

WELCOME TO ROUNDWOOD RIDGE II

It is our pleasure to **welcome you** to the Roundwood Ridge II condominium association. We are 80 owners and residents strong, concerned about the care of our building (our home), and everyone's quality of life. We've put together a few important summary facts to help you as you move in. Welcome!

PANDEMIC RESPONSE: All residents and visitors have the option to wear a face mask and to respect the 6-foot space between each other in common areas. Unvaccinated people should wear a face mask. Keep everyone safe.... Please.

Automatic Doors: Entry doors to the building are automatic when the button is activated. Please do not prop these doors open, as the door will continue to attempt to close, and it will burn out the motor.

Balcony: Please note that the balcony door can lock you out of your condo. Place a key outside on your balcony if you are not on a ground level floor, and /or place some tape over the bottom lock on the balcony door. Always have a cellphone with you just in case.

Birdfeeders: Due to the difficulty in cleaning up after all types of birds, including hummingbirds, feeders are never allowed on the balcony of any condo or the property of RR II.

BOARD MEETINGS: All residents are invited to attend virtual or in-person Board meetings, as well as an annual meeting when votes for Board candidates are required (either in person or by proxy). We also hope you consider volunteering for a Board position in the future.

BULLETIN BOARDS: There are two bulletin boards in the mailroom, marked for resident information and Board information. Please note that we are a no solicitation building.

CARTS: Shopping carts found on ground level are for the use of all residents. Please empty them immediately and return for additional use. Do not leave them in your unit throughout the day or night.

CLEANING & Maintenance:

--Common areas in the building are cleaned regularly and vacuumed on Thursday morning. Brass is cleaned annually. The trash chute is cleaned twice per year.

--Window washing (outside only): Fall and Spring, information will be clearly posted. Remove your screens if you want your windows washed.

--Garage: Fall and Spring, we power wash and/or blow leaves out of the garage. All cars must be moved out of the garage for the day when power washing occurs; information will be posted.

--Carpet: Twice per year we will steam clean all common area carpets. Information will be posted.

--Dryer vents: Required to be cleaned regularly; watch for information.

--Fire alarm, sprinklers, elevators and generator tests occur on a regular schedule throughout the year; notifications are sent.

--There is a clipboard in the mailroom for any maintenance that you see is needed, e.g. a light out in the hallway, special cleaning needed, hand sanitizer empty, etc.

Community Room: available for reservations. The room was redesigned and updated in late 2020. Please follow appropriate protocols posted on the door. Please note: The bathroom is a convenience for those using the community room, not for daily use by residents.

DELIVERIES: Residents are responsible for picking up food and other deliveries at the front door. We do not want delivery people in the building. Please never give your code to anyone who wants to enter the building --using the phone you have registered with Brodie Management, use the number 6 (six) to buzz them into the building. You are responsible for anyone you allow into the building.

DOGS: It is the responsibility of each resident to keep the building clean and sanitary. This means removing any dog deposits around the building, and keeping carpets and tile in the common areas completely clean. Charges may also be incurred for damage to the common areas. The Board will take appropriate action if necessary.

EMERGENCIES: Emergencies include unexpected fire, water, and electrical problems. Please contact the managerial service, **Brodie Management, at the 24-hour emergency line at 410-403-3050**. If you have a fire in your condo, please contact 911 immediately, and pull the fire alarm in the hall. Refer to the evacuation plan for each floor.

IMPORTANT: A Board Member will request information on your automobiles, and if you need aid in case of a building evacuation. If you have a pet we also need this information; it is all kept available in the front Technical room by the front door for fire and emergency personnel, if needed. Please also update any automobile/ plate changes when made.

FLOOR CAPTAINS: Each floor has a floor captain; we request that you provide your captain with a unit key in case of emergency, or advise them of where an emergency key is available, and always update your automobile information with your floor captain.

GAS: If you smell gas, check with any neighbors where you think the gas originates. If not resolved, then immediately contact **BGE at 877-778-7798 and Brodie Management**.

GENERATOR BACKUP: the building is equipped with a generator if power goes out. This will provide basic electricity to certain common areas. It does not provide unit power.

GRILLS: Outdoor grills are not permitted to be used on your patio or anywhere on the Roundwood properties.

HAPPY HOUR & SPRING FLING: Watch for information.

HVAC service on the roof: Contact John Kenny for access to service your air conditioning unit if it is on the roof. Please give John at least one week notice, unless an emergency. Please have your contractors wear protective shoe coverings or place a cover on the 8th floor carpet if they are accessing the roof. Also, inform them of care with the roof flooring, which is solid rubber and can be punctured with stray screws, etc. They should clean up their work area before they leave.

A/C unit: Check if your unit has been marked with your unit number. Units on the 5-8th floors are on the roof. All others are outside on the ground level. This marking makes it easier when you do your annual checkup of your A/C unit. Be sure to service your unit regularly.

Library: Located on the 3rd floor for the use of our residents. Follow protocols as posted at the library.

Lights: The light that is located immediately outside of your condo is your responsibility, and should be LED.

Mail/Packages: mail is placed in your mailbox on the 1st floor daily by USPS. Deliveries from FEDEX, UPS and Amazon are placed by the front door on the table only. Please pick up your deliveries when they arrive. Delivery personnel are not permitted beyond the lobby.

RECYCLING: Regular recycling waste (bottles, cans, paper, boxes, some types of plastic—nothing else) should be placed in the RECYCLE container in the rear of the building. Boxes should always be broken down to consolidate room. If the container is full, please hold your recyclables until the next empty container arrives. **DO NOT PLACE PLASTIC BAGS** in the recycling container. If you are having work done in your unit, please Inform your service providers that this is NOT a trash container. The trash container is the large container.

Routine Condo Maintenance: drain cleaner should be used every month, ceiling smoke alarms should receive new batteries annually, unless you have them replaced with 10-year battery smoke detectors. It is time to replace smoke alarms if it has not been done. It is also recommended to have your fireplace cleaned every 2-3 years. See resources below.

SERVICES/ DELIVERIES/ MOVING/ CLEANING: All move ins/ outs, all deliveries, as well as servicing our building (Annual A/C and Heat repair, cleaning, plumbing, Verizon or Comcast; Note: this also includes anyone entering the building to clean your unit), i.e., **All services must enter through our back door in the back of the building.** If you are moving anything into the elevators, to protect them please contact John Kenny (or backup Mark Ostrowski), who will place protective elevator pads. NOTE: If you are moving or having a delivery of furniture or appliances, you must contact and inform Brodie Management at least one week prior to the move. If there is any damage by contractors, you will be responsible for reimbursement of repairs.

SMOKING: Smoking is not prohibited within 15 feet of our building, and in all common areas, including stairways. Smoking is only allowed in private condos, and private balconies. It is not permitted to throw cigarette/cigar butts from any balcony. This creates danger for others, as well as creating a fire hazard.

SNOW PLAN: When significant snow is anticipated (i.e., 6+inches), you may have the option to move your outside car into the garage through an established process. After the snow, when our lots are cleared, we move the cars back to the lots. There is an additional plan for less than 6 inches of snow, where parking is restricted in certain areas. Watch for information in the mailroom, through announcements, and emailed. Long term parking (i.e., cars that are not moving regularly, or if you are away) are the spaces to the LEFT of the dumpsters (zone 5).

TRASH: IMPORTANT: All trash placed in the chute must be in a plastic bag; nothing should ever go down the chute without a bag. Boxes should always be placed in the recycling container out back (NOT in the trash chute) and broken down to allow more room. We do not want to stop up the trash chute – it will cost us extra money to clear it. Be sure to check out the notes in the Trash Chute room, opposite the elevators on each floor. Please advise any visitors of the process. The large container in the back is for larger pieces of trash and landfill materials.

Verizon/Comcast: We ask that you contact John Kenny with at least one week's notice to borrow the key/have access to the technology room in the garage (for Verizon), or to the Comcast closet next to the trash chutes . We are happy to provide access, but we need some advance notice, please.

VOLUNTEERS: We ask that all residents volunteer for some of the very simple yet important tasks in our building, to the extent they are able. This keeps our condo fee cost lower, and also helps us to understand how our building operates. Help is always appreciated. Please review the list on the mailroom board, and let one of your board members know what you'd like to do. (Of course, we recognize you need some time to unpack!).

WEBSITE: For additional information, visit the RRII website. <https://roundwoodridge2.com/>

We know all residents will take care of Roundwood Ridge II as it is our home. We are happy to have friends and relatives visit us, and are proud of our environment. Please help us to care for our building. If you ever see inappropriate behavior, or notice a problem, contact a board member or our manager immediately. Contact 911 in case of any emergency situation.

Your Roundwood Ridge II Board Members for 2021

President John Kenny 410-252-9323 or kenny@wmkv.com

Vice-President Kay Schuyler

Treasurer Bob Hammond

Secretary Anne Coyle

Member-at-Large Deb Coleman

Management: Brodie Management: **Margaret Bell/Julie Barber: [410-825-6060](tel:410-825-6060) or [weekends 410-403-3050](tel:410-403-3050).**

RESOURCES

(This is not an endorsement, merely a listing of those who are familiar/ have been used in our building. Feel free to ask any of your new neighbors for additional referrals).

HVAC:

Horizon Services: 410-983-3226 (24-hours)

Fireplace:

Hearth Product Services, Inc., Gary Lentz, 410-529-1074 (licensed master gas fitter)

For smoke detector replacement:

Rowe Electric - 410-882-0911

For Plumbing:

Honest Abe Plumbing- 410-358-5041

For locksmith services:

Jet Lock and Key at 443/204-3765

Drain cleaner: ZEP drain cleaner has been recommended (monthly)

Your welcoming committee:

Rosemary Hanley: 443-604-2566 rosemaryhanley@verizon.net

Mark Ostrowski: 410-627-0505 mfo52@aol.com