

# **STRAFFAN CONDOMINIUMS RESIDENT GUIDE**



# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

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## INTRODUCTION

Welcome to Straffan Condominiums, an Association comprised of five buildings and 110 Units. This Unit Owner Guide is provided to Unit Owners to summarize some useful information for living at Straffan Condominiums. Various policies and procedures have been established by the different Boards of Directors since the establishment of Straffan Condominium Association in 2000. This Guide is intended to familiarize Unit Owners with these policies and highlight specific Bylaws.

**Please Note:** This Guide is not the official document for the Straffan Condominium Association. The official documents are contained in the Public Offering Statement, prepared by the Builder and the Straffan Condominium Resale Package, prepared by the Management Agent. The conditions and restrictions itemized in the “Declaration of Covenants, Conditions and Restrictions,” the “Declaration,” the “By-Laws” and amendments to these sections (hereafter referred to as the Documents) shall prevail in all instances.

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## BOARD OF DIRECTORS

Straffan Condominiums has a Board of Directors made up of five (5) Unit Owners who are nominated and elected by the 110 Unit Owners. Board members are volunteers who are elected to oversee the welfare of the Straffan Condominium Association. The Board consists of a President, Vice-President, Secretary, Treasurer and Member-at-Large. Elections are held at Annual Meetings of the Unit Owners, and elections are staggered in order to ensure continuity within the Board. Election information and ballots will be mailed to Unit Owners by the Management Agent (Thornhill Properties Inc.,) prior to each election.

The Board of Director responsibilities include:

- Overseeing all finances of the Association
- Approving payment of invoices
- Establishing the Association budget
- Establishing the monthly condominium fee during the budgeting process
- Establishing and negotiating contracts with third-party vendors and contractors
- Overseeing the maintenance of the five (5) Straffan Association buildings and building grounds including common area cleaning, grass mowing, tree, shrub and plant maintenance, snow removal, trash corrals, etc.
- Work closely with Building Captains
- Monitors compliance with established Association guidelines and By-Laws

## BUILDING CAPTAIN

Each Straffan Condominium Association building has an assigned Building Captain, who is a resident of the respective building and volunteers with the Board of Directors to assist in managing the Association complex.

The Building Captain responsibilities include:

- Assisting new residents with move in logistics and questions
- Notifying the Board of Directors of problems or issues with the Building including:

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- Common area repair or cleaning needs
- Exterior building repair or cleaning needs
- Exterior building ground(s) issues
- Maintaining a Building resident phone list
- Facilitation of the snow removal plan
- Primary point of contact for resident issues or questions

Issues with building common areas should be reported to your Building Captain. However, if you experience a problem or concern within your Unit, such as a water leak or any other emergency, contact the Management Agent (Thornhill Properties Inc.,) immediately. They will assist with filing an insurance claim or arranging repairs. In addition, the Management Agent will advise you accordingly if the issue is identified as a Unit Owner expense.

## MANAGEMENT AGENT

The Straffan Condominium Association has hired a Management Agent to assist the Board of Directors with the management of the Association.

Thornhill Properties Inc.  
6301 N. Charles Street, Suite 2  
Baltimore, MD 21212  
410-296-2877

### The Management Agent responsibilities include:

- Collecting monthly condominium fees
- Receiving and paying vendor/contractor invoices approved by the Board of Directors
- Transferring funds to the Reserves
- Helping resolve problems that arise within the Condominium complex

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- Participating in Association meetings
- Advises on compliance with State condominium law
- Advises on practices and policies common at other condominium associations

### STRAFFAN CONDOMINIUM, INC. BY-LAWS

The Straffan Condominium Association is organized and run by the Straffan Condominium, Inc. By-Laws. You should have received a copy of the By-Laws at the settlement for your unit. If you did not receive a copy of the By-Laws at the Settlement for your Unit, please contact the Management Agent (Thornhill Properties Inc.,) and request a copy. As a Unit Owner, you are responsible for adherence to the Straffan Condominium, Inc. By-Laws.

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## BUILDING COMMON AREAS

Each Straffan building has common areas that are owned by the Straffan Condominium Association and not by an individual resident; these include the lobby, hallways, lobby stairs, emergency stairwells, storage closets, elevator, elevator rooms, etc. Per the Straffan By-Laws, residents may not place or store personal items in the building common areas; this includes placing personal items outside of your front door (for example: tables, doormats, umbrella stands, vases, plants, pictures, etc.) or storing items in any common area(s).

- The main common areas (lobby, lobby stairs, elevator) are cleaned weekly by a third-party contractor.
- If there is a special cleaning item required, please notify your Building Captain.
- The common area carpeting is cleaned as required.
- The lobby windows are cleaned annually.
- The emergency stairwells are cleaned monthly.
- The lobby and common areas of each building were decorated by a respective Building Decorating Committee with funds allocated by the Board of Directors.

## MOVING INTO/OUT OF THE BUILDING

Each Straffan Association building is equipped with an elevator that can be used during your move into or out of the building. To not damage any common areas or the elevator during your move, it is imperative specific protocols are followed. Elevator pads must be used to cover the elevator walls, in addition to using the proper method to hold the elevator door open during loading and unloading by both yourself and/or professional movers.

- Each respective Building Captain will provide you with the elevator key and elevator pads and instruct you on the proper usage of the elevator key.
- **Propping the elevator door open will cause damage to the elevator mechanics** which could result in an expensive repair. Any Unit Owner noted or identified as propping the elevator door open will be held responsible for any required repairs.

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- Work with your respective Building Captain to notify building residents of the move-in/out date, so any vehicles that might block moving trucks or movers can be relocated in the parking lot.
- The Unit Owner is responsible to make sure movers and moving trucks do not block handicap walkways and curbs.
- Please understand that some residents will require the use of the elevator during your move which will require you and/or your professional movers work with the residents as required.
- **Please note the Unit Owner is responsible for any damage incurred to any common area, including doors, building walls, carpet, elevator, elevator walls, etc. during your move into or out of the building whether that damage was caused by the Unit Owner, family members or professional movers.**
- The Management Company will collect a re-sale packet fee of \$300. If any damage in excess of the fee occurs, the Unit owner will be billed directly for the additional required funds.



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## STRAFFAN CONDOMINIUM SECURITY

### BUILDING FRONT DOOR SECURITY ACCESS BOXES

Each Straffan Condominium Association building is equipped with a building security access box that stores the residents Name, Phone Number and a 4-Digit Security Access Code.

- Unit Owners will be able to access their respective building via either the 4-digit access code or by use of a front-door key.
  - **To enter the building using the 4-digit access code**, press the # button on the keypad located on the outside wall followed by the 4-digit code.
  - **Unit Owners may also access the building using the building front-door key.**
    - Unit Owners should have received the building front door key at settlement from the previous unit owners.
    - If you did not receive a building front door key, replacement keys may be purchased at the Unit Owner's expense at ***Easter's Lock and Key*** (1713 E. Joppa Road, Baltimore MD 21234; (410) 825-3535) AFTER contacting the Management Agent (Thornhill Properties Inc.,) who will authorize the key generation.
    - If the key request is an after-hours emergency, the Unit Owner will need to contact the Management Agent (Thornhill Properties Inc.,) after-hours answering service and the Management Agent will need to contact Easter's Lock and Key to approve the key generation.
    - We strongly recommend Unit Owners proactively have a key made if one was not transferred during Settlement to avoid an emergency situation.
  - Unit Owners will require a building front door key to enter the building if there is a building power outage.
- The building security access box may only store one (1) Name, one (1) Phone Number and one (1) Security Access Code per Unit.
- While it is common for the exiting Unit Owner to give the new Unit Owner their 4-digit code, for security we strongly encourage new Unit Owners to select a new 4-digit code.

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- Unit Owner guests and delivery personnel will be able to lookup your name in the building security access box which will call the phone number provided by the Unit Owner (either a home landline or cell phone), and Unit Owners may unlock the front door via your phone by hitting the number “9” button AFTER answering the phone call from the security access box.
- For the security of all residents in the building, Unit Owners should not give out the 4-digit Access Code to non-trusted family/friends.
- Unit Owners will provide the Name, Phone Number and new 4-digit Access Code for setup on the ***STRAFFAN CONDOMINIUM BUILDING AND GATE SECURITY ACCESS*** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form).
  - Completed forms should be submitted to the Board of Directors for setup.

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## GATE FOB's and SECURITY ACCESS BOX

The Straffan Condominium Association has a security gate at both the Roundwood Road and Towns of Doolan ends of the community. Similar to the security access boxes at each building, the gate security box stores the residents' Name, Phone Number, 4-Digit Security Access Code, and issued gate FOB's.

- The gate FOB is a remote device, similar to a garage door opener, that opens the gates by pushing a button on the device. The gate FOB devices operate the gates at both the Roundwood Road entrance and the Towns of Doolan entrance.
- In addition, residents may enter the Roundwood Road entrance using a 4-digit security access code preceded by the # button. Please note, there is no security access box at the Towns of Doolan entrance, a gate FOB is required for this entrance.
- The gate 4-digit security access code may be the same or different from the building security access code. The Unit Owners choice will be completed on the **STRAFFAN CONDOMINIUM BUILDING AND GATE SECURITY ACCESS** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form).
- While it is common for the exiting Unit Owner to give you their 4-digit gate access code, for security we strongly encourage new Unit Owners to select a new 4-digit gate access code.
- For the security of all residents in the community, Unit Owners should not give out the 4-digit Access Code to non-trusted family/friends.
- Similar to the building security boxes, guests will be able to lookup your name in the gate security access box which will call your home or cell phone, and you will be able to unlock the front gate via your phone by hitting the number "9" button on your phone.
- The exit gates have underground sensors that automatically open the exit gates when a vehicle is detected. Approach the exit gates slowly and wait for the gate to open. After you proceed through the gate the gate will close.
  - DO NOT use your gate FOB to open the gate when exiting the grounds. This causes the exit gate to remain open after you exit the grounds.

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- In the event of a community-wide power outage, the exit gates will not automatically open and you will need to use your gate FOB to exit the grounds.
- The inbound gates, on both ends of the community, have siren sensors which allow emergency vehicles (fire, police and ambulance) to gain access to the community when needed.
- The gates will often be kept open at holidays to allow easy access for Unit Owners families and friends to visit.
- Common delivery companies, such as the USPS, UPS, FedEx, Amazon, DHL have access codes that allow them to enter the complex and buildings to make deliveries.

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## BUILDING AND GATE SECURITY ACCESS FORM

Please complete the **STRAFFAN CONDOMINIUM BUILDING AND GATE SECURITY ACCESS** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form) and submit the completed form to the Board of Directors for setup in the gate security box.

- This form identifies the Unit Owners phone number that will be called from the security gate and the building front door, along with the 4-digit security access code chosen by the Unit Owner.
- **This form MUST be completed by all new Unit Owners** even if you inherited a building and gate access code and gate FOB's from the previous Unit Owner. The form is used to transfer the information to the new Unit Owner in the security access boxes. **Failure to complete and submit this form may result in the building or gate access codes and gate FOB's to cease working.**
- After the form is received and processed, new Unit Owners will be setup in the Building and Gate Security Access boxes.
- Please note, that when submitting the form, include a check for \$45 per new gate FOB requested, payable to Straffan Condominiums.
  - Unit Owners do not have to pay for gate FOB's transferred to them from the previous Unit Owner.

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## PHONE NUMBERS ALLOWED FOR CONFIGURATION

There are multiple options available for Unit Owners in regards to phones; landlines, cable-based lines or mobile lines. There are some limitations on area codes and phone types which should be considered when choosing phone type.

- The phone lines attached to both the security gate access box and the building security access boxes require a local area code of 410 or 443. The boxes cannot call a long-distance area code.
- The security boxes can call cell phones.
  - In general, cell phones with a 410 or 443 area code do work, however please note depending on the cell phone model and operating system version we have seen some issues. The Association is not equipped to support these types of issues and Unit Owners experiencing difficulties will need to resolve their own issue(s).
- The security boxes can call cable-based phone numbers such as Comcast.

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### “ONE CALL” AUTOMATED NOTIFICATION SYSTEM

Notices or announcements regarding Straffan Association Meetings, upcoming building or ground inspections, maintenance services or activities are posted on building bulletin boards by the Building Captains.

In certain circumstances the Board of Directors, or the Management Company, may need to quickly convey a notice or announcement to each Unit Owner, such as the water to the community will be shut off for emergency repair(s); or the time snow plows will arrive; or a Straffan Association Meeting must be postponed on short-notice, etc. The Management Agent (Thornhill Properties Inc.,) utilizes an automated/robo-call notification system to distribute these emergency messages. They distribute the automated calls to Unit Owners who have completed the **THORNHILL PROPERTIES STRAFFAN CONDOMINIUM ASSOCIATION CONTACT INFORMATION** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form). Any Unit Owner who has not completed and submitted the form will not receive these emergency notifications.

Please complete the **THORNHILL PROPERTIES STRAFFAN CONDOMINIUM ASSOCIATION CONTACT INFORMATION** form, if you have not done so, and return it to the name and address printed on the bottom of the form.

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## TRASH AND RECYCLING PICKUP

Each building has a trash corral, and in the corral, there is/are one (1) or two (2) dumpsters for household trash and trash cans for recyclables. Unit Owners should only use the corral/dumpster designated for their building. On Monday and Thursday mornings, a third-party vendor contracted by Straffan Condominium Association will move the trash cans or dumpster(s) from the trash corrals out to the curb for pickup. Unit Owners should deposit household trash or recyclables in the trash corral designated for your building whenever it is convenient.

<b>Trash and Recycling Pickup Schedule</b>	Monday	Recycling Trash Pickup
	Thursday	Household Trash Pickup

There are portions of the parking lot at each building marked with stripes for no parking. This area is designated for trash can and dumpster pickup. Unit Owners should not park in these areas and those who do risk their vehicle being damaged.

## DUMPSTER USAGE

- The dumpster(s) is/are for everyday **household trash**.
- The **dumpster must be locked at all times**, except for when it is sitting at the curb awaiting pickup.
  - The Association has had a significant raccoon issue, and the dumpster lock has finally alleviated the issue.
  - **It is the Unit Owners responsibility to make sure any family members, guests or caregivers are aware of how to unlock/lock the dumpster.**
- The dumpster is pushed to the curb on Thursday morning by the Condominium Association for pickup, and returned to the corral the following morning.
  - The **normal pickup day is Thursday**, but occasionally is changed due to weather or holidays.



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- The dumpster **may not be used for non-household trash** (rugs, lamps, lamp shades, pictures/picture frames, furniture, lawn furniture, clothing, bedding, curtains, curtain rods, paint, etc.).
- The dumpsters **may not be used by any contractors** you have working in your unit; **it is the Unit Owners responsibility to inform the contractor of this**. Contractors must dispose of debris at their own location and expense.
- If Unit Owners are doing their own construction work, Unit Owners **may not use the dumpster to dispose of their construction debris**.
- **Large pieces of Styrofoam should not be placed in the dumpster until Thursday morning** when it can remain unlocked until pickup.
  - Large pieces of Styrofoam take up space in the dumpsters which may prevent other Unit Owners from being able to dispose of household trash.

## TRASH CAN USAGE

- The **trash cans in the trash corral are for recyclable materials only** per Baltimore County Recycling Guidelines.
- **Cardboard boxes should be flattened** and placed near the recycle trash cans.
  - Do not place un-flattened boxes in or on the trash cans.
- **No plastic bags or non-paper trash bags** should be placed in the recycle cans.
- Recycling cans are placed at the curb by the Straffan Condominium Association on Monday mornings for pickup.
  - In the event a Monday is a holiday, recyclable pickup will not occur that week and will resume the following week. Collection Schedules are available on the Baltimore County website.
- Refer to the **Baltimore County Single Stream Recycling Guidelines** (<http://www.baltimorecountymd.gov/Agencies/publicworks/recycling/collectioninformation.html> ) if you have questions on what is/is not recyclable.
- **It is the Unit Owners responsibility to make sure any family members, guests or caregivers are aware of trash can usage rules, know how to lock/unlock the dumpsters and are flattening boxes.**

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## PARKING AND SNOW REMOVAL

### PARKING

Except for the designated handicap accessible parking spots, Straffan Condominium Association residents do not have assigned or reserved parking spaces.

- Please make every attempt to park within the painted white lines; doing so maximizes the availability for other residents and guests to park.
- If your building does not have enough handicapped spaces to accommodate all residents requiring handicapped parking, please contact your Building Captain who will work with the Board of Directors to resolve the issue.
- All vehicles parked in the lot must have non-expired license tags and be drivable.
- No RVs, campers, trailers or vehicles with a company logo may be parked in the Straffan Association lot.
- No motor vehicle may be washed, rinsed, waxed or repaired on the Straffan Association grounds.

### SNOW REMOVAL

Straffan Condominium Association has a snow removal plan that goes into effect when the forecast is for 6 or more inches of snow. A 3<sup>rd</sup>-party contractor will shovel and salt the complex sidewalks in addition to plow the parking lot. The 3<sup>rd</sup>-party contractor will not shovel and salt individual unit sidewalks, clean off resident vehicles or shovel around or behind resident vehicles.

- Based on the amount of the snowfall, the Board will determine if the whole lot will be plowed, including all of the parking spots, or just the main driveways.
- When the Board decides to plow all parking spots, the Association and each building will follow the **STRAFFAN SNOW REMOVAL PLAN** (see APPENDIX for sample; see the Thornhill Properties website to a copy of the policy).
- The **STRAFFAN SNOW REMOVAL PLAN** will be posted on each building bulletin board at the beginning of each winter season.

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- The **STRAFFAN SNOW REMOVAL PLAN** does involve blocking portions of the lot with traffic cones prior to snowfall to assist with plowing. Building Captains will work with the Board on if/when traffic cones shall be used.
- While it is tempting to get your vehicle cleared off and moved into an empty spot, please remember following the **STRAFFAN SNOW REMOVAL PLAN** helps get the lot cleared the fastest which reduces the cost of the 3<sup>rd</sup>-party contractor, and helps the Board to keep monthly fees as low as possible.
- **Each resident is responsible for cleaning the snow and/or ice off their own vehicle(s)** and clearing around the vehicle to be able to move the vehicle out of the parking spot for the plows.
- The 3<sup>rd</sup> party contractor workers are not authorized to perform personal shoveling and/or car cleaning.
- When large snowfalls occur, please be patient; the contractor will be here and the snow will be shoveled and plowed.
- If you are not able to or choose to not clean off your vehicle after a storm, please ensure your vehicle is parked in a corner of the lot where it will not impede the snowplows from efficiently plowing the lot.
- There is salt in the tan box near the front door of each building. If you feel salt is required on the sidewalk, please feel free to use the salt as necessary.

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## CABLE

The Straffan Condominium Association is wired for Comcast Cable. It is not wired for Verizon FIOS.

If a Unit Owner wants to pursue satellite or direct TV that would involve the installation or placement of a dish or reception device on the outside of their unit, they need to complete a **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** (see APPENDIX for sample form; see the Thornhill Properties website to download a form) and submit the completed form to the Board of Directors for approval PRIOR to committing to an outside service.

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## PET POLICY

Each Unit may have up to two (2) household pets weighing less than twenty (20) pounds each. The Board of Directors may make reasonable modifications to this limitation under the Federal Fair Housing Act to accommodate a handicapped resident. Unit Owners must comply with the Baltimore County local laws pertaining to raising and keeping household pets, including:

- When off the Unit Owners property, all dogs and cats must be on a leash
  - Unit Owner property ends at the Unit front door or Unit porch
- Dogs may not bark excessively
- Unit Owners are responsible for timely removal and cleanup of pet waste

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## RENTAL RESTRICTION

In 2004, the Straffan Condominium Association By-Laws were modified and a rental restriction was added. No unit may be leased or rented at any time or for any period of time with the exception of one-time due to an unexpected hardship, such as a no-notice job transfer out of the state.

Unit Owners must obtain PRIOR written approval of a hardship exception from the Board of Directors before a lease may commence. The "hardship exception" lease may not be longer than twelve (12) months or less than one (1) month.

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## BALCONIES AND UNIT PORCHES

The Unit Owner property includes the unit porch/patio. This section will cover the awning, porch door and porch floor options available to each Unit Owner.

If a Unit Owner wants to pursue an awning, porch door or porch floor paint, they need to complete a **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form and submit the completed form to the Board of Directors for approval PRIOR to committing to an outside service. The guidelines that must be followed are identified in the **STRAFFAN CONDOMINIUM ASSOCIATION ARCHITECTURAL GUIDELINES** (see APPENDIX for sample form; see the Thornhill Properties website to download a form).

## AWNINGS AND SIDE DROP CURTAINS

Units located in the Blenheim Buildings are allowed porch awnings and side drop curtains, while Units located in the Newcastle Buildings are allowed porch awnings. The awnings and side drop curtains must meet the Architectural standards identified in the **STRAFFAN CONDOMINIUM ASSOCIATION ARCHITECTURAL GUIDELINES** (see APPENDIX for sample form; see the Thornhill Properties website to download a form).

The use of awnings is limited to the period from April 1 to October 31. The removal, storage and reinstallation can be done by a contractor of the Unit Owners choice at the Unit Owners expense.

Unit Owners should complete the **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form) to the Board of Directors for approval PRIOR to purchasing the new awning or side drop curtain.

## BALCONY DECK AND CEILING PAINT

Unit Owners may paint the balcony decks/patios and/or the balcony ceilings at the Unit Owners expense using the paint type and color specified in the **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE GUIDELINES** (see APPENDIX for sample form; see the Thornhill Properties website to download a form).

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Unit Owners should complete the **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form) and submit to the Board of Directors for approval PRIOR to painting their balcony deck/porch or ceiling.

## BALCONY or PORCH STORM/SCREENDOOR

Unit Owners may install a storm or screen door on their balcony/porch door. The door must meet the Architectural standards identified in the **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE GUIDELINES** (see APPENDIX for sample form; see the Thornhill Properties website to download a form).

Unit Owners should complete the **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form) to the Board of Directors for approval PRIOR to purchasing or installing their balcony deck/porch storm or screen door.

## PORCH DOORS AND WOOD TRIM

Unit Owners are responsible for the maintenance and upkeep of porch doors, windows and trim, including sanding, painting and sealing. All doors and trim currently painted white gloss should continue to be painted in white gloss paint.

## PORCH FURNITURE AND DECORATIONS

Unit Owner porches are an extension of your home and the portion visible to all of the Association. Unit Owners are requested to keep porch furniture, planters and decorative items limited and tasteful.

- Unit Owners are requested to NOT drill into the brick to hang any planters or decorations.



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- Unit Owners may not hang clothing, curtain(s), rug(s), towel(s) from any window, door, patio or balcony.
- Nothing shall be placed on or hung from any outside window, door, patio or balcony sill, ledge or railing, except for planters, hanging plants and seasonable or similar decorative items.

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## RESIDENT RESPONSIBILITIES

All Unit Owners have the responsibility to adhere to the Straffan Condominium Association By-Laws and Board instituted policies and procedures (the Documents). The Documents exist to protect the rights of all Unit Owners. When it is noted Unit Owners are not following the Documents, they will be notified by their Building Captain or a Board Member. If a Unit Owner consistently does not follow the Documents after it has been brought to their attention, they will receive a warning letter from the Management Agent (Thornhill Properties Inc.). The letter will outline the violation and what needs to be done to be back in compliance. If a warning letter is ignored, the Unit Owner will be asked to meet with the Board to explain the reason for non-compliance. If the violation is not resolved, a fine may be assessed.

## MAINTAINING DRAINS

Unit Owners occasionally experience backups in kitchen sinks. The main culprit is the accumulation of grease in the main “common” drain. Clogged drains can cause damage in Units and are expensive to unclog. Please do not dispose of grease in kitchen drains. Grease can be placed in an empty can or container and kept in the refrigerator or freezer until the next trash day.

Most plumbers will tell residents not to use their garbage dispose or to use it sparingly. It is recommended that Unit Owners use an enzyme pipe cleaner once a month to keep the bacteria and gunk from accumulating in the horizon kitchen pipe. Please remember that we all are “connected”. What you put down your sink can absolutely impact your “neighbor’s pipes” and cause them trouble.

## CLEANING DRYER VENTS

Unit Owners are responsible for keeping dryer vents clear of lint and debris that could cause a unit and/or building fire. Unit Owners may use the vendor or contractor of their choice to clean their dryer vents. Most buildings have residents that organize a dryer vent cleaning with a

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vendor and offer fellow residents the opportunity to take advantage of scheduling an appointment. Keep in mind this scheduling is the vendor of choice by the resident organizer at a price the resident negotiated. These events are not organized by the Straffan Condominium Association Board of Directors or the Management Agent (Thornhill Properties Inc.,).

## NOTIFICATIONS & DUTIES WHEN GOING AWAY ON VACATION

When a Unit Owner goes away on vacation they should let the Building Captain or a fellow resident know how long they will be gone, an emergency contact and leave a key for the unit in case there is an emergency in the unit.

In addition, Unit Owners should park their vehicles away from the building. In the winter, the Unit Owner should leave a set of car keys with a fellow resident so the vehicle can be moved if the snow removal plan is implemented.

## NOISE

Living in a multi-unit building is definitely noisier than living in a free-standing home. Out of courtesy to neighbors, Unit Owners are requested to limit noise inducing activities (the use of vacuums, washers and dryers, moving furniture, etc.) to reasonable hours.

## HOME REPAIRS/CONSTRUCTION

Unit Owners do not require Board of Directors approval to perform home repairs or construction in their individual units. Out of courtesy to neighbors, Unit Owners should limit the construction work to the hours between 8:00AM and 6:00PM since construction noise does transmit to other units.

- **It is the Unit Owners responsibility** to let the Building Captain and the Board know if the contractor is requesting to bring a debris dumpster or POD onto the Straffan grounds BEFORE an agreement is made with the contractor.

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- If approved, the dumpster or POD needs to be located where it has the least impact to other Straffan Unit Owners and must immediately be removed when construction is completed.
- **It is the Unit Owners responsibility** to make sure contractors do not park directly in front of the building and never impede handicap ramps, parking, sidewalks or access.
- **It is the Unit Owners responsibility** to make sure contractors DO NOT use Straffan trash corrals, trash cans or trash dumpsters to dispose of contract debris or trash. See the TRASH AND RECYCLING PICKUP Section.
- **It is the Unit Owners responsibility** to post a notice on the Building Bulletin Board letting other Unit Owners know about the construction and estimated timeframes.

### SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

Unit Owners are responsible for maintaining and replacing, as required, smoke detectors. Baltimore County Law states smoke detectors should be replaced every ten (10) years.

It is also recommended each Unit have a carbon monoxide detector.

# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

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## UNIT ARCHITECTURAL CHANGES

Specific Unit changes that are externally visible require Board approval PRIOR to making the change. These changes include:

- Porch awnings and side curtains
- Porch storm doors
- Painting the porch deck/floor and/or ceiling
- Installation of a satellite or direct tv dish
- Replacement of windows or doors

The **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form (see APPENDIX for sample form; see the Thornhill Properties website to download a form) must be completed and submitted to the Board for approval PRIOR to purchasing or engaging work. Refer to the **STRAFFAN CONDOMINIUM ARCHITECTURAL GUIDELINES** for specifications and acceptable products and colors.

The **STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION** form does not need to be completed prior to performing painting or maintenance of porch door, windows or wood facade. All doors, windows and wood facade must remain painted in white gloss paint.

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## APPENDIX

The latest version of these guidelines and forms are available to download on the Thornhill Properties website.

### STRAFFAN CONDOMINIUM ARCHITECTURAL GUIDELINES

#### **Straffan Condominium Association Architectural Guidelines**

##### **General Requirements**

Prior to starting any work related to the elements listed below the unit owner must first submit an Architectural Change Application request to advise the Board via Wallace Campbell Property Management of the proposed work and to obtain Board approval. You must follow the plans submitted (once approved). Your request may be approved, subject to modifications. If so, the modifications must be followed as outlined by the Board. If you build outside of the specifications approved, you may be required to make the modifications per the Board's direction, at your expense.

Further, all owner improvement work must be completed by professional(s), MHIC licensed installer. This is to assure and maintain the structural integrity of the building, and to prevent any damage to adjacent owner units or common areas.

##### **Outside Doors / Windows**

All replacement doors and windows must be architecturally similar in size, shape and color to the original design installed by Keelty.

The following storm, and screen doors have been approved for installation on patios and balconies:

- \*Retractable Screen Door by Phantom Screens, white, available at Lowes
- \*Retractable Screen Door by Anderson Luminaire, white available at Home Depot
- \*Larson "Secure Elegance", clear glass, white, available at Lowes
- \*Larson "Signature", clear glass, white available at Lowes

##### **Side Drop Curtain & Awnings**

**Restrictions: Use is limited to April 1<sup>st</sup> through October 31<sup>st</sup>**

The following awnings & side drop curtains have been approved:

##### **Blenheim Balcony:**

Material: Acrylic, Sunbrella Forest Green, seams lock-stitched  
Width: 8 ½ feet  
Length: To top of railing

##### **Blenheim & Newcastle Balcony:**

Material: Sunbrella Hemlock Tweed, Forest Green #4637 with side panels and scalloped edges on front and sides.  
Sizes Top Floor – 12'3", 3'3" drop, 3'3" extensions  
Middle Floors – 12'3" wide, 4'9" drop, 3'6" extensions  
First Floor – 12'3" wide, 3'3" drop, 3'3" sloped extension front Variances and skirt - 9"

##### **Decks & Patios:**

Decks & Patios must be painted a solid color.

The following has been approved

**Decks/Patios** – Solid color concrete stain/sealer by VALSPAR, Color to be "Concrete Gray" available at Lowes. Granite Grip, Color to be "Gray" available at Home Depot.

**BALCONY/CEILING**S – Latex Porch and Floor by VALSPAR, Color to be "white" available at Lowes.

**Return your completed request to:** Straffan Condominium, c/o Thornhill Properties, Inc., 6301 N. Charles Street, Suite 2, Baltimore, MD 21212.

# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

## STRAFFAN CONDOMINIUM ARCHITECTURAL CHANGE APPLICATION

### ***Straffan Condominium Architectural Change Application***

Please complete this form in its entirety. You must follow the plans you submit (once approved). Your request may be approved, subject to modifications. If so, your change must be completed with the modifications as stated.

If you build outside of the specifications approved, you may be required to make modifications per the Board's direction, at your expense.

Return your completed request to: Straffan Condominium, c/o Thornhill Properties, Inc., 6301 N. Charles Street, Suite 2, Baltimore, MD 21212.

Date Submitted:	Date Received:
NAME:	
ADDRESS:	
TELEPHONE:	EMAIL ADDRESS:

**APPLICATION IS MADE TO:**

- INSTALL STORM DOOR
- INSTALL REPLACEMENT WINDOWS
- INSTALL A PATIO/ BALCONY AWNING
- OTHER REQUEST: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
MHIC# \_\_\_\_\_

**Description of Architectural Change:**

Include in your description the measurements, color, materials, and location of the modification and provide the name(s) of the licensed contractor(s) plus the MHIC# who will do the work. Please be specific and provide as much detail as possible.

**\*Attach a diagram (sketch) or a photo of the requested change.**

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**Action by the Board of Directors:**

- Approved as submitted: \_\_\_\_\_
- Approved SUBJECT to the following modifications: \_\_\_\_\_  
\_\_\_\_\_
- DENIED for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

## THORNHILL STRAFFAN CONDOMINIUM ASSOCIATION CONTACT INFORMATION FORM

**THORNHILL**

**Straffan Condominium Association  
CONTACT INFORMATION**

**Please note: If you mark the diamond, the information next to it will *NOT* be included in the resident directory.**

**Owner Information:**  
Owner Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Telephone Numbers:  Cell \_\_\_\_\_  Home \_\_\_\_\_  
 Work \_\_\_\_\_  Other \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

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**Tenant Information (if applicable) - Tenant information must be on file with Thornhill Properties along with a copy of the lease agreement and will not be placed in the directory without Tenant's request**

Tenant Name: \_\_\_\_\_  
Telephone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_  
Work \_\_\_\_\_ Other \_\_\_\_\_  
Email Address: \_\_\_\_\_

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**Emergency Contact Information: (This information is maintained in the unit owner file and is *ONLY* used in the event of an emergency. Emergency contact information is never included in the directory.)**

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_  
Work \_\_\_\_\_ Other \_\_\_\_\_  
Email Address: \_\_\_\_\_

6301 N. CHARLES STREET, SUITE 2  
BALTIMORE, MD 21212  
410-296-2877  
www.thornhillbaltimore.com



# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

## STRAFFAN CONDOMINIUM BUILDING AND GATE SECURITY ACCESS FORM

### STRAFFAN CONDOMINIUM BUILDING AND GATE SECURITY ACCESS FORM

OWNER'S NAME(S): \_\_\_\_\_

BUILDING NUMBER: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

I AM A NEW RESIDENT

PREVIOUS UNIT OWNER/RESIDENT'S NAME: \_\_\_\_\_

1. Did you RECEIVE GATE FOB(s) from the previous owner/resident? YES \_\_\_\_ NO \_\_\_\_ HOW MANY? \_\_\_\_
2. Do you need NEW GATE FOB(s)? YES \_\_\_\_ NO \_\_\_\_ HOW MANY? \_\_\_\_  
--- NOTE: FOB(s) are \$45 per FOB
3. What is your preferred 4-digit ACCESS CODE? GATE \_\_\_\_\_ BUILDING FRONT DOOR \_\_\_\_\_  
--- NOTE: you will enter a # prior to the 4-digits at the gate and building front door; the gate and building front door access codes may be the same or different; all new residents must select new codes for security
4. What PHONE NUMBER should the gate and building front door call? (\_\_\_\_\_) \_\_\_\_\_  
--- NOTE: must be a 410 or 443 area code

I AM AN EXISTING RESIDENT

- I want to change the PHONE NUMBER in the GATE/DOOR from: \_\_\_\_\_ to \_\_\_\_\_
- I want to change the ACCESS CODE in the GATE from: \_\_\_\_\_ to \_\_\_\_\_
- I want to change the ACCESS CODE in the FRONT DOOR from: \_\_\_\_\_ to \_\_\_\_\_
- I need to REPLACE a gate FOB that is no longer working: HOW MANY? \_\_\_\_  
--- NOTE: if you do not return the FOB that is no longer working you will need to pay \$45 per FOB to replace it
- I need to purchase ADDITIONAL gate FOB(s): HOW MANY? \_\_\_\_  
--- NOTE: additional FOB(s) are \$45 per FOB
- Other: \_\_\_\_\_

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**TO BE COMPLETED BY STRAFFAN:**

**GATE FOB(S) ISSUED:**

DATE ISSUED: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ TR#: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ TR#: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ TR#: \_\_\_\_\_

*Straffan Building and Gate Access Form v1.2*

# STRAFFAN CONDOMINIUMS RESIDENT GUIDE

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## STRAFFAN SNOW REMOVAL PLAN

### **SNOW REMOVAL PLAN FOR STRAFFAN PARKING AREAS**

IN THE EVENT OF A FORECAST OF A SUBSTANTIAL SNOWFALL (6" OR MORE) THE FOLLOWING PLAN WILL BE IMPLEMENTED.

1. PRIOR TO THE STORM, TRY TO PARK VEHICLES IN FRONT OF YOUR BUILDING. TRAFFIC CONES WILL BLOCK OFF OVERFLOW AREAS. PLEASE DO NOT PARK IN BLOCKED OFF AREAS.
2. RESIDENTS WILL RECEIVE TELEPHONE NOTIFICATION ADVISING THE ESTIMATED TIME OF ARRIVAL OF THE SNOWPLOWS. PLEASE HAVE CARS CLEANED AND READY TO MOVE.
3. THE BUILDING CAPTAIN OF 661 WILL NOTIFY THEIR RESIDENTS TO MOVE THEIR VEHICLES TO THE PLOWED OVERFLOW PARKING SPACES.
4. WHEN 661 PARKING SPACES HAVE BEEN CLEANED, THE RESIDENTS OF 641 WILL BE INSTRUCTED BY THEIR BUILDING CAPTAIN TO MOVE THEIR VEHICLES TO THE PLOWED OPEN SPACES. THIS WILL BE FOLLOWED BY 660, THEN 620, AND FINALLY 600.

THIS PLAN REQUIRES THE COOPERATION AND UNDERSTANDING OF ALL THE RESIDENTS. THE LONGER THE PLOWS ARE ON THE PROPERTY, THE GREATER THE COST.

BUILDING CAPTAINS SHOULD MAKE SURE THAT SOMEONE HAS THE KEYS TO ANY VEHICLE(S) BELONGING TO THOSE OUT OF TOWN ON VACATION OR WINTERING IN THE SOUTH, SO THAT THEY CAN ALSO BE MOVED.

MIKE FREBURGER  
Board of Directors  
410-252-4978