

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!

I will be your Property Manager and I can be reached anytime via email at scoller@brodiemgmt.com. I 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.

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 or not you are renting your unit)
5. Emergency Contact Form

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

- Email: scoller@brodiemgmt.com;
- Fax: 410-571-7725;
- Mail to: Fox Chase Townhouse Association c/o Brodie Management,
Attn: Savannah, 134 Holiday Court #308 Annapolis, MD 21401

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

Sincerely,

Savannah Collier
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: 410-571-1400 Fax: 410-571-7725 (9 AM to 5 PM) 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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- a. Owner
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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.

410-571-1400



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 410-571-1400.

Savannah Coller, Property Manager

scoller@brodiemgmt.com



Dear Foxchase Residents,

The trash and recycle for Foxchase Townhomes is picked up every Thursday. Anne Arundel County asks that you have the trash/recycle on the curb by 6:00 am the morning of your pick up.

*Please do not put trash/recycling out before 6:00 pm the night before your scheduled pick up.

* Please have no more that four containers of trash per unit and make sure it is secured in a black plastic trash bag or in a watertight container with handles.

*Any trash cans left out after 5 pm Friday evening will be removed and placed in the designated container on Foxbridge Drive.

*You must call Anne Arundel County at 410-222-6100 to schedule any bulk items to be picked up. Please do not leave bulk trash on the island/curb areas. If you schedule bulk pick up, please place the trash out no earlier than 6 pm the evening before it is scheduled to be picked up. You must remove all trash by 8 pm the evening after your pick up is scheduled. For any questions, please refer to www.foxchasetownhouses.org

Sincerely,

Foxchase Townhouse Association
c/o Brodie Management

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 410-571-1400
Savannah Coller, Property Manager
SColler@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 Exterior Alterations. 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 Exterior Alteration Application to the best of your knowledge. You can obtain this form from the Laurence Organization, Inc. (410-764-7100), from the Board of Directors members listed in the Newsletter, or from the Architectural Review Committee. 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 mail the completed package to Brodie Management, Inc. The address is on the Exterior Alteration Application cover sheet. 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.

Exterior Alteration Guidelines

Fox Chase Townhouse Association, Inc.

Architectural Review Committee

The following guidelines are to be used in conjunction with Anne Arundel County specifications for the construction of a structure upon your residence. The guidelines below take precedence to any county speculation, but were not specifically called out in the guidelines, the County code must be followed. The Architectural Review Committee must review any exterior alteration, no matter how small, for approval. An application must contain all items indicated on the Exterior Alteration permit, including an A.A. County building permit, where applicable. An A.A. County building permit application can be obtained by calling 410-222-7700. An Exterior Alteration Application can be obtained by contacting any of the committee members. Application for construction of a deck, fence, shed, or patio must include an application fee of \$25.00. This fee is put toward the community's general accounting fund, and used for community expenses. No member of the Architectural Review Committee or employee of Laurence Organization, Inc. may profit from this transaction fee. Any questions or comments can be made directly to the Architectural Review Committee.

- **DECK:**

Must be constructed within county requirements. May not have a roof, rafters, overhead beams, or joists of any type. Sunburst baluster design is acceptable. (See attachment "A")

Composite decking material must be in the color of natural pressure treated wood such as the color "cedar". Colors other than natural pressure treated wood such as greens, reds, browns, white, gray, and redwood are not allowed. Composite decking must be of the same material and color as the decking material and not made of PVC.

- **SIZE:**

Can extend as wide as house. For end units, width may extend from edge of house. Length may extend no further from rear of house to a point 15 feet in the rear property line.

- **APPEARANCE:**

Only a CLEAR wood preservative may be applied.

- **FENCE:**

Must match height and style of original privacy fence. Alternating or "same side: slat style may be used (See attachment "B"). *It is recommended to obtain neighbor's acknowledgment for fence construction.*

- **APPEARANCE**

Only a CLEAR wood preservative may be applied.

- **SHED:**

Cannot exceed 45 sq. ft. and 8 ft. in height. Must be located in either corner, in rear of yard. For end units, must be located on inside rear of yard. No more than one (1) shed can be constructed upon a lot. No metal sheds are permitted.

- **APPEARANCE:**

Roof shingles, siding, trim, and door must match color and type of original house color pattern.

- **PATIO:**

Can be constructed of brick, block, stone, or concrete. If top of patio surface is kept under an 8 inch height from ground level, and no underground footers are necessary a County building permit is not required.

- **STORM DOOR:**

Full view, clear glass style, only.

- **APPEARANCE:**

White, Trim color or Door color only.

- **DOOR, SIDING, ROOF SHINGLES:**

- **APPEARANCE**

Must match original style and color. (Contact your builder if you do not know the exact colors and brands used on your home.)

Deck Construction Guide

Decks to be designed for 60 p.s.f live load as per a.a. county code bill 75-91

BP# _____
 Joist Size x @ " o/c
 Beam Size: x @ ' max. span
 Cantilever Length ' max.

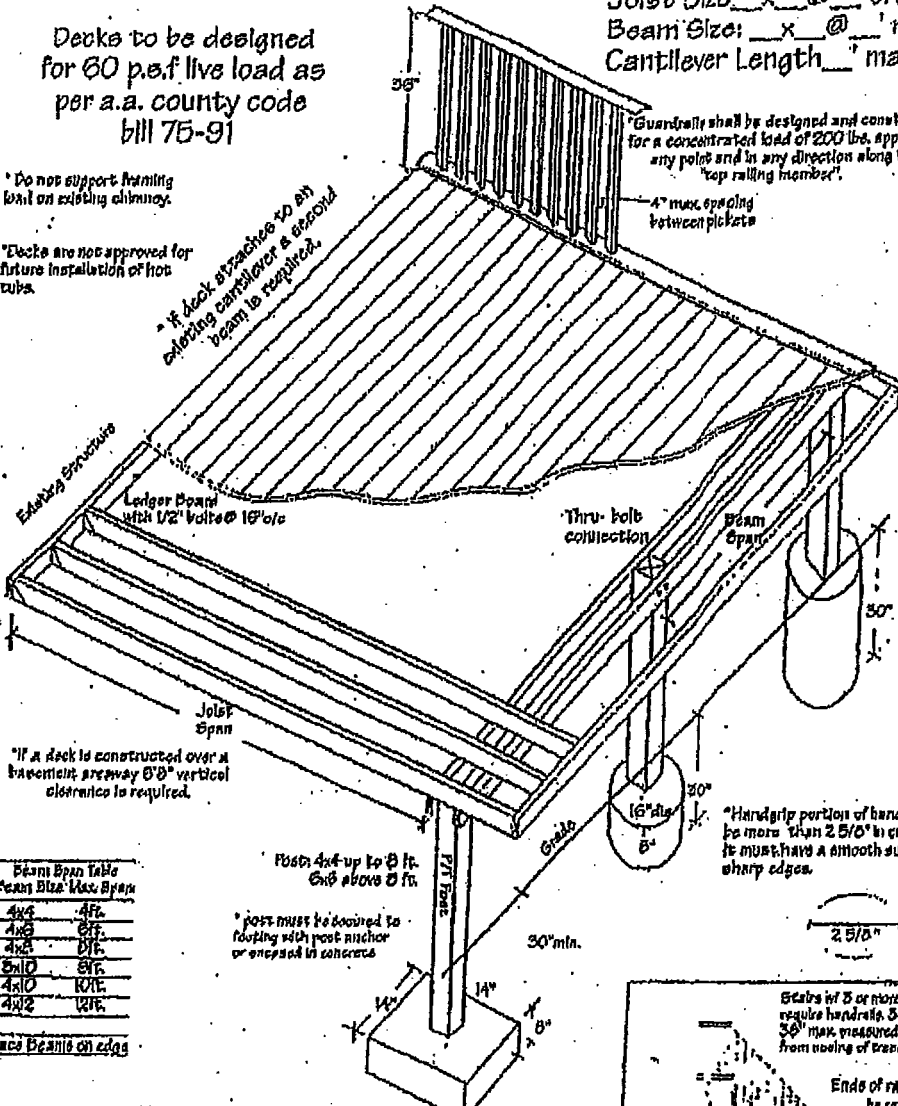
* Do not support framing load on existing chimney.

* Decks are not approved for future installation of hot tubs.

* If deck attaches to an existing cantilever & ground beam, lb required.

* Guardrails shall be designed and constructed for a concentrated load of 200 lbs. applied at any point and in any direction along the "top railing member".

* 4" max. spacing between pickets



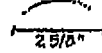
* If a deck is constructed over a basement, a 6\"/>

Posts 4x4 up to 8 ft. 6x6 above 8 ft.

* Post must be secured to footing with post anchor or encased in concrete

30" min.

* Handgrip portion of handrail shall not be more than 2 5/8\"/>



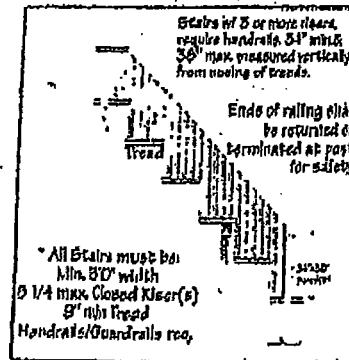
Beam Span Table	Beam Size	Max. Span
4x4	4 ft.	
4x6	6 ft.	
4x8	8 ft.	
6x10	10 ft.	
4x10	10 ft.	
4x12	12 ft.	

Place Beams on edge

Joist Span Table	Joist Size	Max. Span	Maximum Cantilever
2x6	6'	6'	6'
2x8	10'	8'	7'
2x10	16'	10'	8'
2x12	20'	17'	14'

* Because Beam Span Table, calculate separately

Minimum Footing:
 14"x14"x8" @ 30" below grade w/ min. 8" concrete beneath post
 or
 18" diameter (concrete)



Attachment "A"

REV. 6/96

Recommended
Fox Chase Exterior Colors

4/07

As residents and homeowners of Fox Chase we are committed to maintaining our properties and also stay in compliance with the Fox Chase Association rules and regulations. As this community continues to age we need to maintain its appearance to maintain value. Ryan Home builder used only a few colors for phase one and two of our town homes. We were unable

to obtain the exact colors but have matched colors that are similar to the ones used. It is understood that many of the colors have faded therefore please try to pick one of the colors below that matches closest to your original/unfaded home color. You may match the numbers with the color swatches at the Duron/Sherwin Williams store. You must choose the color closest to your original color when repainting. If you wish to change to another approved color, you have to file an architectural change application with Laurence Community Management to have it approved before painting.

. If your home color is not one that is close to one below you can take a small sample to your local Duron/Sherwin Williams store and they can match it.

Shutters and Doors: Duron Weather Shield Exterior 100% Acrylic Coating

Premixes are available in some colors or choose —

Red Family:

Bravado Red SW6320

Fired Brick SW6335

Bold Brick SW6327

Fireweed SW6328

Brown Family:

Rugged Brown SW6062

Turkish Coffee SW6076

Grey/Black Family:

Tricorn Black SW6258

Iron Ore SW7069.

Attitude Gray SW7060

Green Family:

Secret Garden SW6181

CourtyardSW6440

Artichoke SW6179

Trim: Duron Weather Shield Exterior 100% Acrylic Coating

Wheat - comes in premix gallons or quarts

Storm doors should match the color of your door or the trim color (wheat).

Duron

7950 Crain Hwy S
21061 Glen Burnie, 410-
863-0020

Sherwin Williams

7566 Ritchie Hwy
Glen Burnie, 21061 .
410-761-0100

Another company that has been recommended by other homeowners that will paint and power wash your home is:

Whattablast

1095 Locust Drive
Pasadena, MD
410-255-6766 ask for Brittany

Confirmed contract prices WHATTA BLAST will be charging Fox Chase residents.

Pressure Wash entire house inside unit 1 \$175.....End unit 1 \$250
Shutters \$30 per set for first coat, \$15 per set for additional coat
Door and frame \$80 for first coat, \$40 for additional coat
Decorative door trim & door \$125 for first coat, \$60 for additional coat
Decorative key ways. above windows \$26 for first coat, \$12 for additional coat
Bay window first floor \$350 for two coat application
Bay window first floor to second floor \$550 two coat application WI dental molding add \$50
Dental molding \$225 for one coat, \$112 for additional coat
•Gable vent \$65 for one coat, \$32 for additional coat
End units - side wall window trim WI key way \$75 for one coat, \$37 for additional coat

Prices are based on a minimum charge of \$300 per unit and have been priced at a community discount. All pricing is good through May 15, 2007 although can be scheduled for late dates. Mention you are a resident of Fox Chase and get a 20% off coupon for deck washing or staining

FOXCHASE TOWNHOME ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

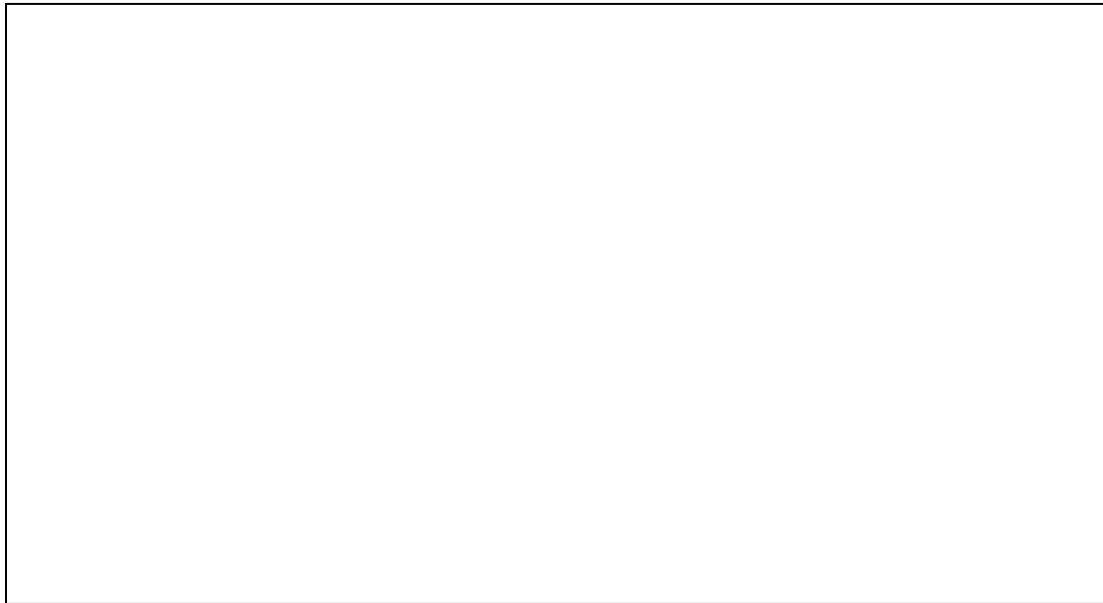
*Please complete all pages of this form and submit in one of the following ways:
Brodie Management, Inc., 134 Holiday Court #308, Annapolis, Md. 21401,
Fax to (410) 571-7725 or E-mail to scoller@brodiemgmt.com*

PLEASE PRINT: Name: _____

Unit Address: _____ Phone Number: _____

Email: _____

Draw/attach proposed changes or modifications below. Provide an aerial view and side view if applicable.



Provide a narrative description of the proposed changes or modifications:

Attach a copy of the manufacturer's material specifications or provide a sample of materials if available. Any requests to alter the physical structure of the building require that you submit detailed specifications/drawings from your contractor with this request in order for the request to be considered.

Instructions:

1. The Architectural Review Committee charges a \$25.00 processing fee for major alterations. A major alteration includes a deck, fence, shed and patio. The fee is waived for minor alterations (i.e. storm door). The fee must be in the form of a check or money order made out to "Foxchase Townhouse Association" and be submitted with the application in order for the application to be considered.
2. The following items must be submitted along with the application for approval to be processed. If any of those items are missing, the Architectural Review process cannot be started.
 - **Site Plan** with dimensions showing lot boundaries, present structures and proposed alteration. An enlarged view of the site is recommended.
 - **Scale Drawing** of proposed construction with dimensions of all sides and elevation. Please include color and material type.
 - **A.A. County Building Permit** if applicable. A permit is necessary for a deck, fence, shed or patio. For a patio, a permit is necessary if built below 8 inches from ground level, and no footers are needed for construction.
 - **\$25.00 Processing Fee**

3. Mail the items listed above to:

Brodie Management, Inc.
134 Holiday Court #308
Annapolis, MD 21401

4. Please refer to the Exterior Alteration Guidelines for specifications of acceptable alterations.

It is recommended that you obtain an acknowledgement from the owners of the property adjacent to your own. These signatures are optional.

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

Complete and Sign

I understand the 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; and understand that responsibilities pass on to all future owners of this unit. The proposed changes must meet any and all codes, permits or other requirements deemed necessary by County, State or other governmental authority. I will be responsible for complying with all licenses, permits or code provisions as required by law. I understand that the Foxchase Townhome Association is not responsible for obtaining any permits, licenses, or any other requirements controlled by any governmental agency/authority. I understand that the changes requested **ARE NOT AUTHORIZED** until the Foxchase Architectural Committee approves this request and **I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.**

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

Unit Owner Signature

Date

Recommendations:

Chairperson, Architectural Committee

Approve Conditional Approval Deny

Board Liaison, Buildings & Structures

Approve Conditional Approval Deny

Board Liaison, Grounds

Approve Conditional Approval Deny

Note: In the event all of the above recommendations do not agree to approve or deny this request, the Covenants Committee Chairperson shall bring the matter before the Board of Directors for resolution at the next scheduled monthly Board meeting.

Action:

_____ Approved

_____ Denied (See reason(s) for denial on attached enclosure)

_____ Approved subject to the following conditions:

Chairperson, Covenants Committee

Date

Landscaping Alteration Guidelines

Fox Chase Townhouse Association

c/o Brodie Management, Inc.

134 Holiday Court, Suite 308

Annapolis, MD 21401

Phone: 1-800-314-1244; 410-571-7725

Fax: 410-571-7725

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

There are 2 assigned house numbered parking spaces for each of the 268 houses in the Fox Chase Townhomes Community.

Homeowners / Renters may park in one of the 71 visitor's spots, but must move their car within 24 hours. This can not be a permanent space for their 3rd car. If this rule is abused, the board will be forced to take further action, such as, towing or fines.

NO PARKING areas are clearly marked with signs and / or stencil on curbs. New 'No Parking' -fire lane areas are:

- (1) Right side of Fox Chase on either side of Fox Chase at Hospital Drive
- (2) Right side of Fox Bridge
- (3) BGE power line side of Foxbay

There is also NO PARKING at the bottom end of all the cul de sacs so that the Homeowner / Renter can back out of their parking space. This includes Foxtree, Foxmanor, Foxview, Foxcove and Fox Chase.

Double parking is illegal and subject to towing even if you are blocking in your own cars. You are preventing your neighbors from moving their vehicles and emergency vehicles from doing their jobs.

Homeowners / Renters with more than 2 cars should park them on Hospital Drive, Fox Spring Drive or any common area on their street.

Towing information will be given to all Homeowners / Renters who have returned a completed vehicle verification sheet with name, address, tag numbers and a password. The towing company must have your password before they will tow a car from your parking spot.

The board requests using TOWING as a last resort. Please ask your neighbor to move their car from your spot asap. [f the problem persists, you have this option.

As of March 1 , 2005 and still in effect, North County Towing is responsible for the towing and removal of all illegally parked vehicles as outlined in Article VII Section I (w) of the covenants.

Rental Form

Brodie Management, Inc.

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

FOX CHASE TOWNHOUSE EMERGENCY INFORMATION FORM

Please fill out all information below and return to Brodie Management Inc.

General Information

Address: _____

Mailing Address: _____

Unit Owner: _____

Home Phone: _____ Cell/Work Phone: _____

Tenant or Additional Residents:

Home Phone: _____ Cell/Work Phone: _____

Cell/Work Phone: _____

Vehicle Information

Make: _____

Make: _____

Model: _____

Model: _____

Year: _____

Year: _____

License Plate No.: _____

License Plate No.: _____

EMERGENCY CONTACT INFORMATION

Please provide us with two (2) names and numbers that we may contact on your behalf in case of emergency:

Name: _____ Phone No.: _____

Name: _____ Phone No.: _____

Please return by mail to Brodie Management via:

- Mail: 134 Holiday Court #308, Annapolis, MD 21401
- Fax: 410-571-7725.
- Email: scoller@brodiemgmt.com

THANK YOU

FOX CHASE TOWNHOUSE EMERGENCY INFORMATION RENTER FORM

Please fill out all information below and return to Brodie Management Inc.

General Information

Address: _____

Mailing Address: _____

Unit Owner: _____

Home Phone: _____ Cell/Work Phone: _____

Tenant or Additional Residents:

Home Phone: _____ Cell/Work Phone: _____

Vehicle Information

Make: _____

Model: _____

Year: _____

License Plate No.: _____

Make: _____

Model: _____

Year: _____

License Plate No.: _____

EMERGENCY CONTACT INFORMATION

Please provide us with two (2) names and numbers that we may contact on your behalf in case of emergency:

Name: _____ Phone No.: _____

Name: _____ Phone No.: _____

Please return by mail to Brodie Management via:

- 134 Holiday Court #308, Annapolis, MD
21401
- by fax 410-571-7725.
- Email: scoller@brodiemgmt.com

THANK YOU