

**WELCOME TO**  
**WALNUT RIDGE COMMUNITY ASSOCIATION**

*Revised November 4, 2018*

As new neighbors, we hope you will soon feel that you have become a part of our community. Much has happened since 1985 when the first homeowners moved into a group of sparsely landscaped town homes. The voluntary service of several homeowners and efforts of the Board of Directors over the years has made Walnut Ridge a very desirable community in which to live. We always welcome help from our new neighbors and encourage you to attend our Board of Directors' meetings and consider joining us to help maintain our community.

Walnut Ridge Community Association, a Maryland Homeowners Association, was developed as a covenanted community. You should have received at settlement a resale package containing the following documents:

- Articles of Incorporation
- Constitution and Bylaws
- Declaration of Covenants, Restrictions and Affirmative Obligations
- Amendments to the above

Please review these documents carefully. They, along with the **Architectural & Environmental Standards** and **Parking Space Guidelines**, will answer many of your questions about assessments, the governing body of the community, architectural restrictions, parking and your exterior maintenance requirements.

Anne Arundel County permitted development of this area, provided that the streets and common grounds were privately maintained through a community association consisting of every developed lot owned within the community. All homeowners are entitled to one vote per household for each developed lot owned when voting on matters at general meetings.

The governing body of the Walnut Ridge Community Association is the Board of Directors which is, entirely voluntary, made up of four officers and three members-at-large. The Board of Directors usually meets quarterly, or at other times as necessary. Homeowners are encouraged to attend these meetings wherein the ongoing business of Association is discussed and carried out. There are several committees that provide much needed help and guidance to the Board of Directors and volunteers are always welcome in all areas of the Association's activities.

To assist in the ongoing function of the Association, we utilize the resources of a management company, currently Professional Community Management, Inc. ("ProCom").

If you have questions or concerns, Tamara James, our property manager, can be a source of much information and may be contacted by phone at 410-721-0777 ext. 118 or via email at [TJames@procomgt.com](mailto:TJames@procomgt.com). If Tamara is not able to handle your problem directly, she can provide you with a possible source or solution.

**A. IMPORTANT CONTACTS:**

Board of Directors: [board@walnutridgeonline.org](mailto:board@walnutridgeonline.org)  
Walnut Ridge Community Association, Inc. [www.walnutridgeonline.org](http://www.walnutridgeonline.org)

Correspondence, problems, questions, complaints:

Professional Community Management, Inc. (“ProCom”)  
400 Serendipity Drive  
Millersville, MD 21108  
[www.procomgt.com](http://www.procomgt.com)

Tamara James  
Association Manager  
410-721-0777 Ext. 118 Fax: 410-721-4854  
[TJames@procomgt.com](mailto:TJames@procomgt.com)

**B. HOMEOWNER ASSOCIATION FEES**

Walnut Ridge Community Association’s fiscal year begins on January 1, and the Board of Directors presents a budget to the members approximately 30 days before the Annual Meeting. This budget, when approved at the Annual Meeting, determines the amount of the Annual Assessment to be shared equally by all homeowners. Your proportionate share of the assessment is due and payable on the first day of each quarter. The amended Covenants, in addition to the Annotated Code of Maryland (Real Property Article Title 11B, Maryland Homeowners Association Act) provide guidelines and authority for the Association to take collection action in cases of late or non-payment of Association assessments.

Among other things, your Association assessments pay for the following:

- Lawn and tree maintenance in common areas
- Snow Removal from private streets
- Liability Insurance for the common grounds
- Directors and Officers Liability Insurance
- Upkeep of the common grounds
- Management services
- Accountant to perform the required annual audit
- Legal fees
- Taxes

Maintenance of streets and parking areas  
Improvements to the common areas  
Replacement Reserve fund  
Contingency fund  
Street Lighting

**C. PARKING**

See Parking Space Guidelines.

**D. TRASH REMOVAL**

The Architectural & Environmental Standards for our Community state that **trash cans should be placed curbside no earlier than 6:00 pm on the day prior to trash pickup and are to be removed no later than the evening of trash pickup.** Trash pickup day is Tuesday. Trash cans should be placed curbside by 6:00 am on collection days to ensure pickup.

Walnut Ridge is provided trash removal service by Anne Arundel County (a sub-contractor actually performs the service) on Tuesday mornings, usually around 6 a.m. **Trash should be placed in trash cans with lids or other proper containers with lids and not just plastic bags** because of problems with aggressive wild birds and stray animals that may tear into and scatter the refuse. We have found that placing trash cans out no earlier than 6:00 pm the night before trash pickup can help this problem.

Mail carriers are instructed to not deliver mail if their access to the mailbox is blocked in any manner, so please **do not place trash cans in front of the mailboxes.**

Please put emptied trash containers away no later than the evening of trash pickup. They should not be left in front of the house or in the street so animals or wind can overturn and blow them throughout the community.

**E. BULK ITEMS, RECYCLE BINS, AND YARD WASTE FOR PICK UP**

Anne Arundel County provides curbside collection of items for recycling on **Tuesdays.** Use a yellow container available through Anne Arundel County (call 410-222-6104) or any type of reusable and durable container marked with a large “X” which is visible to the collection crew. Recycle containers should be placed curbside no earlier than 6:00 pm of the day prior to pickup and are to be removed no later than the evening of pickup.

Call (410) 222-6100 to make arrangements for pickup of large items or take your items to the Anne Arundel County landfill drop off.

## **F. PETS**

Anne Arundel County Animal Control Laws state that dogs and cats must not be allowed to run at large, i.e. off the owner's property, not leashed and not under control. Please protect them and others by using a leash as the law requires. Those in violation of the Animal Control Laws may be subject to fines not less than \$50 and up to \$500.

Please curb your pet when walking them. **It is your pet and your responsibility** to clean up after them, both inside your backyard and especially on the Association's common grounds. The Association has provided Pet Waste Stations throughout the community. These Pet Waste Stations are equipped with Mutt Mitts and disposal receptacles to deposit your pet's waste.

Make the grounds safe for children to play upon by always leashing and cleaning up after your pet. Please avoid walking your pet near the Playground.

## **G. SETTLEMENT PACKAGES**

When it is time to sell your town home, the Annotated Code of Maryland (Real Property Article Title 11B, Maryland Homeowners Association Act) provides mandatory instructions for the seller to provide certain documents, commonly called Resale Documents (or Resale Package.) The Resale Documents contain copies of legal documents pertaining to the property and a Disclosure Statement.

It is your responsibility as the seller to purchase, at least 20 days or more before settlement, a copy of the Resale Disclosure Package. The buyer has the right to cancel the sale, at no penalty to him, if the Resale Disclosure Package is not provided at least 5 days before settlement. The Resale Disclosure Package can be obtained by going to <http://www.HomeWiseDocs.com> and following the instructions.

## **H. IF YOU PLAN TO RENT YOUR HOME**

Landlord owners are obligated to provide tenants with a written Lease Agreement which indicates that the tenant must conform to the Covenants, Bylaws, and other Documents of the Association. Professional Community Management, Inc. ("ProCom") should be provided a written notice containing the name of the tenant and a contact telephone number. It is not uncommon that we need to contact residents, including tenants, on association business.

Landlords are responsible to the Association for the actions of their tenants, since they, just like owners, must also comply with the Covenants. Landlords, in the final analysis, are legally responsible for maintenance or covenant violations committed by their tenants.

A few things a landlord must do if renting their home:

1. Notify the **management agent** of the lease period, names of the tenants, and contact telephone numbers.
2. Inform the management agent of your mailing address during the time your home will be leased so that Association correspondence may go directly to you. **This is a requirement of Maryland law.**

Landlords, please emphasize upon your tenants the need to abide by the **Covenants, Architectural & Environmental Standards** and the **Parking Space Guidelines**. If this is done, it will save misunderstandings, hard feelings, and possible legal action when the Board of Directors points out a non-conformance.

We hope this orientation information, along with the **Architectural & Environmental Standards** and **Parking Space Guidelines**, will acquaint you with the operation of the Community of Walnut Ridge.

The Board of Directors would like to help any owners/residents with Association related problems, within our ability to do so. If there is a problem or concern regarding our community, please contact our management agent in writing. A written request provides a concrete record of your request. It is a tangible communication the Board of Directors can act upon, give attention to, and provide an ultimate response. Please send correspondence to:

Board of Directors: [board@walnutridgeonline.org](mailto:board@walnutridgeonline.org)

or

Professional Community Management, Inc. ("ProCom")  
400 Serendipity Drive  
Millersville, MD 21108  
[www.procomgt.com](http://www.procomgt.com)

Tamara James  
Association Manager  
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[TJames@procomgt.com](mailto:TJames@procomgt.com)

## I. PROBLEMS OR QUESTIONS?

We all like to think we live in a completely harmonious community, but sometimes that is not always the situation. We hope that by being involved in your community and understanding the elements of this Welcome Letter, the Architectural & Environmental Standards and the Parking Space Guidelines, you are provided with much of the information needed to make living in Walnut Ridge a pleasant experience.

Please realize there are certain areas in which we, as a community association do not have jurisdiction. The list below may help direct your inquiries:

County Police – Emergency Calls	911
Fire – Emergency Calls	911
County Police – non-emergency	(410) 222-8050
Fire – non-emergency	(410) 222-8300
BGE - all calls	(800) 685-0123
BGE – Report Power Outage	(877) 778-2222
Professional Community Management (“ProCom”)	(410) 721-0777
Poison Control	(800) 492-2414
Animal Control	(410) 222-8900
Water and Sewer Bills	(410) 222-1144
Public Works, Weed Control, 7-3:30	(410) 222-7940
Environmental Health	(410) 222-7364
Bulk Item Pickup, 7:30 – 5	(410) 222-6104
Trash Pickup Problems	(410) 222-6104