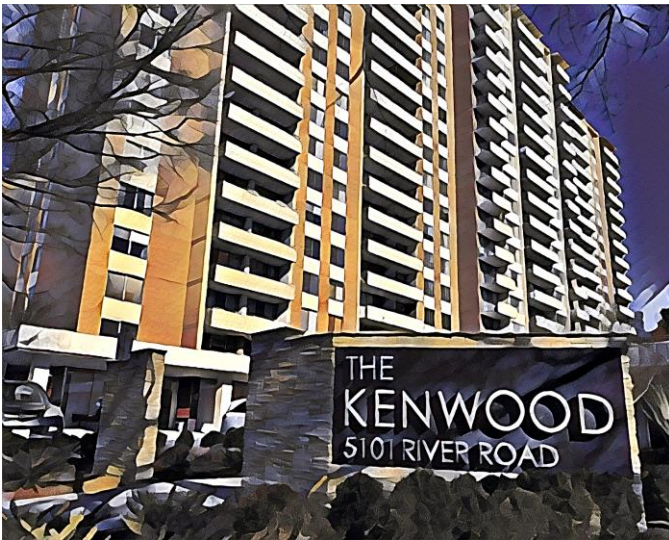


The Kenwood

RULES AND REGULATIONS



Approved on August 24th, 2017

The Kenwood

RULES AND REGULATIONS

The Kenwood

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The Kenwood

The Kenwood is a distinguished residential community in the popular Bethesda-Chevy Chase area. It was opened in 1968 as a rental apartment building and was converted to a condominium in 1980. Today, it is a self-governing community of 300 residential and 10 commercial units.

The Kenwood neighborhood offers many amenities and services for residents. Convenience shops are within walking distance, and the popular Friendship Heights commercial area is only a mile away. Two transit bus lines stop at the front, and the Friendship Heights METRO subway station connects with the broader Washington metropolitan area. Two major hospitals are close by.

Children living at the Kenwood have access to the Montgomery County public school system, nearby private schools and a large number of Montgomery County public parks as close as a block away.

The Kenwood is governed by a Board of Directors (the “Board”) whose five members are elected by Unit owners. The condominium has a full-time staff headed by a General Manager. The Chief Engineer resides in the building.

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The authority of the Board includes the enactment of rules and regulations for those who live and work in the building and these rules and regulations supplement the Council's Declaration and Bylaws.

The rules and regulations are basically the house rules that guide day to day living at the Kenwood and the Board is charged with enforcing the Declaration, Bylaws and the Rules and Regulations. Due process procedures are governed by The Kenwood Condominium Policy Resolution No. 2010-01, adopted by the Board of Directors on July 22nd 2010 pursuant to §11-111 of the Maryland Condominium Act, which may be amended from time to time. A copy of the current resolution is available from BuildingLink or the General Manager's office.

The Board periodically calls for a review of the Rules and Regulations to reflect the passage of time and change of circumstances. In August 2014, the Board appointed a committee of volunteers to review the Rules and Regulations and recommend changes. The Board chartered a second committee from July 2016 through April 2017 to make further recommendations on the use of Common Element areas which were considered by the Board in adopting this revised set of Rules and Regulations.

Living at the Kenwood

The Rules and Regulations

I. MOVING IN/MOVING OUT

The 300 residential and 10 commercial Units in the Kenwood are individually owned. There is a series of steps intended to make the moving process as smooth and trouble-free as possible.

MOVING FEES — A non-refundable fee of \$250 is charged for each move into, out of, and within (if elevator use is needed) the building to cover the cost of special staff activities related to the move. In addition, a move-in/move-out security deposit of \$250 is required for all moves which will be refunded if there is no move-related damage which must be repaired.

RULES AND REGULATIONS — All owners and tenants moving into the building should receive a copy of these Rules and Regulations and are expected to become familiar with their contents.

MOVE COORDINATION — All moves, whether in, out or between Units, must be scheduled with management at least 48 hours in advance of the

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scheduled move at which time the moving fees and deposit must be paid. Moves shall be scheduled on a first come, first serve basis and there is no guarantee that the requested move date/time will be available. All moves must take place through the service entrance at the back of the building and must take place between 9:00 a.m. and 5:00 p.m., Monday through Friday. Moving is not allowed on weekends or Federal holidays. No move can begin later than 1:00 p.m. Only the freight elevator is to be used for moving in or out. Passenger elevators shall NOT be used for moving. Moves will not be permitted if all of these requirements have not been met.

WASTE DISPOSAL — All waste cartons used in a move shall be removed from the premises by the mover unless not emptied the same day. In that case, they shall be flattened and left with any other packaging materials at the second floor service entrance or such other location as may be determined, for disposal.

II. SALES AND LEASES

LEASES — All residential and commercial leases shall use the Kenwood lease approved by the Board of Directors. No Unit shall be rented for transient or hotel purposes or in any event for any period less than twelve (12) months. Sub-leases are not

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permitted. If applicable, Unit owners shall notify management of the name of the property management company, or agent, who is readily available to deal with any problem concerning the leased Unit or its tenants.

III. USE OF UNITS

LIMITS ON USE — Each Apartment Unit shall be used and occupied for residential purposes only. Except for uses permitted by the Declaration or Bylaws which may not be prohibited pursuant to law, no industry, business, trade, occupation or profession of any kind, commercial, religious, educational, or otherwise, designed for profit, altruism, exploitation, or otherwise, shall be conducted, maintained, or permitted. Each Commercial Unit shall be used and occupied for commercial purposes or for any purpose permitted by applicable zoning ordinances and regulations and the Kenwood's governing documents.

OCCUPANCY — No Unit Owner of a one-bedroom Apartment Unit shall permit more than two (2) persons to reside therein. No Unit Owner of a two-bedroom Apartment Unit shall permit more than four (4) persons to reside therein.

ALTERATIONS — Structural additions, alteration or improvements shall not be made without prior

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written approval by the Board of Directors. Electrical or plumbing alterations which may impact anything exterior to the Unit require prior written approval of the Board of Directors. Under no circumstances shall appliances for washing and drying clothes be installed in any Unit, except when two entire Units are combined and the major appliances in one of the kitchens are eliminated, and only when approved by the Board of Directors pursuant to the application to join two Units. Changes or alterations that are visible from the exterior of the building are not permitted.

DOOR MODIFICATIONS — Excepting seasonal decorations, that are not permanently affixed and religious items, nothing else may be affixed to the exterior of the Unit without the prior written approval of the Board of Directors. Seasonal and holiday door decorations may not be adhered to the Unit doors and must be hung with an over the door hook or a damage free removable hook. Holiday decorations must be removed within 10 days after the holiday. Seasonal decorations must be removed in a timely manner after the season ends.

FURNISHINGS — All balcony doors and bedroom windows shall be covered by blinds and/or draperies that are white when seen from the outside. No signs of any kind shall be posted in windows or on doors. Each Apartment Unit Owner and tenant shall have carpeting and padding installed over at least eighty

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percent (80%) of the floor area excluding the kitchen of the Unit within thirty (30) days of occupying the Unit. Covering of entry areas and hallways with throw rugs or carpeting is strongly recommended.

DELIVERIES — Delivery of items which cannot be carried by one person must be done through the service entrance from 9:00 a.m. until 5:00 p.m., Monday through Friday, and 9:00 a.m. to 2:00 p.m. on Saturdays, except on holidays. The freight elevator must be used for all deliveries; accordingly, owners must notify management when large deliveries are scheduled to coordinate use of the freight elevator.

CARTS — Shopping and luggage carts are provided by the Kenwood for the use of residents. Shopping carts must be returned to the garage after use, and luggage carts taken to the second floor service area. Residents are not allowed to keep Kenwood carts in their apartments overnight, nor next to their parking spots in the garage, but must be returned to designated storage areas in the garage.

NOISE — Residents, employees and guests shall not create excessive noise that disturbs other residents in their Units, balconies and patios, or anywhere else within the interior or exterior common elements, including the hallways, the pool and the Promenade.

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ANIMALS — Animals are not allowed in the building or on Kenwood property, with the exception of support and service animals, such as seeing-eye dogs. Residents in need of a reasonable accommodation from this rule should submit a request to the Board pursuant to The Kenwood Condominium Reasonable Accommodations Policy Resolution No. 2015-02, as it may be amended from time to time.

BALCONIES AND PATIOS — The following activities are not permitted on balconies and patios: smoking; noise that disturbs neighboring Units; cooking of any kind; feeding birds and other animals; hanging any objects from ceilings or walls; storage of items except patio/balcony furniture and plants; hanging of towels, laundry and rugs; throwing, sweeping or shaking debris of any kind off the balcony, including dirt, plant trimmings or tobacco products.

Care shall be taken to avoid spilling water or soil on balconies and patios below. Planters may be hung, but not permanently attached, to the interior side of the balcony rail. Latticework, trellises, arbors and similar structures to support vines and other creeping plants must be no higher than balcony walls and must not be attached to any part of a balcony or railing.

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Decorative lighting is permitted on patios and balconies only for holiday periods. All lighting must be removed within 10 days after the holiday.

Satellite television dish antennae are permitted under federal law but must be installed completely within balcony walls and in compliance with the Resolution on Satellite Television Dish Antennae.

DEALING WITH TRASH — The kitchen sink disposal shall be used for kitchen wastes that can be safely disposed in it. Residents should follow the manufacturer's instructions on what can and should be placed in the disposal. All other kitchen wastes and household trash, except for recyclables, should be placed in tightly closed plastic containers and placed down the trash chutes. Flammable or lit materials must not be placed in the trash chute. No trash is to be left on trash room floors, and chutes must not be used between 10:00 p.m. and 8:00 a.m.

Recyclable materials shall be separated as required by Montgomery County and described on posters in the freight elevator room and should be placed in the appropriate containers in the freight elevator room. Plastic bags and food shall not be placed in the recycle bins.

Large items such as cartons, boxes (flattened when possible) and heavy items shall not be placed in trash chutes or freight elevator rooms but taken to the

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second floor service room for disposal. Furniture, carpeting, large appliances and other large and bulky items must be disposed through an outside source or third party contractor. These items are prohibited in the Common Elements.

IV. INTERIOR COMMON AREAS

Common Areas, including the pool area, the Promenade, the fitness center, the lobby, the garage, and the Kenwood Room belonging to The Kenwood Condominium Association as a whole and are maintained by the Association through the assessment of condominium fees. There shall be no use of the Common Areas and facilities which injures or scars them or the plantings thereon, unreasonably increases the maintenance thereof, or causes disturbance or annoyance to the owners in the enjoyment of the Kenwood.

The common areas, including the pool and Promenade, are not to replace or supplement recreational facilities provided by Montgomery County or the State of Maryland or the City of Bethesda. Facilities such as parks, schools, and trails and recreation centers are close by and readily accessible to residents of the Kenwood, and should be used for team and organized sports activities.

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The following are intended to help establish and maintain a friendly, cordial and neighborly atmosphere:

DRESS CODE — Residents and their guests shall dress according to generally accepted standards and propriety when in the building. Shoes and shirts are required at all times. Residents shall wear a dry closed robe or similar dry attire over bathing suits while walking in the building. Wearing a shirt in interior common elements is required at all times.

SMOKING — The Kenwood is a “smoke-free” building where smoking is permitted only inside individual Units. Smoking is not permitted in any common or limited common interior or exterior areas, including balconies and patios. This includes the pool and grounds, the Promenade, the garage, and the outdoor parking areas.

EATING OR DRINKING — Eating or drinking or the carrying of open food or beverage containers is not permitted in all interior public areas of the building, including the elevators. The exception to this rule would be beverages in closed travel containers. If you do spill, please clean up. In the event you cannot clean up after or notice someone spilled without cleaning, please contact the front desk as soon as possible.

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GENERAL CONDUCT — Under no circumstances is shouting, noisy activities, throwing objects, or other disruptive conduct permitted in interior common areas. Likewise, the use of bicycles, tricycles, skates and other wheeled vehicles with the exception of baby carriages and wheeled medical assist devices, is not permitted in hallways or any other interior common areas.

UNIT DOORS — Unit doors should remain closed at all times. The Council has no responsibility for property loss or damage due to unauthorized entry into Units.

BICYCLES — Bicycles kept in the garage shall be stored only in designated bicycle racks at the residents' own risk. Bicycles kept in a Unit can be transported only in the freight elevator.

SIGNAGE — Residents shall not post or erect signs in the interior common elements without prior written approval by the Board of Directors or management.

PARKING / GARAGE — Our three-story garage contains 365 indoor parking spaces. Parking spaces are owned and deeded separately.

Residents are not permitted to use guest parking spaces without prior authorization by management. No more than one motorized vehicle—cars,

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motorcycles, mopeds, etc., may be stored in a single parking space. Storage of personal property of any kind in the garage is prohibited, with the exception of a single collapsible personal shopping cart.

Polishing the exterior and cleaning the interior of vehicles is permitted in the garage, but washing is prohibited. Vehicle maintenance is limited to checking tire pressure and adding oil or other fluids. Draining or changing oil and fluids is not permitted.

No trailers, campers, jet skis, watercraft, canoes or boats may be parked on the property. No inoperable, junk or derelict vehicle or other vehicle on which current registration plates are not displayed shall be kept upon any of the property. All residents shall comply with any further supplemental rules governing the parking areas as are deemed appropriate. Items placed in storage rooms assigned to individual Units shall not be stacked higher than the fire sprinkler pipes. Local fire code prohibits the storage of paint, solvents, or other flammable material in storage units. Items left outside storage units may be subject to removal and disposal without warning and at the residents' expense.

LAUNDRY ROOMS — Laundry rooms are located on each residential floor. Washers and dryers are not to be used between 10:00 p.m. and 8:00 a.m. The machines must be operated in accordance with

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instructions posted in the laundry rooms, including manufacturer's restrictions on allowed detergent types.

FIRE DOORS — Fire doors leading to the service elevator area must remain closed when not in use.

V. AMENITIES

1. SWIMMING POOL

The Kenwood's outdoor pool is a popular gathering place for residents and their guests during the summer months. Adherence to rules relating to the pool helps provide an enjoyable experience for all users.

POOL ENFORCEMENT — The lifeguards are authorized to take such enforcement action as may be reasonably necessary to ensure the safe operation of the pool.

ADMISSION — All residents and their guests must display a pool pass and register when entering the pool area.

USE — Use of the swimming pool is limited to the following:

RESIDENTS bearing a pool pass.

GUESTS bearing a pool pass and accompanied by their resident host. Residents must escort their guests

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in the pool area and are required to comply with all of the pool rules. One bedroom units receive two pool passes and two guest passes. Two bedroom units receive four pool passes and two guest passes.

MINORS under the age of 12 bearing a pool or guest pass when accompanied by a responsible adult at all times.

REFUSAL OF ADMISSION: The lifeguards shall have the authority to refuse admission when deemed appropriate.

GENERAL CONDUCT — All users shall conduct themselves in the swimming pool area in keeping with the following:

LIFEGUARDS: Users shall obey all directions from lifeguards and shall stay clear of the lifeguard station and safety rope. The lifeguard, from time to time, may instruct all swimmers to vacate the pool to facilitate daily operations and maintenance.

OPERATING HOURS: Use of the pool is limited to those hours when it is officially open and then only when a lifeguard is on duty at the pool.

NOISE: Excessive noise and long, loud phone conversations tend to disturb pool users and distract lifeguards. Cell phones must be set to quiet ring or vibrate. Cell phone conversations should be kept

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short and quiet and preferably away from the lifeguard stand and where other residents and guests are relaxing. Musical instruments, audio devices, iPhones, radios and similar devices must be used with earphones to prevent potentially disturbing sound.

ATTIRE: Pool users must be suitably attired at all times. Robes or other suitable covering shall be worn over swimsuits and kept closed outside of the pool area.

INTOXICATION: Individuals under the influence of alcohol and/or drugs will not be permitted in the pool area.

POOL FURNITURE: Reserving of chairs, lounges or tables is not permitted.

LAP SWIMMING: A lap lane, the width of the pool, will be roped off upon request.

AEROBICS: Aerobics and pool exercise sessions may be scheduled and are open to all residents and all or portions of the pool may be dedicated for the time and length of these activities. Portions of the pool not assigned for these activities may be roped off for general use at the discretion of the lifeguards provided that activities in those areas do not interfere in any way with the scheduled aerobics and pool exercise sessions.

SAFETY RESTRICTIONS — In the interests of assuring the safe use of the swimming pool area, the following are not permitted:

FLOTATION DEVICES AND TOYS: Balls, toys, water guns, dive toys, small play equipment, air mattresses and flotation devices in general are prohibited. Water-wings, safety vests, kickboards and floats to assist with swimming are permitted. Flotation devices (swim noodles) and other items provided by the Kenwood are permitted.

VIGOROUS PLAY: Noisy, rough or vigorous play, running, pushing, dunking, riding, standing on shoulders, stunt diving or other potentially unsafe activities.

BABY ACCESSORIES: Playpens and large or oversized play equipment.

DEEP WATER: Lifeguards may restrict poor swimmers from deep water.

ALCOHOLIC BEVERAGES: Alcoholic beverages are not permitted at the pool, unless it is part of a sanctioned event hosted by the Kenwood.

AGE RESTRICTIONS: Children, under 12 years old, entering the pool complex must be accompanied and cared for (at pool side) by a responsible person 16 years old or older. Children under 6 years old need

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to have a responsible person (16 years old or older) in the water with them and within arm's reach at all times.

HEALTH RESTRICTIONS — In the interest of assuring a healthy environment in the swimming pool area, the following restrictions apply:

SHOWERING BEFORE ENTERING THE POOL: Pool users must shower immediately prior to entering the Pool. Showers are available in the Exercise Room and a portable unit is available at poolside.

EXPECTORATING: Expectorating or spouting water is not permitted.

BODILY FUNCTIONS: Entering the pool water is not permitted if patrons are incontinent unless such individuals are clothed in snugly fitting water-proof pants which are designed to prevent the introduction of fecal matter or urine into the pool and which are worn over and in addition to any type of diaper, including swimmer's diapers as may be needed. Note: disposable diapers are not to be placed in bins designated for recyclable materials.

FOOD AND DRINK: Glass, ceramic, porcelain, etc. cups, mugs and containers are not allowed in the pool grounds. Snacks and beverages are permitted only in non-breakable containers and only at the tables and

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chairs; they are not permitted poolside. Containers may not be left by the side of the pool. Small coolers are permitted.

SMOKING: The Kenwood is a “smoke-free” building where smoking is permitted only inside individual Units. Smoking is not permitted in any common or limited common interior or exterior areas at the Kenwood. This includes the pool and grounds, the Promenade, the garage, and the outdoor parking areas.

LITTERING: Littering in or around the pool area is strictly prohibited. All waste materials shall be disposed of in the appropriate containers.

2. PING PONG AREA

Ping pong is not allowed during quiet hours or while Board Meetings in the Kenwood Room are in session.

3. FITNESS CENTER

The fitness center is open only for Kenwood residents, the guests of Kenwood residents, and staff, from 6:00 a.m. until 10:00 p.m. every day. Use by guests shall be limited to reasonable use. Regular use by local friends of Kenwood residents is not considered to be reasonable use. If in doubt whether guest use is reasonable, please consult the General Manager. No one under the age of 12 is permitted in

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the fitness center, even if they are accompanied by an adult.

Food and beverages are not permitted in the fitness center with the exception of water in plastic containers (no glass). Residents shall refrain from talking on cellphones in the fitness center. Headphones, earphones or earbuds must be used when listening to music.

After use, equipment shall be wiped down using the sanitizing wipes provided in the fitness center.

Residents shall refrain from dropping weights on the floor.

Appropriate attire is required at all times. Shirts must be worn at all times.

4. KENWOOD ROOM

The Kenwood Room is a multi-purpose room for meetings, official functions, entertainment and social events by residents. Residents can reserve the Kenwood Room for private functions upon payment of a rental fee and deposit as determined by the Board of Directors. Any damages to the Kenwood Room or related facilities by anyone using the room shall be deducted from the deposit. Any charges for damages in excess of the deposit shall be charged against the Unit of the resident/owner signing the rental agreement.

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The resident reserving the room must be present for the duration of the event and will bear full responsibility for the conduct of guests present at the event and for any damages to the room, its contents or any other property of the Kenwood caused by guests.

Users of the Kenwood Room must comply with all applicable Maryland and Montgomery County laws and ordinances. Alcoholic beverages are not to be served to persons under the legal drinking age. Decorations may not be adhered or taped to the walls or ceiling. Adhesive tape, tacks, nails, paint, crayon, ink and any materials that will damage any surfaces or furnishings in the room are strictly prohibited. Candles or any other open flames – other than small candles on a food item that are immediately blown out - are prohibited.

All social activities must be confined to the Kenwood Room and are not permitted to move into the hallway. When the majority of guests at an event are under 21 years of age, there must be adequate adult supervision present during the entire event.

Music must be kept to a minimum level so as to not disturb the neighboring Units. All music must end by 11:00 p.m.

The Kenwood Room must be vacated no later than 11:00 p.m., Sunday through Thursday and no later

than 1:00 a.m., Friday and Saturday. Kenwood staff are authorized to summon police if users of the Kenwood Room engage in disorderly conduct or refuse to maintain reasonable noise levels.

5. THE PROMENADE

The Promenade is the outdoor terraced and landscaped area above the garage in view of units on the southside of the building and accessible via the second floor exit doors.

ACTIVITIES — All activities should be performed in a manner that is respectful of others, does not damage the landscaping, the grills, the owners' patios, nor any other part of the building, and does not create excess noise for residents facing the Promenade.

Prohibited activities on the Promenade:

- Operation of recreational vehicles including mini-bikes, motorcycles, ATV's, and other motorized vehicles
- Use of skateboards and roller blades
- Organized team athletics such as softball, baseball, football, soccer, rugby
- Individual activities such as hitting golf balls or baseballs
- Tossing of any kind of balls, sporting equipment or other items against the siding of any portion of the building or retaining wall

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- Outdoor playground apparatus such as slides and inflatable pools, large portable basketball hoops or other large recreational equipment
- Residents using the Promenade are responsible for removing equipment and debris after use by their family and guests, and to replace or repair, at their expense, any grass, shrubs, trees or facilities that are damaged by their use
- Use of any type of drone, model airplane or other electronic flying device
- Yelling, screaming, loud play and swearing
- Playing with air guns, or any device that launches objects which would cause personal injury or property damage
- Amplified music

Allowable activities may include:

- Light play with beach balls, bocce balls or boules, crouquet, badminton, corn hole or bean bag games, light games of catch with six persons or less that is conducted away from the 2nd floor patios

QUIET HOURS — Quiet hours for the Promenade are 9 p.m until 9 a.m. daily. Quiet hours are defined as free from unpleasant, annoying or loud noises. Loud foul language should never be used. Please contact the front desk immediately if you feel there

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is a violation of the quiet hours. Please allow management to address the issue.

GRILLS — The grill and patio areas may be reserved for day or evening bookings. A \$50.00 security deposit is required at the time of the reservation for each booking. Security deposits will be returned after a Kenwood representative has inspected the grill and patio area for compliance with the posted rules. Failure to comply with the posted rules will result in the forfeiture of the \$50.00 security deposit. The following rules apply for each use of the grill and patio:

- Grill Station is reserved for 11:00 a.m. to 4:00 p.m. or 5:00 p.m. to 10:00 p.m.
- Party size is limited to no more than 25 people.
- Noise must be kept to a minimum after 9:00 p.m.
- When finished using the grill, the gas must be shut off on the tank located in left cabinet.
- After the grill has cooled, clean racks with brush provided in drawer.
- Lock grill by running lock through drawer and grill handles.
- Place cover on grill.
- Wipe down tables and seats.
- Lower umbrellas and tie them closed.
- Remove trash and dispose in trash chute.

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- Place new bag in trash. Bags provided at bottom of trash receptacle.
- Grill and patio must be vacated by 10:00 p.m.
- Return key to Front Desk

