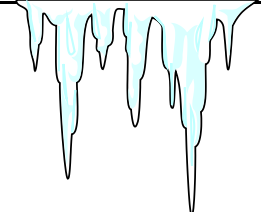
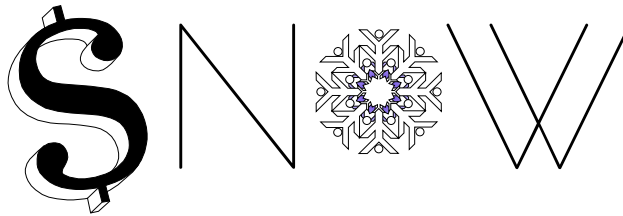


# CCOC Communicator



The Newsletter of the Montgomery County  
Commission on Common Ownership Communities

Spring/Summer 2001



## From the Chair

On April 10, 2001, the Montgomery County Council passed legislation which mandates that property owners must remove snow and ice from all walkways and parking areas on their property and in adjacent public property within 24 hours after a snowfall or ice storm.

**Bill 1-01: Streets & Roads - Snow Removal.** This Bill, passed by the County Council, 5-3, on April 10, 2001, requires property owners to remove snow and ice, as well as treat all walkways and parking areas on their property *and in adjacent public property* within **24 hours** after a snowfall or ice storm. The clearing or treatment must be performed such as to allow safe pedestrian and wheelchair use. The Bill provides for civil penalties for violations and allows for

enforcement by an entity designated by the County Executive.

In keeping with responsibility of the Commission on Common Ownership Communities (CCOC) to educate, there are many issues of concern for private property owners in Montgomery County, particularly, condominiums, cooperatives, and homeowners associations. These include:

### ① Liability Exposure

The law creates additional exposure for common ownership communities by *affirmatively requiring* the clearing of public properties that associations do not own. A last minute amendment to the Bill passes along some association responsibility to individual owners in a homeowners association, who now have responsibility to clear adjacent common sidewalks. While this may not be a strict transfer of liability, the area for which a common ownership community (COC) will be responsible in the event of a slip and fall accident is larger than it would be in the absence of inclement weather. *However, since questions have been raised as to the legal soundness of the Bill's language, COCs should check with their own legal counsel for an interpretation of these provisions.*

### ② Ability to Perform

With this law, there will be a significant increase in the need for labor to perform snow removal service. Will the labor be available? If so, at what cost to the COC? Many snow removal contractors have advised that the ability to procure adequate labor will be problematic, at best. There are unemployment compensation and other insurance issues relative to seasonal workers, as well as the availability of casual labor.

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Leesa N. Weiss, Editor

### ③ Individual Homeowners' Ability to Perform

What about senior citizens or handicapped individuals who are not physically able to clear snow? What happens if you are away on business or on vacation when a snowfall occurs? *You are still responsible!*

### ④ Environmental Impact

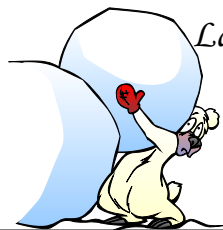
With larger areas where removal of snow and ice is required, a significant increase in the use of ice melting products (chlorides) will occur, adding these chemicals into the watersheds that feed into local streams, and eventually, into the Chesapeake Bay. Chlorides are not innocuous compounds. Those having to purchase and store extra quantities of chemicals and supplies also may face additional regulatory (e.g., hazmat, EPA) implications.

### ⑤ Cost

There will be an additional cost to Montgomery County COCs budgeting for the clearing of all common area walkways **PLUS** all adjacent public walkways. Most COCs do not currently provide this service due to the prohibitive cost. It has estimated that the cost could add as much as \$120 to \$150 *per home* per year to the budget of some COCs. This could be prohibitive for many associations to add into their budget, *particularly if their legal documents impose limitations on the amount that assessments can be raised.*

Nearly 700 communities, comprising more than 104,000 homes, are registered within the jurisdiction of the CCOC. The CCOC certainly supports creating a more pedestrian friendly environment for Montgomery County citizens. However, like County Executive Duncan, who permitted the Bill to become law without signing it, the CCOC is concerned about those residents and COCs that are not physically, or financially able to comply in full with both the spirit and the law. Neighboring jurisdictions in Maryland and Virginia have a variety of snow removal requirements. Section 18.402(h) of the Howard County Code provides property owners up to 48 hours after a snow fall to remove snow from sidewalks. Our neighboring jurisdictions are known to have civil fines associated with the failure to remove snow which range from \$25 to \$50 per violation.

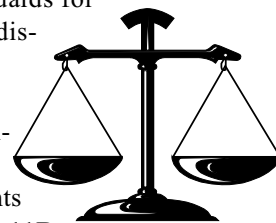
We urge Montgomery County COCs (and their managers) to review their vendor contracts to insure they have adequate personnel, as well as prepare their forthcoming budgets to insure they are financially able, to accommodate the new law.



Lawrence J. Gaffigan, CPM®  
Chairperson

## Protect Your Homeowners' Rights

The Maryland Condominium Act and the Maryland Homeowners Association Act, both, provide certain due process/notice safeguards for homeowners seeking to resolve disputes. **Section 11-113 of the Maryland Condominium Act** outlines steps which a condominium must follow before imposing fines, suspending voting rights or other owners' rights. **Section 11B-112(c)(3) of the Maryland Homeowners Association Act** requires that all enforcement actions against homeowners allowed by a homeowners association's (HOA) by-laws and rules must be recorded in the homeowners association depository with the clerk of the court for the county in which the HOA is located.



**In Montgomery County**, whether your association is a condominium, HOA, or cooperative, one critical step that is required often is overlooked. **Section 10B-9(d) of the Montgomery County Code** requires that:

After a community association finds that a dispute exists, the association must notify the other parties of their rights to file the dispute with the Commission [on Common Ownership Communities]. The association must not take any action to enforce or implement its decision for 14 days after it notifies the other parties of their rights.

Complaints may be filed with the CCOC either by the association, or an association homeowner. When filed by a homeowner, it's clear that the owner had some knowledge of the CCOC as an option. When an association attempts to enforce compliance in connection with an alleged violation, it's not always clear whether an owner is fully aware of his/her rights. We encourage you to provide the notice required by the Montgomery County Code, which can be as simple as adding the following language to the official notice finding a violation:

If you disagree with a decision of the board, or of the architectural and environmental review committee, you may file a complaint with the Montgomery County Office of Common Ownership Communities. Accordingly, no further action will be taken for 14 days from the date of this letter.

A key goal of the Commission is to encourage resolution of disputes with adequate due process protections in Montgomery County's community associations.

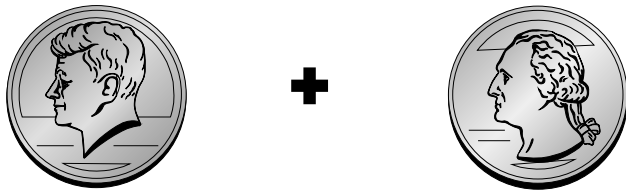


### Commission Fees Likely to Increase in FY'03

An increase in the annual fees billed to common ownership communities under the jurisdiction of the Commission on Common Ownership Communities (CCOC) is anticipated as likely, effective July 1, 2002. Currently, all homes under the CCOC's jurisdiction are billed through their respective association at \$1.50/home/year. **This is expected to increase to \$2.25/home/year** with the annual billing to be mailed on or about July 1, 2002.

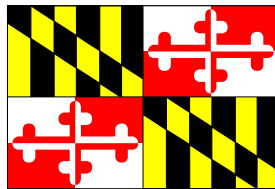
When the CCOC was established in 1992, the annual fee was \$3.00. This was reduced to the current rate of \$1.50 in 1993. Without the contemplated increase, CCOC operations -- supported only by these annual fees -- would have insufficient funds to carry out its missions.

Many associations soon will be developing and adopting budgets intended to carry them into and through calendar year 2002. We are taking this opportunity to bring the contemplated increase to your attention now, and recommend that all associations under the CCOC's jurisdiction add this fee increase into their forthcoming budgets.



### Annapolis Update 2001

Although community associations are governed, on a day-to-day basis by declarations, by-laws, covenants, and other documents drafted for the individual community, above them all are statutes enacted by our elected officials in Annapolis. Most are found in the Maryland Condominium Act and Maryland Homeowners Act, while statutes found in other sections of the Maryland Annotated Code also impact community associations. With this issue of the *CCOC Communicator*, we enclose a stand-alone insert, summarizing all of the bills introduced during the 2001 session of the Maryland Legislature, and the disposition of each.



Craig F. Wilson, Jr., CMCA®, AMS®  
Commissioner

### Decisions, Decisions...

One of the CCOC's most important missions is providing alternative means of dispute resolution for community associations. Disputes involving issues under the Commission's jurisdiction not resolved by mediation are referred to a 3-person panel, one of whom *must* be from the "resident" category. Cases with the suffix "-O" signify complaints by homeowners; those with "-G" signify complaints filed by "governing" bodies. Abstracts of recent Commission decisions include:\*

**Case No. 468-G:** This complaint was filed by a homeowner association (HOA) against an owner. The HOA alleged the owner had constructed a fence on the owner's property without first applying to do so, pursuant to the association's documents. The HOA sought removal of the fence by the owner.

The owner responded that the fence did no damage, but had several complaints against the HOA and the county that were not being addressed. However, the owner had not sought to formalize their complaints, although offered an opportunity to do so by the HOA. Neither the owner, nor a representative, appeared at the hearing.

The HOA's governing documents require owners wanting to build fences must first file an application for approval with the Board of Directors. The owner had not done so, and had not denied the HOA's allegations. The HOA, through its manager, testified that the fence did not conform to the covenants which require fences to be "substantially similar in design, dimension and material to the fences installed by the Declarant". The fence in question was not built from the same wood, or with the same shape as others in the community; it also appeared to have been constructed with poor materials and/or was poorly constructed. The HOA manager testified that the Board would not have approved an application to build the fence, as it was constructed. The manager was not able to offer expert testimony on what would have been required of the owner if an application to build the fence had been submitted and denied, or approved with conditions.

**Decision:** The panel believed there was insufficient information as to what modifications, if any, would be needed to conform the fence to the action the Board might have taken, if an application had been properly submitted in advance. In this regard, the Commission on Common Ownership Communities can only review a community's decision to determine whether it is reasonable and in accordance with

\*These are abstracts of cases only, and should not, alone, be relied on for precedential value. Each case is dependent on very specific facts, and the subject community's governing documents. Readers are encouraged to read the entire case for the full context.

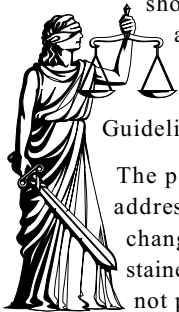
the law. The Commission cannot replace or reproduce the response of a community to an architectural application. Therefore, the owner was ordered to file an application to build the fence within thirty (30) days of the date of the panel's decision. The HOA's application for legal fees was denied.  
*January 8, 2001*

**Note:** The HOA submitted a Request for rehearing and/or reconsideration. The Panel held, with one member dissenting, that if the owner fails to comply with the Commission's Order, the HOA may apply to the Office of Common Ownership Communities for enforcement of the Decision and Order, pursuant to Sections 10B-13 and 10B-19, Montgomery County Code, 1994, as amended.



**Case No. 470-O:** The complainant/owner installed stained glass window treatment panels on the interior of windows next to, and above his front door. Subsequently, the HOA Board promulgated guidelines which prohibited the type of window treatment previously installed by the owner. The owner requested the Board to rescind this particular part of the Guidelines, citing that it exceeded the HOA's covenants. The Board later determined the owner's window treatments were in violation of the Guidelines, but that they would grandfather in the owner's window treatments, not pursuing the matter as a violation. The owner objected to the Board's finding of a technical violation of the Guidelines, and sought their rescission.

The basis for the owner's argument that the Guidelines should be rescinded was the his understanding that additional consents were required pursuant to the HOA Declaration, but not obtained. In this regard, however, the owner only challenged the Guideline provisions covering the stained glass.



The pertinent section of the Association's Declaration addressed architectural controls applying only to exterior changes, such as prohibiting installation of actual stained glass windows. However, the Declaration did not provide authorization for the part of the Guidelines that would prohibit "any window treatment to create a similar exterior effect" to stained glass windows. The Board argued that another part of the Declaration authorized the Guideline provision relative to stained glass window treatments, because it prohibited bed sheets, plastic sheets, newspapers, or other similar window treatments.

**Decision:** The Panel concluded the latter provision of the Declaration applied to prohibitions of temporary window coverings that significantly detract from the appearance of the community, and that the former section of the Declaration permitted the Association to prohibit stained glass windows as an exterior window of a house. However, restrictions on interior changes to homes, including window treatments not specifically enumerated in the Declaration were not permit-

ted. This included window treatments causing a window to have the exterior appearance of stained glass.

*January 12, 2001*



**Case No. 473-O:** Complainant is the owner of a single family colonial-style home in an HOA. Windows in this style house have mullions installed on the interior portion; the mullions can be removed to allow for cleaning the window. Other contemporary-style homes in the HOA have windows that were not designed with mullions.

The HOAs covenants required prior approval by the Board of Directors, or Architectural Control Committee with respect to any exterior changes to hoes. The homeowner removed the window mullions from his home without prior approval. The removal was, in part, personal taste, and because when removed for cleaning, they were fragile and sometimes broke.

At a hearing conducted by the HOA, the Board found that removing the mullions violated the covenants, that fines would be levied if the owner did not re-install the mullions within 30 days. The owner did not re-install the mullions but, instead, filed a Complaint with the Commission.

The HOA advised it was aware of other colonial-style homes where owners had removed the mullions, and was seeking to enforce the covenants against those owners, as well. The owner argued, however, that the mullions were on the inside of the house, and therefore, the HOA covenants, which applied only to the exterior, did not apply.

**Decision:** The covenants relied on by the Board do not apply to interior changes or alterations, and did not lend themselves to permitting such restrictions. Moreover, even if the covenants could be construed to apply to the interior of homes, the burden is on the HOA to show that such application is reasonable. The HOA did not introduce any evidence to establish that mullions for the colonial-style homes were an essential architectural characteristic such that it would be reasonable to prohibit their removal. Therefore, the panel held that it was unreasonable for the HOA to prohibit the complainant/owner from removing the mullions from his windows.  
*November 29, 2000*



**Case No. 474-G:** In 1995, the Respondent homeowners installed skylights on the front portion of the roof of their residence before moving in. In 1998, they were informed by the HOA manager that the skylights were in violation of the association's covenants, and would have to be relocated to the rear of the house. The owners took no action, notwithstanding another letter from a subsequent manager one year later; one month later, the board held a hearing to consider the violation. At the hearing, the owners claimed they were

unaware of the architectural control regulations barring installation of the skylights on the front side roof of the home. The Board subsequently notified the owners of their decision to hold them in violation, and provided about 45 days to correct the situation.

Five months later, the owners had not taken any action, and wrote to the managing agent admitting they had failed to read the covenants prohibiting installation of skylights on the front portion of the roof. However, they averred that they did not believe the skylights would depreciate the property value, or adversely affect community aesthetics. At no time did the owners apply for permission to modify and/or reconstruct the physical appearance of the home by installing skylights. No other homes in the HOA have skylights in the front roof portion of the home.

The Panel analyzed the language of the HOA's covenants, authority granted to the Architectural Committee, and relevant regulations which specifically prohibit skylights on the front portion of the roof (which is an area to be maintained by the owner). Remedies for violations include being required to restore the altered premises to the original condition at the owner's expense.

**Decision:** That the owners were unaware of the requirement to file an application and obtain approval for the exterior changes cannot be considered an exception to complying with any covenants or regulations. Moreover, the HOAs regulations were considered clear, unambiguous and reasonable. Therefore, the owners were held to be in continuing violation of the HOA's covenants.

The Panel ordered that the owners were to relocate the skylights to the rear of the roof area, or remove them completely. However, because the HOA was aware of the violation for more than 3 years, the owners will have 3 years from the date of the Panel's order to comply with it.



January 2, 2001

**Case No. 478-G:** The HOA filing the Complaint notified a homeowner of numerous violations on his property. These included a fence and deck requiring repainting and repair; removing stumps, fake flowers, and other lawn ornaments; removing a shopping cart from behind the fence; mowing and trimming high grass; removing a fireplace, appliance, metal play set and other debris from the backyard; removing vines from the house; returning the garage windows to clear glass; and removing colored lights. The owner was given 30 days to comply. When this was not done, the board held a hearing. Although the owner was unable to attend the hearing, he advised he would bring the property into compliance. Following the hearing, the board gave the owner 30 days to correct the violations, or they would file a complaint with the Commission.

The HOA filed its complaint with the Commission; the owner did not respond. At the hearing, the HOA presented evidence, including photographs. The owner failed to attend the hearing or refute the case presented by the HOA. The Panel found that the photographs presented into evidence supported the HOA's claims.

**Decision:** The Panel found the Covenants were valid and enforceable, and that they provided the HOA with the authority to impose the requirement for owners to maintain their houses and yards in a manner acceptable to the community. Because the owner did not attend the Commission hearing or send a representative, or challenge the HOA's evidence, the Panel believed it had no option but to find in favor of the HOA. The Panel ordered the owner to maintain the house and property to the reasonable standards established by the HOA, completing same within 45 days of the Order, with painting completed by April 15, 2001.

January 12, 2001



**Case No. 482-G:** An HOA filed this dispute against homeowners, alleging they erected a fence without written approval of the association. The owners claimed the HOA had allowed similar fences, and was barred from requiring removal of their fence.

The HOA Declaration prohibited owners from installing fences (and other certain improvements) until the plans and specifications were submitted to and approved by the architectural control committee (ACC). The owners submitted a written application, requesting a response in four days, as they expected to install their fence the next weekend. The HOA Declaration provided a 60-day response period. Approval was not received within four days, and construction of the fence commenced. The chair of the ACC testified that he stopped by the owner's residence while the fence was under construction, and informed the owners that continuing was at their own risk, since it had not received ACC approval. The owners acknowledged same.

About one month later, the ACC chair advised the HOA managing agent that the ACC had rejected the "already constructed" fence as not meeting the style criteria described in the Declaration: that they be substantially similar in design, dimension and material to fences installed by the Declarant as part of original construction. There was conflicting testimony as to when the owners were informed, in writing, of the denial of their application, although they admitted the fence was built well before the expiration of the 60-day limit for the HOA to review their application. The HOA testified that they considered the Declarant fence to be "estate" style (split rail), but admitted it had not promulgated guidelines or standards as to what constituted "estate" style. The owners testified that when they built their board-on-board fence, two other lot owners had similarly-styled fen-



ces, and that the HOA (through its former management agent) had been unresponsive to their earlier inquiries concerning appropriate fence styles. Of the two other fences, the HOA had proceeded against one, which had been removed as of the hearing date. The other fence appears to have been approved by the developer-appointed Board, and the current Board did not believe the HOA could legally require its removal.

**Decision:** The evidence presented supported the HOA's position that the owners never received approval for their fence, and that it was installed with full knowledge that it had not been approved. Any dispute as to when the owners learned the application had been denied was moot because they installed the fence prior to the expiration of the HOA's Declaration-mandated review period. Denial of the application was not arbitrary or capricious, and reasonably related to and consistent with the HOA's interpretation of the style of fence permitted by its Declaration. (The panel recommended, however, that the HOA adopt, and properly record written guidelines in the homeowner association depository, as to approved "estate" style fencing.) The owners were ordered to remove the fence not later than December 31, 2001.

April 4, 2001

## Finding Those Videos!

So, you went to your nearby Montgomery County library, and you just couldn't find those videos we've been telling you about. You know -- the educational videotapes about community associations. To recap, there are seven videos in the series; each is assigned a separate catalogue number (which is the same number throughout the library system):

**Welcome Home.** There are two separate videos:

A general guide for understanding the functions of *homeowners' associations* (17 min). Catalog no. VIDEO 643.2 WEL.

A general guide for understanding the functions of *condominium associations* (17 min). Catalog no. VIDEO 643.106 WEL.

**Board.** A guide on how to be an effective board member in a community association (40 min). Catalog no. VIDEO 643.106 BOA.

**Reserves.** A guide for preparing a capital repair and replacement reserve plan for community associations (35 min). Catalog no. VIDEO 643.106 RES.

**Meetings.** A guide for holding effective board and general meetings in community associations (25 min). Catalog no. VIDEO 643.106 MEE.

**Insurance.** There are two separate videos, each bearing Catalog no. VIDEO 368 INS:

- A guide for understanding insurance for owners in community associations (7 min).
- A guide for understanding casualty, liability, and other insurance coverage for community associations (34 min).

How do you know whether your library has the title you're looking for on its shelf? Find out online at: [www.mont.lib.md.us](http://www.mont.lib.md.us) -- the web site for the Montgomery County Library system. Under "Library Catalog", click on "Catalog"; at the next page, click on "All Materials Catalog." You will be taken to the search page, from which you can locate all of the videos under the subject heading of either "homeowners associations" or "condominium associations." Select/click the desired title; a list of all libraries for that title will appear, identifying the section at that library where the video can be found: "adult" (it's on the shelf); "in process"; "checked out," or "holds."

Now, all you need is the popcorn!

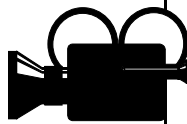


## Are Homes Being Rented In Your Community?

Many owners of homes in common ownership communities -- single family, townhouses, and apartments -- rent their homes to others. Chapter 29 of the Montgomery County Code requires these owners to be licensed before renting their homes. This obligation rests with the owner of the individual home, not the association's governing body. (If your association is in an incorporated municipality, this may not apply to you.)

The licensing process entails completion and submission of a Rental Facility License Application to the Licensing & Registration office of the Division of Consumer Affairs, and payment of an annual license fee to the County. The license fee year runs from July 1 through the following June 30, coinciding with the County's fiscal year. Failure to obtain a rental license is a Class A violation (misdemeanor), and may subject the unit/homeowner renting their home to pay a civil fine as a penalty.

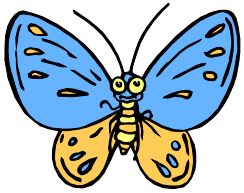
What should the County's common ownership communities do? Annually, it is recommended that a gentle reminder be included in an association's communications to its owners; newsletters, notices of annual meetings, and the like are good vehicles. Additional information is available on the County's web site at: [www.co.mo.md.us/services/hca/Consumer/LR-LandlordTenant.HTML](http://www.co.mo.md.us/services/hca/Consumer/LR-LandlordTenant.HTML), which includes a link for downloading the required application form. In addition, the County has published a *Landlord-Tenant Handbook*, which can be found at: [www.co.mo.md.us/services/hca/lthdbk.htm](http://www.co.mo.md.us/services/hca/lthdbk.htm). For more information, please call the Licensing and Registration Unit at (240) 777-3636.



## New FAQ's: Condominium Elections

Few condominiums probably have had to address the conundrum of the dimpled, pregnant, or hanging chad. The butterfly ballot, the butt of countless jokes and post-election taunts, well, it's flown the coop.

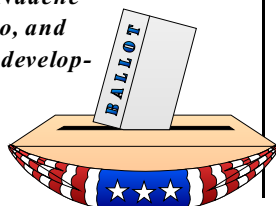
But, seriously, annual elections can be the source of unintended misunderstandings in the best of condominium communities. The second in our series of FAQ's seeks to identify some of the more common election questions facing condominium and communities. Why "condominiums"? The Maryland Condominium Act provides specific requirements for conducting annual elections. The Maryland Homeowners Association Act is less structured. Both types of communities, as well as co-operatives, are covered by the Montgomery County Code. While perhaps less confusing to address the one common denominator: condominiums, many, if not most of the procedures in our latest FAQ's are easily adaptable to all community associations seeking fair and open elections. Some of the more frequent questions we've asked, and hopefully answered, include:



- ✓ What is the authority for calling an *Annual Election*?
- ✓ When should elections be held for board members?
- ✓ Are there deadlines for scheduling elections?
- ✓ What is the *Call for Nominations*?
- ✓ What information needs to be included in the formal Annual Meeting Notice?
- ✓ What is a *Proxy*, and what does it do?
- ✓ Can *Absentee Ballots* be used?
- ✓ What is a suggested procedure and agenda for the Annual Meeting and election?
- ✓ What other ideas can we suggest to improve elections?

Even if you believe you know all the answers, this is necessary reading! As with our first FAQ brochure *{What New and Existing Homeowners Should Know About Their Homeowner/Condominium Association}*, copies will be distributed to all County libraries, regional service centers, and registered community associations (inserted in this newsletter). For additional copies, telephone the CCOC at (240) 777-3766.

*Special thanks to Commissioners Nadene Neel, Arlene Perkins, Clara Perlingiero, and Richard Skobel for their hard work in developing this FAQ brochure.*



## Why Two Drains?

by Katie Riddle, Century Pool Management

Many community pools are under construction this Spring to comply with state suction entrapment regulations. Section 10.17.01.28 of the Code of Maryland Regulations ("Suction Entrapment Prevention") requires that all public swim facilities provide suction entrapment prevention on pools and spas by June 1, 2002. The State adopted this amendment, effective March 20, 2000, in response to horrific injuries and deaths due to drain entrapment.

Maryland regulators are approving two options to comply with this new regulation: dual main drains, or an influent blockage detection device. Dual main drains, which are the cause of so much construction this year, allow the suction force of a pool's pump to divert in the event that one of the two drains is blocked. Many in-ground pools and spas are opting for this method of compliance because dual drains are a structural entrapment prevention. Unlike a mechanical device, dual drains have no integral parts that could malfunction. From a community member's standpoint, the drains are a one-time cost.

Mechanical blockage detection devices sense sudden increases in vacuum and respond by releasing the pump's suction to free a possible line blockage. Generally, a facility opts for this method of compliance for either structural or financial reasons. In some cases, removing a section of pool floor to install dual drains may compromise the pool structure. This is often the case for rooftop pools, which are suspended by a cradle. Financially, a blockage detection device involves less initial expenditure than dual drains. However, a mechanical device has associated maintenance costs and the potential for replacement.



Whichever option a swim facility chooses, community members will see pool budgets increase this year or next, but will also swim in safer pools.

*Thank you* **The Oaks Condominium**, of White Oak! On March 27, 2001, Commissioners Leesa Weiss and Harold Huggins met with the members and the Board of Directors of The Oaks Condominium to share ideas for undertaking a reserve study. If you'd like us to meet with your association, please write, let us know what questions or issues we might help you with, and provide us with the name and phone number(s) of who we can call.

## Get Wired! Resources Online



Growth in using the Internet as a resource has been phenomenal! In addition to our back-page listings of local County offices and telephone numbers, we're adding a standing column of web sites of interest to homeowners in common ownership communities. Unless noted, all web sites use the "www." prefix.

### Local Government:

- Housing Opportunities Commission [hocweb.org](http://hocweb.org)  
 Montgomery County Council [mo.md.us/council](http://mo.md.us/council)  
 Montgomery County Executive  
 • Douglas Duncan [co.mo.md.us/executive](http://co.mo.md.us/executive)  
 Montgomery County Government [co.mo.md.us](http://co.mo.md.us)  
 • Community Use of Public Facilities [cupf@co.mo.md.us](mailto:cupf@co.mo.md.us)  
 • Department of Environmental Protection  
[co.mo.md.us/services/dep](http://co.mo.md.us/services/dep)  
 • Stormwater Facilities  
[www.\[.....\]/dep/DEP/StrmWater/strmfac.html](http://www.[.....]/dep/DEP/StrmWater/strmfac.html)  
 • Department of Housing & Community Affairs  
[co.mo.md.us/services/hca](http://co.mo.md.us/services/hca)  
 • Division of Code Enforcement  
[co.mo.md.us/services/hca/\[.....\].html](http://co.mo.md.us/services/hca/[.....].html)  
 • Division of Consumer Affairs  
[co.mo.md.us/services/hca/Consumer/consumers.html](http://co.mo.md.us/services/hca/Consumer/consumers.html)  
 • Commiss'n on Common Ownership Communities  
[co.mo.md.us/CCOC](http://co.mo.md.us/CCOC)  
 • Department of Permitting Services  
[co.mo.md.us/services/permitting](http://co.mo.md.us/services/permitting)  
 Montgomery County Judicial System [co.mo.md.us/judicial](http://co.mo.md.us/judicial)  
 • Circuit Court [co.mo.md.us/judicial/circuit/mcccourt.html](http://co.mo.md.us/judicial/circuit/mcccourt.html)  
 • District Court [co.mo.md.us/district/mcdcourt.html](http://co.mo.md.us/district/mcdcourt.html)  
 • Clerk of the Court Land Records Department  
[co.mo.md.us/judicial/circuit/services/crtclerk/landrec/land.html](http://co.mo.md.us/judicial/circuit/services/crtclerk/landrec/land.html)  
 Montgomery County Library [mont.lib.md.us](http://mont.lib.md.us)  
 Montgomery County Planning Board [mncppc.org](http://mncppc.org)  
 Montgomery County Police [co.mo.md.us//services/police](http://co.mo.md.us//services/police)

### State Government:

- Maryland Attorney General's Office  
 Consumer Protection Div. [oag.state.md.us/consumer](http://oag.state.md.us/consumer)  
 Maryland General Assembly [mlis.state.md.us](http://mlis.state.md.us)  
 Maryland State Government [mec.state.md.us/mec](http://mec.state.md.us/mec)  
 Maryland Secretary of State [sos.state.md.us](http://sos.state.md.us)  
 Maryland Condominium Act  
[sos.state.md.us/sos/condos/html/condoindex.html](http://sos.state.md.us/sos/condos/html/condoindex.html)  
 Maryland Statutes  
[mlis.state.md.us/cgi-win/web\\_statutes.exe](http://mlis.state.md.us/cgi-win/web_statutes.exe)

### Municipalities:

- Chevy Chase Village [ccvillage.com](http://ccvillage.com)  
 Friendship Heights [erols.com/friendshiphtsvillage](http://erols.com/friendshiphtsvillage)  
 Gaithersburg [ci.gaithersburg.md.us](http://ci.gaithersburg.md.us)  
 Garrett Park [cais.com/garrettpark](http://cais.com/garrettpark)  
 Olney [olneymd.com](http://olneymd.com)  
 Poolesville [ci.poolesville.md.us](http://ci.poolesville.md.us)  
 Rockville [ci.rockville.md.us](http://ci.rockville.md.us)  
 Takoma Park [cityoftakomapark.org](http://cityoftakomapark.org)

### Federal Government:

- Federal Communications Commission  
 Telecommunications Act of 1996  
[fcc.gov/telecom.html](http://fcc.gov/telecom.html)

### Public Utilities:

- Allegheny Power (Potomac Edison) [alleghenypower.com](http://alleghenypower.com)  
 Baltimore Gas & Electric (BG&E) [bge.com](http://bge.com)  
 Potomac Electric Power Company (PEPCO) [pepco.com](http://pepco.com)  
 Washington Gas [washgas.com](http://washgas.com)  
 Washington Suburban Sanitary Commission (WSSC)  
[wssc.dst.md.us](http://wssc.dst.md.us)

### Consumer Interest:

- Omega Fire Sprinkler Settlement &  
 Recall Information [omegarecall.com](http://omegarecall.com)

### Associations/Organizations:

- Community Associations Institute  
 Publications and Periodicals [caionline.org](http://caionline.org)  
[caionline.org/pubs](http://caionline.org/pubs)  
 Community Associations Institute  
 Washington Metropolitan Chapter [caidc.org](http://caidc.org)  
 Institute of Real Estate Management [irem.org](http://irem.org)  
 IREM West-Central Maryland Chap. [irem92.org](http://irem92.org)  
 Maryland Homeowners Association  
[erols.com/marylandhomeownersassociation](http://erols.com/marylandhomeownersassociation)  
 Metropolitan Washington Council  
 of Governments [mwcog.org](http://mwcog.org)  
 National Board of Certifications for  
 Community Association Managers [nbccam.org](http://nbccam.org)  
 Regensis [regensis.net](http://regensis.net)  
 Rockville Community Network [rocknet.org](http://rocknet.org)





## Useful County Phone Numbers for Common Ownership Communities

Department of Housing and Community Affairs	
Division of Consumer Affairs	
Office of Common Ownership Communities	(240) 777-3766
	TDD (240) 777-3679
Cable Television	(240) 777-3636
Landlord-Tenant	(240) 777-3636
Licensing Registration	(240) 777-3636
Code Enforcement	(240) 777-3600
Circuit Court	(240) 777-9400
Homeowner Association Depository	(240) 777-9403
Land Records	(240) 777-9477
Community Use of Public Facilities	(240) 777-2706
County Council	(240) 777-7900
County Executive	(240) 777-2500
Department of Permitting Services	
Zoning Information	(240) 777-6240
Stormwater Inspections	(240) 777-6266
General Information	(240) 777-1000
Housing Opportunities Commission	(301) 929-6700
Human Relations Commission	(301) 468-4260
Libraries	(240) 777-0002
Park and Planning Commission	(301) 495-4600
Police Department (non-emergency)	(301) 279-8000
Abandoned Autos	(301) 840-2454
Animal Control	(301) 279-1066
Community Outreach	(301) 840-2585
Department of Public Works & Transportation	
	(240) 777-7170
Roadway Reimbursement Program (Division of Highway Services)	<i>not available yet</i>
Traffic Operations	(240) 777-2190
Trash & Recycling Collection	(240) 777-6410



## FY 2002 COMMISSION PARTICIPANTS\*

### COMMISSIONERS:

#### Residents (Condominiums/Homeowner Associations):

Margaret Bruce  
 Arlene Perkins, *Vice Chair, CCOC*  
 Clara Perlingiero  
 Richard Price  
 Russell P. Subin  
*Chair, Legislative Committee*  
 Leesa N. Weiss  
*Chair, Education Committee*



#### Professionals Associated with Common Ownership Communities:

Howard Cihak, PCAM<sup>®</sup>  
 Michael Maloney, AMS<sup>®</sup>  
 Nadene L. Neel  
 Richard Skobel, CPM<sup>®</sup>  
 Dean Stoline  
 Craig F. Wilson, Jr., CMCA<sup>®</sup>, AMS<sup>®</sup>

#### Real Estate Sales and Development:

Lawrence Gaffigan, CPM<sup>®</sup>, *Chair, CCOC*  
 Harold H. Huggins, CPM<sup>®</sup>  
 R. Barry Wertlieb

#### COUNTY ATTORNEY'S OFFICE:

Walter Wilson *Assistant County Attorney*

#### VOLUNTEER PANEL CHAIRS:

William Hickey  
 Christopher Hitchens  
 John McCabe  
 Peter Philbin  
 Stephen Reilly  
 Dinah Stevens  
 Jeffrey Van Grack



#### DIVISION OF CONSUMER AFFAIRS:

George Rose, *Chief*  
 Evan Johnson, *Administrator*  
 Maureen Harzinski, *Investigator*

#### EX-OFFICIO NON-VOTING REPRESENTATIVES:

Tom Ogle, Mike McElroy, *Dept. of Environ. Protection*  
 David B. Moss, *Dept. of Public Works and Transportation*  
 Ken Hartman, *County Council*  
 Richard R. Brush, *Dept. of Permitting Services*  
 Debra Yerg Daniel, *M-NCPPC*

\*As of June 1, 2001

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