

# HOA Notice

**To:** Homeowners of the Whitehall Square HOA  
**From:** The Board of Directors  
**Date:** May 1, 2019  
**Re:** Whitehall Square Updates and Reminders

---

**GOOD NEWS:**

The date for Community Picnic Saturday June 8, 2019 12- 4pm Whitehall Drive Tot Lot – food truck, drinks, fun come and meet and have fun with your neighbors. (Rain date is Saturday June 15<sup>th</sup> 12-4 pm)

Announcement of the new and improved HOA website is up and running:  
[www.whitehallsquarehoa.com](http://www.whitehallsquarehoa.com).

HOA Board Member elections – if you would like to be a Board member please complete the enclosed form indicating your interest. Voting will be held at the Community Picnic. All forms should be submitted to HOA management company Vista Management ([vistam@aol.com](mailto:vistam@aol.com))

**REMINDERS:** This is a reminder that in an effort to continue improving our community and in accordance with the HOA governing documents, the Board of Directors plans to conduct an inspection of the entire community. We thank you in advance for your continued cooperation in keeping our community vibrant and beautiful. The Board and Executive Committee request that all homeowners, (and their renters) within the Whitehall Square Development comply with the following Association parking and architectural guidelines (refer to your copy of the HOA guidebook). These are not new regulations since they are part of the HOA guidebook.

1. **Parking Reminder Highlights (see enclosed guidelines for full details)** If you own a car, homeowners are assigned 2 parking spaces per home – parking spaces consist, of either the garage (regardless whether such garage has been converted into living spaces or is used for garage purposes), driveway or assigned parking spaces if you do not have a garage. Homeowners/Renters may **not** use Visitors Parking as one of those 2 assigned parking spaces.(Sec 4.2) Homeowners are prohibited from parking on internal townhome streets. (Sec 2f)

**Unauthorized or Prohibited Parking:**

The following vehicles are prohibited from parking on the Common Areas and Community Facilities, Property and Visitor Lots in Whitehall Square: abandoned vehicles, airport shuttle vans, boats, buses, campers, camper trucks, commercial vehicles (Sec IV)

2. **Fences** – If you have a fence, please ensure that your fence is in good repair (not leaning, missing slats, broken, etc.);
3. **Siding** – Please ensure that your siding is clean (not stained, discolored, etc.);
4. **Window screens** – If you have window screens, you are required to ensure that your window screens are in good repair (not cut, broken, etc.);
5. **Storage in front/rear of home** – Owners are prohibited from using their front/rear lawns to store trash (bags/bins/receptacles) and for general storage (lawn furniture permitted; trash cans maintained in rear of home, except on day of pickup);
6. **Screen Doors** – Owners that have screen doors are required to ensure that your screen doors are in good repair (operative/self closing screen doors);
7. **Dryer Vents** – Owners must have their dryer vents cleaned annually to avoid any potential fire hazards;
8. **Maintain yards** – Owners are required to maintain/mow their front/rear yards at least twice per month and trim trees/bushes twice per year. Lead walks and doorways should be kept free of leaves and debris.
9. **Gutters and Downspouts** - Gutters and downspouts should be cleaned and out free of leaves and debris.
10. **Trash and Recycling Handling and Removal** - Trash shall be placed in containers manufactured specifically for trash. Containers shall have a lid that is kept in place at all times. Habitual use of paper bags, boxes and/or plastic bags, etc. is not an acceptable substitute for a trashcan. On infrequent occasions when a homeowner has excess trash, every effort shall be made to put all excess trash in plastic bags, tightly tied shut to minimize wind-blown trash throughout the neighborhood. **Trash and recycling containers stored outside shall be stored or kept in the back yard only.** Trash and/or recycling containers shall not be placed at curbside before 6:00 p.m. on the evening before trash and/or recycling pickup, and shall be retrieved before 11:00 p.m. on the day of collection. **Homeowners must also be aware of County holiday and snow days for recycling which moves the day from Wednesday to Thursday.** If you need a new recycle bin please call 311 at Montgomery County and they will deliver one free of charge.

Notices will be sent to any owners found to be in violation of the guidelines. The Board has authorized Vista Management to continue assisting the Board in enforcement of all architectural guidelines. If you desire to alter the exterior of your home (e.g. satellite dish, new windows, a/c, etc.), you are required to obtain prior written approval from the Board of Directors for all exterior changes to your home (contact Vista Management for the requisite application for an architectural change form).

If you lease your unit, you, as the owner, you are required to ensure parking and architectural compliance. Please share this notice with your tenant(s) as you, the owner, will be cited and fined, etc. for continued violations.

Your time and anticipated cooperation in working to make our  
Whitehall Square Development a better place to live is greatly appreciated.

Best,

Whitehall Square Board of Directors