

**MARYLAND MUTUAL NO. TWELVE, INC.**

**BYLAWS**

**AS AMENDED NOVEMBER 1991**

**NOTICE: PROTECT THIS DOCUMENT,  
BY LAW, MARYLAND HORIZONTAL PROPERTY  
ACT, THIS DOCUMENT MUST BE CONVEYED  
TO PURCHASER ON RESALE OF YOUR UNIT.**

MARYLAND MUTUAL NO. TWELVE, INC.  
BYLAW ARTICLES

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"EXHIBIT B"

BY-LAWS

MARYLAND MUTUAL NO. TWELVE, INC.

ARTICLE I

Name and Location

Section 1. Name and Location. The name of the Council of Unit Owners is Maryland Mutual No. Twelve, Inc., a condominium. Its principal office and mailing address is as follows: 3701 Rossmoor Boulevard, Silver Spring, Maryland, 20906.

ARTICLE II

Definitions

Section 1. Declaration. "Declaration," as used herein, refers to the Master Deed made the 1st day of August, 1973, by the Declarant therein identified, pursuant to Title 11, Section 11-101, et seq. of the Real Property Volume of the Annotated Code of Maryland (1974 ed., as amended), by which certain described premises (including land) are submitted to a condominium property regime and which Declaration is recorded among the Land Records for Montgomery County, Maryland, immediately prior hereto and to which these By-Laws are appended as an Exhibit.

Section 2. Mortgagee. "Mortgagee," as used herein, means the holder of any recorded mortgage, or the party secured or beneficiary of any recorded deed of trust, encumbering one or more of the units in the condominium. "Mortgage," as used herein, shall include deed of trust. "First mortgage," as used herein, shall mean a mortgage with priority over other mortgages. As used in these By-Laws, the term "mortgagee" shall mean any mortgagee and shall not be limited to institutional mortgagees. As used in these By-Laws, the term "institutional mortgagee" or "institutional holder" shall include banks, trust companies, insurance companies, mortgage insurance companies, savings and loan associations, mutual savings banks, credit unions, pension funds, mortgage companies, Federal National Mortgage Association ("FNMA"), Federal Home Loan Mortgage Corporation ("FHLMC"), all corporations and any agency or department of the United States Government or of any state or municipal government.

Section 3. Other Definitions. The following words have the meanings indicated unless otherwise apparent from context:

- (a) "Common elements" means all of the condominium except the units.
  - (i) "Limited common elements" means those common elements identified in the declaration or on the condominium plat as reserved for the exclusive use of one or more, but less than all of the unit owners.
  - (ii) "General common elements" means all common elements except the limited common elements.
- (b) "Common expenses and common profits" means the expenses and profits of the Council of Unit Owners.
- (c) "Condominium" means property subject to the condominium regime established under this title.

- (d) "Council of Unit Owners" means the legal entity described in Section 11-109 of the Annotated Code of Maryland (1974 Supplement). This term shall mean and be the same as the term "Corporation."
- (e) "Developer" means any person who subjects his property to the condominium regime established by this title.
- (f) "Percentage interests" means the interests, expressed as a percentage, fraction or proportion, established in accordance with Section 11-107.
- (g) "Property" means unimproved land, land together with improvements on it, or improvements without the underlying land. Property may consist of noncontiguous parcels or improvements.
- (h) "Roster" means the names and addresses of each unit owner and member of the Council of Unit Owners.
- (i) "Unit" means a three dimensional area identified as such in the Declaration and on the Condominium Plat and shall include all improvements contained within the area except those excluded in the Declaration. A unit may include two of (or) more noncontiguous areas.
- (j) "Unit owner" means the person, or combination of persons, who hold legal title to a unit. No mortgagee, as such, may be deemed a unit owner. Wherever used herein, the term "member" shall mean and be the same as and include the term "unit owner" and "unit owner" shall mean and be the same as and include the term "member."
- (k) "Other terms." Unless it is plainly evident from the context that a different meaning is intended, all the terms used herein shall have the meaning indicated by normal usage of such meaning as they are defined to have in the Declaration or under applicable provisions of Maryland Law.

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ARTICLE III

Membership

Section 1. Members. Every person, group of persons, corporation, partnership, trust or other legal entity, or any combination thereof, who holds legal title to a unit within the condominium, shall be a member of the Council of Unit Owners; provided, however, that any person, group of persons, corporation, partnership, trust or other legal entity, or any combination thereof, who holds such interest solely as security for the performance of an obligation shall not be a member of the Council of Unit Owners by reason only of such interest.

Section 2. Membership Certificates. In the event the Board of Directors considers it necessary or appropriate to issue membership certificates or the like, then each such membership certificate shall state that the Council of Unit Owners is organized under the laws of the State of Maryland, the name of the registered holder or holders of the membership represented thereby, and shall be in such form as shall be approved by the Board of Directors. Membership certificates shall be consecutively numbered, bound in one or more books, and shall be issued therefrom upon certification as to the transfer of title to the condominium unit to which such membership is appurtenant. Every membership certificate shall be signed by the President or a Vice President and the Secretary or an Assistant Secretary of the Council of Unit Owners and shall be sealed with the seal of the Council of Unit Owners, if any. Such signatures and seal may be original or facsimile.

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Section 3. Lost Certificates. The Board of Directors may direct a new certificate or certificates to be issued in place of any certificate or certificates previously issued by the Council of Unit Owners and alleged to have been destroyed or lost, upon the making of an affidavit of that fact by the unit owner claiming the membership certificate to be lost or destroyed. When authorizing such issuance of a new certificate or certificates, the Board of Directors may, in its discretion, and as a condition precedent to the issuance thereof, require the registered holder or holders of such lost or destroyed certificate or certificates, or his legal representative, to advertise the same in such manner as the Board of Directors shall require and to give the Council of Unit Owners a bond in such sum as the Board of Directors may require as indemnity against any claim that may be made against the Council of Unit Owners.

Section 4. Liquidation Rights. In the event of any voluntary or involuntary dissolution of the Council of Unit Owners, each member of the Council of Unit Owners shall be entitled to receive out of the assets of the Council of Unit Owners available for distribution to the members an amount equal to that proportion of such assets which the value of his condominium unit bears to the value of the entire condominium, as set forth in "Exhibit B" to the aforementioned Declaration.

#### ARTICLE IV

##### Meetings of Unit Owners

Section 1. Place of Meeting. Meetings of the unit owners shall be held at the principal office of the Council of Unit Owners or at such other suitable place within the State of Maryland reasonably convenient to the unit owners as may from time to time be designated by the Board of Directors.

Section 2. Annual Meetings. The annual meetings of the members of the Council of Unit Owners shall be held on the third Thursday of April of each year. However, the Board of Directors, for cause, may select a date which may not be more than two weeks later. At such meeting there shall be elected by ballot of the unit owners a Board of Directors in accordance with the requirements of Section 5 of Article V of these By-Laws. The unit owners may also transact such other business of the Council of Unit Owners as may properly come before them.

Section 3. Special Meetings. It shall be the duty of the President to call a special meeting of the members as directed by resolution of the Board of Directors or upon petition signed by unit owners representing at least twenty percent (20%) of the total value of the condominium having been presented to the Secretary. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated in the notice, unless by consent of four-fifths of the unit owners present, either in person or by proxy.

Section 4. Roster of Unit Owners. The Council of Unit Owners shall maintain a current roster of the names and addresses of each unit owner to which written notice of meetings of the Council of Unit Owners shall be delivered or mailed. Each unit owner shall furnish the Council of Unit Owners with his name and current address. No unit owner may vote at meetings of the Council of Unit Owners until this information is furnished.

Section 5. Notice of Meetings. It shall be the duty of the Secretary to mail or otherwise deliver a notice of each annual and special meeting of the Council of Unit Owners, stating the purpose thereof as well as the time and place where it is to be held, to each unit owner at his address as it appears on the roster of unit owners maintained by the Council of Unit Owners, or if no such address appears, at his last known place of address or at his unit, at least fifteen (15) but not more than ninety (90) days prior to such meeting. Notice by either such method shall be considered as notice served and proof of such notice shall be made by the affidavit of the person giving such notice. Attendance by a unit owner to any annual or special meeting shall be a waiver of notice by him of the time, place and purpose thereof. Notice of any annual or special meeting of the unit owners may also be waived by any unit owner either prior to, at, or after any such meeting.

Section 6. Quorum. The presence, either in person or by proxy, of unit owners representing at least fifty-one percent (51%) of the total votes of the Council of Unit Owners shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members.

Section 7. Adjourned Meetings. If any meetings of unit owners cannot be organized or continued because a quorum has not attended, the unit owners who are present, either in person or by proxy, may, except as otherwise provided by law, adjourn the meeting to a time not less than forty-eight (48) hours from the time the original meeting was called.

Section 8. Voting. The percentages established in "EXHIBIT C" to the Declaration shall be applicable to voting rights. At every meeting of the unit owners, each of the unit owners shall have the right to cast a vote based upon the percentages established in "EXHIBIT C" of the Declaration for each membership which he owns on each question. At every meeting of the unit owners each membership shall have the right to cast a vote on each question and never more than one vote. The vote of the unit owners, present and voting representing fifty-one percent (51%) of those present and voting, in person or by proxy, shall decide any question brought before such meeting, unless the question is one upon which by express provision of statute or of the Articles of Incorporation, or of the Declaration or of these By-Laws, a different vote is required, in which case such express provision shall govern and control. No unit owner shall be eligible to vote or to be elected to the Board of Directors who is shown on the books or management accounts of the Council of Unit Owners to be more than sixty (60) days delinquent in payment due the Council of Unit Owners or who has a recorded statement of condominium lien on his unit and the amount necessary to release the lien has not been paid at the time of the meeting. The vote for any membership which is owned by more than one person may be exercised by any of them present at any meeting unless an objection or protest by any other owner of such membership is noted at such meeting. In the event all the co-owners of any membership who are present at any meeting of the members are unable to agree on the manner in which the vote for such membership shall be cast on any particular question, then such vote shall not be counted for purposes of deciding the question. In the event any unit is owned by a corporation, then the vote for the membership appurtenant to such unit shall be cast by a person designated in a certificate signed by the President or Vice President and attested by the Secretary or Assistant Secretary of such Council of Unit Owners and filed with the Secretary of the Council of Unit Owners prior to the meeting.

Section 9. Proxies. A unit owner may appoint any other unit owner as his proxy, but may not appoint any other person as a proxy. Any proxy must be in writing and must be filed with the Secretary in form approved by the Board of Directors at or before the appointed time of each meeting. In no case may any unit owner (except the declarant, the Management Agent, or any mortgagee) cast more than three votes by proxy in addition to his own vote. Unless limited by its terms, any proxy shall continue until revoked by a written notice of revocation filed with the Secretary or by the death of the unit owner; provided, however, that no proxy is effective for a period in excess of one hundred eighty (180) days.

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Section 10. Order of Business. The order of business at all annual meetings of the unit owners of the Council of Unit Owners shall include at least the following:

- (a) Roll call and certification of proxies.
- (b) Proof of notice of meeting or waiver of notice.
- (c) Reading and disposal of Minutes of preceding meeting, if any.
- (d) Report of officers, if any.
- (e) Report of committees, if any.
- (f) Election or appointment of Inspectors of Election.
- (g) Election of directors.
- (h) Unfinished business.
- (i) New business.
- (j) Adjournment.

In the case of special meetings, items (a) through (d) shall be applicable and thereafter the agenda shall consist of the items specified in the notice of meeting except as the unit owners may otherwise decide.

Section 11. Rules of Order and Procedure. The rules of order and all other matters of procedure at all annual and special meetings of the unit owners shall be determined by the Chairman of such meeting except as the unit owners may otherwise decide.

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Section 12. Inspectors of Election. The Board of Directors may, in advance of any annual or special meeting of the unit owners, appoint an uneven number of one or more Inspectors of Election to act at the meeting and at any adjournment thereof. In the event Inspectors are not so appointed, the Chairman of any annual or special meeting of unit owners shall appoint such Inspectors of Election. Each Inspector so appointed, before entering upon the discharge of his duties, shall take and sign an oath faithfully to execute the duties of Inspector of Election at such meeting. The oath so taken, shall be filed with the Secretary of the Council of Unit Owners. No officer or Director of the Council of Unit Owners, and no candidate for Director of the Council of Unit Owners, shall act as an Inspector of Election at any meeting of the unit owners if one of the purposes of such meeting is to elect Directors. Except in the case of the election of Directors, which shall be counted by the Inspectors of Election provided in Section 12 of this Article, all votes at annual and special meetings shall, at the discretion of the Chairman of the meeting, be counted either by the Chairman of the meeting, or by a person designated by him, or by three or more supervisors of election selected by the Chairman and confirmed by voice vote of the members.

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## ARTICLE V

## Directors

Section 1. Number and Qualifications. The affairs of the Council of Unit Owners shall be governed by a Board of Directors composed of an uneven number of at least three (3) natural persons and not more than seven (7) natural persons, a majority of whom shall be unit owners. The number of Directors shall be determined by a vote of the unit owners at an annual meeting. The number of Directors may be changed by a vote of the unit owners at any annual or special meeting of the unit owners; provided, however, that (a) the limitations of this Section shall continue to apply; and (b) no such change shall operate to curtail or extend the term of any incumbent Director.

Section 2. Powers and Duties. The powers and duties of the Board of Directors shall include, but not be limited to:

- (a) care, upkeep and surveillance of the condominium and its general and limited common elements and services in a manner consistent with law and the provisions of these By-Laws and the Declaration;
- (b) establishment, collection, use and expenditure of assessments and carrying charges from the unit owners and the assessment, the filing and enforcement of Statement of Condominium Liens, therefore, in a manner consistent with law and the provisions of these By-Laws and the Declaration;
- (c) designation, hiring and dismissal of the personnel necessary for the good working order of the condominium and for the proper care of the common elements and providing services for the condominium in a manner consistent with law and the provisions of these By-Laws and the Declaration;
- (d) promulgation and enforcement of such rules and regulations and such restrictions on or requirements as may be deemed proper respecting the use, occupancy and maintenance of the condominium and the use of the general and limited common elements and as are designated to prevent unreasonable interference with the use and occupancy of the condominium and of the general and limited common elements by the unit owners and others, all of which shall be consistent with law and the provisions of these By-Laws and the Declaration;
- (e) authorization, in their discretion, of the payment of patronage refunds from residual receipts or common profits when and as reflected in the annual report;
- (f) entering into agreements whereby the Council of Unit Owners acquires leaseholds, memberships and other possessory or use interests in real or personal property for the purpose of promoting the enjoyment, recreation or welfare of the unit owners and declaring expenses incurred in connection therewith to be common expenses of the Council of Unit Owners;
- (g) purchasing insurance upon the condominium in the manner provided for in these By-Laws;
- (h) repairing, restoring or reconstructing all or any part of the condominium after any casualty loss in a manner consistent with law and the provisions of these By-Laws and otherwise improve the condominium;

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- (i) leasing, granting licenses, easements, rights-of-way and other rights of use in all or any part of the common elements of the condominium;
- (j) purchasing units in the condominium and leasing, mortgaging or conveying the same, subject to the provisions of these By-Laws and the Declaration.
- (k) The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the Council of Unit Owners and may do all such acts and things as are not by law or by these By-Laws directed to be exercised and done by the unit owners.

Section 3. Management Agent. The Board of Directors shall employ for the Council of Unit Owners a management agent (hereinafter referred as the "Management Agent") at a rate of compensation established by the Board of Directors to perform such duties and services as the Board of Directors shall authorize, including, but not necessarily limited to, the duties set out in the subsections (a) through (k) of Section 2 of this Article.

Section 4. Election and Term of Office. The term of the Directors named in the Articles of Incorporation shall expire when their successors have been elected at the first annual meeting of the unit owners and are duly qualified. The election of Directors shall be by ballot, unless balloting is dispensed with by the unanimous consent of the unit owners present at any meeting, in person or by proxy. There shall be no cumulative voting. At the first annual meeting of the unit owners, the term of office of the Director receiving the greatest number of votes shall be fixed for three (3) years. The term of office of the Director receiving the second greatest number of votes shall be fixed at two (2) years and the term of office of the other Director or Directors shall be fixed at one (1) year. The membership may, by resolution duly made and adopted, at such first annual meeting, or at any subsequent annual meeting, determine the number of Directors, at not less than three (3), and fix the term of each Director, not to exceed three (3) years. Each Director shall hold office until a successor has been elected. No Directors may serve more than two consecutive terms.

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Section 5. Vacancies. Vacancies in the Board of Directors caused by any reason other than the removal of a Director by a vote of the membership shall be filled by vote of the majority of the remaining Directors, even though they may constitute less than a quorum; and each person so elected shall be a Director until a successor is elected by the unit owners at the next annual meeting to serve out the unexpired portion of the term.

Section 6. Removal of Directors. At a regular or special meeting duly called, any Director may be removed with cause by the affirmative vote of the majority, based on value of the entire regular membership of record, and a successor may then and there be elected to fill the vacancy thus created. Any Director whose removal has been proposed by the unit owners shall be given an opportunity to be heard at the meeting. The term of any Director who becomes more than sixty (60) days delinquent in payment of any assessments or carrying charges shall be automatically terminated and the remaining Directors shall appoint a successor as provided in Section 5 of this Article.

Section 7. Compensation. No compensation shall be paid to Directors for their services as Directors. No remuneration shall be paid to a Director for services performed by him for the Council of Unit Owners in any other capacity unless a resolution authorizing such remuneration shall have been unanimously adopted by the Board of Directors before the services are undertaken. Directors may be reimbursed for their actual out-of-pocket expenses necessarily incurred in connection with their services as Directors.

Section 8. Organizational Meeting. The first meeting of a newly elected Board of Directors shall be held within ten (10) days of election at such place as shall be fixed by the Directors at the meeting at which such Directors were elected, and no notice shall be necessary to the newly elected Directors in order legally to constitute such meeting, provided a majority of the newly elected Board of Directors shall be present.

Section 9. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the Directors, but at least four such meetings shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone or telegraph, at least three (3) days prior to the day named for such meeting.

Section 10. Special Meetings. Special meetings of the Board of Directors may be called by the President on three (3) days notice to each Director given personally or by mail, telephone or telegraph, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice on the written request of at least one third of the Directors.

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Section 11. Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board of Directors shall constitute a waiver of such notice. If all the Directors are present at any meeting of the Board of Directors, no notice shall be required and any business may be transacted at such meeting.

Section 12. Quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting from time to time. At any such meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

Section 13. Action Without Meeting. Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without meeting if all of the members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the Minutes of the proceedings of the Board of Directors.

Section 14. Fidelity Bonds. The Board of Directors shall require that all officers, Directors and employees of the Council of Unit Owners regularly handling or otherwise responsible for the funds of the Council of Unit Owners, shall furnish adequate fidelity bonds or equivalent insurance against such acts of dishonesty in accordance with the requirements of Article XIII of these By-Laws. The premiums on such bonds or insurance shall be paid by the Council of Unit Owners.

## ARTICLE VI

### Officers

Section 1. Designation. The principal officers of the Council of Unit Owners shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. The Directors may appoint an assistant secretary and an assistant treasurer and such other officers as in their judgment may be necessary. The offices of Secretary and Treasurer may be filled by the same person. Any such other officers of the Council of Unit Owners may or may not be a member of the Council of Unit Owners.

Section 2. Election of Officers. The officers of the Council of Unit Owners shall be elected annually by the Board of Directors at the organizational meeting of each new Board and shall hold office at the pleasure of the Board of Directors.

Section 3. Removal of Officers. Upon an affirmative vote of a majority of the members of the Board of Directors, any officer may be removed with cause, and a successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose, provided that the affected officer receives reasonable notice of such meeting and is given an opportunity to appear and be heard at the meeting.

Section 4. President. The President shall be the chief executive officer of the Council of Unit Owners. He shall preside at all meetings of the unit owners and of the Board of Directors. He shall have all the general powers and duties which are usually vested in the office of president of a Council of Unit Owners, including, but not limited to the power to appoint committees from among the membership from time to time as he may, in his discretion, decide is appropriate to assist in the conduct of the affairs of the Council of Unit Owners.

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Section 5. Vice President. The Vice President shall take the place of the President and perform his duties whenever the President shall be absent or unable to act. If neither the President or Vice President is able to act, the Secretary shall preside. If none of those three is present, the Board shall appoint some other member of the Board to do so on an interim basis. The Vice President shall also perform such other duties as shall from time to time be imposed upon him by the Board of Directors.

Section 6. Secretary. The Secretary shall have responsibility for the minutes of all meetings of the Board of Directors and the minutes of all meetings of the unit owners of the Council of Unit Owners; he shall have custody of the seal of the Council of Unit Owners; he shall have charge of the membership transfer books, the roster of unit owners, and of such other books and papers as the Board of Directors may direct; and he shall, in general, perform all the duties incident to the office of Secretary.

Section 7. Treasurer. The Treasurer shall have responsibility for corporate funds and securities and shall be responsible for full and accurate accounts of all receipts and disbursements in books belonging to the Council of Unit Owners. He shall be responsible for the deposit of all moneys and other valuable effects in the name, and to the credit, of the Council of Unit Owners in such depositories as may from time to time be designated by the Board of Directors. The responsibilities may be delegated to the Management Agent as referred to in Article V, Section 3.

ARTICLE VII

Liability and Indemnification of Officers and Directors

Section 1. Liability and Indemnification of Officers and Directors. The Council of Unit Owners shall indemnify every officer and Director of the Council of Unit Owners against any and all expenses, including counsel fees, reasonably incurred by or imposed upon any officer or Director in connection with any action, suit or other proceeding (including the settlement of any such suit or proceeding if approved by the then Board of Directors of the Council of Unit Owners) to which he may be made a party by reason of being or having been an officer or Director of the Council of Unit Owners whether or not such person is an officer or Director at the time such expenses are incurred. The officers and Directors of the Council of Unit Owners shall not be liable to the members of the Council of Unit Owners for any mistake of judgment, negligence, or otherwise, except for their own individual willful misconduct or bad faith. The officers and Directors of the Council of Unit Owners shall have no personal liability with respect to any contract or other commitment made by them, in good faith, on behalf of the Council of Unit Owners or the condominium (except to the extent that such officers or Directors may also be owners of units) and the Council of Unit Owners shall indemnify and forever hold each such officer and Director free and harmless against any and all liability to others on account of any such contract or commitment. Any right to indemnification provided for herein shall not be in addition to and exclusive of any other rights to which any officer or Director of the Council of Unit Owners, or former officer or Director of the Council of Unit Owners may be entitled.

Section 2. Common or Interested Directors. The Directors shall exercise their powers and duties in good faith and with a view to the interests of the Council of Unit Owners and the condominium. No contract or other transaction between the Council of Unit Owners and one or more of its Directors, or between the Council of Unit Owners and any Council of Unit Owners, firm or association (including the Grantor) in which one or more of the Directors of this Council of Unit Owners are Directors or officers or are pecuniarily or otherwise interested is either void or voidable because such Director or Directors are present at the meeting of the Board of Directors or any committee thereof which authorizes or approves the contract or transaction, or because his or their votes are counted for such purpose, if any of the conditions specified in any of the following subparagraphs exist:

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- (a) The fact of the common directorate of interest is disclosed or known to the Board of Directors or a majority thereof or noted in the Minutes and the Board authorizes, approves, or ratifies such contract or transaction in good faith by a vote sufficient for the purpose; or
- (b) The fact of the common directorate of interest is disclosed or known to the members, or a majority thereof, and they approve or ratify the contract or transaction in good faith by a vote sufficient for the purpose; or

- (c) The contract or transaction is commercially reasonable to the Council of Unit Owners at the time it is authorized, ratified, approved or executed.

Common or interested Directors may be counted in determining the presence of a quorum of any meeting of the Board of Directors or committee thereof which authorizes, approves or ratifies any contract or transaction, and may vote thereat to authorize any contract or transaction with like force and effect as if they were not such Directors or officers of such of Council of Unit Owners or not so interested.

ARTICLE VIII

Management

Section 1. Management and Common Expenses. The Council of Unit Owners, acting by and through its Board of Directors and the Management Agent, shall manage, operate and maintain the condominium and, for the benefit of the condominium units and the unit owners, shall enforce the provisions hereof and shall pay the cost of managing, operating and maintaining the condominium, including, without limitation, the following:

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- (a) The cost of providing water, sewer, garbage and trash collection, electrical, gas and other necessary utility services for the common elements and, to the extent that the same are not separately metered or billed, for the units.
- (b) The cost of fire and extended liability insurance on the condominium and the cost of such other insurance as the Council of Unit Owners may effect.
- (c) The cost of the services of a person or firm to manage the condominium to the extent deemed advisable by the Council of Unit Owners together with the services of such other personnel as the Board of Directors of the Council of Unit Owners shall consider necessary for the operation of the condominium.
- (d) The cost of providing such legal and accounting services as may be considered necessary to the operation of the condominium.
- (e) The cost of painting, maintaining, repair and landscaping the common elements and such furnishings and equipment for the common elements as the Board of Directors shall determine are necessary and proper, and the Board of Directors shall have the exclusive right and duty to acquire the same; provided, however, that nothing herein contained shall require the Council of Unit Owners to paint, repair or otherwise maintain the interior of any unit or any fixtures or equipment located herein.
- (f) The cost of any and all other materials, supplies, labor, services, maintenance, repairs, taxes, assessments or the like which the Council of Unit Owners is required to secure or pay for by law, or otherwise, or which in the discretion of the Board of Directors shall be necessary or proper for the operation of the common elements; provided, however, that if any of the aforementioned are paid as a result of the negligence or improper maintenance, repair or use of any unit by the owner or guests or tenants of the owner, the cost thereof shall be specially assessed to that unit owner in accordance with the provisions of subsection (g) of this Section of this Article.

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- (g) The cost of maintenance or repair of any unit in the event such maintenance or repair is reasonably necessary in the discretion of the Board of Directors to protect the common areas or to preserve the appearance or value of the condominium or is otherwise in the interest of the general welfare of all owners of the units; provided, however, that no such maintenance or repair shall be undertaken without a resolution by the Board of Directors and not without reasonable written notice to the owner of the unit proposed to be maintained and provided further that the cost thereof shall be assessed against the unit on which such maintenance or repair is performed and, when so assessed a statement for the amount thereof shall be rendered to the then owner of said unit at which time the assessment shall become due and payable and a continuing lien and obligation of said unit owner in all respects as provided in Article IX of these Bylaws.
- (h) Any amount necessary to discharge any lien or encumbrance levied against the condominium, or any portion thereof, which may, in the opinion of the Board of Directors constitute a lien against any of the common elements rather than the interest of the owner of any individual unit.

Section 2. Council of Unit Owners as Attorney-in-Fact. The Council of Unit Owners is hereby irrevocably appointed as attorney-in-fact for the owners of all of the units in the condominium, and for each of them, to manage, control and deal with the interests of such unit owners in the common elements of the condominium so as to permit the Council of Unit Owners to fulfill all of its powers, functions and duties under the provisions of Title 11, Section 11-101 et seq. of the Real Property Volume of the Annotated Code of Maryland (1974 ed., as amended), the Declaration and the By-Laws, and to exercise all of its rights thereunder and to deal with the condominium upon its destruction and the proceeds of any insurance indemnity, as hereinelsewhere provided. The foregoing shall be deemed to be a power of attorney coupled with an interest and the acceptance by any person or entity of any interest in any unit shall constitute an irrevocable appointment of the council of Unit Owners as attorney-in-fact as aforesaid.

Section 3. Management Agent. The Council of Unit Owners and the Board of Directors may, by contract in writing, delegate any of its duties, powers or functions to the Management Agent. The Council of Unit Owners and the Board of Directors shall not be liable for any omission or improper exercise by the Management Agent of any such duty, power or function so delegated.

Section 4. Duty to Maintain. Except for maintenance requirements herein imposed upon the Council of Unit Owners, if any, the owner of any unit shall, at his own expense, maintain the interior of his unit and any and all equipment therein situate, and its other appurtenances, in good order, condition and repair and in a clean and sanitary condition, and shall do all redecorating, painting and the like which may at any time be necessary to maintain the good appearance of his unit. In addition to the foregoing, the owner of any unit shall, at his own expense, maintain, repair or replace any plumbing fixtures, water heaters, heating and air conditioning equipment, lighting fixtures, refrigerators, freezers, dishwashers, clothes washers, clothes dryers, disposals, ranges and other equipment that may be in or appurtenant to such unit. The owner of any unit shall also, at his own expense, maintain any limited common elements which may be appurtenant to such unit in a clean, orderly and sanitary condition, but may not erect thereon an addition to the unit, except as provided in Article XI.

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Section 5. Windows and Doors. The owner of any unit shall, at his own expense, clean and maintain both the interior and exterior surfaces of all windows of such unit and shall, at his own expense, clean and maintain both the interior and the exterior glass surfaces of all glass entry doors of the unit, including the interior and exterior surfaces of any door leading to any balcony, deck, terrace, fenced area, courtyard, patio or the like appurtenant to such unit and designated herein or in the Declaration or the Condominium Plat as a limited common element reserved for the exclusive use of the owner of that particular unit. The exterior surfaces of all other entry doors shall be cleaned and maintained at common expense in accordance with a schedule determined by the Board of Directors and the interior surfaces thereof shall be cleaned and maintained by and at the expense of the individual unit owners. Notwithstanding the provisions of this Section, the Board of Directors may resolve to clean the exterior surfaces of all windows in the condominium at common expense in accordance with a schedule to be determined by the Board of Directors.

Section 6. Access at Reasonable Times. The Council of Unit Owners shall have an irrevocable right and easement to enter units for the purpose of making repairs to the common elements when the repairs reasonably appear necessary for public safety or to prevent damage to other portions of the condominium. Except in cases involving manifest damage to public safety or property the Council of Unit Owners shall make a reasonable effort to give notice to the owner of any unit to be entered for the purpose of such repairs. No entry by the Council of Unit Owners for the purpose specified in this Section may be considered a trespass.

Section 7. Easements for Utilities and Related Purposes. The Council of Unit Owners is authorized and empowered to grant such licenses, easements and rights-of-way for sewer lines, water lines, electrical cables, telephone cables, gaslines, storm drains, underground conduits and such other purposes related to the provision of public utilities to the condominium or other similar condominiums as may be considered necessary and appropriate by the Board of Directors for the orderly maintenance, preservation and enjoyment of the common elements or for the preservation of the health, safety, convenience and welfare of the owners of the units, but only upon the affirmative vote of unit owners having sixty-six and two-thirds percent (66-2/3%) or more of the votes.

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Section 8. Limitation of Liability. The Council of Unit Owners shall not be liable for any failure of water supply or other services to be obtained by the Council of Unit Owners or paid for out of the common expense funds, or for injury or damage to person or property caused by the elements or by the owner of any unit, or any other person, or resulting from electricity, water, snow or ice which may leak or flow from any portion of the common elements or from any pipe, drain, conduit, appliance or equipment. The Council of Unit Owners shall not be liable to the owner of any unit for loss or damage, by theft or otherwise, of articles which may be stored upon any of the limited common elements. No diminution or abatement of common expense assessments, as herein elsewhere provided, shall be claimed or allowed for inconvenience or discomfort arising from the making of repairs or improvements to the common elements or from any action taken by the Council of Unit Owners to comply with any law, ordinance or with the order or directive of any municipal or other governmental authority.

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## ARTICLE IX

## Assessments and Carrying Charges

Section 1. Annual Assessments and Carrying Charges. Each unit owner shall pay to the Council of Unit Owners, in advance for each month of each year, a sum equal to one-twelfth (1/12) of the total of the following amounts, as estimated by the Board of Directors:

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- (a) an amount to cover the expected cost of electricity furnished for that year to that unit, which amount (1) shall be determined by applying the E-Rating formulated by the Leisure World of Maryland Corporation for or assigned by it to that unit or, if the Board of Directors so decides, shall be computed under any other method established by the Board that is reasonably designed to measure the expected use of electricity by that unit during that year, and (2) may include additional amounts with respect to any bonus or Florida room or other additional rooms of the unit or space therein;
- (b) an equal amount for each unit in the condominium to cover the cost of garbage and trash collection and of facilities and other services furnished for that year under the Leisure World of Maryland Trust Agreement of March 9, 1966 (recorded at Liber 3479, Folio 396, in the land records of Montgomery County, Maryland), as amended;
- (c) an amount equal to the unit owner's proportionate share (determined in accordance with the percentage interests in common expenses and common profits of the condominium set forth in Exhibit C attached to the Declaration) of the sum required to meet the other annual expenses of the condominium, including:
  - (1) the cost of necessary management and administration;
  - (2) the amount of all taxes and assessments levied against the Council of Unit Owners or upon any property which it may own or which it is otherwise required to pay;
  - (3) the cost of fire and extended liability insurance on the project and the cost of such other insurance as the Council of Unit Owners may secure;
  - (4) the cost of furnishing or securing water and sewer service, and (except to the extent included in clause (a) or (b) of this section) other services or utilities not separately metered or billed directly to the unit by the utility or other company;
  - (5) the cost of funding contributions to the "Paid-in-Surplus" account of the Council of Unit Owners and the cost of funding all reserves established by the Council of Unit Owners, or under such Trust Agreement of March 9, 1966, including, when appropriate, a general operating reserve and a reserve for replacements;
  - (6) the estimated cost of repair, maintenance and replacement of the common elements of the condominium to be made by the Council of Unit Owners; and
  - (7) the cost of all other operating expenses of the condominium and of other facilities and services furnished or secured by it (except to the extent included in clause (a) of this section).



- (d) The Board of Directors shall determine the amount of the assessments at least annually, but may do so at more frequent intervals should circumstances so require.

Common profits may be disbursed to the unit owners, or be credited to their assessment for common expenses, in proportion to their percentage interest in common profits and common expense, or may be used for any other purpose as the Council of Unit Owners or Board of Directors may decide.

The Board of Directors of the Council of Unit Owners shall make reasonable efforts to fix the amount of the assessment against each member for each annual assessment period at least thirty (30) days in advance of the commencement of such period and shall, at that time, prepare a roster of the membership and assessments applicable thereto which shall be kept in the office of the Council of Unit Owners and shall be open to inspection by the owner or mortgagee of any unit and by their respective duly authorized agents and attorneys upon reasonable notice to the Board. Written notice of the assessment shall thereupon be sent to the unit owners. The omission by the Board of Directors, before the expiration of any annual assessment period, to fix assessments for that or the next period, shall not be deemed a waiver or modification in any respect of the provisions of this Article, or a release of any member from the obligation to pay the assessment, or any installment thereof, for that or any subsequent assessment period, but the assessment fixed for the preceding period shall continue until a new assessment is fixed. No member may exempt himself from liability for assessments or carrying charges by a waiver of the use or enjoyment of any of the common elements or by abandonment of the unit belonging to him.

Section 2. Special Assessments. In addition to the regular assessments authorized by this Article, the Council of Unit Owners may levy in any assessment year a special assessment or assessments, applicable to that year only, for the purpose of defraying, in whole or in part, the cost of any construction or reconstruction, unexpected repair or replacement of a described capital improvement located upon the project, including the necessary fixtures and personal property related thereto, or for such other purposes the Board of Directors may consider appropriate, provided that any such assessment shall have the assent of a majority of the unit owners present and voting, in person or by proxy. A meeting of the unit owners shall be duly called for this purpose, written notice of which shall be sent to all members at least fifteen (15) days but not more than ninety (90) days in advance of such meeting, which notice shall set forth the purpose of the meeting.

Section 3. Budget. The Board of Directors, with the assistance and counsel of the Management Agent, shall prepare and adopt a budget for each annual assessment period which shall include estimates of the funds required by the Council of Unit Owners to meet its annual expenses and other amounts referred to in Section 1 of this Article for that period. The budget herein required to be prepared and adopted by the Board of Directors shall be in a format consistent with the classifications of the accounts of the Council of Unit Owners, as hereinafter in these Bylaws provided for, and shall provide for sufficient estimates on a monthly basis, to permit comparison to and analysis of deviations from the various periodic reports of the actual results of operations and the actual financial condition of the Council of Unit Owners, on both a current basis and for prior corresponding periods, all in accordance with generally accepted accounting practices, consistently applied. Copies of the budget shall be available for examination by the unit owners and by their duly authorized agents and attorneys, and to the institutional

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holder of any first mortgage on any unit in the condominium and by their duly authorized agents and attorneys during normal business hours for purposes reasonably related to their respective interests.

Section 4. Reserves. The Council of Unit Owners may, from time to time, by appropriate resolution of the Board of Directors establish and maintain reserve funds for the benefit of members in meeting the costs of contingencies and expenses which are not annual operating costs, but will be incurred in the operation of the Council of Unit Owners. Such reserve funds shall be conclusively deemed to be a common expense. These reserves shall be funded as provided under Section 1(f) of this Article, as a part of the carrying charges at the level established by the Board of Directors and the amount to be allocated to each reserve funds which as established may be increased, reduced, or suspended by resolution of that Board annually as experience may show to be desirable. Expenditures or transfers of reserve funds shall not be separated from the fund or from the unit to which it appertains and shall be deemed to be transferred with the units as are the common elements. Reserve funds may be deposited in interest bearing accounts of a lending institution the accounts of which are insured by an agency of the government of the United States of America.

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Section 5. Non-Payment of Assessments - Condominium Liens and Collection for Non-Payment.

- (a) Liability for Assessments. In accordance with the applicable provisions of the Horizontal Property Act of the State of Maryland, being Title 11 of the Real Property Volume of the Annotated Code of Maryland (1974 Edition) as amended, and other applicable law of the State of Maryland, a unit owner is liable for all assessments, or installments thereof, including, but not limited to assessments for the cost of maintenance and repair of any unit as described in Article VIII, Section 1(g) hereof. The Council of Unit Owners may collect for any assessment which is not paid when due by use of any legal remedy provided by law, including, but not limited to action for money judgement against a unit owner and the filing and enforcement of a statement of condominium lien against a unit, all in accordance with applicable provisions of law.
- (b) Interest on Un-Paid Assessments. Any assessment, or installment thereof, not paid when due, shall bear interest, at the option of the Council of Unit Owners, from the date when due until paid at the rate of 8% per annum or such higher rate as may be permitted by applicable provisions of Maryland Law.
- (c) Late Charges. A late charge may be assessed in the case of any delinquent assessment, or installment thereof, at the option of the Council of Unit Owners, of \$15.00 or one-twentieth of the total amount of any delinquent assessment, or installment thereof, provided that such late charges shall not be imposed more than once for the same delinquent payment and shall only be imposed if the delinquency has continued for at least fifteen (15) calendar days.
- (d) List of Delinquencies. The Board of Directors may post a list of members who are delinquent in the payment of any assessment or any fees or any installment thereof in any prominent location within the Condominium.

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- (e) Enforcement Provisions Cumulative. The methods of enforcement for collection of delinquent assessments, or installments thereof, provided for herein or elsewhere by law shall be regarded as cumulative to the extent permitted by law; and all available legal remedies may be pursued individually or cumulatively.
- (f) Waiver. No failure to pursue any available legal remedies for delinquent assessments, or installments thereof, or to assess late charges or interest upon delinquent assessments, shall be deemed to constitute a waiver of the right to pursue such remedies or impose such late charges and interest.
- (g) Additional Costs of Collection. To the extent permitted by law, actual costs of collection and reasonable attorney's fees may be assessed against any delinquent assessments, or installment thereof.

Section 6. Additional Rights of Mortgagees - Notice. The Council of Unit Owners shall promptly notify the holder of the first mortgage on any unit for which any assessment levied pursuant to the Declaration of these Bylaws, or any installment thereof, becomes delinquent for a period in excess of thirty (30) days and the Council of Unit Owners shall promptly notify the holder of the first mortgage on any unit with respect to which any default in any provision of the Declaration or these Bylaws remains uncured for a period in excess of thirty (30) days following the date of such default. Any failure to give any such notice shall not affect the priorities established by this Article, the validity of any assessment levied pursuant to the Declaration of these Bylaws, or the validity of any lien to secure the same.

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No suit or other proceeding may be brought to foreclose the lien for any assessment levied pursuant to the Declaration of these Bylaws except after ten (10) days' written notice to the holder of the first mortgage on the unit which is the subject matter of such suit or proceeding.

Section 7. Acceleration of Installments. Upon default in the payment of any one or more monthly installments of any assessment levied pursuant to the Declaration or these Bylaws, or any other installment thereof, the entire balance of said assessment may be accelerated at the option of the Board of Directors and be declared due and payable in full.

Section 8. Assessment Certificates. The Council of Unit Owners shall, upon demand at any time, furnish to any unit owner liable for any assessment levied pursuant to the Declaration of these Bylaws (or any other party legitimately interested in the same) a certificate in writing signed by an officer or agent of the Council of Unit owners, setting forth the status of said assessment, i.e., whether the same is paid or unpaid. Such certificate shall be conclusive evidence of the payment of any installment of any assessment therein stated to have been paid. A charge not to exceed Thirty Dollars (\$30.00) may be levied in advance by the Council of Unit Owners for each certificate so delivered.

ARTICLE X

Use Restrictions

Section 1. Residential Use. ~~All units shall be used for private residential purposes exclusively except for such temporary non-residential uses as may be permitted by the Board of Directors from time to time. No more than two (2) persons may reside in any one-bedroom unit and no more than three (3) persons may reside in any two-bedroom unit and no more than four (4) persons may reside in any three-bedroom unit without the prior written approval of the Board of Directors.~~

*All units shall be used for private residential purposes except as may be permitted pursuant to Sec. 5 of this By.*

Section 2. Age, etc. It is the policy of this Mutual to provide housing for older persons. Implementation of this policy and other reasonable restrictions on occupancy or residents under 55 years of age in the units of this Mutual shall be governed by rules established by the Board of Directors. The right to use or occupy any unit within the condominium reside therein permanently or otherwise, and the right to sell, lease or otherwise transfer or convey any unit may be subject to such uniform objective standards relating to the financial responsibility, age, and characters may now or hereafter be set forth in these Bylaws. No such restriction shall be based upon race, religion, sex, or place of national origin.

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Section 3. Leasing. No unit within the condominium shall be rented for transient or hotel purposes or in any event for any period less than three (3) months. No portion of any unit (other than the entire unit) shall be leased for any period. Any owner of any unit who shall lease such unit shall promptly, following the execution of any such lease, forward a conformed copy thereof to the Board of Directors. Any such lease shall contain a provision to the effect that the rights of the tenant to use and occupy the unit shall be subject and subordinate in all respects to the provisions of the Declaration and these Bylaws and to such rules and regulations relating to the use of the units and the common elements, and such other rules as the Board of Directors may from time to time promulgate.

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Section 4. Prohibited Uses and Nuisances. Except as may be reasonable and necessary in connection with the maintenance, improvement, repair or reconstruction of any portion of the condominium by the Council of Unit Owners:

- (a) No noxious or offensive trade or activity shall be carried on within the condominium or within any unit situate thereon, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or the other owners.
- (b) There shall be no obstruction of any common elements. Nothing shall be stored upon any common elements without the approval of the Board of Directors. Vehicular parking upon common elements shall be regulated by the Board of Directors, provided, however, that at least one parking space shall be assigned by the Board of Directors for use by the owner of each unit.
- (c) Nothing shall be done or maintained in any unit or upon any common elements which will increase the rate of insurance on any unit or common elements, or result in the cancellation thereof. Nothing shall be done or maintained in any unit or upon any common elements which would be in violation of any law. No waste shall be committed upon any common element.

- (d) No structural alteration, construction, addition or removal of any unit or common elements shall be commenced or conducted except in strict accordance with the provisions of these Bylaws.
- (e) The maintenance, keeping, breeding, boarding, and raising of animals, livestock, or poultry of any kind, regardless of number, shall be and is hereby prohibited within any unit or upon any of the common elements, except that this shall not prohibit the keeping of a dog, cat or caged birds as domestic pets provided that they are not kept or maintained for commercial purposes or for breeding. Pets shall not be permitted upon the general common elements of the condominium unless accompanied by an adult and unless they are carried or leashed. Any unit owner who keeps or maintains any pet upon any portion of the condominium shall be deemed to have indemnified and agreed to hold the Council of Unit Owners, each of the unit owners and the Declarant and management Agent free and harmless from any loss, claim or liability of any kind or character whatsoever arising by reason of keeping or maintaining such pet within the condominium. All pets shall be registered with the Board of Directors and shall otherwise be registered and inoculated as required by law. The Board of Directors shall have the right to order any person whose pet is a nuisance, to remove such pet from the premises and the Board of Directors, after affording the right to a hearing to the unit owner affected, shall have the exclusive authority to declare any pet a nuisance.
- (f) No signs of any character shall be erected, posted, or displayed upon, in, from, or about any unit or common elements, provided however, that one temporary real estate sign in customary and reasonable dimensions may be displayed upon, in or from any unit placed upon the market for sale or rent.
- (g) No trailer, truck, camper, camper truck, house trailer, boat or similar vehicle or object, on which current registration plates are not displayed, shall be kept upon any of the common elements, except that such vehicles may be temporarily parked upon the common elements in accordance with rules and regulations promulgated by the Board of Directors. No junk vehicle shall be kept upon any of the common elements. Nor shall the repair or extraordinary maintenance of automobiles or other vehicles or boats be carried out upon any of the common elements except as provided by rules and regulations promulgated by the Board of Directors. The Council of Unit Owners may, in the discretion of its Board of Directors, provide and maintain a suitable area designated for the parking of such vehicles or the like. (The foregoing is not intended to prohibit the parking of golf carts in any portion of the common elements designated by the Board of Directors for that purpose.)
- (h) No part of the common elements shall be used for commercial activities of any character and the common elements shall be used only for the purposes for which they were intended.
- (i) No burning of any trash and no unreasonable or unsightly accumulation or storage of litter, new or used building materials, or trash of any other kind shall be permitted within any unit or upon any of the common elements. Trash and garbage containers shall not be permitted to remain in public view, except on days of collection. All refuse shall be deposited with care in containers or trash chutes designated for such purpose during such hours as may from time to time be designated by the Board of Directors.

- (j) No structure of a temporary character, trailer, tent, shack, barn or other outbuilding shall be maintained upon any common elements at any time. Outdoor clothes dryers or clothes lines shall not be maintained upon any common elements at any time.
- (k) No outside television or radio aerial or antenna, or other aerial or antenna, for reception or transmission, shall be maintained upon any unit or upon any common elements without prior written consent of the Board of Directors.
- (l) Nothing shall be stored upon any balcony or patio, nor shall the cooking or preparation of food be permitted upon any balcony, patio or upon any portion of the general common elements of the condominium, except with the consent of the Board of Directors.
- (m) No unlawful use shall be made of a unit or any portion of the common elements and all laws, zoning and other ordinances, regulations of governmental and other municipal bodies and the like shall be observed at all times.
- (n) No unit owner shall engage or direct any employee of the Council of Unit Owners or the Managing Agent on any private business of the unit owner during the hours such employee is employed by the Council of Unit Owners or the Management Agent nor shall any unit owner direct, supervise, or in any manner attempt to assert control over any such employee.
- (o) There shall be no violation of any rules for the use of the common elements which may from time to time be adopted by the Board of Directors and promulgated among the membership by them in writing, and the Board of Directors is hereby and elsewhere in these Bylaws authorized to adopt such rules.
- (p) To adopt, repeal or amend the rules for the condominium association, the Board of Directors shall:
- (i) Mail or deliver to each unit owner: (a) a copy of any proposal for the adoption, repeal or amendment of any rule; (b) notice of the proposed effective date of the proposed rule; (c) notice that unit owners are permitted to submit written comments on the proposed rule; (d) notice of the date of an open meeting of the Board, at which a vote will be taken on the proposed rule. Such meeting may not be less than 15 days after the date of the notice sent.
  - (ii) At the open meeting of the Board, at which a quorum of the Board must be present, following consideration of all comments, the Board will vote to adopt the proposal with any modifications it may determine, or to withdraw it.
  - (iii) Each rule adopted under this section (11-11 of the Maryland Condominium Act) shall state that the rule was adopted under the provisions of 11-11 of the Maryland Condominium Act. A rule may not be adopted under said section after July 1, 1984 if the rule is inconsistent with the condominium Declaration or Bylaws.
  - (iv) The Board shall send to all unit owners and lessees a report of its action (except withdrawal), the text of the rule or a summary thereof, and the effective date of the rule.

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(g) The Board of Directors may not impose a fine, suspend voting, or infringe upon any other rights of a unit owner or other occupant for violations of rules until the following procedure is followed:

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(i) Written demand to cease and desist from an alleged violation is served upon the alleged violator specifying:

- (A) The alleged violation;
- (B) The action required to abate the violation; and

(C) A time period, not less than 10 days, during which the violation may be abated without further sanction, if the violation is a continuing one; or if the violation is not a continuing one, a statement that further violation of the same rule may result in the imposition of sanction after due notice and hearing.

(ii) Within 12 months of the demand, if the violation continues past the period allowed in the demand for abatement without penalty, or if the same rule is violated subsequently, the board serves the alleged violator with written notice of a hearing to be held by the Board in session. The notice shall contain:

- (A) The nature of the alleged violation;
- (B) The time and place of the hearing, which time may not be less than 10 days from the giving of the notice;
- (C) An invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf; and

(D) The proposed sanction to be imposed.

(iii) A hearing occurs at which the alleged violator has the right to present evidence and present and cross-examine witnesses. The hearing shall be held in executive session pursuant to this notice and shall afford the alleged violator a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of notice and the invitation to be heard shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer or director who delivered the notice. The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

(iv) A decision pursuant to these procedures shall be appealable to the courts of Maryland.

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If any unit owner fails to comply with this title, the declaration, or bylaws, or a decision rendered pursuant to this section, the unit owner may be sued for damages caused by the failure or for injunctive relief, or both, by the council of unit owners or by any other unit owner. The prevailing party in any such proceeding is entitled to an award for counsel fees as determined by court.

This section conforms to Title 11-113 of the Condominium Act. The failure of the council of unit owners (Board of Directors) to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of the right to enforce the provision on any other occasion.

*New Sec. # 5*

ARTICLE XI

*New Sec. #*

Architectural and Environmental Control

Section 1. Architectural and Environmental Control. Except for the construction of the units by the Grantor and any improvements to any unit or the common elements accomplished concurrently with said original construction, and except for purposes of proper maintenance and repair or as otherwise in provisions of applicable law by the State of Maryland or these Bylaws provided, it shall be prohibited to undertake any construction, alteration, repair or improvement, or to install, erect, attach, apply, paste, hinge, screw, nail, build, alter, remove or construct any lighting, shades, screens, awnings, patio covers, decorations, fences, hedges, landscaping features, walls, aerials, antennas, radio or television broadcasting or receiving devices, slabs, sidewalks, curbs, gutters, patios, balconies, porches, driveways, walls or to make any change or otherwise alter (including any alteration in color) in any manner whatsoever the exterior of any unit or upon any of the common elements within the condominium or to combine or otherwise joint two or more units, or to partition the same after combination, or to remove or alter any windows or exterior doors of any unit, or to make any change or alteration within any unit which will alter the structural integrity of the building or otherwise affect the property, interest or welfare of any other unit owner, materially, increase the cost of operating or insuring the condominium, impair any easement, until the complete plans and specifications, showing the location, nature, shape, or change (including, without limitation, any other information specified by the Board of Directors or its designated committee) shall have been first submitted to and approved in writing as to safety, the effect of any such alteration on the costs of maintaining and insuring the condominium and harmony of design, color and location in relation to surrounding structures and topography, by the Board of Directors of the Council of Unit Owners, or by an Architectural and Environmental Control Committee designated by it.

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Section 2. Architectural and Environmental Control Committee - Operation. The Architectural and Environmental Control Committee shall be composed of any uneven number of three (3) or more natural persons designated from time to time by the Board of Directors of the Council of Unit Owners and such persons shall serve at the pleasure of the Board of Directors. In the event the Board of Directors does not appoint an Architectural and Environmental Control Committee, then the Board of Directors shall constitute the Committee. The affirmative vote of a majority of the members of the Architectural and Environmental Control Committee shall be required in order to adopt or promulgate any rule or regulation or to make any finding, determination, ruling or order, or to issue any permit, consent, authorization, approval or the like pursuant to the authority contained in this Article.



Section 3. Approvals and Procedures. Upon approval of the Architectural and Environmental Control Committee of any plans and specifications submitted pursuant to the provisions of this Article, a copy of such plans and specifications, as approved, shall be deposited among the permanent records of such Committee and a copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant submitting the same. In the event the Architectural and Environmental Control Committee fails to approve or disapprove, in writing, any plans and specifications which may be submitted to it pursuant to the provisions of this Article within sixty (60) days after such plans and specifications (and all other materials and information required by the Architectural and Environmental Control Committee) have been submitted to it in writing, then approval will not be required and this Article will be deemed to have been fully complied with. If approval is denied, the applicant has right to a hearing before the Board of Directors. If applicant has not followed the above procedure, or makes changes without approval, the Board of Directors may order the owner to restore the unit to its original condition. On refusal or failure to do so, the Board of Directors may act to restore the unit to its original condition, and the cost of such restoration may be assessed to the unit owner and become a lien against the unit in accordance with the provisions of Section 1, subsection (g) of Article VIII of these Bylaws. The Management Agent shall have right of access consistent with Article VIII, Section 6 to take such action as authorized by the Board of Directors.

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Section 4. Limitations. Construction or alterations in accordance with plans and specifications approved by the Architectural and Environmental Control Committee pursuant to the provisions of this Article shall be commenced within six (6) months following the date upon which the same are approved by the Architectural and Environmental Control Committee (whether by affirmative action or by forbearance from action, as in Section 3 of this Article provided), and shall be substantially complete within twelve (12) months following the date of commencement, or within such longer period as the Architectural and Environmental Control Committee shall specify in its approval. In the event construction is not commenced within the period aforesaid, then approval of the plans and specifications by the Architectural and Environmental Control Committee shall be conclusively deemed to have lapsed and compliance with the provisions of this Article shall again be required. There shall be no deviations from plans and specifications approved by the Architectural and Environmental Control Committee without the prior consent in writing of the Architectural and Environmental Control Committee. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural and Environmental Control Committee to disapprove such plans and specifications which are subsequently submitted for use in any other instance.

Section 5. Certificate of Compliance. Upon the completion of any construction or alterations or other improvements or structure in accordance with plans and specifications approved by the Architectural and Environmental Control Committee in accordance with the provisions of this Article, the Architectural and Environmental Control Committee shall, at the request of the owner thereof, issue a certificate of compliance which shall be prima facie evidence that such construction alteration or other improvements referenced in such certificate have been approved by the Architectural and Environmental Control Committee and constructed or installed in full compliance with the provisions of this Article and with other such provisions and requirements of these Bylaws as may be applicable.

Section 6. Rules and Regulations, etc. The Architectural and Environmental Control Committee may from time to time adopt and promulgate such rules and regulations regarding the form and content of plans and specifications to be submitted for approval and may publish such statements of policy, standards, guidelines, and establish such criteria relative to architectural styles or details, or other matters, as it may consider necessary or appropriate. No such rules, regulations, statements, criteria or the like shall be construed as a waiver of the provisions of this Article or any other provisions or requirements of these Bylaws. The Architectural and Environmental Control Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to the provisions of this Article. The decisions of the Architectural and Environmental Control Committee shall be final except that any unit owner who is aggrieved by any action or forbearance from action by the Architectural and Environmental Control Committee may appeal the decision of the Architectural and Environmental Control Committee to the Board of Directors of the Council of Unit Owners and, upon the request of such unit owner, shall be entitled to a hearing before the Board of Directors.

Section 7. Easements.

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- (a) Granting and Recording of Easements, Rights-of-Way, Licenses, and Similar Interests Affecting Common Elements.  
An easement, right-of-way, license or any similar interest affecting a portion of the general common elements of the condominium which abut the unit of a unit owner may be granted if the grant is approved by the affirmative vote of unit owners having sixty-six and two-thirds (66 2/3) percent or more of the votes, and with the express written consent of the mortgagees holding an interest in those units as to which the unit owners vote affirmatively. Any grant so approved by the unit owners and consented to by the corresponding mortgagees shall be registered with the County authorities and entered into the Land Records of Montgomery County.
- (b) Procedure for Securing Approval.
- (1) Voting. The voting of the unit owners for the purpose of this section may be by ballot delivered to unit owners by mail or otherwise or by ballot at a special or regular meeting of the Council of Unit Owners.
- (2) Written Consent of Mortgagees. If the grant is so approved by the required sixty-six and two-thirds percent (66 2/3%) of the votes, then the Board shall mail to the mortgagees holding an interest in those units the owners of which voted affirmatively a request for written consent to the granting of the easement.
- (c) Allocation of Costs. Any unit owner applying for an easement under this Section shall pay for any costs incurred by the Board in processing the application including the costs of:
- (1) Preparing and tabulating the ballots and other necessary materials.
- (2) (a) Conducting the balloting by mail or

- (b) The meeting at which the balloting is conducted; except that if the meeting is a regular meeting of the Council of Unit Owners or is a special meeting called for other purposes as well, only the additional costs of the meeting attributable to the balloting under this section may be included.
- (3) Legal services.
- (4) Recording and fees or charges.
- (5) Securing mortgagee consent.
- (6) Secretarial services and postage.
- (d) Statement. Any such easement, right-of-way, license, or similar interest shall state that the grant thereof was approved by unit owners having at least sixty-six and two-thirds percent (66 2/3%) of the votes and by the corresponding mortgagees, and certification to that effect shall be included with any documents relating to the grant of such an interest which are recorded in the Land Records of Montgomery County.

## ARTICLE XII

### Right of First Refusal

Section 1. Right of First Refusal. In the event the owner of any unit wishes to transfer the title thereto (and as a condition precedent to each and every such transfer) and shall have received a bona fide offer to purchase same, such owner shall notify the Board of Directors in writing that the unit is for sale and shall supply the Board of Directors with an executed copy of such offer and the terms thereof, including the name and age of the prospective purchaser and such other information as the Board of Directors, in the reasonable exercise of its discretion, may request. For a period of thirty (30) days following receipt of the aforesaid notice by the Board of Directors, the Council of Unit Owners shall have the right to purchase the subject unit upon the same terms and conditions as set forth in the offer therefor. The failure or refusal by the Board of Directors to exercise the right of first refusal shall not constitute or be deemed a waiver of such right in the event the owner of any unit receives any subsequent bona fide offer from the same or a different party.

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Section 2. Application. The right of first refusal provided for in this Article shall not apply to transfers made solely for the purpose of securing the performance of any obligation, transfers involving a foreclosure sale or other judicial sale or any transfer to a mortgagee in lieu of foreclosure, the transfer of one joint tenant's interest to another, by operation of law or otherwise, or transfer by will or intestate distribution.

Section 3. Certificate of Termination. The Council of Unit Owners shall upon demand at any time, furnish to any unit owner, or other party legitimately interested in the same, a certificate in writing signed by an officer of the Council of Unit Owners, or execute an appropriate certificate on any deed for any unit, stating that the requirements of Section 1 of this Article have been complied with, or duly waived by the Board of Directors, and that the rights of the Board of Directors thereunder have terminated. Such certificate shall be conclusive evidence of compliance of the requirements of Section 1 of this Article for all persons who rely thereon in good faith. A charge not to exceed Thirty Dollars (\$30.00) may be levied in advance by the Council of Unit Owners for each certificate so delivered.

ARTICLE XIII

Insurance

Section 1. Insurance. The Board of Directors shall obtain and maintain, to the extent reasonably available, at least the following:

- (a) Casualty or physical damage insurance in an amount equal to the full replacement value (i.e., 100% of "replacement cost") of the condominium with an "agreed amount" endorsement and a "condominium replacement cost" endorsement, without deduction or allowance for depreciation, (as determined annually by the Board of Directors with the assistance of the insurance company affording such coverage), such coverage to afford protection against at least the following:
  - (i) loss or damage by fire and other hazards covered by standard extended coverage endorsement together with coverage for common expenses with respect to units during any period of reconstruction;
  - (ii) such other risks as shall customarily be covered with respect to units similar in construction, location and use, including, but not limited to sprinkler leakage, debris, removal, cost of demolition, vandalism, malicious mischief, windstorm, water damage, boiler and machinery explosion or damage, and such other insurance as the Board of Directors may determine.
- (b) Public liability insurance with a "Severability of Interest Endorsement" or its equivalent in such amounts and in such forms as may be considered appropriate by the Board of Directors (but not less than One Million and \*\*\* No/100 Dollars [\$1,000,000.00]) covering all claims for bodily injuries and property damage arising out of a single occurrence including, but not limited to, water damage liability, legal liability, hired automobile liability, non-owned garage keeper's liability, and such other risks as shall customarily be covered with respect to condominiums similar in construction, location, use, including any and all other liability incident to the ownership and use of the condominium or any portion thereof.
- (c) Workmen's compensation insurance to the extent necessary to comply with any applicable law.
- (d) A "Legal Expense Indemnity Endorsement" or its equivalent, affording protection for the officers and directors of the Council of Unit Owners for expenses and fees incurred by any of them in defending any suit or settling any claim, judgement or cause of action to which any such officer or director shall have been made a party by reason of his or her services as such.
- (e) Such other policies of insurance, including insurance for other risks of a similar or dissimilar nature and fidelity coverage as required by Section 14 of Article V of these Bylaws, as are or shall hereafter be considered appropriate by the Board of Directors. The Board of Directors shall maintain adequate fidelity coverage to protect against dishonest acts on the part of officers and Directors of the Council of Unit Owners, trustees for the Council of Unit Owners and such employees and agents of the Council of Unit Owners who handle or are responsible for the handling of funds of the Council of Unit Owners. Such fidelity coverage shall meet the following requirements:

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- (i) All such fidelity bonds and policies of insurance shall name the Council of Unit Owners as obligee or named insured, as the circumstances may require; and
- (ii) all such fidelity bonds and policies of insurance shall be written in an amount equal to at least one hundred fifty percent (150%) of the estimated monthly operating budget of the condominium including reserves; and
- (iii) all such fidelity bonds and policies of insurance shall contain waivers of any defense based upon the exclusion of persons who serve without compensation from any definition of "employee" or similar expression; and
- (iv) all such fidelity bonds and policies of insurance shall provide that they may not be canceled or substantially modified (including cancellation for non-payment of premium) without at least thirty (30) days prior written notice to any and all obligees and insured named thereon and to any mortgagee of any unit who requests such notice in writing.

Section 2. Limitations. Any insurance obtained pursuant to the requirements of this Article shall be subject to the following provisions:

- (a) All policies shall be written with a company or companies licensed to do business in the State of Maryland and holding a rating of ("AAA-") "A+AAA" or better in the current edition of Best's Insurance Reports.
- (b) Exclusive authority to negotiate losses under said policies shall be vested in the Board of Directors, or its authorized representative, including any trustee with which the Council of Unit Owners may enter into any Insurance Trust Agreement, or any successor trustee, each of which shall hereinelsewhere referred to as the "Insurance Trustee".
- (c) In no event shall the insurance coverage obtained and maintained pursuant to the requirements of this Article be brought into contribution with insurance purchase by the owners of the units or their mortgagees, as herein permitted, and any "no other insurance" or similar clause in any policy obtained by the Council of Unit Owners pursuant to the requirements of this Article shall exclude such policies from consideration.
- (d) All policies shall provide that such policies may not be canceled or substantially modified without at least thirty (30) days prior written notice to any and all insured named hereon, including any and all mortgagees of the units.
- (e) All policies of casualty insurance shall provide that, notwithstanding any provisions thereof which give the carrier the right to elect to restore damage in lieu of making a cash settlement, such option shall not be exercisable without the prior written approval of the Board of Directors (or any Insurance Trustee) or when in conflict with the provisions of these Bylaws or the provisions of applicable laws of the State of Maryland.
- (f) All policies shall contain a waiver of subrogation by the insurer as to any and all claims against the Council of Unit Owners, the Board of Directors, the owner of any unit and/or their respective agents, employees or invitees, and of any defenses based upon co-insurance or invalidity arising from the acts of the insured.

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Folio 513

- (g) Such policies shall contain no provision relieving the insurer from liability because of loss occurring while the hazard is increased in the building, whether or not within the control or knowledge of the Board of Directors and shall contain no provision relieving the insurer from liability by reason of any breach of warranty or condition caused by the Board of Director or any owner of any unit, and/or their respective agents, employees, tenants, mortgagees or invitees or by reason of any act of neglect or negligence on the part of any of them.
- (h) All policies of casualty insurance shall contain the standard mortgagee clause except that any loss or losses payable to named mortgagees shall be payable in the manner set forth in Article XIII of these Bylaws. Such mortgagee clause shall provide for notice in writing to the mortgagee of any loss paid as aforesaid.

#### ARTICLE XIV

##### Casualty Damage - Reconstruction or Repair

Section 1. Use of Insurance Proceeds. In the event of damage or destruction by fire or other casualty to all or any part of the condominium the same shall be promptly repaired or reconstructed in substantial conformity with the original plans and specifications with the proceeds of insurance available for that purpose, if any.

Section 2. Proceeds Insufficient. In the event that the proceeds of insurance are not sufficient to repair damage or destruction by fire or other casualty, or in the event such damage or destruction is caused by any casualty not herein required to be insured against, then the repair or reconstruction of the damaged common elements shall be accomplished promptly by the Council of Unit Owners at its common expense and the repair or reconstruction of any unit shall be accomplished promptly by the Council of Unit Owners at the expense of the owner of the affected unit. The ratable share of the expense of such repairs or reconstruction as may be apportioned to any individual unit may be assessed to the unit owner and be collected or become a lien under the provisions for assessments or liens provided for in Article IX of these Bylaws and as provided under applicable Maryland Law.

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Section 3. Restoration Not Required. In the event more than two-thirds (2/3) of the entire condominium is substantially damaged or destroyed by fire or other casualty and unit owners representing two-thirds (2/3) of the total value of the condominium do not promptly resolve to proceed with repair or reconstruction, then and in that event the condominium shall be deemed to be owned in common by the owners of all of the units in the same proportions as that previously established for ownership of appurtenant undivided interests in the common elements and the condominium shall be subject to an action for partition at the suit of the owner of any unit or the holder of any lien thereon, in which event the net proceeds of sale, together with the net proceeds of any insurance paid to the Council of Unit owners or its unit owners in common, shall be considered as one fund and shall be divided among the units, in the same proportion as that previously established for ownership of appurtenant undivided interest in the common elements, after first paying out of the share of the owner of any unit, to the extent such share is sufficient for the purpose, all liens upon said unit.

Section 4. Insurance Trustee. Except for losses involving the substantial damage or destruction of more than two-thirds (2/3) of the condominium, where the unit owners do not resolve to proceed with repair or reconstruction, as in Section 3 of this Article provided for, in the event the cost of reconstruction or repair (as estimated by the Board of Directors) shall exceed an amount equal to ten percent (10%) of the full replacement value of the condominium as estimated by the Board of Directors and the insurer pursuant to the requirements of Section 1(a) of Article XIII of these Bylaws for the period during which such loss was sustained, and the institutional holder of any mortgage or other obligation secured by any unit or units, the aggregate principal sum of more than \$500,000.00 (hereinafter in this Section 4 called the "Mortgagee") shall so require, all proceeds of insurance shall be paid over to a trust company or bank having trust powers and authorized to engage in trust business in the jurisdiction wherein the condominium is located, selected by the Board of Directors with the approval of the mortgagee, and shall be paid out from time to time as the reconstruction or repair progresses in accordance with the provisions of an Insurance Trust Agreement satisfactory in form and substance to the mortgagee and which shall contain inter alia, the following provisions:

- (a) The reconstruction or repair shall be in charge of an architect or engineer, who may be an employee of the Council of Unit Owners, satisfactory to the mortgagee, and hereinafter in this Section 4 called the "architect".
- (b) Prior to commencement of the reconstruction or repair, other than such work as may be necessary to protect the condominium from further damage, the mortgagee shall have approved the plans and specifications for such reconstruction or repair, which approval shall not be unreasonably withheld or delayed.
- (c) Unless otherwise required by the mortgagee, each request for an advance of the proceeds of insurance shall be made to the mortgagee at least ten (10) days prior to delivery to the Insurance Trustee and shall be accompanied by a certificate from the architect to the effect that (i) all work then completed has been performed in accordance with the plans and specifications and all building codes and other similar governmental requirements; and (ii) the amount requested to be advanced is required to reimburse the Board of Directors for payments previously made by the Board of Directors or is due to the contractor responsible for the restoration and repair, or to subcontractors, materialmen, laborers, engineers, architects or the other persons responsible for services or materials in connection with such restoration or repair, or for fees or the like necessarily incurred in connection with the same; and (iii) when added to amounts previously advanced by the Insurance Trustee, the amount requested to be advanced does not unreasonably exceed the value of the work done and materials delivered to the date of such request.
- (d) Each request for an advance of the proceeds of insurance, if required by the mortgagee shall be accompanied by satisfactory waivers of liens covering that portion of the repair or reconstruction for which payment or reimbursement is being requested, together with appropriate evidence from a title insurance company or the like to the effect that there has not been filed with respect to the condominium any mechanic's or other lien, or notice of intention to file the same, which has not been dismissed or satisfied of record.

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- (e) The fees and expenses of the Insurance Trustee, as agreed upon by the Board of Directors and the Insurance Trustee, shall be paid by the Council of Unit Owners as a common expense, and such fees and expenses may be deducted from any insurance proceeds in the hands of the Insurance Trustee, pro rata as the reconstruction or repair progresses.
- (f) Such other provisions not inconsistent with the provisions hereof as the Board of Directors, the Insurance Trustee or the mortgagee may reasonably require.

Upon completion of the reconstruction or repair and payment in full of all amounts due on account hereof, any proceeds of insurance then in the hands of the Insurance Trustee shall be paid to the Board of Directors and shall be considered as one fund and shall be divided among the owners of all of the units in the same proportion as that previously established for ownership of appurtenant undivided interests in the common elements, after first paying out of the share of the owner of any unit, to the extent such payment is required by any lienor and to the extent the same is sufficient for the purpose of all liens upon said unit in accordance with the priority of interest in each unit.

#### ARTICLE XV

##### Fiscal Management

Section 1. Fiscal Year. The fiscal year of the Council of Unit Owners shall begin on the first day of January every year, except that the first fiscal year of the Council of Unit Owners shall begin at the date of incorporation. The commencement date of the fiscal year herein established shall be subject to change by the Board of Directors should corporate practice subsequently dictate.

Section 2. Books and Accounts. Books and accounts of the Council of Unit Owners shall be kept under the direction of the Treasurer in accordance with good accounting practices on a consistent basis. The same shall include books with detailed accounts, in chronological order, of receipts and of the expenditures affecting the condominium and its administration and shall specify the maintenance and repair expenses of the general and limited common elements and services and any other expenses incurred. The amount of any assessment required for payment on any capital expenditures of the Council of Unit Owners shall be credited upon the books of the Council of Unit Owners to the "Paid-in-surplus" account as a capital contribution by the members.

Section 3. Auditing. At the close of each fiscal year, the books and records of the Council of Unit Owners shall be audited by an independent Certified Public Accountant whose report shall be prepared and certified in accordance with generally accepted auditing standards. Based upon such report, the Council of Unit Owners may furnish its members with an annual financial statement including the income and disbursements of the Council of Unit Owners.

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Folio 516

Section 4. Inspection of Books. The books and accounts of the Council of Unit Owners, and vouchers accrediting the entries made thereupon, and every such record kept by the Council of Unit Owners shall be available for examination and copying by any Unit Owners, and their duly authorized agents or their mortgagees or attorneys, at their own expense, during normal business hours and after reasonable notice. Any copies of said records shall be made at the expense of the person obtaining such copies.



Section 5. Execution of Corporate Documents. With the prior authorization of the Board of Directors, all notes and contracts shall be executed on behalf of the Council of Unit Owners by either the President or Vice President, and all checks shall be executed on behalf of the Council of Unit Owners by such officers, agents or other persons as are from time to time so authorized by the Board of Directors.

Section 6. Seal. The Board of Directors shall provide a suitable corporate seal containing the name of the Council of Unit Owners, which seal shall be in the charge of the Secretary. If so directed by the Board of Directors, a duplicate seal may be kept and used by the Treasurer or any assistant Secretary or assistant Treasurer.

#### ARTICLE XVI

##### Amendment

Section 1. Amendments. These Bylaws may be amended by the affirmative vote of unit owners representing sixty-six and two-thirds percent (66 2/3%) or more of the total votes of the Council of Unit Owners, at any meeting of the unit owner duly called for such purpose, in accordance with the provisions and requirements of these Bylaws and applicable provisions of Maryland Law.

Any amendment to these Bylaws shall be effective only upon the recordation of such amendment among the Land Records for Montgomery County, Maryland, together with a certificate in writing of the President of the Council of Unit Owners stating that the amendment was approved as aforesaid.

Section 2. Proposal of Amendments. Amendments to these Bylaws may be proposed by the Board of Directors of the Council of Unit Owners or by petition signed by unit owners representing at least twenty percent of the total votes of the Council of Unit Owners, which petition shall be delivered to the Secretary. A description of any proposed amendment shall accompany the notice of any annual or special meeting of the unit owners at which such proposed amendment is to be considered and voted upon.

#### ARTICLE XVII

##### Compliance - Interpretation - Miscellaneous

Section 1. Compliance. These Bylaws are set forth in compliance with the requirements of Title 11, Section 11-101 et. seq. of the Real Property Volume of the Annotated Code of Maryland (1974 ed., as amended). If any unit owner fails to comply with the applicable provisions of Maryland Law, the Declaration, or these Bylaws, such unit owner may be sued for damages caused by the failure or for injunctive relief, or both, or any other remedy provided by law, by the Board of Directors or by the Council of Unit Owners or by any unit owner.

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Folio 517

Section 2. Conflict. The Declaration, Bylaws, and the Condominium Plat shall be construed together and be deemed to incorporate one another. In the event of any conflict between or amongst said documents, the provisions of applicable provisions of Maryland Law, of the Declaration, of the Condominium Plat, and of the Bylaws shall have control in the succession listed heretofore commencing with applicable provisions of Maryland Law.

Section 3. Resident Agent. The Management Agent, 3701 Rossmore Boulevard, Silver Spring, Maryland, shall accept service or process in any action relating to the Council of Unit Owners or the condominium or the common elements as authorized by applicable provisions of Maryland Law.

Section 4. Severability. In the event any provision or provisions of these Bylaws shall be determined to be invalid, void, or unenforceable, such determination shall not render invalid, void or unenforceable any other provisions hereof which can be given effect.

Section 5. Waiver. No restriction, condition, obligation or provision of these Bylaws shall be deemed to have been abrogated or waived by reason of any failure or failures to enforce the same.

Section 6. Captions. The captions contained in these Bylaws are for convenience only and are not a part of these Bylaws and are not intended in any way to limit or enlarge the terms and provisions of these Bylaws.

Section 7. Gender, etc. Whenever in these Bylaws the context so requires, the singular number shall include the plural and the converse; and the use of any gender shall be deemed to include all genders.

/Bylaws.M12

## Mutual 12

## "EXHIBIT C"

<u>Unit #</u>	<u>Percentage</u>	<u>Unit #</u>	<u>Percentage</u>
262-A	.008223	269-C	.007790
262-B	.008223	269-D	.007790
262-C	.008223	270-A	.008223
262-D	.008223	270-B	.008223
262-E	.008223	270-C	.008223
262-F	.006202	270-D	.008223
262-G	.008568	270-E	.006202
262-H	.008568	270-F	.008568
263-A	.008223	270-G	.006202
263-B	.008223	271-A	.008511
263-C	.008223	271-B	.007790
263-D	.008223	271-C	.008511
263-E	.008223	271-D	.007790
263-F	.006202	272-A	.008511
263-G	.008568	272-B	.007790
263-H	.008568	272-C	.008511
264-A	.008223	272-D	.007790
264-B	.008223	273-A	.008511
264-C	.008223	273-B	.008511
264-D	.008223	273-C	.008511
264-E	.008223	273-D	.008511
264-F	.006202	274-A	.008511
264-G	.008568	274-B	.007790
264-H	.008568	274-C	.008511
265-A	.008223	274-D	.007790
265-B	.008223	275-A	.008511
265-C	.008223	276-B	.008511
265-D	.008223	275-C	.008511
265-E	.006202	275-D	.008511
265-F	.008568	276-A	.008511
265-G	.006202	276-B	.008511
266-A	.008511	276-C	.007790
266-B	.008511	276-D	.007790
266-C	.007790	277-A	.008511
266-D	.007790	277-B	.008511
267-A	.008511	277-C	.007790
267-B	.008511	277-D	.007790
267-C	.008511	278-A	.008511
267-D	.008511	278-B	.008511
268-A	.008511	278-C	.007790
268-B	.008511	278-D	.007790
268-C	.008511	279-A	.008511
268-D	.008511	279-B	.008511
269-A	.008511	279-C	.007790
269-B	.008511	279-D	.007790

<u>Unit #</u>	<u>Percentage</u>
280-A	.008223
280-B	.008223
280-C	.008223
280-D	.008223
280-E	.006202
280-F	.008568
280-G	.006202
281-A	.008223
281-B	.008223
281-C	.008223
281-D	.008223
281-E	.006202
281-F	.008568
281-G	.006202
282-A	.008223
282-B	.008223
282-C	.008223
282-D	.008223
282-E	.006202
282-F	.008568
282-G	.006202
283-A	.008223
283-B	.008223
283-C	.008223
283-D	.008223
283-E	.006202
283-F	.008568
283-G	.006202
284-A	.008223
284-B	.008223
284-C	.008223
284-D	.008223
284-E	.006202
284-F	.008568
284-G	.006202

EXCERPT FROM MINUTES OF THE  
SPECIAL MEETING OF THE MEMBERSHIP OF  
MARYLAND MUTUAL NO. TWELVE, INC.

FEBRUARY 16, 1996

RECORDED  
INDEXED  
MAR 21 10:19G

WHEREAS, it has been determined that it is desirable to amend Article V, Section 4 of the Bylaws of the Council of Unit Owners of Maryland Mutual No. Twelve, Inc., after the Membership cast ballots regarding the proposed amendment, it was passed by 77.53% of the membership to

AMEND ARTICLE V, Section 4, "Election & Term of Office" by deleting the last sentence in the paragraph: The paragraph will now read as follows:

"The term of the Directors named in the Articles of Incorporation shall expire when their successors have been elected at the first annual meeting of the unit owners and are duly qualified. The election of Directors shall be by ballot, unless balloting is dispensed with by the unanimous consent of the unit owners present at any meeting, in person or by proxy. There shall be no cumulative voting. At the first annual meeting of the unit owners, the term of office of the Director receiving the greatest number of votes shall be fixed for three (3) years. The term of office of the Director receiving the second greatest number of votes shall be fixed at two (2) years and the term of office of the other Director or Directors shall be fixed at one (1) year. The membership may, by resolution duly made and adopted, at such first annual meeting, or at any subsequent annual meeting, determine the number of Directors, at not less than three (3), and fix the term of each Director, not to exceed three years. Each Director shall hold office until a successor has been elected.

THIS IS TO CERTIFY that the foregoing amendment to the Bylaws was adopted at the Special Meeting of the membership of Maryland Mutual No. Twelve, Inc., on February 16, 1996 and that said action is approved by the Board of Directors and that the attached is a true copy of the new Bylaws so adopted.

MISC	20.00
IMP FD SURE \$	2.00
TOTAL	22.00
<u>Lois Regus, President</u>	18448
Lois Regus, President	
MAR SJS	Blk # 2322
Mar 21, 1996	10:21

ATTEST:

John Smith  
John Smith, Secretary

Panel 20 # 13-1466405

2) 0  
7

STATE OF MARYLAND  
COUNTY OF MONTGOMERY

I HEREBY CERTIFY that on this 16th day of February, 1996, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Mrs. Lois Regus, who made oath in due form of law that she executed in her capacity as President of Maryland Mutual No. Twelve, Inc. the foregoing document (Certification of Amendment of Bylaws, Maryland Mutual No. Twelve, Inc.) for the purposes therein contained, and acknowledges this to be her act.

WITNESS my hand and notarial seal.

Elizabeth A. L'Heureux  
Elizabeth A. L'Heureux, Notary Public  
My Commission expires 8-1-97

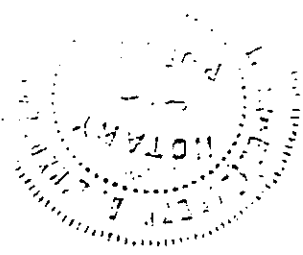


STATE OF MARYLAND )  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 16th day of February, 1996, before me, the subscriber, a Notary Public, in and for the State and County aforesaid, personally appeared John Smith, who made oath in due form of law that he executed in his capacity as Secretary of Maryland Mutual No. Twelve, Inc. the foregoing document (Certification of Amendment of Bylaws, Maryland Mutual No. Twelve, Inc.) for the purposes therein contained, and acknowledges this to be his act.

WITNESS my hand and notarial seal.

Elizabeth A. L'Heureux  
Elizabeth A. L'Heureux, Notary Public  
My Commission expires 8-1-97



MARYLAND MUTUAL NO. TWELVE, INC.

CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION

The undersigned, duly appointed Inspectors of Election of Maryland Mutual No. Twelve, Inc., hereby certify as follows:

- (A) That a special meeting of the Corporation was held on the 16th day of February, 1996, pursuant to due notice.
- (B) That before entering upon the discharge of our duties we were severally sworn, and the oath so taken by us is annexed hereto.
- (C) That we inspected the signed proxies used at the meeting, if any, and found the same to be in proper order.
- (D) That members representing at least 66 2/3 percent of the total value of the project were present at the meeting, either in person or by proxy.
- (E) That we received the votes by members by ballot for bylaw amendments and that the following amendment received the votes representing the percentages of the total value of the project opposite the respective amendment: (see reverse side).

*Nancy L. Mach*

Inspector Nancy L. Mach

*Donna Buckridge*

Inspector Donna Buckridge

MARYLAND MUTUAL NO. TWELVE, INC.  
 SPECIAL MEETING  
 FEBRUARY 16, 1996

COLOR CODES:  
 .007790 Blue  
 .008511 Yellow  
 .008223 Green  
 .006202 Pink  
 .008568 White

MASTER TALLY SHEET

BYLAW AMENDMENT

	BLUE .007790	YELLOW .008511	GREEN .008223	PINK .006202	WHITE .008568	TOTAL
FOR THE AMENDMENT	.109060	.238308	.263136	.062020	.102816	77.554
AGAINST THE AMENDMENT	0	.025533	.041115	.014606	0	.0815086

*Donna Bushwider*  
 Inspector of Election

*Mary E. Mack*  
 Inspector of Election

Inspector of Election



FILED  
MOLLY O. RUFF  
CLERK'S OFFICE  
MONTGOMERY CO. MD

CERTIFICATE OF AMENDMENT  
OF BYLAWS

MARYLAND MUTUAL NO. TWELVE, INC.

A CONDOMINIUM

RECORDED FOR  
INT. TO SURV. 7  
11/10/97  
11:30 AM  
MONTGOMERY COUNTY, MD  
REC'D

This is to certify that the Bylaws of Maryland Mutual No. Twelve, Inc., a Maryland Corporation, referred to in that Master Deed, made by Rossmoor Corporation, recorded among the Land Records of Montgomery County, Maryland in Liber 5941 at Folio 491, et seq., (said Bylaws being attached to said Master Deed as "Exhibit B") were duly amended at the Special Meeting of the membership of said corporation held on the 5th day of November 1997; that said meeting was duly called pursuant to all requirements for notice so as to permit said amendment of the Bylaws; that said amendment was duly adopted at said meeting in accordance with all requirements for adoption of an amendment to said Bylaws; that the entry from the minutes of said meeting attached hereto as "Exhibit I" is a true and complete copy of the amendment so adopted; and that attached hereto as "Exhibit II" is a certificate of the persons appointed to count votes at the meeting of the Council of Unit Owners; that the amendment was approved by unit owners having the percentage of votes required by the Bylaws.

In witness whereof we hereunto set our hands and seals this 5th day of November 1997.

ID 1466703

Lois Regus, President  
Lois Regus, President  
Maryland Mutual No. Twelve, Inc.

ATTEST:

Lorena Dodge  
Lorena Dodge, Secretary  
Maryland Mutual No. Twelve, Inc.

STATE OF MARYLAND )  
 )  
 COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 5th day of November, 1997, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Mrs. Lois Regus, who made oath in due form of law that she executed in her capacity as President of Maryland Mutual No. Twelve, Inc. the foregoing document (Certification of Amendment of Bylaws, Maryland Mutual No. Twelve, Inc.) for the purposes therein contained, and acknowledges this to be her act.

WITNESS my hand and notarial seal.

Elizabeth A. L'Heureux  
 Elizabeth A. L'Heureux, Notary Public  
 My Commission expires 8-1-01

STATE OF MARYLAND )  
 )  
 COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 5th day of November, 1997, before me, the subscriber, a Notary Public, in and for the State and County aforesaid, personally appeared Lorena Dodge, who made oath in due form of law that he executed in his capacity as Secretary of Maryland Mutual No. Twelve, Inc. the foregoing document (Certification of Amendment of Bylaws, Maryland Mutual No. Twelve, Inc.) for the purposes therein contained, and acknowledges this to be her act.

WITNESS my hand and notarial seal.

Elizabeth A. L'Heureux  
 Elizabeth A. L'Heureux, Notary Public  
 My Commission expires 8-1-01

MARYLAND MUTUAL NO. TWELVE, INC.

CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION

The undersigned, duly appointed Inspectors of Election of Maryland Mutual No. Twelve, Inc., hereby certify as follows:

- (A) That a special meeting of the Corporation was held on the 5th day of November, 1997, pursuant to due notice.
- (B) That before entering upon the discharge of our duties we were severally sworn, and the oath so taken by us is annexed hereto.
- (C) That we inspected the signed proxies used at the meeting, if any, and found the same to be in proper order.
- (D) That members representing at least 66 2/3 percent of the total value of the project were present at the meeting, either in person or by proxy.
- (E) That we received the votes by members by ballot for bylaw amendments and that the following amendment received the votes representing the percentages of the total value of the project opposite the respective amendment: (see reverse side).

Nancy L. Mach  
Inspector Nancy L. Mach

Jessie A. Maselka  
Inspector Jessie Maselka

MARYLAND MUTUAL NO. TWELVE, INC.

SPECIAL MEETING  
NOVEMBER 5, 1997

COLOR CODES:  
.007790 Blue .006202 Pink  
.008511 Yellow .008568 White  
.008223 Green

MASTER TALLY SHEET

BYLAW AMENDMENT

LF 15304.369

	BLUE .007790	YELLOW .008511	GREEN .008223	PINK .006202	WHITE .008568	TOTAL
FOR THE AMENDMENT	.062320	.229797	.287805	.043414	.068544	69,188
AGAINST THE AMENDMENT	.031160	.008511	.008223	.037212	.034272	11,9378

*Janice Hueltz*  
Inspector of Election

*Manney S. Mack*  
Inspector of Election

Inspector of Election

CERTIFICATE OF AMENDMENT

OF BYLAWS

OF MARYLAND MUTUAL NO. TWELVE, INC.

A CONDOMINIUM

RECEIVED  
CLERK'S OFFICE  
CORPORATION  
1700

99 OCT 12 AM 11:28 B

This is to certify that the Bylaws of Maryland Mutual No. Twelve, Inc., a Maryland Corporation referred to in the Declaration, made by Rossmoor Corporation, recorded among the Land Records of Montgomery County, Maryland in Liber 5941 at Folio 491, et. Seq., (said Bylaws being attached to said Declaration as "Exhibit B"), were duly amended at a Special Meeting of the membership of said corporation held on the 10<sup>th</sup> day of June 1999, that said meeting was duly called pursuant to all requirements for notice so as to permit said amendment of Bylaws; that said amendment was duly adopted at said meeting in accordance with all requirements for adoption of an amendment to said Bylaws; that the entry from the minutes of said meeting attached hereto as "Exhibit I" is a true and complete copy of the amendment so adopted; and that attached hereto as "Exhibit II" is a certificate of the persons appointed to count votes at the meeting of the council of unit owners; that the amendment was approved by unit owners having the percentage of votes required by the Bylaws.

In witness whereof, we hereunto set our hands and seals this 10<sup>th</sup> day of June, 1999.

Lois Regus  
Lois Regus, President

Maryland Mutual No. Twelve, Inc.

ATTEST:

Eileen Smith  
Eileen Smith, Secretary

Maryland Mutual No. Twelve, Inc.

I.D. No. 1466405

RECEIVED  
CLERK'S OFFICE  
CORPORATION  
1700

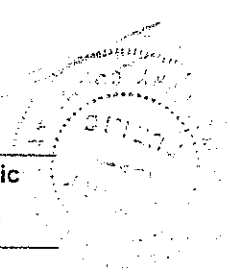
STATE OF MARYLAND )  
 ) SS:  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 2nd Day of Aug, 1999, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Mrs. Lois Regus, who made oath in due form of law that she executed in her capacity as President of Maryland Mutual No. Twelve, Inc., the foregoing document (Certification of Amendments to the Bylaws of said Corporation) for the purposes therein contained and acknowledges this to be her act.

WITNESS my hand a notarial seal.

Elizabeth A. L'Heureux  
Elizabeth A. L'Heureux, Notary Public

My commission expires 8-1-01



STATE OF MARYLAND )  
 ) SS:  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 2nd Day of Aug, 1999, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Ms. Eileen Smith, who made oath in due form of law that she executed in her capacity as Secretary of Maryland Mutual No. Twelve, Inc., the foregoing document (Certification of Amendments to the Bylaws of said Corporation) for the purposes therein contained and acknowledges this to be her act.

WITNESS my hand a notarial seal.

Elizabeth A. L'Heureux  
Elizabeth A. L'Heureux, Notary Public

My commission expires 8-1-01



EXHIBIT I

AMENDMENTS OF THE BYLAWS AS APPROVED AT THE  
SPECIAL MEETING OF THE MEMBERSHIP  
OF MARYLAND MUTUAL NO. TWELVE, INC.

WHEREAS, it has been determined that it is desirable to amend the following articles to the Bylaws of Maryland Mutual No. Twelve, Inc., that were approved by the unit owners representing 89.68% of the Membership:

Maryland Legislature in 1998 enacted, and the Governor signed, Senate Bill 18 (Meetings and Distribution of Written Material), Senate Bill 94 (No Impact, Home Based Business), and House Bill 36 (Display of Signs) which affect Leisure World and require changes in Mutual 12 By-Laws:

AMEND ARTICLE IV, SECTION 1, by adding the following sentence:

"In addition, unit owners may meet to discuss matters relating to the condominium at any facility used by the Board of Directors for scheduled meetings. Owners are also permitted to distribute written material regarding the operation of the condominium in any manner used by the Board of Directors, except that door-to-door distribution is prohibited."

AMEND ARTICLE X by inserting after Section 4 the following new section:

"Section 5. No-Impact, Home-Based Business. The establishment and operation of any no-impact, home-based business is subject to such restrictions as may be imposed by rules of this Mutual."

AMEND ARTICLE X, SECTION 1 by deleting the first sentence in its entirety and inserting in lieu thereof the following:

"All units shall be used for private residential purposes except as may be permitted pursuant to Section 5 of this Article."

AMEND ARTICLE X, SECTION 4, by deleting subsection (f) in its entirety and inserting in lieu thereof the following:

"(f) No signs of any character shall be erected, posted, or displayed upon, in, from or about any unit except that the display of a sign on behalf of candidates for public office, or in support or opposition of any question submitted to voters may be displayed except (a) on common elements; (b) in accord with federal, state, or local law; or (c) to a period not less than 30 days before the election or vote and 7 days thereafter, unless local law provides otherwise."

THIS IS TO CERTIFY that the foregoing amendments to the Bylaws were adopted at the Special Meeting of the membership of Maryland Mutual No. Twelve, Inc., on June 10, 1999 and that said action is approved by the Board of Directors and that the attached is a true copy of the new Bylaws so adopted.

  
\_\_\_\_\_  
Lois Regus, President

ATTEST:

  
\_\_\_\_\_  
Eileen Smith, Secretary

This section conforms to Title 11-113 of the Condominium Act. The failure of the council of unit owners (Board of Directors) to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of the right to enforce the provision on any other occasion.

THIS IS TO CERTIFY THAT the foregoing amendments to the Bylaws were adopted at the Special Meeting of the Membership of Maryland Mutual No. Twelve, Inc., on June 10, 1999 by an excess of the required 66%% of the membership.

ATTEST:

*Eileen Smith*

Eileen Smith  
Secretary

*Lois Regus*

Lois Regus  
President



**COLOR CODES**

- BRISTOL .007790 BLUE
- CAMBRIDGE .008511 YELLOW
- DARTMOUTH .008223 GREEN
- EMERSON .006202 PINK
- FOLKESTONE .008568 WHITE

**MASTER TALLY**

**AMENDMENT #1**

	Bristol - Blue .007790	Cambridge - Yellow .008511	Dartmouth - Green .008223	Emerson - Pink .006202	Folkestone - White .008568	TOTAL
APPROVE	.085290	.229797	.263136	.080626	.11384	77.06
DISAPPROVE	0	0	.016446	0	0	1.64

**AMENDMENT #2**

	Bristol - Blue .007790	Cambridge - Yellow .008511	Dartmouth - Green .008223	Emerson - Pink .006202	Folkestone - White .008568	TOTAL
APPROVE	.070110	.229797	.271359	.074424	.11384	75.70
DISAPPROVE	.007790	0	.008223	.006202	0	2.22

**AMENDMENT #3**

	Bristol - Blue .007790	Cambridge - Yellow .008511	Dartmouth - Green .008223	Emerson - Pink .006202	Folkestone - White .008568	TOTAL
APPROVE	.077900	.229797	.279582	.080626	.11384	77.92
DISAPPROVE	.007790	0	0	0	0	.77

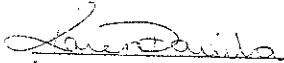
**AMENDMENT #4**

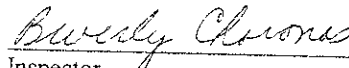
	Bristol - Blue .007790	Cambridge - Yellow .008511	Dartmouth - Green .008223	Emerson - Pink .006202	Folkestone - White .008568	TOTAL
APPROVE	.085290	.229797	.279582	.080626	.11384	78.70
DISAPPROVE	0	0	0	0	0	0

CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION

The undersigned, duly appointed Inspectors of Election of Maryland Mutual Number Twelve, Inc. hereby certify as follows:

- (A) That a special meeting of the Corporation was held on the 10<sup>th</sup> day of June, 1999, pursuant to due notice.
- (B) That before entering upon the discharge of our duties we were severally sworn, and the oath so taken by us is annexed hereto.
- (C) That we inspected the signed proxies used at the meeting, if any, and found the same to be in proper order.
- (D) That members representing 89.68 percent of the total value of the project were present at the meeting, either in person or by proxy.
- (E) That we received the votes by the members by ballot for by-law amendments and that the following amendment received the votes representing the percentages of the total value of the project set opposite their respective amendment. (See reverse side).
- (F) That we received the votes by the members by ballot for a resolution and that the following resolution received the votes representing the percentages of the total value of the project set opposite their respective resolution.

  
Inspector

  
Inspector

OATH OF INSPECTORS OF ELECTION

STATE OF MARYLAND )

COUNTY OF MONTGOMERY ) S S

The undersigned, duly appointed Inspectors of Election of Maryland Mutual Number Twelve, Inc. being severally and duly sworn, do solemnly swear that we will fairly and impartially perform our duties as Inspectors of Election at the election to be held on June 10, 1999.

For director of the Association, and will faithfully and diligently canvas the votes cast at such election and honestly and truthfully report the results of said election.

*Laura Davis*  
Inspector

*Beverly Chaconas*  
Inspector

CERTIFICATE OF AMENDMENT  
OF BYLAWS FOR THE  
COUNCIL OF UNIT OWNERS OF

MARYLAND MUTUAL NO. TWELVE - CONDOMINIUM OF ROSSMOOR, INC.

This is to certify that the Bylaws of Maryland Mutual No. Twelve-Condominium of Rossmoor, Inc., a Maryland Corporation (Mutual 12), referred to in the Master Deed recorded among the Land Records of Montgomery County, Maryland, in Liber 4418 at Folio 385, et. Seq., (said Bylaws being attached to said Master Deed as "Exhibit A") was duly amended at the Annual Meeting of the Council of Unit Owners of said Corporation held on the 16th day of April, 2009. The said amendment was duly adopted in accordance with all requirements for adoption of amendment to said Bylaws; that "Exhibit 1" attached hereto is a true and complete copy of the amendment so adopted. In addition, that attached hereto as "Exhibit 2" is a certificate of the persons appointed to count the votes of the Council of Unit Owners for the bylaw amendment; and that the amendment was approved by unit owners having the percentage of votes required by the Bylaws.

In witness whereof, we here unto set our hand and seal this 16<sup>th</sup> day of April, 2009.

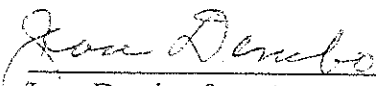
2009 MAY 22 PM 1:23

FILED  
LORETTA E. KNIGHT  
CLERK'S OFFICE  
MONTGOMERY CO., MD.



Marian Altman, President  
Council of Unit Owners of Maryland  
Mutual No. Twelve-Condominium of  
Rossmoor, Inc.

ATTEST:



Jean Dembo, Secretary  
Council of Unit Owners of Maryland  
Mutual No. Twelve- Condominium of Rossmoor, Inc.

IMP FD SURE 26.00  
RECORDING FEE 75.00  
TOTAL 101.00  
Book 4007 Sept 4 2004  
LEX 2001 Vol 4 6884  
May 22 2009 01:22 PM

I.D. No. 13-1466405

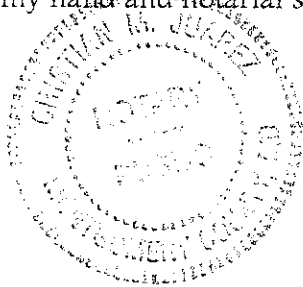
Return To: Leisure World of Maryland Corporation  
3701 Rossmoor Boulevard  
Silver Spring, Md 20906  
Attn: Sharon Palmer-Hillman

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10  
LH

STATE OF MARYLAND )  
 )SS:  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 16<sup>th</sup> day of April, 2009, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Marian Altman**, who made oath in due form of law that she executed in her capacity as President, of the Council of Unit Owners, Maryland Mutual No. Twelve - Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendment of Bylaws of said Corporation) for the purpose therein contained and acknowledges this to be her act.

WITNESS: my hand and notarial seal.



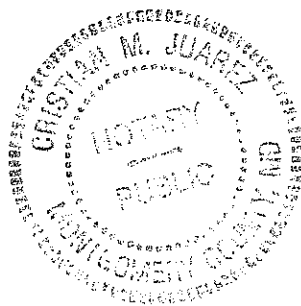
Cristian M Juarez  
Cristian Juarez, Notary Public

My Commission Expires 10/13/2010

STATE OF MARYLAND )  
 )SS:  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 16<sup>th</sup> day of April, 2009, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Jean Dembo**, who made oath in due form of law that she executed in her capacity as Secretary of Council of Unit Owners, Maryland Mutual No. Twelve - Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendment of Bylaws, of said Corporation) for the purpose therein contained, and acknowledges this to be her act.

WITNESS: my hand and notarial seal.



Cristian M Juarez  
Cristian Juarez, Notary Public

My Commission Expires 10/13/2010

EXHIBIT 1

AMENDMENT OF THE BYLAWS AS APPROVED AT THE  
ANNUAL MEETING OF THE MEMBERSHIP OF  
THE COUNCIL OF UNIT OWNERS OF  
MARYLAND MUTUAL NO. TWELVE - CONDOMINIUM OF ROSSMOOR, INC.

WHEREAS, it has been determined that it is desirable to remove the following Article of the Bylaws of Maryland Mutual No. Twelve-Condominium of Rossmoor, Inc.

AND WHEREAS, the Membership cast ballots regarding the proposed amendment.

AND WHEREAS, the proposed amendment was approved by the unit owners representing at least 66-2/3% of the Membership:

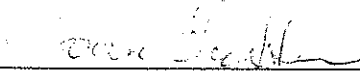
THEREFORE: Article XII -- Right of First Refusal is hereby removed in its entirety.

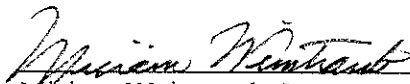
EXHIBIT 2  
CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION

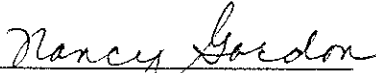
The undersigned, duly appointed Inspectors of Election of Maryland Mutual No. Twelve - Condominium of Rossmoor, Inc. hereby certify as follows:

- (A) That a Notice of the Annual Meeting/Bylaw Amendment was mailed to all unit owners of record on March 16, 2009.
- (B) That before entering upon the discharge of our duties we were severally sworn, and the oath so taken by us in annexed hereto.
- (C) That we inspected the signed proxies/ballots used at the meeting if any, and found the same to be in proper order.
- (D) That member representing 55 percent of the total value of the project were present at the meeting, either in person or by proxy.
- (E) That we received the votes of the members by proxies and in person for the bylaw amendment and that the amendment received the votes representing the percentages of the total value of the project are listed as follows:

Approve - 69%  
Disapprove - 8%

  
\_\_\_\_\_  
Joan Griffin, Inspector

  
\_\_\_\_\_  
Miriam Weintraub, Inspector

  
\_\_\_\_\_  
Nancy Gordon, Inspector

OATH OF  
INSPECTORS OF ELECTION

STATE OF MARYLAND )  
 )SS:  
COUNTY OF MONTGOMERY )

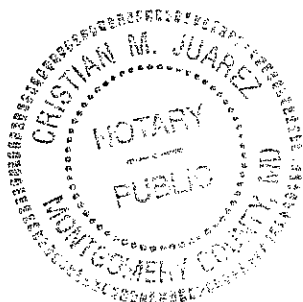
We the undersigned, duly appointed Inspectors of Election of Maryland Mutual No. Twelve - Condominium of Rossmoor, Inc., being severally and duly sworn, do solemnly swear that we will fairly and impartially perform our duties as Inspectors of Election for the Annual Meeting regarding the bylaw amendment on April 16, 2009. In addition, will faithfully and diligently canvass the votes cast via such by proxies and by ballot and honestly and truthfully report the results of said amendment.

Joan Griffin  
Joan Griffin, Inspector

Miriam Weintraub  
Miriam Weintraub, Inspector

Nancy Gordon  
Nancy Gordon, Inspector

WITNESS: my hand and notarial seal.



Cristian M. Juarez  
Cristian Juarez, Notary Public

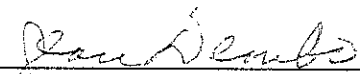
My Commission Expires 10/3/2010



THIS IS TO CERTIFY THAT the foregoing amendment to the Bylaws was adopted at the Annual Meeting of the Council of Unit Owners of Maryland Mutual No. Twelve-Condominium of Rossmoor, Inc., on April 16, 2009 by an excess of the required 66 2/3% of the membership and that said action is approved by the membership and that the foregoing is a true copy of the new Bylaw amendment so adopted

  
Marian Altman, President

ATTEST:

  
Jean Dembo, Secretary

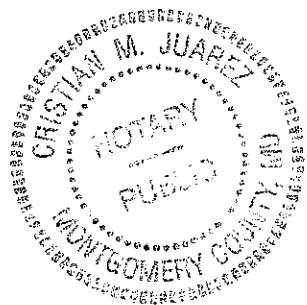
THIS IS TO CERTIFY THAT the foregoing amendment confirms to Title 11-103.1 of the Condominium Act. The failure of the unit owners association (Board of Directors) to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of the right to enforce the provision on any other occasion.

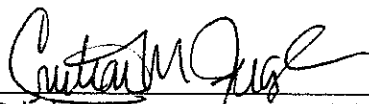
  
Marian Altman, President

ATTEST:

  
Jean Dembo, Secretary

WITNESS: my hand and notarial seal.



  
Cristian Juarez, Notary Public

My Commission Expires 10/13/2010



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Name	Account	Street	OWN OCC	Map	Parcel
<u>MILLS STANLEY A E</u>	13 01620738	15000 CANDOVER CT	N	HS51	
<u>ALLWINE MARJORIE</u>	13 01620900	15001 CANDOVER CT	H	HS51	
<u>JANICKI KATHERINE</u>	13 01620740	15002 CANDOVER CT	H	HS51	
<u>POMERANTZ RONALD</u>	13 01620897	15003 CANDOVER CT	N	HS51	
<u>PARLATI SHARON</u>	13 01620751	15004 CANDOVER CT	H	HS51	
<u>SEMELEER BRENDA &amp;</u>	13 01620886	15005 CANDOVER CT	H	HS51	
<u>SMITH FREDREIKA</u>	13 01620727	15006 CANDOVER CT	H	HS51	
<u>DAVEY EDWARD &amp; BA</u>	13 01620875	15007 CANDOVER CT	H	HS51	
<u>BESTLAND FRANK R</u>	13 01620693	15010 CANDOVER CT	H	HS51	
<u>SMITH TERRENCE E</u>	13 01620831	15011 CANDOVER CT	H	HS51	
<u>LEPRINCE BERNARD</u>	13 01620705	15012 CANDOVER CT	H	HS51	
<u>GOLUB BERNARD B &amp;</u>	13 01620820	15013 CANDOVER CT	H	HS51	
<u>FIOCCO SUSAN D E</u>	13 01620716	15014 CANDOVER CT	N	HS51	
<u>KAPLAN HAROLD H &amp;</u>	13 01620818	15015 CANDOVER CT	H	HS51	
<u>STEPHENSON JOSEPH</u>	13 01620682	15016 CANDOVER CT	N	HS51	
<u>IOSUE GIOVANNI &amp;</u>	13 01620807	15017 CANDOVER CT	H	HS51	
<u>BULIK ROBERT C &amp;</u>	13 01620660	15020 CANDOVER CT	N	HS51	
<u>HOCHHAUSER ALLEN</u>	13 01620773	15021 CANDOVER CT	H	HS51	
<u>HILL JOHN W &amp; MAR</u>	13 01620671	15022 CANDOVER CT	H	HS51	
<u>WILSON MARCIA</u>	13 01620762	15023 CANDOVER CT	H	HS51	
<u>PIGMAN GWENDOLYN</u>	13 01620647	15024 CANDOVER CT	H	HS51	
<u>WOODS RONALD H</u>	13 01620795	15025 CANDOVER CT	H	HS51	
<u>CHAO YUANCHIA &amp; X</u>	13 01620658	15026 CANDOVER CT	H	HS51	
<u>SARREALS FLORENCE</u>	13 01620784	15027 CANDOVER CT	H	HS51	
<u>JIMENO MARIANO H</u>	13 01620614	15030 CANDOVER CT	H	HS51	
<u>GARFINKEL ROSALYN</u>	13 01620625	15032 CANDOVER CT	H	HS51	
<u>GRIFFIN DOROTHY A</u>	13 01620636	15034 CANDOVER CT	N	HS51	
<u>MAZEL ALEX &amp; E W</u>	13 01620603	15036 CANDOVER CT	N	HS51	

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<u>Name</u>	<u>Account</u>	<u>Street</u>	<u>OWN OCC</u>	<u>Map</u>	<u>Parcel</u>
<u>ZIMMERMAN ALFRED</u>	13 01620944	15000 EARDLEY CT	H	HS51	
<u>MORAN KEVIN P ET</u>	13 01621048	15001 EARDLEY CT	H	HS51	
<u>CONNELL MARY L</u>	13 01620955	15002 EARDLEY CT	H	HS51	
<u>GOLDBERGER REVA</u>	13 01621037	15003 EARDLEY CT	H	HS51	
<u>EBLIGHATIAN ILEAN</u>	13 01620966	15004 EARDLEY CT	H	HS51	
<u>JONES CAROL A</u>	13 01621026	15005 EARDLEY CT	N	HS51	
<u>SILBERBERG HANNAH</u>	13 01620977	15006 EARDLEY CT	H	HS51	
<u>FRANKLIN DANIEL &amp;</u>	13 01621015	15007 EARDLEY CT	H	HS51	
<u>MORIN LAURENT E E</u>	13 01620988	15008 EARDLEY CT	N	HS51	
<u>YI SANG P &amp; JUNG</u>	13 01621072	15009 EARDLEY CT	H	HS51	
<u>SHERMAN SEYMOUR &amp;</u>	13 01620990	15010 EARDLEY CT	H	HS51	
<u>ALSOP BARBARA H E</u>	13 01621061	15011 EARDLEY CT	H	HS51	
<u>BURRIS MARY L</u>	13 01621004	15012 EARDLEY CT	H	HS51	
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<u>DUFFALO MARGARET</u>	13 01620911	15016 EARDLEY CT	H	HS51	
<u>SHPRITZ MURIEL</u>	13 01620922	15018 EARDLEY CT	H	HS51	
<u>QUELLETTE DONALD</u>	13 01620933	15020 EARDLEY CT	H	HS51	
<u>CHMIELEWSKI MARIL</u>	13 01620842	15024 EARDLEY CT	H	HS51	
<u>PHILLIPS IRENE ET</u>	13 01621117	15025 EARDLEY CT	H	HS51	
<u>WOLK BARBARA</u>	13 01620853	15026 EARDLEY CT	H	HS51	
<u>HERMAN WALTER M R</u>	13 01621106	15027 EARDLEY CT	H	HS51	
<u>JONES HESTER</u>	13 01620864	15028 EARDLEY CT	H	HS51	
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<u>KELLY VIRGINIA C</u>	13 01621130	15035 EARDLEY CT	H	HS51	
<u>DOWNEY MARIA C</u>	13 01621128	15037 EARDLEY CT	H	HS51	

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<u>MAURER VICKI L ET</u>	13 01620226	15001 HASLEMERE CT	H	HS51	
<u>CALI ELIZABETH AS</u>	13 01620157	15002 HASLEMERE CT	N	HS51	
<u>DWYER DOROTHY</u>	13 01620215	15003 HASLEMERE CT	H	HS51	
<u>COLELLA ELIZABETH</u>	13 01620168	15004 HASLEMERE CT	N	HS51	
<u>SHEKITKA KRIS M &amp;</u>	13 01620248	15005 HASLEMERE CT	N	HS51	
<u>KOLB MADONNA RUTH</u>	13 01620170	15006 HASLEMERE CT	N	HS51	
<u>TALLEY LAURETHA C</u>	13 01620237	15007 HASLEMERE CT	N	HS51	
<u>JACKSON LAVITA</u>	13 01620181	15008 HASLEMERE CT	H	HS51	
<u>BECKER DOROTHY P</u>	13 01620192	15010 HASLEMERE CT	H	HS51	
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<u>BRENNAN EVLYN</u>	13 01619956	15070 HASLEMERE CT	H	HS51	
<u>GRAY ROLAND J &amp; A</u>	13 01619967	15072 HASLEMERE CT	H	HS51	
<u>VENTZ CATHERINE</u>	13 01619978	15074 HASLEMERE CT	H	HS51	

**Charles  
Parrish**  
443.253.3886



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<u>Name</u>	<u>Account</u>	<u>Street</u>	<u>OWN OCC</u>	<u>Map</u>	<u>Parcel</u>
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<u>SHEARER JERRY R T</u>	13 01620306	15036 WESTHOLM CT	N	HS51	
<u>WALSH ELIZABETH</u>	13 01620591	15037 WESTHOLM CT	H	HS51	

CERTIFICATE OF AMENDMENT  
OF BYLAWS

MARYLAND MUTUAL NO. TWELVE, INC.

This is to certify that the Bylaws of Maryland Mutual No. Twelve, Inc., a Condominium referred to in that Master Deed, made by Rossmoor Construction Corporation, Inc., recorded among the Land Records of Montgomery County, Maryland, in Liber 4418 at Folio 385, et. Seq. (said Bylaws being attached to said Declaration as ("Exhibit B") were duly amended at an Annual Meeting of the membership of said Corporation held on the 19th of April 2012; that said amendment was duly adopted in accordance with all requirements for adoption of an amendment to said Bylaws; that the amendment attached hereto as "Exhibit I" is a true and complete copy of the amendment so adopted; and that attached hereto as "Exhibit II" is a certificate of the persons appointed to count votes at said meeting of the Council of Unit Owners; that the amendment was approved by unit owners having the percentage of votes required by the Bylaws.

In witness whereof, we hereunto set our hands and seals this 19th day of April, 2012.

Marian Altman, President  
Maryland Mutual No. Twelve, Inc.

ATTEST:

Clarise Pruitt-Jones, Secretary  
Maryland Mutual No. Twelve, Inc.

I.D. No. 13-1466405

RETURN TO:  
LEISURE WORLD OF MARYLAND CORP.  
3701 ROSSMOOR BLVD.  
SILVER SPRING MD 20906  
ATTEN: Erica Lieberman

FILED  
LORETTA E. KNIGHT  
CLERK'S OFFICE  
MONTGOMERY COUNTY, MD  
2012 DEC 19 AM 10:35

MP TO STATE  
RECORDING FEE  
TOTAL  
Fees: 1007 115.00  
EX 1007 75.00  
Dec 19, 2012 1001 \$ 6874  
15:33 01K \$ 16474  
15:33 01K

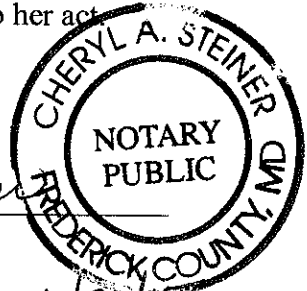
75  
40  
019

STATE OF MARYLAND )  
 )  
 Frederick ) SS  
 )  
 COUNTY OF ~~MONTGOMERY~~ )

I HEREBY CERTIFY that on this 12<sup>th</sup> day of Dec., 2012, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Marian Altman, who made oath in due form of law that she executed in her capacity as President, of the Council of Unit Owners, Mutual 12 – Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendments of Bylaws of said Corporation) for the purpose therein contained and acknowledges this to her act

WITNESS: my hand and notarial seal.

*Ceryl A. Steiner*  
Notary Public



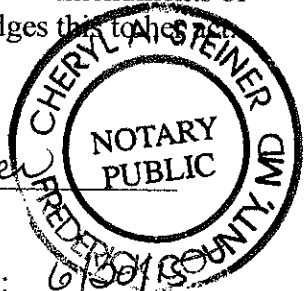
My Commission Expires: 6/20/15

STATE OF MARYLAND )  
 )  
 Frederick ) SS  
 )  
 COUNTY OF ~~MONTGOMERY~~ )

I HEREBY CERTIFY that on this 12<sup>th</sup> day of Dec., 2012, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Clarise Pruitt-Jones, who made oath in due form of law that she executed in her capacity as Secretary, of the Council of Unit Owners, Mutual 12 – Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendments of Bylaws of said Corporation) for the purpose therein contained and acknowledges this to her act

WITNESS: my hand and notarial seal.

*Ceryl A. Steiner*  
Notary Public



My Commission Expires: 6/20/15

## EXHIBIT I

## MARYLAND MUTUAL NO. TWELVE, INC.

## BYLAW AMENDMENT

Article IV, Section 9. Proxies of the Bylaws of Maryland Mutual No. Twelve, Inc. is amended as follows:

“Section 9. Proxies. A unit owner may appoint any other Unit Owner; his tenant, mortgagee, or the Management Agent as his proxy. Any proxy must be in writing and must be filed with the Secretary in form approved by the Board of Directors at or before the appointed time of each meeting. Unless limited by its terms, any proxy shall continue until revoked by a written notice of revocation filed with the Secretary or by the death of the unit owner; provided, however, that no proxy is effective for a period of excess on one hundred eighty (180) days.”



## EXHIBIT II

## MARYLAND MUTUAL NO TWELVE, INC.

CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION

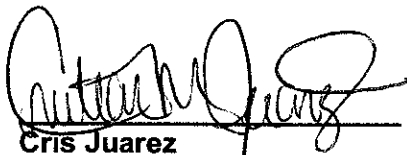
The undersigned, duly appointed Inspectors of Election of Council of Unit Owners of Mutual 12 - Condominium of Rossmoor, Inc. hereby certify as follows:

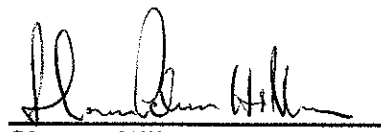
- (A) The Annual Meeting of the Corporation was held on the 19th day of April 2012 pursuant to due notice.
- (B) That before entering upon the discharge of our duties we were severally sworn and the oath so taken by us in annexed hereto.
- (C) That we inspected the signed proxies/ballots used at the meeting, and found the same to be in proper order.
- (D) That members representing 51% percent of the total value of the project were present at the meeting, either in person or by proxy.
- (E) That we received the votes of the members by proxies and in person for the bylaw amendment and that the amendment received the votes representing the percentages of the total value of the project are listed as follows:

Votes Received for Amendment of Article IV, Section 9. Proxies

Approved: 70%

Disapproved: 5%

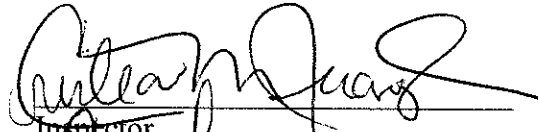

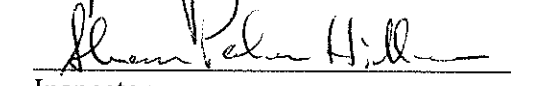
  
Cris Juarez  
Inspector of Election

  
Sharon Hillman  
Inspector of Election


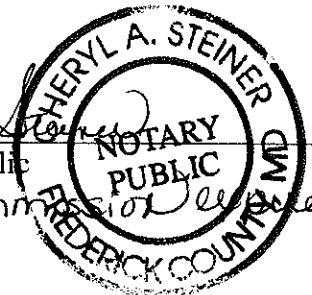
OATH OF INSPECTORS OF ELECTION

STATE OF MARYLAND )  
 ) S S  
 Frederick )  
COUNTY OF MONTGOMERY )

The undersigned, duly appointed Inspectors of Election of Maryland Mutual No. Twelve, Inc. being severally and duly sworn, do solemnly swear that we will fairly and impartially perform our duties as Inspectors of Election at the election to be held on April 19, 2012, for director of the Corporation, and will faithfully and diligently canvass the votes vast at such election and honestly and truthfully report the results of said election.

  
\_\_\_\_\_  
Inspector  
  
\_\_\_\_\_  
Inspector  
  
\_\_\_\_\_  
Inspector

SUBSCRIBED AND SWORN to before me on this 19th day of April, 2012.

  
Notary Public  
My commission expires 6/20/15  


REPORT OF INSPECTORS OF ELECTION

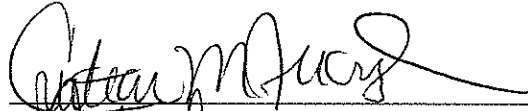
MEMBERS REPRESENTED AT ANNUAL MEETING


The undersigned, duly appointed and qualified Inspectors of Election at the Annual Meeting of members of Maryland Mutual No. Twelve, Inc. held on April 19, 2012, hereby certify that there are present in person or by proxy a total of 96 memberships of said Corporation, as follows, and that the same represent 70 percent of the total value of the project known as Maryland Mutual No. Twelve, Inc.

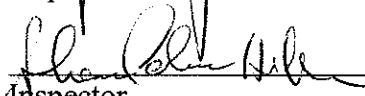
Present 2 (in person)

Proxy 94

WITNESS our hands the year and day first written above.

  
Inspector

  
Inspector

  
Inspector

**Charles  
Parrish**  
443.253.3886



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<u>CALI ELIZABETH AST</u>	13 01620157	15002 HASLEMERE CT H		HS51	0000
<u>DIEUDONNE MARIO J</u>	13 01620215	15003 HASLEMERE CT N		HS51	0000
<u>COLELLA ELIZABETH</u>	13 01620168	15004 HASLEMERE CT N		HS51	0000
<u>SHEKITKA KRIS M &amp;</u>	13 01620248	15005 HASLEMERE CT N		HS51	0000
<u>KOLB MADONNA RUTH</u>	13 01620170	15006 HASLEMERE CT H		HS51	0000
<u>VENTOLA KARIN</u>	13 01620237	15007 HASLEMERE CT H		HS51	0000
<u>JACKSON LAVITA</u>	13 01620181	15008 HASLEMERE CT H		HS51	0000
<u>BECKER DOROTHY P E</u>	13 01620192	15010 HASLEMERE CT H		HS51	0000
<u>PRESSOIR RAYMOND &amp;</u>	13 01620272	15011 HASLEMERE CT H		HS51	0000
<u>FREEDMAN KATHERINE</u>	13 01620204	15012 HASLEMERE CT N		HS51	0000
<u>LANKFORD MARY C</u>	13 01620261	15013 HASLEMERE CT H		HS51	0000
<u>EVANS-BRIGGS MARGO</u>	13 01620250	15015 HASLEMERE CT N		HS51	0000
<u>CARR JOHN M &amp; BETH</u>	13 01620283	15017 HASLEMERE CT H		HS51	0000
<u>LEIBOWITZ LIBBY A</u>	13 01620066	15020 HASLEMERE CT H		HS51	0000
<u>PRATHER DENNIS D</u>	13 01620077	15022 HASLEMERE CT H		HS51	0000
<u>GEIDER CARMEN M</u>	13 01620088	15024 HASLEMERE CT H		HS51	0000
<u>JACKSON WILLIAM L</u>	13 01620090	15026 HASLEMERE CT H		HS61	0000
<u>MARTIN EDWARD E &amp;</u>	13 01620102	15028 HASLEMERE CT H		HS51	0000
<u>JEFFERSON EDITH Y</u>	13 01620113	15030 HASLEMERE CT H		HS51	0000
<u>BARUCCHIERI SALLY</u>	13 01620124	15032 HASLEMERE CT H		HS51	0000
<u>HARTMAN MARY T</u>	13 01620135	15034 HASLEMERE CT H		HS51	0000
<u>EVANS CARLA E &amp; DO</u>	13 01619980	15040 HASLEMERE CT H		HS51	0000
<u>ANDERSON RENEE M</u>	13 01619991	15042 HASLEMERE CT N		HS51	0000
<u>RYBAKOVA LYUDMILA</u>	13 01620000	15044 HASLEMERE CT H		HS51	0000
<u>RAMIREZ ALICIA</u>	13 01620011	15046 HASLEMERE CT H		HS51	0000
<u>SAWYERR EVAMARIA K</u>	13 01620022	15048 HASLEMERE CT H		HS51	0000
<u>CENERE FILOMENA</u>	13 01620033	15050 HASLEMERE CT H		HS51	0000
<u>WEBB GLORIA MAE</u>	13 01620044	15052 HASLEMERE CT H		HS51	0000
<u>SMITH EILEEN R</u>	13 01620055	15054 HASLEMERE CT H		HS51	0000
<u>PRUITT-JONES CLARI</u>	13 01466815	15060 HASLEMERE CT H		HS51	0000
<u>MSUKU-PURKS GUDIYA</u>	13 01619912	15062 HASLEMERE CT N		HS51	0000
<u>VELASCO VIRGINIA E</u>	13 01619923	15064 HASLEMERE CT H		HS51	0000
<u>UCHIDA CONSETTA M</u>	13 01619934	15066 HASLEMERE CT H		HS51	0000
<u>RADZIKOWSKI ANTONI</u>	13 01619945	15068 HASLEMERE CT H		HS51	0000
<u>BRENNAN EVLYN</u>	13 01619956	15070 HASLEMERE CT H		HS51	0000
<u>GRAY ROLAND J &amp; AN</u>	13 01619967	15072 HASLEMERE CT H		HS51	0000
<u>VENTZ CATHERINE</u>	13 01619978	15074 HASLEMERE CT H		HS51	0000

**Charles  
Parrish**  
443.253.3886



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<u>MILLS STANLEY A ET</u>	13 01620738	15000 CANDOVER CT N			HS51 0000
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<u>FOUNTAIN GEORGE L</u>	13 01620740	15002 CANDOVER CT H			HS51 0000
<u>POMERANTZ RONALD M</u>	13 01620897	15003 CANDOVER CT N			HS51 0000
<u>PARLATI SHARON</u>	13 01620751	15004 CANDOVER CT H			HS51 0000
<u>SEMELEER BRENDA &amp;</u>	13 01620886	15005 CANDOVER CT H			HS51 0000
<u>SMITH FREDREIKA</u>	13 01620727	15006 CANDOVER CT H			HS51 0000
<u>DAVEY EDWARD &amp; BAR</u>	13 01620875	15007 CANDOVER CT H			HS51 0000
<u>BESTLAND FRANK R</u>	13 01620693	15010 CANDOVER CT H			HS51 0000
<u>SMITH TERRENCE E S</u>	13 01620831	15011 CANDOVER CT H			HS51 0000
<u>BRUSSAT GUY P</u>	13 01620705	15012 CANDOVER CT H			HS51 0000
<u>GOLUB BERNARD B &amp;</u>	13 01620820	15013 CANDOVER CT H			HS51 0000
<u>FILOCCO SUSAN D ET</u>	13 01620716	15014 CANDOVER CT N			HS51 0000
<u>KAPLAN HAROLD H &amp;</u>	13 01620818	15015 CANDOVER CT H			HS51 0000
<u>CHAMBERS SUZANNE D</u>	13 01620682	15016 CANDOVER CT H			HS51 0000
<u>IOSUE GIOVANNI &amp; A</u>	13 01620807	15017 CANDOVER CT H			HS51 0000
<u>BULIK ROBERT C &amp;</u>	13 01620660	15020 CANDOVER CT N			HS51 0000
<u>HOCHHAUSER ALLEN &amp;</u>	13 01620773	15021 CANDOVER CT H			HS51 0000
<u>HILL JOHN W &amp; MARG</u>	13 01620671	15022 CANDOVER CT H			HS51 0000
<u>STARLING DORIS J</u>	13 01620762	15023 CANDOVER CT H			HS51 0000
<u>PIGMAN GWENDOLYN</u>	13 01620647	15024 CANDOVER CT H			HS51 0000
<u>WOODS RONALD H</u>	13 01620795	15025 CANDOVER CT N			HS51 0000
<u>SEARS JAMES A</u>	13 01620658	15026 CANDOVER CT H			HS51 0000
<u>SARREALS FLORENCE</u>	13 01620784	15027 CANDOVER CT H			HS51 0000
<u>REIZES YONA ET AL</u>	13 01620614	15030 CANDOVER CT H			HS51 0000
<u>SHOWALTER MICHAEL</u>	13 01620625	15032 CANDOVER CT H			HS51 0000
<u>GRIFFIN DOROTHY A</u>	13 01620636	15034 CANDOVER CT N			HS51 0000
<u>COHEN WILLIAM D</u>	13 01620603	15036 CANDOVER CT N			HS51 0000

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<u>BREITERMAN REGINA</u>	13 01620465	15001 WESTHOLM CT H		HS51	0000
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<u>ALTMAN MARIAN A</u>	13 01620396	15004 WESTHOLM CT H		HS61	0000
<u>HOUGHTON JEANNE W</u>	13 01620443	15005 WESTHOLM CT H		HS51	0000
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<u>BARRANCA NICHOLAS</u>	13 01620476	15007 WESTHOLM CT N		HS51	0000
<u>GARMAN VINDA C</u>	13 01620410	15008 WESTHOLM CT N		HS51	0000
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<u>ROCCIA MICHAEL A</u>	13 01620432	15012 WESTHOLM CT N		HS51	0000
<u>MILLER BRENDA H</u>	13 01620498	15013 WESTHOLM CT H		HS51	0000
<u>CARROLL JOHN &amp; MAR</u>	13 01620487	15015 WESTHOLM CT H		HS51	0000
<u>CRUIT NORMAN E &amp; A</u>	13 01620512	15017 WESTHOLM CT H		HS51	0000
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<u>KRUPINSKI JOSEPHIN</u>	13 01620578	15033 WESTHOLM CT H		HS51	0000
<u>SODERBERG MARIA R</u>	13 01620294	15034 WESTHOLM CT H		HS51	0000
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<u>MORAN KEVIN P ET A</u>	13 01621048	15001 EARDLEY CT H		HS51	0000
<u>OCONNELL MARY L</u>	13 01620955	15002 EARDLEY CT H		HS51	0000
<u>GOLDBERGER REVA</u>	13 01621037	15003 EARDLEY CT H		HS51	0000
<u>EBLIGHATIAN ILEANA</u>	13 01620966	15004 EARDLEY CT H		HS51	0000
<u>JOHNSON SUNDAY</u>	13 01621026	15005 EARDLEY CT H		HS51	0000
<u>SILBERBERG HANNAH</u>	13 01620977	15006 EARDLEY CT H		HS51	0000
<u>NILSSON ANDREE</u>	13 01621015	15007 EARDLEY CT H		HS51	0000
<u>MORIN LAURENT E TR</u>	13 01620988	15008 EARDLEY CT N		HS51	0000
<u>YI SANG P &amp; JUNG J</u>	13 01621072	15009 EARDLEY CT H		HS51	0000
<u>SHERMAN SEYMOUR &amp;</u>	13 01620990	15010 EARDLEY CT H		HS51	0000
<u>ALSOP BARBARA H</u>	13 01621061	15011 EARDLEY CT H		HS51	0000
<u>BURRIS MARY LOUISE</u>	13 01621004	15012 EARDLEY CT N		HS51	0000
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<u>DUFFALO MARGARET T</u>	13 01620911	15016 EARDLEY CT H		HS51	0000
<u>JOSEPH BRENDA</u>	13 01620922	15018 EARDLEY CT H		HS51	0000
<u>OUELLETTE DONALD</u>	13 01620933	15020 EARDLEY CT H		HS51	0000
<u>MARILYN R CHMIELEW</u>	13 01620842	15024 EARDLEY CT H		HS51	0000
<u>BARNES BARBARA E E</u>	13 01621117	15025 EARDLEY CT H		HS51	0000
<u>MCCAWLEY LILIANE E</u>	13 01620853	15026 EARDLEY CT H		HS51	0000
<u>HEGEDUS KATALIN ET</u>	13 01621106	15027 EARDLEY CT H		HS51	0000
<u>JONES HESTER</u>	13 01620864	15028 EARDLEY CT H		HS51	0000
<u>DUVALL LINDA</u>	13 01621094	15029 EARDLEY CT N		HS51	0000
<u>JONES WILLIAM L</u>	13 01621083	15031 EARDLEY CT N		HS51	0000
<u>TURNER NANCY LEE</u>	13 01621141	15033 EARDLEY CT H		HS51	0000
<u>KELLY VIRGINIA C T</u>	13 01621130	15035 EARDLEY CT H		HS51	0000
<u>DOWNEY MARIA C</u>	13 01621128	15037 EARDLEY CT H		HS51	0000

2013 NOV 19 PM 2:16

**CERTIFICATE OF AMENDMENT  
OF BYLAWS**

FILED  
LORETTA E. KNIGHT  
CLERK'S OFFICE  
MONTGOMERY CO. MD

**MARYLAND MUTUAL NO. TWELVE, INC.**

This is to certify that the Bylaws of Maryland Mutual No. Twelve, Inc., a Condominium referred to in that Master Deed, made by Rossmoor Construction Corporation, Inc., recorded among the Land Records of Montgomery County, Maryland, in Liber 4418 at Folio 385, et. Seq. (said Bylaws being attached to said Declaration as ("Exhibit B") were duly amended by a mail ballot of the membership of said Corporation on the 12th day of September 2013; that ballots were mailed to all members for notice so as to permit said amendment of the Bylaws; that said amendment was duly adopted in accordance with all requirements for adoption of an amendment to said Bylaws; that attached hereto as "Exhibit I" is a true and complete copy of the amendment so adopted; and that attached hereto as "Exhibit II" is a certificate of the person(s) appointed to count votes of the Council of Unit Owners; that the amendment in its entirety was approved by unit owners having the percentage of votes required by the Bylaws.

In witness whereof, we hereunto set our hands and seals this 12th day of September, 2013.

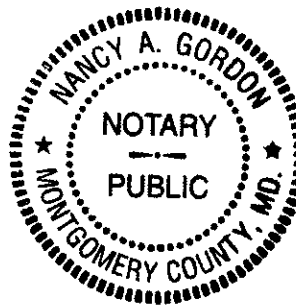
**Marian Altman, President  
Maryland Mutual No. Twelve, Inc.**

**ATTEST:**

**Clarise Pruitt-Jones, Secretary  
Maryland Mutual No. Twelve, Inc.**

**I.D. No. 13-1466405**

**RETURN TO:  
LEISURE WORLD OF MARYLAND CORP.  
3701 ROSSMOOR BLVD.  
SILVER SPRING MD 20906  
ATTN: Erica Lieberman**



IMP FD SURE	40.00
RECORDING FEE	20.00
TOTAL	60.00
Rec# M007	Rec# 45532
LER NVE	Blk # 5007
Nov 19, 2013	02:17 PM

*Nancy Gordon  
My Commission  
expires 4/1/17.*

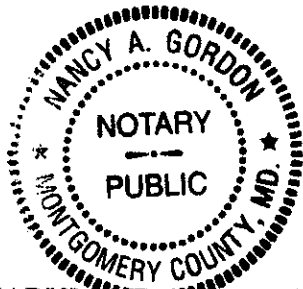
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STATE OF MARYLAND )  
 ) S S  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 22 day of October 2013, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Marian Altman, who made oath in due form of law that she executed in her capacity as President, of the Council of Unit Owners, Mutual 12 – Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendments of Bylaws of said Corporation) for the purpose therein contained and acknowledges this to her act.

WITNESS: my hand and notarial seal.



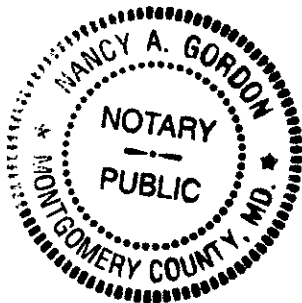
Nancy Gordon  
Notary Public

My Commission Expires: 4/1/17

STATE OF MARYLAND )  
 ) S S  
COUNTY OF MONTGOMERY )

I HEREBY CERTIFY that on this 28 day of Oct., 2013, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Clarise Pruitt-Jones, who made oath in due form of law that she executed in her capacity as Secretary, of the Council of Unit Owners, Mutual 12 – Condominium of Rossmoor, Inc., the foregoing document (Certification of Amendments of Bylaws of said Corporation) for the purpose therein contained and acknowledges this to her act.

WITNESS: my hand and notarial seal.



Nancy Gordon  
Notary Public

My Commission Expires: 4/1/17

**EXHIBIT I****MARYLAND MUTUAL NO. TWELVE, INC.****BYLAW AMENDMENT**


**WHEREAS, it has been determined that it is desirable to amend Article IV, Section 6. Quorum as follows:**

**“Section 6. Quorum. The presence, either in person or by proxy, of unit owners representing at least twenty-five (25%) of the total votes of the Council of Unit Owners shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members.”**

**CERTIFICATE AND REPORT  
OF  
INSPECTORS OF ELECTION**

The undersigned, duly appointed Inspector of Election of a mail ballot to amend the Bylaws of Mutual 12 hereby certify:

- (A) That a mail ballot count of the Association was performed on the 12<sup>th</sup> day of September 2013.
- (B) That I inspected the signed proxies received and found the same to be in the proper order.
- (C) That members representing at least 73% of the total value of the project were present by proxy.
- (D) That I received the votes by the members by ballot for amendment of the Bylaws, and that said amendment received affirmative votes representing 73% of the total value of the project.

  
Erica Lieberman  
Inspector

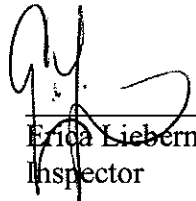
**RETURN TO:**  
**LEISURE WORLD OF MARYLAND CORP.**  
**3701 ROSSMOOR BLVD.**  
**SILVER SPRING, MD 20906**  
**ATTN: ERICA LIEBERMAN**

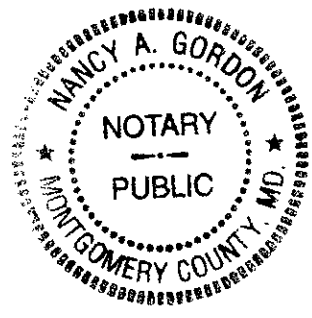
EXHIBIT II

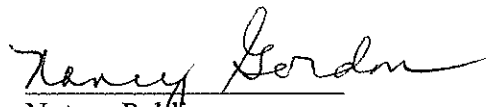
OATH OF INSPECTORS OF ELECTION

STATE OF MARYLAND )  
 )  
COUNTY OF MONTGOMERY ) SS:

The undersigned, duly appointed Inspector of Election of a mail ballot to amend the Bylaws of MUTUAL 12 – CONDOMINIUM OF ROSSMOOR, INC., do solemnly swear that I fairly and impartially perform my duties as Inspector of a mail ballot on July 1, 2013 and will faithfully and diligently canvass the votes cast and honestly and truthfully report the results.

  
Erica Lieberman  
Inspector



  
Notary Public

My Commission Expires: 4/1/17

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## Search Result for MONTGOMERY COUNTY

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<u>TREMMELE KAROLY ET</u>	13 01620374	15000 WESTHOLM CT	H	HS51
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<u>ADAMS CAROL-SUE</u>	13 01620498	15013 WESTHOLM CT	H	HS51
<u>CARROLL JOHN &amp; MAR</u>	13 01620487	15015 WESTHOLM CT	H	HS51
<u>CRUIT NORMAN E &amp; A</u>	13 01620512	15017 WESTHOLM CT	H	HS51
<u>GOFF DORIS P ET AL</u>	13 01620363	15020 WESTHOLM CT	H	HS51
<u>WILLITS VICKY L</u>	13 01620545	15021 WESTHOLM CT	H	HS51
<u>WEIGEL JEANNE B TR</u>	13 01620330	15022 WESTHOLM CT	H	HS51
<u>BENTZ JOHN W SR &amp;</u>	13 01620534	15023 WESTHOLM CT	N	HS51
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<u>LERCH WILLIAM H RE</u>	13 01620523	15025 WESTHOLM CT	H	HS51
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<u>DIVEN MARY T ET AL</u>	13 01620317	15030 WESTHOLM CT	N	HS51
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<u>SODERBERG MARIA R</u>	13 01620294	15034 WESTHOLM CT	H	HS51
<u>BAUERBAND MAE E</u>	13 01620567	15035 WESTHOLM CT	H	HS51
<u>SHEARER JERRY R TR</u>	13 01620306	15036 WESTHOLM CT	N	HS51
<u>WALSH ELIZABETH</u>	13 01620591	15037 WESTHOLM CT	H	HS51

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<u>POMERANTZ RONALD M</u>	13 01620897	15003 CANDOVER CT	N	HS51
<u>PARLATI SHARON</u>	13 01620751	15004 CANDOVER CT	H	HS51
<u>SEMELEER BRENDA &amp;</u>	13 01620886	15005 CANDOVER CT	H	HS51
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<u>BESTLAND FRANK R</u>	13 01620693	15010 CANDOVER CT	H	HS51
<u>SMITH TERRENCE E S</u>	13 01620831	15011 CANDOVER CT	H	HS51
<u>BRUSSAT GUY P</u>	13 01620705	15012 CANDOVER CT	H	HS51
<u>GOLUB BERNARD B &amp;</u>	13 01620820	15013 CANDOVER CT	H	HS51
<u>FILOCCO SUSAN D ET</u>	13 01620716	15014 CANDOVER CT	N	HS51
<u>KAPLAN HAROLD H &amp;</u>	13 01620818	15015 CANDOVER CT	H	HS51
<u>CHAMBERS SUZANNE D</u>	13 01620682	15016 CANDOVER CT	H	HS51
<u>IOSUE GIOVANNI &amp; A</u>	13 01620807	15017 CANDOVER CT	H	HS51
<u>BULIK ROBERT C &amp;</u>	13 01620660	15020 CANDOVER CT	N	HS51
<u>HOCHHAUSER ALLEN &amp;</u>	13 01620773	15021 CANDOVER CT	H	HS51
<u>HILL JOHN W &amp; MARG</u>	13 01620671	15022 CANDOVER CT	H	HS51
<u>STARLING DORIS J</u>	13 01620762	15023 CANDOVER CT	N	HS51
<u>PIGMAN GWENDOLYN</u>	13 01620647	15024 CANDOVER CT	H	HS51
<u>WOODS RONALD H</u>	13 01620795	15025 CANDOVER CT	N	HS51
<u>SEARS JAMES A</u>	13 01620658	15026 CANDOVER CT	H	HS51
<u>SARREALS FLORENCE</u>	13 01620784	15027 CANDOVER CT	H	HS51
<u>REIZES YONA ET AL</u>	13 01620614	15030 CANDOVER CT	H	HS51
<u>SHOWALTER MICHAEL</u>	13 01620625	15032 CANDOVER CT	H	HS51
<u>GRIFFIN DOROTHY A</u>	13 01620636	15034 CANDOVER CT	N	HS51
<u>KURZ JOHN L</u>	13 01620603	15036 CANDOVER CT	N	HS51

## Real Property Data Search ( wI)

## Search Result for MONTGOMERY COUNTY

<u>Name</u>	<u>Account</u>	<u>Street</u>	<u>Own Occ</u>	<u>Map</u>
<u>MUELLER AUDREY L</u>	13 01620146	15000 HASLEMERE CT	H	HS51
<u>BOURQUE JEWELL D</u>	13 01620226	15001 HASLEMERE CT	H	HS51
<u>CALI ELIZABETH AST</u>	13 01620157	15002 HASLEMERE CT	H	HS51
<u>DIEUDONNE MARIO J</u>	13 01620215	15003 HASLEMERE CT	N	HS51
<u>COLELLA ELIZABETH</u>	13 01620168	15004 HASLEMERE CT	N	HS51
<u>SHEKITKA KRIS M &amp;</u>	13 01620248	15005 HASLEMERE CT	N	HS51
<u>KOLB MADONNA RUTH</u>	13 01620170	15006 HASLEMERE CT	H	HS51
<u>VENTOLA KARIN</u>	13 01620237	15007 HASLEMERE CT	H	HS51
<u>JACKSON LAVITA</u>	13 01620181	15008 HASLEMERE CT	H	HS51
<u>BECKER DOROTHY P E</u>	13 01620192	15010 HASLEMERE CT	H	HS51
<u>PRESSOIR RAYMOND &amp;</u>	13 01620272	15011 HASLEMERE CT	H	HS51
<u>FREEDMAN KATHERINE</u>	13 01620204	15012 HASLEMERE CT	N	HS51
<u>PETERSON ELENA B</u>	13 01620261	15013 HASLEMERE CT	H	HS51
<u>BRIGGS MARGO H TR</u>	13 01620250	15015 HASLEMERE CT	N	HS51
<u>CARR JOHN M &amp; BETH</u>	13 01620283	15017 HASLEMERE CT	H	HS51
<u>LEIBOWITZ LIBBY A</u>	13 01620066	15020 HASLEMERE CT	H	HS51
<u>PRATHER DENNIS D</u>	13 01620077	15022 HASLEMERE CT	N	HS51
<u>GEIDER CARMEN M</u>	13 01620088	15024 HASLEMERE CT	H	HS51
<u>JACKSON WILLIAM L</u>	13 01620090	15026 HASLEMERE CT	H	HS61
<u>FEDERAL NATIONAL M</u>	13 01620102	15028 HASLEMERE CT	N	HS51
<u>JEFFERSON EDITH Y</u>	13 01620113	15030 HASLEMERE CT	N	HS51
<u>BARUCCHIERI SALLY</u>	13 01620124	15032 HASLEMERE CT	H	HS51
<u>HARTMAN MARY T</u>	13 01620135	15034 HASLEMERE CT	H	HS51
<u>EVANS CARLA E &amp; DO</u>	13 01619980	15040 HASLEMERE CT	H	HS51
<u>ANDERSON RENEE M</u>	13 01619991	15042 HASLEMERE CT	N	HS51
<u>RYBAKOVA LYUDMILA</u>	13 01620000	15044 HASLEMERE CT	H	HS51
<u>RAMIREZ ALICIA</u>	13 01620011	15046 HASLEMERE CT	H	HS51
<u>SAWYERR EVAMARIA K</u>	13 01620022	15048 HASLEMERE CT	H	HS51
<u>CENERE FILOMENA</u>	13 01620033	15050 HASLEMERE CT	H	HS51
<u>WEBB GLORIA MAE</u>	13 01620044	15052 HASLEMERE CT	H	HS51
<u>SMITH EILEEN R</u>	13 01620055	15054 HASLEMERE CT	H	HS51
<u>PRUITT-JONES CLARI</u>	13 01466815	15060 HASLEMERE CT	H	HS51
<u>MSUKU-PURKS GUDIYA</u>	13 01619912	15062 HASLEMERE CT	N	HS51
<u>FEDERAL NATIONAL M</u>	13 01619923	15064 HASLEMERE CT	N	HS51
<u>UCHIDA CONSETTA M</u>	13 01619934	15066 HASLEMERE CT	H	HS51
<u>RADZIKOWSKI ANTONI</u>	13 01619945	15068 HASLEMERE CT	H	HS51
<u>BRENNAN EVLYN</u>	13 01619956	15070 HASLEMERE CT	N	HS51
<u>GRAY ROLAND J &amp; AN</u>	13 01619967	15072 HASLEMERE CT	H	HS51
<u>VENTZ CATHERINE</u>	13 01619978	15074 HASLEMERE CT	H	HS51

## Real Property Data Search ( w1)

## Search Result for MONTGOMERY COUNTY

<u>Name</u>	<u>Account</u>	<u>Street</u>	<u>Own Occ</u>	<u>Map</u>
<u>ZIMMERMAN ALFRED G</u>	13 01620944	15000 EARDLEY CT	H	HS51
<u>MORAN KEVIN P ET A</u>	13 01621048	15001 EARDLEY CT	H	HS51
<u>OCONNELL MARY L</u>	13 01620955	15002 EARDLEY CT	H	HS51
<u>GOLDBERGER REVA</u>	13 01621037	15003 EARDLEY CT	H	HS51
<u>ETTER PAUL C</u>	13 01620966	15004 EARDLEY CT	N	HS51
<u>JOHNSON SUNDAY</u>	13 01621026	15005 EARDLEY CT	H	HS51
<u>FALGOUT BARRY N</u>	13 01620977	15006 EARDLEY CT	H	HS51
<u>NILSSON ANDREE</u>	13 01621015	15007 EARDLEY CT	H	HS51
<u>MORIN LAURENT E TR</u>	13 01620988	15008 EARDLEY CT	N	HS51
<u>YI SANG P &amp; JUNG J</u>	13 01621072	15009 EARDLEY CT	H	HS51
<u>SHERMAN BEATRICE</u>	13 01620990	15010 EARDLEY CT	H	HS51
<u>ALSOP BARBARA H</u>	13 01621061	15011 EARDLEY CT	N	HS51
<u>BURRIS MARY LOUISE</u>	13 01621004	15012 EARDLEY CT	N	HS51
<u>MARTINO ELMER C</u>	13 01621050	15013 EARDLEY CT	N	HS51
<u>DUFFALO MARGARET T</u>	13 01620911	15016 EARDLEY CT	H	HS51
<u>JOSEPH BRENDA</u>	13 01620922	15018 EARDLEY CT	H	HS51
<u>OUELLETTE DONALD</u>	13 01620933	15020 EARDLEY CT	H	HS51
<u>CHMIELEWSKI MARILY</u>	13 01620842	15024 EARDLEY CT	H	HS51
<u>BARNES BARBARA E E</u>	13 01621117	15025 EARDLEY CT	H	HS51
<u>MCCAWLEY LILIANE E</u>	13 01620853	15026 EARDLEY CT	H	HS51
<u>HEGEDUS KATALIN ET</u>	13 01621106	15027 EARDLEY CT	H	HS51
<u>PFLIEGER MILDRED L</u>	13 01620864	15028 EARDLEY CT	H	HS51
<u>DUVALL LINDA</u>	13 01621094	15029 EARDLEY CT	N	HS51
<u>JONES WILLIAM L</u>	13 01621083	15031 EARDLEY CT	N	HS51
<u>TURNER NANCY LEE</u>	13 01621141	15033 EARDLEY CT	H	HS51
<u>BENDIT GLENNA</u>	13 01621130	15035 EARDLEY CT	H	HS51
<u>DOWNEY MARIA C</u>	13 01621128	15037 EARDLEY CT	H	HS51