

Welcome to Willow Wood Condominiums!

Dear Resident:

It is my great pleasure to welcome you to this community. We hope you will soon feel at home in your new surroundings and that you will find much to enjoy and appreciate here at Willow Wood. To help acquaint you with the community, we have put together a packet of information we hope you will find useful.

Listed below are some services offered at Willow Wood:

MANAGEMENT OFFICE – The management office, located at 7911 Coriander Dr, is open from 9:00 AM – 5:00 PM Monday through Friday. The telephone number is 202-573-6674 and the email address is: willowwood.mgr@outlook.com

The management office handles all on-site administrative duties of the Association to include: complaint resolution, contract administration, site inspections, vehicle registration, Board of Director and Committee correspondence and community events, etc. If you have any questions or need information about Willow Wood, or any of the rules and regulations, this is the place to start!

GENERAL CONTRACTOR: – Willow Wood has a General Contractor that maintains our community. If you see any issues inside or outside of your building, please contact the management office.

TRASH & RECYCLING: Dumpsters are conveniently located for trash removal and disposal. Trash pick-up days are Monday, Thursday, and Friday. Recycling pick-up days are Monday and Thursday. Please take a look at the recycling rules that is included in this packet.

BASKETBALL & TENNIS COURT: One (1) basketball court and one (1) tennis court is located conveniently across the street at the Flower Hill Community Center.

POOL COMPLEX: Want to cool off in the summer heat? Flower Hill Community Center has a newly built Olympic size swimming pool. The pool is open from Memorial Day to Labor Day each year. Residents must visit the community center to fill out a pool application to receive their passes.

CARWASH STATION: Willow Wood has provided a small area where residents can give their cars a quick wash. You can find this area in our Badenloch lot near the shed.

DOG WASTE STATION: Willow Wood has conveniently placed dog waste stations throughout the community.

FREE PARKING: Parking is free and not assigned, however; residents will need to register their vehicles with the Site Manager at the Management Office. Please take a look at the Willow Wood Parking Rules & Regulations that is included in this packet.

INSURANCE – Although the Association carries a master insurance policy for all structures and common areas, we strongly encourage each resident to purchase a policy to cover all personal belongings and improvements to your unit in the event of an unexpected occurrence.

THE WILLOW WOOD BOARD OF DIRECTORS AND THE MANAGEMENT AGENT – The Willow Wood Condominium Unit Owners Association is governed by a Board of Directors consisting of five-unit owners elected from the community. You may contact them collectively; their email address is:

willowwoodcondoboard@gmail.com

The Managing Agent is Vista Management located at 120411 Bournefield Way, Ste. C, Silver Spring, MD 20904 – Phone: 301-649-1115.

We hope that we have given you some useful information to ease the transition to your new home. However, if we can be of any assistance, please do not hesitate to call 202-573-6674, or email the Site Manager at willowwood.mgr@outlook.com

Again, welcome to Willow Wood!

PARKING

PLEASE:

- Be sure to obtain a Willow Wood Parking sticker (application form available in the Management Office) for each vehicle. All vehicles parked on the property must display a permit or guest pass.
- Remember that parking is prohibited in all of the locations which are designated by signs or yellow street markings as "NO PARKING" for various safety reasons such as fire lanes or snow emergency areas.
- Parking of motor vehicles will be permitted within the Condominium only on paved sections of the common Elements, and within specifically designated parking areas. All vehicles must be parked within curb markings where markings are provided.
- Keep your vehicle tags, inspection stickers and county decals current.
- Limit car maintenance to ONLY washing, waxing, changing wiper blades and tires, filling/checking fluids and emergency jump starts. In other words, no oil changes or performance of any repair or disassembly of a vehicle anywhere on the property. This includes mechanical (motor and drive train) and car body.
- Remember that boats or trailers of any size are not allowed on the parking lots.
- Don't leave inoperable or junk vehicles in the lots as your neighbors will call and we will tow. If you have an unusual or extending circumstance notify the office.
- Remember all commercial vehicles are prohibited from parking on the lot between 9:00 PM and 6:00 AM. A Commercial vehicle is one that has writing on the vehicle, towing or plowing apparatus, ladder racks, etc.

PETS

PLEASE:

- Be sure to always clean up after your pet's waste by bagging it and discarding it in the dumpster or one of the dog waste stations located throughout the community. Failure to clean up after your dog is a violation of the Montgomery County pooper-scooper law and is subject to a \$100 fine. If you see a dog owner violating this rule, please remind the owner of their responsibility and/or report the violator to the Management Office. Citizens may also report infractions or regulations (whether pooper-scooper or dangerous/vicious dogs) to Animal Services Division at 240-773-5900.
- Curb your dog away from buildings and walkways.
- Remember to always leash your pet (unleashed pet are also subject to fines by Montgomery County Animal Division). A leashed animal is much easier to control and minimizes a pet's threat potential toward other, smaller pets as well as your neighbors.
- Please do not leave your pet unattended on the grounds.
- Make sure you register your pet with Montgomery County and keep your pet's licenses and rabies vaccinations current.
- Be conscientious about your pet's behavior so it does not be a nuisance to your neighbors. Many pets suffer loneliness when you leave and your neighbors know it even when you don't.

Recycling

Recycling is the process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products. Recycling can benefit your community and the environment.

Benefits of Recycling

- Reduces the amount of waste sent to landfills and incinerators
- Conserves natural resources such as timber, water and minerals
- Increases economic security by tapping a domestic source of materials
- Prevents pollution by reducing the need to collect new raw materials
- Saves energy
- Supports American manufacturing and conserves valuable resources
- Helps create jobs in the recycling and manufacturing industries in the United States

Do you recycle right?

YES: Cartons, Mixed Paper, Carboard & Boxboard, Glass Bottles & Jars, Plastic Containers, Metal Cans.

NO: Plastic Bags, Food, Paper Towels & Tissue Paper, Plastic Wrap, Styrofoam & Plastic Utensils.

If you have any questions or concerns about recycling please do not hesitate to contact the Management Office. You may also visit:

<https://www.montgomerycountymd.gov/sws/programs/>