

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 5  
AMENDMENT 1

## INSPECTIONS OF PROPERTIES

**WHEREAS**, Article VIII, Section 14, of the Declaration authorizes the Association to enter upon any Lot at any reasonable time for the purpose of ascertaining whether any violation of the provisions of this Article or any the other provisions or requirements of the Declaration; and

**WHEREAS**, Article VIII, Section 15, of the Declaration authorizes the Association to perform necessary exterior maintenance operations if the owner of the property does not accomplish such maintenance or repairs, and authorizes the Association to charge the costs of such maintenance or repairs to the owner; and

**WHEREAS**, on May 8, 2001, the Board of Directors adopted procedures for inspections to evaluate the appearance of properties in Heritage Harbour.

**WHEREAS**, the Board of Directors considers it necessary to revise these procedures and to add criteria for the inspections.

**NOW, THEREFORE, BE IT RESOLVED THAT** Administrative Resolution 5 is amended and restated to read as follows.

RECORDING FEE 25.00  
TOTAL 25.00  
Rest # AA15 Rcpt # 46511  
RPD ME Bk # 1986  
May 18, 2010 10:54 am

**I. RESPONSIBILITIES**

The General Manager, shall be responsible for the program to inspect and evaluate properties in Heritage Harbour, including the Heritage Harbour Condominium, but excludes all other condominium properties. Responsibilities of the General Manager shall include:

1. Conducting inspections of properties in accordance with the procedures in this Resolution; and
2. Preparing and maintaining schedules, standards, and criteria for the conduct of property inspections; and
3. Investigating complaints or allegations by members that lots, residences, or common areas are not properly maintained; and
4. Notifying owners of the results of inspections of their properties; and
5. Reporting to the Board of Directors inspection schedule and when the inspections are completed.

## II. INSPECTION PROCEDURES

### A. Annual inspections - Inspections shall be conducted annually of each residence.

1. Annual inspections shall be limited to the condition of the grounds and the exterior of the residence as viewed from the sidewalk or roadway.
2. Annual inspections shall evaluate the appearance of the property and note any issues of non-compliance with the policies of the Association.
3. The evaluation of each property shall be guided by the criteria in Attachment A.
4. Each year, the General Manager shall publish in the *Harbour Lights* and on the Heritage Harbour website the schedule for inspections by District/neighborhood and the criteria for the inspections. At least two weeks prior to the commencement of inspections in a District/neighborhood, the General Manager will post a notice on the Heritage Harbour TV Channel and the Heritage Harbour Blog.
5. Owners shall be notified at least two weeks prior to scheduled inspections.
  - a. The criteria and inspection schedule shall be published annually in the *Harbour Lights*.
  - b. The schedule of inspections shall also be posted on the Heritage Harbour website and on the Heritage Harbour TV Channel.
6. The Association shall normally rely upon the program of inspections conducted by the condominium associations with the exception of the Heritage Harbour Condominium. The General Manager will conduct inspections of homes in the Heritage Harbour Condominium utilizing the criteria contained in Attachment A. The Association shall have the authority to review the criteria for the inspections conducted by the four other condominium associations.

B. Supplemental inspections - Supplemental inspections may be conducted to investigate documented complaints or as a result of observations by the Management Agent or AERC representatives. Complaints must be in writing on forms furnished by the Association. Forms are available at the Lodge Office.

1. Supplemental inspections may include the rear of the property.
2. Supplemental inspections shall use the same criteria as scheduled inspections.

- C. Resale Disclosure Inspections, which are commissioned by the seller, shall be conducted by the General Manager utilizing the criteria in Attachment A and shall include an inspection of the rear of the property.

### III. RESULTS OF INSPECTIONS

- A. An Inspection Form, as shown in Attachment A, shall be prepared to record the results of each inspection. The following is a description of the ratings.

1. Needs Attention – An item that is called to the attention of the unit owner, which may be of future concern.
2. Satisfactory - There were no observed deviations from the standards within the criteria.
3. Advisory - There were minor deviations from the standards within the criteria, which must be corrected by the next inspection or will become a violation.
4. In Violation - There were one or more deviations from the standards within the criteria, which must be corrected within 120 days of the date of the notice. *[See B.2 below.]*

B. Within thirty (30) days after an inspection, the General Manager shall mail a report to the owner of each property inspected. A post card is to be used if the property received a satisfactory rating. The report will include the date of the inspection and the evaluation. A copy of each report will be placed in the inspection files of the Association.

1. If the evaluation is Advisory, the report will advise the owner of those deviations that must be corrected prior to the next inspection.
2. If the evaluation is In Violation, the report will advise the unit owner of those items that require correction and the period during which corrections must be completed. In general, corrections must be completed within one hundred twenty (120) days following the date of the report. The General Manager may grant an extension past the one hundred twenty (120) day limit upon receipt of a signed agreement between the unit owner and a vendor to correct any deviation.
3. The report will also advise the unit owner of the procedure for appealing the evaluation.

### IV. APPEALS

Owners receiving an evaluation of Advisory or In Violation may appeal that finding.

1. Owners may request a hearing before the AERC to appeal their evaluation. The request for hearing must be submitted, in writing, to the General Manager within fifteen (15) days of the date of the report. The request for hearing may be delivered to the Lodge Office or mailed to:

Heritage Harbour Community Association  
959 River Strand Loop  
Annapolis, MD 21401

2. Upon receipt of an appeal, the General Manager will:

- a. Schedule a re-inspection of the property by a member of the AERC; and
- b. Advise the appellant of the time and date scheduled for the hearing before the AERC.

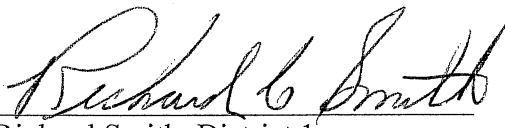
3. At that hearing, the owner may present documentary evidence or testimony from knowledgeable persons. The owner may elect another person to present his/her case. The owner shall be notified of the decision of the AERC within five (5) days of the hearing.

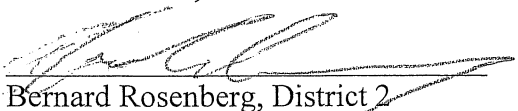
4. If the owner is not satisfied with the decision of the AERC, he/she may request a hearing before the Board of Directors. That hearing shall be in accordance with the procedures in Administrative Resolution No. 3, Section VI, B. The decision of the Board of Directors shall be final.

## V. ENFORCEMENT

A. If the owner fails to take corrective action within the period prescribed, and after all appeals have been exhausted, the Board of Directors may take action to correct the violation in accordance with the provisions of Article VIII, Section 15, of the Declaration of Covenants.

B. The expenses of the Association to correct any violation(s) on private property shall be assessed against the owner of the property.

  
Richard Smith, District 1

  
Bernard Rosenberg, District 2

Yes	No	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ray Keeler  
Ray Keeler, District 3

Yes

✓

No

Abstain

Percy Sussex  
Percy Sussex, District 4

✓

Earl Kehr  
Earl Kehr, District 5

✓

M. Jackie Miller  
M. Jackie Miller, District 6

✓

Joseph Laidley  
Joseph Laidley, District 7

✓

Amendment No. 1, Administrative Resolution No. 5 was duly approved at a regular meeting of the Board of Directors on April 14, 2010.

Patricia Garrahy  
Patricia Garrahy, Secretary, Heritage Harbour Community Association, Inc.

# INSPECTION SHEET

address

Heritage Harbour Community Association  
Property Inspections

Date of Inspection \_\_\_\_\_

At = Needs Attention S = Satisfactory Ad = Advisory V = Violation

HOUSE	At	S	Ad	V	Description of Advisory or Violation
Chimney cap/trim					<input type="checkbox"/> Discolored <input type="checkbox"/> Rusted
Roof/shingles					<input type="checkbox"/> Discolored <input type="checkbox"/> Raised <input type="checkbox"/> Missing
Fascia board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Frieze board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Rake board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Gutters/downspouts					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Loose/uneven <input type="checkbox"/> Missing
Soffits					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Bay window panels/trim					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Windows					<input type="checkbox"/> Broken/cracked glass <input type="checkbox"/> Soiled <input type="checkbox"/> Clouded
Dormers					<input type="checkbox"/> Siding <input type="checkbox"/> Rake boards <input type="checkbox"/> Glass
Trim around windows					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Shutters					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Loose
Porches/columns					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Stoops/steps					<input type="checkbox"/> Spalled <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked <input type="checkbox"/> Uneven
Storm door/screen door					<input type="checkbox"/> Wrong style/color <input type="checkbox"/> Disrepair
Siding					<input type="checkbox"/> Discolored <input type="checkbox"/> Loose <input type="checkbox"/> Missing/broken <input type="checkbox"/> Mildew/mold
Entry door					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint
Garage door					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotten wood <input type="checkbox"/> Soiled
Garage door trim					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotten wood <input type="checkbox"/> Dented
Foundation					<input type="checkbox"/> Discolored <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Wall cracks
<b>GROUNDS/YARD</b>					
Driveway					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked
Lead walks					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked <input type="checkbox"/> Uneven
Sidewalks					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked <input type="checkbox"/> Uneven
Railings					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rusted <input type="checkbox"/> Warped wood
Mailbox/paper box/ support post					<input type="checkbox"/> Starting to rust <input type="checkbox"/> Rusted <input type="checkbox"/> Needs repair <input type="checkbox"/> Discolored <input type="checkbox"/> Bent or tilted
Dead shrub(s)					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side <input type="checkbox"/> Remove
Trim shrub(s)/trees					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side
Weed/lawn maintenance					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side <input type="checkbox"/> Unsightly
Pick up debris in yard					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side
Side vents					<input type="checkbox"/> Visible lint <input type="checkbox"/> Clogged
Fences/gates					<input type="checkbox"/> Leaning <input type="checkbox"/> Slats Broken/Missing <input type="checkbox"/> Rotted
Decks/rails					<input type="checkbox"/> Rotted <input type="checkbox"/> Warped <input type="checkbox"/> Disrepair
Retaining walls					<input type="checkbox"/> Rotted <input type="checkbox"/> Uneven
Landscape edging/timber					<input type="checkbox"/> Broken <input type="checkbox"/> Uneven <input type="checkbox"/> Rotted

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 5  
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**WHEREAS**, on May 8, 2001, the Board of Directors adopted procedures for inspections to evaluate the appearance of properties in Heritage Harbour.

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1. Conducting inspections of properties in accordance with the procedures in this Resolution; and
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3. The evaluation of each property shall be guided by the criteria in Attachment A.
4. Each year, the General Manager shall publish in the *Harbour Lights* and on the Heritage Harbour website the schedule for inspections by District/neighborhood and the criteria for the inspections. At least two weeks prior to the commencement of inspections in a District/neighborhood, the General Manager will post a notice on the Heritage Harbour TV Channel and the Heritage Harbour Blog.
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B. Supplemental inspections - Supplemental inspections may be conducted to investigate documented complaints or as a result of observations by the Management Agent or AERC representatives. Complaints must be in writing on forms furnished by the Association. Forms are available at the Lodge Office.

1. Supplemental inspections may include the rear of the property.
2. Supplemental inspections shall use the same criteria as scheduled inspections.



- C. Resale Disclosure Inspections, which are commissioned by the seller, shall be conducted by the General Manager utilizing the criteria in Attachment A and shall include an inspection of the rear of the property.

### III. RESULTS OF INSPECTIONS

- A. An Inspection Form, as shown in Attachment A, shall be prepared to record the results of each inspection. The following is a description of the ratings.

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Heritage Harbour Community Association  
959 River Strand Loop  
Annapolis, MD 21401

2. Upon receipt of an appeal, the General Manager will:

- a. Schedule a re-inspection of the property by a member of the AERC; and
- b. Advise the appellant of the time and date scheduled for the hearing before the AERC.

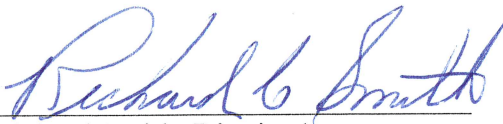
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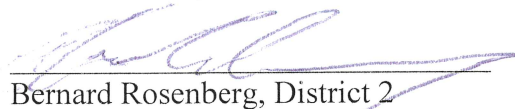
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

## V. ENFORCEMENT

A. If the owner fails to take corrective action within the period prescribed, and after all appeals have been exhausted, the Board of Directors may take action to correct the violation in accordance with the provisions of Article VIII, Section 15, of the Declaration of Covenants.

B. The expenses of the Association to correct any violation(s) on private property shall be assessed against the owner of the property.

  
Richard Smith, District 1

  
Bernard Rosenberg, District 2

Yes	No	Abstain
		
		

	Yes	No	Abstain
<u>Ray Keeler</u> Ray Keeler, District 3	<u>✓</u>	<u>      </u>	<u>      </u>
<u>Percy Sussex</u> Percy Sussex, District 4	<u>✓</u>	<u>      </u>	<u>      </u>
<u>Earl Kehr</u> Earl Kehr, District 5	<u>✓</u>	<u>      </u>	<u>      </u>
<u>Jackie Miller</u> M. Jackie Miller, District 6	<u>✓</u>	<u>      </u>	<u>      </u>
<u>Joseph Laidley</u> Joseph Laidley, District 7	<u>✓</u>	<u>      </u>	<u>      </u>

Amendment No. 1, Administrative Resolution No. 5 was duly approved at a regular meeting of the Board of Directors on April 14, 2010.

Patricia Garrahy  
Patricia Garrahy, Secretary, Heritage Harbour Community Association, Inc.

# INSPECTION SHEET

address

Heritage Harbour Community Association  
Property Inspections

Date of Inspection \_\_\_\_\_

At = Needs Attention S = Satisfactory Ad = Advisory V = Violation

HOUSE	At	S	Ad	V	Description of Advisory or Violation
Chimney cap/trim					<input type="checkbox"/> Discolored <input type="checkbox"/> Rustd
Roof/shingles					<input type="checkbox"/> Discolored <input type="checkbox"/> Raised <input type="checkbox"/> Missing
Fascia board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Frieze board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Rake board(s)					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Gutters/downspouts					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Loose/uneven <input type="checkbox"/> Missing
Soffits					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Warped
Bay window panels/trim					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Windows					<input type="checkbox"/> Broken/cracked glass <input type="checkbox"/> Soiled <input type="checkbox"/> Clouded
Dormers					<input type="checkbox"/> Siding <input type="checkbox"/> Rake boards <input type="checkbox"/> Glass
Trim around windows					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Shutters					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Loose
Porches/columns					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotted
Stoops/steps					<input type="checkbox"/> Spalled <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked <input type="checkbox"/> Uneven
Storm door/screen door					<input type="checkbox"/> Wrong style/color <input type="checkbox"/> Disrepair
Siding					<input type="checkbox"/> Discolored <input type="checkbox"/> Loose <input type="checkbox"/> Missing/broken <input type="checkbox"/> Mildew/mold
Entry door					<input type="checkbox"/> Discolored <input type="checkbox"/> Soiled <input type="checkbox"/> Chipped/cracked paint
Garage door					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotten wood <input type="checkbox"/> Soiled
Garage door trim					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rotten wood <input type="checkbox"/> Dented
Foundation					<input type="checkbox"/> Discolored <input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Wall cracks
<b>GROUNDS/YARD</b>					
Driveway					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked
Lead walks					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked <input type="checkbox"/> Uneven
Sidewalks					<input type="checkbox"/> Stained <input type="checkbox"/> Spalled <input type="checkbox"/> Cracked <input type="checkbox"/> Uneven
Railings					<input type="checkbox"/> Chipped/cracked paint <input type="checkbox"/> Rustd <input type="checkbox"/> Warped wood
Mailbox/paper box/ support post					<input type="checkbox"/> Starting to rust <input type="checkbox"/> Rustd <input type="checkbox"/> Needs repair <input type="checkbox"/> Discolored <input type="checkbox"/> Bent or tilted
Dead shrub(s)					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side <input type="checkbox"/> Remove
Trim shrub(s)/trees					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side
Weed/lawn maintenance					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side <input type="checkbox"/> Unsightly
Pick up debris in yard					<input type="checkbox"/> Front <input type="checkbox"/> Left side <input type="checkbox"/> Right side
Side vents					<input type="checkbox"/> Visible lint <input type="checkbox"/> Clogged
Fences/gates					<input type="checkbox"/> Leaning <input type="checkbox"/> Slats Broken/Missing <input type="checkbox"/> Rotted
Decks/rails					<input type="checkbox"/> Rotted <input type="checkbox"/> Warped <input type="checkbox"/> Disrepair
Retaining walls					<input type="checkbox"/> Rotted <input type="checkbox"/> Uneven
Landscape edging/timber					<input type="checkbox"/> Broken <input type="checkbox"/> Uneven <input type="checkbox"/> Rotted

ADMINISTRATIVE RESOLUTION  
NO. 5 WAS RESTATED ON APRIL  
14, 2010, AS AMENDMENT 1

USE ONLY RESTATED  
AMENDMENT 1; NOT  
ORIGINAL.

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

For deposit with the Circuit Court for Anne Arundel County this 9<sup>th</sup> day of August, 2001

RECORDING FEE 25.00  
TOTAL 25.00  
BOOK 0023 PAGE 530  
RFD KDB BK 1420  
AUG 09, 2001 11:16 am

1. Administrative Resolution No. 5 - Inspections of Properties (approved May 8, 2001)
2. Policy Resolution No. 2 - Amendment 2 - Board of Directors Policies (approved June 12, 2001)
3. Policy Resolution No. 7 - Amendment 2 - Rules and Regulations "House Rules" (approved July 10, 2001)

Return to: *Heritage Harbour Community Association, Inc.  
959 River Strand Loop  
Annapolis, Maryland 21401*

10/24/00/10300.001

By: *Elmore & Associates, P.A.*

01 AUG-9 AM 11:09

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

## ADMINISTRATIVE RESOLUTION NO. 5

## INSPECTIONS OF PROPERTIES

**WHEREAS**, Article VIII, Section 15, of the Declaration authorizes the Association to perform necessary exterior maintenance operations if the owner of the property does not accomplish such maintenance or repairs, and authorizes the Association to charge the costs of such maintenance or repairs to the owner; and

**WHEREAS**, the Board of Directors considers it necessary to carry out inspections to evaluate the appearance of properties in Heritage Harbour.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures are hereby established for inspections of properties for the purpose of evaluating the appearance of residences and grounds.

**I. RESPONSIBILITIES**

A. The Management Agent, acting for the Board of Directors, shall be responsible for the program to inspect and evaluate properties in Heritage Harbour, except those properties within condominiums. Responsibilities of the Management Agent shall include:

1. Conducting inspections of properties in accordance with the procedures in this Resolution; and
2. Preparing and maintaining Standard Operating Procedures for the conduct of property inspections; and
3. Investigating complaints or allegations by members that lots, residences, or common areas are not properly maintained; and
4. Notifying owners of the results of inspections of their properties; and
5. Reporting to the Board of Directors the results of inspections.

B. The AERC shall be responsible for:

1. Making recommendations to the Board of Directors in matters related to the inspection of properties; and

2. Assisting the Management Agent in the conduct of inspections; and
3. Assisting the Management Agent in developing and maintaining inspection standards.

## II. INSPECTION PROCEDURES

A. Annual inspections - Inspections shall be conducted annually to provide for the inspection of each residence at least once during any three-year period.

1. Annual inspections shall be limited to the condition of the grounds and the exterior of the residence as viewed from the sidewalk or roadway.
2. Annual inspections shall evaluate only those areas that significantly affect property values and curb appeal.
3. The evaluation of each property shall be guided by standards in the Standard Operating Procedures for inspections.
4. When practicable, a member of the AERC shall accompany the Management Agent. Preferably, the AERC member shall be a representative from the District where the inspection is conducted.
5. Homeowners shall be notified at least two weeks prior to scheduled inspections.
  - a. Notification of scheduled inspections shall be published in the *Harbour Lights* or by mail sent to homeowners in the neighborhood(s) to be inspected, and shall include the scheduled date(s) of the inspection and the inspection standards.
  - b. Announcements shall be made on the Heritage Harbour TV Channel and on the Heritage Harbour web site of the schedule for inspections by neighborhood.
6. The Association shall normally rely upon the program of inspections conducted by the condominium associations. However, the Association shall have the authority to review the program of inspections conducted by the condominium associations.

B. Supplemental inspections - Supplemental inspections may be conducted to investigate documented complaints from residents or as a result of observations by the Management Agent or AERC representatives.

1. Supplemental inspections may include the rear of the property. The Management Agent may not, however, trespass on private property.



2. The homeowner shall be notified by mail at least two weeks prior to the inspection of the reason for the inspection and the scheduled date.
3. Supplemental inspections shall use the same standards as scheduled inspections.

### III. RESULTS OF INSPECTIONS

A. Each property inspected shall be evaluated as:

1. Satisfactory - There were no observed deviations from the standards.
2. Advisory - There were minor deviations from the standards which, if uncorrected, would lead to a violation.
3. In Violation - There were one or more deviations from the standards, which requires correction.

B. Within thirty (30) days after an inspection, the Management Agent shall mail a report to the owner of each property inspected that received an Advisory or In Violation evaluation. The report will include the date of the inspection and the evaluation. A copy of each report will be placed in the files of the Association.

1. If the evaluation is Advisory, the report will advise the owner of those deviations that should be corrected to avoid a violation.
2. If the evaluation is In Violation, the report will advise the owner of those deviations that require correction and the period during which corrections must be completed (normally forty-five (45) days following the date of the report). The owner will also be advised of the process for appealing the evaluation.

### IV. APPEALS

A. Homeowners receiving an evaluation of In Violation may appeal that finding.

1. Homeowners may request a hearing before the AERC to appeal their evaluation. The request for hearing must be submitted, in writing, to the Management Agent within fifteen (15) days of the date of the report. The request for hearing may be delivered to the Lodge Office or mailed to:

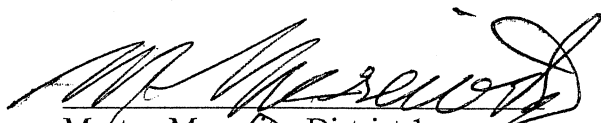
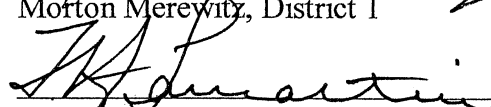
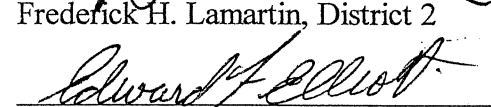
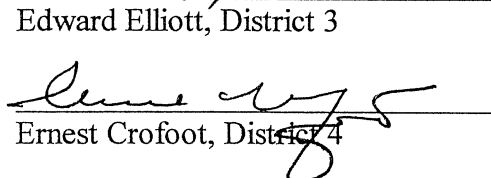
Heritage Harbour Community Association  
959 River Strand Loop  
Annapolis, MD 21401

2. Upon receipt of an appeal, the Management Agent will:
  - a. Schedule a re-inspection of the property by a member of the AERC that was not involved in the original inspection; and
  - b. Advise the appellant of the time and date scheduled for the hearing before the AERC.
3. At that hearing, the homeowner may present documentary evidence or testimony from knowledgeable persons. The homeowner may elect another person to present his/her case. The homeowner shall be notified of the decision of the AERC within five (5) days of the hearing.
4. If the homeowner is not satisfied with the decision of the AERC, he/she may request a hearing before the Board of Directors. That hearing shall be in accordance with the procedures in Administrative Resolution No. 3, Section VI, B. The decision of the Board of Directors shall be final.

## V. ENFORCEMENT

A. If the homeowner fails to take corrective action within the period prescribed, and after all appeals have been exhausted, the Board of Directors may take action to correct the violation in accordance with the provisions of Article VIII, Section 15, of the Declaration.

B. The expenses of the Association to correct any violation(s) on private property may be assessed against the owner of the property.

	Yes	No	Abstain
 Morton Merewitz, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Frederick H. Lamartin, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Elliott, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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J. Fred Woolard  
J. Fred Woolard, District 5

John Davis  
John Davis, District 6

Arthur Rudmann  
Arthur Rudmann, District 7

Yes	No	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Administrative Resolution No. 5 was duly approved at a regular meeting of the Board of Directors on May 8, 2001.

Robert N. Bartel

Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

For deposit with the Circuit Court for Anne Arundel County this 9<sup>th</sup> day of August, 2001.

RECORDING FEE 25.00  
TOTAL 25.00  
APR 2001 58443  
RPD RDB BIK 1422  
AUG 03, 2001 11:16 am

- ✓ 1. Administrative Resolution No. 5 - Inspections of Properties (approved May 8, 2001)
2. Policy Resolution No. 2 - Amendment 2 - Board of Directors Policies (approved June 12, 2001)
3. Policy Resolution No. 7 - Amendment 2 - Rules and Regulations "House Rules" (approved July 10, 2001)

Return to: *Heritage Harbour Community Association, Inc.  
959 River Strand Loop  
Annapolis, Maryland 21401*

10/24/00/10300.001

By: *Elmore & Associates, P.A.*

01 AUG-9 AM 11:09

**HERITAGE HARBOUR COMMUNITY ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NO. 5**

**INSPECTIONS OF PROPERTIES**

**WHEREAS**, Article VIII, Section 15, of the Declaration authorizes the Association to perform necessary exterior maintenance operations if the owner of the property does not accomplish such maintenance or repairs, and authorizes the Association to charge the costs of such maintenance or repairs to the owner; and

**WHEREAS**, the Board of Directors considers it necessary to carry out inspections to evaluate the appearance of properties in Heritage Harbour.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures are hereby established for inspections of properties for the purpose of evaluating the appearance of residences and grounds.

**I. RESPONSIBILITIES**

A. The Management Agent, acting for the Board of Directors, shall be responsible for the program to inspect and evaluate properties in Heritage Harbour, except those properties within condominiums. Responsibilities of the Management Agent shall include:

1. Conducting inspections of properties in accordance with the procedures in this Resolution; and
2. Preparing and maintaining Standard Operating Procedures for the conduct of property inspections; and
3. Investigating complaints or allegations by members that lots, residences, or common areas are not properly maintained; and
4. Notifying owners of the results of inspections of their properties; and
5. Reporting to the Board of Directors the results of inspections.

B. The AERC shall be responsible for:

1. Making recommendations to the Board of Directors in matters related to the inspection of properties; and

2. Assisting the Management Agent in the conduct of inspections; and
3. Assisting the Management Agent in developing and maintaining inspection standards.

## II. INSPECTION PROCEDURES

A. Annual inspections - Inspections shall be conducted annually to provide for the inspection of each residence at least once during any three-year period.

1. Annual inspections shall be limited to the condition of the grounds and the exterior of the residence as viewed from the sidewalk or roadway.
2. Annual inspections shall evaluate only those areas that significantly affect property values and curb appeal.
3. The evaluation of each property shall be guided by standards in the Standard Operating Procedures for inspections.
4. When practicable, a member of the AERC shall accompany the Management Agent. Preferably, the AERC member shall be a representative from the District where the inspection is conducted.
5. Homeowners shall be notified at least two weeks prior to scheduled inspections.
  - a. Notification of scheduled inspections shall be published in the *Harbour Lights* or by mail sent to homeowners in the neighborhood(s) to be inspected, and shall include the scheduled date(s) of the inspection and the inspection standards.
  - b. Announcements shall be made on the Heritage Harbour TV Channel and on the Heritage Harbour web site of the schedule for inspections by neighborhood.
6. The Association shall normally rely upon the program of inspections conducted by the condominium associations. However, the Association shall have the authority to review the program of inspections conducted by the condominium associations.

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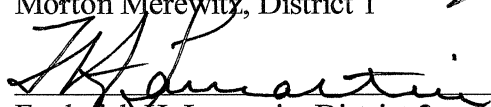
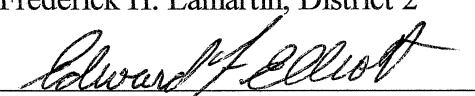
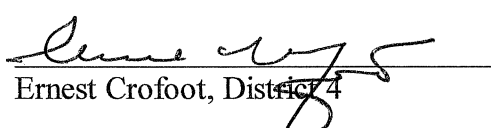
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 Frederick H. Lamartin, District 2	✓	_____	_____
 Edward Elliott, District 3	✓	_____	_____
 Ernest Crofoot, District 4	✓	_____	_____



Yes	No	Abstain
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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J. Fred Woolard

J. Fred Woolard, District 5

John Davis

John Davis, District 6

Arthur Rudmann

Arthur Rudmann, District 7

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Robert N. Bartel

Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.