

# Clarksburg Condominium II Newsletter

*12824 Clarksburg Square Road - 23730 Clarksmeade Drive*

Spring 2018



## **Management Company**

Abaris Realty, Inc.  
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Potomac, MD 20854  
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Shireen Ambush, Property Manager  
[Sambush@abarisrealty.com](mailto:Sambush@abarisrealty.com)

## **Board of Directors**

President: Robert Borkowski  
Vice President: Jennifer Doan  
Secretary: Marco Gravina  
Treasurer: Betty Forrest  
Director: Vacant

Board email:  
[cc\\_ii\\_bod@googlegroups.com](mailto:cc_ii_bod@googlegroups.com)

## Decisions & Discussions at the February Board Meeting

### Board Member Appointment

The Board has unanimously adopted the meeting minutes from the Annual Meeting in November 2017. The Annual Meeting has approved the appointment of President, Mr. Robert Borkowski, Vice President, Ms. Jennifer Doan, Secretary, Mr. Marco Gravina, and Treasurer, Ms. Betty Forrest to the Board of Directors. Welcome to the Board!

### Summer Block Party!

The Board is planning a CCII block party this summer! More information will be featured in upcoming newsletters and flyers will be posted in the buildings closer to the date of the event.

### New Trash Policy Enacted

The Board has formally adopted the proposed trash policy. As a reminder, the policy imposes fines on improperly disposed of trash within the trash corral. Ensuring our property always looks clean and welcoming is great for our community and potential buyers!

### Smoke Detector Law

Montgomery County law requires that all smoke detectors are to be in compliance with the new regulations as of January 1, 2018. As an extra safety measure, Abaris has sent every unit a form for confirming all smoke detectors are compliant with the law. If you have not submitted your completed form, please return the form ASAP. Please contact Abaris for a copy of the form should you need another copy.

### New Towing Company

The Board has agreed to switch companies and contract with Henry's Wrecker Service in place of our previous towing enforcement company. Although we have a new contract, the towing

policy has not changed, and cars improperly parked will receive a warning sticker prior to being towed.

## Upcoming Projects

- A proposal from Phifer Construction Co. has been accepted to complete exterior maintenance of the buildings to include gutter cleaning, roof repairs, and cleaning downspouts.
- Re-mulching and other landscaping upgrades are currently being considered.
- Guardian Fire has conducted an annual inspection and has determined that some of the sprinklers and fire alarms required mandatory maintenance.
- Proposals are currently being considered to update the lighting to LED throughout the building interiors and exteriors.

## Where Does My Money Go?

In 2017, the Association paid \$21,000.00 in water. That is an average of \$1,750.00/month and \$43.75/month for each unit.

### 2018 Board Meeting Dates

Wednesday, February 28, 2018 – 6:00PM

Wednesday, April 11, 2018 – 6:00PM

Wednesday, May 23, 2018 – 6:00PM

Wednesday, July 11, 2018 – 6:00PM

Wednesday, August 22, 2018 – 6:00PM

Wednesday, November 28, 2018 – 6:00PM

*Residents Club, Large Conference Room  
12901 Sugarloaf Chapel Drive*

***Have an idea or suggestion you would like to see in the community? Come to the next Board meeting!***

## Helpful Reminders

- ✧ Please be respectful and kind to neighbors
- ✧ Do not prop open entry doors as the buildings are intended to be secure
- ✧ Do not allow entry of unknown persons in to the buildings
- ✧ No loud or unusual noises between 11:00PM and 9:00AM
- ✧ Storage of personal items in common areas is not allowed
- ✧ Personal décor and floor mats at the entrance of units should be tasteful and clean
- ✧ Hardwood floors in units must have area rugs covering all floors with the exception of a 16" border
- ✧ Window treatments visible from the road must have a white backing
- ✧ Repair/Replace broken or damaged window treatments and blinds
- ✧ Use caution when bringing large items in and out of the building
- ✧ No food or drinks in lobby trash receptacle
- ✧ Please clean up any spills/accidents in common areas
- ✧ Do not carry open containers or leaky trash bags through the hallways

### Emergency Contacts:

Washington Gas  
1-703-750-1400  
[www.washingtongas.com](http://www.washingtongas.com)

Potomac Edison  
1-888-544-4877  
[www.firstenergycorp.com](http://www.firstenergycorp.com)

## Electronic Access System

Electronic access keys (Key Fobs) may be obtained through the management company for a fee of \$25/Key Fob.

## Elevator

If you become stranded in the elevator, open the box door and a call will automatically be placed to the elevator company. If the elevators are not working properly, please report it immediately to the management company. Never assume someone else has already reported the outage.

## Smoke Detectors

All smoke detectors, per Montgomery County law, must be hard-wired 10 year lithium backup battery compliant. For more information on this law, please visit:

[https://www.montgomerycountymd.gov/MCFRS/Re-sources/Files/misc/Smoke\\_Alarm\\_Law\\_101.pdf](https://www.montgomerycountymd.gov/MCFRS/Re-sources/Files/misc/Smoke_Alarm_Law_101.pdf)

## Grilling

Montgomery County Fire Code prohibits grilling of any kind (gas, charcoal, or electric) on the patios or balcony of any unit. All violations should be reported immediately to 911.

## Insurance

It is the owner's responsibility to carry a homeowner's condominium insurance policy (sometimes known as an H06 Policy). Any damage that occurs to a condominium unit or any adjoining area due to chance or negligence within your condominium unit is your responsibility as the owner, and you are responsible for the first \$5,000 in damages. Take proactive measures, such as keeping vents clean and maintaining sound plumbing to avoid the possibility of accidents.

## Moving In and Out

There is a \$100 non-refundable fee required before a move can take place. The management company must be notified at least two weeks in advance of a scheduled move. To use the elevator during a move, there is a **\$50 refundable cash deposit for the elevator key.**

*The elevator key MUST be used to hold the door open for an extended time.* Failure to use the elevator key during a move could result in a \$700 fine to repair a disabled elevator. Please contact the management company to pay the deposit and collect the key.

## Renting

To rent, you must be licensed by the Department of Housing of Montgomery County. All landlords/owners must supply a copy of the fully executed lease, lease addendum, and resident information form to the management company. Please contact the management company for any copies of forms as needed.

## Parking

There is no assigned parking. Residents and their guests should park in the lots behind the building in which you live. Please be considerate of neighbors when utilizing parking spaces where a garage/parking pad may be available.

## Trash

Trash is collected every Monday, Thursday, and Saturday. Recycling is collected every Wednesday. Please ensure all trash and recycling is deposited in the proper bin based on the identification on the outside of the container. Please contact the management company regarding bulk trash and proper disposal. Any trash or bulk items found within the trash corral not properly deposited are subject to a fine per the Condominium By-Laws.

## Water Heater

Make sure to check and do a visual inspection of your water heater on a monthly basis. A leak in your water heater can cause substantial and costly damage to your unit as well as others, so be sure to actively maintain your water heater. The pan under your water heater should always be completely dry. A water heater has a general

lifespan of 10 years, but it can last even longer with the right maintenance.

## HVAC

Similar to water heaters, it is important to do a visual inspection on your heating/air conditioning unit on a monthly basis. Any signs of leaks or damage must be fixed to avoid larger potential problems. Always remember to change your air filter regularly.

## Dryer Vent

Dryer vents can become clogged and blocked over time, so it is important to ensure the vents are kept clean. Clothes/laundry taking a longer than usual time to dry are a sign of a blocked dryer vent.

## Leaks

Any signs of leaks, whether on ceilings/walls or under sinks/toilets/washing machine, should be reported to the management company immediately. Even a small leak, when left for a long period of time, can cause major damage to surrounding units as well as your own. Remember, when a leak originates from your unit, it is your financial responsibility, so it is better to catch a leak early before any significant damage occurs.

## More Information

For more information on policies, rules, and regulations, please refer to the Clarksburg Condo II Declaration and By-Laws.



Do you have a picture of Clarksburg Condo II that you want to share? Send your picture submissions to [cc\\_ii\\_bod@googlegroups.com](mailto:cc_ii_bod@googlegroups.com) and your picture could be featured on the front page of a future newsletter!