April 2017

Dear Severn House Owner/Resident:

It's that time of the year again to get your 2017-2018 parking permits, pool passes, dinghy permits and bicycle rack permits. The current permits expire May 31, 2017 and are reissued annually. All vehicles applying for permits MUST provide current registration. Only those units that are in good standing and current on Association fees will be issued permits.

There is a $25 per year charge for the use of a bicycle rack, with a limit of two racks per unit. Applications for such must include payment. Racks will be issued on a first come first serve basis.

There is also a $25 per year charge for a dinghy or small craft permit, with a limit of two permits per unit. Applications for such must include payment.

Enclosed, you will find your application, a copy of Severn House's Parking Program, Severn House Pool Rules and Severn House Dock Rules. Please fill out this form (forward to your tenant) and return it to:

   Victory Management, Inc.
   P.O. Box 1200
   Stevensville, MD 21666
   by FAX 443-249-0011 or by email info@victorymgt.com

Please note, that tenants must also submit a copy of their current lease. Incomplete applications will not be processed.

Sincerely,

Victory Management, Inc.
2017-18 Severn House Condominium Permit Application

* Only those units that are in good standing and current on Association fees will be issued permits.

Owner’s Name: __________________________________________________________

Home Phone: (_____) ___________________________ Work: (_____) ___________________________

Property Address: ________________________________________________________

Mailing Address (If different from above): __________________________________________

**This is where the permits will be sent**

Is Property Leased: YES NO (If YES, current lease MUST BE on file with management)

Tenant’s Name: ____________________________________________________________

Tenant’s Home Phone: (_____) _____________________________________________

Parking Permits – All vehicles applying for permits MUST provide current registration

_____ Resident Parking Sticker – to be affixed to the following vehicles (Limit 2 per unit) * For Residents ONLY

Make ___________________________ Make ___________________________

Model ___________________________ Model ___________________________

Color ___________________________ Color ___________________________

Tag # ___________________________ Tag # ___________________________

_____ Restricted Parking Sticker – to be affixed to the following vehicles (Limit 2 per unit) * For Absentee Owner

Make ___________________________ Make ___________________________

Model ___________________________ Model ___________________________

Color ___________________________ Color ___________________________

Tag # ___________________________ Tag # ___________________________

Note - 2 Visitor Parking Cards will be issued with each application.
Pool Passes - (Issued to residents only)

Name: ___________________________ Name: ___________________________

Name: ___________________________

Bicycle Rack Permits ($25 per rack per year – Payment must be enclosed) *Issued on First Come First Served Basis

Did you have a rack last year? YES NO

If YES, what rack number? ___________________________

______ 1 Permit or _______ 2 Permits (Limit 2 per unit)

Dinghy or Small Craft Permit ($25 per permit per year – Payment must be enclosed)

Location of Craft (where it will be stored on SH property):

________________________________________________________________________

Description of Craft:

________________________________________________________________________

Slip Information - If you own a boat slip, please fill out the following information.

Slip #: ___________ Slip Owner: ___________________________

Boat Name: ___________________________

POWER or SAIL (circle one) Is Slip Leased: YES NO (circle one)

Boat Manufacturer: ___________________________ Length: ___________________________

Boat Owner: ___________________________

Address: ___________________________

Owner’s Home Phone (______) __________________ Work (______) __________________

Name of the Insurance Company Covering the Vessel in the slip ___________________________

The Policy Number from the Insurance Company ___________________________

The Expiration Date on the Policy ___________________________

OWNERS MUST ADVISE TENANT OF SEVERN HOUSE REGULATIONS FOR SLIPS, AND THAT ALL VESSELS MUST BE IN COMPLIANCE AND DISPLAY CURRENT MARYLAND DOCUMENTATION AND ANY REQUIRED LICENSES.

SLIP OWNERS ARE RESPONSIBLE TO REPORT ANY CHANGE IN THE OCCUPANCY OF THE SLIP

Any request for exception to these rules should be directed to Victory Management in writing for Association consideration.

I have read and understand the rules pertaining to parking, pool, bike and dockage and hereby agree to abide by such.

BY: ___________________________ DATE: _______ / _______ / _______
Severn House Condominium
PARKING MANAGEMENT PROGRAM EXCERPT

Please refer to Association Covenants for complete set of rules and regulations.

GOAL: To identify all vehicles parked on Severn House property at all times as an additional means for ensuring the safety and security of all residents.

A. PARKING AREAS: There are established within the community, four (4) types of parking areas:

1. **Red Area**: These areas include the immediate area of fire hydrants fire lanes, and/or other areas designated by the Board for public safety, and shall be identified by either red curbing, and/or "Fire Lane" signs. No parking, stopping or standing shall be permitted in these zones at any time.

2. **Resident Parking Area**: These areas shall include all parking spaces within the community, with the exception of RED AREAS and HANDICAPPED SPACES.

3. **Visitor/Guest Area** (Boat Slip Occupants/Visitors): These parking areas shall be of such number and location within the community as the Board from time to time may direct. These spaces are marked by GREEN curbing and visitor parking signs. Vehicles parked in these areas must display a current Severn House parking permit. Residents are encouraged NOT to park in these spaces when residential spaces are available.

4. **Handicapped Parking Spaces**: These parking spaces shall be clearly marked with "Handicapped" signs and are specifically established by the Board for only those vehicles displaying a current "Resident Parking Sticker" and current "Handicapped" vehicle permit.

B. PERMITS: There are established within the community four (4) types of parking permits Any vehicle applying for permits MUST provide copy of vehicle registration:

1. **Resident Parking Stickers**: Annually residents will be issued a maximum of two (2) Resident Parking Stickers. **Stickers will be affixed to the lower right hand corner, front passenger side windshield of the vehicle.**

2. **Visitor/Guest Parking Cards**: Annually residents will be issued a maximum of two (2) Visitor/Guest Parking Cards. **Cards must be displayed on the guest vehicle dashboard, so that they are visible from the outside of the vehicle any time a guest vehicle is parked after 11p.m. while on Severn House property.** Vehicles displaying this permit may ONLY park in "Visitor/Guest Areas" (marked by green curbing) for a MAXIMUM of ten (10) days.

3. **Restricted Resident Sticker**: Residents owning more than two vehicles or non-resident Owners may make application for Restricted Resident Stickers. Vehicles displaying these stickers may park ONLY in the designated "Visitor/Guest" areas (marked by green curbing). **Stickers will be affixed to the lower right hand corner, front passenger side windshield of the vehicle.**
4. **Temporary Visitor/Guest Permit:** Visitors/Guests will be issued a Temporary Visitor/Guest. Vehicles displaying these permits may park ONLY in designated "Visitor/Guest" areas (marked by green curbing). Temporary permits may be requested in advance by residents from the management agent to accommodate special events. Temporary permits will indicate Driver's Name, Place Visiting, License Number and Permit Expiration. Temporary permits may not be issued for periods in excess of ten (10) days. **Permits will be affixed to the front windshield, so that they are visible from the outside of the vehicle.**

C. **MISCELLANEOUS:**

1. **VEHICLE REGISTRATION:** All vehicles operated or parked within the Community must at all times properly display current and registered license plates.

2. **REPAIRS & WASHING OF VEHICLES:** No repairs shall be conducted on community property. Washing of vehicles is permitted in two (2) special parking spaces, located in the "Visitor/Guest" area on the South end of the property.

3. **VEHICLES IN DISREPAIR:** All vehicles must be operational at all times while on community property (Based on Maryland State Inspections Standards).

4. **VEHICLE IDENTIFICATION:** No vehicles may be parked on Severn House property without properly displaying a current Severn House parking permit.

5. **CAR COVERS:** Vehicles may be covered by a car cover but at the risk and expense of the Owner. Covers must be in good condition and properly maintained.

D. **ENFORCEMENT:** All parking violations will result in the subject vehicle being towed at Owner/Resident's risk and expense, without notice.
SEVERN HOUSE CONDOMINIMUM
POOL RULES AND REGULATIONS

Updated 6/2016

1. No one shall enter the Pool when a lifeguard is not present. The lifeguard is the agent of the Association and has full authority to enforce the Rules and Regulations and limit or prevent access to the Pool or Pool Area at their discretion based on these Rules and Regulations and State and local laws including Health Department Regulations.

2. NO ONE IS PERMITTED IN THE POOL OR POOL AREA WITHOUT A VALID POOL PASS. Upon entering the Pool Area, the pass must be presented to the lifeguard on duty and the person must sign the Pool Sign-In Sheet. The pool pass will remain with the owner/resident.

3. All persons shall shower before using the Pool. All persons using the Pool must wear appropriate swimwear. No shorts or cut-offs are permitted in the water.

4. No person with a rash or skin abrasion, or apparent infection, cut or open blister will be permitted to use the Pool.

5. No animals are allowed in the Pool Area.

6. Persons under the influence of alcohol, or illegal drugs are prohibited from using the Pool. Alcohol is not permitted in the Pool or Pool Area except the Upper Deck Area subject to State and local laws.

7. No food is permitted in the Pool or Pool Area except the Upper Deck Area. NO glass is permitted in the Pool Area. No smoking in the pool area including upper and lower decks.

8. Parents are responsible for their children in the Pool Area at all times. Children UNDER the age of 12 must be accompanied by a parent or adult authorized by a parent in the Pool Area. Children under the age of 7 must be accompanied by an adult in the Pool. Children under the age of 10 must be tested by the lifeguard before being permitted beyond the shallow end of the Pool. Children under the age of 16 are not permitted in the Pool after 6:00 PM without permission of the lifeguard on duty.

9. Children under the age of 3 or who are not toilet-trained are not permitted in the main Pool at any time. All children under the age of 5 using the Baby Pool must be accompanied by a parent or a qualified adult. Children under the age of 3 or who are not toilet trained using the Baby Pool must wear a swim diaper. Baby carriages, strollers, and play pens are restricted to the Upper Deck Area or the area around the Baby Pool ONLY.

10. Bicycles, skate boards, roller skates/ blades, etc., are prohibited in the Pool Area. Rafts, floats, and all other swimming aids are prohibited except by permission of the lifeguard. Diving masks/goggles containing glass are not permitted in the Pool or Pool Area. Running, playing ball, dunking or roughhousing of any kind is prohibited in the Pool and Pool Area.

11. Neither the Association nor the Pool Management Company is RESPONSIBLE for valuables or articles of clothing in the Pool area. Any items found will be placed in the “lost and Found” in the Pool House and held for two weeks and disposed of if not claimed.

12. All radios, TVs, IPods or similar electronic equipment can be used in the Pool Area only with earphones.
13. Owners/residents must accompany their guests to the Pool Area and be responsible for them. All guests are required to comply with these Rules and regulations. Only 6 guests per Unit, per day are permitted.

14. The number of persons admitted to the Pool at any one time will be subject to the Lifeguard’s discretion as well as applicable State and local health and safety regulations. The Association reserves the right to admit or refuse admittance to any person.
A. GENERAL RULES

Severn House Condominium, hereinafter called “The Association”, may adopt rules and regulations regarding slips, dock areas, and boats located therein. For the purpose of this document, Slip Holder refers to Condo Unit Owners. The Association also has the authority to cite Slip Holders for violations of the Dock Rules, which are stated as following:

1. The Slip Holder shall provide to the Association’s Management Agent (Victory Management), certain information about a vessel occupying his / her slip. Required information includes vessel name, manufacturer’s name, model, length of the vessel, vessel owner’s address, phone number and e-mail address, and proof of insurance. This information will be updated with the Association’s Management Company annually or whenever there is a change in vessel status.

2. The Slip Holder will insure that vessels occupying a slip will have insurance coverage, including but not limited to liability insurance for boats per incident, and for any personal injury or property damage that may occur. The Slip Holder shall agree to save and hold the Association harmless from any liability or loss arising from use of the Marina.

3. No structure or equipment shall be attached to any part of the Marina structure without the written consent / approval of the Association and then only at the Slip Holder risk and expense.

4. Power cords connected to electric power boxes on finger piers shall be the same amperage rating or higher as the circuit breaker to be used i.e., 20, 30 or 50, and be marine-rated. The use of adapters to utilize lesser amperage-rated cords is not permitted as they pose a fire hazard. Cords using the 120-volt, GFCI, 20-amp AC outlet, shall be of a 3-prong type, and must be of the proper amperage for the intended use. The 20-amp outlet may only be used when the user is present. When plugged in, the vessel should not be left unattended. The GFCI outlet is NOT a shore power rated outlet; it is for use with portable tools or portable equipment when attended. Fire hazards are a paramount concern, so any electric cord not in compliance with this rule will be disconnected.

5. For safety, the following items are not permitted on Marina finger piers or the Promenade proper; pots or planters containing trees, shrubs, vegetables and/ or vines or decorations such as wind vanes, mobiles, wind socks, or other such types of decorations that could become an obstruction during an emergency.

6. Slip Holders may permit use of their Slip by third parties, but they are required to ensure that the visitors are informed of and conform to all of the Association’s Rules & Regulations. Slip Holders shall be liable for any violations that may result, including any damages to the slips, piers, the promenade area and / or any fines incurred. Slip Holders must comply with Rule No. 1 before granting visitors use of their Slip.

7. Slip Holders and their crew and guest(s) shall conduct themselves in the Marina in a responsible and orderly manner so as not to be a nuisance to other slip users or residents of the Condominium. No garbage / trash, bottles, cans, sewage, oil, gas or other marine lubricants may be thrown overboard or left at the Marina. All garbage / trash, bottles and cans must be promptly removed from the Marina and can be disposed of in the dumpsters located at the rear of the Condominium property. It is prohibited to dispose of oil, gas or other marine lubricants in the dumpsters described.
8. Living aboard a boat in the Severn House Marina is prohibited. A live aboard is defined as one who resides overnight on his / her boat for four (4) consecutive nights or six (6) nights in a ten (10) day period.

9. The Association has the right to tow any vessel deemed by the Dock Committee to be a safety hazard, in addition to fining after notice and hearing on the violation. Towing and storage expenses incurred will be the responsibility of the Slip Holder.

10. Pets are not permitted in the Severn House Condominium complex (per the Condominium bylaws). This includes the Marina area and applies to any vessel docked therein.

11. Use of charcoal or propane grills or any other type open fire is not permitted above deck on boats docked at the Marina or for use on piers or the promenade.

12. Slip Holders shall advise Marina Guests to comply with Condominium parking lot regulations wherein all visitors shall park at the curbside painted GREEN located throughout the Condominium property.

13. The Severn House Pool and Bath House are for the exclusive use of Condominium Unit Owners, residents, and their invited guests.

14. Slips cannot be used for commercial purposes e.g. charter boat passenger/cargo/construction operations, yacht brokerage operations for the purpose of marketing or selling, and charter fishing operations. A Slip Holder can post his/her vessel for sale while it is docked at the Marina. Note: Brokerage For Sale signs are not permitted in the Marina.

15. In order to ensure free and uninhibited access to the slips, no vessel berthed at the Marina shall be of such size as to prevent others from entering / exiting their slips. The Association Dock Committee will address complaints concerning this rule on a case by case basis.

16. Each slip is provided a Dock Box. Dock Boxes are owned by the Association but they are the responsibility of the Slip Holder. Dock Boxes should be maintained in good working order e.g. locking hasps kept operational and hinges securely fastened. In addition, Dock Boxes should be washed and waxed periodically. The Association shall determine if repair or replacement of a dock box is necessary due to improper use and / or inadequate maintenance by the Slip Holder. If replacement is necessary, the Slip Holder will be responsible for reimbursing the Association.

17. No vessel operator shall run an onboard generator for the purpose of continuously running onboard systems while docked at the Marina. An exception to this rule will permit vessel operators to test run their generators for a period not to exceed 15 minutes.

18. The floating docks, dinghy & kayak racks, and other bulkhead and pier infrastructure are provided to support Marina activity relative to boating. They are not to be used as a recreation area for children.

19. Fire extinguishers, orange safety throw rings and safety ladders are provided by the Association for use by all in the event of an emergency only. Slip Holders will be responsible for all improper use as well as any damage caused to this equipment whether by them, their guests, contractors or representatives.
20. To ensure proper care, maintenance, and safety, Slip Holders are asked to report to the Management Agent (Victory Management), any problems, dangerous conditions or violations of these Rules by others.

21. The pump out facility station is located in the small storage shed on A dock along promenade across from townhouse #692 and be used by Slip Holders daily 9am to 5pm. The pump and components must be cleaned and properly returned to the shed following pump out use. Detailed instructions on use are provided at the pump out facility/shed.

22. During winter months (Nov 1 through May 1) Slip Holders are permitted to tarp, cover with canvas, or shrink wrap their vessels while docked at the Marina. Any tarp, full canvas, or shrink wrap not removed by May 1, will be in violation.

B. VISITOR / TRANSIENT DOCKING

The Association has one “Transient Slip” where transient docking is permitted. This docking area is the outboard pilings adjacent to Slip A-72 all the way at the end of the pier. The docking area has water and a 30 AMP electric outlet. Maximum overall boat length permitted is 40ft.

1. Permits for use of the “Transient Slip” will be issued on a first come first served basis by the Association through Victory Management. Residents may reserve the “Transient Slip” by contacting the Management Agent (Victory Management). The docking period shall not exceed 5 five consecutive nights.

2. Vessels requesting use of the “Transient Slip” will receive a docking permit that must be displayed with the following information:
   a. Docking location, e.g. Dock A
   b. Inclusive dates for the permit, e.g. June 1 -5, 20__
   c. Resident / Unit Owner’s name, condo number, and phone number for immediate contact if necessary.
   d. Guest vessel owner’s name, vessel name and phone number that can be immediately reached.

3. On the day of departure, guests must leave the docking area NLT 1:00PM.

4. Residents must be on the premises while their guests are using the Transient Slip. In addition, and in the event of an emergency, a representative of the crew who has the ability and the knowledge to move the vessel will be within 2 hours of the Severn House Condominium while the vessel is in the Transient Slip.

5. No alterations will be made to the transient pier, the shore water or the electric supplied to accommodate any vessel.

6. The Association, it’s Board of Directors, Dock Committee, and Management Agent accepts no responsibility for the visiting vessel at any time, while it is located in the Transient Slip.
C. PROMENADE

1. No bicycles or motorized vehicles of any kind are permitted on the Promenade. Exceptions include motorized wheelchairs serving the handicapped or maintenance equipment being operated by Dock Committee Members or authorized contractors.

2. Swimming is not allowed in the marina waters. Crabbing and fishing is only allowed on the dinghy dock, Slips #S-1 and #S-2, from the Transient Slip, and open areas along the promenade. A Slip owner and or the Slip Owner’s Renter can crab in the Slip Owner’s Slip. Crab bait lines must be removed from the crabbing areas every evening.

D. DINGHIES & SMALL BOATS

1. Dinghies, canoes, and kayaks, kept ashore may be kept on racks provided by the Association. Double stacking (one on top of another) is not permitted.

2. Unit Owners and residents must apply for a permit to use the racks annually. The appropriate permit sticker must be displayed on the vessel while on Association property. Dinghies, canoes, and kayaks, without the appropriate annual permit sticker will be removed, and may be reclaimed by contacting the Management Age (Victory Management) and paying for the cost of relocation and storage.

3. Dinghies, canoes, and kayak covers must be maintained in good condition. In addition to fining, covers that have deteriorated and become an environmental hazard will be removed / disposed of at the expense of the owner, after notice and a hearing.

4. Use of the dinghy, canoe, and kayak storage racks is governed by the following priority: 1) Unit Owners / slip holders, 2) non-owner residents.

E. ENFORCEMENT - These rules shall be enforced by the SH Board, SH Dockmaster and Dock Committee Members.