



THE VILLAGES AT HOMELAND WEST  
Baltimore, Maryland



RULES AND REGULATIONS

Effective September 2021

The following Rules and Regulations (R&Rs) help to ensure that the Villages at Homeland West (VHW) continues to be a safe, attractive, highly valued, harmonious, and desirable place to live. They provide specific guidelines for day-to-day living. These R&Rs do not supersede or change the Declaration, Bylaws, and/or state/federal regulations in any manner. They are, however, equally enforceable under the law.

It is the responsibility of every unit owner and resident to become familiar with the R&Rs. Ignorance is no excuse for failure to abide by them. Every unit owner is responsible for providing a copy of the current R&Rs to every tenant. No Board member, Property Manager, or Committee member shall have the authority to sanction a violation of the VHW Rules and Regulations on behalf of any resident/tenant.

**KEY:** *Unit:* a single condominium. *Common Element:* those areas, including hallways, lawns, roadways, breezeways, etc., that make up areas for common use. *Limited Common Element:* those areas that are considered to be property of the community, but their use is limited to the unit owner, such as balconies, patios, and HVAC closets. *Cross-Easement Manager:* manager for those areas and facilities which are used by both VHW and the Villages at Homeland East. These include the pool and clubhouse (exercise rooms), the gatehouse, and the entrance gate. Otherwise, East and West have their own management companies, rules, and regulations.

## 1. SAFETY and EMERGENCIES

IN A LIFE THREATENING EMERGENCY, CALL 911 **FIRST**;  
THEN CALL THE MANAGEMENT COMPANY. See Addendum for contact numbers

According to the Bylaws, the Management Company has a legal right of entry to a unit in an emergency when deemed necessary. Flames, smoke, water, or noxious odors coming from a unit constitute an emergency, although other conditions may apply as well.

- A. There are fire extinguishers by all buildings' front doors to use when needed.
- B. Unit owners must have and maintain in good operating condition a smoke detector and carbon monoxide monitor in compliance with Baltimore City and Maryland Code, as of January 2018.
- C. Baltimore City law prohibits gas/charcoal grills in multi-family dwellings, so they may not be used, kept, or stored at VHW. Only electric grills are allowed on balconies and patios.
- D. No grill of any kind is allowed on common elements.
- E. No water beds or water-containing furniture are allowed in the units.
- F. No stoves of any kind may be used to heat an interior space. Only electric space heaters may be used.

## 2. TRASH/ WASTE DISPOSAL

- A. No bulk/large trash items or recyclables may be placed in trash rooms. See 3E below.
- B. Trash must be in sealed plastic bags before putting it into buildings' trash cans.

- C. Dog excretions and soiled kitty litter should not be placed into trash room cans. Residents are to use the “pet cans” located around the property.
- D. Liquid waste is not to be placed in trash cans.
- E. Trash can lids are to be securely fastened.
- F. Trash room doors are to be kept closed and locked at all times.
- G. All units are to maintain a working garbage disposal.
- H. Do not pour grease or oil down drains.
- I. Do not flush paper towels, sanitary products, diapers, or other large items down any toilet.

### 3. RECYCLING AND BULK TRASH PROCEDURES

- A. All dumpsters by the clubhouse are for use by **Villages at Homeland West** residents **ONLY**.
- B. Items to be recycled (clean paper, glass, and aluminum only) should be placed in paper bags or boxes (**empty boxes should be broken down**) and taken to the 2 dumpsters specifically marked for recycling. One dumpster is for regular trash.
- C. NO plastic bags (they damage recycling machinery) may be included with recyclables.
- D. Bulk trash may not be placed on or around the dumpsters or anywhere else on the property.
- E. Residents should contact Baltimore City Bulk Trash for large-item pick-up instructions or take the item to the Sisson St. Citizen Drop-off Center.
- F. A special dumpster for bulk trash is provided for all VHW residents for several weeks in late Spring.

### 4. PROPERTY SECURITY AND ENTRANCE GATE

- A. All residents are to have an electronic pass/transponder with which to access The Villages by car or on foot when gates are locked.
- B. Front Entrance gate passes are available from Cross-Easement Management.
- C. Under no circumstances are passes to be given to non-residents/non-owners.
- D. Residents wishing to gain access into or out of the property through the southern fence must use the gate installed for this purpose. Residents are responsible for obtaining a key from Loyola University Security and for relocking the gate after entering or exiting the property.
- E. Trash and laundry room doors are to be kept closed and locked at all times.
- F. Close and lock laundry room windows, lower blinds, and turn off lights when leaving.

### 5. INTERIOR COMMON PROPERTY

- A. **For safety in the event of an emergency, Baltimore City building and fire codes require a minimum of 36 inches’ clearance (and in some instances more) for emergency egress.** Fire Marshall inspections are periodically conducted to ensure that these regulations are met, and sanctions can be imposed for violations. Health and safety (along with our insurance coverage) are threatened if residents cannot evacuate or emergency personnel cannot enter during an emergency situation.
- B. Entrances and halls are to be kept free of obstructions, including but not limited to furniture, bicycles, lawn chairs, hoses, and toys. Personal items (bikes, boxes, etc.) may not be stored in the hallways or common rooms. Such items can be removed and taken to the dumpster for disposal by Management.
- C. Damage to entrance halls, whether accidental or deliberate, must be repaired or damaged item(s) replaced by the responsible party. Charges incurred for repairs and related damage to other units and/or replacements are the responsibility of the residents/unit owner causing the damage.
- D. Advertisements and other paper notes or tacked or taped items may not be affixed to any common area unless approved by the Board of Directors or the Management Company.

- E. Unit owners are required to keep within-unit plumbing, electrical systems, and appliances in good working order. Unit owners are responsible for damage to other units and common elements resulting from a malfunction of intra-unit appliances, infrastructure, and equipment.
- F. Unobstructive items and personal decorations placed in the hallways must be approved by all other residents in the building and be in accordance with the Baltimore City Fire Code.
- G. No live plants may be placed in hallways or on windowsills in the common areas.
- H. No window dressing of any kind may be installed/hung in building common windows.
- I. Smoking is prohibited in all common interior areas.
- J. Mailboxes must be kept closed and locked. Unit owners must provide functional locks and keys, available from the US Postal Service. Residents are responsible for disposing of their own unwanted mail. Some resident identifier (surname) should be placed inside or outside the mailbox.
- K. Unit front doors may not be kept open for social gatherings.

## 6. LAUNDRY ROOM

- A. Doors must be kept closed and locked at all times.
- B. Washers and/or dryers (in either the laundry room or in a private unit) may not be used after 11:00 p.m. or before 9:00 a.m.
- C. Users must maintain the laundry room in a clean and orderly fashion.
  1. No personal articles may be stored in the laundry room, including laundry. Leftover items and refuse will be discarded.
  2. Clean up all spills and trash.
  3. Clean out the dryer lint trap and rinse out the utility sink after each use.
  4. Leave washer doors open to prevent mold.
  5. Promptly remove clothes from washers and dryers to make them available to others.
- D. Residents can purchase a laundry card, as well as add value to an existing card, from the machines located rooms in Buildings 355 and 329.

## 7. STORAGE LOCKERS

- A. All personal stored items must be kept inside the storage lockers provided, including bicycles.
- B. Locks must be provided by the owner; storage lockers are to be kept locked at all times, and the door must be labeled with the unit number.
- C. The Condominium Association is not responsible for stored items.
- D. If the corresponding unit has been vacated, any items left in its storage locker will be removed.

## 8. CARPETING AND PADDING

- A. Carpeting, rugs, and padding must be provided by the owner or lessee to cover eighty percent (80%) of all unit floor space. Together both must be a minimum of one (1) inch in thickness; thin, non-skid pads are not sufficient.
- B. It is advised that some element of sound-proofing be installed with all new or renovated flooring.

## 9. WINDOW TREATMENTS

- A. Only draperies, window shades, shutters, or mini-blinds may be installed and displayed within units. Blankets, sheets, towels, and other temporary window treatments are not allowed.
- B. To ensure a uniform attractive exterior appearance of the buildings, all window treatments must be in good condition and present a white exterior.
- C. Items such as signs, posters, and flags may not be placed inside or outside windows.

- D. With the exception of the sliding glass doors to the balconies/patios, all windows must have mullions.
- E. Window screens must be in good and functional condition.

## **10. EXTERIOR COMMON PROPERTY**

- A. Clutter in the entranceways of the buildings poses a fire hazard and limits access by emergency crews.** No items (other than delivered packages) may be placed in these areas.
- B.** Criteria for planters on front steps: buildings with a single-door entrance—one (1) pot; buildings with a double-door entrance—two (2) pots. Each pot cannot exceed 15 inches in diameter and should be placed so as not to block access to the railings.
- C.** No trash or debris may be left on front steps, lawns, sidewalks, or parking areas. Trash includes but is not limited to discarded furniture, plastic or paper bags, cups, bottles, cigarette butts, and pet waste bags.
- D.** Damage to common property, including buildings, lawns, trees, bushes, sidewalks, parking areas, fences, and landscaping, must be repaired or damaged items replaced by the responsible party in a manner satisfactory to the Board of Directors.
- E.** This condominium does not have a play area. Ball-playing, Frisbee-throwing, and other sports, picnicking, sunbathing, private parties, loitering, and group gatherings are not allowed on common property.
- F.** Smoking is prohibited in all common exterior areas close to the buildings.
- G.** Car-washing is allowed only at the side of the Clubhouse, where a hose is installed for the convenience of residents.
- H.** Outside building hoses may be used by residents/owners to water lawns, trees, and flower beds.
- I.** No motor vehicle may be disassembled, nor may major repairs be made, on VHW property. This includes but is not limited to engine overhauling, exhaust system repairs, brake lining repairs, and body work. Under no circumstances may cars be left unattended on jacks or blocks.
- J.** No unauthorized solicitations, canvassing, leafleting, or petitioning of any kind or private yard sales are permitted at VHW.
- K.** Personal items (bikes, boxes, etc.) may not be stored exterior common areas. Such items can be removed and taken to the dumpster for disposal by Management.

## **11. BALCONIES AND PATIOS**

- A.** Balconies and patios are to be maintained in an uncluttered, neat, and safe manner.
- B.** No items or materials may be hung over the railings or on the outer edge of the balcony/patio. Such items include but are not limited to flower boxes and hanging planters, flags, rugs, blankets, towels, laundry, and other linens.
- C.** No balcony or patio may be used for storage. Storage items include but are not limited to trash/recycling, boxes, kegs, and tools.
- D.** Only furniture specifically manufactured for outdoor use may be used on balconies and patios.
- E.** No gas or charcoal grills may be used on patios or balconies. Only electric grills may be used.
- F.** The American flag may be flown on national holidays only.
- G.** Only clear café lights may be installed, hung, or kept on balconies/patios.
- H.** In order to assure a uniform appearance from the outside of the buildings, all decorations are subject to review by the Architectural Standards Committee and the Board of Directors upon complaint from any unit owner.
- I.** It is prohibited to throw or sweep *any* items off the balcony (examples: cigarettes, water or any kind of liquid, dirt, garbage, trash, maintenance/cleaning products, cans/bottles, etc.).

## **12. EXTERIOR ALTERATIONS**

- A.** All proposed exterior alterations to buildings must secure approval from the Architectural Standards Committee. Exterior alteration sites include but are not limited to windows, patio doors and screens, and balconies/patios.
- B.** Only dark green canvas awnings of the traditional style are permitted. All awnings must be hung from the main beam and not from the soffit edge. All proposed awnings must be approved by the Architectural Standards Committee.
- C.** Window air conditioners are prohibited. Central air conditioning units must be kept in good repair to prevent noise that may disturb neighbors.
- D.** Satellite dishes of any type may be installed only after approval by the Architectural Standards Committee. In general, they may not be placed in any part of the common areas.
- E.** Proposed alterations to condominium grounds require approval from the Landscaping Committee. Such alterations include the removal, planting, or pruning of trees, shrubs, and perennials and the creation of new beds. Annuals may be planted in existing beds without Landscaping Committee approval. (Annuals are plants/flowers that grow for one season only and die at the end of the summer. Perennials come back season after season.)
- F.** Decorative borders such as fences, railroad ties, etc., are not allowed in the common areas.
- G.** Residents are not permitted to pick flowers from either common areas or a neighbor's garden.
- H.** No items, including signs, bird feeders, or bird houses, may be nailed, hooked, or otherwise affixed to VHW trees.

## **13. SWIMMING POOL/SUNBATHING (Oversight by Cross-Easement Manager)**

- A.** Sunbathing is allowed only in the pool area and on unit balconies/patios. Residents may not sunbathe on common elements.
- B.** Residents are expected to comply with swimming pool rules, as sent out at the beginning of each summer season.

## **14. EXERCISE ROOMS (Oversight by Cross-Easement Manager)**

- A.** Residents wanting to use the exercise rooms must contact the Management Company and pay a one-time refundable \$75 fee in order to obtain a key for the exercise rooms.
- B.** For health and safety reasons, children seventeen (17) years of age and under are not permitted to use the exercise equipment and sauna unless accompanied by an adult.
- C.** The use of the exercise rooms is at the user's risk. Users must ensure their own safety by being familiar with proper methods of equipment use.

## **15. PETS and WILDLIFE**

- A.** Each condominium unit may house only one dog not to exceed a full-grown weight of fifty-five (55) pounds, OR two cats, OR two birds, OR one dog and one cat.
- B.** Pet owners are required to comply with the Baltimore City Animal Control Laws and the VHW Registration Regulations.
- C.** No animals may be boarded within any unit or on any common element.
- D.** No other animals, livestock, or poultry of any kind may be kept or raised within any unit or on any common element.

- E. Stray or wild animals may not be fed or sheltered within any unit or on any common element.
- F. Because they attract rodents, bird-feeders are not permitted.
- G. Pets must be kept on a leash in the hallways, on all common elements, and at all times when they are not confined to their units.
- H. Pets (with the exception of certified service animals) are not permitted in the laundry rooms, trash rooms, clubhouse, gatehouse, or pool area.
- I. Pets may not be left tied on balconies/patios or on any common element.
- J. Cat owners must deposit used cat litter in the pet waste cans provided or take them to the dumpster. Soiled litter may not be put in building trash rooms.
- K. Violation of the above rules may require investigation and the removal of an improperly managed pet from the premises.
- L. Non-residents may not independently bring, walk, or house their pets on the premises of VHW.

## **16. DOGS**

- A. All dogs residing at VHW must have a valid Baltimore City license/certificate of registration.
- B. All dogs residing at VHW must be registered with the Condominium Association. A twenty-five dollar (\$25) registration fee will be assessed for administrative costs.
- C. Dog owners must keep their dogs from barking in a manner that disturbs other residents.
- D. Dog owners must pick up all dog excretions and place them in the pet waste cans provided at locations throughout the property. No excretion collections may be put in building trash rooms or left on the property in any other areas.
- E. Dog urine kills vegetation. Dogs must be kept from urinating between the sidewalks and the fronts of the buildings, and kept away from the garden beds and trees. Dogs should be led to the curb grass, curbsides, and open spaces to do their business.
- F. Dog owners are responsible for any and all damage caused directly or indirectly by their dogs to all common elements and other units, whether interior or exterior, including flower beds, trees, lawns, and grass.

## **17. NOISE**

- A. Loud, boisterous parties (including keg parties) are not allowed at VHW.
- B. Washers and dryers, either in a unit or in the Laundry Room, may not be used between 11:00 p.m. and 9:00 a.m.
- C. Unit owners are responsible for servicing unit HVAC systems so that they do not make excessive noise that disturbs other residents.
- D. Residents should not slam doors or make excessive noise when entering or leaving the building or using the balcony/patio.
- E. Residents, their guests, and their pets should not make excessive noise that disturbs other residents, especially between 11:00 p.m. and 9:00 a.m.
- F. Residents are not allowed to use weight-lifting and heavy exercise equipment in units. An exercise room is located at the Clubhouse (keys are available through Cross-Easement management).
- G. Audio systems and speakers, both in units and in vehicles, are to be used in a manner that does not disturb other residents at all times, especially between the hours of 11:00 p.m. and 9:00 a.m.

## **18. LEASING A UNIT**

- A. Owners desiring to lease their unit must provide a completed lease document and all required lease addendums to the Management Company at least twenty (20) days after the start of the lease term.

(See the VHW Bylaws (Article X, Section 1(b). Please also see the whole of this noted section of the Bylaws.)

**B.** Unit owners are responsible for providing copies of the VHW Rules and Regulations to all lessees and for having the *Form for Lessees* signed by each resident and returned to the Management Company.

## **19. MOVING IN / MOVING OUT**

**A.** Moving into or out of units is restricted to the hours between 9:00 a.m. and 9:00 p.m.

**B.** Notice of the moving date must be given to the Management Company at least 24 hours in advance.

**C.** Persons moving in or out are responsible for repair of any damage to the common elements, walls, carpeting, flooring, etc. The unit owner will be billed for any such damage.

## **20. CONDOMINIUM EMPLOYEES**

**A.** Condominium contractors and employees are hired and supervised by the Management Company only. The Board as a unit has limited authority to recommend such to the Management Company.

**B.** Unit owners/residents may not engage any condominium contractors or employees for any personal business while such a contractor/employee is on duty at VHW.

**C.** Unit owners/residents may not assert control over any such employee or contractor acting under a contract or agreement with the Condominium.

## **21. PARKING**

**A.** VHW parking is for residents and their guests only.

**B.** All vehicles shall be roadworthy, tagged, and in compliance with State of Maryland regulations.

Parking is not allowed at yellow curbs or in any space not designated for parking.

**C.** All vehicles must display a VHW parking sticker or guest hangtag between 11:00 p.m. and 6:00 a.m. Parking stickers are obtained through the management office.

**D.** Each unit can be issued no more than two (2) parking stickers at any one time, and parking stickers may only be used by the owner/tenant who is occupying the unit for which the parking sticker was issued. Proof of occupancy will be required before a parking pass will be issued.

**E.** Parking stickers are non-transferable between units/unit owners/tenants/guests. Only residents may receive parking stickers.

**F. Vehicles parked at yellow curbs or parked illegally in any other way and vehicles that do not display either an official resident sticker or an appropriately filled-in guest hangtag are subject to towing at the owner's expense.**

**G.** VHW residents who park in the Villages at Homeland East risk being towed.

**H.** Bicycles may be chained **only** to the official bike racks on the property. Bicycles left on other parts of the property can be removed by Management.

**I.** Residents are responsible for seeing that their visitors adhere to Condominium parking rules.

**J.** No trailers, campers, boats, or junk vehicles are allowed on the property.

## **22. GUEST HANGTAG PROCEDURES**

**A.** Ten (10) guest hangtags per vehicle are distributed to residents at the VHW Annual Meeting. Extra hangtags are available for purchase from the Management Company.

**B.** All overnight guests are required to display a guest hangtag between the hours of 11:00 p.m. and 6:00 a.m. Guests without hangtags must park off VHW property.

**C.** Guest hangtags must be placed on the rearview mirror of guest's car with the information facing outward.

- D. Each hangtag must be filled in at the time of use—completely and clearly. The resident’s building and unit number and the guest’s license plate number must be clearly written in black permanent ink. The start date of the visit must be fully punched out.
- E. Each hangtag is good for one use only, for a maximum of 72 hours.
- F. Guest hangtags may be used for short-term guests *only*. They may not be used to park vehicles for long-term visitors or additional unit residents.

\*\*\*Guest passes for special circumstances will be considered on an individual basis by request. Contact the Management Company\*\*\*

### 23. HOW TO REPORT A COMPLAINT OR VIOLATION

- A. If it is at all possible and safe to do so, it is advisable to speak to the violator on a personal level first in order to give them the opportunity to conform to VHW rules and regulations.
- B. For issues that require **immediate attention**, such as water leaks causing damage, other flooding, etc., notify the Management Company by both methods and tell them the situation is urgent.
- C. Notify the management company of your complaint either online, by e-mail, or by phone. Violations that involve issues such as frequent noisy parties, window AC units, excessive noise outside of the designated time limits, junk on balconies and patios, dogs/pets left chained to balconies or patios, damage to common elements, lighting outages, abandoned vehicles, and the like should be addressed in a timely manner, but residents should allow for some delay for resolution. Include information on who/what/when/where/why you are filing such complaint. It is important to state the reason for the complaint to give the management company an idea of how to prioritize such issues. Please Addendum for current contact information.

### 24. FEE STRUCTURE FOR VIOLATIONS

- A. When there is a violation of the VHW R & R, a notice is mailed to the unit owner (and tenants, if applicable). If the violation continues, a hearing notice is sent to the unit owner (and tenants, if applicable).
- B. Ongoing Violations: Following a hearing, the VHW Board informs the parties involved that within five (5) days after mailing of the Board’s decision, the unit owner will be fined \$10.00 (ten dollars) per day until the violators notify the management company to verify that the violation has been eliminated.
- C. Noise Violations: If the violation relates to excessive noise, raucous behavior, and violation of the 11 p.m. to 9 a.m. quiet time, the unit owner and all parties involved will receive a violation notice. If the violation continues, a hearing notice will be sent to the unit owner (and tenants, if applicable). Following a hearing, the VHW Board will inform the parties involved by mail of the Board’s decision, and if the parties are found to be in violation, a fine of \$150 (one hundred fifty dollars) will be assessed. Any subsequent incidents will see the fine increased by \$50 (fifty dollars) increments to \$200, \$250, \$300, etc.  
The Baltimore Neighborhood Nuisance Law states that if the police are called to an incident and they write a report, after three such reports those tenants responsible can be evicted from the premises.
- D. Common Area Violations: If items are placed in any common area, following the violation/hearing processes, the Board will have the item(s) removed and held for one week. If the items are not claimed, they will be taken to the Baltimore City Bulk Trash facility on Sisson Street; the unit owner will be charged \$150 for the removal.
- E. Repetition of Violations in Same Units or by Same Unit Owners: If the same violation occurs after a hearing and the assessment of a fine, a fine of \$400 (four hundred dollars) will be assessed for each subsequent violation. If the infraction is ongoing in nature and is not corrected within one week of the assessment of the initial fine, the unit owner (s) will be fined an additional \$400 (four hundred dollars)



per week until the unit owner provides the Board of Directors with sufficient evidence that the cited violation has been resolved.

**The following are exceptions, as specified, to the above Rules and Regulations.**

(Written by the VHW Rules & Regulations Committee and approved by the VHW Board of Directors in June 2014.)

**A. Developer exceptions:**

1. 369-1A & B – enlarged rear deck.
2. 369-1A & B – removed 1-A interior entrance door.
3. 382-1A & B – walkway at rear.

**B. Board exceptions:**

1. 329-2B – Window at rear of building.
2. 339-2C – Door replacement.

**END**

Proposed revisions submitted September 14, 2021.