

**BARNSIDE CONDOMINIUM, INC.**  
c/o CVI  
**6300 Woodside Court, Suite 10**  
**Columbia, MD 21046-3212**  
[www.barnsidecondominiuminc.com](http://www.barnsidecondominiuminc.com)

Monday – Thursday: 8:30 a.m. - 4:30 p.m.  
Friday: 8:30 a.m. – 12:30 p.m.  
301-596-2600

After hours maintenance  
Emergency  
301-596-2086

EMERGENCY

Such as fire - call 911. Inform CVI after calling fire department.

ARCHITECTURAL REQUESTS

Owners must request and receive written approval from the Barnside Condominium Architectural Committee/Board of Directors and the Hickory Ridge Architectural Committee prior to commencement of any work on the exterior of the home, including paint color changes. Architectural request forms are available on the website and should be submitted along with color samples, description and diagram of the requested change as well as a copy of your property plat map. Please refer to your Guidelines on Architectural Restrictions and Standards for further details. In addition, the Hickory Ridge architectural application must be submitted to Hickory Ridge. For additional information on rules and regulations regarding Hickory Ridge guidelines call 410-730-7327.

BOARD MEETINGS

Typically held the third Tuesday of the month at 7:30 p.m. Open to all owners/residents. Until further notice, meetings are currently held via Zoom. A schedule of upcoming meetings is mailed periodically to all homeowners and posted on the website.

CABLE ISSUES AND COMPLAINTS FORM

Owners can record their complaints and issues concerning the Cable Resources in Howard County by using the on-line form at <https://www.howardcountymd.gov> or by contacting the Office of the Cable Administrator at 410-313-3318.

HOME MAINTENANCE

Maintenance of the townhome structure (interior and exterior), glass, fence, siding, roof, front door, electrical, mechanical, heat pumps and plumbing system, is the responsibility of the homeowner. There is a specific color scheme for each home that cannot be changed. Contact CVI to obtain the correct color for your home or visit the community website.

EMAIL LIST

The association maintains an e-mail list of owners and tenants who would like to receive updates via e-mail from the association. These e-mails will be sent blind copy. If you want to join the list, send an e-mail to [skennedy@cviinc.com](mailto:skennedy@cviinc.com).

INSURANCE

The association maintains a master casualty and liability insurance policy. The current deductible is \$10,000 for water claims. The deductible, or a portion thereof, may be the responsibility of the homeowner; check with your agent about your homeowner's insurance covering this deductible. Homeowners should also see their insurance agent about covering their personal property, including furniture, clothes, food, glass, property improvements, upgrades, additional living expense and liability insurance.

INSPECTIONS

Each spring, the association may perform an exterior inspection of each home citing violations of the association's documents or guidelines. Examples are exterior painting of windows, doors, trim, rakeboards, yard maintenance, clutter/storage, etc. Residents are advised in advance when inspections will take place.

KEYS/LOCKS

The association does not provide keys to homes. It is the homeowner's responsibility to repair and replace locks. Please note that the association or management agent does not handle lockouts. You may want to consider leaving a key with a neighbor, friend or wherever it will be convenient for you to locate if you should be locked out of your home.

## LAWN CARE

The association owns and maintains common lawn areas located between groups of buildings, open areas, and the parking lot. Each homeowner owns and maintains their yards as described in your individual plat map.

## LEAKS

Leaks originating from within a unit are homeowner responsibility. The co-owner may be responsible for damage to other units or the common elements from such leaks. Be sure toilet seals are replaced and tubs are caulked as needed. It is also important to winterize your home by turning off the water to the outside faucet and drain any water outside that may be left in the lines. This will help prevent these lines from freezing and bursting during the cold winter months.

## LEASING

Those homeowners, who will be renting their homes, need to supply the association with a copy of the lease. Rental rates may be marked out on the copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e. rules & regulations, etc. Please note that Howard County requires a license for rentals. Owners can call 410-313-3961 to obtain a County license.

## LIGHTS

Parking lot lights are the responsibility of BGE. You may report outages directly through BGE by phone at 1-800-685-0123 or through their web site at BGE.com. If you see a street light out, call BGE and CVI to report it. It is very helpful if you can refer to the number on the light pole (yellow number at top of pole) and street locations. Sidewalk black pole lights and breezeway lights are the responsibility of the association. Contact CVI to report an outage. It is helpful to refer the location by house address. Each owner is individually responsible for all exterior lights mounted on their home.

## MAILBOX KEY

For a mailbox key, contact the Columbia Post Office at 6801 Oak Hall Lane, Columbia, MD 21045, 410-381-4373 or the United States Postal Service at 1-800-275-8777.

## PARKING

On first come, first served basis. All vehicles must have current, state acceptable, license tags and be in operating condition at all times.

## POLICE PROTECTION

Provided by the Howard County Police, non-emergency 410-313-3700 For emergency dispatch 911.

## RECYCLING

Recycling is through Howard County. Pick-up is on Wednesday for recycling and yard waste. For information on recycling, please call 1-410-313-6444 or log onto <https://www.howardcountymd.gov>.

New residents should call to confirm recycling pick-up and to receive materials on proper recycling disposal.

## RULES & REGULATIONS

Rule violations must be reported in writing to the Board of Directors, c/o CVI. Violations may be enforced by fines or legal action.

## SNOW SERVICES

Work does not usually commence until snow has ceased falling and/or accumulation of at least 2". All parking lots, drive aisles and common area sidewalks will be restored to a functional state. Level of service is determined by budget.

## TRASH COLLECTION

As part of your property tax bill, Howard County collects the trash on **Friday**. For information on trash, please call 1-410-313-6444. New residents should call to confirm trash pick-up and to receive materials on proper trash disposal. Trash is to be placed inside trash cans in sealed bags. Trash should not be placed outside of cans. *Please do not place your trash on the curb before 7:00 p.m. the evening before pick up. Trash containers are to be stored out of public view.*

**Bulk Trash Collection** – Howard County provides some bulky trash pick-up. Please visit the website for information on proper disposal at <https://www.howardcountymd.gov>.

## WATER AND SEWER

Will be provided by Howard County and will be paid for by each individual owner.