

**Severn House Condominium**  
C/O Victory Management  
P.O. Box 1200  
Stevensville, MD 21666  
(443) 249-0172 or (410) 553-9500 FAX (443) 249-0011

**www.victorymgt.com**

April 2011

Dear Severn House Owner:

It's that time of the year again to get your 2011-2010 parking permits, pool passes, dinghy permits and bicycle rack permits. The current permits expire May 2011 and are **reissued annually**. **All vehicles applying for permits MUST provide current registration**

There is a \$25 per year charge for the use of a bicycle rack, with a limit of two racks per unit. Applications for such must include payment. **Racks will be issued on a first come first serve basis.**

There is also a \$25 per year charge for a dinghy or small craft permit, with a limit of two permits per unit. Applications for such must include payment.

Enclosed, you will find your application, a copy of Severn House's Parking Program, Severn House Pool Rules and Severn House Dock Rules. Please fill out this form (**forward to your tenant**) and return it to:

Victory Management, Inc.  
P.O. Box 1200  
Stevensville, MD 21666  
by FAX 443-249-0011 or by email [info@victorymgt.com](mailto:info@victorymgt.com)

Please note, that tenants must also submit a copy of their current lease. Incomplete applications will not be processed.

Sincerely,

Victory Management, Inc.

# 2011-12 Severn House Condominium Permit Application

Owner's Name: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

**\*\*This is where the permits will be sent**

Is Property Leased: YES NO (If YES, please provide current lease)

Tenant's Name: \_\_\_\_\_

Tenant's Home Phone: (\_\_\_\_\_) \_\_\_\_\_

## **Parking Permits – All vehicles applying for permits MUST provide current registration**

\_\_\_\_\_ Resident Parking Sticker – to be affixed to the following vehicles (Limit 2 per unit) \* **For Residents ONLY**

**Vehicle #1**  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Color \_\_\_\_\_  
Tag # \_\_\_\_\_

**Vehicle #2**  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Color \_\_\_\_\_  
Tag # \_\_\_\_\_

\_\_\_\_\_ Restricted Parking Sticker – to be affixed to the following vehicles (Limit 2 per unit) \* **For Absentee Owners**

**Vehicle #1**  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Color \_\_\_\_\_  
Tag # \_\_\_\_\_

**Vehicle #2**  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Color \_\_\_\_\_  
Tag # \_\_\_\_\_

**Note** - 2 Visitor Parking Cards will be issued with each application.

**Pool Passes** - (Issued to residents only)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Bicycle Rack Permits** (\$25 per rack per year – Payment must be enclosed) \* *Issued on First Come First Served Basis*

Did you have a rack last year? YES NO If YES, what rack number? \_\_\_\_\_

\_\_\_\_\_ 1 Permit or \_\_\_\_\_ 2 Permits (Limit 2 per unit)

**Emergency Contact Information:**

Name of Person who has key to unit: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_

**Dinghy or Small Craft Permit (\$25 per permit per year – Payment must be enclosed)**

Location of Craft (where it will be stored on SH property): \_\_\_\_\_

Description of Craft: \_\_\_\_\_

**Slip Information** - If you own a boat slip, please fill out the following information.

Slip # \_\_\_\_\_ Slip Owner: \_\_\_\_\_

Boat Name: \_\_\_\_\_

POWER or SAIL (circle one) Is Slip Leased: YES NO (circle one)

Boat Manufacturer: \_\_\_\_\_ Length: \_\_\_\_\_

Boat Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Home Phone (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Name of the Insurance Company Covering the Vessel in the slip \_\_\_\_\_

The Policy Number from the Insurance Company \_\_\_\_\_

The Expiration Date on the Policy. \_\_\_\_\_

**OWNERS MUST ADVISE TENANT OF SEVERN HOUSE REGULATIONS FOR SLIPS, AND THAT ALL VESSELS MUST BE IN COMPLIANCE AND DISPLAY CURRENT MARYLAND DOCUMENTATION AND ANY REQUIRED LICENSES.**

**SLIP OWNERS ARE RESPONSIBLE TO REPORT ANY CHANGE IN THE OCCUPANCY OF THE SLIP**

**Slip Information** - If you own a boat slip, please fill out the following information.

Slip # \_\_\_\_\_ Slip Owner: \_\_\_\_\_

Boat Name: \_\_\_\_\_

POWER or SAIL (circle one) Is Slip Leased: YES NO (circle one)

Boat Manufacturer: \_\_\_\_\_ Length: \_\_\_\_\_

Boat Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Name of the Insurance Company Covering the Vessel in the slip. \_\_\_\_\_

The Policy Number from the Insurance Company \_\_\_\_\_

The Expiration Date on the Policy. \_\_\_\_\_

**OWNERS MUST ADVISE TENANT OF SEVERN HOUSE REGULATIONS FOR SLIPS, AND THAT ALL VESSELS MUST BE IN COMPLIANCE AND DISPLAY CURRENT MARYLAND DOCUMENTATION AND ANY REQUIRED LICENSES.**

**SLIP OWNERS ARE RESPONSIBLE TO REPORT ANY CHANGE IN THE OCCUPANCY OF THE SLIP**

**I have read and understand the rules pertaining to parking, pool, bike and dockage and hereby agree to abide by such.**

BY: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

**Severn House Condominium**  
**PARKING MANAGEMENT PROGRAM EXCERPT**

adopted on July 8, 1997  
amended on July 11, 2000  
amended on March 26, 2002  
amended on June 11, 2002

*Please refer to Association Covenants for complete set of rules and regulations.*

**GOAL:** *To identify all vehicles parked on Severn House property at all times as an additional means for ensuring the safety and security of all residents.*

A. **PARKING AREAS:** There are established within the community, four (4) types of parking areas:

1. Red Area: These areas include the immediate area of fire hydrants fire lanes, and/or other areas designated by the Board for public safety, and shall be identified by either red curbing, and/or "Fire Lane" signs. No parking, stopping or standing shall be permitted in these zones at any time.
2. Resident Parking Area: These areas shall include all parking spaces within the community, with the exception of RED AREAS and HANDICAPPED SPACES.
3. Visitor/Guest Area (Boat Slip Occupants/Visitors): These parking areas shall be of such number and location within the community as the Board from time to time may direct. These spaces are marked by GREEN curbing and visitor parking signs. Vehicles parked in these areas must display a current Severn House parking permit. Residents are encouraged NOT to park in these spaces when residential spaces are available.
4. Handicapped Parking Spaces: These parking spaces shall be clearly marked with "Handicapped" signs and are specifically established by the Board for only those vehicles displaying a current "Resident Parking Sticker" and current "Handicapped" vehicle permit.

B. **PERMITS:** There are established within the community four (4) types of parking permits **Any vehicle applying for permits MUST provide copy of vehicle registration:**

1. Resident Parking Stickers: Annually residents will be issued a maximum of two (2) Resident Parking Stickers. **Stickers will be affixed to the lower right hand corner, front passenger side windshield of the vehicle.**
2. Visitor/Guest Parking Cards: Annually residents will be issued a maximum of two (2) Visitor/Guest Parking Cards. **Cards must be displayed on the guest vehicle dashboard, so that they are visible from the outside of the vehicle any time a guest vehicle is parked after 11p.m. while on Severn House property.** Vehicles displaying this permit may ONLY park in "Visitor/Guest Areas" (marked by green curbing) for a MAXIMUM of ten (10) days.
3. Restricted Resident Sticker: Residents owning more than two vehicles or non-resident owners may make application for Restricted Resident Stickers. Vehicles displaying these stickers may park ONLY in the designated "Visitor/Guest" areas (marked by green curbing). **Stickers will be affixed to the lower right hand corner, front passenger side windshield of the vehicle.**

## Page 2 of 2 - Severn House Parking Program

4. Temporary Visitor/Guest Permit: Visitors/Guests will be issued a Temporary Visitor/Guest Permit by the security guard while he is on duty. Vehicles displaying these permits may park ONLY in designated "Visitor/Guest" areas (marked by green curbing). Temporary permits may be requested in advance by residents from the security guard or management agent to accommodate special events. Temporary permits will indicate Driver's Name, Place Visiting, License Number and Permit Expiration. Temporary permits may not be issued for periods in excess of ten (10) days. **Permits will be affixed to the front windshield, so that they are visible from the outside of the vehicle.**

### C. MISCELLANEOUS:

1. VEHICLE REGISTRATION: All vehicles operated or parked within the Community must at all times properly display current and registered license plates.
2. REPAIRS & WASHING OF VEHICLES: No repairs shall be conducted on community property. Washing of vehicles is permitted in two (2) special parking spaces, located in the "Visitor/Guest" area on the South end of the property.
3. VEHICLES IN DISREPAIR: All vehicles must be operational at all times while on community property (Based on Maryland State Inspections Standards).
4. VEHICLE IDENTIFICATION: No vehicles may be parked on Severn House property without properly displaying a current Severn House parking permit.
5. CAR COVERS: Vehicles may be covered by a car cover but at the risk and expense of the owner. Covers must be in good condition and properly maintained.

**D. ENFORCEMENT**: All parking violations will result in the subject vehicle being towed at owner's risk and expense, without notice.

# POOL RULES & REGULATIONS

*Revised May 1, 2011*

1. No one shall enter the Pool when a lifeguard is not present. The lifeguard is the agent of the Association and has full authority to enforce the Rules and Regulations and limit or prevent access to the Pool or Pool Area at their discretion based on these Rules and Regulations and State and local laws including Health Department Regulations.
2. NO ONE IS PERMITTED IN THE POOL OR POOL AREA WITHOUT A VALID POOL PASS. Upon entering the Pool Area, the pass must be presented to the lifeguard on duty and the person must sign the Pool Sign-In Sheet. The pool pass will remain with the owner/resident.
3. All persons shall shower before using the Pool. All persons using the Pool must wear appropriate swimwear. No shorts or cut-offs are permitted in the water.
4. No person with a rash or skin abrasion, or apparent infection, cut or open blister will be permitted to use the Pool.
5. No animals are allowed in the Pool Area.
6. Persons under the influence of alcohol, or illegal drugs are prohibited from using the Pool. Alcohol is not permitted in the Pool or Pool Area except the Upper Deck Area subject to State and local laws.
7. No food is permitted in the Pool or Pool Area except the Upper Deck Area. NO glass is permitted in the Pool Area. No smoking in the pool area including upper and lower decks.
8. Parents are responsible for their children in the Pool Area at all times. Children UNDER the age of 12 must be accompanied by a parent or adult authorized by a parent in the Pool Area. Children under the age of 7 must be accompanied by an adult in the Pool. Children under the age of 10 must be tested by the lifeguard before being permitted beyond the shallow end of the Pool. Children under the age of 16 are not permitted in the Pool after 6:00 PM without permission of the lifeguard on duty.
9. Children under the age of 3 or who are not toilet-trained are not permitted in the main Pool at any time. All children under the age of 5 using the Baby Pool must be accompanied by a parent or a qualified adult. Children under the age of 3 or who are not toilet trained using the Baby Pool must wear a swim diaper. Baby carriages, strollers, and play pens are restricted to the Upper Deck Area or the area around the Baby Pool ONLY.
10. Bicycles, skate boards, roller skates/blades, etc., are prohibited in the Pool Area. Rafts, floats, and all other swimming aids are prohibited except by permission of the lifeguard. Diving masks/goggles containing glass are not permitted in the Pool or Pool Area. Running, playing ball, dunking or roughhousing of any kind is prohibited in the Pool and Pool Area.
11. Neither the Association nor the Pool Management Company is RESPONSIBLE for valuables or articles of clothing in the Pool area. Any items found will be placed in the "Lost and Found" in the Pool House and held for two weeks and disposed of if not claimed.
12. The Upper Deck Area and the restroom facility in the Pool house are available for private use by owners/residents during non-pool hours. **THE SWIMMING POOL and Lower Deck Area will be closed off during the event and MAY NOT be USED, except for community sponsored events.** Owners/Residents must submit an Application to the Management Company at least 1 week before the event. The Association reserves the right to deny the Application at its discretion. A fee of \$100.00 will be charged per event, plus a deposit of \$50.00, which is refundable if the area is clean afterwards. The owner/resident renting the area shall

be responsible for all property damage or personal injury occurring in the area during the event and indemnify and save and hold the Association, the Management Company and the Pool Contractor harmless. Anyone renting the area must vacate by 11:00PM. Any music provided cannot disturb the surrounding residents. There shall be no excessive noise that disturbs the surrounding residents. The owner/resident renting the Upper Deck Area for an event shall be responsible for obtaining a key, closing and locking the Pool House facility and ensuring its cleanliness. The key for the facility shall be returned to the Association by noon the next day.

13. All radios, TVs, iPods or similar electronic equipment can be used in the Pool Area only with earphones.

14. Owners/residents must accompany their guests to the Pool Area and be responsible for them. All guests are required to comply with these Rules and regulations. Only 6 guests per Unit, per day are permitted.

15. The number of persons admitted to the Pool at any one time will be subject to the Lifeguard's discretion as well as applicable State and local health and safety regulations. The Association reserves the right to admit or refuse admittance to any person.



# DOCK RULES & REGULATIONS

*Revised April 2010*

1. Each slip owner acknowledges that Severn House Condominium, hereinafter called "The Condominium", may prescribe and publish certain standards of appearance and conduct regarding slips; dock areas and boats located therein, and agree to conform to these set standards and/or rules.
2. The Condominium expressly reserves the right to amend or promulgate new rules at any time in accordance with the procedures prescribed by Maryland Law.
3. The slip owner acknowledges the responsibility of ensuring that any damage to the slip area, caused by the owner or other occupants of the slip, shall be promptly repaired at the owner's expense.
4. The slip owner shall secure insurance coverage, including but not limited to liability insurance, against all boats and boat hazards as may occur and shall agree to save The Condominium harmless from any liability or loss arising from such boating activity or occurrence. The slip owner shall furnish evidence of such insurance to The Condominium upon request.
5. Slip Owners will provide to the managing agent the following information regarding the vessel which occupies their slip: boat name, manufacture's name, model and length of the vessel, name, address and phone number of the vessel's owner and insurance information.
6. No attachments or structures of any type shall be placed on any pier without the consent of The Condominium and then only at owner's expense and risk. Further, only hoses, lines and shore power cables, neatly maintained, shall be left or stored on the docks or piers unless placed in the dock boxes provided.

**7. (THIS RULE IS SUSPENDED UNTIL COMPLETION OF THE BULKHEAD REPLACEMENT/MARINA CONSTRUCTION PROJECT.)** *Severn House owners may request an end of pier to accommodate their guest/transit boat. Owners may request (1) end of pier T-head reservation every 30 days for a maximum stay of (7) seven continuous nights per reservation. No guest/transient boat having an approved reservation may occupy a T-head for more than (7) seven continuous nights or one (1) visit in any 30 day period.*

*On the day of departure, guests must leave the dock by 9 AM. Requests will be granted on a first come first serve basis. Vessels docked at the end of the piers must display the proper docking permit. The docking permit must display the following information:*

- a. End of pier T-head location, e.g.: Dock C*
- b. Inclusive dates for the permit, e.g.: 1-7 Oct 03*
- c. Resident Owner/Sponsor's name, condo number, and a phone number that can be immediately reached.*
- d. Guest Boat Owner's name, Boat name and a phone number that can be immediately reached*

*In the event of out of date or out of designated T-head parking, a fine of \$100 per day will be levied against the Resident Owner/Sponsor.*

8. Owners, crew and guest shall conduct themselves in an orderly manner so as not to annoy nearby residents or others on boats. No garbage, trash, bottles, cans, sewage or oil may be thrown overboard. All trash and refuse from boats must be promptly removed from the dock area and disposed of in the dumpsters provided at the rear of the property.
9. Live aboards are prohibited at Severn House.

10. No unauthorized boats shall be kept or maintained at the piers or in slips. The dock committee shall be authorized to require documentation indicating the true status of suspected violators and to have boats found in violation towed from the premises with towing and subsequent storage expenses payable by the boat owner or ser.
11. No pets are allowed at any time at Severn House or its Marina.
12. Dinghies, canoes, and kayaks, kept ashore must be kept on racks provided. Owners must apply for a permit annually, which must be displayed on the vessel while on Severn House property. Dinghies without the appropriate annual sticker will be removed, and maybe reclaimed by contacting the Dock Master and paying for the cost of relocation. Dinghies and covers must be maintained in good condition for general appearance sake. Covers that have deteriorated and become an environmental hazard will be removed and disposed of by the dock committee.
13. No charcoal or propane broiling or open fires are permitted on board boats in slips or piers or on docks or piers.
14. Visiting boaters, crews and/or guests must park at green curbs only. Cars not displaying the authorized Severn House parking permit and parked in unauthorized space will be subject to towing at the owner's risk and expense without notice.
15. The Severn House pool is for the exclusive use of residents, non-resident slip owners who use their slip for personal use, and the authorized guest of said persons.
16. Boats that are under charter may only be berthed at Severn House, but may not be provisioned, loaded or unloaded, manned or de-manned while tied-up at Severn House.
17. In order to provide unobstructed passage for all boaters using Severn House slips, no boat may be berthed at Severn House if any part of the boat or attachment to the boat obstructs or impedes the use of any other slip
18. Slip owners must keep their dock box locked at all times.
19. No vessels may run their generators while docked at Severn House; however generators may be started or tested for a 5 minute interval at anytime or prior to getting underway.
20. The length of a vessel is limited to 50ft. provided it does not exceed the registered length of the slip it will utilize.
21. In cases of inclement weather, the Dock Master has the authority to direct all visiting vessels to leave the Severn House Marina.