



OTTERBEIN COMMUNITY ASSOCIATION

Welcome Pack & Resident Manual

The primary purpose of the Otterbein Community Association (“OCA”) is to build community and ensure the best quality of life for all homeowners and residents, while maintaining and enhancing property values in our historic district through enforcing the covenants and maintenance of the association common areas.

THE OTTERBEIN COMMUNITY ASSOCIATION, INC.
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Otterbein Community Association

Welcome to Otterbein

A community of neighbors working together to achieve a higher quality of life, while envisioning a historic neighborhood that is a desirable place in which to live, to play and enjoy the benefits of families, friends, and the vibrant city of Baltimore.

Dear New Homeowner;

Congratulations on the purchase of your new home. On behalf of the Board of Directors and the OCA Welcome Committee and all homeowners of Otterbein, we would like to officially welcome you to our neighborhood. We look forward to meeting you whether it be by personal visit, walking throughout the neighborhood or a community activity.

Moving into a common-interest community, property governed by a homeowner's association, can be a confusing and challenging ordeal, more especially for those who have never been involved with a homeowner's association. We have prepared this Resident Manual with the hope that it will help answer many of the questions you may have as a new resident to our community, as well as our established residents; and hope it will serve as a valuable tool providing the latest information on current policies and procedures that pertain to you and your family, as well as your guests visiting our community.

In addition, your Resident Manual contains certain specific information you need to know about the community to include the OCA governing documents, bylaws and covenants, as well as Baltimore City information and local resources.

About Otterbein

Otterbein is a small neighborhood of historic rowhouses immediately southwest of, and in close walking distance to, the Inner Harbor. The neighborhood is very compact, entirely located between Hanover Street and Sharp Street, and between Barre Street and Henrietta Street. All of the existing original neighborhood houses were restored in the 1970s as a part of Baltimore's "dollar homes" urban homesteading program. With historic homes comes highly restricted architectural controls, residents enjoy their own parks and the neighborhood offers treelined streets making Otterbein truly a "one of a kind" community in Baltimore. For more history, visit the *Neighborhood / History* page on the Otterbein website www.theotterbein.org

Why OCA?

Incorporated as a non-profit organization in 1976, the Otterbein Community Association was created as a formal legal entity to maintain the common areas of the Association and ensure the highest quality and value of properties within the historic neighborhood. As a legal authority, the OCA is deemed to enact and enforce maintenance and design standards in addition to the standards established by the city.

Covenants

Otterbein is a covenant-controlled community. It is incumbent upon all homeowners to read and comply with the dedicatory documents of the association called the Amended and Restated Bylaws and Otterbein Covenants and Exterior Design Standards (“OCEDS”), enclosed. By accepting title to your home one automatically accepts responsibility to abide by these covenants. The dedicatory documents can be found in this Resident Manual and on the *Otterbein Association / Documents* section of the OCA website www.theotterbein.org.

The association operates via a volunteer Board of Directors who oversees the community. Due to residing within Otterbein we residents are bound by the rules and regulations set forth in the dedicatory documents. Should a violation of these documents occur a homeowner will receive a written notice of the covenant violation with proper timeframe to resolve the issue. Should a violation go unresolved a fine may be assessed.

Fines are intended to target covenant infractions that have a direct correlation to home values and consistency of architecture. It is not the desire of the Board to fine a homeowner, however, violations which affect property values and/or neighborhood appearance must be resolved in a timely manner. The fines are in place to provide motivation to resolve the issue, not as a punishment. Information regarding fines can be found [insert information here]. Should you need to address a covenant violation you may utilize the *Contact* page under the Otterbein website.

Annual Assessments (Park Fee / Dues)

Each homeowner, not the bank or mortgage company is responsible for paying the park fees and annual dues. Payment of Park Fees, currently \$300 are due on July 1 of each year, or within the (10) days after the mailing of such bill by the OCA to the last known address. Homeowners are not required to pay the annual dues; however, we highly suggest you elect to pay the optional annual dues, currently \$50, which go towards community activities and events. More information about Dues and Fiscal Policies can be found on Page 3 of the Amended and Restated Bylaws: Article VI – Dues and Fiscal Responsibilities.

OCA Communications

OCA produces an association newsletter “The Mullion” at least quarterly each year. At times, a special edition may be published. Newsletters include vital & current topics of interest, upcoming community events, community policing info, and other relevant information. We use the newsletter, a dedicated email group, our Facebook page, and OCABoard@theotterbein.org to communicate with homeowners and residents of the community. Residents with questions or concerns may email OCABoard@theotterbein.org at any time and one of the Board members will be in contact with you.

The Otterbein website www.theotterbein.org provides information about our community, but also our next-door community Harbor Walk, contact information for your Board Members and Architectural Review Committee, and resources to include: Cultural and Civic, Baltimore City, State and Federal and Emergency Preparedness.

The OCA Board of Directors

The operation of your homeowner's association is governed by an active volunteer Board of Directors. The Board currently consists of four Directors: President, Vice President, Secretary and Treasurer and three Members-At-Large; all homeowners of the community. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the OCA. The Board is also responsible for maintaining members' compliance with the established dedicatory documents. They have specific provisions regarding what can and cannot be done on members properties. It is imperative that members take the time to read through the dedicatory documents you receive during the home purchase process. Copies are also available in the *Documents* section on our website: www.theotterbein.org

Typical responsibilities of the Board include:

- Governing the community by establishing policies and objectives.
- Selecting, appointing, supporting, and reviewing the performance of elected members.
- Ensuring the availability of adequate financial resources.
- Approving annual budgets, operating budgets and expenditures made by the OCA.
- Generating Annual Reports for community members.
- Set the amount of the Parks fee and dues assessments.
- Enforce architectural control.
- Maintain common park areas and structures located in these areas.
- Keep a complete record of affairs of the OCA.

The Board's primary duty is to preserve the integrity of the community, maintain the appearance of the neighborhood, enhance the community's value, manage common areas and to enforce the rules dictated by its governing documents for the good and in the best interest of Otterbein homeowners. Licensed vendors are hired to assist the board in decisions that affect your community.

Duties of Board Members as provided in the Bylaws Article IX; Section 7

PRESIDENT

The President shall be the executive officer of the Corporation, shall call and preside at meetings of the Corporation and the Board of Directors, and shall be member ex officio of all committees, as outlined in Article XII. The President shall appoint the chairmen of all committees and when necessary a Secretary pro tem. The President shall have such powers and perform such duties as may from time to time be vested in the President by the Corporation.

VICE PRESIDENT

The Vice President shall assist the President and shall assume all duties of the President in his/her absence or temporary inability to serve. The Vice President shall automatically be an ex-officio member of all Committees.

TREASURER

The Treasurer shall be the official custodian of all moneys of the Corporation. The Treasurer shall be responsible for the financial affairs of the Corporation, including the care and custody of the Association's membership and park maintenance funds, certificate of deposit, and all other financial records. The Treasurer shall keep the Members and the Board of Directors informed of fiscal affairs and presents a quarterly and annual report to the Members. The Treasurer shall supervise the financial affairs of the Corporation according to acceptable accounting procedures for audit purposes. The Treasurer shall make all financial records available at all times to inspection by any Member. The Treasurer is authorized to pay expenses of the Corporation in the amount of not more than Two Thousand Dollars (\$2000.00). Expenses in excess of Two Thousand Dollars (\$2000.00) (or such other amount as the Board from time to time may determine) shall be incurred and paid only in accordance with the budget or by order of the Board of Directors. The Treasurer shall keep a current list of the Members; records of the membership dues; and send bills to the Regular Members.

SECRETARY

The Secretary shall keep the minutes at the meetings of the Corporation and the Board of Directors. The Secretary shall maintain a file containing essential records, which shall be transmitted to his/her successor at the close of the Secretary's term of office. The Secretary shall send notices of all meetings and direct all mailings of the Corporation. The Secretary shall perform such other duties as are traditionally performed by a corporate secretary.

OCA Homeowner's At-A-Glance

<p>Covenant Information (Enclosed)</p>	<ul style="list-style-type: none"> • Copies of the legal dedicatory documents for the OCA: <ul style="list-style-type: none"> ○ Amended and Restated Bylaws ○ Otterbein Covenants and Exterior Design Standards • Located in your closing papers, the <i>Documents</i> section on the association website, www.theotterbein.org and enclosed.
<p>Architectural Review Committee (Guidelines for Exterior Restoration enclosed; Application for Authorization-to-Proceed example enclosed)</p>	<ul style="list-style-type: none"> • If you are planning any exterior changes to your property's design, material, color, or outward appearance, you must receive approval prior to the beginning of work. Both Otterbein's Architectural Review Committee and the City's Historical and Architectural Preservation Commission (CHAP) <u>must approve the change and in some cases, homeowners must obtain a permit prior to sending the application to the CHAP.</u> For information on permits, go to http://www.baltimorehousing.org/permits • To guide you as to what is acceptable or not, there are two publications — the Otterbein Community's Covenants and the Guidelines for Exterior Restoration – Otterbein Homestead Area. Located in the <i>Architectural Review</i> section on the association website www.theotterbein.org and enclosed. • The steps to apply for changes to the exterior of a home can be found on the <i>Architectural Review</i> section on the website www.theotterbein.org.
<p>Annual Assessments (Park Fees, Dues)</p>	<ul style="list-style-type: none"> • As of July 1, 2026, park fees are \$300 per year and dues assessments are \$50 per year. • Park fees and dues are due July 1st of each year or within the (10) days after the mailing of such bill by the OCA to the last known address. • Payments are made electronically and managed via QuickBooks. Bank Checks made be made in care of Otterbein Community Association to: Post Office Box 27065 Baltimore, MD 21230
<p>Meetings</p>	<ul style="list-style-type: none"> • The OCA holds quarterly meetings. • Notices are emailed in sufficient advance by the Board to ensure your attendance. • Each homeowner is encouraged to attend the quarterly meetings. • Once a quarter, we invite all OCA homeowners, neighbors, and community members to join us as we share information about our community, hear from guest speakers on the happenings in and around the vibrant city of Baltimore and the Southern Peninsula, and work towards building a community that celebrates our historic neighborhood; a place to live, play and enjoy the benefits of family and friends.

<p>Communication with the OCA</p>	<ul style="list-style-type: none"> • Website: www.theotterbein.org • Mailing Address: The Otterbein Community Association, Inc. P.O. Box 27065 Baltimore, MD 21230 • ListServe <ul style="list-style-type: none"> ○ Send and email to: the-otterbein+subscribe@googlegroups.com with any Subject and Message Body. You can also remove yourself from the list by sending a message to the-otterbein+unsubscribe@googlegroups.com with any Subject and Message Body. • Facebook: https://www.facebook.com/groups/theotterbein
<p>Street Sweeping (Mechanical Street Sweeping Flyer enclosed)</p>	<ul style="list-style-type: none"> • OCA is located in the southwest section of the city and is swept on the third and fourth Wednesday of each Month. <ul style="list-style-type: none"> ○ ODD SIDE: of each street are swept on the third Wednesday. ○ EVEN SIDE: of each street are swept on the fourth Wednesday. • Please make an effort to move your vehicles out of the way on those days.
<p>Parking</p>	<ul style="list-style-type: none"> • Parking Permit Area #8 under the City of Baltimore Parking Authority's Resident Parking Permit (RPP) Program. • More information can be found on The Parking Authority's website: https://parking.baltimorecity.gov/ • Applications and further information can be found on the RPP website: https://parking.baltimorecity.gov/residential-parking • Visitor passes are intended only for the short-term use of persons who are visiting Otterbein residents. Visitor permits may not be loaned, sold or otherwise misused and may be voided under such conditions. No lost or stolen visitor permits will be replaced. • No four-wheeled personal or recreational vehicles, trailers, or camper bodies or any portion thereof, nor any boat shall be parked in the streets.
<p>Parks & Common Areas</p>	<ul style="list-style-type: none"> • OCA is responsible for maintaining the lawns, trees, shrubs and other plantings located in the community parks. There are seven parks within the OCA: <ul style="list-style-type: none"> ○ Hill Street, between Hughes Street and Hill ○ Hermitage Square, at Sharp Street between Hill and Montgomery Streets ○ York Street, between Hill and York Streets ○ Concert, between York and Lee Streets ○ Homesteader, between Lee Street and Welcome Alley ○ Flower Bed, also between Lee and Welcome Alley ○ Welcome Alley, between Welcome Alley and Barre Streets

<p>Pets</p>	<ul style="list-style-type: none"> • Animals must be kept in a humane manner without health or safety hazard and without nuisance. • Baltimore City’s Animal Control Ordinance No. 708 includes the following: Dogs over four months of age must have a valid license. Dogs and cats over four months of age must have a valid rabies vaccination. • Dogs must wear identification on their collars when outdoor. Dogs when outdoors must be leashed at all times to prevent dog bites, damage to property, spread of disease to people and other animals, turning over garbage cans, and creating unsanitary conditions. • Animal bites must be reported to the health department and/or police. • Owners are responsible for the removal of excreta deposited by their animals.
<p>Mail</p>	<ul style="list-style-type: none"> • The OCA is split between two ZIP code areas: 21201 generally on the north side of Lee St and 21230 on the south side. • The main Post Office for Baltimore City, located at 900 East Fayette Street, handles mail service for ZIP code 21201. • A postal substation is located at 146 West Ostend Street, just west of the intersection with S. Hanover Street, and handles the mail services for ZIP code 21230 (the Post Office now shows the address of this facility as 1220 Race Street, around the corner from the Ostend Street address) • Information on Post Office locations visit: https://tools.usps.com/find-location.htm
<p>Trash Pickup</p>	<ul style="list-style-type: none"> • Trash is picked up every Wednesday morning, usually after 7 AM. • There is no trash pickup on the following City Holidays: New Year’s Day, Martin Luther King Birthday, Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, Christmas, and Election Day. • The City provides municipal trash cans to every residential address: https://publicworks.baltimorecity.gov/solid-waste/cans • The City also provides a bulk trash pickup service, which must be scheduled in advance by web or phone (311). https://publicworks.baltimorecity.gov/pw-bureaus/solid-waste/bulk • Residents of the 600 block of Hanover are to place their trash on the sidewalk in York Alley (not on the grass). Residents of the 400 block of Hanover are to place trash at the rear. Concrete trash containers located on sidewalks and in the parks are not for deposit of resident’s trash.

**Please do NOT place recycling
in plastic bags of any type**

