

Fox Chase Townhome Community Newsletter

Fall 2025

Message from the Board

Fellow Homeowners!

As we welcome the fall season, we're proud to share community updates, reminders, and seasonal tips to help maintain our neighborhood's beauty, safety, and value.

We hope you take the time to review this newsletter and attachments carefully, but for **those who just want the highlights without all the details:**



Mark Your Calendar:

- Annual Meeting: September 11th, 6:15 PM; location: TBD
- Board Nominations Due: August 25th
- Election Proxies Due: September 10th



Money Matters:

- \$25 minimum fine for trash bins/recycling left out after Thursday 8 PM, or for storing your bins in the front, side, or outside the boundaries of your backyard
- Having your car towed is expensive and very inconvenient, so follow the rules



Get Involved:

- We need Board candidates! (5-7 hours/month commitment) – fill out the nominations form.
- Committee volunteers wanted (Nominations & Architectural Review).



Stay Connected:

- Visit www.foxchasetownhouses.org
- Join the private Fox Chase Townhomes Owner Group on Facebook

Thank you for your continued cooperation, community spirit, and pride of ownership!

The Fox Chase Townhomes HOA Board

President: Kirk Moir | **Vice President:** Lisa Bortnick | **Treasurer:** Jill Bobick | **Secretary:** Maame Nyamekye | **Member at Large:** Shannon Pugh

Call for Nominations for Board of Directors

In accordance with Article IX, Section 1 (Annual Meetings) and Article IX, Section 3 (Notice of Meetings) of the Bylaws of Fox Chase Townhouse Association, Inc., notice is hereby given that the Annual Membership Meeting will be held on Thursday, September 11, 2025 at 6:15 pm. Location will be distributed with the Ballots/Proxies sent out in early September.

Directors will be elected to the Board at this meeting, and owners may vote by proxy in advance of the meeting if they do not plan on attending.

Volunteers Needed: Board of Directors Positions Available

The Fox Chase Townhomes HOA is seeking qualified candidates (homeowners) for the Board of Directors. **One 3-year term is available:**

- **One 3-year term**

Time Commitment: Approximately 5-7 hours per month, including monthly board meetings (typically 2 hours), reviewing documents, and responding to community matters.

Responsibilities: Making policy decisions, approving budgets, overseeing community operations, working with property management, addressing homeowner concerns, and ensuring compliance with governing documents and local regulations.

To Run for the Board: Submit your nomination by **August 25, 2025** using the Call for Nominations Form in this newsletter. Send digital copy to Brodie by the deadline.

Election Information

ELECTION DATE (at ANNUAL MEETING): September 11, 2025 at 6:15 PM Location: TBD

How to Vote - You Do NOT Need to Attend

Ballots: You'll receive paper ballots in the mail listing all candidates, plus a write-in space. One ballot per unit.

Voting Options:

1. **Mail** completed ballot to Brodie (by September 10, 2025)
2. **Email** completed ballot to Brodie (by September 10, 2025)
3. **Attend meeting** and vote in person via anonymous ballot (on September 11, 2025)
4. **Proxy voting** - Designate another homeowner to vote for you at the meeting

If We Don't Meet Quorum (Have Enough People at the September Meeting)

What happens: If less than 25% of homeowners participate (in person or by proxy), the procedure authorized by Maryland Nonstock Corporation Act, Section 5-206 will be invoked to call for another meeting.

Second Meeting: October 23, 2025 at 7:00 PM via Zoom

- No quorum requirements
- **Your ballot automatically counts** - no need to vote again
- Zoom details provided 15+ days before meeting

We're planning to transition to electronic voting for 2026 elections - more details coming!

Legal Compliance: This Call for Nominations meets Maryland HOA Act requirements for election notices, ballot format, proxy procedures, and quorum determination.

CANDIDATE NOMINATION FORM ON THE NEXT PAGE

**Fox Chase Townhouse Association, Inc. CANDIDATE
NOMINATION FORM**

Date: _____

Homeowners Name: _____

Unit Address: _____

Contact Number (H) _____ (C) _____

Email: _____

Please complete the following information to be shared with Homeowners prior to voting.

Please type or print neatly.

Business or Professional Information:

Community Activities in which you have served or provided leadership?

Current/Past Board/Committees in which you have served:

Qualifications you have to offer if elected to serve on the Board of Directors:

Your Fox Chase community concerns and long range goals for the Fox Chase community:

Please return the completed form to Brodie Management Attn: Andrea Merchant via: Mail- 110 Old Padonia Rd. Ste 202 Cockeysville, MD 21030, fax-(410)296.1289, or email- mdavenport@brodiemgmt.com. FORMS MUST BE RECEIVED BY CLOSE OF BUSINESS ON Monday, August 25, 2025.

Notice of Upcoming Meeting Dates 2025 -2026

Annual Meeting: September 11th at 6:15 pm. Location: TBD; key agenda items: HOA elections, community input on budget, opportunities to share concerns and ask questions about the community.

Budget Meeting/Reconvening of Annual Meeting if Quorum is not met in September: October 23rd at 7:00 pm **via Zoom**; key agenda items: HOA elections if quorum was not met; Presentation and vote by Board on budget.

Spring HOA Meeting via Zoom: March 12th; key agenda items – preparation for spring inspections; proposed changes/updates to bylaws as needed; opportunities to share concerns and ask questions about the community.

In addition to the above meetings, which are intended to provide time for homeowners to share issues and provide input, the Board has scheduled the following meeting times to discuss any outstanding/timely issues that the Board needs to discuss. Homeowners are allowed to attend; however, homeowners' comments will be limited to items on the agenda. Agendas will be posted on the Fox Chase Townhomes website at least 48 hours before the scheduled meeting.

Routine Board Meetings: August 21, October 23, December 4, February 5, April 9, and May 7. Meeting times will be from 6-8 PM.

All Routine Board Meetings will be on Zoom, and the Zoom link will be sent out via the email we have on file. If you need to update your email address, please do so using the Email form on the Fox Chase Townhomes website.

Community Progress: Major Improvements & Property Pride

Significant Community Improvements

Over the past 2 years, we've made many improvements to enhance our community's safety, aesthetics, and property values. We removed dozens of trees that were either dead or whose roots were impacting sidewalks and invading onto properties. As part of this comprehensive infrastructure upgrade, we replaced sidewalk sections, resurfaced all community streets, repainted parking spots, and refreshed house numbers throughout the community for improved visibility.

Spring 2025 Inspection Results & Ongoing Maintenance

The Spring 2025 inspection—our first full inspection in over five years—highlighted some recurring maintenance issues. Thank you to all homeowners who addressed them promptly!

Most Common Violations:

- Power washing needed for walkways and siding
- Faded/mismatched door and shutter colors (must match and be HOA-approved)
- Bushes or trees blocking windows, sidewalks, or entries
- Equipment, toys, or bins left in front yards

Re-inspections began in the summer and will continue this fall. Even if not cited, all homeowners are encouraged to review the Self-Inspection Checklist and address any potential issues now rather than waiting for official violation notices. **Official violation notices can come at any time during the year.**

Professional Pest Control Program

Our community maintains an active rodent control program to protect property values and resident health. We have a contract that includes monthly inspections and rebaiting stations throughout the property. Do not move or tamper with these bait stations - they are strategically placed for maximum effectiveness.

Homeowner Responsibilities: Please do not attract rodents to our community by leaving food sources accessible. Store garbage securely and clean up any spilled birdseed or pet food promptly. If vegetable or fruit plants in your backyard attract rodents or pests, homeowners must remove them to prevent community-wide issues.

Reporting: If you see any rats or signs of rodent activity, please report this immediately to Brodie Management at (410) 825-6060 or mdavenport@brodiemgmt.com so our pest control contractor can address the issue promptly.

Volunteers Needed: HOA Committees

We're seeking dedicated volunteers to join HOA committees that help maintain our community standards and support essential HOA functions. These volunteer positions offer residents a chance to contribute to our neighborhood while gaining valuable experience in community governance.

Nominations Committee - Time Commitment: Approximately 10 hours per year. Role: Recruit qualified candidates for board positions and assist with the election process.

Architectural Review Committee (ARC) - Time Commitment: 1-2 hours per month, with more hours required in spring/summer than other times of the year. Role: Using the Fox Chase Exterior Requirements, Bylaws, and Other HOA Documents, review and approve/deny requests for exterior home modifications and landscaping changes. Ensure all changes comply with community design standards and governing documents while maintaining property values and neighborhood aesthetics.

Why Volunteer? Your involvement helps maintain property values, fosters community spirit, and ensures our neighborhood remains a desirable place to live. No prior experience necessary - just a willingness to serve your community.



How to Apply for a Committee: Please complete the application located here: <https://forms.gle/BhBHo9mBUuYdqZnJ6> or scan the QR Code.

Trash & Recycling Guidelines- Please Review Attached Flyer

Proper trash and recycling procedures help keep our community clean and avoid unnecessary fines. Anne Arundel County provides curbside pickup every Thursday, but there are specific timing requirements and storage rules that all residents must follow.

Key Points:

- Bins can only be placed curbside between **6:00 PM Wednesday and 5:30 AM Thursday**
- Bins must be **removed by 8:00 PM Thursday** and stored in your backyard
- **\$25 minimum fine** for bins left out after collection day
- Yard waste goes in designated bags/bins - **never in wooded community areas**
- Contact Anne Arundel County at **410-222-6100** for bulk item pickup

The attached **Curbside Pickup Guidelines** flyer provides complete details on timing, placement requirements, and fine structure. Please review it carefully and keep it for reference to avoid violations and associated fees.

Architectural Requests – Clarifications

Many, but not all, exterior updates and changes require HOA approval in advance. Our Architectural Change Request Form has been updated to clarify what **does not** need HOA approval. The new form is available on our website and on our Private Homeowners Facebook Page, or you may request one from Brodie Management.

(amerchant@brodiemgmt.com)

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

The following projects 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 handrailings 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 an Architectural Change Request Form. **You should not match your current (often faded) exterior color; rather, you must use the approved original color/shade.**

Parking Policy Enforcement - Please Review Attached Flyer

Parking violations are one of our most common complaints from homeowners, so we must address this issue community-wide. To ensure everyone understands the rules and procedures, please review the attached **Parking Rules & Regulations flyer** carefully.

Key Reminders:

- Each unit has exactly **2 assigned parking spaces** - visitor spots are for guests only
- Vehicles in visitor parking over **24 hours will be towed** at the owner's expense
- Try resolving issues **neighborly first** - ask your neighbor to move before calling for towing
- The attached flyer explains the **specific steps to request towing** for different violation types

Important: Brodie Management does not actively monitor parking violations due to resource limitations. It is up to homeowners to report violations through the proper channels outlined in the attached flyer.

Please keep the attached parking flyer for your reference and share it with any tenants or family members who drive in our community.

Fall and Winter Seasonal Reminders & Property Care

Preparing Your Home for Winter

As temperatures drop, a little preparation now can prevent bigger issues later.

Furnace maintenance: Schedule annual HVAC inspections now to ensure efficient heating. **Gutter cleaning:** Remove leaves and debris to prevent ice dams and water damage. **Outdoor furniture:** Store or cover patio furniture and grills to protect them from the elements. **Deck/fence staining:** Fall offers great weather for painting projects before winter arrives. **Pipes and hoses:** Watch the temperature to determine when it is best to turn off the water to your outside lines. It's also best to cover spigots with appropriate covers to prevent waterline freeze.

Yard Waste Disposal - IMPORTANT: Do not place yard waste and other wood products in the wooded areas of our community. This practice increases moisture at tree roots and has led to significant expenses for tree removal. Always use proper yard waste disposal through Anne Arundel County collection or designated areas only.

Holiday Decoration Guidelines

We love seeing the festive spirit in our community! Please adhere to these guidelines: Seasonal holiday decorations must be removed 30 days after the holiday. Inflatable decorations must be secured and removed during high winds. No decorations on common areas without board approval.

Fire Safety During Fall/Winter

With fireplace season approaching and holiday lights going up, fire safety is paramount. Have chimneys cleaned and inspected annually. Test smoke and carbon monoxide detectors monthly. Change batteries every 6-12 months. Keep fireplace screens closed when in use. Store firewood at least 30 feet from structures. Never leave candles or fires unattended.

Safety & Security Updates

Recent Area Security Updates

Anne Arundel County Police have reported several incidents of vehicle-related crimes in the Severn and Glen Burnie areas over recent months.

Vehicle Security: If you see anyone near parked cars who doesn't belong in our community, don't hesitate to call the police immediately. Suspicious activity around vehicles should always be reported promptly. Never leave anything in plain sight inside your vehicle and lock your vehicle when parked.

Report all suspicious activity immediately by calling 911 for emergencies or the non-emergency line at (410) 222-8050. The police tip line is available at (410) 222-4700 for anonymous reports.

Child Safety Reminders

Our community's children are our top priority. Community roads aren't playgrounds - please supervise your children and have them refrain from playing too close to homeowner vehicles. Children should be alert when crossing the street or riding bikes, skateboards, etc. in the street.

School Calendar Reminder: Anne Arundel County Public Schools will begin the 2025-2026 school year on Monday, August 25, 2025, and end on Wednesday, June 17, 2026. Visit the www.aacps.org website for bus and other important information.

Community Website & Communication

If you haven't already, please visit our website at www.foxchasetownhomes.com and join the private Fox Chase Townhomes Owner Group on Facebook. Both sites contain essential information updated regularly, including notices from Anne Arundel County and local police, neighborhood events and announcements, community forms and documents, and emergency notifications. In addition, please make sure Brodie has your up-to-date email so that you can receive electronic communication throughout the year.

Addendum: Contact Information

Emergency & Safety Contacts

Emergency: 911

Police Non-Emergency (Anne Arundel): (410) 222-8050

Police Tip Line (Anonymous): (410) 222-4700

Property Management – Brodie Management

Regional Property Manager: Andrea Merchant

Phone: (410) 825-6060

Email: amerchant@brodiemgmt.com

Website: www.brodiemgmt.com

Office Hours: Monday–Friday, 9 AM–5 PM

Emergency After-Hours: (410) 825-6060

NCR Towing and Recovery – 410-544-9105 (24 HOUR SERVICE)

Anne Arundel County Public Schools

Southgate Elementary School: (410) 582-4900

Old Mill Middle School South: (410) 923-5250

Old Mill Senior High School: (410) 969-9010

Anne Arundel County Government Services

County Executive – Steuart Pittman Jr.: (410) 222-1821 | spittman@aacounty.org

County Council (District 2) – Allison Pickard: (410) 222-1401 | apickard@aacounty.org

Bulk Trash Pickup: (410) 222-6100

Animal Control: (410) 222-8900

Parks & Recreation: (410) 222-7300

311 Service Requests: Dial 311 | <https://www.aacounty.org/contact/report-concern>

Warmline (Behavioral Health Supports): (410) 222-7194



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 cans and bins must be labeled with the unit number
- 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 or securely bundled (e.g., flattened cardboard) to keep them neat and manageable for collection
- It is the homeowners' responsibility to retrieve any trash or recyclables that blow away due to weather or fall from bins

Yard Waste and Bulk Items

- Place yard waste in an AA County-approved dedicated yard waste bag or bin (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 typically collect any bins or uncollected items left at the curb on Fridays. 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.



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 renters.

Additional Vehicle Parking

Homeowners or renters with more than two vehicles must park any additional vehicles on **Hospital Drive** or **Fox Spring Drive**.

Visitor Parking Guidelines

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

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' extra 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 mdavenport@brodiemgmt.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(s) of the vehicle immediately to include the license tag
- Email the photo and location to **Brodie Management** at amerchant@brodiemgmt.com or mdavenport@brodiemgmt.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 Parking Violation form available on the www.foxchasetownhomes.com 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.

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 outlined above. You may report a parking issue via this form (link to form on website) without requesting that a car be towed. Brodie will review this form and send a notice to the homeowner if appropriate.

Contact Information

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