



*SHEARWATER CONDOMINIUM  
ASSOCIATION  
NEW RESIDENT HANDBOOK  
1 March 2017*

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# *WELCOME TO SHEARWATER CONDOMINIUM!*

Dear Residents:

It is a great pleasure to welcome you to our charming community. We hope you will soon feel at home in your new surroundings and find much to enjoy and appreciate at Shearwater. Condo life may be new to you. It may be an adjustment to live in close proximity to other people, but it can be very enjoyable to have friends and neighbors close at hand, especially in Annapolis!

To help acquaint you with our community, we have put together a packet of information we hope you will find useful. This Handbook will be available on the Shearwater website. In the sections below are:

- An introduction to condo terminology, the Board & Committees (Sections 2 & 3)
- An overview of our property manager, Metropolitan Management Group (Section 4)
- Key steps for getting started as a new Owner (Section 5)
- Gaining access to services and amenities (Section 6)
- Financial information (Section 7)
- Information about leasing and making arrangements for your tenant (Section 8)
- Parking for residents & guests and vehicle maintenance (Section 9)
- Use of grounds, decks and patios (Section 10)
- Snow removal (Section 11)
- Shearwater amenities & activities (Section 12)
- Association & Unit Owner maintenance (Section 13)
- Resident responsibilities for trash, noisy pets, absences, emergencies, awnings (Section 14)

- Approval process for architectural changes (Section 15)
- Guide to resources and local attractions (16)

There's also a wealth of information on our newly-redesigned website [[www.shearwatercondos.com](http://www.shearwatercondos.com)], so please take time to browse there as well.

## 1.0 INTRODUCTION

The Shearwater Declaration, By-Laws, Amendments and Rules and Regulations are the governing documents for our community. They're based on Maryland Condominium Law, and are available on the "Metropolitan Management" page of the website. The Rules & Regs are based on the By-Laws but are an easier read, and have a great deal of information, some of which is included in this Handbook. The provisions of these documents apply to all Owners and Tenants of our community. Definitions that may be helpful are included below.

**The Council of Unit Owners:** Each Unit Owner is automatically a member of the Council of Unit Owners until the ownership of his/her unit ceases. The Council is responsible, through their elected Board of Directors, for the care and upkeep of the common elements and facilities; administering and enforcing the covenants and restrictions; levying, collecting and disbursing the assessments and charges set forth in the condominium documents; hiring and dismissing the necessary personnel; and promulgating and enforcing rules and regulations.

**The Board of Directors:** The Board is the executive or administrative entity elected as provided in the condominium documents to act for the Council of Unit Owners in governing the condominium. There are 7 members of the Board elected by the Council of Unit Owners for 2 year terms. These terms are staggered so that every year, either 3 or 4 Board positions come up for election at the Annual Meeting in April. The Management Company sends out a notice in advance of that meeting asking for nominations. Once the Board members are elected, they determine who will serve as President, Vice-President, Treasurer and Secretary.

**General Common Elements:** All areas and facilities that are not part of a unit, or limited common elements as designated in the section below, constitute the general common elements. These include, but are not limited to, all gates, fences, curbs, sidewalks, entrance walks, parking areas, bulkheads, piers and pilings, boat slips (unless they are deeded to a specific unit), swimming pool and appurtenant structures and equipment, storage building(s), meter room(s), maintenance room(s), tennis courts and/or racquetball courts, lawn areas, trees, shrubbery, conduits, utility mains, exterior lighting, stairways, bearing walls, main walls, perimeter walls, roofs, halls, columns, beams, supports, floor joists, devices rationally of common use and necessary to the upkeep, use and safety of the buildings, all cables, wire and wire outlets, utility lines, regardless of location, and all the land described in the Shearwater Declaration.

**Limited Common Elements:** These include areas that are reserved for the use of the Unit Owner(s) who own the condo these items relate to; i.e. balconies, balcony closet(s), decks, foyers and terrace patios, entrance porches and stairs, garden areas, storage lockers in the basements of the buildings, boat slips deeded to specific units, and retractable awnings. Each of these limited common elements shall be maintained by and reserved for the use of the Unit Owner(s), except for the storage lockers and deeded boat slips, which are maintained by the Association.

**Use of Common Elements:** The common elements shall be used only for the purposes for which they are intended and are for the use by and enjoyment of all Unit Owners. Items such as umbrellas, boots or shovels may be left outside your door temporarily after use, but none of the General or Limited Common Elements, with the exception of deck closets and basement storage stalls, are to be used for the storage of those items, or any other belongings, including bicycles, paddleboards, storage bins, boxes, etc.

## 2.0 GENERAL INFORMATION

### 2.1 Location

Shearwater is located in the Eastport neighborhood of Annapolis, on the south shore of Spa Creek. It is a community comprised of 90 one-, two- and three-bedroom condominiums and 3 townhouses. Residents of Eastport, called Eastportarians or Eastportoricans depending on the source, are proud of their community, and have even developed their own flag, which you may see flying on various homes in the area:

<http://www.themre.org/>. The MRE flag features a shield on a yellow background, flanked by two dogs. The shield contains a sailboat, a motor boat, a crab and a heron. If you see an “MRE” bumper sticker, it probably stands for the “Maritime Republic of Eastport,” rather than “meal ready to eat” from the military!

One of the most pleasant aspects of living here is that you can easily get to downtown Annapolis without having to drive, unless you prefer to. You can either turn left on Boucher when you exit our gate and walk the 1.5 miles to downtown over the Spa Creek drawbridge, or call a Water Taxi (see the Resources listing) to pick you up either at our A or B dock!

Rumor has it that on one or more occasions in the past, Eastport has tried to secede from Annapolis (unsuccessfully) but there is an ongoing rivalry, symbolized by a yearly tug of war across Spa Creek in November.

In addition to the By-Laws and the Rules and Regulations, there are a number of sources of information about our Shearwater community, outlined below.

### 2.2 Website ([www.shearwatercondos.com](http://www.shearwatercondos.com))

The Shearwater website contains a wealth of information about our community. It has recently been reorganized to make it easier to navigate. Please take some time to browse – it will save you a good deal of time later.

- Home page: includes the next condo meeting date, the President’s letter and updates on key projects, links to the Shearwater newsletter, key tips and reminders, photos of recent events and a link to current weather information. There is also a quick link to sending a Work Order.
- Board & Committees page: contains listings of the Board of Directors, Committee Chairs, Building Captains, Committee procedures and reports, and the Architectural Change Approval Process.
- Shearwater News page: contains recent issues of the community newsletter and photos of some of the community events.
- Local Resources page: includes names and contact information for companies that residents have used and recommend, as well as ads for rent, for sale and wanted to buy.
- Metropolitan Management page: contains information about our property management company,

including a link to send a Work Order and work order reports, the Snow Policy and Parking Area snow map, the Resale Package and Certificate of Insurance, and vehicle registration. It also contains the condominium documents, including By-Laws, Declarations, Amendments, and Rules and Regulations.

- Owners page: this is a password-protected page for Unit Owners only; it contains the resident Directory, condo meeting minutes, and financial reports. NOTE: the information on this page is confidential and should not be released to or shared with anyone who does not own or live here. New Owners can request the password from the Management Company. If you would like to make changes to your contact information in the Directory, please notify the webmeister via the link provided.
- Marina page: includes information about the Shearwater Marina, the committee, facilities for rent, guest policy, news and events, a link to the Wind site, and marina slip assignments (which are also password-protected).

### **2.3 Notice Boards & Advertisements**

There is a notice board on each building above the mailbox; notices are posted regarding upcoming condo meetings, pool social events, snow removal plans and urgent news. Information may only be posted on these boards by the Board, Committee Chairs, and the building captains.

No advertisements of any kind may be posted on these boards or distributed anywhere in Shearwater.

### **2.4 Condominium Meetings**

The Board holds meetings of the condominium Unit Owners 7 times a year in the racquetball building. The date of the next meeting and the calendar for the year are posted on the notice boards and also appear on the website "Home" page. All Owners and Tenants are welcome and encouraged to attend.

- Meetings are generally held at 7:00 pm on the 4<sup>th</sup> Tuesday of the designated months, except for months when that Tuesday falls in a holiday week such as Thanksgiving. In those cases the meeting is usually rescheduled for the following Tuesday.
- A few days beforehand, the Building Captains are asked to post on the notice boards the agenda for the next meeting.
- The agenda for regular meetings includes reports from the President, the Treasurer, the Committee Chairs, and the Management Company. There are also sections for old and new business.
- At the Annual Meeting, held in April of each year, the initial topics are the budget for the next fiscal year that begins on July 1 and electing new Board members.
- If a quorum of Unit Owners isn't present at the April meeting, the Annual Meeting is postponed to May, when the number of Owners present will automatically constitute a quorum.

### **2.5 Newsletter**

Shearwater has a quarterly newsletter – the Shearwater MARK. Past issues of the newsletter are available on the "Shearwater News" page of the website. Articles and/or information may be submitted to the newsletter editor for consideration in future issues.

### **2.6 E-Blasts**

The Management Company and the Board periodically send out notices to all residents via e-blast using the emails that you have listed in your resident information sheet.

- Every effort is made to send these emails with all addresses in the "BCC" field so that any 'reply all' emails are not "e-blasted" out to everyone.
- If you are not already receiving these e-blasts, please sign up for the e-lert list via the link on the

website "Home" page.

- Most residents have their email addresses in the Shearwater directory, which is password-protected so accessible only by Unit Owners (Owners can get this password by contacting the Management Company).

### **3.0 BOARD OF DIRECTORS & COMMITTEES**

#### **3.1 Board of Directors**

The Shearwater Board is comprised of 7 members who are elected for terms of two years each. The roles include president, vice-president, treasurer, secretary and three 3 directors. A list of the current Board members may be found on the Shearwater website.

On a rotating basis at the Annual Unit Owners Meeting each April, either 3 or 4 of the Board positions come up for election. Volunteers to run for the Board are requested when the meeting notice is sent out to all Unit Owners, or Unit Owners can be nominated from the floor at the meeting.

#### **3.2 Committees**

There are 4 volunteer committees at Shearwater; new members are welcome!

1. The Marina Committee, chaired by the Dockmaster
2. The Architecture Committee
3. The Landscape Committee
4. The Pool Committee

Residents have also suggesting forming a Social Committee and Welcoming Committee; both are excellent ideas and await only the volunteers to form them.

### **4.0 MANAGEMENT COMPANY**

#### **4.1 Overview**

Our Management Company is Metropolitan Management Group (MMG) is located in Glen Burnie, Maryland. The MMG staff handles all of the administrative duties of the Association, including complaint resolution, contract administration, the project bidding process, site inspections, vehicle registration and parking stickers, community key replacement, Board of Directors and Committee correspondence and projects, etc. If you have any questions or need information about Shearwater or any of the rules and regulations, once you've read through this Handbook and reviewed the information on the website, MMG may be able to help.

#### **4.2 Contact Information**

- Office Hours: 8:30-5:30 Monday through Friday
- Main Number: 410-508-3819
- Fax Number: 866-736-1926
- Emergency Contact After Hours: 410-508-3819 (Dial 5)

- Property Manager: Natalie Collier ([natalie@metropolitanmgmt.com](mailto:natalie@metropolitanmgmt.com))
- Reporting Issues: fill out a Work Order (see Section 13)
- Other requests: send to [info@metropolitanmgmt.com](mailto:info@metropolitanmgmt.com)
- Address: 7173 Baltimore-Annapolis Blvd, Glen Burnie, MD 21061

## 5.0 GETTING STARTED

### 5.1 When a Unit is Purchased

The previous Unit Owner will have several Shearwater assets; some of them cannot be transferred to the new owner (since they will be cancelled by MMG):

- Vehicle parking sticker(s): these are assigned to specific vehicles and are affixed to the rear window of residents' cars; they cannot be removed
- 4-digit personal gate code(s): each unit is assigned a gate code (or 2 gate codes if there are 2 residents) that the Resident can give to frequent visitors. This code is entered on the keypad in order to open the front gate and is invalidated when the resident moves out.

However the previous Owner should transfer the following items – new Owners should request them!:

- Two (2) numbered hang tags for guest vehicles
- One (1) or two (2) gate transponders (if they had them)
- Basement storage room key
- Pedestrian gate key (if they had one)
- Mailbox key

If the following items are not transferrable or were not transferred, they will be cancelled and the new Owner must request them from the management company. Note: the Management Company does not have mailbox keys, so if the new Owner doesn't receive this key from the previous Owner, they must contact a locksmith to obtain a new one.

### 5.2 Resident Information Sheet

The Management Company forwards a Resident Information Sheet (see Attachments) to be filled out by the new Owner after the closing is completed. Once the new Owner fills in the information and returns the sheet, the Management Company:

- Adds the information to their system
- Adds Owner email address(es) to eblast list
- Assigns a personal 4-digit unit gate code and sends the code to the Owner (if there are 2 residents, upon request the Management Company can assign two unit gate codes)
- Adds the Owner's name/phone/personal unit code to the gate directory so that visitors can look up the Owner's name in the gate directory, press the "Call" button, and be connected with the Owner's phone
- Sends a copy of the Sheet to BOD President

The BOD President then forwards the Unit Owner(s) name and contact information to the webmeister to be added to the website Directory (if authorized by the Owner). The Owner may change this information later, if necessary, by sending an email to the webmeister.

Emergency Contact: please identify on the Resident Information Sheet the name and phone number of an  
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emergency contact who has a key and would be able to provide access to your unit if you cannot be contacted. This should **not** be someone who resides in the same unit. An alternative is to install a realtor-type lockbox outside your door and entrust a neighbor with the combination. This will reduce the likelihood of someone having to enter your unit forcibly (e.g. breaking down the door) in case of an emergency.

### **5.3 Parking Registration**

Unit Owners who wish to register their car(s) must fill out the Parking Registration Form provided by the Management Company (see Attachment). Once the new Owner completes the information and returns the form with the supporting documentation specified in the Guidelines for Parking Sticker Applications (attached), the Management Company:

- Assigns one or two sticker(s) depending on the number of cars being registered \*
- Assigns 2 guest tags
- If purchased, forwards up to 2 transponder(s) (see Fee Schedule)
- Programs the transponder numbers in gate system
- Sends a copy of the Form to the BOD President

\* An Owner may apply for parking stickers for up to 2 cars per unit. New parking stickers are assigned every two years at no charge. Within that two-year period, if stickers must be replaced (e.g. due to sale of a vehicle), or reissued (e.g. if a sticker is to be re-allocated to a Tenant), a fee will apply (see the Fee Schedule attached). For more information, refer to the Security & Access and Parking sections of this Handbook.

While waiting for the parking sticker(s), the Owner must put a note visible in their vehicle's back window with the unit number and date, indicating they've sent in the form. Since their personal gate unit code has already been assigned and entered into the gate directory, they can use that code to gain access to the community.

### **5.4 Requesting Keys/Codes**

An Owner can request any of the following by sending an email to the Management Company:

- A key to the basement storage room door (see Fee Schedule) \*
- A key for the 2 pedestrian gates if desired (see Fee Schedule) \*\*
- The code for the racquetball building lockbox if desired
- The code for the tennis court lockbox if desired

\* Storage Room: Once you identify your storage locker, you can put on your own lock. However if you have an end storage locker that contains a master water shutoff valve, the code for the combination lock must be coordinated with the Management Company to ensure access to the shutoff valve in case of emergency.

\*\* Pedestrian Gates: There are two pedestrian gates at Shearwater; one of them is next to the Mitchell Street gate, and the other is a few yards up the slope from the main gate. Owners may purchase a key for these gates from the Management Company as well. When using these gates, please make sure they are securely closed after you go through them.

### **5.5 Cable Service**

Shearwater's cable television and internet provider is Comcast. We have a bulk contract with them that provides Basic Service at no cost to residents. However when ordering your service, make sure that you contact the Bulk Services department. Here is the contact information:

\*\*Shearwater Account #05627-638356-01-2  
Ask for the Bulk Department – Northeast Region  
XFINITY Communities™  
11101 University Boulevard  
Manassas, VA 20110  
Phone: 703-789-8322  
Bulk Call Center Number: 1-855-638-2855

## **5.6 New Annapolitans**

If you are new to Annapolis, consider joining New Annapolitans. It's a vibrant social club formed to welcome new residents to the Annapolis area and to help them assimilate into the social, cultural and civic activities of the community. New Annapolitans is open to residents who apply for membership within 2 years of moving into the greater Annapolis area, but you may remain a member for as long as you remain current with dues. You can view more information about the club on their website at [www.annapolitans.org](http://www.annapolitans.org). If you would like to know more, the contact numbers for residents who are members of New Annapolitans can be found in the latest issue of the Shearwater MARK newsletter on the website.

## **5.6 Licenses**

Additional information about applying for licenses in Anne Arundel County:

- Driver's Licenses: 189 Defense Highway, Annapolis, MD 21401  
<http://www.mva.maryland.gov/drivers/apply/apply.htm>;  
<http://www.mva.maryland.gov/locations/location.htm?id=veip-anne-arundel-South>
- Pet Licenses: 2664 Riva Road, Annapolis [410.222.7788)
- Rental Operating License: <http://www.annapolis.gov/docs/default-source/forms-permits-and-licenses/rental-unit-operating-license-application.pdf?sfvrsn=14>.

# **6.0 SECURITY, ACCESS & KEYS**

## **6.1 General**

Shearwater is a gated community and has protected its residents and amenities by controlling entry, requiring either a key, combination or remote control device for access. If you are a new Owner, these items should either be provided to you by the previous Owner, or you can order them via the processes described in the previous section. If you are a Tenant, these items should be provided or ordered by your landlord.

No soliciting is allowed on Shearwater grounds. If you see someone posting flyers or going door to door, please advise them that it is not allowed, if you feel comfortable doing that, and send an email to the Management Company with as much information as possible about what information was being posted or handed out, where, when, and by whom.

## **6.2 Secure Entry**

- Main Gate  
The fence and gate were installed at Shearwater for increased security more than 20 years ago.  
However security depends also on our residents – please use discretion with the transponders and unit

codes.

- Remote Control/Transponder: a Unit Owner may purchase 1 or 2 transponders when they fill out the Parking Registration Form. There is a maximum of 2 transponders per unit.
  - If a transponder has been lost, the Unit Owner may purchase a replacement by notifying the Management Company, who will deactivate the code for the lost remote. The cost to replace a transponder is same as the purchase cost (see the Fee Schedule).
- Gate Directory: the Owner of each unit selects the phone number they wish to use and the Management Company will set up their name and that phone number in the gate directory listing. If there are two Owners, they can have their names listed separately, with different phone numbers. Non-residents coming to Shearwater can locate a resident's name in the directory on the gate panel by scanning up or down using the "A" and "Z" buttons, and then pressing the "Call" button. When the resident receives the call, the resident can open the gate by pressing "9" on their phone.
- Unit Gate Code: each unit is also assigned a personal unit code for the front gate; a resident may give this code (to be used preceded by a # sign – e.g. #1234) to their more frequent visitors, such as guests and contractors. The unit code is set up using the last four digits of the Owner's phone number, either landline or cell, as selected by the Owner. For additional security, if you have occasional deliveries (e.g. pizza, etc.) we suggest that rather than giving them your unit gate code, you ask them to use the gate directory instead.
- Service Companies: the Management Company has assigned separate unit codes for each regular service and delivery organization used by Shearwater; e.g.: contractors that serve the whole community (pool, trash, janitorial, landscaping, regular service contractors), delivery services (FedEx Ground, FedEx Express, UPS, US Postal Service, newspapers), and emergency services.
- No piggybacking!: PLEASE DO NOT use your remote transponder to open the gate for someone unless you know them, OR let anyone, including delivery people, drive in the gate behind you (piggybacking). To prevent this, if someone is following you closely, you can open the gate, drive through, and stop just beyond the gate until it closes. They must then use the gate directory to call the person they're visiting in order to be let in, or if they are one of the regular service or delivery companies indicated above, they can use their assigned unit code.
- Mitchell Street Gate
  - There is a back gate to the community, located near Mitchell Street. This gate was intended only for use by emergency vehicles and should remain closed and locked.
- Pedestrian Gates
  - There are 2 pedestrian gates in the fence; one is located along the fence on Boucher to the right of the main gate as you enter the community; the other is located next to the Mitchell Street gate.
  - Residents may order a key for these gates by sending an email request to the Management Company; please refer to the Fee Schedule attachment for the cost.

### **6.3 Access to Building Areas**

- Storage Rooms: there is a storage room in the basement of each building that contains several storage lockers – one for each condo unit in the building:
  - Be aware that all basement storage rooms are keyed with security keys that cannot be duplicated by anyone other than the Management Company. Each storage room lock is independent of the others.
  - Keys to the storage room may be purchased by sending an email request to the Management Company; please refer to the Fee Schedule for the cost.
  - If you are a Tenant and your landlord has not provided you with a key, please ask your landlord to purchase a key for you, or forward authorization to the Management Company for you to purchase

a key.

- Please do NOT attach any address information on your key ring in the event your keys are lost.
- **Storage Lockers:** a storage locker, located in your building's storage room, is assigned to each unit and generally marked with a unit # to identify it. Items are stored in these areas at the resident's own risk, and the resident is responsible for purchasing a lock for their storage locker door.
  - Storage of fabrics, furniture, paper and other materials that may be subject to damage from humidity is not advised; it's advisable to use pallets or shelves to elevate your possessions and pack them in plastic containers.
  - Items are not permitted to be stored outside of the storage lockers in the common areas. Items left in the common areas will be removed by the Management Company and destroyed or donated at the Owner's expense.
  - If you move, sell or lease your unit, all items must be removed from the storage area unless arrangements are made with the new Owner or your Tenant. If the Condo Association is required to remove items from common area or a resident storage unit, a fee will be assessed.
  - Remember that it is a fire code violation to store kerosene, mineral spirits, charcoal lighter, stove pellets or any other flammable materials inside or near the building, including your basement storage locker, other areas in the basement, on the deck, in the deck utility closet, or on the terrace unit patios within 15 feet of the building.
- **Master Water Shutoff Valve:** there is a master water shutoff valve in the basement storage room of each building. It is located in one of the end storage lockers, and may be either in the front of the locker near the door, or in one or two cases, in the back of that locker. If there is an emergency situation and you need to turn off the water for the building, please contact either the Owner of that storage locker or the Management Company for the combination to that lock.
- **Electrical Room:** there is an electrical room in the basement of each building, opposite the storage room. These rooms contain an electric meter and the shutoff switch for each unit in the building, as well as the master switch for the use of BG&E ONLY. Please note that NO personal property may be stored in this area; any belongings found in these rooms will be removed and disposed of.
- **Mailbox Key:** as noted above, new residents should receive this key from the previous Owner or Tenant; if not, they must contact a locksmith to create another key.

#### **6.4 Codes for Amenities**

- **Tennis Court Code:** the code for the combination lock on the tennis courts is available from the Management Company at no charge. Please ensure that the courts are cleaned up after use, and the lock is back in place.
- **Racquetball Building:** the code for the key lockbox on the racquetball building may also be requested from the Management Company at no charge.
- **Pool Building:** the pool may not be accessed unless the lifeguard is present; the gate will be locked at all other times.

### **7.0 FINANCIAL**

#### **7.1 Condo Fees**

- Condo fees are due monthly on the 1<sup>st</sup> of each month. Your payment should be made payable to Shearwater Condominiums and mailed with the coupon to:  
c/o Metropolitan Management LLC

P.O. Box 1029  
Glen Burnie, MD 21060

- If you haven't yet received the coupon book, contact MMG at [info@metropolitanmgmt.com](mailto:info@metropolitanmgmt.com) and ask what payment options can be used.
- If you prefer to have a check mailed from your bank, please allow time for the check to be mailed so that it arrives on time.
- Direct debit is available through the Management Company. This option allows them to withdraw your condo fee automatically from your bank account each month between the 1<sup>st</sup> and the 8<sup>th</sup> of the month. If you wish to sign up for this service, please return the direct debit agreement form located in the welcome packet with the required information.

## **7.2 What Your Condominium Fees Provide**

- Funding of reserve accounts to provide for capital repairs and replacements
- All water usage inside and outside your unit, including sewer and irrigation systems
- Electricity for lights on the buildings and in parking areas
- Basic cable service
- Maintenance of the buildings, storage rooms, sidewalks, fence and gate
- Maintenance of the parking areas
- Maintenance of the marina, tennis courts and racquetball court, fence and gate
- Maintenance for the swimming pool and pool buildings
- Maintenance of all landscaped areas, including turf, shrubbery, ornamental & mature trees
- Fire and extended coverage insurance on the Association Liability insurance policy
- Property management and administration
- Pool management and staffing
- Painting fund
- Trash removal and recycling
- Snow removal
- Janitorial service for the community grounds and external building areas
- Pest control for the condominium buildings
- Marina expenses [offset by marina revenue]
- Tax, audit and legal fees

## **7.3 Responsibility for Insurance**

- Although the Association carries a master insurance policy for all structures and common areas, each Unit Owner is required by Maryland Condo Law and legislation passed by the Maryland House (House Bill 287) and Senate (Senate Bill 201) to purchase an HO6 policy to cover all personal belongings and improvements to the unit in the event of an unexpected occurrence, and to assist in paying the master insurance policy deductible of \$5,000, if assessed.
- You may find out more by calling Harvey Shankman at Schoenfeld Insurance (410-602-2000), or consult your own insurance professional.
- Be advised that the Shearwater master policy does not cover the contents of your unit or the improvements to it.
- If you need to provide Certificate of Insurance (COI) to your mortgage company, you can contact [Melissa McCubbin](#) at Jack Hutchinson Insurance Agency (410-647-9540). You will need to supply the following:
  - Unit Owner name & the specific address in Shearwater

- Mortgage company name & address
- Loan number for reference
- Where you would like the COI sent (Mortgage Company and/or Unit Owner); they can fax, email or mail it
- For Flood Insurance, contact Jack Hutchinson at Nationwide Insurance (410-647-9540)

#### **7.4 Resale Package**

- If you need a Resale Package for a condominium sale, please go to the Management Company’s website: <https://owners.metropolitanmgmt.com/order-resale-package/>
- The fees for ordering a disk copy, or a disk and hard copy, of the Resale Package are outlined in the Fee Schedule attachment. These will be sent within 20 days of receipt of payment. There is an additional fee for expedited service, for the package to be sent within 3 days of receipt of payment.

#### **7.5 Other Fees/Rental**

- **Marina Fees:** all information regarding fees for slip, dingy or kayak rental is available on the “Marina” page of the Shearwater website
  - Invoices are mailed out by the Management Company in the first quarter for the entire year.
  - The invoicing process is outlined in the Marina Committee Procedures document on the “Board & Committees” page of the website.
- **Bicycle Fees:** if a resident wishes to store a bicycle in the racquetball building, they must ensure that the bicycle is tagged and registered with the Management Company (see Attachments)
  - The fee per year per bicycle is listed in the Fee Schedule attachment (this fee is not prorated).
  - Invoices will be mailed out in the first quarter of each year.
  - A maximum of 2 bicycles may be stored per unit, space permitting.
- The violation and enforcement processes are described in Section XI of the Shearwater Rules and Regulations

### **8.0 LEASING**

#### **8.1 Leasing By-Laws**

A Unit Owner may lease his/her unit, however, as specified in the By-Laws [Article IX/Section 2] and Rules & Regulations [Section VI.8], only the entire unit can be leased, and for no shorter a term than six (6) months. Under no circumstances can a portion of the unit be listed or rented, even temporarily. A leased unit may not be occupied by any individual(s) other than those identified on the lease. The Unit Owner remains responsible for payment of the condo fees.

The Owner must also ensure that the Tenant:

- Receives a copy of and understands the Shearwater Rules & Regulations.
- Understands the need to comply with the 80% coverage of floor with carpet and pad if the unit is over another unit.
- Obtains renter’s insurance for the Owner’s protection as well as their own.

#### **8.2 Key Lease Documents**

In order to lease a unit, the Unit Owner:

- Is required by the City of Annapolis to apply for a Rental Operating License. Here is a link to the

application form: <http://www.annapolis.gov/docs/default-source/forms-permits-and-licenses/rental-unit-operating-license-application.pdf?sfvrsn=14>.

- Must provide a copy of the signed lease and Rental Operating License to the Management Company, or ensure that their real estate/property management agent does so. This lease is the legal document entitling the renter(s) to live in the unit, and enables the Management Company to make available a copy of the New Resident Handbook.
- Must sign and have their Tenant sign and forward to the Management Company the Lease Addendum form (see Attachments) that binds them to the same rules and regulations that apply to Unit Owners.

### **8.3 Registering a Tenant**

Once the Lease and Lease Addendum are on file with the Management Company, the next step in registering a new Tenant is for the Unit Owner to complete a Resident Information Sheet with the Tenant's information, including the Tenant's emergency contact information. Once the Management Company receives this information, it's entered into the system and forwarded to the Board.

Receipt of this form also enables the Management Company to set up a unit gate code for the Tenant (if there are 2 Tenants, they may request up to 2 unit gate codes).

### **8.4 Transfer of Relevant Items**

When a unit is leased to a Tenant, the Owner should transfer the following to the Tenant:

- One (1) or both guest hang tag(s) at the Owner's discretion
- One (1) or 2 transponder(s) (if previously purchased) at the Owner's discretion
- Basement storage room key
- Pedestrian gate key
- Mailbox key (if not, must contact a locksmith to purchase a new key)

### **8.5 Registering a Tenant's Vehicle**

There is a maximum of 2 parking stickers per unit, so when a unit is rented, the Owner determines how these stickers will be allocated. In some cases the Owner retains 1 sticker and allocates the other to the Tenant; in other cases the Owner's sticker(s) are cancelled to allow the Tenant to register 2 cars. The same process applies to the gate transponders.

Once the Resident Information Sheet is on file for the Tenant:

- a) The Unit Owner or the Tenant can complete & submit a Parking Registration Form for the Tenant to:
  - Register 1 or 2 cars with a maximum of 2 stickers per unit for Owner and/or Tenant cars (see Fee Schedule) \*
  - Purchase 2 guest hang tags if the Owner has not transferred them (see Fee Schedule) \*\*
  - Purchase up to 2 transponders if not transferred (see Fee Schedule) \*\*\*

\* Parking Stickers: if the Owner already has and wishes to keep 1 parking sticker, the Tenant may purchase a second sticker. If the Owner already has 2 parking stickers, the Tenant can only purchase 1 or 2 sticker(s) if the same number of the Owner's parking stickers is invalidated.

\*\* Guest hang tags: there are 2 numbered guest hang tags issued per unit; if the current Owner does not transfer these to the Tenant, no additional tags may be purchased by the Tenant unless the previous

hang tags are invalidated. Then the Tenant can purchase them at the current rate (see the Fee Schedule).

\*\*\* Transponders: If the unit is rented and the Owner already has 1 transponder, they can either transfer it to the Tenant or the Tenant can purchase a second transponder. If the Owner already has 2 transponders and the Tenant requests 1 or 2 transponders, the Owner has the option of (a) transferring one or both to the tenant, and notifying MMG to leave it/them active, or (b) allowing the Tenant to purchase a new transponder(s). There is a maximum of 2 transponders per unit.

- b) Upon receipt of the completed Parking Registration Form, the Management Company will invalidate the following:
- One or both previous parking sticker(s) [depending on how many new stickers will be purchased by the Tenant; there is a maximum of 2 per unit]
  - One or both previous transponder(s) [depending on how many transponders will be purchased by the Tenant; there is a maximum of 2 per unit]
- c) The Owner or the Tenant can send an email request to the Management Company to request:
- Key for the pedestrian gates (see Fee Schedule)
  - Key for the storage room (see Fee Schedule)
  - Code for the racquetball building lockbox
  - Code for the tennis court lockbox

## 9.0 VEHICLES AND PARKING

### 9.1 General

All parking facilities in Shearwater are reserved for the exclusive use of the Unit Owners, their Tenants, and their guests and any needed service vehicles. There are no assigned parking spaces. Even though parking is not assigned, since parking is limited it is still very important to be considerate of your neighbors. Parking procedures in Shearwater are detailed in the Shearwater Rules & Regulations, Section IX, but some of the key information is outlined below:

- Resident vehicles may NOT park in guest spaces, and guest vehicles may NOT park in resident spaces.
- Vehicles parked along red curbs, in a fire lane or in a resident space without a valid sticker or explanatory note may be towed without notice.
- All vehicles must be parked front end in to the parking space, not backed in; this includes resident, guest and service vehicles.
- Vehicles may not extend beyond the length of the 17-foot parking space divider lines.
- Double parking, parking near fire hydrants, or parking along the curb is prohibited unless the area is specifically lined as a parking space.

### 9.2 Parking Registration:

Although parking spaces are not assigned, parking stickers are required for all cars owned by Owners or Tenants in Shearwater, for identification and contact purposes in the event of a problem or property damage. The Owner must complete all information in the Parking Registration Form (included at the end of this Handbook). The parking sticker registration process occurs every 2 years; which helps ensure that the Management Company has a current record of all cars authorized to park in Shearwater.

### **9.3 Resident Parking**

- All residents must park in resident spaces (which are unmarked) and not park in any space marked "Guest."
- If you are a new resident and have applied for but not yet received a parking sticker, please put a note in the back window of your car indicating your name, unit number and the date you sent in the Parking Registration Form.
- When you receive a sticker, it must be placed on the bottom left (driver's side) corner of the back window (not in the side window).
- If you have more than one vehicle, please be considerate of your neighbors and park one of them away from your building, and do not park directly in front of your neighbor's building entrance.
- Please note that in order to park in Shearwater, in addition to displaying a current sticker, the vehicle must be in proper working order.
- If a vehicle is not in compliance with Shearwater policy, a violation notice will be placed on the vehicle requesting the situation either be corrected within 10 days or removed from the property, or the vehicle will be towed at the Owner's expense.
- As a courtesy to your neighbors, Unit Owners or Tenants who are going to be absent for several days are asked to park their vehicles in an area away from their building.

### **9.4 Guest Parking**

- Each unit will be assigned 2 guest hang tags, each with a 4-digit number registered with that condo unit.
- When you have guests, please make sure they park in the marked "Guest" spaces. This will help ensure that all residents have easy access to their homes.
- Guests may park in any space marked "Guest" during the day without any identification.
- Any guest parking in Shearwater overnight must place a guest hang tag on the rear view mirror.
- If a guest will be parking at Shearwater for longer than three (3) days, the resident they are visiting must register their vehicle with the Management Company and display a note on the dashboard identifying the resident's unit number and length of stay.
- A vehicle may not park in a guest space for more than seven (7) days in a single month. If there are special circumstances, the Shearwater resident may submit an application to the Management Company for a temporary permit. If it is granted, the permit must be displayed in the left rear window of the vehicle and the vehicle must be parked in a marked guest space.

### **9.5 Service/Other Vehicles**

- Residents moving in or out of Shearwater who need to have a storage container onsite overnight to unload or load must send a request to the Management Company for review and approval, indicating what unit they're moving into or out of, the size of the storage container, and the number of spaces they're requesting for the container. The Management Company will coordinate with the Board.
  - Under no circumstances will permission be granted for more than two (2) days and one (1) night.
  - The resident must display a sign on the storage container indicating by what day/time the container will be removed.
- Contractor vehicles or vehicles providing services to units are allowed during the day during normal

working hours, but under no circumstances may they be left on the grounds overnight.

- No boats or trailers of any size are allowed in the parking area.
- No trailers, campers or recreational vehicles will be permitted to park on the grounds except on a limited basis for loading or unloading, and never overnight.
- Any bus, truck or recreational vehicle heavier than 2.5 tons or larger than 8' x 18' is also not allowed in the parking area.
- Inoperable or junk vehicles in the Shearwater parking area will be towed.
- If you have unusual or extenuating circumstances, notify the Management Company.
- There is no parking on the lawns, in the roadway or in any fire lane (red curbs); vehicles parked along red curbs or in any other No Parking zone may be towed immediately at Owner's expense without notification.

### **9.6 Other Information**

- Residents must return the old parking sticker(s) if they are selling the unit or if a Tenant leaves; if the sticker cannot be removed, notify the Management Company of the change and the sticker number will be deactivated. Also notify the Management Company if a guest hang tag is lost so it may be deactivated as well.
- If a resident changes cars and the old sticker cannot be transferred, notify the Management Company of the change so the sticker can be deactivated and to purchase a new sticker (see the Fee Schedule).
- If an Owner decides to rent their unit and already has one or two stickers and/or guest hang tags, they must determine how the stickers and hang tags will be allocated and coordinate with the Management Company accordingly (maximum of 2 per unit).
- The fees for a new or replacement sticker, for a new or replacement hang tag or a transponder are outlined in the Fee Schedule.

### **9.7 Car Washing**

- Car washing may be done in front of any building that has an accessible hose.
- When you have finished washing your vehicle and washed the soap residue off the parking area, please roll up the hose and put it back neatly.
- Be sure the water is turned off.

### **9.8 Car Maintenance**

- Car maintenance is limited ONLY to washing, waxing, changing wiper blades and tires, filling/checking fluids and emergency jumpstarts. No oil changes, vehicle repair or disassembly of a vehicle anywhere on the property are allowed. This includes mechanical (motor and drive train) and car body work.
- Residents are responsible for attending to oil and other fluid leaks immediately, and will be held responsible for costs related to cleaning up any leaks.

## **10.0 GROUNDS, DECKS & PATIOS**

### **10.1 General**

Shearwater is your home, and as is the case with any property, the Owners and Residents will determine how

it looks, how it is protected, how it is cared for and a multitude of other things that go into making a home. When you belong to a Condo Association, some residents believe that someone else should or will take care of all of these things. Not true! Everyone needs to be involved. If you witness anything which you think is not beneficial to your home (e.g. trash in common areas, littering, unattended pets, careless drivers), please notify the Management Company with as much information as possible. This allows the staff to address the problem in a timely manner.

### **10.2 Common Areas**

- Keep the common area grounds free of personal belongings. Please don't leave toys, lawn chairs, bicycles, strollers, lawn ornaments, flowerpots or other personal articles anywhere on the grounds.
- Neither bird feeders nor bird baths are allowed on the grounds including unit patios and decks, as they create debris and encourage squirrels, rats, foxes, etc.
- Outdoor furniture, plants and firewood may be kept on patios and decks, however those areas may not be used for storage or trash.
- No yard sales, auctions or other commercial events may be conducted on Shearwater grounds.

### **10.3 Grills**

- According to the Anne Arundel Fire Prevention Code, "no charcoal cooker, brazier, hibachi or grill or any gasoline or other flammable liquid or liquefied petroleum gas-fired stove or similar device shall be ignited or used on the balconies or within 15 feet of any building. The storage of cooking devices using flammable or combustible liquids or liquefied petroleum gas (LPG) as a fuel source shall be prohibited inside of, on any balcony of, or within 15 feet of, any apartment building or other structure."
- This means that grills are not permitted to be stored on decks.
- Electrical grills are allowed on decks and patios.

## **11.0 SNOW REMOVAL**

The Management Company arranges for a snow removal service each winter. Their responsibilities include the following:

- Plowing the parking areas when we have more than 2" snow
- Shoveling all sidewalks and steps down to the marina
- Shoveling all stairs, including those down to the basement storage area and electrical room
- Shoveling the steps down to the terrace units and a path to the doors

Their responsibilities do not include:

- Shoveling the terrace unit patios
- Shoveling the docks unless specifically requested by the Dockmaster
- Shoveling out vehicles; this remains the responsibility of the vehicle owners

At the beginning of winter, the snow removal contractor will bring out the orange buckets, lids and scoops:

- From the basement of each building, fill them with ice melt, and put one at the door of each terrace unit and one at the base of the stairs in each building.
- From the shed near the gate, fill them with ice melt, and place one at the inside of the front gate and

one at the door of each town house.

The contractor is responsible for keeping these buckets filled during the winter, and for storing them in the basements and shed at the end of the season.

## 12.0 AMENITIES & ACTIVITIES

### 12.1 Marina

The Shearwater Marina is a wonderful asset to our community. In addition to providing easy access for boating, kayaking, canoeing and paddle boarding, it's a beautiful area for walking along the waterfront. Just take care when walking on the boardwalk or the docks when they're wet, since they can be slippery!

The Marina includes 34 slips owned by the Association and 28 slips that are owned by individual units. Other facilities owned by the Association include 13 spaces for dinghies and 37 spaces for kayaks. All Association-owned slips are classified as General Common Elements (GCE), while deeded slips allocated for the use of individual Unit Owners are classified as Limited Common Elements (LCE). Electricity and water are available to all users of the marina facilities at no additional charge.

Residents may rent a slip from the Association or from an individual who owns a slip. All boats, regardless of where they are berthed, must be registered and show proof of ownership and insurance. Slip assignments are made by the Shearwater Dockmaster, who chairs the Marina Committee. Factors to be considered in boat slip assignment are:

- The suitability of the slip for the boat, including adequate navigation room past the boat slip for other boats
- The number of years the Unit Owner/Tenant has continuously leased a boat slip
- LOA, beam, draft and facility space requirements

The Dockmaster maintains a waiting list of Unit Owners/Tenants who have requested slips or kayak or dinghy spaces, and assigns spaces for guest boats when requested. Marina invoices for slips, kayak spaces and dinghy spaces are sent out by the Management Company in the first quarter for the year after confirmation with the Dockmaster and completion of the appropriate registration form(s).

A wealth of additional information is available on the "Marina" page of the website (<http://www.shearwatercondos.com/marina.html>). Detailed procedures for applying for a boat slip, kayak sticker or dinghy sticker are described in the Dockmaster Procedures on the "Committees" page of the website (<http://www.shearwatercondos.com/board.html>).

The Marina has guest spaces available as well, and each resident may have a guest dock a boat in Shearwater for the first 2 days at no charge. After that a rental rate is charged per night; this rate is reduced for longer stays. The Dockmaster Procedures also describe the process for invoicing marina fees, use of facilities and departures.

There are 5 points of access to the Marina:

- The stairs next to building 2 (which also lead to unit 2A)

- The pathways beginning at either side of buildings 5 and 6, leading down through the central lawn
- The stairs next to building 11 (which also lead to unit 11A)
- The stairs between buildings 12 and 16
- The stairs next to building 15 (which also lead to unit 15A)

When using stairs that also lead to a private unit, please be considerate of the residents as you pass by.

## **12.2 Pool**

The Shearwater Pool is located between buildings 2 and 3, and is open from Memorial Day weekend through Labor Day weekend. The pool facilities are for the use of Shearwater residents and their guests only. The Pool Committee arranges for pool opening and closing parties, and a number of events throughout the summer, including a “Pooch Party” at the end of the season. You can find photos of previous events on the “Shearwater News” page of the website.

Further information about the pool is available in the Pool Committee Procedures document on the “Committees” page. Some of the key information:

- **Lifeguard:** The lifeguard shall have complete authority over the pool area. All Unit Owners/Tenants and Guests are required to cooperate. Any infractions shall be reported to the Pool Committee and to the Board.
- **Signing in:** A lifeguard is on duty at all times when the pool is open and may ask that you provide proof of residency when you enter. Everyone entering the pool area must register on a sign-in sheet; guests must also provide details regarding the Owner and unit they are visiting.
- **Pool hours:** hours vary each season and are dependent on resident feedback; hours are posted at the pool entrance.
- **Noise:** All visitors to the pool area shall respect others’ privacy and right to enjoy the use of the pool, and shall refrain from excessive noise. For example, radios/CD players shall be used with headphones, cell phone calls that are loud or longer than 5 minutes shall be conducted outside of the pool area, and parents shall control children’s behavior as well as noise levels.
- **Sanitation:** all visitors to the pool shall shower before swimming, and only bathing suits will be worn in the pool.
- **Children:** children under the age of 8 must be accompanied by an adult; children between the ages of 8 and 12 must be accompanied by an adult at least 16 years of age until the child passes a swim test given by a lifeguard (see section X.3 of the Rules and Regulations).

The telephone number for the pool during the season in case of emergency is 410-263-2078.

If a resident wishes to host a gathering at the pool, they need to make arrangements with the pool contractor for a lifeguard to be present; they are also responsible for paying the associated fee.

Please read Section X.3 of the Rules and Regulations for more information on using the pool and guidelines for minors.

## **12.3 Tennis Courts**

Two tennis courts are available for use by Shearwater residents and their guests. Due to insurance liability, these courts are locked. Residents may obtain the combination to the lock box which holds the key by sending an email request to the Management Company.

All residents using the tennis courts are responsible for keeping them clean and for any damage they or their guest(s) may cause. Under no circumstances is it permissible to allow guests or visitors to gain access to the tennis courts without being accompanied by a Shearwater resident.

Guidelines for using the tennis courts:

- Wear only white-soled athletic shoes
- No food or drink is allowed within the enclosure of the tennis courts except for water and sports drinks in closed plastic containers
- Remember tennis court courtesy and keep your play or practice to 1 hour when others are waiting
- Always accompany your guests at the courts
- Be sure to lock the tennis courts when finished
- Ensure that non-players remain outside the court
- Do not use the tennis courts before 8 a.m. or after dusk

Remember that these courts are for recreational purposes and are not intended as a place for pets. They can be used only for tennis, and cannot be used for skateboarding, roller skating, or rollerblading as these types of equipment will damage the court surface.

#### **12.4 Racquetball Building**

The Racquetball Building is available for use by Shearwater Owners and Tenants and their guests. Under no circumstances is it permissible to allow guests or visitors to gain access to the building without being accompanied by a Shearwater resident.

Guidelines for using the racquetball court:

- Wear only soft-soled shoes, and do not bring glass containers or food inside the court
- When others are waiting, keep your play or practice to 1 hour
- Guests must always be accompanied by a resident
- Be sure to lock the door to the building when you leave

#### **12.5 Bicycles**

There is a storage rack for a limited number of bicycles on the top level of the racquetball building. Residents wishing to store their bicycles must fill out a Bicycle Storage Request Form (see Attachment) and forward it to the Management Company. There is a storage fee (see the Fee Schedule attached) per bicycle per year or portion of a year (the fee is not prorated). Once bicycles are registered with the Management Company, the resident must fill out a tag with the bicycle owner's name, unit number and phone number, and attach it to the bicycle.

#### **12.6 Book Club**

The Shearwater Book Club meets 11 times a year at members' homes for dinner and a lively discussion. The reading schedule is set up in January for each year. Residents wishing to join may send an email to [eastport.rower@gmail.com](mailto:eastport.rower@gmail.com).

### **13.0 MAINTENANCE RESPONSIBILITIES**

The responsibility for maintaining our community is shared among the Condominium Association as a whole, and the individual Unit Owners. These responsibilities are defined in the By-Laws Amendment entitled “Duty to Repair” found on the “Metropolitan Management” page of the Shearwater website, and are outlined below.

### **13.1 Association Responsibility**

According to the By-Laws, the Association is responsible for the management, operation, maintenance, repair and replacement of all common elements in the community (see the Amendment to the By-Laws, Article XI, Section 1(a)). Some of the specific responsibilities include:

- Maintenance of all common areas including the marina, pool, tennis courts and racquetball building
- Janitorial service: the janitorial service comes to Shearwater once a week to sweep all the staircases, clean the common areas of all buildings, remove trash from the common areas and change the light bulbs. They also clean the racquetball building monthly, and the basement storage rooms and shed semi-annually.
  - If you notice any light bulbs that are out in the community or other maintenance issue that has not been addressed, please submit a work order to the Management Company so they can assign the task to the Janitorial Service.
- Snow removal (see separate section)
- Trash removal (see separate section)
- Lawn mowing/blowing off sidewalks
- Trimming shrubs/bushes/trees
  - If you see an area of the grounds that needs attention (e.g. a fallen branch), please submit a Work Order
- Repair and replacement, but not the maintenance, of the Limited Common Elements, including decks and deck closet doors
- Cleaning of the building condensate lines that feed into the main drain in the basement of each building.
- Extermination services: owners of terrace level and first floor condos are advised that they must provide access to the pest control company when the service is arranged.

Some of these activities require the Management Company or their service contractor to have access to the units. Every effort will be made to schedule alternative times for access. However the resident is responsible for making arrangements either to provide access themselves or, if they cannot be available, via a neighbor or their emergency contact. If these arrangements cannot be made, the resident may be responsible for fines and/or the cost of subsequent maintenance or repair.

### **13.2 Unit Owner Responsibility**

There are certain maintenance activities for which Unit Owners are directly responsible, in order to prolong the effectiveness and the life of condominium assets, and also to reduce the danger of water leaks and fires that would affect their own and neighboring condos.

On a periodic basis, the Management Company will arrange with an outside vendor for the first 3 maintenance activities below, and negotiate a bulk price for the services (Owners must arrange for the unit HVAC cleaning separately). Once these cleaning activities are completed, Owners will be invoiced for their portion of the cost.

If the Owner prefers to schedule the maintenance done separately, they must send a receipt or other proof of completion and payment in writing (i.e. a paid invoice within the last 12 months) to the Management Company. The Unit Owner will be responsible for any damage that arises from the failure to allow or arrange for proper maintenance of these areas.

- Deck Maintenance: decks must be power-washed and sealed at a minimum of every 2 years. Owners who prefer to arrange this separately must notify residents of the decks below ahead of time so their decks, furniture and plants can be covered.
- Fireplace Flue Inspection & Cleaning: according to the National Association of Fire Prevention, chimneys must be inspected every 2 years, regardless of whether or not the fireplace is used regularly. This reduces the likelihood of birds or animals nesting in the chimneys and potentially invading the building structure. The chimneys will also be cleaned at the same time, unless the inspection indicates that the chimney doesn't need cleaning.
- Dryer Vent Cleaning: lint build-up in either the dryer vent or the ceiling duct is a serious fire hazard; both must be cleaned on a yearly basis. This cleaning consists of two activities: (a) first, the Unit Owner should have the flexible vents leading from the dryer up to the ceiling duct cleaned regularly (e.g. every year) to avoid lint buildup. And if you have old white plastic tubing, this is a fire hazard and should be replaced as soon as possible with new flexible metal vent tubing; (b) second, the Association arranges for a yearly cleaning of all dryer ducts from the opening on the outside of the building in to where the flexible dryer vent tubing begins.
- Heating, Ventilating and Air Conditioning (HVAC) Units: HVAC units must be cleaned at least once a year, and some Owners opt to have this cleaning done twice a year. All the HVAC units are located on the roof of each building, with the exception of the terrace units, whose HVAC units are located on the ground outside the terrace deck. It is recommended that you have a preventive maintenance contract with an outside vendor. If you aren't familiar with HVAC service companies in this area, those that have been used and are recommended by other Unit Owners are listed on the "Resources" page of the Shearwater website.
- Condensate Line Cleaning: at the same time the HVAC unit/heat pump is cleaned, your service company must also clean out the unit condensate lines that run from the heat pump and water heater. This cleaning should ensure the line is clear all the way to the condensate feeder line that runs down the side of each building. It is very important that your service company snakes down the unit condensate line at least 6-10 feet in order to ensure that the full length of the line into the feeder pipe is clear, not just to the floor of your unit. If there is a clog, there will be water leaks that may affect your unit and the unit(s) below you, and you will be liable for the costs of repairs and damage.

Unit Owners are also responsible for the following:

- Window Washing: for the interior and exterior cleaning of their windows and sliding glass doors. In case the information is helpful, some of the companies that have been used and are recommended by other Owners are listed on the "Resources" page of the website.
- Front Doors: for painting their front doors inside and out, as needed. Specifications for the paint to be used can be found in the Architectural Guidelines on the "Board & Committees" page of the website.
- Terrace Unit Patios: for removing snow and leaves.

### **13.3 How to Submit a Work Order**

The Unit Owner may submit a Work Order Request for any repair or maintenance issue in the common areas around the community, or in their unit. The link to the request form is in 2 places on the Shearwater website: at the upper right section of the “Home” page and on the “Metropolitan Management” page.

Once you fill out the five (5) required pieces of information followed by a description of the work order request and click “Submit,” the work order is routed to the Management Company’s system and an email is sent to you to confirm the information. You will be contacted if further information is required.

## **14.0 RESIDENT RESPONSIBILITIES**

### **14.1 General Trash Guidelines**

Abiding by the procedures outlined below promotes a cleaner, safer and happier community for everyone who lives here. Dumpsters are conveniently located in two areas on Shearwater property for trash disposal:

- 2 large trash dumpsters and 1 large recycling dumpster to the right as you exit the community via the main gate
- 1 large trash dumpster and 4 rolling recycling bins next to the Mitchell Street gate

Trash is picked up one day a week on Tuesday, unless Monday is a holiday. Recycling of newspaper and cardboard is encouraged with the use of the large recycling dumpster near the front gate and the 4 rolling recycling bins near the Mitchell Street gate.

### **14.2 Trash Disposal**

Residents are asked please to:

- **ALWAYS:**
  - Push trash toward the back of the dumpster rather than just inside the door
  - Break down boxes; do not put them in the dumpster without breaking them down flat; any trash should be put into a trash bag, not into a box
  - Securely tie all trash bags
  - If the area behind the door is full, trash may be dropped toward the back of the dumpster by opening up the top
- **NEVER:**
  - Leave trash or any other items out on the ground
  - Put cardboard boxes in any dumpster without breaking them down first
  - Leave items in any of the common areas unless special pick-up arrangements are made through the Management Company
  - Put any construction debris, large appliances (either whole or in pieces) or other large items in the dumpster; these must be taken offsite (please be sure to advise your contractors of this as well).

If a resident is identified as violating these guidelines, they may be fined to cover cleanup and/or disposal.

### **14.3 Recycling**

Do you ever wonder what’s recyclable and what’s not? For a complete list, visit the Anne Arundel County

Recycling Guide on their website: <http://www.reductioninmotion.com/waste-stream-minimization/anne-arundel-county-md-recycling-guide>

Procedures for recycling at Shearwater:

- **Break down all boxes** prior to putting them in the recycling dumpster or rolling bins
- All boxes and paper must be put in the recycling dumpsters (not the trash dumpsters), including shoe boxes, shipping containers, etc., either separate or in a trash bag

#### **14.4 Special Situations**

- If you have a large item to dispose of, you may take it to the dump or call (410) 222-6100 on weekdays between 7:30 and 4:00 pm to arrange pickup. Our regular trash company is not responsible for picking up these items.
- If you are having any work done on your condo, please emphasize to your contractor that under NO circumstances are any construction debris or shipping materials to be placed in the dumpsters or rolling bins on Shearwater property. All material must be taken away and disposed of offsite.
- Christmas trees may be taken for recycling to the Recreation & Parks Department, Maintenance Division, at 925 Spa Road for a period of time after the holiday; call 410-263-7993 for more information.

#### **14.5 Noise**

If your previous residence is a single-family home, living in a condominium may be an adjustment. All residents should respect their neighbors' right to privacy and the peaceful enjoyment of their home. The insulation between units is quite good at Shearwater, however sounds do carry downward, even through the two layers of concrete and airspace in the floors. So please be considerate and check with your neighbors, especially those below you, to see if they can hear noise from your unit.

- **Hardwood Floors:** cover 80% of your floor with carpet and pad, or rugs, unless you live in a terrace unit, and if you have hardwood floors, please avoid wearing hard-soled shoes or heels in your unit. The sound of heels hitting the floor really carries so please remove them whenever possible.
- Be considerate when playing your TV, stereo, radio or musical instrument at high volumes
- If you have a dog, control any barking when you are home; if you are notified by your neighbors or the Management Company that your dog is barking excessively when you are away, please take whatever measures are appropriate to correct this.
- When making changes to your unit or conducting repairs yourself, be aware that contractor, construction or repair activity is ONLY permitted between the hours of 8:00 am and 6:00 pm Monday through Saturday, except in case of an emergency. NO construction or contractor activity is permitted on Sunday or holidays.

#### **14.6 Contractors**

An Owner planning to do any construction work to their unit is responsible for:

- Determining whether the planned work requires a permit or not (the "Permit Process" link on the City of Annapolis website provides detailed guidelines for the various types of work - <http://www.annapolis.gov/government/city-departments/neighborhood-environmental/city-permitting-process>).
- Obtaining a permit from the City of Annapolis for any project with a value greater than \$500.00 (<http://www.annapolis.gov/government/forms-permits-and-licenses>).

- Advising the Management Company (via phone or email) and neighbors (via a notice on the building notice board) in advance of any planned work, especially if it will last more than several days or require turning off the water or electricity (see the next section for service interruptions).
- Supervising the contractors and subcontractors who are engaged in repairs and renovations to their units.
- Any damage that may be caused by construction work.

Other guidelines are below:

- Contractor and/or service vehicles should park away from the front of the building except when loading or unloading materials.
- Under no circumstances may construction materials be left onsite overnight or on weekends, or construction debris be placed in the dumpsters.
- Any interruption of utilities to other units must be scheduled with occupants of those units with a minimum of 24 hours advance notice and shall not occur if any of the other occupants has a reasonable need for continued utility service at the scheduled time. Utility service may be interrupted only between the hours of 9:00 and 5:00, and shall be limited to a maximum of 2 hour duration.
- Common areas shall be kept clear of material and equipment, and clean of dust and debris at all times.

#### **14.7 Pets**

The Shearwater By-Laws (Article IX/Section 3.d and Rules & Regulations (Section 10.VII) indicate that a resident may own 1 cat or 1 dog, and request that pets in the community be registered with the Management Company. In case of fire or other emergency, registration notifies firemen or police about what needs to be rescued. Here are the guidelines for having pets:

- Don't leave your pet unattended on your deck or on the grounds or allow your cat to roam free outside. Curb your dog away from buildings, walkways and parking areas.
- As most pet owners are aware, it is your responsibility to clean up after your pet, and dispose of the waste in the dumpster. Not only is it an Anne Arundel County law to do this, and punishable by fines if not abided by, but it is also a safety and health concern, as rodents are attracted to feces. It also detracts from the aesthetics of your community grounds.
- You may not take your pet into the tennis courts, storage areas, racquetball building or the pool area (except during the yearly Pooch Pool Party in September).
- Be aware of your pet's behavior both when you are here and when you're away so it does not become a nuisance to your neighbors. Many pets suffer loneliness or separation anxiety when you leave, and if your neighbors are subjected to your pet's barking you are responsible taking measures to correct the situation.
- Remember always to leash your pet (unleashed pets are also subject to fines by Anne Arundel County Animal Control). A leashed animal is much easier to control and minimizes a pet's threat potential toward other pets as well as your neighbors.
- Make sure your pet has up-to-date vaccinations, and register your pet with Anne Arundel County, as well as with the Management Company. Information about pet registration is available on the County website: <http://patch.com/maryland/annapolis/new-pet-registration-law-for-anne-arundel-county>
- Any damage to property or injury to anyone caused by the pet will be the responsibility of the pet owner.

If you see a pet owner violating any of these rules, please remind the owner of their responsibility and/or report the issue and the violator to the Management Company. Residents may also report infractions of

regulations (whether pooper-scooper, dangerous/vicious dogs, dogs that are constantly barking, or pets roaming outside) to the Department of Animal Control at the following website:

<http://www.aacounty.org/departments/animal-control/forms-and-publications/Affidavit-Complaint.pdf>

#### **14.8 Vacations & Absences**

To prevent damage to your and your neighbors' property, and out of consideration for your neighbors, please do the following if you're going to be away for more than 3 days:

- Turn off the master water shutoff valve in your unit: the location varies depending on the unit; it may be in the laundry area or above the hot water heater. When you turn this valve on or off, turn it all the way in one direction and then back it off about half an inch; this prolongs the life of the valve.
- If you're going to be away for an extended period of time, turn off the water, leave the faucets open so the pipes drain (so there's no standing water to freeze and break the pipes), and leave the doors open under all sinks.
- Set the temperature to a level appropriate for the season; e.g. at least 55 during the winter, and 80 during the summer to avoid condensation.
- Park your car (if you're not taking it with you) in an area away from the front of your building to make it more convenient for your neighbors to park.

#### **14.9 Emergency Procedures**

If there is a serious water leak in a unit or in one of the buildings; e.g. a toilet, under a sink, in a ceiling, water heater, sprinkler system, etc. due to a broken or leaking pipe or fitting or some unknown cause:

- Water supply to a toilet may be turned off using the valve below the water tank at the back of the toilet.
- Water supply to a clothes washer may be turned off using the hot and cold water valves (usually located on the wall in back of the washer and dryer).
- Water supply to the unit may be turned off using the master unit shutoff valve generally located either above and in back of the water heater or in the closet where the washer and dryer are located.

Note: most valves are turned off by turning them to the right

If this does not stop the water flow, go to the main water valve located in the basement storage room of your building or the building adjacent to yours. There is 1 main water valve for each pair of buildings. There is a sign on the door of the storage room indicating that the master shutoff valve is inside, and another smaller sign on the storage locker door where the valve is located.

Each of these storage lockers will have a combination lock; please call the owner of that storage locker for the combination, or if you cannot contact them, call the Management Company. If it's after normal business hours, call the Management Company and dial "5" to reach the Emergency Contact.

When you access the master valve, turn it to its full counter clockwise position, then call the Management Company and request emergency assistance to investigate the problem.

It is strongly recommended that you leave a spare set of keys with a trusted neighbor or in a lockbox for which a neighbor has the combination. Also, note that if you do not provide your keys or access to your keys to the Management Company and they do have to enter your unit for an emergency, you will be liable for the locksmith fee and any repairs.

### **14.10 Awnings**

The awning over the third-floor decks must be kept closed when not in use; this is especially critical when there are high winds. The Association will pay for service or repair to these awnings unless it is caused by the awning being left open under these conditions.

## **15.0 ARCHITECTURAL CHANGES**

### **15.1 General**

The Architectural Control process is outlined in Section X of the Shearwater By-Laws, and in Section V of the Rules and Regulations. Unit Owners who wish to make a change that affects or alters the exterior of any condo unit, including installing new windows or doors, or make a change that is visible from the outside of the unit, must first submit an Architectural Change Request for approval by the Architecture Committee. This Committee was formed to assist in maintaining the structural and visual integrity of the community, and is comprised of any uneven number of three (3) or more people designated by the Board of Directors.

### **15.2 Submitting a Change Request**

Review the information in the Architectural Guidelines located on the "Board & Committees" page of the website to see what changes have been approved in the past. Please note that even if a change has been approved previously, a request must still be submitted to, reviewed and approved by the Committee. The steps are:

- Complete the Architectural Change Request form.
- Forward one copy to the Committee and another copy to the Management Company, along with the appropriate plans, specifications and backup materials.
- The Committee will review the request, investigate the suppliers/products/options as needed, either approve or deny the request, and forward their decision to the Management Company.
- The Management Company will send a written response to the requestor.
- If the request is denied, the Unit Owner may appeal the decision to the Board.

### **15.3 Further Information**

On the "Committees" page of the website, you can find:

- The *Architecture Change Request Form*, which should be filled out and submitted to the Committee for approval before scheduling any change to the exterior of a unit.
- The *Architecture Guidelines*, which provides detailed information about the types of products that may be approved by the Committee to assist in completing the Request Form.
- The *Architecture Committee Procedures*, which describes the responsibilities of the Unit Owner, the Committee, the Management Company, and the Board when submitting, processing and appealing change requests.

Some of the most frequently-asked questions:

- Grills: are not allowed on decks, and in compliance with the City of Annapolis Fire Code, on terrace unit patios no closer than 15 feet to any building, dwelling, structure or premises. Only electric grills with no open flame can be used.

- Flower Pots/boxes: are permissible if they are not hung on outside patio & deck beams.
- Bird Feeders and Bird Houses: are not allowed on decks or attached anywhere on the building.
- Firewood: is allowed on decks up to the level of the windows.
- Signs: may not be placed on the grounds or on buildings by anyone other than the Management Company.
- Storage of bicycles, indoor furniture, boxes or other “clutter” is not permitted on any balcony, deck or patio.
- No electric or propane heaters are permitted on any balcony or patio at any time.
- Deck blinds may be hung on the interior side of the upper deck beam, not on the bottom of that beam.
- Deck fans may be installed on the joists of the deck above, but not on the deck boards themselves.

Please refer to the Rules and Regulations section VI for further details.

## **16.0 RESOURCES & LOCAL ATTRACTIONS**

### **16.1 Resources**

On the Shearwater website there is a page called “Resources” where we’ve listed the companies that residents have used in the past and recommended. If you have any other companies that you have been happy with and are willing to recommend, please send the information to our webmeister (the link is on the right side of the Home page under “Sign up for Email E-lets.”)

### **16.2 Emergency Services**

- Police: 199 Taylor Ave (410-268-9000 or Emergency 911)
- Fire Department: 914 Bay Ridge Avenue (410-263-6113 or Emergency 911)

### **16.3 Hospitals**

- Anne Arundel Medical Center locations: <http://www.aahs.org/gethere/locations.php#Annapolis>
  - (443-481-1000)
- North Arundel Hospital: 301 Hospital Drive, Glen Burnie (410-787-4135)

### **16.4 Post Office**

- Post Office: 821 Chesapeake Avenue (410-268-7300)

### **16.5 Transportation**

- Bus Schedule: 308 Chinquapin Round Road (410-263-7994)
- Water Taxi: City Dock Association – stops at Shearwater A and C Docks (410-263-0033)
- Annapolis Taxi Service: 24 Pinewood Street (443-995-1400)
- Annapolis City Taxi: (443-852-0686)
- Annapolis Bay Area Taxi Service: (410-267-0068)
- Maryland Transit Administration Mobility/Paratransit Program: <http://mta.maryland.gov/mobility> (410-539-5000)
- BWI Flight Tracker: <http://www.bwiairport.com/en/flight/tracker>

## **16.6 Shopping**

- Annapolis Harbor Center: 2454 Solomons Island Rd/Rt 2 (410-266-5857)
- Annapolis Mall: Defense Highway (410-266-5432)
- Eastport Shopping Center: 1023 Bay Ridge Avenue (at the other end of Madison)
- Bay Ridge Shopping Center: Bay Ridge Avenue and Forest Drive

## **16.7 Restaurants**

- Grumps: Bay Ridge Shopping Center, 117 Hillsmere (410-267-0229)
- Rocco's Pizza: 954 Bay Ridge Rd (410-263-9444)
- Adam's Ribs: Eastport Shopping Center, 921 Chesapeake Ave (410-267-0064)
- Sammy's: Eastport Shopping Center, 1007 Bay Ridge Ave (410-990-9800)
- Davis Pub: 400 Chester Ave (410-268-7432)
- Eastport Kitchen: Eastport Shopping Center, 923 Chesapeake Ave (410-990-0000)
- The Boatyard: 400 4<sup>th</sup> St (410-216-6206)
- Vin 909: 909 Bay Ridge Ave (410-990-1846)
- Luna Blu: 36 West St (410-267-9950)
- Blackwall Hitch: 400 6<sup>th</sup> St (410-263-2354)
- Chart House: 300 2<sup>nd</sup> St (410-268-7166)
- Carroll's Creek: 410 Severn Ave (410-263-8102)
- Lewnes Steakhouse: 401 Fourth St (410-263-1617)

## **16.8 Theaters/Shows**

- Annapolis Symphony Orchestra: Compass Rose Theater: 49 Spa Road (410-980-5857)
- Summer Garden Theater: Compromise & Main Streets (410-268-9212)
- The Colonial Players: 108 East Street (410-268-7373)
- Rams Head On Stage: 33 West Street (410-268-4545)
- Harbor 9 Cinemas: Annapolis Harbor Center/Rt 2 (410-224-1145)
- Annapolis Mall Cinemas: Annapolis Mall Road (410-224-8700)
- St. John's College: <http://stjohnscollege.edu/events/> (410-263-2371)
- Compass Rose Studio Theater: 49 Spa Road (410-980-6662)

## **16.9 Hotels**

- Annapolis Waterfront Marriott: 80 Compromise Street (410-268-7555)
- O'Callaghan Annapolis Hotel: 174 West Street (410-263-7700)
- Loew's Annapolis Hotel: 126 West Street (410-263-7777)
- Residence Inn Annapolis: 170 Admiral Cochrane Drive (410-573-0300)
- The Westin Annapolis: 100 Westgate Circle (410-972-4300)
- State House Inn: 25 State Circle (410-990-0024)
- Holiday Inn Express & Suites: 2451 Riva Road (410-224-4317)
- Doubletree by Hilton: 210 Holiday Court (410-224-3150)

## **16.10 Libraries**

- Anne Arundel County Main Library: 1410 West Street (410-222-7371)

- Eastport Library: 269 Hillsmere Drive (410-222-1770)

### **16.11 Naval Academy**

- General Information 410-393-1000
- Athletic Association 410-268-6060
- Public Affairs/Events 410-263-2293

### **16.12 Publications**

- The Baltimore Sun: [www.baltimoresun.com](http://www.baltimoresun.com) (800-829-8000)
- The Washington Post: [www.washingtonpost.com](http://www.washingtonpost.com) (800-477-4679)
- The Capitol Gazette: [www.capitalgazette.com](http://www.capitalgazette.com) (410-268-4800)
- Wall Street Journal: [www.wsj.com](http://www.wsj.com)
- New York Times: [www.nytimes.com/Subscription](http://www.nytimes.com/Subscription)
- Annapolis Now: [WhatsUpMag.com](http://WhatsUpMag.com) (410-266-6287)

### **16.13 Fitness Facilities**

- Annapolis Athletic Club: 1031 Bay Ridge Avenue (410-990-1095)
- The Pip Moyer Recreation Center: 273 Hilltop Lane (410-263-7958)
- Annapolis Olympic Swim Center: 2690 Riva Road (410-222-7933)
- Annapolis Swim Club: 9214 Black Diamond Court, Pasadena
- The Y in Arnold: 1209 Ritchie Highway, Arnold (410-544-2525)

### **16.14 Other Information**

- Elections: 160 Duke of Gloucester Street (410-263-7997)
- Eastport Civic Association: 405 Third Street (410-295-9743)
- Annapolis City Government: <http://www.annapolis.gov/>
- Annapolis Calendar: <http://www.visitannapolis.org/things-to-do/festival-events/>
- Recreation & Parks: 273 Hilltop Lane (410-263-7958)
- Chesapeake Bay Activities: <http://www.visitmaryland.org/list/25-cant-miss-things-to-do-along-chesapeake-bay>

<b>17.0</b>	<b><u>ATTACHMENTS/LINKS</u></b>
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- |      |  |
|------|--|
| 17.1 | By-Laws & Declarations ( <a href="http://www.shearwatercondos.com/metropolitan.html">http://www.shearwatercondos.com/metropolitan.html</a> ) |
| 17.2 | Rules & Regulations ( <a href="http://www.shearwatercondos.com/metropolitan.html">http://www.shearwatercondos.com/metropolitan.html</a> )    |

**SHEARWATER LEASE AGREEMENT ADDENDUM**

The Landlord and Tenant have entered into a Residential Lease Agreement for the \_\_\_\_\_ (“Unit”) dated \_\_\_\_\_ (“Lease), and further agree as follows:

1. The terms of the Lease shall be subject to and subordinate to the provision of the Declaration of the Shearwater Condominium which is recorded among the Land Records of Anne Arundel County at Liber \_\_\_\_\_, Page \_\_\_\_\_, The By-Laws of Shearwater Condominium, which are recorded among the Land Records of Anne Arundel County in Liber \_\_\_\_\_, Page \_\_\_\_\_, and such other reasonable rules, regulations and house rules relating to the use of the common elements as the Board of Directors may from time to time promulgate (collectively the “Association’s Documents”). The Lessee further acknowledges receipt of a copy of the Association Documents.
2. The Tenant and Landlord hereby agree to comply with all terms of the Association Documents. This includes the submission of the Lease and Lease Addendum to the Management Company on or before the beginning of the lease term stated in the Lease and obtaining parking stickers, if in use, for all vehicles owned or leased by the Tenants on or before the beginning of the lease term stated in the Lease.
3. No portion of any unit, other than the entire unit, shall be leased for any period. No unit shall be leased for less than a six (6) month term without the approval of the Board of Directors of the Association.
4. Failure of the Tenant to comply with the aforesaid terms and the Association Documents shall be a default under the Lease and the basis for the termination of the Lease.
5. In addition, the Tenant and Landlord shall both be liable for any violations by Landlord and/or Tenant of the above items, the Association Documents and subject to hearings and fines by the Association, which may include fines and damages incurred in the enforcement thereof, including but not limited to any attorney’s fees incurred by the Association.
6. The Tenant shall throughout the lease term provide HO4 insurance coverage of at least \$500,000 for the unit and its contents. The “Council of Unit Owners of Shearwater Condominiums” shall be named as a co-insured and shall be notified at least thirty (4) days in advance of any cancellation. Verification of the insurance coverage shall be attached as Exhibit A of this Addendum.
7. The Management Company shall be notified at least thirty (30) days in advance of an early termination or extension of the lease term.
8. If any of the terms of the Lease conflict with this Addendum, the Addendum shall control.
9. No subleasing of any unit is allowed.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date and year first above written.

WITNESS: \_\_\_\_\_  
Lessor

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Lessee

Please return completed form to:

Shearwater Condominium

c/o Metropolitan Management LLC

P.O. Box 1029, Glen Burnie, MD 21060

Fax: 866-736-1926

Phone: 410-508-3819

RESIDENT INFORMATION SHEET

**PROPERTY OWNER INFORMATION**

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Association Name: **Shearwater Condominium** Property Address: \_\_\_\_\_ Spa Creek Landing, Annapolis MD  
21403

**Alternate Address** (for owners who rent property to tenants OR whose primary residence is elsewhere):

Street 1: \_\_\_\_\_ Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Facsimile#: \_\_\_\_\_

Cellular Phone # (1): \_\_\_\_\_ (2) \_\_\_\_\_

Work Phone # (1): \_\_\_\_\_ (2) \_\_\_\_\_

E-mail address (1): \_\_\_\_\_ (2) \_\_\_\_\_

**PLEASE NOTE THAT A VALID EMAIL ADDRESS SHOULD BE LISTED FOR EMAIL COMMUNICATION. OUR OFFICE IS DEDICATED TO COMMUNICATION WITH THE COMMUNITY AND HAS ESTABLISHED AN EMAIL BLAST GROUP FOR OWNERS AND/OR TENANTS IN THE COMMUNITY.**

**Emergency Contact [someone OTHER THAN the resident(s) to be contacted in your absence]:**

Name: \_\_\_\_\_ Do they have a key? Yes \_\_\_\_\_ No \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**VEHICLE INFORMATION**

(1) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ Tag: \_\_\_\_\_

(2) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ Tag: \_\_\_\_\_



*Please turn over and fill out information on the other side*

**SLIP INFORMATION**

Marina Slip Number (If Applicable) \_\_\_\_\_

**DIRECTORY AUTHORIZATION**

Please sign below to authorize use of your information in a community directory. Your information will not be published without your permission. I authorize my contact information to be added to a community directory which may be distributed to the community:

Signed \_\_\_\_\_

**TENANT INFORMATION (if applicable)**

My unit is  is not  rented. (If your unit is rented, please fill out the information below- **please also note that the vehicle information for the tenant(s) should be filled in above.**)

Name: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Facsimile#: \_\_\_\_\_

Cellular Phone # (1): \_\_\_\_\_ (2) \_\_\_\_\_

Work Phone # (1): \_\_\_\_\_ (2) \_\_\_\_\_

E-mail address (1): \_\_\_\_\_ (2) \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

*PLEASE INCLUDE A COPY OF YOUR CURRENT LEASE FOR OUR RECORDS*

**Please send this form to:**

Metropolitan Management Group LLC

P.O. Box 1029

Glen Burnie, Maryland 21060

**Email:** info@metropolitanmgmt.com **Fax:** 866-736-1926

*Thank you for taking the time to supply us with this information, as it assists us in the most effective management of your home and community!*

## SHEARWATER PARKING REGISTRATION FORM

SHEARWATER UNIT ADDRESS: \_\_\_\_\_ Spa Creek Landing Annapolis MD 21403 DATE: \_\_\_\_\_

<b>UNIT OWNER 1</b>	Full Name: _____	<b>UNIT OWNER 2</b>	Full Name: _____
	Home Phone #: _____		Home Phone #: _____
	Cell #: _____		Cell #: _____
	Email: _____		Email: _____

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

-----OR-----

<b>TENANT 1</b>	Full Name: _____	<b>TENANT 2</b>	Full Name: _____
	Home Phone #: _____		Home Phone #: _____
	Cell #: _____		Cell #: _____
	Email: _____		Email: _____

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>VEHICLE NO. 1</b> Owner: _____	<b>VEHICLE NO. 2</b> Owner: _____
Year: _____ Make: _____	Year: _____ Make: _____
Model: _____ Color: _____	Model: _____ Color: _____
State: _____ Tag #: _____	State: _____ Tag #: _____
Sticker # [assigned by MMG]: _____	Sticker # [assigned by MMG]: _____
Guest Tag # [assigned by MMG]: _____	Guest Tag # [assigned by MMG]: _____

**Please Note: A copy of the vehicle registration and proof of insurance coverage for each car must be submitted with this registration form. Vehicles must conform to the Parking Rules and Regulations of Shearwater (available on the Shearwater Condo Assn. website) in order to be issued a parking sticker.**

**If you wish to order 1 or 2 transponders, please indicate below and send payment of \$50.00 for each:**

REQUEST ONE [ <input type="checkbox"/> ] TWO [ <input type="checkbox"/> ]	Transponder 1: # _____ Transponder 2: # _____
---	---

**Scan and email this form, Vehicle Registration and proof of insurance to [info@metropolitanmgmt.com](mailto:info@metropolitanmgmt.com), fax to 866.736.1926, or mail to: Metropolitan Mgmt Group, c/o Natalie Collier, P.O. Box 1029, Glen Burnie, MD 21060.**

# GUIDELINES FOR PARKING STICKER APPLICATIONS AT SHEARWATER

January 2015

1. Under no circumstances will a sticker be issued for a non-resident. A sticker will be issued only to a resident of Shearwater, either:
  - A unit owner OR
  - A tenant with a valid lease on file with the property manager
2. The unit owner is responsible for filling out the registration form, and for each unit, a maximum of 2 parking stickers may be issued, either:
  - For 2 cars belonging to the unit owner, OR
  - For 2 cars belonging to the registered tenant, OR
  - One (1) car belonging to the unit owner and 1 car belonging to the registered tenant
3. An application must include three (3) documents:
  - A completed Shearwater Parking Registration Form
  - A valid vehicle registration (for each vehicle)
  - A valid insurance card (for each vehicle)
4. The vehicle registration and insurance card must both display a Shearwater address for the applicant, unless:
  - The applicant is a unit owner AND has an alternate primary residence OR
  - The request is for a tenant with a valid lease on file who has an alternate address
5. The sticker must be affixed to the lower left corner of the rear window (driver's side); the sticker number is recorded with the vehicle registration and may NOT be transferred to a different vehicle.
6. Applications will not be approved for the following:
  - Junk vehicles, trailers, trucks (other than a pick-up truck), vans, campers, camp trucks, house trailers, boats or other such vehicles
  - Vehicles longer than 17 feet
  - Vehicles without current registration plates
  - Vehicles (e.g. trucks/vans) that are clearly used for commercial purposes with commercial signage and/or with commercial vehicle registration plates
7. If a car is sold or traded, the unit owner may submit an application for a new parking sticker:
  - Documentation of the sale or trade must be submitted along with the application
  - The previous sticker will be invalidated
  - There will be a \$15.00 processing charge

# SHEARWATER CONDOMINIUM

## FEE SCHEDULE

DESCRIPTION	FEE
Parking Sticker - Replacement	\$20.00
Hang Tag – Replacement	\$20.00
Front Gate Transponder	\$50.00
Pedestrian Gate Key	\$20.00
Basement Storage Room Key	\$20.00
Resale Package – Disk Copy	\$165.00
Resale Package – Disk & Hard Copy	\$185.00
Resale Package – Expedited Service	\$45.00
Bicycle Storage – 1 year	\$35.00
Marina Fees (consult Dockmaster)	←
Tennis Court Code	No Charge
Racquetball Building Code	No Charge

**SHEARWATER GATE REGISTRATION  
TRANSPONDER(S) & GATE DIRECTORY**

RESIDENT #1:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

OWNER: \_\_\_\_\_ TENANT: \_\_\_\_\_ (check one)

The next line to be filled out by MMG:

TRANSPONDER #: \_\_\_\_\_ GATE CODE: \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

RESIDENT #1:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

OWNER: \_\_\_\_\_ TENANT: \_\_\_\_\_ (check one)

The next line to be filled out by MMG:

TRANSPONDER #: \_\_\_\_\_ GATE CODE: \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SHEARWATER BICYCLE REGISTRATION FORM

ADDRESS: \_\_\_\_\_ Spa Creek Landing Annapolis MD 21403

DATE: \_\_\_\_\_

UNIT OWNER 1	Full Name: _____	UNIT OWNER 2	Full Name: _____
	Home Phone #: _____		Home Phone #: _____
	Cell #: _____		Cell #: _____
	Email: _____		Email: _____
Mailing Address (if different from above): _____			
City: _____ State: _____ Zip: _____			

-----OR-----

TENANT 1	Full Name: _____	TENANT 2	Full Name: _____
	Home Phone #: _____		Home Phone #: _____
	Cell #: _____		Cell #: _____
	Email: _____		Email: _____
Mailing Address (if different from above): _____			
City: _____ State: _____ Zip: _____			

<b>BICYCLE NO. 1</b> Owner: _____	<b>BICYCLE NO. 2</b> Owner: _____
Make: _____	Make: _____
Model: _____	Model: _____
Men's:___ Women's:___ Color: _____	Men's:___ Women's:___ Color: _____

Please fill out a red tag and attach it to each bicycle registered. A maximum of 2 bicycles may be stored per unit, space permitting.

Scan and email this form to [info@metropolitanmgmt.com](mailto:info@metropolitanmgmt.com), fax to 866.736.1926, or mail to Metropolitan Mgmt Group, c/o Natalie Collier, P.O. Box 1029, Glen Burnie, MD 21060.