

**WILLOWS OF POTOMAC COMMUNITY ASSOCIATION
VEHICLE RULES & REGULATIONS**

October 1, 2009



The Willows
OF POTOMAC

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**WILLOWS OF POTOMAC COMMUNITY ASSOCIATION
VEHICLE RULES AND REGULATIONS**

INTRODUCTION

The Board of Directors hereby declares and adopts the following definitions and procedures for the management of vehicles in the common areas, townhome areas, and private driveways of the Willows of Potomac, as well as vehicles in violation of Article VII, section 7 of the Declaration of Covenants, Conditions and Restrictions.

Individual addendums to these Guidelines will be mailed to homeowners via first class mail. The entire document will be reissued and mailed to each homeowner when a sufficient number of changes have been made. Homeowners are expected to comply with the guidelines. If a rule in this document contradicts and/or is in conflict with the provisions of any laws, governmental regulations or the guidelines set forth in The Willows of Potomac Community Association Declaration of Covenants, Conditions and Restrictions (the "Declaration of Covenants"), the provisions of any such laws, governmental regulations or guidelines in the Declaration of Covenants will apply.

These vehicle rules and regulations replace and supplant in their entirety any vehicle rules and regulations which have been adopted by the Board of Directors prior to the date hereof (the "Prior Vehicle Rules and Regulations"), which Prior Vehicle Rules and Regulations are hereby declared to be null and void and of no further force or effect.



I. VEHICLE GUIDELINES

000 DEFINITIONS

000.1 Boat

Self-explanatory.

000.2 Bus

A motor vehicle designed to carry multiple passengers and that is larger than a passenger van or goes along a regular route.

000.3 Campers

Any vehicle drawn by a car or truck and used as a temporary or permanent dwelling.

000.4 Commercial Vehicle

Any vehicle with advertising affixed which exceeds any of the following:

- a. Letters more than four (4) inches in height.
- b. Four lines of text.
- c. Logos covering an area greater than five (5) inches in diameter.

Commercial Vehicle shall also include any vehicle with any of the following characteristics:

- a. Garish and/or blatant lettering or painting.
- b. Tools or appendages attached to the exterior of the vehicle, such as tow trucks, dump trucks, etc.

000.5 Hazard

Any vehicle parked in an area that can impede access of emergency vehicles, or any vehicle parked in a designated "No Parking" zone.

000.6 Camp Trucks

House Trailers

Motor Homes

Recreational Vehicles

Any self-propelled vehicle which can be or is used as a temporary or permanent dwelling.

000.7 Impermissible Vehicles

Campers, Camp Trucks, House Trailers, Motor Homes, Recreational Vehicles, Boats, Buses, Commercial Vehicles, Junk Vehicles, Trailers, Trucks and Stored Vehicles.

000.8 Improperly Parked Vehicles

Any vehicle (a) parked in such a manner as to occupy more than one parking space; (b) parked in a "No Parking" zone; (c) parked in a manner that impedes access of another vehicle into a drive lane, driveway, or into a parking space other than the one the vehicle occupies; (d) parked in another homeowner's reserved parking space; and/or (e) parked in a non-parking space.

000.9 Junk Vehicles

A vehicle that is inoperable, has major components missing or broken or has one or more flat tires.

000.10 Motorcycles

A motor vehicle that: (a) has two (2) or three (3) wheels, (b) has an engine or motor with a rating of more than one (1) brake horsepower or a capacity of fifty (50) cubic centimeters or more piston displacement, (c) has a singular front steering road wheel mounted in a fork assembly that passes through a frame steering bearing and to which is attached a handlebar or other directly operated steering device, and (d) except for a windshield or windscreen, does not have any enclosure or provision for an enclosure for the driver and/or passenger.

000.11 Permissible Private Community Area Maintenance

With respect only to a Permissible Vehicle owned by the owner of non-garaged townhome, the adding of air to the tire of a Permissible Vehicle, the changing of a flat tire of a Permissible Vehicle and the adding (but not the removal) of fluids to a Permissible Vehicle (provided the adding of such fluids does not require any disassembly to the Permissible Vehicle). Permissible Private Community Area Maintenance may only be conducted in one of the reserved parking spaces assigned to the applicable non-garaged townhome owner.

000.12 Permissible Vehicles

Any conventional passenger vehicle, personal van, motor cycle or pickup truck, except those which are specifically prohibited in this document. Permissible Vehicles may have simple commercial lettering, designs and logos designating/identifying a company name, address and/or telephone number. Any such lettering, designs and logos may not be of such a size and/or type so as to render the vehicle a Commercial Vehicle. Permissible Vehicles do not include any Impermissible Vehicle.

000.13 Private Community Streets & Parking Areas

Any streets and parking areas in the community that are not maintained by Montgomery County, Maryland. The Private Community Area includes all streets and parking spaces in the townhome areas of the community and the driveway and parking areas serving the pool and community center.

Driveways abutting single family homes or townhomes within the Willows of Potomac are not part of the Private Community Area, but are under the control of the private homeowner for that lot and subject to The Willows of Potomac Community Association Declaration of Covenants, Conditions and Restrictions (the "Declaration of Covenants") and any regulations issued pursuant to the Declaration of Covenants.

000.14 Trailers

A trailer is any vehicle without motive power that is drawn by another vehicle having motive power.

000.15 Truck

Any truck having a load capacity greater than one (1) ton and meeting either of the following conditions:

- a. Having more than two (2) axles.
- b. Having wheels (not tires) with a diameter that exceeds sixteen (16) inches.

000.16 Stored Vehicle

Any vehicle, including those with covers, which remains stationary in the common parking areas for a period exceeding 21 days in an unreserved parking space.

000.17 Managing Agent

Vanguard Management, or their successor, as the Willows of Potomac Community Association's property management company.

Willows of Potomac
c/o Vanguard Management
PO Box 39
Germantown, MD 20875

301-540-8600

005 VEHICLE RULES

005.0 Restricted Parking in Townhome Area

The Willows of Potomac was designed to provide two parking spaces per townhome. The two parking spaces for **non-garaged** townhomes are assigned in the lined numbered parking spaces. The parking spaces for **garaged** townhomes are in that home's driveway and the second space in the garage.

005.1 Private Community Area

005.1.1

The Board or its agents may post notification of the intent to remove on any vehicle located in the Private Community Area on which current registration plates are not properly displayed and on any Impermissible Vehicle located in the Private Community Area. The notice shall direct the owner or operator of the vehicle to permanently remove the vehicle from the Private Community Area (or if applicable, to correct the violation) within forty-eight (48) hours of the posting of notification.

Any of the above-referenced vehicles which are not removed within the above-specified 48 hours shall be towed from the community. Any costs incurred in identifying the owner or operator, towing and storage charges, or damage incurred in the process, if any, shall be the responsibility of the owner or operator of the vehicle. The Association shall not be responsible for any such costs.

005.1.2

Vehicle maintenance other than Permissible Private Community Area Maintenance may not be undertaken in the Private Community Area and any vehicle to which maintenance is being conducted in the Private Community Area (other than Permissible Private Community Area Maintenance) may be subject to immediate towing. During any Permissible Private Community Area Maintenance no grease, oil, coolant, wiper fluid, brake fluid, etc., shall be allowed to come into contact with private property, the parking lot or any other common areas. Any such spillage must be adequately cleaned (as determined by the Vehicle Committee) immediately upon completion of the maintenance and before rain causes the spilled material to flow.

- 005.2.3 Between 8:00 p.m. and 6:00 a.m. pickup trucks located within the Private Community Area may not contain in the truck bed any exposed tools, hazardous materials, or any materials extending beyond the tailgate of the truck. Vehicles in violation of this rule may be subject to immediate towing.

010 VEHICLE PARKING

010.1 Townhome Parking

- 010.1.1 Two numbered parking spaces shall be assigned to each non-garage townhome unit. Homeowners wishing to exchange parking spaces must submit a letter stating which spaces they wish to exchange and the letter must be signed by all homeowners that are involved in the exchange.
- 010.1.2 Unreserved parking spaces will not be marked. Unreserved parking spaces may be used as overflow parking by all townhome residents.

010.2 Private Community Area

- 010.2.1 Any Improperly Parked Vehicle located in the Private Community Area may be subject to immediate towing.
- 010.2.2 Any vehicle located in the Private Community Area which poses a Hazard, may be subject to immediate towing.

010.3

Pool/Clubhouse Parking Lot

- 010.3.1 People using the pool/clubhouse facilities must park in the pool/clubhouse parking lot. Parking is prohibited on adjacent lots and along private roads in the Private Community Area and vehicles parked in these areas are subject to immediate towing.
- 010.3.2 The pool/clubhouse parking lot is reserved for people using the pool/clubhouse facilities, tennis courts, or basketball courts and the vehicles of people parking in the pool/clubhouse parking lot for any reason other than as stated above are subject to immediate towing.
- 010.3.3 Overnight parking in the pool/clubhouse parking lot is prohibited and vehicles parked overnight are subject to immediate towing.
- 010.3.4 No one may park or allow a vehicle to stand in the area reserved for emergency vehicles (designated by yellow curbing) and vehicles doing so are subject to immediate towing.
- 010.3.5 Any Improperly Parked Vehicle located in the Pool/Clubhouse Lot is subject to immediate towing.
- 010.3.6 Any vehicle located in the Pool/Clubhouse Lot which poses a Hazard, is subject to immediate towing.

- 010.3.7 Parking in the “handicapped” parking spaces is only for authorized vehicles bearing the appropriate license plates or placard required by County/State Law. Unauthorized vehicles parking in the “handicapped” parking spaces are subject to ticketing by the Montgomery County Police and immediate towing.
- 010.3.8 Vehicle Maintenance may not be undertaken in the Pool/Clubhouse Parking Lot and any vehicle undergoing maintenance in the Pool/Clubhouse Parking Lot is subject to immediate towing.

010.4 Driveways and Sidewalks

- 10.4.1 Impermissible vehicles may not be parked on homeowner driveways.
- 10.4.2 Maintenance to a vehicle located in a driveway that requires substantial dismantling of the vehicle and will take longer than forty eight (48) hours to complete is prohibited. During the 48-hour period of such maintenance, tools, parts, supplies, etc. must be kept within a restricted area that does not inconvenience other homeowners and may not be placed on any common areas. Tools, supplies, parts, etc. may not be left on private lawns and/or on any common areas. During vehicle maintenance activities in a driveway, no grease, oil, coolant, paint, wiper fluid, brake fluid, etc., shall be allowed to come in contact with any public property, common areas or neighboring properties. Any such spillage must be adequately cleaned (as determined by the Vehicle Committee) immediately upon completion of the maintenance and before rain causes the material to flow. Any vehicle maintenance that exceeds 48 hours may result in the vehicle being tagged for removal and towed.

II. ENFORCEMENT OF RULES

Homeowners and/or renters may report vehicle violations to the Willows of Potomac Property Management Agent. They may be required to submit a written complaint based upon the nature of the violation. The address closest to where the vehicle is parked, or other description of location, a description of the vehicle’s color, make, model, tag number and owner’s name, if known, should be provided. If the vehicle is parked in a numbered space, this information should also be provided. The management agent will act in accordance with these rules and the Declaration of Covenants, subject to any applicable laws and/or governmental regulations.

Townhome Parking Space Assignments
Sorted by Parking Space #

Parking Space #	Home #	Street	Parking Space #	House #	Street
1	13795	Lambertina Place	48	13753	Lambertina Place
2	13795	Lambertina Place	49	13753	Lambertina Place
3	13793	Lambertina Place	50	Open	Lambertina Place
4	13793	Lambertina Place	51	13751	Lambertina Place
5	13791	Lambertina Place	52	13751	Lambertina Place
6	13791	Lambertina Place	53	13749	Lambertina Place
7	13789	Lambertina Place	54	13749	Lambertina Place
8	13789	Lambertina Place	55	13747	Lambertina Place
9	13787	Lambertina Place	56	13747	Lambertina Place
10	13787	Lambertina Place	57	13745	Lambertina Place
11	13785	Lambertina Place	58	13745	Lambertina Place
12	13785	Lambertina Place	59	13743	Lambertina Place
13	13783	Lambertina Place	60	13743	Lambertina Place
14	13783	Lambertina Place	61	Open	Lambertina Place
15	Open	Lambertina Place	62	Open	Lambertina Place
16	13781	Lambertina Place	63	Open	Lambertina Place
17	13781	Lambertina Place	64	Open	Lambertina Place
18	13779	Lambertina Place	65	Open	Lambertina Place
19	13779	Lambertina Place	66	Open	Lambertina Place
20	Open	Lambertina Place	67	Open	Lambertina Place
21	13777	Lambertina Place	68	Open	Lambertina Place
22	13777	Lambertina Place	69	13741	Lambertina Place
23	13775	Lambertina Place	70	13741	Lambertina Place
24	13775	Lambertina Place	71	13739	Lambertina Place
25	13773	Lambertina Place	72	13739	Lambertina Place
26	13773	Lambertina Place	73	13737	Lambertina Place
27	13771	Lambertina Place	74	13737	Lambertina Place
28	13771	Lambertina Place	75	13735	Lambertina Place
29	Open	Lambertina Place	76	13735	Lambertina Place
30	Open	Lambertina Place	77	13733	Lambertina Place
31	Open	Lambertina Place	78	13733	Lambertina Place
32	13769	Lambertina Place	79	13731	Lambertina Place
33	13769	Lambertina Place	80	13729	Lambertina Place
34	13767	Lambertina Place	81	13729	Lambertina Place
35	13767	Lambertina Place	82	13727	Lambertina Place
36	13765	Lambertina Place	83	13727	Lambertina Place
37	13765	Lambertina Place	84	13725	Lambertina Place
38	13763	Lambertina Place	85	13725	Lambertina Place
39	13763	Lambertina Place	86	13723	Lambertina Place
40	13761	Lambertina Place	87	13723	Lambertina Place
41	13761	Lambertina Place	88	13721	Lambertina Place
42	13759	Lambertina Place	89	13721	Lambertina Place
43	13759	Lambertina Place	90	13719	Lambertina Place
44	13757	Lambertina Place	91	13719	Lambertina Place
45	13757	Lambertina Place	92	13717	Lambertina Place
46	13755	Lambertina Place	93	13717	Lambertina Place
47	13755	Lambertina Place	94	13715	Lambertina Place

Townhome Parking Space Assignments
Sorted by Parking Space #

Parking Space #	Home #	Street	Parking Space #	Home #	Street
95	13715	Lambertina Place	142	Open	Lambertina Place
96	Open	Lambertina Place	143	Open	Lambertina Place
97	13713	Lambertina Place	144	Open	Lambertina Place
98	13713	Lambertina Place	145	Open	Lambertina Place
99	13711	Lambertina Place	146	Open	Lambertina Place
100	13711	Lambertina Place	147	Open	Lambertina Place
101	13709	Lambertina Place	148	Open	Lambertina Place
102	13709	Lambertina Place	149	Open	Lambertina Place
103	13707	Lambertina Place	150	Open	Lambertina Place
104	13707	Lambertina Place	151	Open	Lambertina Place
105	13705	Lambertina Place	152	Open	Lambertina Place
106	13705	Lambertina Place	153	Open	Lambertina Place
107	13703	Lambertina Place	154	Open	Lambertina Place
108	13703	Lambertina Place	155	Open	Lambertina Place
109	13701	Lambertina Place	156	Open	Lambertina Place
110	13701	Lambertina Place	157	Open	Lambertina Place
111	13700	Lambertina Place	158	13710	Lambertina Place
112	13702	Lambertina Place	159	13708	Lambertina Place
113	13702	Lambertina Place	160	Open	Lambertina Place
114	13704	Lambertina Place	161	Open	Lambertina Place
115	13704	Lambertina Place	162	Open	Lambertina Place
116	13706	Lambertina Place	163	Open	Lambertina Place
117	13706	Lambertina Place	164	Open	Lambertina Place
118	13708	Lambertina Place	165	Open	Lambertina Place
119	13710	Lambertina Place	166	Open	Lambertina Place
120	13700	Lambertina Place	167	Open	Lambertina Place
121	Open	Lambertina Place	168	13759	Lambertina Place
122	Open	Lambertina Place	169	13757	Lambertina Place
123	Open	Lambertina Place	170	13832	Lambertina Place
124	Open	Lambertina Place	171	13832	Lambertina Place
125	Open	Lambertina Place	172	13834	Lambertina Place
126	Open	Lambertina Place	173	13834	Lambertina Place
127	Open	Lambertina Place	174	13836	Lambertina Place
128	Open	Lambertina Place	175	13836	Lambertina Place
129	Open	Lambertina Place	176	13838	Lambertina Place
130	13731	Lambertina Place	177	13838	Lambertina Place
131	Open	Lambertina Place	178	13840	Lambertina Place
132	Open	Lambertina Place	179	13840	Lambertina Place
133	Open	Lambertina Place	180	13842	Lambertina Place
134	Open	Lambertina Place	181	13842	Lambertina Place
135	Open	Lambertina Place	182	13844	Lambertina Place
136	Open	Lambertina Place	183	13844	Lambertina Place
137	Open	Lambertina Place			
138	Open	Lambertina Place			
139	Open	Lambertina Place			
140	Open	Lambertina Place			
141	Open	Lambertina Place			
Parking Space #	Home #	Street	Parking Space #	Home #	Street

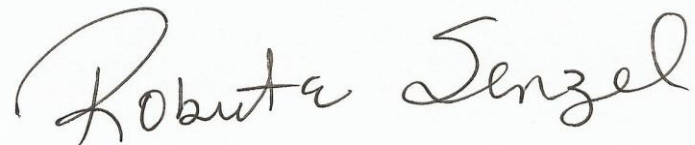
Townhome Parking Space Assignments
Sorted by Parking Space #

201	Open	Procera Drive		248	Open	Procera Drive	
202	Open	Procera Drive		249	Open	Procera Drive	
203	Open	Procera Drive		250	10401	Procera Drive	
204	Open	Procera Drive		251	10401	Procera Drive	
205	Open	Procera Drive		252	10403	Procera Drive	
206	Open	Procera Drive		253	10403	Procera Drive	
207	Open	Procera Drive		254	10405	Procera Drive	
208	Open	Procera Drive		255	10405	Procera Drive	
209	Open	Procera Drive		256	10407	Procera Drive	
210	Open	Procera Drive		257	10407	Procera Drive	
211	Open	Procera Drive		258	10409	Procera Drive	
212	Open	Procera Drive		259	10409	Procera Drive	
213	Open	Procera Drive		260	10411	Procera Drive	
214	10317	Procera Drive		261	10411	Procera Drive	
215	10315	Procera Drive		262	10415	Procera Drive	
216	10313	Procera Drive		263	10415	Procera Drive	
217	10325	Procera Drive		264	10417	Procera Drive	
218	10325	Procera Drive		265	10417	Procera Drive	
219	10323	Procera Drive		266	10419	Procera Drive	
220	10323	Procera Drive		267	10419	Procera Drive	
221	10321	Procera Drive		268	10421	Procera Drive	
222	10321	Procera Drive		269	10421	Procera Drive	
223	10319	Procera Drive		270	10423	Procera Drive	
224	10319	Procera Drive		271	10423	Procera Drive	
225	10317	Procera Drive		272	10425	Procera Drive	
226	10315	Procera Drive		273	10425	Procera Drive	
227	10313	Procera Drive		274	10427	Procera Drive	
228	10327	Procera Drive		275	10427	Procera Drive	
229	10327	Procera Drive		276	Open	Pellita Terrace	
230	Open	Procera Drive		277	Open	Pellita Terrace	
231	Open	Procera Drive		278	Open	Pellita Terrace	
232	Open	Procera Drive		279	14047	Pellita Terrace	
233	Open	Procera Drive		280	14047	Pellita Terrace	
234	Open	Procera Drive		281	14049	Pellita Terrace	
235	Open	Procera Drive		282	14049	Pellita Terrace	
236	Open	Procera Drive		283	14051	Pellita Terrace	
237	Open	Procera Drive		284	14051	Pellita Terrace	
238	Open	Procera Drive		285	14053	Pellita Terrace	
239	Open	Procera Drive		286	14053	Pellita Terrace	
240	Open	Procera Drive		287	14055	Pellita Terrace	
241	Open	Procera Drive		288	14055	Pellita Terrace	
242	Open	Procera Drive		289	14059	Pellita Terrace	
243	Open	Procera Drive		290	14059	Pellita Terrace	
244	Open	Procera Drive		291	14061	Pellita Terrace	
245	Open	Procera Drive		292	14061	Pellita Terrace	
246	10354	Procera Drive		293	14063	Pellita Terrace	
247	10356	Procera Drive		294	14063	Pellita Terrace	

Townhome Parking Space Assignments
Sorted by Parking Space #

Parking Space #	Home #	Street	Parking Space #	Home #	Street
295	14065	Pellita Terrace	342	10350	Procera Drive
296	14065	Pellita Terrace	343	10350	Procera Drive
297	14067	Pellita Terrace	344	10348	Procera Drive
298	14067	Pellita Terrace	345	10348	Procera Drive
299	14069	Pellita Terrace	346	10346	Procera Drive
300	14069	Pellita Terrace	347	10346	Procera Drive
301	14071	Pellita Terrace	348	10344	Procera Drive
302	14071	Pellita Terrace	349	10344	Procera Drive
303	14001	Pellita Terrace			
304	14001	Pellita Terrace			
305	14003	Pellita Terrace			
306	14003	Pellita Terrace			
307	14005	Pellita Terrace			
308	14005	Pellita Terrace			
309	14007	Pellita Terrace			
310	14007	Pellita Terrace			
311	14009	Pellita Terrace			
312	14009	Pellita Terrace			
313	14011	Pellita Terrace			
314	14011	Pellita Terrace			
315	Open	Procera Drive			
316	Open	Procera Drive			
317	Open	Procera Drive			
318	Open	Procera Drive			
319	Open	Procera Drive			
320	Open	Procera Drive			
321	Open	Procera Drive			
322	10374	Procera Drive			
323	10374	Procera Drive			
324	10372	Procera Drive			
325	10372	Procera Drive			
326	10370	Procera Drive			
327	10370	Procera Drive			
328	10368	Procera Drive			
329	10368	Procera Drive			
330	10366	Procera Drive			
331	10366	Procera Drive			
332	10364	Procera Drive			
333	10364	Procera Drive			
334	10362	Procera Drive			
335	10362	Procera Drive			
336	10360	Procera Drive			
337	10360	Procera Drive			
338	10356	Procera Drive			
339	10354	Procera Drive			
340	10352	Procera Drive			
341	10352	Procera Drive			

The Board of Directors of The Willows of Potomac Community Association has approved the Vehicle Rules and Regulations dated October 1, 2009 and declares them effective immediately.

A handwritten signature in cursive script that reads "Roberta Senzel". The signature is written in black ink on a light-colored background.

Roberta Senzel
President, Willows of Potomac Community Association

