

COUNCIL OF UNIT OWNERS
Rock Creek Gardens Condominium
Silver Spring, Maryland
COMMUNITY RULES AND REGULATIONS

<i>Rule No.</i>	<i>Title</i>	<i>Effective Date:</i>	<i>Page</i>	<i>No of pages</i>
5	Community Census	07/11/2019	1	2
<i>Bylaw Reference(s)</i> Article IV Section 6		<i>Maryland Condominium Act Reference(s)</i> Sections 11-109(c)(2)&(3); Section 11-111(d)		

5-1. PURPOSE

The referenced portions of the [Bylaws](#) and Maryland Condominium Act require each unit owner to annually provide the [Council of Unit Owners](#) with the unit owner's name and current mailing address. This rule defines a process for conducting an annual community census in order to comply with provisions of both the Bylaws and state law, and beyond that, to provide a basis for issuing parking permits and pool passes, account for domestic pets maintained within the community, and obtain voluntary consent for receiving notifications of annual and special meetings by electronic means.

5-2. POLICY

- a. The [Board of Directors](#), through the [management agent](#), will conduct an annual census of unit owners to comply with state law and provisions of the Bylaws that require the Council of Unit Owners to maintain a current roster that includes the name and current mailing address of each unit owner, and for each unit owner to provide such information annually.
- b. In order to prevent the need for multiple information collection activities that serve different administrative needs over the course of a calendar year, the community census will also be used to obtain and consolidate information used for the following purposes:
 - (1) Obtaining and documenting the voluntary consent of unit owners who desire to receive notification by electronic means of the [Annual Meeting](#), [special meetings](#), and other business requiring written notification of unit owners.
 - (2) Registering pets that are maintained in condominium units, whether by unit owners or tenants, in accordance with [Rule 7](#).
 - (3) Obtaining a current list of persons residing within each unit, whether unit owners or tenants which, in turn, shall be used as the basis for issuing pool passes in accordance with [Rule 8](#).
 - (4) Verifying that each unit owner maintains casualty insurance (Form HO-6) in a minimum amount of \$5,000, as required in the Bylaws and [Rule 14](#).
- c. Necessary and appropriate information will be obtained using the [Community Census Form](#) that is attached to and is a part of this rule.
- d. The form will be hand-delivered or sent by postal mail to the address-of-record of each unit owner or owner's agent not later than May 10 of each calendar year. The form may also be sent by electronic mail to unit owners who have consented to receive electronic notices. Unit owners or their agents are responsible for obtaining the requested information and returning the completed census form to [the on-site office](#), either by postal mail or in-person, not later than May 31 of each calendar year.
- e. Disclosure of the name and address of each unit owner is mandatory and required by law. Disclosure of other information requested on the census form is voluntary. However--

Rule No.	Title	Page	No of pages
5	Community Census	2	2
<p>(1) Unit owners who fail to provide name and current address information required by law may not vote at the Annual Meeting or any special meeting of the Council of Unit Owners, as provided for in the cited sections of the Maryland Condominium Act.</p> <p>(2) Failure to register a pet in the Pet Registration section of the census form subjects the unit owner of a unit in which an unregistered pet is maintained to sanctions provided for in Rule 7.</p> <p>(3) Pool passes provided for in Rule 8 will not be issued if the resident identification information requested on the census form is not provided.</p> <p>(4) Neither parking permits nor pool passes will be issued if a unit owner fails to complete the insurance certification requested on the census form. See Rule 14.</p> <p>f. At the discretion of the on-site office manager, tenants of units for which a census form has not been submitted may be issued a parking permit and pool passes provided that the unit is not delinquent in any installments of the assessment for common expenses, a current lease is on file, and the primary tenant, as listed on the lease, completes a census form that includes all information, except for items pertaining exclusively to the unit owner.</p> <p>g. The on-site manager shall submit the names of unit owners who have not submitted a census form to the Board of Directors by June 1 of each year.</p>			

ROCK CREEK GARDENS CONDOMINIUM Annual Community Census	Census Year:
---	--------------

Unit owners are required by law to annually provide name and current mailing address. Other information collected on this form consolidates data collection requirements that are common to many recurring functions and eliminates the need to burden residents with multiple requests for the same information. Census information allows the Board of Directors and property manager to more efficiently organize and administer ongoing community management tasks, including timely issuance of parking permits and pool passes.

Unit Owner's Personal Information

(Name and current mailing address is required by state law. Current telephone number is requested but not mandatory)

Name(s) of Unit Owner:	Address and unit number of Rock Creek Gardens unit(s) owned:	Telephone Numbers	
		Home:	Work or Cell:
Agent or legal representative (if other than owner):	Mailing Address for agent or legal representative (if different from above):	Agent's or rep's phone no.	

Unit Owner's Consent to Receive Official Notifications Electronically

(Circle the Appropriate Block)

YES	I voluntarily consent to receiving official notifications by electronic means in lieu of hard copy and desire to have such notifications sent to the following electronic address:	NO	I DO NOT consent to receiving official notifications electronically and desire to receive such notifications by postal mail at the address provided above.
------------	--	-----------	---

Electronic mail address (es):

Resident Information

(List the names of everyone who resides in the unit)

Name:	Name:

Pet Registration



Please initial in the block to the left if no pets are maintained in this unit.

Name of Pet:	Breed or Species:	Color:	State License No:	Rabies Tag No:
--------------	-------------------	--------	-------------------	----------------

Certifications

Please initial confirmation		<i>I certify that I have in force the required condominium unit owner's insurance in a principal amount of at least \$5,000, as required by the Bylaws and Rule 14.</i>
Please initial one of these two options:		<i>I acknowledge that I have provided a key, electronic lock code, or bypass key to my unit(s) listed above to allow management access in case of emergency per Rule 9.</i>
		<i>I have exercised my option not to provide management with a key, electronic lock code or bypass key to my unit. I understand that by not providing a key or code, management, the Board, and the Council cannot be held liable for trespass or for any damage caused forced entry incident to an emergency, as provided for in state law and Rule 9.</i>

I certify that the information provided above is true, correct, and complete to the best of my knowledge and belief

Unit Owner's Signature

On-site Office Use Only

Parking Permit #:	Resident Pool Pass Number:	Resident Pool Pass Number:	Guest Pool Pass Number:	MEDECO Key Number:
Visitor Permit #:	Resident Pool Pass Number:	Resident Pool Pass Number:	Guest Pool Pass Number:	Date Issued:
Date issued:	Date Issued:	Date Issued:	Property Manager Signature:	