

**BURNBRAE MAINTENANCE ASSOCIATION
MEETING HELD AT BEST WESTERN HOTEL
BEAR, DELAWARE
DECEMBER 17TH, 2015**

Members Present: Pamela Folz – President
Christina Folz – Vice President
Monica Stoddart – Secretary
Wendy Mattoon – Board Member

Non-Member: Daryl Napier – 203G

Property Manager: Shaunda Harrison

Meeting called to order by the President, Pamela Folz. Motion to waive Robert's Rules of order. Motion accepted. All in favor.

INSURANCE:

The Board is continuing shop for quotes from other insurance companies. The square footage of the community went from 75,000 to 125,000 sq. ft. at \$132.00 per sq. ft.

Special Assessment:

The President, Pamela Folz suggested we impose a Special Assessment in the amount of \$420.00 per unit. The board will discuss this further and make a final decision.

FINES FOR RULES VIOLATIONS:

Pet Rules: Two pets only per unit. Pets should be licensed and information given to the Board and Property manager. Cost for non-compliance \$25.00. Pets outdoor and unattended will be reported to SPCA and removed.

Parking:

Each unit is assigned one parking space. Anyone who is parked in someone else's space will be towed.

Trash: Trash left unattended a fine of \$25.00 per occurrence.

Satellite Dishes: Satellite dishes are not allowed on any building. There will be a \$25.00 fine for non-compliance.

Window air conditioner: Window air conditioners are not allowed. Tenants/owners should make sure there are no window air conditioners in any window. There will be a fine of \$25.00 per week.

Quarterly Owners Meetings:

Owners Meetings schedule for 2016.

March 14th, 2016

June 13th, 2016

September 12th, 2016

December 12th, 2016

Director's Meeting. Board Members only.

Director's meetings will be held every 2nd Monday of each month.

Motion to Adjourn – President

All in favor

Prepared by, Monica Stoddart – Board Secretary

