

Protocol for Enforcing Covenants and General Complaints “Guidelines”

The following protocol addresses enforcement of covenants, general complaints, and issues where a unit owner has witnessed a violation by another Queen’s Landing resident and the issue has not or cannot be resolved through personal negotiation. The Covenants Committee can only respond to written violations and complaints by a unit owner submitted either by e-mail, letter, or by submitting an on-line Violation or Complaint Form found on the Covenants page of the Queen’s Landing web site.

When a written statement of a covenant violation or complaint is received from a Queen’s Landing resident the following sequence of events will follow:

1. The Management Company will record the violation or complaint and forward it to the Covenants Committee in order to determine the validity and extent of the alleged violation or complaint (issue).

Based on the nature and findings of the issue the Committee will:

- a. Resolve the issue through reasonable application of the By-laws, Rules and Regulations, and all resources available to the committee including the Management Company and other Board Committees or

- b. Forward the issue to the Board of Directors for possible action or fines as outlined in paragraph 11-113, Dispute Settlement Mechanism, of the Maryland Condominium Act.

2. Should the Committee successfully resolve the issue, the submitting unit owner will receive a written summary of the findings with a copy forwarded to the on-site manager to archive in the unit owner’s file. If the issue involves other QL residents, a copy will also be provided and placed each unit owner’s file.

3. If the Committee is unsuccessful in resolving a Covenants Violation, the accusation shall be forwarded for resolution in accordance with the procedures set forth in the Dispute Settlement Mechanism Show Cause Hearing. The complainant must include the following information as required by the Maryland Condominium law:

Date(s) and time(s) of the alleged violation(s)

Unit address where the alleged violation(s) occurred

Background circumstances of the alleged violation(s)

Your concerns and recommended action

A statement concerning your willingness to appear for a formal Board hearing concerning the alleged violation, if necessary

Your unit address, signature and date