

# PARTRIDGE COURTS

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## CVI Mailing Address

CVI  
6300 Woodside Court, Suite 10  
Columbia, MD 21046  
301-596-2600

## CVI Management Team:

Matt Mericle, CMCA, Community Manager, [mmericle@cviinc.com](mailto:mmericle@cviinc.com), 301-596-2600 x4230  
Letitia Thomas, Community Administrator, [lthomas@cviinc.com](mailto:lthomas@cviinc.com), 301-596-2600 x2000  
Dawn Croft, Community Accountant, [dcroft@cviinc.com](mailto:dcroft@cviinc.com), 301-596-2600 x2230

## CVI Office Hours/Contact Info:

8:30 AM – 4:30 PM - Monday through Friday  
[www.cviinc.com](http://www.cviinc.com)  
301-596-2600 phone  
301-596-2082 fax

## AFTER HOURS MAINTENANCE EMERGENCIES – 301-596-2086

## Payment Address:

Make your assessment payable to: Partridge Courts Condominium  
Mail it along with your coupon to: Partridge Courts Condominium  
P.O. Box 65225  
Phoenix, AZ 85082-5225

For additional payment options see: Payment Options (enclosed)

## Email List:

To participate in the Partridge Courts Email List and receive important information and updates about the community, please email the Community Administrator. Be sure to include your name, address, and email address.

**Website:** [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com)

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## QUICK REFERENCE GUIDE

*CVI has put together this guide to provide homeowners with key information about Association policies and procedures, homeowner responsibilities, and general community information.*

### **ADDRESS/NAME CHANGE**

Any address or name changes must be received by CVI in writing. It is the homeowner's responsibility to keep the Association appropriately informed with current address information.

### **ARCHITECTURAL CHANGES**

Architectural changes must be in accordance with the Partridge Courts Rules and Regulations and the Community Standards.

Please reference the ***Architectural Community Standards Guide*** enclosed.

Owners must request and receive written approval from the Board of Directors prior to commencement of any work on the exterior of the home. In addition, owners must request and receive written approval from Wilde Lake Community Association prior to commencement of any work on the exterior of the home. **Approval from Partridge Courts should be obtained FIRST and does not constitute approval from Wilde Lake or vice versa.**

**Here is a list of common exterior changes – the list is not exhaustive. If it changes the look of the outside of the house or landscaping, it requires approval. If you are not sure, please contact CVI.**

- Replacements – Window, Storm Door, Sliding Door, Front Door, etc.
- Additions – Decks, Storm Door, Patio, Pavers, Sheds, Walkway, etc.
- Large Landscaping – Tree Removal or Installation, Re-landscaping.
- Painting – Community Color Standards must be followed.
- Light Fixtures
- Exterior Mounted Security Devices

### **ARCHITECTURAL/EXTERIOR CHANGE - TWO STEP PROCESS.**

Proceeding with an exterior change prior to receiving approval from Partridge Courts AND Wilde Lake Community Association may result in fines and/or the Association and/or Wilde Lake requiring removal of the change. Don't spend money twice. Get approval first.

- Step 1: Fill out the Partridge Courts Architectural/Exterior Alteration Application. It is available for download at [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com) – Documents – Architectural/Exterior Alteration Application.
- Step 2: **The application along with all back-up should be forwarded to the Community Administrator as ONE pdf.** Please be sure to include a brief description of the project on the first page of the application even if you are attaching a proposal or drawings. Include color samples, brochure photos, a picture of the existing, etc. Include all materials which will help in reviewing the proposed change. Use the check off sheet to ensure all information is included.
- Step 3: The Board will review your application for compliance.
- Step 4: You will receive written response with the Board's decision with 45 days.
- Step 5: **IF** the Board approves the application, you then need to submit an application to Wilde Lake Community Association. The Wilde Lake Village Exterior Alteration Application is available at [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com) – Documents – Wilde Lake Exterior Alteration Form or directly at <https://www.wildelake.org/covenants/> - go to Covenant FAQs and download the Residential Exterior Alteration Application. We would recommend including a copy of the approved

Partridge Courts Architectural/Exterior Alteration Application as back-up with your Wilde Lake Exterior Alteration Form.

Step 6: Forward your Wilde Lake Exterior Alteration Form and all back-up documentation to Wilde Lake Village via email: [covenants@wildelake.org](mailto:covenants@wildelake.org) or in person to Wilde Lake Community Association, Slayton House, 10400 Cross Fox Lane for final review and approval.

**PLAN AHEAD:** *The Board of Directors has up to 45 days to review once a complete application is received. THEN the application needs to go to Wilde Lake for review.*

### **ASSESSMENTS**

The fiscal year begins January 1. Coupons for the new fiscal year are mailed in December. New homeowners receive coupons once settlement papers are processed. Assessments are due and payable on the first of the month in advance. Assessments can be paid by using the coupons, paying online or by signing up for Direct Debit. See Payment Options enclosed. A Direct Debit form is available at [www.cviinc.com](http://www.cviinc.com). Click on the link "Community Information: Payment Information." There you may download the Authorization for Direct Debit form to complete and return with a voided check to the CVI office.

### **BOARD MEETINGS**

Meetings of the Board of Directors are typically held the 3rd Monday of every month at 7:00 p.m. at the On-site Office, 10716 Green Mountain Circle. The Annual Meeting in May and the Budget Meeting in November are held at Slayton House, 10400 Cross Fox Lane.

### **BULK TRASH**

Bulk trash is the homeowner's responsibility to remove. Bulk trash, including mattresses, are not to be left in or around the dumpster enclosures.

Homeowners can set up bulk trash pick-up directly with Whatever Services if they so choose by contacting George Green at 410-730-8014.

### **COLLECTION POLICY**

Assessments are collected in accordance with the Association's Collection Policy. Assessment payments are due the 1<sup>st</sup> day of each month in advance. For payments not received by the 15<sup>th</sup> of each month, a \$15 late fee will be added to the account.

Please see the full policy for complete details.

Please reference the ***Policy for Collection of Assessments Resolution*** enclosed.

### **CVI**

CVI manages the affairs of the community at the direction of your Board of Directors. If you have a question regarding your account balance, assessment fee, etc. your calls may be directed to the Community Accountant at 301-596-2600. Maintenance service calls should be directed to the Manager or Community Administrator at 301-596-2600. Any items requiring a Board vote or review must be received in writing to the Board of Directors in care of CVI, 6300 Woodside Court, Suite 10, Columbia, MD 21046-3212. Please note that the Board of Directors, elected by the homeowners each year, holds the ultimate authority for making policy and approves all programs for the Community.

### **DOCUMENTS**

If you require a copy of your Association's documents (either for personal use or a tenant), they are available at [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com).

**If you are selling your home or refinancing see RESALE/REFINANCE.**

### **DRYER VENT**

Dryer vents are a homeowner responsibility. Owners are responsible to ensure the vent cover is intact, the conduit is in good condition, and the vent and conduit are maintained and free of lint/debris. Some homes have a dryer vent that runs through the basement of the home above/behind them and vents out into the patio of the neighbor above/behind them. Please work with your neighbor(s) to allow access if needed. Regular dryer vent maintenance will prolong the life and efficiency of your dryer.

### **ELECTRICITY/GAS**

Homeowners are responsible for gas and electrical usage within their home. Homeowners receive a separate bill from BGE.

To report a power outage call BGE at 1-877-778-2222

For emergencies – downed power lines, active wires, gas leaks call BGE at 1-800-685-0123.

### **If you smell gas:**

1. Call 911.
2. Call BGE immediately at 1-800-685-0123
3. Then call CVI – 301-596-2600 or after hours, 301-596-2086

### **EMAIL LIST**

To participate in the Partridge Courts Email List and receive important information and updates about the community, please email the Community Administrator. Be sure to include your name, address, and email address.

### **FIREPLACES**

Homeowners with a fireplace are responsible to properly clean and maintain their fireplace and chimney flu.

### **HOT WATER HEATERS**

The Association maintains the hot water heaters. **One hot water heater serves THREE units.** If the hot water heater is located within your unit, do not tamper or adjust it in any way as it impacts two other homes in addition to your own. If the hot water heater is leaking, hissing, or not producing hot water, contact CVI.

### **HOME MAINTENANCE**

Maintenance of the common elements of the home and the community are the Association's responsibility.

Individual homeowners are responsible for the unit in accordance with Article III, Section 1 (*Condominium Units*) of the Declaration, Article II, Section 4 (d) of the Declaration, Article IV, Section 1 (*Limited Common Elements*) of the Declaration, Article VIII, Section 1 & 2 (*Duty to Maintain, Windows and Doors*) of the Declaration of Partridge Courts Condominium and must adhere to Article IX (*Use Restrictions*) of the Bylaws and the Rules and Regulations of Partridge Courts Condominium.

### **INSPECTIONS**

In order to maintain the standards of the community, inspections are conducted from time to time. Homeowners will receive notification if an alleged violation of the Association's rules and regulations and/or home maintenance may be required to maintain their home in accordance with good maintenance standards.

### **INSURANCE**

The Master Insurance Policy for the Condominium Association provides liability coverage and property coverage for the building, common areas and individual units as handed over by the developer (exclusive of improvements and betterments). However, it DOES NOT provide coverage for the unit owners' personal property, personal liability, additional living expenses, or improvements made to units such as up-graded flooring, cabinetry, countertops or fixtures, upgraded window treatments, upgraded appliances, etc. In

addition, the unit owner is responsible for the condominium association's deductible up to \$5,000 if the damage or destruction originates from the unit.

**Each Unit Owner must purchase a separate individual homeowners' policy (H06), in the unit owner's name, to protect his/her interests. The unit owner's policy should also provide coverage for the master policy deductible up to \$5,000, personal property, additional living expenses, improvements and betterments, etc.** Each unit owner should contact their personal insurance agent to make certain they have adequate coverage, including coverage for the deductible up to \$5,000.

If your mortgage company requires a Certificate of Insurance (COI) of the Master Policy, homeowners can request a copy directly from John Manougian Insurance at 301-588-6585.

### **LEASING**

Only the entire home may be leased and shall be used for residential purposes only. The Association requires:

- A copy of the current lease to be on file.
- A copy of the Addendum to Lease to be signed by all parties and be on file. *The Addendum to Lease can be downloaded at [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com)*
- A completed Unit Occupancy Status Form to be on file. *The Unit Occupancy Status Form can be downloaded at [www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com)*
- Owners who lease their home must submit their new address to the Association in writing.

The lease, addendum to lease, and Unit Occupancy Form can be sent electronically to the Community Administrator or mailed to Partridge Courts, c/o CVI, 6300 Woodside Court, Suite 10, Columbia, MD 21046.

Howard County requires owners to be licensed in order to lease their homes. Contact Howard County for licensing requirements.

### **LIGHTS**

Street lights in the Association are owned by BGE. Please report street lights that are out directly to BGE.

Exterior building lights are the responsibility of the Association. Report building light outages to CVI.

### **MAILBOX KEYS**

Mailboxes are controlled by the United States Postal Service. The Association does not hold any keys or coordinate this work.

STEP 1. Contact the local post office to find out when the carrier will be on the property in order to change the lock on your mailbox.

STEP 2. Consult the local post office for the documentation they require to prove ownership.

STEP 3. Once you coordinate with the post office, you will be responsible for supplying and changing the lock on your individual box. (You may need to contract with a locksmith in order to complete this work.)

### **PATIO**

The maintenance of the interior of the patio is a homeowner responsibility. Patios are not for storage, trash or debris. Only patio/outdoor furniture is permitted.

### **PAYMENT ADDRESS**

Make your assessment payable to: Partridge Courts Condominium  
Mail it along with your coupon to: Partridge Courts Condominium  
P.O. Box 65225  
Phoenix, AZ 85082-5225  
For additional payment options see: Payment Options (enclosed)

## **POLICE PROTECTION**

Provided by Howard County Police at 410-313-2200 non-emergency; 911 emergency.

## **RESALE/REFINANCE**

To order a Resale Disclosure Bundle go to: [www.homewisedocs.com](http://www.homewisedocs.com) and register as a user in order to log in to the site and search under the official legal name: Council of Unit Owners of Partridge Courts Condominium, Inc. in Columbia, MD.

Included in the bundled package is a financial disclosure statement, seller's statement, a copy of the current budget, audit and insurance, and a copy of the association documents (bylaws, rules & regs, policies, etc.). Please note that the purchaser should have at least 5 days to review the package prior to settlement. We also suggest that you consult with your attorney and/or real estate agent regarding correct compliance with the law.

If you have any questions when using the site, HomeWiseDocs has contact information at the bottom of the webpage. Call them directly with any questions and they can help you.

[www.homewisedocs.com](http://www.homewisedocs.com) also processes PUD Questionnaire's for refinancing or resale and Requests for Settlement.

## **RULES & REGULATIONS**

A complete set of the Condominium Rules and Regulations adopted in 2000 is available at [www.partridgcourtsccondominiums.com](http://www.partridgcourtsccondominiums.com)

Rule violations must be reported in writing to the Board of Directors, c/o CVI.

Quick Reminders:

- Children's toys, bikes, chairs, strollers, etc. cannot be left outside the patio gates at any time.
- Signs of any type may not be placed on unit doors, fences, or in windows with the exception of ONE realtor sign in a window when selling or renting.
- The backing of any window covering must be white or off-white in color. Sheets, blankets, plastic, paper, or other make-shift window coverings are prohibited.
- No trophies, pictures, toys, pillows, signs shall be displayed in the windows.
- Patios are not for storage and are to be free of trash, non-patio items, weeds, etc.

### **Neighbor to neighbor complaints.**

Whenever possible, speak to your neighbor prior to involving the formal rules enforcement process. Your neighbor may not be aware of the rules and/or the activity in their home is bothersome. When living in a multi-family development issues may arise from time to time, but communication is the key.

If you feel you need to submit a formal complaint:

1. Alleged rule violations must be reported in writing to the Board of Directors, c/o CVI. Email is fine. The complaint cannot be anonymous and must identify the home where the alleged violation is occurring. If the complaint comes from a tenant, a statement from the owner in support of the tenant must accompany the complaint.
2. Alleged violations backed-up by the Association's legal documents are pursued as follows:
  - a. A preliminary letter is sent to the alleged violator. The letter states: "We recently received a complaint that..." The complainant is not identified in the letter.
  - b. If a second complaint is received 15 days after the first notice (preliminary letter) and/or within a 12-month period regarding the same alleged violation, a violation letter is sent. The complainant is not identified in the violation letter.

- c. If a third complaint is received 15 days after the second notice (violation letter) and/or within a 12-month period regarding the same alleged violation, the matter is called to a hearing. The complainant is not identified in the hearing letter; however, the complainant is invited to attend the hearing.
- d. At the hearing the complainant and the alleged violator meet to present their case/any evidence of the alleged violation to the Board of Directors.
- e. A hearing cannot be held unless the complainant is present.
- f. The Board hears the testimony and renders a decision which may include fines, the suspension of privileges or other recommendations – mediation, carpeting, extermination, etc.

#### **SATELLITE DISH**

A satellite dish may not be mounted to any portion of the common elements which includes the roof, building, siding, chimney, railing, or fence. A satellite dish may be mounted inside the confines of the patio on a tripod or within a bucket on a pole. Check with the provider to ensure reception within the patio area prior to signing up for satellite dish services.

#### **SMOKE DETECTORS/FIRE SPRINKLERS**

Howard County requires operable smoke detectors and fire sprinklers. Owners should have their sprinkler system tested annually by a qualified contractor. Single-station or multiple-station smoke detectors should be installed in every living unit. As an alternative, wireless smoke detector systems may be used and must be UL listed.

#### **SNOW SERVICES**

Work does not usually commence until snow has ceased falling and an accumulation of at least 2”.

- Association plows all private drive lanes, sidewalks, lead walks to the gate, and areas of the parking space that are accessible.
- Owners are responsible for shoveling out their individual cars and parking spaces.

Do not shovel snow into the drive lanes after the plows have come through as they will not return.

#### **TELEPHONE/TELEVISION/INTERNET SERVICE**

Each owner needs to make their own arrangements for telephone/television/internet service. See requirements under SATELLITE DISHES.

#### **TRASH DUMPSTERS**

Household trash is the only trash which can be placed in the dumpster. Trash is to be placed inside a trash bag and tied tightly. Trash may not be placed outside the dumpsters.

The Association provides the dumpsters and Howard County removes the trash and recycling.

#### **WEBSITE**

[www.partridgecourtscondominiums.com](http://www.partridgecourtscondominiums.com)