



PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF COMMUNITY RELATIONS



Angela D. Alsobrooks
County Executive

Euniesha Davis
Director

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Deputy Director

November 29, 2021

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. This letter provides detailed instructions on the updated process for registering your association(s), as well as the legal ramifications of delinquency.

Passed in 2010, the Maryland House Bill 566 mandates companies that provide community management services to condominiums, homeowners associations or cooperative housing corporations in Prince George's County to register annually with the County. **Registration and payment submission are now handled exclusively online at:**
<https://communityownership.princegeorgescountymd.gov/>

Upon completion of registration, you must email COC@co.pg.md.us with the full legal name of each association you have registered.

In accordance with CB-15-2007, all associations are required to identify their elected leadership, the managing agent, and a contact person for their association. The name and information of the contact person will be considered public information. **The annual registration fee of \$100 is due by January 31st of each year. Violation of this law can result in a misdemeanor and, upon conviction, a fine of \$1,000 will be assessed.**

Community Association Management is defined as an entity that manages 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).

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. If interested, please contact our office at 301-952-4729. We look forward to working with you as we continue to connect people and connect resources.

Sincerely,

Dr. Daria L. Bailey
Division Manager
Common Ownership Communities