

April 1, 2019

Dear Brennan Estates Homeowner:

The Board of Directors of Brennan Estates Maintenance Corporation has selected Aspen Property Management as your property management company. The 2019 annual assessment invoice is enclosed.

We, at Aspen Property Management, are excited to serve the Brennan Estates community. Our services include managing all correspondence, administrative duties, architectural requests, billing and inspections of the community. We work hard to maintain clear communication with your board in order to efficiently manage all aspects of the community. Any questions or comments may be directed to:

Brennan Estates Maintenance Corporation
C/O Aspen Property Management
PO Box 858
Elkton, MD 21922
Email: info@aspenpropertymgmt.com
Website: www.aspenpropertymgmt.com
Phone: 410.620.2598
Fax: 443.303.8890

You should have received community bylaws and other governing documents at your settlement. If you did not, please go to our website at www.aspenpropertymgmt.com, click on community resources then select your community. All the documents, inclusive of the architectural request form, will be listed.

Please seek approval before you make any changes to your property that require board approval, as described in the community by-laws. You may submit your request to Aspen. This will ensure compliance with your association's documents and eliminate wasted time and money on unapprovable changes.

Please note that you have an annual assessment of \$325.00 and your account number has changed. You can conveniently locate your account number on the enclosed invoice. We have enclosed information on alternate ways to make your payment. Please ensure you make the appropriate changes so that no payments go to the county and that all payments have your new account number. If you have any questions along the way, please do not hesitate contacting us.

At your convenience, please take a few moments to complete the attached new resident information form and return it to our office. Your contact information is kept in strictest confidence and is used for communication between the board and residents of Brennan Estates only.

If you have any questions, please feel free to contact us anytime. We look forward to working with you!

Sincerely,

Aspen Property Management

Name of Property: Brennan Estates Maintenance Corporation

Owner(s): _____

Street Address: _____

Mailing Address: _____
(If different from above)

City: _____ State: _____ Zip: _____

Phone Number: _____

Is your property a rental unit? _____

WE NEED YOUR HELP!

If you would like to receive community updates and correspondence via e-mail please fill out the information below and either mail or e-mail it back.
Thanks for your support in this effort of becoming more efficient.

Mail:

Aspen Property Management
P.O. Box 858, Elkton, MD 21922

E-Mail:

info@aspenpropertymgmt.com

Subject Line: e-mail program

E-mail Address: _____

Questions, Comments or Concerns: _____

This information will be used for maintenance corporation business only

Payment Options:

Option 1. Online Payment Via eCheck or Credit Card* (one time & recurring options)

How does it work? You may set up a one time or recurring payment using eCheck, MasterCard, American Express or Discover.

What do I need to do? Simply follow the directions below:

- Log in to www.aspenpropertymgmt.com
- Select "Online Payments"
- Choose your community name
- Choose "One Time Credit Card Payment"*, "One Time eCheck Payment" or "Recurring Payments"

Note: You will need a login ID to set up a recurring online payment which can be obtained by selecting "Register Now" and completing the form.

**There is a \$14.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.*

Option 2. Your Bank's Online Bill-Pay

How does it work? Set up your community association as a payee with your bank's online banking bill-pay.

What do I need to do? Please complete your bill-pay setup **exactly** as follows:

- **Payee:** Name of your community
- **Address 1:** [Aspen Property Management](#)
- **Address 2:** [P. O. Box 858](#)
- **City:** [Elkton](#) **State:** [MD](#) **Zip:** [21922](#)

Option 3. Mailing in Checks (for communities without coupons)

How does it work? You write a check and mail it in every time your assessment is due. **Please allow 5 to 7 business days for the check to process.**

What do I need to do? Write a check payable to the name of your community, and mail it to P.O. Box 858, Elkton, MD 21922.

****Important:** Account Number/Reference Number: *Your Homeowner Account Number is located on the enclosed invoice.*