

# BURNBRAE MAINTENANCE ASSOCIATION

C/O Shawn L. Harrison Enterprises, Inc., 2644 Kirkwood Hwy – Suite 270, Newark, DE 19711  
Phone: 302-737-0111 Fax: 302-737-0112

July 15, 2013

**To: All Burnbrae Owners                      Re: Special Assessment**

The Board has determined not to pursue a Special Assessment for Security Cameras at this time. As you are aware, we are still in need of additional funds to help cover costs of 2 other expenses described below, as well as additional funds to pursue collection of delinquent accounts. Therefore, a Special Assessment is necessary and will be due and payable in full *August 23, 2013*. The total amount expected from each condo unit will be **\$300.00 paid in one single installment.** Other information is as follows:

<b>INCREASED INSURANCE PREMIUM (General Liability &amp; Property)</b>	
<p><b>Reason:</b> New carrier; old carrier would not renew policy due to excessive plumbing claims from pipe leaks as well as security concerns from recent shootings on Burnbrae premises. First premium installment = \$14,879.25 was due 6/10/2013 and paid; used to be around \$8000.00; remaining premiums will be \$4792.13 monthly; was around \$3100.00.</p> <p>Annual Premium 2012-2013 = 38,000.00 Annual Premium 2013-2014 = 56,967.00</p>	<p><b>Amount Needed For This Expense:</b></p> <p><b>\$18,967.00</b> (amount not budgeted which will help pay remaining 9 monthly premiums)</p> <p><b>(MUST HAVE OR COMMUNITY WILL BE SHUT DOWN)</b></p>

<b>Project: ASSIGNED PARKING SPACES</b>
<p><b>Reason:</b> To ensure each unit has 1 parking space nearest unit and to assist in collection of delinquent accounts. We have 232 parking spaces and 116 condo units.</p> <p><b>Purchase:</b> 6 Signs to be displayed throughout community regarding “reserved and visitor” parking; also includes cost to paint all concrete blocks in front of parking spaces and apply appropriate lettering or wording.</p> <p><b>OTHER INFO:</b> <u>Assigned Parking:</u> <b>A BURNBRAE PERMIT HANGTAG IS REQUIRED.</b> Only Burnbrae residents will be allowed to park in spaces directly in front of or surrounding any building. The concrete block for each “assigned” space will be labeled, for example: <b>RESERVED 163.</b> EVERYONE WILL BE ASSIGNED A NUMBER FOR THEIR SPACE; <b>IT WILL NOT BE YOUR CONDO UNIT NUMBER.</b></p> <p><u>Unassigned Parking – A BURNBRAE PERMIT HANGTAG IS REQUIRED.</u> <b>Unassigned Parking spaces in front of or surrounding any building</b> will only bear a number; these spaces will be for Burnbrae residents with more than 1 vehicle and can be used on a “first-come, first-serve” basis. Otherwise, must occupy spaces farther away from buildings with concrete blocks labeled: <b>VISITOR PARKING,</b> for example: <b>VISITOR 194.</b></p> <p><b>IMPORTANT NOTE: ALL VIOLATORS OF THE ABOVE WILL BE TOWED AT OWNER’S EXPENSE. PARKING TAGS WILL ONLY BE ISSUED IF YOUR BURNBRAE CONDOMINIUM FEE ACCOUNT IS NOT DELINQUENT MORE THAN 3 MONTHS. OWNER AND RESIDENT VEHICLES WITH PARKING TAGS WILL ALSO BE TOWED IF THEIR UNIT’S CONDOMINIUM FEE ACCOUNT BECOMES DELINQUENT MORE THAN 3 MONTHS.</b></p>
<p><b>Amount Needed For This Project: \$1600.00</b></p>

Please note that the Special Assessment amount of \$300.00 to be paid one time is in addition to the regular monthly condo fee which is currently \$225.00. For example: when you pay the Special Assessment in the month of August 2013, the total owed for that month will be \$525.00.

We really need everyone to do their part. IF ANYONE IS ABLE TO PAY BEFORE AUGUST 23rd, IT WILL BE GREATLY APPRECIATED AS WE NEED HELP MEETING WITH THE NEW MONTHLY INSURANCE PREMIUM WHICH IS \$4,792.13; THE PREVIOUS AMOUNT WAS A STRUGGLE WHICH WAS \$1600.00 LESS PER MONTH.

A copy of the Board Resolution imposing this Special Assessment is attached. Also, the 2013 Budget can be viewed on homepage of Burnbrae website at: <https://bbrae.managebuilding.com> click tab entitled “documents and forms”, scroll down to “final budget 2013”. Thank you.

Sincerely,

**Cecelia White**

Cecelia White – President / 209-A\* (302-395-9523)  
& on behalf of the Board:

Darrell Andrews – Vice President	209-F	302-559-4092
Jessica Conigliaro – Treasurer	219-A*	302-388-8600
Monica Stoddart – Secretary	219-C*	302-323-1778

\*onsite

cc: Daniel R. Losco - Burnbrae Attorney  
Shaunda N. Harrison – Burnbrae Property Manager – SLH Enterprises, Inc.

Attachment(1)

- Secretary’s Certificate/Resolution