

# **LOYOLA UNIVERSITY MARYLAND:**

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## **OFF CAMPUS STUDENT LIVING GUIDE**

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**LOYOLA**  
**UNIVERSITY MARYLAND**

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# Welcome to Baltimore Living!

Welcome to “Charm City”! Whether you are in Baltimore for college only, or if you are planning to stay longer, Baltimore has an exciting historical and cultural history. Not only is Baltimore the birthplace of the “Star Spangled Banner”, it has hosted many well-known people such as Babe Ruth and Edgar Allen Poe. Baltimore is known as “The City of Firsts,” due to the many historical events and inventions that have called Baltimore home.

For example, in 1830, the first operating railroad depot in the United States was in Baltimore. In 1844, Samuel Morse developed the world’s first telegraph line between Baltimore and Washington. And for you sports fans, the first baseball player to be named MVP in both the American and the National Leagues was the Orioles’ very own Frank Thomas. There are so many more firsts that occurred in Baltimore, Maryland. How well do you know your Baltimore history?

## The Maryland State Flag

One of the oldest and most distinctive state flags in America, Maryland’s brightly colored standard was adopted as the Maryland State Flag in 1904. The design is taken from the “escutcheon,” or “shield,” in the first Lord Baltimore’s Seal dating from the 1630s. The black and gold quarters are the arms of Lord Baltimore’s family, the Calverts. The red and white quarters are those of his mother’s family, the Crosslands. If you are interested in current conversations around the history of the Maryland flag and it’s founding family’s history of racism and Maryland’s ties to the Confederacy, here is [a great article to consider by Baltimore Magazine](#).

## Baltimore City History

In 1851, Baltimore City separated itself from Baltimore County to form its own government. Today, the Baltimore City government is organized into the executive, legislative, and judicial branches.

The Baltimore City Council meets throughout the year to address the needs of Baltimore residents. Meetings are open to the public and are also televised. You can check the [City Council’s website](#) at for more information. Baltimore’s judicial branch consists of the circuit court, the district court, and the orphan’s court.



Taken from <http://www.mdifun.org/kids/mdfacts.asp>

For more information on the history of Baltimore’s government or for more information on the current government, go to Baltimore City’s Official Website at <http://www.ci.baltimore.md.us/>.

# How Well Do You Know Maryland?

1. Maryland's official state bird is:  
A. Robin  
B. Oriole  
C. Blue Jay  
D. Barn Owl
2. Maryland's official state crustacean is:  
A. Oyster  
B. Bay Scallop  
C. Blue Crab  
D. Clam
3. Maryland's official state dog is:  
A. Chesapeake Bay Retriever  
B. Maryland Wolf Hound  
C. Beagle  
D. English Setter
4. Maryland's official state cat:  
A. Persian  
B. Siamese  
C. Calico  
D. American Wirehair
5. Maryland's official state fish is:  
A. Monkfish  
B. Rockfish  
C. Catfish  
D. Small-mouth Bass
6. Maryland's official state flower is:  
A. Tulip  
B. Sunflower  
C. Gardenia  
D. Black-eyed Susan
7. Maryland's official state reptile is:  
A. Snapping Turtle  
B. Diamondback Terrapin  
C. Tree Frog  
D. Rattlesnake
8. Maryland's official state gemstone is:  
A. Pearl  
B. Patuxent River Stone  
C. Jones Falls Quartz  
D. Hagerstown Shale
9. Maryland's official state song is:  
A. Maryland, My Maryland  
B. Sweet Maryland  
C. Come Home to Maryland  
D. Thank God, I'm a Country Boy
10. Maryland's official state nickname is:  
A. The First State  
B. The Mason-Dixon State  
C. The Old Line State  
D. The Bay State
11. Maryland's official state dance is:  
A. Tango  
B. Square Dance  
C. Waltz  
D. Ballet
12. Maryland's official state team sport is:  
A. Basketball  
B. Baseball  
C. Lacrosse  
D. Rugby
13. Maryland's official state beverage is:  
A. Apple Juice  
B. Mint Julep  
C. Milk  
D. Lemonade
14. Maryland's official state tree is:  
A. White Oak  
B. Red Maple  
C. Evergreen  
D. Blue Spruce
15. Maryland's official state sport is:  
A. Badminton  
B. Croquet  
C. Polo  
D. Jousting

1. Official Bird: Oriole  
2. Official Crustacean: Maryland Blue Crab  
3. Official Dog: Chesapeake Bay Retriever  
4. Official Cat: Calico  
5. Official Fish: Rockfish  
6. Official Flower: Black-eyed Susan  
7. Official Reptile: Diamondback Terrapin  
8. Official Gemstone: Patuxent River Stone  
9. Official Song: Maryland, My Maryland  
10. Official Nickname: Old Line State  
11. Official Dance: Square Dance  
12. Official Team Sport: Lacrosse  
13. Official Beverage: Milk  
14. Official Tree: White Oak  
15. Official Sport: Jousting

# Things to Do While Living in Baltimore

- Visit the American Visionary Art Museum, the home of fun, unusual art.
- Grab lunch at the world renowned Lexington Market, the world's largest continuously operating market.
- Visit the Inner Harbor – there are plenty of restaurants and attractions surrounding the area.
- Climb the 228 steps to the top of the Washington Monument located at 600 N. Charles Street.
- Learn more about African-American history at the Reginald F. Lewis Museum of Maryland African-American History and Culture.
- Check out the Lacrosse Museum and the National Lacrosse Hall of Fame.
- Be spellbound by the Edgar Allen Poe gravesite.
- Take a trip to neighboring Washington, DC.
- Visit the animals at the Maryland Zoo in Baltimore.
- Go to the Maryland Science Center to learn cool facts about science.
- See the birthplace of the Bambino at the Babe Ruth Birthplace and Sports Legends Museum.
- Watch history come to life during the Defenders' Days at Fort McHenry.
- Unwind with a Baltimore Symphony Orchestra concert.
- See a Broadway show at the Hippodrome Theatre.
- Eat a crabcake.
- Catch the holiday spirit at the Miracle on 34<sup>th</sup> Street light display in Hampden.



# Off-Campus Conduct

In keeping with the Jesuit tradition, Loyola University Maryland is located within a city environment. This means that the campus is surrounded by several residential neighborhoods. In addition to observing all other provisions of the Student Code of Conduct, Loyola students are expected to uphold standards of behavior when they are present in the surrounding neighborhoods and the city of Baltimore. The University encourages its students to behave as responsible citizens when present in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community.

*The University may arrange forums at the beginning of each academic year for students living in residence halls in close proximity to the community residents (including but not limited to Ahern, McAuley, Aquinas, and Rahner Village) and for students living in off-campus residential communities.*

The University reserves the right to take action to address student misconduct that impacts the University or our surrounding neighborhoods. At the discretion of the Director of Student Life/designee, students may be charged with violations 1-34 of the Student Code of Conduct for incidents that occur off campus, **including misconduct occurring outside of the Baltimore area that comes to the attention of the University and impacts the Loyola community.** In addition, off-campus residents are required to adhere to the guidelines outlined in this policy.

**Violations of the Off-Campus Conduct Policy include, but are not limited to, the following:**

**a. Residency Requirements**

**a1. Location of Residence:** Students must comply with the following terms of the covenant between Loyola University and the North Baltimore Neighborhood Coalition regarding off-campus dwellings. "Loyola agrees to prohibit nonresidential commuter students from residing in dwellings located in the following neighborhoods: Blythewood, Guilford, Evergreen, Homeland, Kernewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tuscany-Canterbury, and Wyndhurst unless:

- (1) the dwelling was originally designed as an apartment-style residence or
- (2) a student lives with a relative"

Failure to comply with these terms may result in the student being required to obtain new housing, either on or off-campus, as determined by the University. Loyola will not be responsible to any students or parents of students for claims by any landlord if such students are required to relocate.

**a2. Address Registration:** Students living off-campus are required to notify the Office of Student Life of their local address by the first day of classes in the fall semester. **Failure to notify the Office of Student Life may result in the student being fined \$50 for each day that the student is late in providing that information, being prevented from registering for classes, and/or being prevented from receiving other University privileges such as the use of the library, the Evergreen card, dining services, or computer labs.**

**b. Parties and Gatherings:** Holding large parties, block parties, and/or having large quantities of alcohol (e.g. kegs, beer bongs) is prohibited. Students who reside in off-campus residences have a responsibility to be

courteous to community residents and not to congregate in large groups in streets, yards, parks, and inside or outside of the residence.

c. **Off-Campus Disturbances:** Students should respect the property and rights of others and refrain from urinating and/or defecating in public, walking through private property, and/or exhibiting behaviors that disrupt the community and/or infringe on the rights of others.

d. **Noise:** Students should operate stereos and other electronic equipment at reasonable sound levels, and keep noise levels within residences and on the streets at reasonable levels and in accordance with local ordinances especially between 9:00 pm and 7:00 am.

e. **Trash/Disposal and Litter:** Students are responsible for disposing of trash on a regular basis in the proper receptacle (i.e. trash can or dumpster) and storing trash outside in proper trash receptacles in accordance with city/county rules and regulations. Students should refrain from littering on streets, yards, and parks.

f. **Social Host:** It is the responsibility of any student who hosts a visitor or guest in their off-campus residence to ensure that the person knows and adheres to the Student Code of Conduct. In instances where guests violate rules or codes, the student host will be held responsible. Residents of an apartment or townhouse off campus are responsible for all that occurs inside or outside their residence including any guest misconduct. Whether a visitor is a student, non-student, or a non-identified guest, the student host will be held responsible for violations of the Student Code of Conduct. Responsibility under these rules may occur even if the host is not a participant in the activity, is not present, or has left the visitor(s) alone.

g. **Community Behavior:** Students should not use rude or abusive language in dealing with members of the community. Students should also refrain from engaging in any retaliatory actions in regard to interactions with members of the community/fellow residents.

h. **Disorderly Residence:** Students may not maintain a disorderly residence. All neighborhood, city, county, and state laws/codes/ordinances must be followed by all of the inhabitants of a residence. This includes but is not limited to, the number of unrelated inhabitants legally able to reside in the same location, alcohol and drug laws, health codes, and ordinances.

i. **Pets:** Students who choose to live off campus and own pets must follow all city, county, and state regulations regarding pet ownership.

j. **Parking:** Students are prohibited from parking in the following neighborhoods: Blythewood, Guilford, Evergreen, Homeland, Kernewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tusculum-Canterbury, and Wyndhurst. This policy will be strictly enforced by campus police. Additionally, when parking in approved areas, students must not park in a way as to impede pedestrian traffic that blocks the parking pad/driveway of another residence that impedes the free flow of traffic, and/or prevents the transit of emergency vehicles. If a student receives three or more parking violations they may face student conduct action.

### **Standard Sanctions for Violations of the Off-Campus Conduct Policy**

**Any violations of the off campus conduct policy may result in the following sanctions in addition to any neighborhood, city, county, or state penalties:**

- **1st Offense:** \$500 fine, Nuisance Residence designation, disciplinary probation, parental notification.
- **2nd Offense:** \$750 fine, deferred suspension from the University, parental notification.



- **3rd Offense: Restricted Residence designation, removal from residence and/or suspension from the University, parental notification.**

**Nuisance Residence:** Any off-campus apartment, house, or other dwelling where there have been repeated complaints or complaints of a serious nature about disruptive behavior may be designated as a Nuisance Residence.

**Restricted Residence:** Student residents/tenants of a designated Nuisance Residence who are found responsible for repeated violations will be required to vacate the property and obtain alternative housing that must be approved in advance by the dean of students or their designee. All expenses related to the required move are solely the responsibility of the students. In some cases, resident groups may not be allowed to move to the same location. Once an off-campus apartment, house, or other dwelling has been restricted and the residents have been required to move, Loyola students will be prohibited from living at that residence for a designated length of time, usually for the remainder of the academic year. Students restricted from living in an off campus residence as part of a sanction will be restricted from relocating to another residence in a neighborhood prohibited by the neighborhood agreement. The University will also notify the landlord of policy violations.

Fines collected for violations of this policy will be used, in part, to sponsor programs with the local community.





# Off-Campus Living

## OFF CAMPUS LIVING SAFETY AND SECURITY TIPS

Life in a house or apartment includes taking personal responsibility for one's own safety and wellbeing and the safety of others. This includes everything from understanding the appliances and heating systems and how to shut them off if the malfunction to locking your windows and doors.

There are other things you can do to protect yourself, your home, and your possessions. Don't leave your safety to others. Residential security is one of your new and primary responsibilities if you have chosen to live off campus. Follow these suggestions to make your building a safer place in which to live.

- First and foremost always close and lock all windows and doors, even when home. If you have windows which will not secure, use a wedge (board or dowel) to help secure damaged windows.
- **The first point of entry for a thief to try is the front or rear door of a residence.**
- All exterior and sliding glass doors should also be secured and checked twice. Secure sliding balcony doors with a Charlie bar or place a length of wood in the bottom track, making sure it fits snugly.
- All apartments/homes should have a working smoke detector on each floor and in each bedroom.
- Smoke detector batteries should be changed twice a year.
- Your residence should have working fire extinguisher in the kitchen.
- Residences with furnaces should have a carbon monoxide detector.
- Never leave burning candles or incense unattended.
- Turn off all appliances (curling iron, hair dryer) prior to leaving a room.
- To prevent grease fires, make sure your oven or stove is clean prior to cooking.
- Report unknown or suspicious person or vehicles around your residence or neighborhood to the police.
- Notify your landlord when your house or apartment will be vacant for longer periods of time.
- Make arrangements with a neighbor or landlord to receive deliveries. Have your mail held using a vacation stop.
- Do not expose yourself to unnecessary risk by opening the door to strangers and always use a peephole.
- Be alert to vehicles or persons following you into the garage or parking lot.
- Drive out of the area if you encounter suspicious circumstances and report them immediately to the police.
- Always close and lock all windows and doors, if you have windows which you not secure, use a wedge (board, dowel, or stick) to help secure damaged windows. Ask your landlord to make repairs!
- Close blinds and curtains to prevent someone from seeing into your residence. Lights should be put on a timer whenever possible so residences are not completely dark at night in your absence.

- Well-lit exteriors can discourage break-ins or prowlers from targeting your residence. Insure burned-out light bulbs are replaced quickly.
- Do not panic if your home is broken into. Leave immediately and call the police. Do not touch or move anything.
- Take precautions for vehicles parked in public areas. Money, CD's cell phones and electronics should be kept from plain view or secured in the car's trunk.
- Park in well-lit areas when returning home after work.
- Valuables, personal property, electronics and sensitive information are prime targets for thieves. Take extra precautions securing these types of items inside your apartment or room to prevent an unfamiliar person or guest from stealing your property.
- Keep friends, colleagues and family informed. Make sure they all have your home address.
- Keep a duplicate set of keys with a friend who lives nearby, in case you are locked out.
- Apps like Mypropertylocker.com allow you to record and store your properties serial numbers.

**The Department of Public Safety will conduct safety and security surveys, free of charge to off campus students by contacting Director Adrian Black at (410-617-2863) or email at [abblack@loyola.edu](mailto:abblack@loyola.edu).**



## TENANT/LANDLORD RELATIONS AND RESPONSIBILITIES

As a tenant, you must do your part to maintain relations between yourself (tenant), the landlord and your community. One way to do this is to keep open lines of communication between yourself, your roommates and the landlord. Another is to make sure that you **THOROUGHLY** read through your entire lease so that you are aware of any specific terms related to your and/or your landlord's responsibilities and legal obligations under your lease. These terms can range from who is responsible for changing lightbulbs to how many people can reside in the premises to how utilities are to be handled.

In addition to those outlined in your lease, there are certain responsibilities that both you and your landlord are required to uphold. Maryland state law outlines these as do local jurisdictions such as Baltimore City and Baltimore County, some relevant ones are listed below, however, you can find additional information via the websites and phone numbers listed in the back of this guide.

One additional area of tenant/landlord responsibility beyond state, city and county codes is regarding specific rules and regulations of the neighborhoods/communities in which you reside. Some communities, like the Villages of Homeland West have specific rules and responsibilities for all residents—owners and renters. In cases like this, it is the responsibility of the landlord to provide you with those rules and regulations with your lease. It is your responsibility to be aware of those rules and regulations so that you do not violate them during the term of your lease, as they are above and beyond those outlined in the Loyola Community Standards and bear additional penalties (exercised by/to the community) for failure to comply.

What is covered in this section represents just a small number of the codes, ordinances, regulations and responsibilities that cover the tenant/landlord relationship. It is incumbent upon you to understand all your rights and responsibilities as you have chosen to enter a contract (lease) with the landlord and Loyola is not able to legally intervene on your behalf.

If you are having problems with your landlord, and they are not providing the promised services as per your lease or by law, there are many resources available to help and mitigate and/or mediate the situation. Please see the list of resources at the end of this document for more information.



### *EXTERIOR*

#### The Owner's Responsibility

Trash, garbage, or debris may not be stored or placed out for collection except in approved storage receptacles.

The owner or operator of every occupied premises must arrange for a sufficient number of these storage receptacles to receive and store trash, garbage, and debris from individual units between days of collection. The receptacles must be maintained in a location accessible to occupants.

Every Owner of a building containing two (2) or more dwelling units must maintain all lots and exterior premises, including abutting sidewalks, gutters, and alleys, in a clean, safe and sanitary condition.

#### The Occupant's Responsibility

The Occupant of a single-unit building and an Occupant of a unit with exclusive use of an exterior property area (i.e. a tenant in a first floor apartment with sole use of the backyard yard) must maintain all lots and exterior premises, including abutting sidewalks, gutters, and alleys in a clean, safe and sanitary condition.

While all responsibilities are noted in the Property Maintenance Code of Baltimore City here are several examples

- Keep grass, weeds or plant growth below 8 inches and remove all noxious weeds.-
- Prune or remove all trees and shrubbery if they are: 1) dangerous to life and property; 2) create a fire or traffic hazard; 3) encroach on adjacent property.

Prohibit the accumulation of trash, debris, and bulk trash, including the following discarded items:

- Animal waste
- Furniture
- Equipment
- Appliances
- Construction Material
- Similar Objects & Materials

Please keep in mind the following when discarding trash, garbage, and debris:

- ***Receptacles cannot be placed out for collection on a sidewalk or along an alley earlier than the day of collection.***
- Receptacles must be returned promptly to the premises after collections
- If discarded or abandoned articles are too large for disposal in the required receptacles, they must be transported to a landfill or approved disposal site.

## *RAT PROOFING AND PEST EXTERMINATION*

### The Owner's responsibility

The Owner is responsible for rat proofing the building and maintaining the rat proof condition. Rat proofing methods include: 1) preventing entrance by blocking passages with rat-resistant material; and 2) paving basements and any other areas that are in contact with the soil.

### The Occupant's Responsibility

An Occupant of a single-unit building is responsible for extermination of insects, rodents, or other pests, other than wood destroying insects.

An Occupant of a multiple-family dwelling is responsible for extermination if the Occupant's unit is the only one affected.

## *INTERIOR*

### The Owner's Responsibility

The Owner must maintain shared, common or public areas within each building that contains more than one unit. However, the Owner is responsible for repairing or replacing defective and damaged items in all the units.

### The Occupant's Responsibility

The Occupant must keep in a clean and sanitary condition their unit and any other of areas that they occupy or control. Keep in mind that the Owner may hold an Occupant accountable for damaging interior property due to negligence.

While all responsibilities are noted in the Property Maintenance Code of Baltimore City here are several areas for maintenance of interior areas:

- Floors, Furniture, Countertops and similar surfaces must be clean and free of trash, garbage, and debris, including human and animal waste and any other insanitary matter or cause of nuisance.
- Walls, Ceilings, Windows, and Doorways must be clean and free of dirt, grease, soot and any other insanitary matter or cause of nuisance.
- Plumbing fixtures must be kept clean and free from any foreign object or material that could obstruct a fixture or a line connected to a fixture.



*The Owner's Responsibility*

TRASH

The owner is also required to remove trash, rubbish, or other debris from the premises of the investment property. The owner of investment property located immediately adjacent to a residence must keep all trash containers and receptacles with a capacity in excess of 40 gallons in the rear yard of the property or screened, by natural or artificial means, from public view.

STRUCTURAL

The County Building engineer, after inspecting the property, has a responsibility to require the owner of the investment property to replace or repair any of the following which are missing or deteriorated:

1. Exterior architectural features which create an unsafe condition;
2. Exterior walls or other vertical supports;
3. Roofs or other horizontal features;
4. Exterior chimneys;
5. Crumbling or exterior plaster or masonry;
6. Ineffective waterproofing of exterior walls, roofs, and foundations; and
7. All other exterior construction, including broken windows and doors.

EXTERIOR

The property owner is required to maintain the exterior of a structure in good repair and in a sanitary condition so that the structure does not pose a threat to the health, safety, or welfare of the occupants.

Supporting parts must be structurally sound, free of deterioration, and capable of safely bearing the dead and live loads imposed on them.

The foundation, roof, and all other exterior surfaces must be kept in good repair and in such condition as to keep out rodents and other pests. Foundation walls must be structurally sound, without unsafe cracks or breaks.

Exterior walls shall not have holes, breaks, loose or rotting boards or timbers, or any other condition by which rain or dampness could enter the interior. All exterior surface materials must be kept weatherproof and properly coated to prevent deterioration. Roofs must be structurally sound, without leaks, and with adequate drainage to prevent rainwater from causing dampness or deterioration in the walls or interior parts of the structure.

All external decorative features and all awnings, stairways, fire escapes, overhang extensions, etc., must be kept safe and sound, in good repair, and properly anchored. They must be protected from the elements and against decay and rust.

Exposed surfaces of metal or wood must be painted or weatherproofed. Exterior stair, porches, balconies, fire escapes, etc., must be kept in safe condition and capable of supporting their anticipated loads.

Windows, doors, and their frames must exclude wind, and, as completely as possible, rain and rodents.

Windows and doors must be weather tight and reasonably fit their frames. Windows must not have cracks or holes. Windows used for ventilation or emergency escape must be easily opened from the inside and held in position by window hardware.

From April 1 to December 1, tight-fitting insect screens must be supplied for every door, window, or other outside opening used for ventilation. However, the Code Official may exempt windows equipped with air conditioners, openings above the 4th floor, etc., or may require alternatives to screens.

Each exterior door and its hardware must be kept in good condition. Locks on exterior doors to individual housing units must be in good repair and capable of tightly securing the door.

## INTERIOR

The interior of a structure must be kept in good repair, structurally sound, and in sanitary condition so that it does not threaten the health safety, or welfare of the occupants.

Supporting structural members must be sound, free of deterioration, and capable of safely carrying the imposed loads.

Interior surfaces - floors, walls, ceilings, windows, doors, etc. - must be kept in good repair and in a safe and sanitary condition. Kitchen, bathroom, and toilet floors must be substantially impervious to water so that they may easily be kept sanitary.

The interior must be clean and sanitary, with no accumulations of rubbish or garbage. Rubbish and garbage must be placed in temporary storage facilities, not allowed to accumulate or be stored in public halls or stairways.

Structures must be free of rodent and insect infestations, and where infestations are found, the area must be promptly treated with an extermination process that is not harmful to human health.

Any door available as an exit must be easily opened from the inside.

Interior stairs and railings and other exit facilities must be in sound condition and good repair so as not to be dangerous. The stairs must be safe to use and capable of supporting anticipated loads.

<https://www.peoples-law.org/rental-and-housing-laws-baltimore-county-county-laws#maintenance>

### *“DAMAGE” VS. NORMAL WEAR AND TEAR*

This is often the point on which landlords and tenants disagree. Unfortunately, there are no hard and fast rules that fit every situation. Common sense suggests that carpeting will need to be replaced periodically, and walls will need repainting, due to normal wear and tear. A landlord must expect to bear these costs as part of doing business. If, however, a tenant scorched a large area of the carpeting or dragged an appliance over it and ripped it, that could reasonably be considered damage. Leaving small holes from picture hooks in the wall would be wear and tear, while knocking a hole in the wall that would require drywall or plaster repair could be considered damage.

### *RENT ESCROW: WHEN THE LANDLORD FAILS TO MAKE REPAIRS*

Under Maryland law, if a landlord fails to repair serious or dangerous defects in a rental unit, you have the right to pay your rent into an escrow account established at the local District Court. But the law is very specific about the conditions under which rent may be placed in escrow. You must give the landlord proper notice and adequate time to make the repairs before you have the right to place rent in escrow. The escrow account can only be set up by the Court. The serious or dangerous conditions include, but are not limited to:

- Lack of heat, light, electricity or water, unless you are responsible for the utilities and the utilities were shut off because you didn't pay the bill. (Lack of air conditioning is not considered a serious or dangerous situation that would permit rent escrow.)
- Lack of adequate sewage disposal; rodent infestation in two or more units.
- Lead paint hazards that the landlord has failed to reduce.
- The existence of any structural defect that presents a serious threat to your physical safety.
- The existence of any condition that presents a serious fire or health hazard.

Rent escrow is not provided for defects that just make the apartment or home less attractive or comfortable, such as small cracks in the floors, walls or ceiling.

In order to withhold rent for conditions that constitute a threat to life, health, or safety, you must provide actual notice of the defects or conditions to the landlord, or notify the landlord by certified mail, or the landlord must be notified of the violations from an appropriate government agency, such as the local housing department.

<http://www.marylandattorneygeneral.gov/Pages/CPD/landlords.aspx>

# IMPORTANT PHONE NUMBERS/WEBSITES/RESOURCES

EMERGENCY CONTACTS	PHONE NUMBER	WEBSITE
Ambulance/Police/Fire	911	
Baltimore Gas and Electric Outage/Emergency	1-800-685-0123	<a href="https://secure.bge.com/Outages/ReportanOutage/Pages/ReportanOutage.aspx">https://secure.bge.com/Outages/ReportanOutage/Pages/ReportanOutage.aspx</a>
Water Issues (Baltimore City & County)	311 or 443-263-2220	
<b>Baltimore City</b>		
Sanitation/Road Maintenance/Service Request	311	<a href="http://www.baltimorecity.gov/311-services">http://www.baltimorecity.gov/311-services</a>
Health Department	311	<a href="http://health.baltimorecity.gov/">http://health.baltimorecity.gov/</a>
Animal Services	311	<a href="http://health.baltimorecity.gov/programs/animal-services">http://health.baltimorecity.gov/programs/animal-services</a> <a href="http://baltimoreanimalshelter.org/">http://baltimoreanimalshelter.org/</a>
<b>Baltimore County</b>		
Sanitation/Road Maintenance/Service Request	311	<a href="http://www.baltimorecountymd.gov/iwant/report.html">http://www.baltimorecountymd.gov/iwant/report.html</a>
Health Department	410-887-2243	<a href="http://www.baltimorecountymd.gov/Agencies/health/overview.html">http://www.baltimorecountymd.gov/Agencies/health/overview.html</a>
Animal Services	410-887-7297	<a href="http://www.baltimorecountymd.gov/Agencies/animalservices/">http://www.baltimorecountymd.gov/Agencies/animalservices/</a>
<b>Local Hospitals</b>		
Greater Baltimore Medical Center (GBMC) 6701 N Charles Street Baltimore, MD 21204 (443) 849-2000	Towson Area	<a href="http://www.gbmc.org">www.gbmc.org</a>
St. Joseph's Medical Center 7601 Osler Drive Towson, MD 21204 (410)-337-1000	Towson Area	<a href="http://www.sjmcfcu.org">www.sjmcfcu.org</a>
MedStar Good Samaritan Hospital 5601 Loch Raven Blvd Baltimore, MD 21239 (855) 633-5655	Loch Raven	<a href="http://www.medstargoodsam.org">www.medstargoodsam.org</a>
MedStar Union Memorial Hospital 3333 N. Calvert Street Baltimore, MD 21218 (410) 554-2000	JHU Area	<a href="http://www.medstarunionmemorial.org">www.medstarunionmemorial.org</a>

<b>LANDLORD/TENANT RESOURCES</b>	<b>PHONE NUMBER</b>	<b>WEBSITE</b>
BALTIMORE CITY	311	<a href="https://www.peoples-law.org/rental-and-housing-laws-baltimore-city-city-laws">https://www.peoples-law.org/rental-and-housing-laws-baltimore-city-city-laws</a>
Fair Housing Action Center of Maryland	Tenant Intake Line 443-447-7336	<a href="https://www.fairhousingmd.org/">https://www.fairhousingmd.org/</a>
BALTIMORE COUNTY	410-887-2766	<a href="https://www.peoples-law.org/rental-and-housing-laws-baltimore-county-county-laws">https://www.peoples-law.org/rental-and-housing-laws-baltimore-county-county-laws</a>
Maryland Office of the Attorney General Consumer Protection Division Mediation Unit M-F 9AM-3PM	410-528-8662 888-743-0023	<a href="http://www.marylandattorneygeneral.gov/Pages/CPD/landlords.aspx">http://www.marylandattorneygeneral.gov/Pages/CPD/landlords.aspx</a>
Overview of Maryland Law about Rental Housing		<a href="https://www.peoples-law.org/overview-maryland-law-about-rental-housing">https://www.peoples-law.org/overview-maryland-law-about-rental-housing</a>
<b>LOYOLA RESOURCES</b>	<b>PHONE NUMBER</b>	<b>WEBSITE</b>
Office of Student Life	410-617-5081	<a href="http://www.loyola.edu/departments/student-life">http://www.loyola.edu/departments/student-life</a>
Office of Student Conduct (Off Campus Housing)	410-617-2918	<a href="https://www.loyola.edu/departments/student-conduct/off-campus-housing">https://www.loyola.edu/departments/student-conduct/off-campus-housing</a>
Campus Police (Emergency)	410-617-5911	<a href="http://www.loyola.edu/departments/public-safety/about-us/campus-police">http://www.loyola.edu/departments/public-safety/about-us/campus-police</a>
Campus Police (Non Emergency)	410-617-5010	
Student Health and Educational Services	410-617-5055	<a href="http://www.loyola.edu/departments/student-health">http://www.loyola.edu/departments/student-health</a>
Counseling Center	410-617-2273	<a href="http://www.loyola.edu/departments/counseling-center">http://www.loyola.edu/departments/counseling-center</a>
Student Support and Wellness Promotion	410-617-2928	<a href="http://www.loyola.edu/departments/sswp">http://www.loyola.edu/departments/sswp</a>
Financial Aid	410-617-5521	<a href="http://www.loyola.edu/departments/financial-aid">http://www.loyola.edu/departments/financial-aid</a>
Records Office	410-617-5033	<a href="http://www.loyola.edu/departments/records">http://www.loyola.edu/departments/records</a>
Student Administrative Services	410-617-5049	<a href="http://www.loyola.edu/departments/financial-services/student-administrative-services">http://www.loyola.edu/departments/financial-services/student-administrative-services</a>
Campus Ministry	410-617-2222	<a href="http://www.loyola.edu/departments/campus-ministry">http://www.loyola.edu/departments/campus-ministry</a>
Career Center	410-617-2232	<a href="http://www.loyola.edu/departments/career-center/about/services">http://www.loyola.edu/departments/career-center/about/services</a>
Sexual Violence Prevention, Education, and Response Coordinator	410-617-6769	<a href="https://www.loyola.edu/departments/womens-center/sexual-violence-support">https://www.loyola.edu/departments/womens-center/sexual-violence-support</a>
Deputy Title IX Coordinator (Students)	410-617-5646	<a href="http://www.loyola.edu/departments/title-ix">http://www.loyola.edu/departments/title-ix</a>



# Baltimore City's Loud and Unruly Parties Ordinance: \$500 fine, possibility of 14-day eviction notice

Baltimore City amended its Neighborhood Nuisance law in June 2015 to provide neighborhoods with a more effective tool to address the problems emanating from loud and unruly house parties. Under the new law, police can now write a civil citation on the spot, similar to a speeding ticket, to the property owners, property managers, occupants, and/or tenants when a loud and unruly party takes place.

**A loud and unruly party** is a gathering of two or more people on private property at which:

- Alcohol is illegally furnished to anyone under 21 or someone under 21 is illegally consuming or possessing alcohol; or
- Conduct is disturbing the peace, including:
  - Excessive noise;
  - Obstruction of public rights---of---way by unruly crowds;
  - Public drunkenness;
  - Assaults, batteries, or other disorderly conduct that disturbs the peace;
  - Vandalism;
  - Littering; or
  - Any other conduct that threatens the health, safety, quiet enjoyment, or general welfare.

## Persons Responsible

- The owner, operator, tenant, or occupant of any premises, whether alone or jointly with any other person is a "person responsible" under this ordinance. "Persons responsible" for a loud and unruly party remain liable for violating the ordinance even if they were not present during the event.
- If the person responsible for an unruly event is under 18, they and their parents or legal guardians are jointly and severally liable for the civil penalties imposed by the ordinance.

## Penalties

For the first offense, all those cited are subject to a \$500 fine. For the second or subsequent offense within 12 months of the previous offense, all those cited are subject to a \$1,000 fine.

## Defense for Owners

Property owners or operators can defend themselves from any fine if:

1. They didn't authorize, know about, or participate in the event, and they prove:
  - a. They regained possession of the property, or
  - b. They filed court proceedings to regain possession of the property and:
    - i. The court has entered a judgment in favor of the owner or operator, or
    - ii. Those court proceedings are still pending at the time of the adjudication, in which case the court may postpone its proceedings until the conclusion of the court proceedings to regain possession.

## Consequences for Tenants

A violation of this ordinance is construed as demonstrating a clear and imminent danger that the person responsible or others involved will do serious harm to themselves or others, which allows the landlord to give 14 days written notice to the tenant to vacate the premises.

# THE VILLAGES AT HOMELAND WEST

## RULES AND REGULATIONS

Effective August 1, 2014

### INTRODUCTION

The following Rules & Regulations help to ensure that The Villages at Homeland West continues to be an attractive, highly valued, safe, harmonious and desirable place to live. The R&R provide specific guidelines for day-to-day living. These R&R do not supersede or change the Declaration, Bylaws, and/or state/federal regulations in any manner. They are, however, equally enforceable under the law.

#### A. LAUNDRY ROOM

- A. Doors must be kept locked at all times.
- B. Users must maintain laundry room in a clean and orderly fashion.
  - 1. No personal articles may be stored in the laundry room including laundry.
  - 2. Clean up all spills and trash.
  - 3. Do not open windows or disturb window shades.
  - 4. Clean out the dryer lint trap after each use and rinse out the tub.
- C. Washer and/or dryer (in laundry room OR in condominium unit) may not be used after 11:00 p.m. or before 9:00 a.m.
- D. Promptly remove clothes from washers and dryers to make available to others.

#### 2. STORAGE LOCKERS

- A. All personal storage must be kept inside the storage lockers provided, including bicycles.
- B. Locks must be provided by the owner; storage lockers are to be kept locked at all times and the door must be labeled with the unit number.
- C. The Condominium Association is not responsible for stored items.

#### 3. CARPETING, PADDING AND SAFETY

- A. Carpeting and padding must be provided by owner or lessee to cover eighty percent (80%) of all unit floor space. Together both must be a minimum of one (1) inch in thickness; thin, non-skid pads are not sufficient padding.
- B. Unit Owners must install and maintain in good operating condition a smoke detector and carbon monoxide monitor.
- C. No water beds or water-containing furnishings are allowed in the Units.

#### 4. WINDOW TREATMENTS

- A. Only draperies, window shades, shutters, or mini-blinds may be installed and displayed within units. Blankets, sheets, towels, and other temporary window treatments are not allowed.
- B. To ensure a uniform attractive exterior appearance to the buildings, all window treatments must be in good condition and present a white exterior.
- C. Items such as signs, posters, and flags may not be placed or hung in windows or on balconies/patios.
- D. With the exception of the sliding glass doors to the balconies/patios, all windows must have mullions.

## 5. INTERIOR COMMON PROPERTY

- A.** For safety in the event of an emergency, Baltimore City building and fire codes require a minimum of 36 inches (and in some instances larger) clearance for emergency egress. Fire Marshall inspections are periodically conducted to insure these regulations are met, and sanctions can be imposed for violations. Health and safety (along with our insurance coverage) are threatened if residents cannot evacuate, or emergency personnel cannot enter during an emergency situation. Approval from the Architectural Standards Committee must be obtained before placing any furniture in the hallway or other common areas. Requests must be accompanied by signed approval by all residents in the building.
- B.** Entrances and halls are to be kept free of clutter, including but not limited to bicycles, lawn chairs, hoses, and toys. At no time may personal items (bikes, boxes, etc.) be stored in the hallway or other common areas. Such items will be removed and taken to the dumpster for disposal.
- C.** Damage to entrance halls, whether accidental or deliberate, must be repaired or damaged item(s) replaced by the responsible party in a manner satisfactory to the Board of Directors. Charges incurred for repairs and/or replacements are the responsibility of the residents/Unit Owner causing the damage.
- D.** Advertisements and other paper notes, or tacked or taped items may not be affixed to any common area unless approved by the Board of Directors. Only notices approved by the Board of Directors may be affixed to the building's bulletin boards above the mailboxes or on the trash room door.
- E.** Damage to pipes or other property, whether in units or in/on common elements, resulting from improper use of water waste system, must be repaired or damaged item(s) replaced by the responsible party in a manner satisfactory to the Board of Directors. Charges incurred for repairs and/or replacements are the responsibility of the residents/Unit Owner causing the damage.
- F.** All wall hangings must be approved by the Architectural Standards Committee before being hung. Request must be accompanied by signed approval by all residents in the building.
- G.** No live plants may be placed in hallways or on windowsills. Small light artificial plants are allowed subject to meeting Baltimore City building and fire codes. Plants must be approved by the Architectural Standards Committee before being placed in hallways. Requests must be accompanied by signed approval by all residents in the building.
- H.** No window dressing of any kind may be installed/hung in building common windows.
- I.** Smoking is prohibited in all common interior areas.
- J.** Mailboxes must be kept closed and locked.
- K.** Unit doors opening onto the common hallways must be closed at all times.

## 6. EXTERIOR COMMON PROPERTY

- A.** Trash or debris may not be left on front steps, lawns, sidewalks, or parking areas. Trash includes but is not limited to plastic or paper bags (except on recycling eves), cups, bottles and cigarette butts.
- B.** Damage to common property, including buildings, lawns, sidewalks, parking areas, fences, and landscaping, must be repaired or damaged items replaced by the responsible party in a manner satisfactory to the Board of Directors.
- C.** Residents wishing to gain access in or out of the property through the southern fence must use the gate installed for this purpose. Residents are responsible for obtaining a key from Brodie Management, Inc. and for relocking the gate after entering or exiting the property.
- D.** No grill of any type may be used on Condominium common property.
- E.** This condominium does not have a play area. Ball playing, picnicking, skateboarding, sunbathing, private parties, loitering and group gatherings are not allowed on common property.
- F.** Smoking is prohibited in all common exterior areas close to the buildings.

**G.** Car washing is allowed ONLY at the side of the Clubhouse where a hose is installed for the convenience of residents.

**H.** No motor vehicle may be disassembled, nor major repairs made on VHW property. This includes, but is not limited to, engine overhauling, exhaust system repairs, brake lining repairs and body work. Under no circumstances may cars be left unattended while on jacks or blocks.

**I.** Clutter of the entranceway to each building poses a fire hazard and limits access by emergency crews. **Criteria for planters on front steps: Buildings with a single door entrance— one (1) pot; Buildings with a double door entrance – two (2) pots. Each pot cannot exceed 15 inches in diameter.**

**J.** No unauthorized solicitations, canvassing, leafleting or petitioning of any kind are permitted in the common areas.

## **7. BALCONIES AND PATIOS**

**A.** Balconies and patios are to be maintained in an uncluttered, neat and safe manner.

**B.** No items or materials may be hung over the railings or on the outer edge of the balcony/patio. Such items include but are not limited to flowerboxes and hanging planters, flags, rugs, blankets, towels, and other linens.

**C.** No balcony or patio may be used for storage. Storage items include but are not limited to bicycles, trash, boxes, kegs, empty flowerpots and tools.

**D.** Only furniture specifically manufactured for outdoor use may be used on balconies and patios.

**E.** No gas or charcoal grills may be used on patios or balconies. Only electric grills may be used. (See also Rule #13.)

**F.** The American flag may be flown on national holidays only.

**G.** Indoor/outdoor carpeting is not allowed on balcony decks.

**H.** No decorative lights may be installed, hung or kept on balconies/patios except between December 1 and January 15.

**I.** In order to assure a uniform appearance from the outside of the buildings, all decorations are subject to review by the Architectural Standards Committee and the Board of Directors upon complaint from any Unit Owner.

**J.** It is prohibited to throw or sweep *any* items off the balcony (examples: cigarettes, water or any kind of liquid, dirt, garbage, trash, maintenance/cleaning products, cans/bottles, etc.).

## **8. EXTERIOR ALTERATIONS**

**A.** All proposed exterior alterations to buildings must secure approval from the Architectural Standards Committee. Exterior alteration sites include but are not limited to windows, patio doors and screens, and balconies/patios.

**B.** Only dark green canvas awnings of traditional style are permitted. All awnings must be hung from the main beam and not from the soffit edge. All proposed awnings must be approved by the Architectural Standards Committee.

**C.** Window air conditioners are prohibited. Central air conditioning units must be kept in good repair to prevent noise that may disturb neighbors.

**D.** Satellite dishes of any type may be installed only after approval by the Architectural Standards Committee.

**E.** Proposed alterations to condominium grounds must secure approval from the Landscaping Committee. Such alterations include the removal, planting, or pruning of trees, shrubs, and perennials, and the creation of new beds. Annuals may be planted in existing beds without Committee approval. (Annuals are plants/flowers that grow for one season only and die at the end of the summer. Perennials come back season after season.)

- F. Decorative borders (such as shells, rocks, fences, railroad ties) are not allowed in the common areas.
- G. Residents are not permitted to pick flowers from either common areas or a neighbor's garden.

#### **9. TRASH / WASTE DISPOSAL**

- A. Trash room doors should be kept locked at all times.
- B. Trash must be placed into sealed plastic bags and then into trashcans.
- C. Trash can lids should be securely fastened.
- D. All units must maintain a working garbage disposal. Residents are required to use garbage disposals to eliminate food wastes.
- E. Liquid waste may not be placed into trash cans.
- F. Dog excretions and soiled kitty litter should not be placed into trash room containers. Residents must use "pet cans" located around the property. (See also Rules #15 & 16.)
- G. Bulk trash items or recyclables may not be placed in trash rooms.

#### **10. RECYCLING PROCEDURE**

- A. Items to be recycled should be placed at curbside **after 6:00 p.m.** on the evening preceding the day of scheduled pick-up. (Check City recycling schedule.)
- B. All recycled products must be placed securely in paper bags, boxes, clear see-through plastic bags (recommended by VHW), or Baltimore City approved containers.

#### **11. BULK TRASH DISPOSAL**

- A. **All dumpsters are for use by Villages at Homeland West residents ONLY.**
- B. Bulk trash may not be placed on or around dumpsters, or anywhere else on the property.
- C. Residents should contact Baltimore City Bulk Trash for pick-up instructions.
- D. A special dumpster is provided for 3 weeks in May.

#### **12. SWIMMING POOL/SUNBATHING**

- A. Sunbathing is allowed only in the pool area during regular pool hours and on Unit balconies/patios. Residents may not sunbathe on common elements.
- B. Residents are expected to comply with swimming pool rules, as sent out at the beginning of each summer season.
- C. Residents are expected to wear appropriate clothing when going to and from the swimming pool and exercise facility.

#### **13. EXERCISE ROOMS**

- A. Residents wanting to use the exercise rooms must contact the cross easement manager and pay a onetime, refundable \$75 fee in order to obtain a key for the exercise rooms.
- B. For health and safety reasons, children seventeen (17) years of age and under are not permitted to use the exercise equipment and sauna unless accompanied by an adult.
- C. The use of the exercise rooms is at the owner's own risk. Users must ensure their own safety by being familiar with proper methods of equipment use.

#### **14. GRILLS**

- A. Baltimore City law prohibits gas/charcoal grills in multi-family dwellings. Gas and/or charcoal grills may not be used, kept, or stored at VHW.
- B. Only electric grills are allowed on balconies and patios.
- C. No grill of any kind is allowed on common elements.



**15. ALL PETS**

- A.** Each condominium unit may house **only** one (1) dog, **OR** two (2) cats, **OR** two (2) birds. The dog cannot exceed 55 lbs. when fully grown. The VHW Pet Committee is responsible for making all final decisions on any pet issue.
- B.** No other animals, livestock, or poultry of any kind may be kept or raised within any Unit or on any common element.
- C.** No animals may be boarded within any Unit or on any common element.
- D.** Residents of surrounding neighborhoods may not bring, walk, or house their pets on the premises of VHW.
- E.** Stray animals may not be fed or sheltered within any Unit or on any common element.
- F.** Pet owners are required to comply with the Baltimore City Animal Control Laws and the VHW Registration Regulations.
- G.** Pets must be kept on a leash in the hallways, *all common elements*, and at all times when they are not confined to their Units.
- H.** Pets are not permitted in the laundry rooms, trash rooms, clubhouse, gatehouse, or pool area.
- I.** Pets may not be left tied or unattended on balconies/patios or on any common element.
- J.** Cat owners must deposit used cat litter in the “pet cans” provided. Soiled litter may not be put in building trash rooms.
- K.** Pet owners are responsible for any and all damage caused directly or indirectly by their pets to all common elements, whether interior or exterior, *including flower beds, trees and grass*.

**16. DOGS**

- A.** All dogs residing at VHW must have a valid Baltimore City license/certificate of registration.
- B.** All dogs residing at VHW must be registered with the Condominium Association. A twenty-five dollar (\$25.00) registration fee will be assessed for administrative costs.
- C.** Dog owners must keep their dogs from barking or behaving in such a manner as to disturb other residents.
- D.** Dog owners must pick up all dog excretions and place them only in the “pet cans” provided at locations throughout the property. No excretions may be put in building trash rooms or any other areas on the property.
- E.** Dogs must be kept away from the fronts of the buildings and away from the gardens, flowers, shrubs and trees to prevent damage to the grounds. Besides causing yellow and brown patches, dog urine also kills vegetation.
- F.** Violation of the above rules, or resident complaints, will be investigated by the Pet Committee. Following a decision by that committee, if correction measures fail, removal of the pet may be required.

**17. NOISE**

- A.** Audio systems and amplifiers, both in Units and in vehicles, are to be used in a manner that does not disturb other residents at all times and especially between the hours of 11:00 p.m. – 9:00 a.m.
- B.** Washers and dryers, either in a Unit or in the Laundry Room, may not be used between 11:00 p.m. and 9:00 a.m.
- C.** Unit owners are responsible for servicing Unit air conditioning systems so that they do not make excessive noise that disturbs other residents.
- D.** Residents should not slam doors or make excessive noise when entering or leaving the building or using the balcony/patio.
- E.** Residents are responsible for seeing that they, their guests and their pets do not make

excessive or raucous noise at all times, and especially between 11:00 p.m. and 9:00 a.m.

**F.** Residents may not use weight lifting and heavy exercise equipment in units. An exercise room is provided at the Clubhouse.

**G.** Loud, boisterous parties are not allowed at VHW.

**H.** Kegs and keg parties are not allowed at VHW.

**18. LEASING**

**A.** A copy of all leases, signed by each resident, must be submitted by the Unit Owner to the management company within 30 days of the beginning of the term.

**B.** Unit Owners are responsible for providing copies of the VHW Rules and Regulations to all lessees, and for having the Form for Lessees signed by each resident and returned to the management company.

**19. MOVING IN / MOVING OUT**

**A.** Persons may move into or out of VHW between the hours of 9:00 a.m. and 9:00 p.m. only.

**B.** Persons moving in or out are responsible for any damage to the common element.

**20. CONDOMINIUM EMPLOYEES**

No Unit Owner, resident or tenant shall direct or engage any employee of the Condominium on any private business of such Unit Owner, resident or lessee while such employee is on duty, nor shall he/she direct, supervise or in any manner attempt to assert control over any such employee or over any contractor acting under a contract or agreement with the Condominium.

**21. PARKING AND ENFORCEMENT**

Residents must adhere to parking rules and regulations as set forth below and in Rule # 22.

Additionally:

**A.** Vehicles parked at yellow curbs or parked illegally in any other way and vehicles that do not display either an official resident sticker or appropriately filled-in guest hangtags are subject to towing at the owner's expense.

**B.** All vehicles shall be roadworthy, tagged, and in compliance with the State of Maryland regulations.

**C.** All vehicles must display a VHW parking sticker or guest hangtag between 11:00 p.m. and 6:00 a.m. or will be subject to being towed at the owner's risk and expense. Each unit may be issued no more two

(2) parking stickers at any one time and parking stickers may only be used by the owner/tenant that is occupying the unit for which the parking sticker was issued. Proof of occupancy will be required before a parking pass will be issued and the Board of Directors reserves the right to require owners/tenants to produce adequate proof of their continued occupancy. Parking stickers are non-transferable between units/unit owners/tenants/guests. Only residents receive parking stickers. The Board of Directors reserves the right to revoke an issued parking sticker upon an owner/tenant violation of the parking rules and regulations.

**D.** Residents are responsible for seeing that visitors adhere to Condominium parking rules.

**E.** Bicycles may be chained ONLY to the official bike racks on the property between Buildings 347 and 349. Bicycles left on other parts of the property will be removed.

## 22. PARKING REGULATIONS

### **The following regulations govern parking at the Villages at Homeland West**

- A. Parking is not allowed at yellow curbs or in any space not designated for parking.
- B. Parking is not allowed at The Villages at Homeland East.
- C. Residents must have current parking stickers affixed to passenger side of windshield.
- D. Guests' vehicles must display a guest hangtag with all information clearly written in ink, with month/day of start of visit fully punched out. Hangtags that are blank, written in pencil, erased, altered or incomplete are invalid.
- E. No trailers, campers, boats or junk vehicles are allowed on the property.

### **Guest Pass Procedures:**

- A. At annual parking sticker registration, 10 guest hangtags per vehicle are distributed.
- B. Each guest hangtag is good for one use only, for a maximum of 72 hours.
- C. Each guest hangtag must be filled in at time of use -- completely and clearly:
  - 1. The resident's building number, unit number, and license number must be clearly written in black permanent ink.
  - 2. The start month and day of visit must be fully and clearly punched out.
- D. A guest hangtag must be placed on the rearview mirror of guest's car with the information facing out. Guests without hangtags must park off VHW property.
- E. Guest hangtags may be used for short-term guests **ONLY**. Hangtags may not be used to park vehicles for either long-term visitors or additional Unit residents.

## 23. IMPOSITION OF PENALTIES

These Rules and Regulations will be *strictly* enforced.

## 24. The following are exceptions, as specified, to the above Rules and Regulations.

- A. Developer exceptions:
  - 1. 369-1A & B – enlarged rear deck.
  - 2. 369-1A & B – removed 1-A interior entrance door.
  - 3. 382-1A & B – walkway at rear.
- B. Board exceptions:
  - 1. 329-2B – Window at rear of building.
  - 2. 339-2C – Door replacement.

The above revisions were written by the VHW Rules & Regulations Committee, and approved by the VHW Board of Directors on July 28, 2014.

**\*25. PENALTY AND FEE STRUCTURE FOR VIOLATIONS:** (The portion below was approved by the VHW Board of Directors at the October 28, 2013 Board Meeting.)

When there is a violation of the VHW Rules & Regulations, a violation notice is mailed to the Unit Owner (and tenants, if applicable). If the violation continues, a hearing notice is sent to the Unit Owner (and tenants, if applicable).

- A. **Daily Violations:** Following the hearing, the VHW Board informs the parties involved that within five (5) days after mailing the decision, the Unit Owner will be fined \$10.00 (ten dollars) per day until the violators notify the management company to verify that the violation has been eliminated.

**B. Noise Violations:** If the violation relates to excessive noise, raucous behavior and violation of the  
11

p.m. to 9 a.m. quiet time, the Unit Owner and all parties involved will receive a violation notice. If the violation continues, a hearing notice is sent to the Unit Owner (and tenants, if applicable). Following the hearing, the VHW Board informs the parties involved by mail of the Board's decision, and if found in violation, a fine of \$150.00 (one hundred fifty dollars) will be assessed. Any subsequent incidents will see the fine increased by \$50.00 (fifty dollar) increments to \$200.00, \$250.00, \$300.00 etc. The Baltimore Neighborhood Nuisance Law states that if the police are called to an incident and they write a report, after three such reports those responsible can be evicted from the premises.

**C. Common Area Violations:** If items are placed in any common area, following the violation/hearing processes, the Board will have the item(s) removed, held for one week, and if not claimed will be taken to the Baltimore City Bulk Trash facility on Sisson Street; the Unit Owner will be charged \$150.00 for the removal.



# Hints for Successful Neighbor Relations

We can make or break a living situation? Try unhappy neighbors. Unsuccessful neighbor relations can make your stay miserable while great neighbor relations can make your living situation a breeze. Here are some tips to develop successful interactions with your fellow community members.

- Introduce yourself! Let your neighbors know that you are respectful and willing to work together to maintain relations.
- Notify your neighbors when you are thinking of having guests over and what kind of event you are planning.
- Follow trash/recycling guidelines for the neighborhood.
- Keep your property clean. Mow your lawn, rake your leaves, don't leave trash or items outside for the neighborhood.
- Become aware of Baltimore City and Baltimore County ordinances and your legal responsibilities as a tenant in the community.
- Keep the noise down. Your neighbors may have small children that go to bed early. Just as you want your neighbors to be quiet in the morning when you have the opportunity to sleep in, you need to respect your neighbors too.
- Respect neighborhood parking and regulations.
- Take responsibility for you guest and their behavior.
- Become an involved member of the community, attend community meetings, join the neighborhood listserve.
- Go the extra mile. Do something nice for your neighbors to show you care.





# Living with Roommates?

Living off campus does not guarantee life without conflict. So how do you prevent roommate conflicts and what can you do to prevent conflict from escalating to something serious?

## Ways to prevent conflict:

- Discuss rules and standards for the apartment/house.
- Set standards for cleanliness, visitors, quiet hours, etc. If these are discussed early on, they can prevent a conflict situation from arising. A healthy living situation involves respect for all roommates.
- Be willing to work together to compromise. Once a compromise is made, work towards keeping your promise.
- **Communication is key. Successful relationships are built on communication.** If you are having an issue, communicate the issue to your roommate in a mature, respectful manner. By addressing a situation early on, you are preventing major conflict down the road.

## Ways to de-escalate a conflict:

- Give “I” messages and not “you” messages (“I don’t like to let dishes building you” as opposed to “You leave everything a mess”).
- Take responsibility for your feelings to avoid blaming others.
- Ask questions to encourage the other person to help look for a solution.
- Speak slowly and calmly. Take deep breaths to relax.
- Keep your legs and arms uncrossed, and don’t clench your fists. These nonverbal cues give the signal that you are emotional, irrational, and unwilling to cooperate.
- If necessary, ask for a short break to regain composure and recollect your feelings.

## Share Cost

Another important point is to make sure you talk over with your roommates who will be purchasing what items and how the items will be divided up at the end.

## Talk about Safety:

- Do a safety inspection of your apartment/house together.
- Set expectations for locking doors, windows and setting alarms.
- Make sure you take care of each other and know each other’s schedules, friends and contact information.

## House Manager

If you are living with a group of people, think about assigning one person as the House Manager. This person can be responsible for ensuring that the rent and utilities are paid on time and they can also assign various responsibilities to house members (garbage detail, neighbor relations, etc.) In addition, the House Manager can represent your house if there is a problem with the landlord, neighbor, or utility company. Identify a substitute house manager in the event the regular house manager is away for a period of time.

# Tips to keep in mind if you decide to have guests

## Before friends arrive:

- Plan ahead. Try to limit the number of potential guests. It is really inviting trouble to have social gatherings open to all.
- Gatherings can get out of hand in minutes, so pay attention to how many guests are entering your house
- Be considerate of neighbors. Inform them of the party and ask them to please contact you first about any problems. Provide your cell phone number.
- Encourage guests to carpool. Too many cars, Ubers, or Lyfts will cause traffic and frustrate neighbors
- Do not host “after hours” events at your residence.

## During the gathering:

- Make yourself available to answer the phone or respond to neighbors’ concerns.
- From time to time, check the noise level from outside to see if it could be bothering others.
- Keep the gathering inside. Make sure to discourage guest from wandering away from property or congregating outside.
- Control parking; do not let your guest park in the yard or block driveways.

## Be responsible:

- Remember that you can be held accountable for the behavior of others at your party.
- Don’t allow drinking to become the primary purpose of the party.
- Make sure only those of legal age are drinking alcohol.
- Remember kegs and other large sources of alcohol are prohibited.
- Not everyone wants to drink alcohol, so be a good host and have food and alternatives beverages available.
- Don’t allow excessive drinking.

## After the gathering:

- Do not allow anyone to leave with an open container of alcohol.
- Make guests wait inside until their ride has arrived.
- Do not allow anyone to use the outdoors as a restroom.
- Clean up any liter on and around your yard immediately.
- Call your neighbors to thank them for their cooperation.
- Don’t ever let guests get into cabs, Ubers, or Lyfts alone.

## If the police arrive at your door:

- Cooperate and take them seriously.
- Answer questions truthfully.

[illegible]