

## Board of Directors

The Board of Directors meets monthly at the office at 212 Victor Parkway. Meetings are open to all (unless otherwise stated). The Board consists of seven elected members and is governed by Fairwinds Declaration and Bylaws, Resolutions, Special Resolutions, Guidelines, and the Maryland Condominium Act. For details, please visit the Fairwinds website.

### Join Us!

Please get involved in the community by joining a committee or attending a Board meeting.

## Condominium Fees

### Condo fees cover:

- Property management services.
- Maintenance of grounds and buildings.
- Janitorial services and snow plowing.
- Trash and recycling removal.
- Natural gas for heating, cooking, hot water (excluding town houses).
- Pest control (termite inspections are conducted routinely on the ground level units).
- Water and sewage (excluding townhouses).
- Master insurance on buildings.

**Condo fees do NOT cover:** Cable, electric, telephone, homeowners insurance, broken glass or exterior window cleaning, interior caulking of windows and door frames, maintenance and repair of interior including painting, wiring, unit plumbing and dryer vents.

**Condo fees are due on the 1st of the month and incur a late fee on the 15th.** Payments may be made electronically or by mail to the property management. Condo fees are NOT accepted at the Fairwinds office.

**Assessments:** From time to time, an assessment may be levied on each owner to cover an unexpected or large expenditure.

## Important By-Law Items

*FOR GUIDANCE ONLY. CONSULT THE GOVERNING DOCUMENTS OF FAIRWINDS OF ANNAPOLIS FOR TEXT OF ALL RESOLUTIONS AND ADDITIONAL INFORMATION.*

**Leasing of units:** Owners are responsible to make certain tenants are familiar with the rules and regulations of Fairwinds. A copy of the following documents must be on file at the Fairwinds office:

- 1. Current Lease.**
- 2. City of Annapolis Rental License.**
- 3. City of Annapolis Inspection Certificate.**
- 4. Copy of lessee vehicle documentation.**
- 5. Supplemental leasing form on Fairwinds website.**

**Alterations of units:** Many alterations and repairs to the interior of a unit require proper permits from the City of Annapolis and review by the Board of Directors. Cosmetic changes, such as painting, do not require approval. New windows require Board approval.

**Drains:** Help prevent clogged drains! Avoid putting food scraps, coffee grounds, oil/grease, egg shells, bones, vegetable peelings, etc. in sink garbage disposal.

**Toilets:** Flush nothing additional other than toilet paper! No feminine products, personal wipes, baby wipes, diapers, etc. Use trash instead.

**Pets:** A maximum of one (1) pet is permitted. It must be licensed with both Anne Arundel County Animal Control and Fairwinds office. Form available on Fairwinds website. All county ordinances apply for control and care of the pet when outdoors, that is, leashed and waste cleaned up. The pet restrictions do not apply to fish, birds and other caged animals. For details see latest version of Policy Resolution 7.

**Noise:** Keep noise in your unit and hallways to a minimum to allow for peaceful living of your neighbors.

**Smoking:** No one may smoke in any common area of buildings where it may disturb other residents. Please respect your neighbors. Dispose of cigarette butts properly. Do not throw butts on ground!

## Services

**Onsite office hours:** Call Fairwinds office or visit Fairwinds website.

**After Hours Service:** For maintenance-related emergencies call 703-600-6000.

**Trash and recycle dumpsters:** Containers are located throughout the property. Large bulky items are NOT to be placed outside the dumpsters. Properly dispose of trash and cigarette butts. Do NOT throw on the ground! If you see anyone dumping trash on the community grounds, please report the vehicle license number to our management company. Illegal dumping adds costs to your assessments each year.

**Key access:** Owners are required to provide a key to the office for emergencies as outlined in Resolution 3. Entry into units is permitted by management in case of an emergency.

## Facilities

**Parking:** On a first come, first served basis. Reserved parking spots may be leased annually. All vehicles MUST display a parking decal or temporary permit, which can be obtained at the office. All vehicles parked here MUST follow parking rules, otherwise they are subject to towing without notice! See latest version of Policy Resolution 9.

**Community pool:** Open Memorial Day through Labor Day. Hours are posted at the pool.

**Tennis courts:** Located on Silverwood Circle beside the pool. See office for key.

**Playgrounds:** Located on Silverwood Circle in front of Building 20 and behind Building 9. (Latter is designed for age 6 and under)

**Picnic area:** Located on Silverwood Circle by grills next to tennis court.

**Storage bins:** Located in the lower level of Building 205. They are available to owners-occupants on a first come, first served basis. A lease agreement must be on file in the office. Users are required to provide padlocks.



**Fairwinds**  
Of Annapolis

## Fairwinds Of Annapolis Condominium Association

Welcome to Fairwinds!  
This pamphlet is designed to explain a few of the general aspects of living in a condo and the policies, rules, and regulations which apply to all Fairwinds residents - both owners and renters.

### Contact Information:

**Fairwinds Office**  
212 Victor Parkway  
Annapolis, MD 21403

Tel: 410-267-0566  
Fax: 410-295-7123

fairwindscondo@verizon.net  
www.fairwindsofannapolis.org

**Property Management:**  
**Brodie Management Inc.**  
410-403-3050 (after hours EMERGENCY)

Revised February 10, 2016



Fairwinds is your home. Please join your neighbors in creating a pleasant community to live in.