

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 E-mail: slhinc@comcast.net

December 22, 2014

To: All Burnbrae Owners and Tenants

Re: **New Policy on Visitor Parking plus Other Reminders**

VISITOR PARKING – Change in Policy Effective December 17, 2014

1. Changed From: permit required if parked over 4 hours
2. **CHANGED TO:** permit required from 12 midnight to 6:00am

REMINDERS:

1. Assigned Parking – Went in to effect Oct 30, 2014 and everyone should be using their assigned parking space and not someone else's. Other things to remember:
 - a. VENDORS WILL NOT BE TOWED
 - b. NO TOWING ON NATIONAL HOLIDAYS as well as New Year's Eve, Christmas Eve and Day after Thanksgiving.
2. Dryer Filters – please clean dryer filter after each use to prevent fire.
3. Temperature Setting for Condo Units – During winter or consistent cold weather, thermostats should be set at no lower than 65 degrees.
4. Exterminator – If you have problems with bugs or rodents: tenants should contact their unit owner, if no satisfaction, contact our property manager, Shaunda Harrison at 302-737-0111 and she'll arrange for exterminator. Exterminator services are paid for by the Association.
5. Sprinkler Heads – sprinkler heads are located in the apartment-style units. **PLEASE DO NOT** paint or touch sprinkler heads; you must paint around them.
6. Trash – We pay at least \$500.00 extra per month to remove trash left outside of dumpsters. **All** trash, should be placed inside the dumpsters. Large furniture and appliances are not to be placed in dumpsters or left outside dumpsters; call Shaunda to have hauled away.

We appreciate everyone's consideration and cooperation. Also, hoping everyone has a very Merry Christmas and a Happy and Safe Holiday Season. Thank you.

Sincerely,

Ms. Cecelia White

Ms. Cecelia White – President / 209-A* (302-395-9523)

& on behalf of the Board:

Valerie Hinton	218-F*	302-276-1049
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.