



PRIESTFORD HILLS

1977

Community Association

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**BY-LAWS OF**  
**(As Amended through June 2021)**

**ARTICLE I MEMBERSHIP**

Section 1. Eligibility. Membership in The Priestford Hills Community Association, Inc., hereinafter referred to as “the Association”, shall be limited to owners or lessees of residences or owners of undeveloped lots in the Priestford Hills subdivision north of Churchville in Harford County, Maryland, their dependents, and other members of their households. For purpose of these By-laws the Priestford Hills subdivision is defined as all the lots located on the following streets: College View Drive, Tulane Court, Wesleyan Drive, Wheaton Lane, Goucher Way, Hood Court and Wheaton Court. The Board of Directors shall be the sole judge of the eligibility and qualifications of persons seeking membership in the Association.

Section 2. Nature of Membership. Members will be enrolled by household, each household having two votes, which shall be cast by an adult member thereof. The term “household” as hereinafter shall mean collectively, the residents of a house erected in the subdivision or collectively, the permanent residents of the home of the owners of an unoccupied lot in the subdivision. The Board of Directors shall be the sole judge of the rights of the representatives to vote on behalf of the particular household. No person may be a member from more than one household, and no household may have more than two votes, regardless of the number of lots owned by members thereof. Dues and other financial obligations shall be on a household basis,

Section 3. Associate Membership. Associate membership is open to all homes located on Peery Drive, Wesleyan Drive and College View Drive that are not a part of the Priestford Hills Community Association. Associate membership allows homes that elect to pay the voluntary fee, equal to that of the Association membership fees, access to the community space and participation in community events. Associate Membership members must remain in good standing in order to enjoy the benefits of the community space. Associate members of the PHCA will be ineligible to vote concerning matters of the PHCA, and ineligible to hold office in the PHCA. (Added May 17, 2015)

Section 4. Charter Members. Charter members shall be those persons who ratify the Articles of Incorporation by signing a statement indicating that fact prior to the filing of the said articles.

Section 5. Election of Additional Members. The Board of Directors shall elect members by majority vote of those present at any meeting provided a quorum is present. The Board shall not deny membership to any applicant whom the Board determines meets the eligibility requirements of Section 1 of this Article except for cause shown.

Section 6. Removal. Members may be removed for cause by three-quarters vote of the entire voting membership at any meeting provided ten days notice of the meeting and an opportunity to be heard thereat be provided to members proposed for removal. Members may be removed for cause for activities or actions contrary to the best interests of the Association and the community. Members who have not resigned may be removed pro forma by action of the Board of Directors when they no longer are eligible as provided in Section 1 of the Article, or their household fails to pay dues.

Section 7. Use of Facilities.

- (a) Membership in the Association is a requirement for use of the facilities or properties owned or in custody of the Association, or for participation in any events sponsored by the Association other than as a guest of a member.
- (b) No person shall run automobiles, trucks, motorbikes or other motorized equipment of any kind on Community property except for purposes of maintenance or improvement, [Added Nov 19, 1978 and amended Apr 10, 1985]
- (c) The level common grounds in the area South of Wesleyan Drive and adjacent to the West side of the Stream shall be established as a Community Garden.

Such garden to be governed by the Garden Association at the direction and approval of the Board of Directors. All such grounds shall be returned to their original conditions in the event that the garden association no longer wishes to use said grounds for the purpose of gardening. [Added Apr 2, 2007]

Section 8. Initial Membership Fee. The initial membership fee shall be \$25.00 for homeowners and \$15.00 for unimproved lot owners, which shall include the first year's annual dues.

[Amended to \$40.00 per year on Mar 17, 1982 for homeowners]

[Amended to \$50.00 per year on Apr 26, 1988 for homeowners]

[Amended to \$60.00 per year for homeowners and \$45.00 per year for lots on Apr 14, 1993]

[Amended to \$100.00 per year for all property owners in April 1994]

[Amended to \$130.00 per year for all property owners on April 2, 2007]

[Amended to \$200.00 per year for all property owners on April 2011]

[Amended to \$500.00 per year for all property owners on June 2021]

## ARTICLE II: MEETINGS

Section 1. Annual Meetings. A general membership meeting for the purpose of electing officers and directors and conducting other business of the Association shall be held in the month of April, but no later than July of each year at the call of the President. Three weeks notice thereof will be mailed or delivered to all households. (Amended to include "no later than July" May 2015)

Section 2. Special Meetings. Special meetings of the membership for any purpose may be called at any time by action of the Board of Directors, provided one week's notice is given to all households.

Section 3. Quorum. Voting representatives of ten households shall constitute a quorum for the transaction of business at any membership meeting. All actions of the Association shall be taken for the majority vote of those voting, except in the case of elections, which shall be by plurality of the votes cast; provided that in no case will any action or election be valid without the concurrence of ten voting representatives.

## ARTICLE III: OFFICERS

Section 1. Offices. The Association shall have a President, Vice-President, Secretary and Treasurer, all of whom shall be members of the Association in good standing. They shall be elected at the annual meeting as provided in Article II herein and shall hold office for one year or until successors take office. Nominations shall be made by a report of a nominating committee appointed by the President and by nominations from the floor. The officers listed in the Articles of Incorporation shall serve as such until the annual meeting of April 1978.

Section 2. Vacancies. An office or seat on the Board of Directors shall be vacant upon death, resignation, appointment or succession to another office, or disqualification by virtue of removal as a member in good standing. The Board of Directors may at any meeting by majority vote of those present, provided a quorum is present, appoint a member of the Association to complete the term of a vacant office or seat on the Board of Directors.

### Section 3. Duties

- (a) The President shall exercise general supervision over all affairs, and preside over the meetings of the Board of Directors and the membership
- (b) The Vice-President shall serve in the absence or disability of the President and have all the latter's powers and duties, and shall succeed to the office of the President in the event of his death, resignation, or discontinuance as a member of the Board of Directors

or Association. The Vice-President shall assist the President in the promotion of the welfare of the Association.

- (c) The Secretary shall send all official communication of the Association, shall notify members of the purpose of any special meeting, and shall keep minutes of all corporate meetings.
- (d) The Treasurer shall receive all funds and shall make disbursements upon approval of the Officers. The President, Vice-President, and Treasurer shall be authorized to sign checks; the signature of the Treasurer plus the President or Vice-President will validate a check. The Treasurer shall prepare and present a statement of receipts and disbursements at each meeting of the Association. He shall keep regular books of accounts and shall give such bond for the faithful performance of his duties as may be required, the expense to be paid by the Association. Books shall be audited at the end of the year by a committee of members appointed by the President.

#### ARTICLE IV: THE BOARD OF DIRECTORS

Section 1. Composition The Board of Directors shall consist of the President, the Vice-President, the Secretary, and the Treasurer, and the immediate Past-President and two other members of the Association in good standing, elected at the annual meeting for two year terms. At the first annual meeting, one Director shall be elected for a two-year term, and two for one-year terms. At any successive annual meeting, only one Director, having a two-year term shall be elected, except that in the case where there is no Past President able to serve, that position on the Board shall be filled by election of a member for one year.

Section 2. Meetings The Board of Directors shall meet at the call of the President, or any three members thereof. One week's notice shall be given to all members of the Board before any meeting. Four members of the Board shall constitute a quorum and all actions shall be by majority vote of those present.

Section 3. Authority The Board of Directors shall have the power of the Corporation between annual meetings, but cannot modify any action taken by the Corporation. It shall be the final authority in the interpretation of the provisions of the by-laws. [Amended Mar 1, 1978]

Section 4. Minutes Minutes shall be kept of all meetings and these shall be referred to the membership at the next annual meeting for its approval.

#### ARTICLE V: DUES AND FISCAL YEAR

Section 1. Annual dues shall be established by the Board of Directors

Section 2. Members who have not paid dues within three months of the due date will no longer be in good standing and shall lose the right to vote and to hold office until current dues are paid, and shall be subject to removal from membership.

Section 3. The fiscal year shall run from April 1 through March 31 of the following year.

#### ARTICLE VI: STANDING COMMITTEES

Section 1. Standing Committees shall be established by the Board of Directors, and members selected by the Board after requesting the general membership for volunteers to serve.

Section 2. The Chairman of each Standing Committee shall submit a written report to the Association upon the call of the President.

## ARTICLE VII: PARTICIPATION OF ASSOCIATION IN OTHER GROUPS

Section 1. Membership of the Association in other civic groups requires the approval of the general membership.

Section 2. Representatives of the Association on such groups shall be elected by the membership for a term commensurate with the term of office specified by such groups

Section 3. It shall be the duty of these representatives to convey to such groups the wished and opinions of the Association and to report to the President at the earliest feasible time concerning actions taken by such groups that pertain to the Association and its interests. Appropriate reports shall also be made at the next regular meeting of the Association.

## ARTICLE VIII: AMENDMENTS

Section 1. Proposed Amendments to the By-Laws shall be submitted in writing by any member to the President for referral to the Board of Directors. The proposed amendment(s) together with the Board's recommendation, will be considered in the next meeting of the general membership of the Association, whether the annual meeting or specifically called, provided the substance of the proposed amendment is included in the notice of the meeting.

Section 2. The By-Laws may be amended at any meeting of the Association general membership by a majority vote (not less than twenty votes in any case) of the households. [Amended Mar 1, 1978]

On May 14, 2018, we, the undersigned members of the Priestford Hills Community Association, Inc., a majority thereof concurring, certify that this document represents the By-Laws for the Corporation as amended through this date.

*Brandi Campbell*  
Brandi Campbell, President

*Steven Poole*  
Steven Poole, Vice-President

*Michelle Sestito*  
Michelle Sestito, Secretary

*Robert Ranieri*  
Robert Ranieri, Treasurer

**Declaration of Restrictions**  
**(As Amended through April 2008)**

1. No structures shall be erected other than a structure that is pertinent to strictly residential property; prior to erection of any building, the builder, drawings and specifications shall be submitted for approval and all side yard and front yard setbacks shall be submitted for approval by the PHCA Board of Directors or their nominees. Alterations and change in design and constructions of both completed buildings and those under construction shall require the approval of the PHCA Board of Directors, or their nominees, before making said changes or alterations.
2. No more than one dwelling shall be erected on a numbered lot, nor shall any store or commercial structure or any commercial enterprise or public business be conducted on a lot; provided, however, that this restriction shall not exclude the use of the premises by a doctor or dentist to provide professional services.
3. No trailer, basement, tent, shack, garage or any structure of a temporary character erected or maintained on any building lot shall at any time be used as a residence, temporary or permanently.
4. Subdivisions of any lot shown on said plat or plats shall not be permitted.
5. Easement for installation and maintenance of public utilities and drainage facilities are reserved over the side and rear five (5) feet of each lot. Within these easements, no structure, or planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities or which may change the direction of flow or drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels and easements. The easement area of each lot and all improvements in or on it shall be maintained continuously by the owner of the lots except for those improvements for which a public authority or utility company is responsible.
6. The premises shall be so used as not to cause any pollution to the streams running through or near said subdivision.
7. No fence or wall shall be erected or placed on any lot. Pool fencing, as required by law, shall be submitted for approval, as to style or type, to the Board of Directors. Decorative lengths of fencing shall

also be submitted to the Board of Directors for approval. [This change was previously approved on April 23, 1987]

8. No swimming pools of any type other than in-ground pools shall be constructed on any lot. Requests for new pool construction shall be submitted for approval, as to style and type, to the Board of Directors. Any previously constructed pools prior to April 2008 shall be allowed to remain in place. No new pools in conflict with this restriction will be allowed.

[Added through general motion April 2008 at the annual meeting]

9. Any construction, which is started on the premises, shall be completed within nine (9) months from the beginning of said construction.
10. Grass and wooded areas shall be kept mowed so as not to exceed six (6) inches in height and, if not done, the PHCA Board of Directors may cause this to be done as often as necessary and the lot owner agrees to pay promptly the entire cost of such work.
11. No noxious or offensive trade or activity shall be permitted upon any lot nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood. No poultry, cattle, hogs or commercial kennels shall be kept or permitted to be kept, nor shall any poultry or animals be raised, bred or maintained on any lot, except domestic pets, provided they are not kept, bred or maintained for any commercial purposes, and not more than three such animals shall be kept on the premises.

[Amended to three animals September 2007 through general ballot]

12. A driveway of suitable design shall be constructed on each improved lot and the same shall be constructed of blacktop, macadam, concrete or such other durable hard surface material as shall be expressly approved by the PHCA Board of Directors, or their nominees.

~~All motorized vehicles, trailers, storage containers or similar items shall be stored on resident's property. The public roadways shall not be used for long-term storage of any items nor shall any unlicensed motor vehicles or trailers be stored on the public streets. Long-term storage shall be deemed to mean fourteen (14) days or longer. Exceptions for longer-term storage may be made after submission of a request to the Board of Directors.~~

[Amended to add street parking requirements September 2007 through general ballot]

[Amended at the Annual Meeting April 2008 to delete this change due to conflict with Harford County Ordinance that already deals with street parking]



13. To insure the observance of these restrictions, the PHCA Board of Directors, or any owner of any of the lots in said development, shall have the right to prevent any breach thereof by an injunction, and to recover whatever damages may have been suffered from any such breach; and these covenants shall run with the land and shall be kept by all parties owning, occupying, or using said lot, lots, or property, and shall be binding upon the heirs, personal representatives, successors and assigns of the respective parties.
14. Owners of each lot in Priestford Hills shall contribute to the maintenance of the park and lake areas to be transferred to the Owners' Association with the annual charge to be determined at the Annual Meeting by the consensus of a quorum. Invalidation of any one of these covenants by judgment or court order shall in no way affect any of the provisions, which shall remain in full force and effect.

## Community Space

Our community space is available to all PHCA Residents and Associate Members and includes the below. Please be courteous to the surrounding neighbor's property that backs up to all community space.



## **Community Resource Numbers**

### **Board Members**

Brandi Metschulat	President	<a href="mailto:brandicamp74@gmail.com">brandicamp74@gmail.com</a>
Steven Poole	VP	<a href="mailto:poolski82@gmail.com">poolski82@gmail.com</a>
Michelle Sestito	Secretary	<a href="mailto:mfsestito@yahoo.com">mfsestito@yahoo.com</a>
Rob Ranieri	Treasurer	<a href="mailto:rajr76@verizon.net">rajr76@verizon.net</a>
Michelle Batista	Member	<a href="mailto:micbatista@yahoo.com">micbatista@yahoo.com</a>
Don Little	Member – Lake Steward	<a href="mailto:oldsciman@gmail.com">oldsciman@gmail.com</a>

Harford County Sheriff's Department	410-838-6600
Level Fire Company	410-638-3826
POISON Hotline	800-222-1222
Suicide Crisis Hotline	800-784-2433
Spouse Abuse Hotline (SARC)	410-836-8430
Teen/Youth Crisis Hotline	800-422-0009

### **Schools**

Churchville Elementary	410-638-3800
Southampton Middle	410-638-4150
C. Milton Wright High	410-638-4110
Harford Community College	410-836-4000

### **Hospitals**

Upper Chesapeake Medical Center	443-643-1000
Harford Memorial	443-843-5000

### **Ambulance Service**

Hart to Heart	410-836-2556
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### **Miscellaneous**

BG&E	410-685-0123
Report Street Light Outages	<a href="http://bge.streetlightoutages.com">bge.streetlightoutages.com</a>
Harford County Pothole Repair	410-638-3376
Baltimore Sun	800-829-8000
Comcast	410-272-7500

### **Harford County Government ( <http://www.co.ha.md.us/> )**

County Executive	410-638-3350
County Council	410-638-3343
County Councilman	410-638-3522
Harford Waste Disposal Center (The Dump)	410-638-3636



## REQUEST FOR APPROVAL OF CHANGE TO STRUCTURE OR ADDITION OF EXTERIOR STRUCTURE FORM

PHCA Member Name: \_\_\_\_\_

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

- Nature of Request:
- Additional structure (shed, pool, etc)
  - Change to an existing structure
  - Other change

Brief Explanation of Request:

- Documents Attached:
- Copy of the property plat showing the house, patios/decks, existing fences, accessory structures, significant vegetation, property lines, and easements. The proposed fence and gate(s) location must be drawn on the plat.
  - Photographs showing the house and proposed items location(s)
  - A drawing or photograph of the design, including dimensions, materials, color, and gates
  - Color sample or photo of color, as applicable

Additional submission requirements for **Pool** Fences:

- Specific fence manufacturer selected
- Model selected
- Specification sheet from the manufacturer

**All requests for changes require that your direct neighbors have been informed as well as the PHCA Board. Please contact your neighbors on all sides of your property that may be affected.**

Neighbor Address: _____	Agreed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Neighbor Address: _____	Agreed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Neighbor Address: _____	Agreed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Neighbor Address: _____	Agreed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No