



Annual Survey, Fiscal Year 2018

Pursuant to Montgomery County Code Section 10B, all common ownership communities are required to annually notify their members of the existence and role of the CCOC.

Pursuant to Montgomery County Code Section 10B, as of January 1, 2016, all members of the governing body of a common ownership communities must successfully complete the educational curriculum developed by the CCOC or a similar educational curriculum administered by another organization that is approved by the CCOC within 90 days after being elected or appointed to the governing body for the first time after January 1, 2016.

Note that Section 29-51(h) of the Montgomery County Code requires the governing body of each Common Ownership Community (COC) to provide the DHCA with a list of all known rental units within the community, including the rental unit address and the name and address of each rental unit landlord.

Please email the completed survey to DHCA.COC@montgomerycountymd.gov

COMMUNITY INFORMATION

Registration Number

Name of Common Ownership Community

Please write the full legal name of the entity as it appears in the Declaration

1. Corporate Address

Address

City

State

Zip code

Preferred email address

Preferred phone number

Primary Contact Name / Title

2. If the community is part of an umbrella/master organization, provide its name

3. Community Type

Condominium

Cooperative

Homeowner
Association

Umbrella/Master
Organization

4. Incorporation Date

5. Turnover to Members

6. Total number of residential units of all types

7. CCOC Fee Amount Paid

FINANCIAL INFORMATION

1. Total projected annual budget income from assessments for the current fiscal year

2. Projected reserve contribution for the current fiscal year

3. Reserve fund balance as of December 31 of the previous year

4. Total Dollar amount of accounts receivable as of December 31 of the previous year

5. Total number of units that are more than one year in arrears

6. Total number of units that are in foreclosure and/or bank owned

ADMINISTRATIVE INFORMATION

- 1. Date of current year's annual meeting

- 2. Number of seats on the board of directors required by the governing documents

- 3. Number of vacant board seats as of current date

- 4. Length in years of board member terms

BOARD POSITIONS

Please enter information about each board seat, including vacancies and officers.

1. POSITION

President	Vide- President	Secretary	Treasurer	Other (please specify)
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- 1. If vacant, vacant since

- 2. If not vacant, election appointment date

- 3. Board member information

Name

Address

City

State

Zip code _____

Email address _____

Phone number _____

4. Training completion date

2. POSITION

President	Vice- President	Secretary	Treasurer	Other (please specify)
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1. If vacant, vacant since

2. If not vacant, election appointment date

3. Board member information

Name _____

Address _____

City _____

State _____

Zip code _____

Email address _____

Phone number _____

4. Training completion date

3. POSITION

President	Vice- President	Secretary	Treasurer	Other (please specify)
-----------	--------------------	-----------	-----------	------------------------------

1. If vacant, vacant since

2. If not vacant, election appointment date

3. Board member information

Name

Address

City

State

Zip code

Email address

Phone number

4. Training completion date

4. POSITION

President	Vice- President	Secretary	Treasurer	Other (please specify)
-----------	--------------------	-----------	-----------	------------------------------

1. If vacant, vacant since

2. If not vacant, election appointment date

3. Board member information

Name

Address

City

State

Zip code

Email address

Phone number

4. Training completion date

5. POSITION

President

Vice-
President

Secretary

Treasurer

Other
(please
specify)

1. If vacant, vacant since

2. If not vacant, election appointment date

3. Board member information

Name

Address

City

State

Zip code _____
Email address _____
Phone number _____

4. Training completion date

MANAGEMENT INFORMATION

1. Is the community self-managed?
Yes No

2. If the community is "self-managed", provide a point of contact
Name _____
Email address _____
Phone number _____

3. If managed by a manager or management company, complete the information below
Name of manager _____
Management company _____
Address _____

City _____
State _____
Zip code _____
Email address _____
Phone number _____

FEEDBACK

Please provide any comments you may have for the CCOC on services provided by the CCOC and/or needs that you believe should be filled.

SIGNATURE

This form must be signed by the Board President; an agent signature is not acceptable.

I affirm under penalty of perjury that the information provided is true to the best of my knowledge and belief. I also understand that if there are any changes in the information, the community must notify the Commission on Common Ownership Communities within 10 days of the change.

Board President Name

Date

Please email the completed survey to DHCA.COC@montgomerycountymd.gov

NOTICE

All condominium, cooperative and homeowner associations within Montgomery County Government jurisdiction are required by Chapter 10B of the Montgomery County Code to register with the Commission on Common Ownership Communities through the Department of Housing and Community Affairs. Registration requirements as outlined in Chapter 10B of the Montgomery Code do not apply to properties within the incorporated municipalities of Chevy Chase Village, Town of Chevy Chase, City of Gaithersburg, Town of Garrett Park, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset, and Town of Washington Grove. Contact local municipalities for further information.