

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 7, 2015

To: All Burnbrae Owners

Re: **Burnbrae 2015 Election Results from 2nd Meeting held Nov 22, 2015 plus Other Info**

Hello to everyone! Would just like to share the following info:

1. **2015 Election Results from 2nd Meeting Held Nov 22, 2015** – Pamela Folz, Christina Folz and Wendy Mattoon were elected for a 2-year term. We appreciate everyone's support and thank you sincerely. The Board decided on the following positions which are listed below; this info will also be updated and placed out on website.
2. **Pit Bulls Banned from Burnbrae** – A reminder that Pit Bulls have never been permitted at Burnbrae; this is covered under No.22 in the Burnbrae Rules and all owners have a copy. If you do not have a copy, it can be found out on the website from "homepage" tab entitled "documents & forms". As a reminder to all owners with tenant-occupied units, please remember to ask your prospective tenants if they have pets and to inform them that "Pit Bulls" are banned from Burnbrae and not allowed on the property. To not inform buyers or tenants of this information is not only unfair to the Pit Bull owner but very unfair to all other residents.
3. **Payment Coupon Books** – New coupon books were mailed out on December 16, 2015. If you are without a coupon book to include with your monthly condo fees, please contact our property manager, Shaunda Harrison; her number is: 302-737-0111 or send e-mail to slhinc@comcast.net
4. **Burnbrae Website** – As a reminder, our web address is: <http://bbrae.managebuilding.com/>
5. **Next Board Meeting** – Our board meetings in 2016 were held every other month on the 3rd Thursday. Next meeting may be March. We'll notify everyone soon of new schedule and also post on website. Thank you.

Sincerely,

Ms. Pamela Folz

Pamela Folz – President 212-C & 221-C
& on behalf of the Board:

Valerie Hinton – Vice President	212-C & 221-C
Jessica Conigliaro – Treasurer	219-A*
Monica Stoddart – Secretary	219-C*
Wendy Mattoon – Board Member	206 C*

*onsite

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

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NOTICE OF COUNCIL / Board Meeting

December 7, 2015

To: All Burnbrae Owners

Burnbrae Maintenance Association (the “Association”) President, Pamela Folz has called a Meeting of the Association owners to be held on Thursday, December 17, 2015 - 7:00pm at Best Western Motel, 875 Pulaski Highway (Route 40), Bear, DE 19702 (302-326-2500). Purpose of meeting is to discuss the following:

- **Approve Meeting Minutes** – Approve minutes from the November 22, 2015 meeting
- **Burnbrae Fine Violation Chart**
- **Financial update** – Including, but not limited to the following:
 - ❖ Increase in Budget Review
 - ❖ Burnbrae Plans for 2016
 - ❖ Reserve Study
- **Open Discussion**

Sincerely,

Ms. Pamela Folz

Pamela Folz – President 212-C & 221-C
& on behalf of the Board:

Valerie Hinton – Vice President	212-C & 221-C
Jessica Conigliaro – Treasurer	219-A*
Monica Stoddart – Secretary	219-C*
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- *onsite

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

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December 7, 2015

To: All Burnbrae Owners

Please find the enclosed budget that was reviewed and approved by the Board for the 2015-2016 fiscal year. The budget was presented to the community at the Annual Board Meeting held November 19, 2015.

As a result of increased operating expenses, there will be an increase of the monthly condo fee from \$225.00 to \$260.00 a month.

The increase is necessary to ensure we are maintaining the property and covering required common element costs that each owner is responsible for and agreed to at time of purchasing their unit.

This increase will go into effect January 1, 2016. New payment books will be mailed out to each owner shortly.

If you have any questions or concerns, please feel free to contact our Property Manager, Shaunda Harrison at 302-737-0111.

Sincerely,

Ms. Pamela Folz

Pamela Folz – President 212-C & 221-C
& on behalf of the Board:

Valerie Hinton – Vice President	212-C & 221-C
Jessica Conigliaro – Treasurer	219-A*
Monica Stoddart – Secretary	219-C*
Wendy Mattoon – Board Member	206 C*

*onsite

cc: Daniel R. Losco, Attorney for Burnbrae – 1813 N. Franklin Street, P.O. Box 1677, Wilmington, DE 19899

Shaunda N. Harrison, SLH Enterprises, Inc., 2644 Kirkwood Highway – Suite 270, Newark, DE 19711

Attachment (1)

SLH ENTERPRISES, INC		as of 10/09/2015			
2013-2014-2015-2016 BUDGET COMPARISON					
BURNBRAE MAINTENANCE ASSOCIATION			2013-2014	2014-2015	2015-2016
2014-2015 BUDGET			ACTUAL	ACTUAL	PROPOSED
CONDO FEES	UNITS	BUDGET MONTHLY	YEARLY	YEARLY	YEARLY
CONDO UNITS	100	\$ 225.00	\$ 261,943.07	\$ 327,166.53	\$ 270,000.00
INCREASE \$35	100	\$ 35.00			\$ 42,000.00
Estimated (16 Delinquent 16X225=\$3,600.00 X 12 months=\$43,200.00)					
Payment Plan Income \$4,274.78 x 12 MONTHS					\$ 51,297.36
INTEREST INCOME			\$ -	\$ 0.79	\$ 0.80
INSURANCE CLAIM INCOME			\$ 41,176.97	\$ -	\$ -
SPECIAL ASSESSMENT			\$ 2,400.00	\$ -	\$ -
SPECIAL ASSESSMENT	8/13/2013		\$ 10,910.41	\$ 5,112.00	\$ 3,519.00
TOTAL INCOME			\$ 316,430.45	\$ 332,279.32	\$ 366,817.16
EXPENSES					
OPERATIONS			2013-2014	2014-2015	2015-2016
			ACTUAL	ACTUAL	PROPOSED
			YEARLY	YEARLY	YEARLY
LANDSCAPING/GRASS CUTTING			\$ 11,330.00	\$ 11,970.00	\$ 12,500.00
SHRUBBERY/LEAVES			\$ 1,485.00	\$ 350.00	\$ 360.00
REFILL BUCKETS SALT/SALT SPREADING			\$ 1,442.54	\$ 955.87	\$ 1,020.00
GROUNDSKEEPING			\$ 2,176.00	\$ 3,440.00	\$ 3,600.00
DUMPSTER PICKUP (ITEMS WM WON'T TAKE)			\$ 1,883.00	\$ 1,815.75	\$ 1,900.00
SNOW REMOVAL (PARKING LOT)			\$ 3,717.74	\$ 3,545.00	\$ 3,750.00
SIDEWALK SNOW REMOVAL			\$ 6,477.66	\$ 3,000.00	\$ 3,200.00
EXTERMINATOR			\$ 2,092.00	\$ 3,054.94	\$ 3,200.00
WAYMAN FIRE PROTECTION CO			\$ 860.00	\$ 6,674.00	\$ 6,700.00
TOTAL OPERATIONS			\$ 31,463.94	\$ 34,805.56	\$ 36,230.00
MAINTENANCE & REPAIRS			2013-2014	2014-2015	2015-2016
			ACTUAL	ACTUAL	PROPOSED
LOCKS/DOOR REPAIR			\$ 801.50	\$ 305.50	\$ 320.00
RESERVE STUDY			\$ -	\$ -	\$ 5,000.00
ROOF/GUTTER/DOWNSPOUT/VENT REPAIRS/CHIMN			\$ 10,454.00	\$ 15,704.58	\$ 16,500.00
PLUMBING REPAIRS & MAINTENANCE			\$ 6,568.93	\$ 11,175.00	\$ 12,000.00
MANDATORY INSURANCE RECOMMENDATIONS			\$ -	\$ 12,626.40	\$ 13,000.00
HANDRAILS			\$ -	\$ 540.00	\$ 550.00
PRESSURE WASHING			\$ 1,300.00	\$ -	\$ -
ELECTRIC REPAIRS			\$ 1,859.64	\$ 2,120.00	\$ 2,200.00
ADVISORY INSURANCE RECOM/PROJECT LIST			\$ -	\$ -	\$ 11,934.00
CARPET REPAIRS			\$ 1,458.18	\$ 2,085.73	\$ 2,148.00
ASPHALT/CONCRETE REPAIR			\$ 4,000.00	\$ 2,590.00	\$ 2,700.00
HVAC REPAIRS			\$ 364.00	\$ 224.00	\$ 260.00
REPAIRS & MAINTENANCE (drywall, etc)		see plumbing line	\$ 1,977.80	\$ 2,100.00	\$ 2,100.00
FECAL MATTER CLEAN UP			\$ -	\$ 503.32	\$ -
HOTEL ROOM RENTAL (due to repairs)			\$ -	\$ 1,222.96	\$ -
CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ -
INSURANCE CO. DISBURSE			\$ 41,176.97	\$ -	\$ -
TOTAL MAINTENANCE & REPAIRS			\$ 67,983.22	\$ 51,075.29	\$ 68,712.00
ADMINISTRATION			2013-2014	2014-2015	2015-2016
			ACTUAL	ACTUAL	PROPOSED
MANAGEMENT CO.			\$ 31,320.00	\$ 23,490.00	\$ 39,150.00
COURT FEES (FORM 50)			\$ -	\$ 20.00	\$ 20.00
LEGAL FEES (LOSCO-GENERAL ACCT)			\$ 11,557.85	\$ 14,654.63	\$ 12,000.00
LEGAL FEES (COLLECTIONS-LOSCO)				\$ 15,426.37	\$ 17,864.16
INSURANCE (GEN'L LIABILITY & PROPERTY)			\$ 60,177.20	\$ 59,078.73	\$ 60,000.00
INSURANCE D & O			\$ 1,841.00	\$ 1,933.00	\$ 2,116.00
AUDIT/ACCOUNTANT			\$ -	\$ -	\$ 2,500.00
TAXES/STATUTORY REPRESENTATION			\$ 814.00	\$ 478.00	\$ 500.00
BANK FEES/COUPON BOOKS (every other year)			\$ 41.00	\$ 748.73	\$ 100.00
PARKING HANG TAGS & VISITORS			\$ -	\$ 1,164.02	\$ -
MISC./ADMIN-SIGNS/SUPPLIES			\$ 21.96	\$ 884.71	\$ 900.00
CONFERENCE ROOM RENTAL			\$ -	\$ 825.00	\$ 900.00
TENANT REIMBURSEMENT (parking & personal prop			\$ -	\$ 462.50	\$ 475.00
MASS VOICE SHOT PHONE SYSTEM			\$ -	\$ 288.78	\$ 300.00
COPIES FOR FILES/POSTAGE/MAILINGS/EMAILS			\$ 4,250.84	\$ 9,513.43	\$ 9,800.00
TOTAL ADMINISTRATION			\$ 110,023.85	\$ 128,967.90	\$ 146,625.16
UTILITIES			2013-2014	2014-2015	2015-2016
			ACTUAL	ACTUAL	PROPOSED
ELECTRIC			\$ 7,372.97	\$ 7,115.08	\$ 7,250.00
WATER			\$ 90,355.50	\$ 84,464.16	\$ 78,000.00
TRASH			\$ 42,713.39	\$ 33,851.02	\$ 30,000.00
TOTAL UTILITIES			\$ 140,441.86	\$ 125,430.26	\$ 115,250.00
			Actual	Actual	Proposed
			2013-2014	2014-2015	2015-2016
TOTAL REVENUE			\$ 316,430.45	\$ 332,279.32	\$ 366,817.16
TOTAL EXPENSE			\$ 349,912.87	\$ 340,279.01	\$ 366,817.16
NET WORTH FOR YEAR			\$ (33,482.42)	\$ (7,999.69)	\$ -