

Dear Common Ownership Community Representative:

The registration process for common ownership communities and management companies providing services in Prince George's County has changed this year. Please visit the Office of Community Relations' webpage at ocr.mypgc.us. In accordance with CB-15-2007, all associations are required to identify their elected leadership and managing agent for the association. Please designate a contact person for the association whose name and address will be considered public information.

Additionally, Management companies are now required to register online and mail the \$100.00 payment into the Office of Community Relations before January 31st. According to Maryland House Bill 566 passed in 2010, companies that provide community management services to condominiums, homeowners association or cooperative housing in Prince George's County must register annually with the County. The annual registration fee of \$100 is due by January 31st of each year. A person who violates this law is guilty of a misdemeanor and upon conviction is subject to a fine of \$1,000.

According to the law, Community Association Management means to manage the common property and services of a community association with the authority of the community association in its business, legal, financial, or other transactions with association members and nonmembers for a fee, commission or other valuable consideration, including:

1. Collecting monthly assessments;
2. Preparing budgets, financial statements or other financial reports;
3. negotiating contracts or otherwise coordinating association and assisting the governing body of a community association and association members in complying with laws, contracts, covenants, rules and bylaws;
4. Managing the operation and maintenance of community-owned properties, including community centers, pools, golf courses, and parking areas; and
5. Arranging, conducting and coordinate meetings of a community association or the governing body of an association. (Real Property 14-130)

Mail all communication to: Prince George's County, Office of Community Relations, Common Ownership Communities, 14741 Gov. Oden Bowie Drive, Suite L-202, Upper Marlboro, Maryland 20772.

The Office of Community Relations, Common Ownership Communities Program is responsible for providing educational opportunities for common ownership communities. This includes, but is not limited to, offering board and member trainings, as well as County-wide workshops.

You may contact our office on 301-952-4729 or email COC@co.pg.md.us. Thank you for your cooperation. We look forward to working with you as we continue to engage residents, encourage participation and expedite resolutions.

Sincerely,

Signature on File

Daria L. Bailey
Program Manager
Common Ownership Communities