

Welcome Home!

Dear New Homeowner,

On behalf of your Homeowner's Association, we would like to say congratulations on the purchase of your home and welcome to Fox Chase Townhouse Association Community! All of us at Brodie Management are excited that you have chosen our community as your home, and we hope you find it to be a happy one!

Brodie Management Inc. is the contracted property management company. Our phone numbers are listed on the attached sheet along with others that you may find helpful while settling into your new home. We would love to hear from you with any questions or suggestions you may have! My name is Jessica Kifer, and I am your Regional Property Manager, I can be reached anytime via email at jkifer@brodiemgmt.com. Donna Logan is your Assistant Property Manager, and she can be reached via email at dlogan@brodiemgmt.com. We look forward to working with you!

Fox Chase has a website that we invite you to visit at www.foxchasetownhouses.org. This is a great tool to learn more about your new community, the surrounding area, amenities and much more! You may also request for email blasts by [signing up](#) on the website as well.

In order to ensure the ease of transition during your moving process, we have enclosed a few items for your review and submittal:

1. Architectural Review Committee Guidelines, Construction Guides, Paint Specification, and an Architectural Request Form
2. Landscaping Alteration Guidelines
3. Parking Rules
4. Rental Information Request form (whether you are renting your unit)
5. Emergency Contact Form

Please return the emergency contact form and the rental information request form via one of the following methods:

- Email: jkifer@brodiemgmt.com
- Fax: 410-296-1289.
- Mail to: Fox Chase Townhouse Association c/o Brodie Management, Attn: Jessica Kifer 110 Old Padonia Road Suite 202 Cockeysville MD 21030

Again, thank you for choosing Fox Chase Townhouse Association, Inc. as your home and we look forward to serving you!

Sincerely,

Jessica Kifer
Regional Property Manager
Brodie Management, Inc.
Managing Agent for Fox Chase Townhouse Association, Inc.

Below is a list of helpful phone numbers:

Emergency	911
Brodie Management	Phone: 410-825-6060 (9 AM to 5 PM) Fax: 410-296-1289 Emergency After Hours: 410-377-1605 (After 5 PM)
Comcast (cable, telephone & internet)	1-800-COMCAST (266-2278)
Verizon	1-800-VERIZON (837-4966)
Glen Burnie Post Office	410-766-8882
Local Police Department (Non-Emergency)	410-222-6135
Local Hospitals	
-UM Baltimore Washington Medical Center	410-787-4000
-Anne Arundel Medical Center	443-481-1000
Motor Vehicle Administration	410-768-7000
Department of Public Works (trash, utilities, water, maintenance, etc)	410-222-7500
Baltimore Gas & Electric (BGE)	800-685-0123

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Helpful Community Information

- Fox Chase Safety Tips
- Community Website
- Trash Information
- Pet Policy at Fox Chase Townhouses

FOX CHASE SAFETY TIPS

BE ON THE WATCH FOR SUSPICIOUS BEHAVIOR AND SOLICITORS IN YOUR COMMUNITY.

YOUR HOME

>If you are going out of town, make sure to notify the police and neighbors. Also, don't forget to cancel any deliveries and forward mail.

>Keep most of your cash in the bank and a list of all valuable property, credit cards, and serial numbers. Be mindful not to display your valuables to strangers.

>Don't leave spare keys under doormats, in flowerpots, or any other hiding places in close proximity to your entrance doors. Instead, leave a copy with a family member or trusted neighbor

>If someone unknown knocks on your door or rings the doorbell, talk through the door but don't open it. Some burglars will wait for a response, and if there is none, they will break into the house.

YOUR VEHICLE

>Be sure to keep your doors locked and keys with you at all times. Also, make sure that all windows and the trunk are shut and locked.

>Keep all valuables, loose change, and electronics out of sight. If you use a GPS that mounts to the glass, remove the GPS and hide it out of sight. We also suggest you wipe off the suction cup mark from the window before leaving your car.



IF YOU SEE SOMETHING, SAY SOMETHING.

MAINTAIN YOUR PROPERTY

Property that is un-kept and not maintained invites

CONTACT AA COUNTY POLICE

Take advantage of "free" security surveys offered by the AACPD. You can call 410-222-0042 to set up your security survey.

SPEAK UP!

If you notice something, or someone, suspicious in your community call the AACPD non-emergency number, 410-222-8610, and report it. Talk to your neighbors, you might not be the only one noticing

CONTACT

Please contact Brodie Management with any questions or concerns you may have. They will be happy to help.

410-825-6060



INTRODUCING THE FOXCHASE COMMUNITY WEBSITE!

We are excited to announce the new website for the Foxchase Townhouse Community! The link to the new webpage is listed below:

www.foxchasetownhouses.org

We encourage all homeowners to visit the site and sign up for email communication. We will use that email communication as a means to send out notices on any important information regarding your community. We are very excited to have this site up and running and hope you will find it a useful tool!

If you have any questions, please contact Brodie Management at 410-825-6060.

Jessica Kifer, Regional Property Manager

JKifer@brodiemgmt.com

Donna Logan, Assistant Property Manager

dlogan@brodiemgmt.com



Curbside Pickup Guidelines for Fox Chase Townhomes

Anne Arundel County conducts curbside pickup for Fox Chase Townhomes every Thursday. If Thursday falls on a holiday (e.g., Thanksgiving), curbside pickup will occur on Friday. To ensure our community remains well-maintained and to address common issues related to curbside pickup, please adhere to the following guidelines:

Placement and Pickup of Trash/Recycling Bins

Timing:

- Bins may be placed at the curb **no earlier than 6:00 PM** the night before collection
- The latest time to place bins on the curb is **5:30 AM** on the morning of collection
- Bins must be removed by **8:00 PM** on the day of collection

Requirements:

- All trash must be securely contained in closed garbage bags or trash containers with lids
- Recycling must be placed in a dedicated Anne Arundel County Recycling Bin
- If any trash or recycling spills, it is the homeowner's responsibility to secure the items

Yard Waste and Bulk Items

- Place yard waste in a dedicated yard waste bag or bin with other curbside items (yard waste, including branches and grass clippings may not be placed in the wooded areas of the community)
- To schedule a bulk pickup, contact Anne Arundel County at **410-222-6100**
- If a bulk item is not picked up, the homeowner must move it back to their house or backyard

Bin Storage

Bins must be securely stored in the backyard of your home after collection. Repeated placement of bins in the front yard, behind bushes, or on the sides of the house will result in contractor removal and associated fines.

Enforcement and Fines

Uncollected Items: A contractor will collect any bins or uncollected items left at the curb on Friday. Homeowners who leave bins or items out will be fined to offset the cost of this collection.

Fine Structure: Fines begin at **\$25.00** and may increase for multiple offenses or when needed to cover the full cost of contractor removal services. Fines may reach the total amount charged by the contractor to remove any inappropriate or unapproved items left on the curb.

PET POLICY

AT FOX CHASE TOWNHOUSES

Pets (defined as cats or dogs) are governed by the following:

- **Households are limited to two or fewer pets.**
- **Pets are not permitted in the common areas unless accompanied by an adult and are carried or leashed. This is also an Anne Arundel county law.**
- **No pet is permitted to roam free.**
- **Owners are required to remove excrements from the property and from the common areas.**
- **Violations are subject to a fine of \$25.00 per day per violation.**
- **The Association also has the right to have a pet removed if it is considered a nuisance. If your cat or dog roams free and sprays or otherwise damages a neighbor's property, you as the pet owner could be held liable.**

If you have any questions, please contact Brodie Management at 410-825-6060.

Andrea Merchant, Regional Property Manager AMerchant@brodiemgmt.com

Martasia Kelly-Davenport, Assistant Property Manager MDavenport@brodiemgmt.com

Architectural Review Committee

- Guidelines
- Deck Construction Guide
- Fence Construction Guide
- Paint Specifications
- Architectural Request Form

Fox Chase Townhouse Association, Inc.

Architectural Review Committee

Dear Owner,

The Architectural Review Committee would like to provide you with some valuable information concerning Architectural Request. This committee governs the changes and/or additions to all structures that are visible on the exterior of the town home, including landscape. The steps taken before an alteration to the exterior of your town home are explained below. The committee's purpose is to govern these changes in accordance with Anne Arundel County codes, and the Covenants of the Fox Chase Townhouse Association, to ensure that the changes made do not diminish the value of the property, therefore reducing the community's worth. Beauty is in the eye of the beholder, so we understand that the opinions vary greatly as to what is acceptable or not acceptable. You will find that applications are rarely denied as long as the changes meet the above codes and standards.

- The first (1) step in the process is to fill out the Architectural Change Request Form to the best of your knowledge. You can obtain this form from www.foxchasetownhouses.org, Brodie Management (410-825-6060), or the Board of Directors members listed in the Newsletter. Please attach all necessary documents, as explained in the application. The committee cannot consider any plans for approval until these items are provided.
- The second (2) step is to submit the completed package to Brodie Management, Inc. via email, fax, or the address on the Architectural Change Request Form. If the package does not include all the items required, the package will be returned to the owner for completion- this will delay the approval process.
- The third (3) step is for the Committee to review the application. If the Committee has any questions or is in need of further documentation, every effort will be made to contact the resident in a reasonable amount of time to resolve the issues at hand. The Committee will notify the owner of the "Approve" or "Deny" decision. If the owner disagrees with the decision, he or she may appeal to the Board of Directors.
- The fourth, and final, step in the process is for the Committee to make periodic inspections of the construction site to verify that work is being completed in accordance with the approved application. Upon completion of the construction, the Committee will make a final inspection to verify total compliance.

The Committee exercises fairness and objectivity in an effort to maintain a uniformly attractive and valuable community for the residents of Fox Chase Townhomes. Please contact any member of the Committee with questions of concerns. Phone numbers of Committee members are provided in the Exterior Alterations Guidelines.

Thank you for your cooperation.

Fox Chase Townhouse Association, Inc. Exterior Home Requirements

Maintaining consistent upkeep standards is essential in townhome communities. By adhering to these guidelines, all homes will look great, remain in good condition, and help protect property values. This shared effort fosters community pride, reduces conflicts, and enhances the overall quality of life for everyone.

Please remember to check the most current requirements with Anne Arundel County ([check here for most up to date requirements](#)). If your project requires an Anne Arundel County permit, you must submit the approved permit along with your HOA request.

This document seeks to consolidate, simplify, and update (e.g., adding composite materials as options) the exterior requirements found in the HOA bylaws, previous Architectural Guidelines documents, and periodic notices that have been issued over the past 30 years. The most common exterior home maintenance and replacement projects are addressed below. Please refer to the HOA documents **for information on home improvements not addressed below. The last two pages include a color guide for all approved colors.**

Failure to secure required Anne Arundel County or HOA approval may be subject to remediation. This can include citations from Anne Arundel County for the failure to secure permits and/or the need to correct the project to meet HOA standards. Homeowners who are instructed to correct unapproved maintenance or replacement projects and fail to do so may face court-ordered corrections.

Per Fox Chase Bylaws, the HOA reserves the right to contract with others to make corrections to exterior spaces and charge the homeowner for related expenses, including any administrative or legal fees.

DECKS:

- All decks must comply with [Anne Arundel County Code requirements](#). Approved permits must be submitted to the Fox Chase Homeowners Association with Architectural Change Requests. Applications without approved permits will be denied.
- Deck designs must resemble existing or original decks as closely as possible.
- Decks may be as wide as the house. For end units, decks may extend past the width of the home but must remain within the homeowner's property line. The deck length may not exceed **15 feet** from the rear property line.
- **Deck boards and steps must be the color of natural pressure-treated wood.** Decks may be constructed from wood or composite materials. Guardrails may be made of wood, metal, or similar materials.

- Wood deck rails must match the deck's color. Composite railings may be a complementary color (e.g., white, black, or tan).
- Decks must be maintained by power-washing and staining/painting with clear or natural wood-colored products.
- Gazebos or covered structures with permanent roof supports are not permitted on decks.

PRIVACY FENCES:

- Check with [Anne Arundel County Code requirements](#) to determine if you need a permit for the height of your fence. Approved permits must be submitted to the Fox Chase Homeowners Association with Architectural Change Requests. Applications without required approved permits will be denied.
- Fence designs must resemble existing or original privacy fences as closely as possible.
- The height of fences must match the surrounding fences, typically **6 feet**.
- Fences must be made of wood or composite material and must be vertical (no horizontal fencing).
- Fences must be regularly maintained by power-washing and staining/painting with clear or wood-colored products.
- No other types of fences are allowed in the community.

SHEDS:

- Check with [Anne Arundel County Code requirements](#) to determine if you need a permit for the size of your shed. Approved permits must be submitted to the Fox Chase Homeowners Association with Architectural Change Requests. Applications without required approved permits will be denied.
- The Fox Chase Homeowners Association must approve shed installations.
- Sheds may not exceed **45 square feet** in size and **8 feet** in height.
- Sheds must be in the rear corner of the yard. Only **one shed** is allowed per lot.
- Sheds must have roof shingles, siding, trim, and doors that match the house's approved color pattern. Metal sheds are not allowed.

PATIOS:

- If the patio surface is under **8 inches** in height and no underground footers are used, Anne Arundel County does not currently require a permit; however, you should check with the county to ensure you have the most up-to-date requirements.
- Owners do not need HOA approval for a patio that does not require an Anne Arundel County permit.
- Patios do not have specific size requirements, but they must be constructed of brick, block, stone, or concrete.

STORM DOORS:

- The Fox Chase Homeowners Association must approve storm door replacements and any color changes.

- Full-view, clear-glass storm doors are preferred, but doors with a design covering no more than half of the door **may** be considered.
- Storm door colors are limited to white, black, wheat, or the same color as the front door (reminder: front doors must be an approved color and must match the unit's shutter color, if applicable).

FRONT DOORS:

- The Fox Chase Homeowners Association must approve door replacements and any front door painting/repainting.
- The size of the front door must match the original size.
- The front door should resemble the original design as closely as possible. Doors may have windows/glass in the top ¼ of the door. Any door with larger windows/glass will not be approved.
- The door color must match the shutters (both must be an approved community color). However, homes without shutters may propose changing their front door color to any approved color in their request to replace their door to the HOA.

If your shutters and/or door are currently painted a color that is not on the HOA-approved list, please repaint them to an approved color by July 30, 2025. If your shutters and door are painted in two different approved colors, please remember that the next time you repaint either due to fading, peeling, or preference, both the shutters and door must be painted the same HOA-approved color to comply with HOA Exterior Requirements.

SIDING AND ROOF SHINGLES:

- Check with Anne Arundel County to determine if you need a permit for your roof or siding replacement (typically only required if you are also replacing the plywood as part of the roof replacement). Approved permits must be submitted to the Fox Chase Homeowners Association with Architectural Change Requests. Applications without required approved permits will be denied.
- The siding and roof must match the original color. If the original color is unavailable, other community-approved colors may be considered.
- Solar panels are permitted if the panel boxes are placed in the back or side yards. If the panel box must be placed in front, a bush or plant must be planted to cover the view of the box.

SHUTTERS, FACADES, TRIMS, AND EXTERIOR SPACES:

- Homes with original shutters must be maintained and regularly repainted in an HOA approved color. The HOA must approve all repainting. When conducting routine painting, you must also be sure to match the color and shade of your front door.
- All house trim must be in one of the approved shades of these colors: white, light grey, or wheat (see approved colors page).
- Facades must be well-maintained, including power-washing, repairing any cracks or rotten wood, and repainting faded wood on bumpouts, doors, and other surfaces. The paint color of window bump-outs or bay windows **must match the trim color**.

- The color of the original siding may not be changed. If for some reason the exact color and tone of your original siding is not available, the HOA may grant permission to use another original siding color.
- The brick on the sides of end-unit homes may be left unpainted; however, if they are painted, they must be either white, tan, or an approved shade of wheat. Painted side brick must be regularly repainted to ensure upkeep.
- No approval is needed to replace the front stair railings with similar materials, colors, and designs. However, any color, material, or design changes require approval from the HOA.
- Front windows must be clear glass and have blinds, shades, or curtains.
- Window air conditioning units are not allowed.
- Front yards should be at least 50% grass. Flower beds should include at least two bushes or plants. Flower beds must be well-maintained, and vegetable or fruit plants **are prohibited** in the front yard. Grass must be mowed and well-maintained. Any home that does not maintain its grass will have it mowed by our contractors, and the homeowners will be charged to recover the costs.
- The front and sides of homes must be free of toys, bikes, boxes, and other items. Items left in the front or sides repeatedly will be removed, and homeowners will be fined to recover the costs of removal.
- The backyard must be free of debris. If vegetable or fruit plants attract rodents or pests, homeowners must remove them.
- Any seasonal decorations must be well-maintained, and holiday-specific decorations should be removed within 30 days of the holiday.

Exterior Colors: Approved Colors and Shades for Doors and Shutters

All the colors below are Sherwin Williams Weathershield Exterior 100% Acrylic Latex Finishes.

Other brand names will be different, but color/shade need to match one of the following.

Red Family	Blue Family	Brown/Beige Family	Green Family	Grey Family	Black Family
SW 6320 Bravado Red	SW 6230 Rainstorm	SW 6062 Vintage Leather	SW 6440 Courtyard	SW 7060 Attitude Gray	SW 6258 Tricorn Black
SW 6335 Fired Brick	SW 9150 Endless Sea	SW 6076 Turkish Coffee	SW 6179 Artichoke	SW 7652 Mineral Deposit	SW 6991 Black Magic
SW 6327 Bold Brick		SW 7037 Balanced Beige	SW 6181 Secret Garden		SW 7069 Iron Ore
SW 6328 Fireweed			SW 6447 Evergreens		

If you believe that an original Artisan or Ryan home color is missing from this list, please email Brodie with the name of the color and your house number. Recognize that any current color that is older than 10 years is probably too faded to be a good match to the approved colors.

Notes for Doors and Shutters:

- If you have shutters, the **front door must match with** the exact color
- When repainting/replacing you must use the original color or a color from the same family (see first column); Simply repainting with the same color does not require HOA approval
- **To change color families**, you must request and receive permission from the HOA
- Doors and shutters may not be white
- Shutters may not be removed from units that were originally built with shutters
- Homes that were not built with shutters may not add them
- *If your shutters and/or door are currently painted a color that is not on the HOA-approved list, please repaint them to an approved color by July 30, 2025. If your shutters and door are painted in two different approved colors, please remember that the next time you repaint either due to fading, peeling, or preference, both the shutters and door must be painted the same HOA-approved color to comply with HOA Exterior Requirements.*

Exterior Colors: Trim, Bay Window Bumpouts, Storm Doors, and Siding Trim and Bay Windows Bumpouts must both be painted the same color/shade. Approved colors are:

- A shade of wheat (see below)
- A light shade of grey (see below)
- A basic shade of white

Wheat Shades	Light Grey Shades
<div>SW 6408 Wheat Grass</div> <div>SW 9023 Dakota Wheat</div> <div>SW 6386 Napery</div> <div>SW 6121 Whole Wheat</div>	<div>SW 7662 Evening Shadow</div> <div>SW 9561 Guild Grey</div> <div>SW 9630 Moorstone</div> <div>SW 9548 Sweater Weather</div>

Storm Doors must match one of the following:

- Be the same color as the front door (see previous page)
- Be an either white, black, or one of the approved wheat colors

Siding: *the color of the original siding may not be changed. If for some reason you must replace existing siding (e.g., fire damage), it must match exactly the original siding of your home. If for some reason the exact color and tone of your original siding is not available, the HOA may grant permission to use another original siding color.*

Fox Chase Architectural Change Request Directions

The attached form and HOA approval are required for many proposed exterior changes or improvements to your home. The only interior changes that need prior approval are for items that will impact the exterior (e.g., installing a fireplace).

Before beginning any project, please refer to the Fox Chase Exterior Requirements (the most up-to-date version can be found on the <https://www.foxchasetownhouses.org/> website) to ensure that your proposed updates meet all expectations.

Projects That Do Not Require Prior Approval

Although many projects do require prior approval, many do not. The following items do not require prior approval (provided they align with the Exterior Requirements):

- Repainting the front door or storm door with the same approved color that it currently has
- Replacing or repainting shutters with the same style and approved color that they currently have
- Replacing front handrailing with the same design and approved color that it currently has
- Touching up/repainting trim or bay window bump out in the same approved color that it currently has
- Power-washing, cleaning, and making basic repairs to existing exterior features
- Replacing exterior light fixtures

Important: Color Compliance Requirements

You must refer to the approved exterior color document (located in the Exterior Requirements) to ensure that your current color is included on the approved list. Not all current colors are approved colors/shades, and these must be brought into compliance.

If your current color/shade is not on the list (or you want to change colors or color families), you must complete the attached document. **You should not match your current (often faded) exterior color; rather, you must use the approved original color/shade.**

Email your change request form to: jkifer@brodiemgmt.com

Fox Chase Architectural Change Request

Homeowner Information

Name:	
Unit Address:	
Phone Number:	
Email Address:	

Request Type (Check All That Apply)

Installing (New) or Replacing:

- ☐ Front Door
- ☐ Front Storm Door
- ☐ Windows
- ☐ Shutters (with a new style/color)
- ☐ Front Railings (with a new style/color)
- ☐ Roof
- ☐ Gutters
- ☐ Deck
- ☐ Fence
- ☐ Shed
- ☐ Siding
- ☐ Solar Panels (note in Description of Proposed Changes how you will cover any visible power boxes with shrubbery, etc.)

Repainting (Changing Colors):

- ☐ Front Door
- ☐ Front Storm Door
- ☐ Shutters
- ☐ Front Railings
- ☐ Deck
- ☐ Fence (must be natural wood color)
- ☐ Siding
- ☐ Side Brick (end units only)

Other:

- ☐ Planting/replacing trees
- ☐ Other (please describe below)

Description of Proposed Change

Please describe the proposed exterior change(s). Include materials, dimensions, location on property, and colors. If applicable, attach an aerial and side-view drawing.

Description (may attach a contractor scope of work):

Color Selection (if applicable)

If your request includes painting or staining, please list the HOA-approved color/shade name:

Color Name: _____

Will this require repainting or freshening up any other area (e.g., shutters or trim) to ensure a match in color and shade?

☐ Yes ☐ No If yes, please describe: _____

Required Attachments

- Site Plan with dimensions showing current structures and proposed alterations
- Scaled Drawing of the proposed construction
- Color and Material Specifications (manufacturer links or samples)
- County Building Permit (if required)

Homeowner Acknowledgment

I understand that:

- unit owner is responsible for all costs, future maintenance, and any damages resulting from or relating to the installation of the proposed request if it is approved;
- responsibilities pass on to all future owners of this unit;
- unit owner is responsible for ensuring timely removal of any debris or other items resulting from this work;
- changes must meet all codes, permits, or other requirements deemed necessary by the County, State, or other governmental authority;
- I am responsible for complying with all licenses, permits, or code provisions as required by law;
- Fox Chase Townhome Association is not responsible for obtaining any permits, licenses, or any other requirements controlled by any government-agency /authority;
- the changes requested ARE NOT AUTHORIZED until the Fox Chase Board of Directors or Designee(s) approves this request;
- once final HOA approval is granted, I will not deviate from what is approved in this document and acknowledge that I will need to submit another request if more/different work is desired; and
- I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.

Estimated State Date:	
Estimated Completion Date:	

Homeowner Signature: _____ Date: _____

Updated: January 2026

For HOA Use Only

Architectural Committee Recommendation:

Decision		Any Notes
	Approve	
	Approve with Conditions	
	Deny	

Chairperson or Designee Signature: _____

Date: _____

Landscaping Alteration Guidelines

Fox Chase Townhouse Association
c/o Brodie Management, Inc.
110 Old Padonia Rd, Suite 202
Cockeysville, MD 21030
Phone: 410-825-6060 Fax: 410-296-1289

LANDSCAPE IMPROVEMENT REQUEST

Your Name _____ Date _____

Street Address _____

City _____ State _____ Zip Code _____

Phone () _____ - _____ Email _____

Proposed landscape improvement (Please describes proposed change, location of that change (s) - include any photos, drawing, or other available literature on the proposed change):

Signature of unit owner: _____

*** Please note that any shrubs, trees, plantings, etc., planted on common areas become the property of the association, and cannot be removed without permission. ***

Given to Landscape Chairperson: _____ Date: _____ Email: _____ Fax: _____

Landscape Chair signature: _____ ☐ YES ☐ NO

BY: _____ Date: _____

Additional Comments: _____

Parking Rules



Fox Chase Townhomes Parking Rules

Assigned Parking Spaces

Each of the 268 units in Fox Chase Townhomes is assigned **two (2) numbered parking spaces**. These spaces are reserved exclusively for the homeowner or their tenants.

Additional Vehicle Parking

Homeowners or renters with more than two vehicles must park any additional vehicles on **Hospital Drive, Fox Spring Drive**, or other designated common areas on their street.

Visitor Parking Guidelines

Purpose: The 70 visitor parking spaces are designated for **guests visiting the community only** and should remain available for short visits from family and friends.

Time Limit: Visitor parking spaces are limited to **short-term use only**. Any vehicle parked in a visitor space must be moved within **24 hours** to avoid towing at the vehicle owner's expense.

Important Restrictions:

- Visitor spots **may not** be used as permanent parking for residents' third or fourth vehicles
- Any vehicle found in a visitor spot for **over 24 hours** is subject to **immediate towing**
- Abuse of visitor parking rules may result in **fines or further enforcement action** by the Board

Prohibited Parking Areas

No Parking zones are clearly marked with signs and/or stenciled on curbs, including:

- The bottom end of all cul-de-sacs (Foxtree, Foxmanor, Foxview, Foxcove, and Foxchase) to allow residents to back out of their parking spaces
- Fire lanes
- Any areas marked with No Parking signage

Double parking is illegal and subject to towing, even if you are blocking your vehicles, as it prevents neighbors from moving their cars and emergency vehicles from accessing the area.

Landlord Responsibilities

For homeowners who rent out their units: It is **your responsibility** to ensure that your tenants are aware of and follow **all community Rules and Regulations**, including parking rules.

Towing Procedures

To Report Vehicles in Visitor Spots for Over 24 Hours

- Take at least two timestamped pictures showing the vehicle has been in the same spot for more than 24 hours
- Email these photos to **Brodie Management** at info@brodiemanagement.com
- Brodie will contact the towing company to sticker the car and the towing company will return to tow the car if necessary

If Someone Parks in Your Numbered Spot

- Contact **NCR Towing** directly at **410-544-9105**
- You must be present when the towing company arrives
- Present a valid ID showing your Fox Chase address to prove ownership of the parking spots
- The towing company will then remove the vehicle

Fire Lane Violations

- Take a picture of the vehicle immediately
- Email the photo and location to **Brodie Management** at **info@brodiemanagement.com**
- Brodie will contact the towing company for immediate removal

Recovery of Towed Vehicles

If your vehicle has been towed, call **NCR Towing and Recovery** at **410-544-9105** to find out where you can recover your vehicle. The following is in alignment with Article VII Section I (w) of the covenants.

Enforcement Philosophy

The Board encourages residents to resolve parking issues neighborly whenever possible. Please first ask your neighbor to move their car from your spot before pursuing towing. If the problem persists or you cannot identify the vehicle owner, you may use the towing options outlined above.

Reporting Options: You may report a [parking issue via this form](#) without requesting immediate towing. Brodie will review the form and send a notice to the homeowner if appropriate. For urgent violations or repeat offenses, follow the direct towing procedures listed above.

Note: Brodie Management does not actively monitor parking violations due to resource limitations. It is up to homeowners to report violations through the appropriate channels. The Board requests that towing be used as a last resort. If a neighbor is parked in one of your parking spots, please first ask your neighbor to move their car from your spot. If the problem persists, you may use the towing option.

Contact Information

- **Brodie Management:** info@brodiemanagement.com
- **NCR Towing and Recovery:** 410-544-9105 (24-Hour Service)

Rental Form



LEASE (RENTAL) ACKNOWLEDGEMENT FORM

I _____ The owner of _____ at the Fox
(NAME) (ADDRESS)
Chase Townhouses, am NOT renting my unit. I have attached a copy of my Emergency Contact Form
with my information only.

Signature

I, _____, The owner of _____ at the Fox
(NAME) (ADDRESS)
Chase Townhouses, am renting my unit. I have attached a copy of my Emergency Contact Form for
myself and my tenant along with the current lease.

Signature

Emergency Contact Form

- Owner
- Renter

EMERGENCY CONTACT FORM (OWNER)

Owner Name _____

Address _____

Home Phone _____ Cell/Work Phone _____

Email _____

VEHICLE INFORMATION

Vehicle #1 (Make/Model/Year) _____

Vehicle #1 License Plate Number _____ Decal No _____

Vehicle #2 (Make/Model/Year) _____

Vehicle #2 License Plate Number _____ Decal No _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name #1 _____ Phone Number _____

Emergency Contact Name #2 _____ Phone Number _____

KEYS LEFT WITH ANOTHER FOX CHASE RESIDENT

Resident's Name _____

Resident's Address _____ Phone _____

Mail or email form to:

Donna Logan | dlogan@brodiemgmt.

Brodie Management, P.O. Box 529, Timonium, MD 21093

EMERGENCY CONTACT FORM (TENANT)

Tenant Name _____ Owner Name _____

Address _____

Home Phone _____ Cell/Work Phone _____

Email _____

VEHICLE INFORMATION

Vehicle #1 (Make/Model/Year) _____

Vehicle #1 License Plate Number _____ Decal No _____

Vehicle #2 (Make/Model/Year) _____

Vehicle #2 License Plate Number _____ Decal No _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name #1 _____ Phone Number _____

Emergency Contact Name #2 _____ Phone Number _____

KEYS LEFT WITH ANOTHER FOX CHASE RESIDENT

Resident's Name _____

Resident's Address _____ Phone _____

Mail or email form to:

Donna Logan | dlogan@brodiemgmt.com

Brodie Management, P.O. Box 529, Timonium, MD 21093,