

BURNBRAE MAINTENANCE ASSOCIATION

c/o Shawn L. Harrison Enterprises, Inc., 2644 Kirkwood Highway – Suite 270, Newark, DE 19711
Ph: 302-737-0111 Fx: 302-737-0112 E-mail: slhinc@comcast.net

October 30, 2014

To: Burnbrae Owners and Tenants

Re: Assigned Parking Update

Information:

Assigned parking will officially go in to effect as of Thursday, October 30, 2014. Please make sure you know your assigned number, if not, contact our property manager, Shaunda Harrison; her info is above. It is advised that you start using your assigned parking space immediately. If you have more than 1 vehicle, you can park the others in spaces marked “RT”... which stands for “resident”.

Vendor was onsite Oct 27 and Oct 28 to paint parking spaces. The following are some reminders:

1. All owners who are current on their account or have a payment arrangement in place received 3 free parking permits: 2 regular and 1 visitor type
2. Cost to replace lost permits will be \$10.00 each
3. Parking permits are not transferrable.
4. No one can receive more than 3 parking permits per condo unit which includes 1 visitor permit
5. If you have more than 3 vehicles, the others will have to be parked offsite. If necessary, you can park along Edinburgh Drive; it's a public roadway and the portion nearest Burnbrae has street lights.
6. Parking Spaces and how designated: (fyi -- we have 233 parking spaces and not 234)
 - a. **1 Reserved Space Per Unit** – 116 spaces have a large number only at bottom of space; **PERMIT REQUIRED.**
 - b. **Resident Parking Spaces** – 89 spaces are for residents with more than 1 vehicle; these spaces are marked with a large number and the letters “RT”; **PERMIT REQUIRED.**
 - c. **Visitor Parking Spaces** – 28 spaces are marked with a large number and the word “VISITOR”. **PERMIT REQUIRED IF PARKED OVER 4 HOURS.**
7. What to do if someone is parked in your reserved space or has blocked you in or you get towed:
 - a. During office hours, dial 737-0111 for our property manager and provide: your space number and info of vehicle in your space
 - b. After office hours, dial same number; it will bounce to answering service; provide: your space number and info of vehicle in your space; they will contact property manager immediately
 - c. In the meantime, you can always park in an available space marked “RT”... until matter is cleared up. Again, these spaces are for residents with more than 1 vehicle, so you're welcome.
 - d. If your vehicle is towed, call vendor directly: Ewing Towing, 1111 Elkton Road, Newark, DE 302-366-8806

From: Burnbrae Board of Directors *onsite

Cecelia White – President	209-A *	302-395-9523
Valerie Hinton – Vice President	218-F *	302-276-1049
Jessica Conigliaro – Treasurer	219-A*	302-388-8600
Monica Stoddart – Secretary	219-C*	302-323-1778

cc: Daniel R. Losco – Burnbrae Attorney
Shaunda Harrison – Burnbrae Property Manager