

CROSS FOX CONDOMINIUM ASSOCIATION
OWNER'S GUIDE

Change Summary

- Updated December 2006
- Updated December 2007

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I PREFACE

This Manual for Cross Fox Condominium Association residents has been prepared by the Board of Directors and is based upon previous versions of the Cross Fox Owner's Guide.

It is our hope that the enclosed information will answer your questions about living at Cross Fox, about services available, and the responsibilities of both the Association and the unit owners.

This document will be updated periodically. Please keep it handy. In the event you leave our Association, this Manual should remain in your unit to assist the new residents.

Questions not covered in this Manual will be answered by the Managing Agent or by the Board of Directors.

Copies of this document are available from the Cross Fox Managing Agent.

If you have any suggested changes or additions to this document, please submit them in writing to the Cross Fox Board of Directors in care of the Managing Agent.

II SUMMARY HIGHLIGHTS FOR NEW OWNERS

Some Important Owner's Guide summary information is presented below:

Official Name of the Association

Cross Fox Condominium, Inc.

Trash Pick-up Days

Monday, Wednesday and Friday unless official holidays fall on these days.

Location of Howard County Alpha Ridge Landfill

Take Route 29 North to Interstate 70 West. Take Interstate 70 West about three miles to Exit 83 (Marriottsville Road). Take Marriottsville Road North (right). The entrance to the landfill is the first left on Marriottsville Road. Use of the Landfill is free to all Howard County residents. For more information about the Howard County Alpha Ridge Landfill and Recycling in Howard County, see http://www.co.ho.md.us/DPW/Environmental_Homepage.htm

Managing Agent

See Section XIV of this document.

Condo Fees Due

First of each month

Condo Fee Address

See Section XIV of this document

Gas Bills Due

15th of each month

Gas Bill Address

See Section XIV of this document

Cross Fox News Email

Owners/tenants may subscribe to Cross Fox Email by sending an email request to CrossFoxNews@yahoo.com.

III OTHER RELEVANT DOCUMENTS

In addition to this document, the following documents are relevant to owners and tenants of Cross Fox Condominiums:

- a) Cross Fox Condominium Association By-Laws
- b) Cross Fox Condominium Association Master Deed
- c) Cross Fox Condominium Association Rules
- d) Correspondence from the Managing Agent
- e) Cross Fox Condominium Association Email and Newsletters
- f) Columbia Association Covenants
- g) Maryland Condominium Act
- h) Cross Fox Gas Sub-meters; Information and Care

The documents above (with the exception of the Rules Document and the Gas Sub-meter document) are official, governing documents. Where discrepancies exist between this document and the governing documents, the governing documents take precedence.

Additionally, some useful Web sites are:

- Cross Fox Condominiums Web Site – see www.crossfoxcondos.org
- Howard County, Maryland Government web site - see <http://www.co.ho.md.us/>
- Columbia Association web site – see <http://www.columbiaassociation.com/>
- Villages of Columbia Web Site – see <http://www.columbiavillages.org/>

NOTE: The architectural guidelines are intended to be complementary to, and not in substitution of, all guidelines promulgated by the Wilde Lake Architectural Committee pursuant to the Wilde Lake Village Covenants Deed, Agreement and Declaration dated June 1, 1967 by The Howard Research and Development Corporation, et. al., and recorded among the Land Records of Howard County, Maryland in Liber 469, folio 472. If any contradiction or conflict shall exist between any provision of these guidelines and any provision of the Architectural Committee's guidelines, then the most restrictive provision shall apply.

IV HISTORY OF CROSS FOX CONDOMINIUM

The Cross Fox Condominiums, in the Village of Wilde Lake, were built in 1969 as a rental property by Matthews-Phillips, Inc. (MP of Maryland). They lie on eleven acres of land and contain sixteen garden unit buildings and six townhouse buildings, totaling 244 dwelling units.

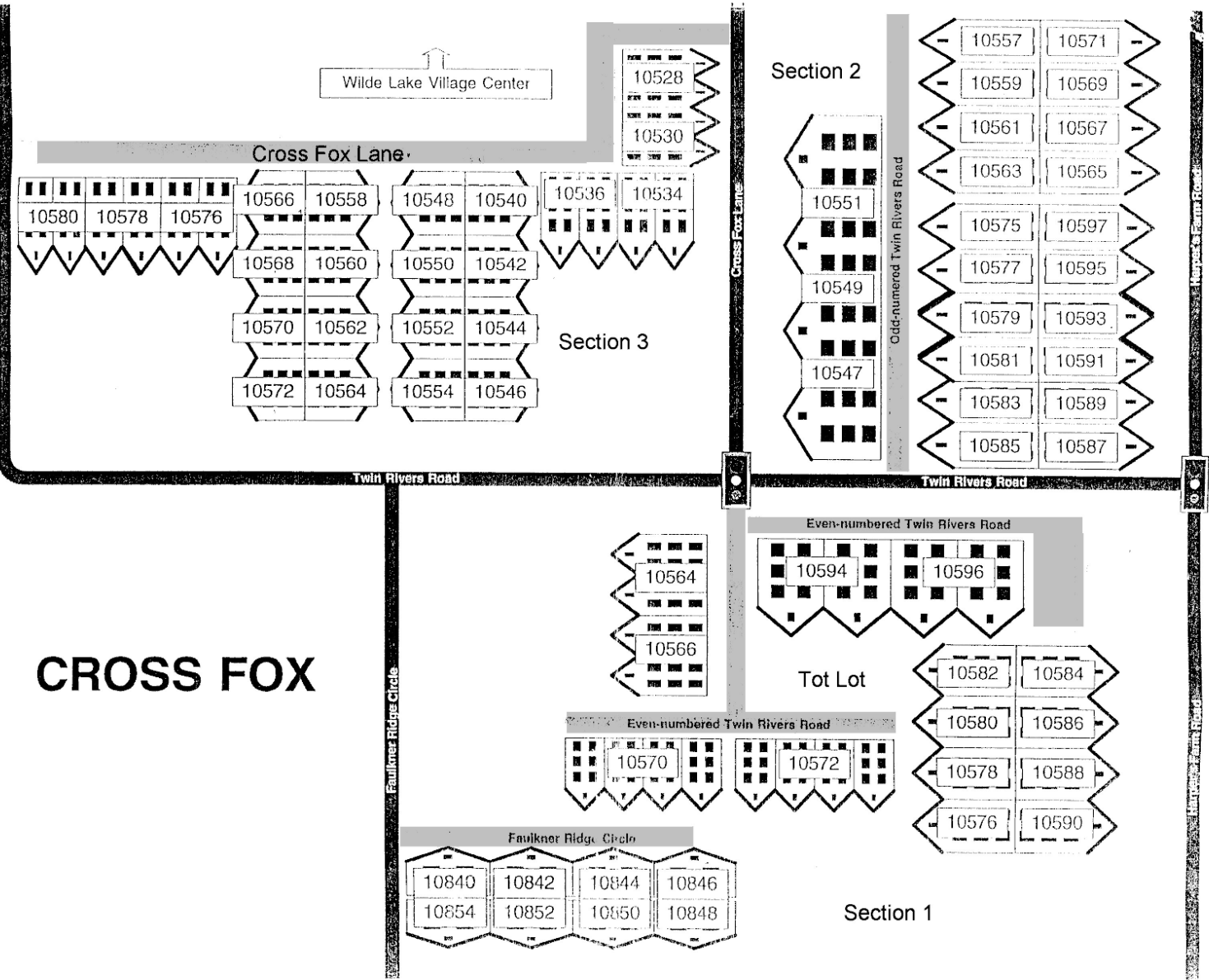
- 96 One Bedroom units (approximately 750 sq. ft. each)
- 96 Two Bedroom units (approximately 1000 sq. ft. each)
- 52 Three Bedroom Townhouse units (approximately 1500 sq. ft. each)

In 1975, Cross Fox was converted from rental units into condominium units. At the time of conversion, a number of improvements and renovations were made by the builder. These included new flooring in the bathrooms and kitchens, new wall-to-wall carpeting, new dishwashers, stoves and refrigerators in all units, fireplaces in all garden units and in some townhouses, enclosure of the balconies of the garden units to create "Florida Rooms", townhouse fencing, and the planting of additional shrubbery.

The development of Cross Fox was completed in three sections:

- Section I, bordered by Faulkner Ridge Circle and Twin Rivers Road
- Section II, those units between Cross Fox Lane and Harper's Farm Road
- Section III, those units with Cross Fox Lane addresses.

See next page for a map of Cross Fox.



CROSS FOX

V THE CONDOMINIUM ASSOCIATION

A. The Board of Directors - Duties and Powers

The Condominium Association is governed by a Board of Directors, elected from among the unit owners.

The members of the Board are elected to terms of three years, and elections are held at the annual June meeting. If a vacancy occurs mid-term, the remaining Board members select an interim Board member to serve until the next Annual Meeting. The Board elects its own officers. Meetings of the Board of Directors are held ten times a year (no meetings in July or December) and are open to all unit owners and Cross Fox residents. The meetings are typically held the third Tuesday of the month and usually meet in the Slayton House located in the Wilde Lake Village Center.

The Association carries liability insurance on all Board members. The Board of Directors is advised on pertinent matters by Association committees (when they exist) such as the Architectural Control Committee, the Landscaping and Finance Committees, as well as various other ad-hoc committees. Volunteers to help with these committees are always welcome.

The duties and powers of the Board of Directors include, but are not limited to:

1. Providing for the operation and upkeep of the property.
2. Establishing and providing for the collection of assessments from the members.
3. Employing necessary personnel for the condominium Association.
4. Enforcing rules and regulations that are necessary in the use of common elements.

The Board of Directors also employs for the Association a Managing Agent. The Managing Agent performs those duties and services as the Board shall authorize. Those duties and services may include duties #1-4 listed above.

B. The Managing Agent

Duties currently assigned to the Managing Agent include:

1. Maintenance of the common elements;
2. Collection of assessments;

3. Soliciting of bids and supervising of subcontractors;
4. Maintaining books and records in accordance with standard accounting practices;
5. Responding to homeowner requests (within guidelines established by the Board of Directors);
6. Paying all Association bills;
7. Preparing an annual budget for review and approval by the Board of Directors;
8. Providing the Board with monthly financial statements;
9. Attending board meetings to assist and advise the Board;
10. Periodic inspection of grounds to insure compliance with the By-Laws and rules within the Owner's guide;
11. Providing around-the-clock emergency personnel;
12. Providing an exterminator, at the Association's expense;
13. Providing for regular trash pickup, at the Association's expense.

The Managing Agent and his employees are bonded. See section XIV for name, address, and phone numbers.

C. Unit owner's Responsibilities

The owner of any condominium unit (Unit owner) shall maintain the interior of his/her unit in good order and repair. Unit owners are responsible for maintaining and repairing plumbing and electrical fixtures within their unit, heating and air-conditioning equipment, and appliances.

The following shows the division of responsibility in the areas of most frequent interest:

Association Responsibility

Unit owner Responsibility

Utilities: Common element electricity, water and sewer.

Utilities: Electric and natural gas.

Insurance: Casualty and liability.

Insurance: On personal property, improvements and glass. Also, generally responsible for deductible.

Leaks: Originating in the common element.

Leaks: Originating within own unit and any damage caused by a leak in another unit or common areas.

Hot Water Heaters: In the garden units only.

Hot Water Heaters: In the townhouses only.

Trash Collection

Bulk Trash: Old tires, mattresses, etc. These items can be disposed of at the Howard County landfill.

Lighting: Common element including stairwell lights in garden units.

Lighting: Unit interior. Townhouse exterior lights (patio and adjacent to front door)

Painting: Common element.

Painting: Interior of unit.

Association Responsibility- cont'd

Unit owner Responsibility – cont'd

Paving: Sidewalks, parking lots, driveways.

Windows: Garden unit hallways only.

Roofs

Laundry Rooms: In garden units.

Hallways

Basic Exterminating Services

Paving: Of patios.

Windows: All unit windows including Florida Room and patio sliding doors.

OTHER: Kitchen appliances, furnace/air conditioning, keys to own locks.

VI ASSESSMENTS

A. The Condominium Fee

The assessment (Condominium Fee) pays for the majority of costs of operation, repair, maintenance and service for the condominium.

The Board of Directors determines the amount of the assessment (condominium fee) annually, and written notices are sent to all unit owners. Assessments may be paid in twelve (12) monthly installments, due on the first day of each month. The address for sending fees and current amounts can be found in section XIV of this document. The Board of Directors may, from time to time, adjust the condominium fee in mid-year.

Common expenses which are covered by the Assessment (Condominium Fee) include:

- Water, sewer and common electric
- Fire and Extended Liability Insurance
- Managing Agent's Fee
- Legal and Accounting Services
- Materials, supplies and labor necessary to paint, maintain, replace and repair the common elements
- Trash Collection and Common Pest Extermination
- Lawn and Tree Maintenance; leaf removal
- Snow Removal
- Reserve Funding

B. Heating Gas Billing

All units will be billed separately and are subject to late fees and a delinquency policy.

C. Special Assessments

In addition, the Board of Directors may levy SPECIAL ASSESSMENTS, over and above the regular assessment (condominium fee) for the purpose of defraying cost of capital improvements or other purposes as the Board may consider appropriate. Any Special Assessment needs a two-thirds (2/3) approval vote from the unit owners.

(Note: Monies paid, if any, for capital improvements may be deducted from capital gains tax when selling your unit.)

No unit owner may be exempt from liability for assessments by a waiver of the use or enjoyment of any of the common elements or by abandonment of any unit.

VII FISCAL MANAGEMENT

The fiscal year of the corporation (Association) begins November 1st.

Books and accounts of the Corporation (Association) are maintained in accordance with standard accounting practices by the Managing Agent. The books and accounts of the Corporation (Association) are available for examination by any unit owner during normal business hours, by appointment.

At the close of each fiscal year all accounts of the Corporation (Association) are audited by an independent Certified Public Accountant. Copies of that report are available by contacting a member of the Board or the Managing Agent.

VIII INSURANCE

The Insurance supplied by the Association, in accordance with the By-Laws, includes:

1. Casualty insurance in an amount equal to the full replacement value of the condominium project to protect against loss or damage by fire or other hazard covered by the standard extended coverage endorsement.
2. Public Liability.
3. Liability Insurance for the Board of Directors.

Please note that the Condominium Insurance Policy will only restore a damaged unit to the original condition. It does not cover improvements made over and above the original condition.

The owner of any unit should obtain additional insurance.

Suggested coverage includes:

1. "Homeowner's Policy" to insure against loss or damage to personal property.
2. "Condominium Unit Owner's Endorsement" to cover improvements made to the unit at the expense of the owner.
3. Plate-glass damage policy.

Your insurance agent may want to contact the Managing Agent to determine the extent of coverage of the master condominium insurance policy. Also, see www.crossfoxcondos.org Frequently Asked Questions about insurance policy coverage.

IX ARCHITECTURAL CONTROL

A. Architectural Restrictions

Unit owners are obligated to uphold and comply with the terms of our Covenants regarding the maintenance and appearance of our entire Association. Columbia has covenant requirements for every neighborhood and project in Columbia. Our Association is also obligated to uphold the terms for architectural integrity and continuity as set forth by the Wilde Lake Village Board.

In an effort to meet our obligations for architectural integrity and continuity, alterations, additions, or changes cannot be permitted without the specific approval of the Board of Directors.

This policy is all encompassing. Every unit owner must be familiar with the restrictions discussed in Article XI, Section 1, of the Cross Fox By-Laws. These restrictions include both interior and exterior alterations to any unit.

Upon periodic inspection by the Managing Agent, persons failing to comply with the above will be asked to remove the exterior alteration. If, within fifteen (15) days, the alteration has not been taken care of, the Managing Agent will take necessary action to remove the alteration and bill the unit owner for such removal.

Requests for alterations are reviewed by the Committee, and the unit owner is notified of the Committee's decision. Requests which are turned down by the Committee may be re-submitted to the Board for further consideration.

In all cases of changes or alterations, the unit owner performing the alteration is held responsible for any damage resulting from the change. The unit owner is also responsible for the continuing maintenance of any alteration as well as reimbursing the Association for any additional expenses incurred due to the alteration. If adequate maintenance is not maintained, the Board of Directors may require the unit owner to restore the unit to its original condition at the unit owner's expense.

X GUIDELINES FOR OWNERS AND RESIDENTS

The following are guidelines and rules related to Cross Fox units:

- A. **FAUCETS**: The outdoor faucets on the end of each building are for the use of unit owners. There is a spigot in the faucet at one end of the buildings. You may use those spigots for washing cars, rinsing patios, etc. Unit owners must supply own hoses. This courtesy service may be discontinued depending on the amount of water consumed. When a unit owner is through using the faucet, they should disconnect the hose.
- B. **FIREWOOD**: A cord of wood is 8 ft. long, 4 ft. wide and 4 ft. high. Cross Fox Covenants permit unit owners to stack one-half cord per unit at a time. Garden units may store the wood against the buildings, but the wood must be elevated six (6) inches and neatly stacked. Townhouses are to store wood on patios. Any covering must be of clear plastic. Wood must be removed from the common element by May 1st. Wood may be stacked against the buildings again in October. Insect and pest infestations resulting from storing firewood inside of or adjacent to the unit become the unit owner's responsibility.
- C. **GRILLS**: The Howard County Fire Department forbids barbequing within fifteen (15) feet of any building and may not be stored within five (5) of a door or window. Grills are not to be left on common ground after use. The use of charcoal grills and gas grills on porches, decks, balconies and patios is prohibited by the Howard County Fire Marshall. The storage of gas grill propane tanks in the structure, on porches, decks, balconies and patios is also prohibited. Charcoal grills may be stored on porches, decks, balconies and patios provided the charcoal is completely extinguished. Do not place ashes/coals from grills into paper bags, cardboard boxes, or any other flammable container and/or store such ashes/coals on porches, decks, balconies or patios/ Ashes/coals must be completely extinguished by soaking them with water before disposal. Totally electric grills are permitted as long as charcoal brickets, mesquite sticks, etc are not added to the electric grill.
- D. **KEYS**: In order to receive a key to the storage room, laundry room, or rear hallway entry key, please contact the Managing Agent. There is a nominal fee of \$10.00 per key for this service. Otherwise, a master key does not exist. A locksmith must be called for all lock outs. Unit owners are responsible for all locksmith charges unless entry is necessary due to a "Common Element" emergency. Mail box keys for the townhouses are available from the post office only.
- E. **PATIOS**: Patio areas of townhouses and garden units are to be kept in a neat and orderly condition. If upon inspection it is determined that an area is unsightly, the Managing Agent will write to the unit owner asking that corrective action be taken within fifteen (15) days. If compliance is not made, the Managing Agent will bring the situation before the Board for a ruling on further course of action.

- F. REAL ESTATE SIGNS: “For sale” signs are not permitted on common ground, or in garden unit windows. An exception is granted for weekends, but signs must be removed promptly.
- G. STORAGE: Nothing is to be stored upon any common element except those areas so designated. Storage areas are provided in the garden units and co—owners are given keys to the storage room but locks and keys for storage bins are the responsibility of the owner. Howard County Fire Regulations require that aisles be kept clear and flammable objects are not stored there.
- H. TRASH REMOVAL: Trash is collected on Monday, Wednesday and Friday. Trash must be placed in plastic bags (NOT PAPER). Boxes must be broken down and placed neatly in the trash rooms. Loose trash may not be thrown into the trash cans. Trash must only be placed in trash room containers or Townhouse containers. Townhouse owners must purchase rodent-proof containers. If recycle bins are present at designated Cross Fox locations, only material designated on the recycle containers may be placed in the containers. If the recycle containers are full, residents will have to wait to recycle their material until the containers are emptied or take the recycle material to the Howard County Landfill. Do not place recycle material on the ground beside the recycle bins. Do not place general trash on the ground beside the recycle bins.
- I. BULK TRASH: The Condominium Association provides for the pick-up of common household trash. Bulk trash disposal, however, is the responsibility of the owner/tenant. Unit owners/tenants must arrange for the disposal of any large or bulky trash at their own expense. Large items such as mattresses, furniture, old tires, etc are not to be placed in trash rooms or on the common grounds. One way to dispose of bulk trash is to use the Howard County Landfill. For information on the Howard County Landfill, see http://www.co.ho.md.us/DPW/Environmental_Homepage.htm. Owners/tenants may also contact the Managing Agent to arrange for bulk trash removal for a nominal cost by the Cross Fox trash removal contractor.
- J. WINDOWS: Cleaning and maintenance of windows and screens are the responsibility of the unit owner. Screens should be maintained in good condition and not left dangling from windows or placed on common elements. Screens left on common ground will be disposed of by the Managing Agent.
- K. PEST CONTROL: Cross Fox provides pest control for roaches, ants, mice, rats and silverfish. Arrangements can be made to treat individual units or buildings when necessary. Please contact the Managing Agent for more information. Please note that termite inspections associated with the sale of Cross Fox units is not included in this service.

Questions about the Covenants for the Cross Fox Condominium Association will be answered by the Board of Directors or the Managing Agent.

XI CARE AND USE INFORMATION

The following information covers simple, easy to perform maintenance tips and operating information to prolong the life and efficiency of your appliances.

- A. AIR CONDITIONERS are the responsibility of the unit owner. A yearly overhaul is suggested and filters should be changed several times a year. Filters are located in the furnace and replacements can be purchased from a hardware store at a minimal expense.
- B. BATHTUBS should be caulked and grout repairs made regularly to avoid leaks and damage to units below. (In garden units, unit owner in unit where leak originates is responsible for damage to other units.) Any place where the tub meets tile should be well caulked.
- C. DISHWASHERS feature chrome-covered drains in most models. The drain is located on the sink top near the spigots. If the dishwasher isn't emptying all the way or detergent is remaining on dishes, remove the drain cover, unscrew the plastic cap underneath and see if the tube is clogged. Bits of food can jam this drain and cause the washer to malfunction. Clean out, replace both caps and re-run dishwasher.
- D. DISPOSALS have a reset button on the bottom of the unit under the sink (most models). If the disposal stops working, press the reset button and try disposal again. If the disposal is jammed, most brands can be un-jammed manually by inserting an allen wrench into the hole in the bottom of the unit. Work the wrench in a circle clockwise and counterclockwise until you can make a complete circle in both directions. In general, this will release the jam.
- E. FIREPLACES are the responsibility of the unit owner and are, in most cases, Thulman brand, and were installed by Matthews-Phillips. If the slate surrounding the fireplace should work loose, it can be re-attached with Miracle Black Magic, a product available at hardware stores. Use plenty.
- F. FURNACES are the responsibility of the unit owner. An annual furnace inspection and service is recommended. Filters should be changed every few months for peak efficiency. The emergency switch for the furnace fan located next to the furnace should be in the "off" position to change the furnace filter. Turn the switch back to the "on" position after changing the filter. New gas sub-meters for furnaces were installed in garden unit and townhouses in November, 2005. At the same time, gas sub-meters were installed on townhouse unit hot water heaters. Under normal circumstances, these sub-meters operate automatically and require no maintenance other than a battery replacement every 5-7 years. **Gas sub-meters must be reconnected and the Gas Billing contractor must be informed of the specifications of new furnaces and hot water heaters when installed.**

A separate document “Cross Fox Gas Sub-meter Information and Care” contains more information on gas sub-meters. This document is available from the Managing Agent.

- G. LAUNDRY ROOMS contain washers and dryers which are supplied by an outside vendor. If problems arise, call the number posted on the machine. Heaters in the laundry rooms must be left running when the temperature is below 15° to prevent pipes from freezing.

Residents using the laundry facilities should be considerate of other residents at all times. Please do not leave washers or dryers filled and unattended. Please do not leave clothes or washing supplies on the common laundry table in the garden units.

- H. LOCKS (inside the units) are equipped with safety locks which can be opened by inserting a hairpin in the small hole near the knob.
- I. REFRIGERATORS have a drain beneath the vegetable drawer in most models. This drain must be kept clean to prevent water from settling in the bottom of the refrigerator.

If condensation forms on the outside of the refrigerator, and your model is equipped with a humidity control inside the box, change position from humid to dry, or reverse.

The metal grating on the bottom outside of the refrigerator snaps off on most models. The tray in back of the grating should be cleaned regularly.

- J. STOVES that are Magic Chefs have burners and knobs which are dishwasher safe. The door is removable by pulling up and out for cleaning. Filters in the exhaust hood should be changed regularly and the light bulb over the stove should not exceed the manufacturer’s recommended wattage.
- K. WINDOWS on tracks are removable for cleaning and repair by lifting up and out. Note that broken window seals on patio sliding glass doors and adjacent fixed windows can be repaired by a window contractor without having to replace the entire patio door unit.
- L. TOWNHOUSE METER SHEDS are located at the end of townhouse units. These sheds house electricity and main gas meters and are serviced by BGE and Verizon. Under normal circumstances, townhouse owners do not need to access these sheds.
- M. CIRCUIT BREAKER PANELS are located inside each townhouse and garden unit. If you are experiencing a power outage to a portion of your unit, check to see if a circuit breaker is tripped. If so, reset the circuit breaker that has tripped by pushing it all the way to the “off” position and then all the way back to the “on” position.

XII CROSS FOX EMERGENCY CUT-OFFS

Property Address(es)	Tenant/Public Service Electric Switches	Main Gas Valve Locations	Main Water Valve Locations	Sprinkler Locations Storage/Laundry/Trash Rms.
10528 Cross Fox Lane (CFL)	10528 CFL Laundry Rm.	10530 CFL (rear storage Rm.)	10530 CFL (rear storage rm.)	10528 CFL
10530 CFL	10530 CFL Laundry Rm.	10530 CFL (rear storage rm.)	10530 CFL (rear storage rm.)	10530 CFL
10534 CFL	10534 CFL Laundry Rm.	10534 CFL (rear storage rm.)	10536 CFL (rear storage rm.)	10534 CFL
10536 CFL	10536 CFL Laundry Rm.	10534 CFL (rear storage rm.)	10536 CFL (rear storage rm.)	10536 CFL
10540-42-44-46-48-50 10552-54 CFL (THs)	10554 CFL (end of group of THs near parking lot)	10554 CFL (end of group of THs near Twin Rivers Rd.)	10540 CFL (inside this TH unit laundry room)	N/A
10558-60-62-64-66 10568-70-72 CFL (THs)	10558 CFL (end of Group of THs near parking lot)	10562 CFL (end of group of THs near Twin Rivers Rd.)	10558 CFL (inside this TH unit laundry rm.)	N/A
10576 CFL	10576 CFL	10578 CDFL (rear storage rm.)	10576 CFL (rear storage rm.)	10576 CFL
10678 CFL	10578 CFL	10578 CFL (rear storage rm.)	10576 CFL (rear storage rm.)	10578 CFL
10580 CFL	10580 CFL	10578 CFL (rear storage rm.)	10576 CFL (rear storage rm.)	10580 CFL
10547 Twin Rivers Rd. (TRR)	10547 TRR	10549 TRR (rear storage rm.)	10547 TRR (rear storage rm.)	10547 TRR
10549 TRR	10549 TRR	10549 TRR (rear storage rm.)	10547 TRR (rear storage rm.)	10549 TRR
10551 TRR	10551 TRR	10549 TRR (rear storage rm.)	10547 TRR (rear storage rm.)	10551 TRR

Legend: CFL = Cross Fox Lane TRR = Twin Rivers Road

XII CROSS FOX EMERGENCY CUT-OFFS – Cont'd

Property Address(es)	Tenant/Public Service Electric Switches	Main Gas Valve Locations	Main Water Valve Locations	Sprinkler Locations Storage/Laundry/Trash Rms.
10557-59-61-63 10565-67-69-71 Twin Rivers Rd. (TRR)	10571 TRR (end of group of THs)	10565 TRR (end of group of THs across from 10597 TRR)	10563 TRR (inside the TH unit laundry rm.)	N/A
10575-77-79-81 10583-85-87-89-91 10593-95-97 TRR	10587 TRR (end of group of the THs near TRR)	10597 TRR (end of group of THs across from 10565 TRR)	10575 TRR (inside this TH unit laundry rm.)	N/A
10564 TRR	10564 TRR Laundry rm.	10566 TRR (rear storage rm.)	10566 TRR (rear storage rm.)	10564 TRR
10566 TRR	10566 TRR Laundry rm.	10566 TRR (rear storage rm.)	10566 TRR (rear storage rm.)	10566 TRR
10570 TRR	10570 TRR Laundry rm.	10570 TRR (rear storage rm.)	10570 TRR (rear storage rm.)	10570 TRR
10572 TRR	10572 TRR Laundry rm.	10570 TRR (rear storage rm.)	10570 TRR (rear storage rm.)	10572 TRR
10594 TRR	10594 TRR Laundry rm.	10596 TRR (rear storage rm.)	10594 TRR (rear storage rm.)	10594 TRR
10596 TRR	10596 TRR Laundry rm.	10596 TRR (rear storage rm.)	10594 TRR (rear storage rm.)	10596 TRR
10576-78-80-82 10584-86-88-90 TRR	10590 TRR (end of group of THs near woods)	10584 TRR (end of group of THs behind 10596 TRR)	10580 TRR (inside this TH unit laundry rm.)	N/A
10840-42-44-46 10848-50-52-54 Faulkner Ridge Circle (FRC)	10848 FRC (end of group of THs near woods)	10854 FRC (end of group of THs near FRC)	10840 FRC (inside this TH unit laundry rm.)	N/A

Special Note: The **Water Valve Key** is located in meter shed next to 10854 Faulkner Ridge Circle - it can be used to turn main water supply off at source if townhouse resident is not home.

Legend: CFL = Cross Fox Lane
TRR = Twin Rivers Road

FRC = Faulkner Ridge Circle

XIII CROSS FOX HOT WATER HEATERS - COMMON AREA LIGHTING

Hot Water Heaters

The townhouse units have their own individual hot water heaters whereas the sixteen (16) garden unit buildings are serviced by sixteen (16) large hot water heaters, each of them serving twelve (12) garden units.

In most cases where there is a lack of hot water, the problem is generally due to the gas pilot light which may have gone out. The Managing Agent's Office should be contacted to report problems with garden unit hot water heaters. **See section XIV for name, address and phone numbers.** Townhouse owners are responsible for repair and/or replacement of townhouse hot water heaters.

Common Area Lighting and Hallways

Outside lights attached to townhouse units are the responsibility of the town house unit owner. Street lights accessible from streets and parking lots are the responsibility of Baltimore Gas and Electric. These lights will have an identification number on the pole. Owners or tenants may report such outages by reporting street name and pole number to BGE by calling 410-685-0123.

Other lights such as "street lights" on Cross Fox land between or in back of townhouses, hallway lights in garden unit stairwells and front/rear exterior lights attached to garden units are the responsibility of Cross Fox. The Managing Agent should be notified whenever these common area lights have gone out. **See section XIV for name, address, and phone numbers.**

XIV IMPORTANT CROSS FOX CONTACTS

This information is current as of December 2007.

Managing Agent

Condominium Venture, Inc

6300 Woodside Court
Suite 10
Columbia, MD 21046-3212

(301) 596-2600
(301) 596-2082 Fax

Helen Shepet, Community Manager - Extension 321
Marie Gatti, Community Administrator - Extension 322
Keana Brown, Service Coordinator, Extension 200
Kelly Carpenter, Community Accountant, Ext 123

Emergency Calls

Contact CVI at **(301) 596-2600 during regular hours**
(301) 596-2086 after hours emergencies

Send Gas Bills to:

Energy Billing Systems

P. O. Box 9610
Colorado Springs, CO 80932-0610

(800) 637-4242 X210

or as designated on the EBS Gas invoice

Send Condo Fees to:

Payment Processing Center

PO Box 79254
Baltimore, MD 21279-0254

or as designated on the CVI Invoice