

BURNBRAE MAINTENANCE ASSOCIATION

c/o Shawn L. Harrison Enterprises, Inc., 2644 Kirkwood Highway Suite 180, Newark, DE 19711
Ph: 302-737-0111 Fx: 302-737-0112

To: Owners

cc: Tenants

Winter Newsletter (updated December 8, 2021)

Window Appearance	<ul style="list-style-type: none">● Window Fans & Window Air Conditioning Units – Neither of these are permitted in windows of any units. If you have installed window fans and/or window air conditioning units, they must be removed as soon as possible. If your Central A/C unit is broken and you're in process of repairing, you must get approval from the Board to temporarily use a window AC unit or fan. Perhaps this is your first experience, living in a community that is an "Association" governed by a Board. One of the concepts or ideas of the "Association" is to maintain a standard and similar outer appearance for all units.● Window Coverings - <u>The outside view from your windows should only be in either of the following colors: white, off-white or beige.</u> We ask that you use mini-blinds for the small windows and vertical blinds for the patio sliding doors. You can hang curtains of your choice to be seen on inside of your unit. Broken blinds & verticals will need to be replaced.
Front Doors	<ul style="list-style-type: none">● Front doors can only be white.
Satellite Dishes	<ul style="list-style-type: none">● Satellite Dishes are permitted but cannot be attached to the building and definitely not on roofs. Installer cannot drill holes in the siding or anywhere on the building. They will have to connect it the best way they can but in a neat fashion. Any questions, call our Office Manager, Brianna at 302-737-0111.
Stairwells & Balconies	<p><u>Apartment-Style Buildings</u> – In the 2 apt-style buildings, please be considerate:</p> <ul style="list-style-type: none">● Do not store anything in the stairwell area or hang or throw items over the railings● Pick up after yourselves or your children, e.g., any trash or cigarette butts.
Loitering	<ul style="list-style-type: none">● Loitering is not permitted anywhere on the premises.
Shopping Carts	<ul style="list-style-type: none">● Shopping Carts from vendors are not permitted on the premises; if observed leaving cart, unit owner will be notified and charged \$50 per cart to return to vendor.
Parking	<ul style="list-style-type: none">● Please only use one parking space per vehicle. RT spaces=first come, first serve, V or Visit for Visitor space● Report any vehicles in your parking assigned parking spot to 302-737-0111.● No parking on the grass, cars will be towed with no warning.● No parking onsite without parking tags in the window● No parking in front of any dumpster

	<ul style="list-style-type: none"> ● No parking in no park zones--all of these items are towable offenses
Trash & Recycling	<ul style="list-style-type: none"> ● Pickup – Tuesdays and Fridays before noon. Recycling ● Pickup – Mondays and Thursdays before noon. Trash ● No Commercial Dumping. ● Make sure that all recycling material are only placed in the recycling dumpster over ONLY on even # side-all boxes must be flattened ● Report all inappropriate dumping and/or improperly trash placement 302-737-0111 ● All trash should be placed INSIDE dumpsters; no furniture or appliances are to be placed in dumpster; owners must arrange for removal—DUMPING IS AN IMMEDIATE INSTANT TICKET ● No children under the age of 13 should be sent to dispose of trash ● Please use the recycling dumpsters for ONLY recyclables. Recycling is more cost effective for the community. ● NO ONE IS PERMITTED TO DISPOSE OF CONTENTS FROM AN ENTIRE UNIT; OWNER MUST ENSURE REMOVAL AND NOT FILL UP THE COMMUNITY’S DUMPSTERS.
Pets	<ul style="list-style-type: none"> ● All pets should be on a leash when outdoors and always attended by someone. ● Please make sure you pick up after your pets in every way; no animals should be curbed near any of the buildings or where residents walk or play. ● \$25 per pet annual fee. Limit of 2 pets per unit ● Please pick up your pets’ fecal matter, \$50.00 fine per violation/incident for not picking up behind your pet. ● Pets must be registered with Burnbrae, and proof of pets’ licenses and vaccinations must be provided along with pet application ● Pit Bulls and exotic animals are banned from Burnbrae.
Guests/Visitors	<ul style="list-style-type: none"> ● This whole community requirements sheet and helpful tips are also in force for guest/family and friends. Please make sure while onsite that they adhere to Burnbrae Rules and Regulations. ● All guests should park in the designated visitors parking area ● Make sure all guests have a hanging tag in their window to avoid being towed
Plumbing	<ul style="list-style-type: none"> ● All Association common element plumbing leaks will be repaired by the Board of Director plumber. ● Owners are required to have their unit assessed by their plumber of choice prior to calling for certain leaks. If Association is involved and it turns out to be the Owners responsibility, the Owner will only be responsible for the plumber service fee. They are not required to use them but which ever plumber they choose. If they choose to use the Association plumber then the service fee will be including within the plumber bill. ● Management office will help you to get in contact with surrounding units who may be experiencing a water leak.

	<ul style="list-style-type: none"> • Owners must call in to the office regardless of time of day or night to 302-737-0111, leave a message, don't hang up before leaving your information.
Children & Residents Guests	<ul style="list-style-type: none"> • Please watch your children at all times • No playing in between cars, no hanging/touching/leaning on green sign poles. No hanging from tree limbs/branches. <p>No horseplay with all unit's outdoor water spigot or hoses.</p> <ul style="list-style-type: none"> • No playing or horseplay on sidewalks & walkways or parking lot • No sitting on green electric boxes • No tampering with fire extinguishers/fire boxes • No playing or horseplay in the stairwells, no hanging on or from trees, no playing with branches • No loitering in stairwells • Make sure that all food/drink/candy wrappers, etc. are picked up and disposed of properly. Violation fee will be imposed for littering on Burnbrae grounds. \$50.00
Lint Dryer Compartment Clean Out & Dryer Duct Clean Out	<ul style="list-style-type: none"> • Dryer Lint Compartment (inside of dryer) & Dryer Duct on Exterior of Dryer inside of Laundry Room. Make sure you clean out the inside of your dryer lint compartment after each individual use. Cleaning and maintenance is Owners responsibility. • Keeping the dryer line compartment emptied will enable your clothes to dry faster in dryer. • Make sure annually you clean out dryer duct line inside of your laundry room on the exterior of your dryer to ensure maximum use and to reduce dryer fires & lint clogs.
Filter Change	<ul style="list-style-type: none"> • Change filter in your furnace semi-annually to avoid clogs & maximize systems best service.
A/C Condensation	<ul style="list-style-type: none"> • Please make sure you have your HVAC unit is serviced annually to avoid clogs or leak within your unit from your system.
Smoke Detectors	<ul style="list-style-type: none"> • Test batteries monthly and change semi-annually in all of your units' smoke detectors.
Exterior Pole Light & Stairwell Lights	<ul style="list-style-type: none"> • Report all light exterior light pole, and stairwell light outages onsite of Burnbrae. • When reporting Delmarva Power exterior common element street lights, please get silver tag number from the pole and report the closest unit to the outage. • Please DO NOT attempt to change any light yourself. • Report Immediately to Management Office at 302-737-0111.
Special Pickup for Move Out Residents	<ul style="list-style-type: none"> • Please call 302-990-8543 for any large furniture and or appliance removal for the dump. • There is a fee based on the haul. • Do not discard of any furniture & or large household items (ex: mattresses) that can't be placed inside of dumpster. • Dumpsters are for household trash only. • All Violators will be fined for any property clean outs to dumpster

Parking Passes & Parking Application

- It is mandatory to have a Parking Pass on Burnbrae premises AT ALL TIMES, any questions call Brianna at 302-737-0111.
- Lost or Stolen Parking Passes replacement cost are \$10.00 each.
- All Units must fill out parking permit/move in registration application prior to receiving parking permits.
- Make sure your guest park in visitors designated parking areas at all times.
- RT parking spaces are first come first serve parking spaces.
- Landlords are responsible to make sure Tenants have parking passes and that they are displayed properly. **\$105.00 move in registration per tenant-non refundable (effective on or before February 1, 2022).**
- Move in supporting docs are : ID for all residents over age of 18, car registration for all registered cars, lease agreement, move in registration, and move in fee, \$10.00 for parking passes, max 3 parking passes.
 - Effective September 1, 2021, proof of car insurance and renter/home owner’s insurance will be a requirement for all unit. Please email to slhhelp1@gmail.com

Unregister Vehicles & Expired Tags Towable Offenses

- Unregistered vehicles & vehicles with expired State license tags will be towed.
- Flat tires, Abandoned, Broken down, and parking on Burnbrae’s grass, parking your vehicle in two spaces are all towable offenses

Rules & Regulations

- A copy of the Rules & Regulations can be found on the Burnbrae website at <https://bbrae.managebuilding.com> or you can request one from slhhelp1@gmail.com
- Landlords and Owners this should be added to your lease as a rider to ensure your tenants are aware of all Burnbrae Rules and Regulations.

Patio Violations

- The only items allowed on the townhouse style patios are:
- Small potted flowers
 - Grills (must be covered when not in use)
 - Outdoor style patio furniture -not stacked

Balcony Violations & Updates

- The only items allowed on the apartment style balconies are:
- Small potted flowers
 - Grills (must be covered)
- Grills must be brought from Apt Unit B’s & C’s-all 2nd and 3rd floor units in order to use gas or charcoal grills. They must 6ft from the building.**
- Outdoor style patio furniture and patio covers allowed
- NOT ALLOWED**
- No stacking patio furniture
 - No items are allowed to rest on the railing
 - Nothing can be hung or shaken from balcony (includes hanging plants)
 - No bikes, sleds, mops, brooms or clothes can be stored outside units at all
 - Balcony must be in a good state of preservation & cleanliness. No sweeping or throwing dirt from the balcony.
 - BBQs allowed on OPEN balconies (Unit’s A) 4ft from bldg or outside perimeter of the balcony. Closed balconies are Unit B’s & C’s.
 - No balcony, shall be enclosed, decorated, landscaped or covered by any awning or without written consent of the Council

Instant Tickets	<ul style="list-style-type: none"> • Instant Tickets must be paid by 30 days after the initial citation, or the fine will double. • Certain violations come with an instant fine instead of a warning such as trash bags on ground at dumpsters, unrecycled boxes-not flattened or dumped on the ground, trash in the front of the unit, exterior trash cans on patios/decks, appliances, all furniture except outdoor, and gas cans.
Tow Company Info	<ul style="list-style-type: none"> • Ewing Towing Company, 1111 Elkton Rd, Newark. DE 19713 • 302-366-8806
Chimney	<ul style="list-style-type: none"> • Please ensure the chimneys of 3rd floor apartment style units are cleaned and inspected annually. • Please submit your chimney report to office annually via fax at 302-450-7227 or mail to the office.
Townhouse Columns	<ul style="list-style-type: none"> • No leaning on the white townhouse columns • Report any fallen or cracked columns to 302-737-0111 • Don't use the columns as bike/scooter prop up or leaning post.
Water Leak Monitor (recommendation)	<ul style="list-style-type: none"> • Owners should consider purchasing an inexpensive water leak monitor detectors from Amazon for the floors in your utility closet and laundry room. • There are several different types, some you just placed on the floor and if the detector detects water, then it will start to scream. There are also some more advance models which allows you to download an app and remotely be able to detect water even when you're at work or not at home. • Average cost between \$29-\$59 for 4 to 6 detectors.
Vacant Units	<ul style="list-style-type: none"> • Make sure to check your units for any pipe bursts. <p>Make sure to keep the thermostat on 65 degrees at all times to prevent pipes from bursting.</p>
Exterior/Indoor Holiday Decorations	<ul style="list-style-type: none"> • Holiday decorations can be displayed from Thanksgiving Day-January 31. They cannot be attached to the unit or the decorative white columns. <p>Any real Christmas trees cannot be disposed of in the BMA dumpsters. You can arrange special pick up at a local dump or arrange a special pick up with a removal company or trash company.</p>

We sincerely appreciate everyone's continued help and cooperation in maintaining a clean, safe and peaceful environment. Thank you.