

The Carolina Apartments

Office and Mailing Address

3925 Beech Avenue

Baltimore, Maryland 21211

(410) 235-8000

(410) 235-8023 Fax

Located At

108-114 W. University Parkway

Baltimore, Maryland 21210

House Rules and Services

Carolina Apartments Staff

Property Manager

Accounting & Leasing

Associate Property Manager

Christopher DeMarco

Flo Mooney

Jennifer Zahradka

Primary Maintenance Staff & Contractors

Superintendent

Maintenance

Turn-over

Paint/Plaster

Housekeeping

Rusty Kilmon

Steve Charles, George Weitzell

Jose Zelaya, AIR Contractors

Keith Cox, IBEX Painting

Victoria Wendler

Sam's Cleaning

Office Hours:

Monday through Friday

8:00am – 4:30pm

And by appointment.

Phone Numbers:

Office Number (410) 235-8000

Fax Number (410) 235-8023

Emergency Number (443) 562-8823 After Hours Only

For routine maintenance please call the office number above. If you deem your maintenance request an emergency such as lack of heat, water overflow, etc. Please call the Emergency Number. All management and maintenance issues should be directed through the office. The numbers other than the office numbers are for **Emergencies Only after normal working hours.**

Quiet Hours. Quiet hours are between 11:00PM and 8:00AM. There shall be no loud or unusual noises: musical instruments, radios, televisions, CD players, stereos and amplifiers shall be used in such a manner so as not to disturb other residents. In other words, if your noise can be heard from outside your apartment, you are being too loud.

Security Issues. Security at The Carolina Apartments is a top priority. The management reminds residents to follow the guidelines below to ensure building safety.

- Do not open doors to strangers.

- Never buzz in anyone unless you know them.
- Do not buzz in visitors for other residents.
- Do not prop open entrance doors.
- Call 911 and/or the management staff if you see or hear anything unusual.

The Carolina is a small and friendly building. Please feel free to introduce yourself to your neighbors.

Lock Outs. The office will help you with any lockout occurring during regular office hours. After hours, there is a \$40 charge that increases to \$80 between the hours of midnight and 6am. For security reasons proof of identification is required. Only tenants on the lease will be allowed access into the apartment.

Trash: Carolina maintains a dumpster for household trash and a dumpster for recyclable materials. These dumpsters are located on the side of the property adjacent to the parking lot. Your cooperation is essential in keeping the dumpsters clean and safe. Please see that all bags are tightly closed and secured. Put your trash in garbage bags no larger than 13-gallon trash bags and close the chute door securely. Never leave trash in the hallways. Disposal of “bulk items”, including but not limited to, furniture, desks, mattresses, box springs, etc. is expressly prohibited. **Tenants violating the policy regarding trash disposal will be assessed a minimum fine of \$75.00. The amount of the fine will increase depending on the extent of the violation and cost incurred to dispose of the trash / bulk items. Please contact the office for bulk trash disposal options.**

Recycling: Please correctly dispose of your recycling directly into the recycling bin, which is located on in front of the trash dumpster. Please fold boxes and do not put any items with residual food into this bin (e.g. pizza boxes).

Fire Escapes. Under Baltimore City ordinances, no items (e.g. grills, chairs, towels, etc.) are permitted on the fire escapes. The management reserves the right to remove and dispose of any items on the fire escapes.

Pest Control. The Carolina strongly believes in preventive pest control maintenance. The building is serviced once a month. There is no cost to the tenant. Please notify the office immediately if you see any pests.

Pets. No dogs are allowed. No more than 2 pets at any time.

Courtyard. The residents of The Carolina are fortunate to have use of the only courtyard on University Parkway. We encourage residents to enjoy the courtyard in a courteous manner, in a way so as not to disturb other residents.

Parking. Parking is not allowed on the east side of the building. All parking around the building are assigned parking spaces. If you do not rent a parking spot, do not park in an assigned parking space or your car will be towed. Parking or driving vehicles onto the grass is strictly prohibited. Violators will be fined.

Window Treatments. The outside of all window treatments must be white and maintenance does not provide installation.

Air Conditioning Units. All units must be placed in the window correctly. The use of brackets is required. The tenant is responsible for any window damage occurred by the incorrect installation of an air conditioner window unit. If you have any questions please call the office for further explanation. The tenant is responsible for their AC unit at all times. If the unit is defective or leaks, the tenant is expected to remedy the situation. The maintenance department offers installation of AC units for a small fee office.

Notices/ Flyers. The office must approve all notices posted on the bulletin boards prior to posting. Notices can only be placed in the designated areas. There are five bulletin boards in the building, one each at the front and rear entrances, near the mailboxes and in the laundry room. Notices placed anywhere else will be removed.

Referrals. You have selected The Carolina, why not tell your friends about it? They will enjoy The Carolina's extra touches that make the difference between an ordinary apartment and a comfortable home, while you receive a \$100 rent credit!!! Just make sure they mention your name when signing their lease.

**Thank you for helping to make The Carolina Apartments
a safe, clean and pleasant place to live....**

Real Estate Dimensions is the property manager for Wyman Towers, The Carolina, The Chadford, The Wyman Park and the 505 W. University Apartments. The offices for the property management and maintenance of Real Estate Dimensions are located at the Wyman Park Apartments