gaithersburg, MD 20879.
2. Upon submission of a completed permit parking application, a copy of the resident's valid state or military issued driver's license and vehicle registration and a working pass key (if one has not been received), each unit will be issued up to two (2) parking permits for their registered vehicle(s) and two (2) guest passes. Tenants must provide a copy of their valid state or military issued driver's license and vehicle registration, a working pass key and copy of their leasing agreement to receive parking permits (if one of each has not been received the parking permits will not be issued). Each rental unit will be issued up to two (2) parking permits for their registered vehicle(s) and two (2) guest passes. Tenants must be listed on their lease agreement to receive parking permits and guest passes.
3. Guest passes are for use only by guests of residents. The use of a guest pass may not exceed seven (7) days within a 30 day time period. Should any guest stay in excess of the seven (7) day limit, that vehicle is subject to be towed by the Willow Wood contracted tow company, G & G Towing. If a guest is visiting for a period in excess of seven (7) days, the unit resident must submit a written request to management for an extended temporary guest pass.
4. All resident parking permits must be attached and displayed on the front or rear window of any registered resident vehicle(s) and guest passes must be displayed on the rear view mirror at all times. Vehicles without a parking permit or guest passes are subject to be towed. We recommend that residents not attach parking permit stickers behind dark glass.
5. Vehicles prohibited from parking in the parking areas include; junk vehicles, commercial vehicles, inoperable vehicles and vehicles not displaying current registration plates. Such vehicles will receive 48 hour notice before the vehicle is towed. Subsequently, the prohibited vehicles will be towed at the owner's expense after the 48 hour notice has been issued.
6. Each lost parking permit(s) and/or guest pass(s) will be replaced at a cost of \$25.00.
7. All unit owners must be current with their condominium fees, so they or their tenants may obtain parking permit(s) and guest passes to allow their tenants and guest(s) to continue parking within the parking areas of the community.

Tim Warren, Onsite Manager

Willow Wood Condominiums 7911 Coriander Drive, Gaithersburg, MD 20879

Phone: 202-573-6674

Email: willowwood.mgr@outlook.com

The Board of Directors of the WillowWood Condominiums has established a new parking policy designed to reduce unauthorized vehicle parking on the property. The survey results support sticker enforcement for identifying and towing of unauthorized vehicles. Therefore, the following guidelines outline the new parking policy.

## PARKING POLICY

1. All residents' vehicles must be registered with the onsite manager at the WillowWood office.
2. Upon receipt of the completed vehicle information form, each resident address will receive up to two (2) stickers (based on the number of registered vehicles).
3. All residential units have been issued 2 visitor hanging tags. These tags are for use only by visitors to your unit. Maximum use of the visitors' tag is seven (7) days. Temporary visitors' tags are available at the WillowWood office if your guest exceeds seven (7) days.
4. Effective March 1, 2008, the new parking stickers must be displayed on the vehicle at all times. Vehicles without the proper parking permit will be subject to towing and fines up to \$500.00 pursuant to the Parking and Towing Policy.
5. Vehicles not permitted on the parking lots per Parking and Towing Policy includes junk vehicles, commercial vehicles/trucks and unlicensed or inoperable motor vehicles, vehicles with expired tags, vehicles without tags, and trailers. Such vehicles will receive a 24-hour warning sticker before towing. Subsequently, the unauthorized/illegally parked vehicle will be towed at the Owners Expense after the 24 hour notice has been issued.
6. Lost parking stickers and guest tags will be replaced at a cost of \$25.00 to each unit owner.
7. All unit owners must be current with their HOA fee's to obtain their parking sticker(s) and to continue parking within the complex.

**Willow Wood Office  
7911 Coriander Drive  
Tim Warren  
Onsite Manager  
202-573-6674**



## Willow Wood Condominium Association

7911 Coriander Drive  
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### Snow Removal Plan for Willow Wood Condominium

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This plan is intended to provide orderly and prioritized methods to fight most snowstorms. Additionally, making the community more knowledgeable of the procedures and protocols we must adhere to when it comes to **RESIDENT SAFETY**.

**REMEMBER:**

1. When the parking lots and sidewalks become icy, salting will begin.
2. When the depth of snow on the roadways is approximately two inches plowing will begin.
3. When a storm is forecasted the snow removal will continue throughout the snow fall.
4. 10 "NO PARKING DURING SNOW FALL" signs have been placed on (5) Badenloch Way and (5) Coriander Dr. This is to allow for space to put the snow piles.

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It should be noted that it is virtually impossible to clear parking spaces in the parking lots while cars are parked there. Snow storms which happen during the night are handled by keeping parking lot entrances and aisles open. The parking lot surfaces for vehicles are cleared during the day after cars have departed the lot.

Parking lots are cleared by plowing lots nearest the buildings then service areas (dumpsters/handicapped) and residential areas. Ideally, all these areas are cleaned simultaneously.

During an especially concentrated storm, it may be necessary to continually return to plowing of the parking lots, egress lanes and sidewalks. Areas lower on the priority list may have to wait until the storm subsides.

- Heavy, dense snow requires a major effort to remove. It takes more time, requires more heavy duty equipment, and may require snow blowing or trucking to remove snow from the lots. **When heavy, dense snow falls, parking lot plowing will be started when approximately two inches of snow has fallen.**
- Light density snow may be deeper yet less troublesome. This type of snow presents less difficulty for driving or walking and it may melt after the first thaw following the snowfall. **When snow is light and powdery, removal of the snow will still be started when approximately two inches of snow has fallen**

Special attention is paid to ADA (Americans with Disabilities Act) access (HANDICAPPED SPACES, VAN ACCESSIBLE RAMPS). These areas are maintained on a continual basis and have a priority equal to all other pedestrian traveled walkways.

Each storm will present different problems. The on-site Manager will continually adjust the plan to achieve the most beneficial outcome at the time.

# Willow Wood Condominium Inc. Emergency Action Plan

## MAJOR STORMS

### BEFORE THE STORM

When a tropical storm or hurricane watch is issued (depending on the strength and location of the storm) management may find it necessary to notify residents to remove personal items from patio/balcony and breezeway.

- Bring all balcony furniture, potted plants and other items indoors so they won't be blown around by strong winds.
- Name floor captains to check on residents with special needs before and after a major storm.
- Let your tenants know early of any intent to shut down the building's electricity, water or sewer services.
- Set up a master supply of drinking or clean water.
- Identify residents who have difficulty with mobility. Create a plan to help them if the electricity goes out or evacuation is necessary.

### AFTER THE STORM

- After the storm passes, or the threat of any storm is lifted, residents may return outdoor personal property to the patio/balcony.
- The management office should reopen at the regularly scheduled time, as soon as the storm has passed and provided it is safe to do so. Please do not be alarmed if the management office is unable to open at the regularly scheduled time. (Power outages and unclear roadways may hinder the management team from arriving as planned.)
- In devastating circumstances, it may take some time to restore power and/or water, for contractors to respond by clearing trees and debris, for insurance providers to visit the property.
- In extreme cases residents may have no access to their unit or the property.
- Management will contact all unit owners in the unusual event that the Association Management office has to close for an extended period of time. Management will also inform unit owners of any information regarding the WW Condominiums as soon as it becomes available.
- If you have any questions regarding any of the information in this notice, please contact the Association Management Emergency number **202-573-6674**

## TORNADOES

- During a severe thunderstorm or tornado emergency, listen for radio or television bulletins from the National Weather Service. Go to interior hallways of your unit or exit stairs. Stay away from outside walls and room with windows.
- Once the storm has passed take extreme caution of falling trees and debris which may have become unstable due to the high winds and rain.

## SNOW & ICE STORMS

- When inclement weather is predicted, management will make every effort to prepare the community in a manner to minimize injury, damage, and liability.
- When snow/ice is imminent, the site staff will ensure that sand and/or ice melt are distributed in all outside common areas and walkways.

- NOTE: Sidewalks and walkways will be extremely dangerous when icy. Please use caution until all ice and snow has been removed.
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### **POWER OUTAGES**

- In the event a power outage occurs in the building emergency lighting will be provided in the Breezeway stairwells.
- Management will contact the utility provider to correct the problem as quickly as possible.
- WARNING: It is recommended that all homeowners maintain several battery operated flashlights, blankets, water and other necessary provisions in case of an emergency. **CANDLES ARE NOT RECOMMENDED!** In the event that candles are used, please use extreme caution.

### **WATER / SEWER ISSUES**

- In case of a flood or sewer back up, call the Onsite staff or the Management Office – **202-573-6674**  
They will either refer you to a plumber or assess and call the appropriate service technician.
- If possible, please turn the water valve off in your unit immediately to minimize potential damage.

### **WATER PLUMBING LEAKS**

- FIRST GO TO THE UNIT ABOVE AND NOTIFY THEM OF THE LEAK
- TURN OFF THE WATER TO THE UNIT IF IT DOES NOT STOP
- WATER SHUT OFF IS LOCATED IN THE LAUNDRY ROOM
- RENTERS CALL THE OWNER/ LANDLORD
- OWNERS; CALL A PLUMBER OR **THE MANAGEMENT OFFICE @ 202-573-6674**

### **BUILDING EMERGENCY - FIRE & EVACUATION PROCEDURES**

The emergency procedures and evacuation program has been designed to minimize the chances of injury and maximize the level of responsiveness and preparedness of our homeowners and staff members in the event of an emergency situation.

- On-Site personnel and/or the fire department will direct you to a safe location.
- When an alarm sounds, residents should do the following:
- Exit to the nearest or safest fire stairwell.
- If you should discover a fire in your unit all residents should do the following:
- Pull the nearest alarm lever to activate the fire alarm system and evacuate via the stairwell.
  - WW IS NOT A FIRE ALARM MONITORED BUILDING
  - THE EMERGENCY PULL STATIONS MUST BE PULLED TO SET OFF THE ALARM
  - THE ALARM DOES NOT SEND A NOTIFICATION TO THE FIRE DEPARTMENT; 911 MUST ALSO BE CALLED
  - DO NOT HAVE ANYTHING LOCATED WITHIN 18 INCHES OF THE FIRE SPRINKLERS IN YOUR UNIT AND WATER CLOSET ON THE BALCONY/PATIO.
- Call 911, then notify the Management Office @ **202-573-6674**
- Do not re-enter the building until clearance is given by the fire department.
- While every effort will be made to assist residents, guests, pets, and staff in evacuating the premises, at no time is it recommended that anyone put themselves or another in danger.
- The management Company representative will be on-site to begin the process of securing the community and notifying the Red Cross, and answering concerns of the residents.

## **FIRE DRILLS AND PRACTICE TEST AND ALERTS**

The Property Manager, with the assistance of the Floor Monitors will annually conduct a fire drill. Written notice will be given to all residents as to the date and time of the practice fire drill (IF RESIDENTS WANT TO PARTICIPATE).

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## **CRIMINAL ACTIVITY**

Every homeowner, guest, contractor and employee is charged with the responsibility of taking the necessary precautions to ensure their own safety.

If you witness or suspect criminal activity, call the police at 911 and then notify the site staff at the Management Office.

Suggested measures to be taken are:

- NOISE COMPLAINTS ARE NOT EMERGENCY'S – CALL 911 IF THE NOISE IS VIOLENT IN NATURE
- Keep all windows and doors locked
- Do not open your door to strangers
- Report all suspicious activity or persons to 911 and the site staff
- Do not leave items lying in your vehicle unattended
- ALWAYS be aware of your surroundings

## **ACCIDENT / ILLNESS**

- Homeowners should call 911 if an ambulance is required. Provide the building name, street address, and unit number.

## **DEATH**

- In the event a death occurs within the community, please call 911 immediately. The Property Manager, 202-573-6674 will immediately respond to the community and assist the authorities with any needs they may have.
- Homeowners and staff are asked NOT to notify the family or friends as this should be left to the proper authorities. Additionally, in an effort to keep the Associations liability to a minimum, NO STATEMENTS should be made to the press or media without the expressed consent of the Board President.

## **PHYSICALLY CHALLENGED**

- Physically challenged occupants are defined as follows:
- Persons with an inability to walk, have difficulty walking, or relying on mobility aids, such as canes, walker, or wheelchairs.
- Persons with sight or hearing disabilities
- Persons who have difficulty interpreting and receiving sensory information
- Persons with a lack of stamina to exit stairwells
- The Property Manager will maintain a list of all physically challenged residents, which will include name, address, emergency phone numbers, occupants name and occupant's unit number.
- It is the responsibility of the resident to notify the Property Manager of their special needs and conditions.

## **Willow Wood Condominium Association**

### **Fine Schedule**

In accordance with the Willow Wood Condominium Association's documents, effective August 1, 2019, if you are found to be in violation of the Association's By-Laws/Rules, you will receive a written notice to correct the violation within a stated period of time. If the violation is not corrected during the stated period of time, you will receive a second written notice requesting your presence for a hearing at a subsequent Board of Directors meeting and the corresponding fine assessed to your account (1<sup>st</sup> Offense). Subsequent occurrences of the violation shall result in additional fines as structured below (2<sup>nd</sup> Offense & Future Offenses).

It is your responsibility to appear for the hearing to discuss the violation with the Board of Directors. Subsequent to the meeting, the Board will render a decision regarding the fine assessed against your account and provide you with written notice of its decision.

All fines assessed will be collected to the fullest extent of the law. Furthermore, the Board of Directors reserves the right to modify/add to the following schedule of fines with notice to unit owners of such subsequent modifications/additions.

<b><u>VIOLATION</u></b>	<b><u>1<sup>ST</sup> OFFENSE</u></b>	<b><u>2<sup>ND</sup> OFFENSE</u></b>	<b><u>FUTURE OFFENSES</u></b>
<b><u>PET VIOLATIONS</u></b>			
UNRESTRAINED/UNLEASHED PET	\$50	\$100	\$200+
FAILURE TO CURB PET	\$50	\$100	\$200+
PET ENTERING PROHIBITED AREA(S)	\$50	\$100	\$200+
<b><u>UNIT/BALCONY VIOLATIONS</u></b>			
BROKEN OR ABANDONED PERSONAL ITEMS BALCONY/PATIO (ONLY PERMITTED ITEMS -- PATIO FURNITURE, SMALL STORAGE BIN, FREESTANDING BICYCLE)	50	100	200+
OBJECTS HANGING OUTSIDE OF THE BALCONY (E.G. SATELLITE DISHES (MUST BE ON TRIPOD/FREESTANDING BUCKET NO FLOWER POTS OVER BALCONY RAILING)	50	100	200+
DISREPAIR OF BLINDS/CURTAINS/WINDOW SCREENS OR SLIDING DOOR SCREEN (NO SHEETS IN WINDOWS)	50	100	200+
<b><u>TRASH VIOLATIONS</u></b>			
IMPROPER DISPOSAL OF TRASH & OR PERSONAL ITEMS	50	100	200+



<u>NUISANCE COMPLAINTS</u>	50	100	200+
(EG. EXCESSIVE NOISE, EXCESSIVE PET(S) BARKING, ETC. PER MONTGOMERY COUNTY CODES)			
UNAUTHORIZED USE OF COMMON AREA	50	100	200+
(EG. LOITERING, SOLICITING, ETC.)			
DESTRUCTION OF ASSOCIATION PROPERTY	50+	100+	200+
(EG. LIGHTS, FENCING, PLANTINGS, ETC.)			
ARCHITECTURAL COMPLIANCE VIOLATION(S)	50	100	200+
(EG. WINDOW, AIR CONDITIONING, ETC. – FAILURE TO OBTAIN BOARD OF DIRECTORS PRIOR WRITTEN APPROVAL)			

+; AMOUNT PLUS ACTUAL AND ANY ADMINISTRATIVE COSTS INCURRED

Paul Oh  Date Signed: 7/9/19

President, Willow Wood Condominium

(Motion Approved on June 10, 2019)