

These rules are to protect the investment of homes and property in Highland Manor and strive for the proper environment for all residents to live and enjoy themselves. They are in no way meant to restrict our freedoms or liberties. These rules prevent nuisances and detractions from the Community while promoting convenience, safety, and welfare for all residents who call Highland Manor home.

**Please see below for "New Violations and Enforcement Policy for Fines and Penalties Dispute Settlement Mechanism" at end of the Rules.**

1. No homeowner shall have any right to receive administrative services from the Association unless or until all fees are paid in full.
2. If an amount due is paid with a check returned as insufficient funds, a service charge of **\$50.00** will be assessed and payable immediately in the form of certified check or money order in addition to the dollar amount of the original check.
3. All fences and outside structures need Board approval **before** installation. No fences higher than seventy-two (72) inches will be permitted. The Homeowner is responsible for maintaining and trimming both sides of their fence, following Rule 10. Fences shall not be in, across, over, or upon any area designated as a drainage easement, ditch, or other such water drainage area unless the bottom of the fence stands a minimum of six (6) inches above the ground level in the designated drainage area and does not violate any Washington County zoning laws as per the Washington County Subdivision Ordinance Section 405(9). **Failure to comply will result in an initial fine of \$50.00; if steps are not taken to resolve the violation, the Violator will continue to be assessed a \$75.00 fine weekly until the violation has been resolved.**
4. According to Washington County Ordinance, all Lots must have housing numbers of at least 4" tall with reflective material for safety reasons visible from the street. If the home is more than 25' from the road, numbers must be placed on a sign at the access point.
5. All trash must be placed **in** proper containers and at the street edge on designated trash pickup day. Containers must be at least 4' apart and unobstructed. All containers must be removed from the street within 48 hours after pickup.
6. Highland Manor recognizes all Washington County pet regulations as listed on the Washington County Humane Society website, [Ordinances | Hswc \(hswcmd.org\)](http://Hswc(hswcmd.org)). including but not limited to a, b, and c below:
  - a. The owner of every animal shall be responsible for preventing/removing urine and feces deposited by their animal on public byways, recreational areas, or private property.
  - b. Pet waste is the responsibility of each pet owner. The lot owner/pet owner is to clean up the feces on their lot regularly and immediately elsewhere.
  - c. Pets of any kind beyond where they live or is visiting shall always be leashed. Pets are not permitted in any of the common areas including the water retention ponds/catch basins, playgrounds (upper fenced in area); it is illegal to have pets in that area to protect state waterways, according to the Maryland Department Environment.

Violations of sections (a) and/or (b) and/or (c) will result in a **\$250.00** fine assessed to offenders after the third (3) day of non-compliance, the Association will notify the Washington County Health Department.

7. No poultry or farm animals shall be kept or maintained within Highland Manor. Violations found and not corrected within the grace period of fifteen days after receipt of the notification letter will result in an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation is resolved.

8. No collection of trash, litter, junk, outdated decorations, debris, or the like of any items deemed by the Board of Highland Manor as unsightly shall be allowed on any Lot. Violations found and not corrected within the grace period of fifteen days after receipt of the notification letter will result in an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation is resolved.
9. If, for any reason, a home should be removed from its foundation or tie-down area, the lot must be cleared of all construction materials, pipes, debris, etc., within ninety (90) days of said removal so as not to distract from the appearance of the Community. Violations found and not corrected within the grace period of fifteen days after receipt of the notification letter will result in an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation is resolved.
10. Each lot owner must maintain all grass, shrubs, botanicals, etc., on their Lot and keep drainage ditches free of debris to allow for water runoff. Grass should not be higher than six (6) inches. Violations found and not corrected within the grace period of fifteen days after receipt of the notification letter will result in an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation is resolved.
11. a. Unlicensed or inoperable motor vehicles, including motorcycles or other types of all-terrain vehicles, boats, campers, and trailers, are not allowed on county roads per County Ordinance. The same must be in the lot owner's driveway with an appropriate commercial cover, according to the Washington County ordinance.  
  
b. Occasionally servicing your personal vehicles is permitted but must be done on the lot owner's paved driveways and not in the lot owner's yard. No vehicle parts or tools should be lying around the lot except during short-term vehicle repairs.  
  
Violations of sections (a) and/or (b) found and not corrected within the grace period of fifteen days after receipt of the notification letter will result in an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation is resolved.
12. Should you choose to expand your parking spaces, the Lot Owner(s) must get Board approval and ensure all Washington County Zoning requirements are satisfied when putting in an approved parking space.
13. All buildings and other structures, including roofs, gutters, skirting, shutters, and decorative trim on the property, shall be kept in good order and repaired. Painting of houses or outbuildings must match its original color or have approval by the Highland Manor Board of Directors. See Exhibit E -Declaration of Covenants, Conditions, and Restrictions - Article VII. Violations found and not corrected within the grace period of fifteen days after receipt of the notification letter, an initial fine of **\$50.00** and a **\$75.00 fine weekly** until the violation corrected.
14. All Swimming Pools are to be maintained consistent with good swimming pool, management standards and must follow all Washington County MD Codes on Swimming Pools. These include but are not limited to permits and fence requirements. Please see County Planning and Zoning at <https://www.washco-md.net/wp-content/uploads/SwimPoolBook.pdf>. **Fine = \$150.00. If not corrected immediately, the County Zoning Department is contacted.**
15. No Vandalism or trespassing in the Community. Violators will be turned over to the Authorities. The responsible Homeowner is liable for damages and repairs, plus a **fine of \$750.00.**
16. Use of firearms, B.B. guns, air rifles, paintball guns, bow and arrow, slingshots, fireworks, or any other type of weapon or dangerous device are not allowed within Highland Manor Community, except in *"lawful self-defense of one's life"*. If a Lot violates this rule, the Lot owner is assessed a fine of **\$1,000.00.**
17. Commercial self-contained recreational fire pits are allowed within Highland Manor.

However, no open, uncontained, or unattended fires are allowed. All state, County, and local fire laws shall be followed when using any permitted devices. Fires must not be greater than two (2) feet high by three (3) feet wide and must maintain a safe distance from all structures and neighboring properties. Failure to follow these requirements, a **Fine= \$250.00**.

18. Littering will not be tolerated. A **\$500** fine will be issued to the offender.
19. No smoking or vaping is permitted on playgrounds. The first violation will be a written warning. For the second violation, there is a **\$100 fine**. Each additional violation, a **\$250 fine**, and a potential ban from the offended area.
20. No Trespassing of ANY kind between dusk (Dark) and Dawn (Morning) on Playgrounds/Common Areas. Violators are trespassed and possibly banned from Playgrounds/Common Areas.
21. No motor vehicles of ANY kind, including but not limited to 4-wheelers, dirt bikes, and motorcycles, are permitted on Playgrounds/Common Areas. Violators are trespassed and possibly banned from Playgrounds/Common Areas and fined a **\$500 fine** plus all damages.

**The Rules Below are specific to owners of rentals:**

22. Owners must pay the Association Dues. Payments from Tenants are not accepted.
23. Owners of rental properties must notify HOA by mail or email when a tenant moves in or out and provide names and contact information of each current tenant. The form is available at [www.highlandmanorhoa.com](http://www.highlandmanorhoa.com). Violators will receive a **\$50/month** fine until corrected.
24. Owners with Rental properties must provide tenants with a copy of the Rules and Regulations found on our website [www.highlandmanorhoa.com](http://www.highlandmanorhoa.com), and provide documentation of each tenant's receipt. Violators will receive a **\$50/month** fine until corrected.

***All Rules and Regulations, including Violations of the Association's Bylaws, Articles of Incorporation, and Declaration of Covenants, Conditions, and Restrictions, are subject to enforcement by the Assessment of reasonable FINES as levied by a majority vote of a quorum of the Officers. Any unpaid FINES shall be subject to collection by all the same procedures allowed and used to collect delinquent assessments/dues and any other method permitted by Law.***

***Revised and Adopted: 2/2023 – Please dispose of the older version and replace it with this NEW version.***

*Any questions or concerns, please contact us at: 301-800-3096 or email us at: [highlandmanorhoa@outlook.com](mailto:highlandmanorhoa@outlook.com)*

**New Violations and Enforcement Policy For  
Fines and Penalties Dispute Settlement Mechanism  
As per M.D. Code, Real. Prop. § 11B-111-10  
Effective 04/2023**

**Policy Overview**

Will give the HOA (Board of Directors) and Homeowner (Alleged Violator) definitive procedures on how and when the Alleged Violator is given written notice (demand), what penalties, a timeframe (length of time) to correct the alleged violation, and an opportunity for a hearing and its requirements. For the rest of the policy, the "Board of Directors" will equal HOA, and Homeowner(s) will equal "Alleged Violator".

**Reason for Change or adoption:**

A new Maryland Law effective October 1, 2022, applies enforcement actions relative to violations complaints, or demands. The new Law creates a new section 11B-110.10 in the Maryland Homeowners Association Act.

- a. Unless our declarations or bylaws state otherwise – (they DO NOT) the settlement mechanism provided in 11B-110.10 of the Maryland Homeowners Association Act applies to complaints or demands formally arising on or after October 1, 2022.
- b. (1) The HOA or any other governing body of the homeowner's association may not impose a fine, suspend voting, or infringe on any other right of a lot owner or any other occupant for violations of rules until the procedures in this subsection are followed.  
  
(2) A written demand to cease and desist from the alleged violation shall be provided to Homeowner specifying:
  - (i) The nature of the alleged violation,
  - (ii) The action required to abate (fix) the violation; and
  - (iii) A time, not less than 15 days, during which the violation may be abated without further sanction, if the violation is a continuing violation or a statement that any further violation of the same rule may result in the imposition of sanction after notice and opportunity for hearing if the violation is not continuing.
- (3) Within 12 months of the demand, if the violation continues past the time allowed in the demand for abatement without penalty or if the same rule is violated subsequently, the HOA shall provide the Homeowner(s), at the Homeowner(s) address of record, with written notice of the Homeowner(s) right to request a hearing to be held by the HOA in executive session containing:
  - (i) the nature of the alleged violation.
  - (ii) The procedures for requesting a hearing at which the Homeowner(s) may produce any statement, evidence, or witness on behalf of the Homeowner(s).
  - (iii) The time requesting a hearing, which may not be less than 10 days from the giving of the notice; and
  - (iv) The proposed sanction.

(4)

(i) If the Homeowner(s) request a hearing within the timeframe specified in the notice provided under paragraph (3) of this subsection, the HOA shall provide the Homeowner(s) with written notice of the time and place of the hearing, which time may not be less than 10 days after the date the request for a hearing was provided.

(ii)

1. At the hearing, the Homeowner(s) has the right to present evidence and cross-examine witnesses.
2. The hearing shall be held in executive session, per this notice, and shall afford Homeowner(s) a reasonable opportunity to be heard.
3.
  - A. Before taking effect of any decision under this section, proof of notice shall be entered in the minutes of the meeting.
  - B. The proof of notice shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of providing the notice, is entered in the minutes by the officer or director who provided the notice.
  - C. The notice requirement shall be deemed satisfied if the Homeowner(s) appears at the meeting.
4. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanctions, if any, imposed.
5. If the Homeowner(s) does not request a hearing within the time specified in the notice provided under paragraph (3) of this subsection, the HOA, at the next meeting, shall deliberate as to whether the violation occurred and decide whether a sanction is appropriate for the violation.
6. A decision made by these procedures shall be appealable to the courts of Maryland.

(c)

(1) If any lot owner fails to comply with this title, the declaration or bylaws, or a decision rendered under this section, the lot owner may be sued for damages caused by the failure or for injunctive relief, or both, the homeowners association or by any other lot owner.

(2) The prevailing party (winner) in any proceeding under this subsection is entitled to an award for counsel (attorney fees) as determined by the court.

d. The failure of the HOA or other governing body of the homeowner's association to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of the rights to enforce the provision of any other occasion.

This New Violations and Enforcement Policy for Fines and Penalties was adopted on 04/2023 and replace, and previous Violations and Enforcement Policy adopted by Highland Manor Community Association Inc. Board of Directors.