

# MAPLE WOODS HOMEOWNERS ASSOCIATION, INC.



*Prepared by Baxter Management Group*

Community Information Booklet

Revised:  
January 10, 2007

Dear Homeowner:

This information booklet has been prepared to assist you in the process of settling into your new home. Please retain this information in your permanent records for future reference. We have tried to include everything you will need to understand the process of your homeowners' association, but if we have left anything out, please feel free to contact us.

## **MANAGEMENT AGENT**

### Baxter Management Group (BMG)

Maple Woods HOA  
c/o Baxter Management Group (BMG)  
P.O. Box 4410  
Rockville, MD 20849-4410  
[baxtermgmt@gmail.com](mailto:baxtermgmt@gmail.com)

(Phone consultation available following receipt of letter or e-mail request)

## **COMMUNITY ASSOCIATION MANAGER**

Kevin Baxter is your Community Association Manager. Mr. Baxter may be reached at the above mailing address or e-mail address for all routine Association business. Phone consultation is always available, following the receipt of an e-mail or letter.

## **MOVING IN**

When moving into your new home, please exercise caution with the grounds. Moving trucks and other vehicles should not be driven on, or across, sidewalks, or on the grass. You can be subject to the cost of repairs caused by yourself or any of your agents, so please use caution. Cartons and other items for disposal should be broken down, bundled and left for disposal with your regular trash.

## **ASSESSMENTS**

Each owner in the community is obligated to pay monthly assessments to the homeowners association for certain services which are outlined hereunder, as are specific instructions on how to make those payments.

## **FINANCIAL MANAGEMENT**

This is the responsibility of BMG and includes collecting assessments, paying Association bills, providing financial statements to the Board of Directors, assisting them in the preparation of an annual budget and advising them on matters pertinent to the association.

## **BUDGET**

You should have received a copy of the community budget at the point of sale.

## **REFUSE REMOVAL**

The association does not control refuse removal. Any questions or concerns regarding the removal of refuse can be directed to Baltimore County at 410.887.2000. Ask for Customer Service. **Refuse pickup day is on Thursday and Recycling day is Monday.**

## **EMERGENCY CALLS**

Emergency calls regarding your home or lot should be directed to the contractor of your choice.

## **HOA DOCUMENTS**

You should have received these items at the point of sale. Pets are permitted under the guidelines of the By-Laws. All Baltimore County Leash Laws are in effect at Maple Woods. Please use discretion in where you walk your pet and avoid commonly used grassy areas. Pets must be on a leash when outside your unit and must not be permitted to annoy other owners. Pet owners are obligated, by law, to pick up and discard pet waste. Please do not let this become an object of disgust and/or discussion for the neighborhood. You may call Baltimore County Animal Control directly at 410.887.5961 to obtain additional information and to report problems.

## **SNOW REMOVAL**

Snow removal is completed by Baltimore County. All homeowners are responsible to shovel any sidewalks adjacent to their home, as well as the walk leading to their home. Please do not use sodium chloride (salt) on concrete driveways and sidewalks. Please do not use any type of ice melt product on concrete that is less than one year old. Doing so may damage the concrete and you can be held liable for that damage.

## **PARKING**

Parking in the community is limited to 2 parking spaces per unit. Please be courteous in your use of parking spaces. The Declaration, Article VIII, Section states "No junk vehicle, unlicensed or inoperable motor vehicle, or any type of commercial vehicle, trailer, camper, recreational vehicle, van (except a van having a passenger car license), camp truck (weighing 314 ton or less), house trailer, boat or other similar machinery or equipment of any kind or character (with the exception of such equipment and machinery as may be reasonable, customary or usual in connection with the use and maintenance of any dwelling), shall be kept upon the Property (regularly parked in front of any Lot or upon any Lot), nor (unless in case of bona fide emergencies), shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out thereon, nor shall the use of all terrain vehicles upon the Property be allowed. The location and design enclosures for boating, camping, traveling or recreational vehicles (other than automobiles), and related equipment, shall be approved by the Committee in accordance with the provisions contained herein.

## **EXTERIOR WATER**

The hose bibs which are located on the exterior of the townhomes are the responsibility of the homeowner. Please remember to winterize your exterior hose bibs, to avoid freeze damage.

## **ARCHITECTURAL ALTERATIONS**

Article VII, Section 1, of the Declaration explicitly states that all exterior alteration prior to the change being started/completed require the approval of the Board of Directors. Please contact BMG if you are planning any alterations.

**COMMON AREA MAINTENANCE**

Funds are included in the association budget which covers the cost of insurance on the common areas, the upkeep and maintenance of the grounds and stormwater management areas, etc.

**INSURANCE**

The Association carries General Liability Insurance on the common areas. You are responsible to obtain coverage on all personal property. The association policy is written through State Farm, and you may contact the agent listed below if you have any questions on the coverage. Your Agent is Charles Baum and he can be reached at 1.800.681.7404.

**STREET LIGHTS**

Street lighting is provided through BGE. If you notice a pole light out, you may call them directly at 410.685.0123 or you may call the management company and we will call BG&E. It normally takes 72 hours response time for BGE to repair a light.

**MAILBOXES**

Cluster mailboxes are provided. They are owned and maintained by the United States Post Office. If you have any problems with the cluster box, your box or key, contact the local Post Office directly.

**COLLECTION POLICY**

Your Association fee is due and payable on the first (1st) day of each month. Please be sure to include your address on your check, which will insure prompt and proper recording of your payment. All checks should be made payable to Maple Woods HOA. In compliance with the Community Documents, a late charge of \$5.00 plus interest at a rate of 10% per annum will be applied if payment for a specific month is not received by this office by the 15th day of that month. If you have further questions or concerns regarding Maple Woods Homeowners' Association, Inc., please contact BMG at the addresses listed above.