

## BRE - Brennan Estates MC GL Budget Projection for 2020

Account Info	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Income</b>													
06310 - Assessment Income	\$267,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267,800.00
<i>824 Units @ \$325 per year</i>													
<b>End of Income (1 Accounts found)</b>	<b>\$267,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$267,800.00</b>
<b>Expense</b>													
07010 - Management Fees	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$64,272.00
<i>Management Fees only.</i>													
07020 - Accounting & Audit Fees	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00
<i>Tax Prep</i>													
07160 - Collection & Legal Fees	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.37	\$8,500.00
<i>Increased based on actuals.</i>													
07280 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,630.00	\$0.00	\$0.00	\$0.00	\$6,630.00
<i>Based on a 5% increase</i>													
07320 - Office Expense	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.13	\$8,750.00
<i>Includes assessment invoice, mailers, and violation notices.</i>													
07450 - Taxes	\$0.00	\$0.00	\$2,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00
<i>Delaware Taxes</i>													
08910 - Electricity	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$10,500.00
<i>Decreased based on 2018/2019 actuals.</i>													
09010 - Tree & Shrub Care	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.63	\$20,000.00
<i>No change</i>													
09020 - Grounds Maintenance	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.63	\$85,460.00
<i>Approved contract amount. Includes fertilization.</i>													
09040 - Snow Removal	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$15,000.00
<i>No change</i>													
09060 - Playground Maintenance	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.37	\$10,000.00
<i>Decreased based on 2018/2019 actuals.</i>													
09110 - Repair and Maintenance	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$13,404.00
<i>Decreased, includes vandalism.</i>													
09120 - Pond Maintenance	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$7,500.00
<i>No change</i>													
09800 - Trash Collection	\$3,276.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,276.00
<i>Service for trash cans located throughout community.</i>													
09910 - Reserves - Reserve Contrib.	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$11,853.00
<b>End of Expense (15 Accounts found)</b>	<b>\$24,545.92</b>	<b>\$21,269.92</b>	<b>\$23,924.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$27,899.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.88</b>	<b>\$267,800.00</b>

**BRE - Brennan Estates MC**  
**GL Budget Projection for 2020**

<b>Account Info</b>	January	February	March	April	May	June	July	August	September	October	November	December	<b>Total</b>
<b>Net Income (16 Accounts found)</b>	\$243,254.08	(\$21,269.92)	(\$23,924.92)	(\$21,269.92)	(\$21,269.92)	(\$21,269.92)	(\$21,269.92)	(\$21,269.92)	(\$27,899.92)	(\$21,269.92)	(\$21,269.92)	(\$21,269.88)	<b>\$0.00</b>

December 16<sup>th</sup>, 2019

**NOTICE**

**Brennan Estates Maintenance Corp.  
Annual & Budget Meeting  
Thursday, January 9<sup>th</sup>, 2020 at 7:00 pm  
At the Olive B Loss Elementary School  
200 Brennan Blvd, Bear, DE 19701**

Please plan on attending the Meeting of the Association to be held at the time and place shown above. This meeting is held in accordance with the legal documents of the Association. This shall serve as official notice of the meeting in accordance with the legal documents of the Brennan Estates Maintenance Corporation.

**The order of business is as follows:**

- 1.) Roll Call
- 2.) Proof of meeting notice
- 3.) Financial Report
- 4.) Old Business
- 5.) New Business
  - a. 2020 Proposed Budget
- 6.) Election of Board Members
- 7.) Open Forum
- 8.) Adjourn

\*Agenda subject to change without notice\*

If you have any questions, please contact Aspen Property Management at (410) 620-2598 or by email at [info@aspenpropertymgmt.com](mailto:info@aspenpropertymgmt.com).

**If you would like to have your name added to the ballot for election to the Board of Directors, please fill out the attached nomination form and return it to Aspen Property Management prior to the meeting. Nominations will be accepted from the floor and a vote will take place at this meeting.**

***If you are unable to attend the Annual Meeting,*** please complete the following proxy and return to Aspen Property Management no later than Wednesday, January 8<sup>th</sup>, 2020. By this proxy, you will be counted in attendance and will be giving your designee permission to cast a vote on your behalf. ***ALTERNATIVELY,*** you may give it to a person you are authorizing to represent you at the meeting, including to vote in your absence.

**Brennan Estates Maintenance Corporation  
PROXY FORM for  
January 9<sup>th</sup>, 2020 ANNUAL MEETING**

In the event that you will not or cannot attend the Brennan Estates Maintenance Corp Annual Meeting, please complete the proxy and give it to one of your neighbors who will be attending the meeting, or send it to Aspen Property Management with a designee prior to the meeting. The proxy may be assigned to the Board President or any resident who will be in attendance at the meeting.

I (We) \_\_\_\_\_  
(Complete Names of All Owners of Record Must Appear)

of \_\_\_\_\_  
(Complete Address)

being a member (s) in good standing of the Brennan Estates Maintenance Corp under the provisions of the By-Laws for the Brennan Estates Maintenance Corp do hereby grant my (our) proxy to

\_\_\_\_\_  
(Complete Name)      \*\*\*Void without listed representative\*\*\*

to be counted in the meeting quorum and to cast my (our) vote for any business put to vote, at the Annual Meeting of the Brennan Estates Maintenance Corp to be held on the aforementioned date, or at any adjournment (s) thereof, not to exceed 180 days.

**EXPRESS INSTRUCTIONS:**

I (We) hereby expressly direct and instruct the holder of this proxy to vote as indicated on this sheet for my/our proxies. Absent express direction and instruction, the proxy holder shall have the full right to vote in accordance with his/her discretion on any items put to vote at the Meeting.

**Signature of Owner**

\_\_\_\_\_  
Signature of Homeowner(s)      Date

\_\_\_\_\_  
Signature of Homeowner(s)      Date

**Please Return to:**  
Brennan Estates Maintenance Corporation  
c/o Aspen Property Management  
PO Box 858  
Elkton, MD 21922  
or via Fax 443-303-8890

**Call for Nominations**  
**Brennan Estates Maintenance Corporation**  
**Annual Meeting**  
**Thursday, January 9<sup>th</sup>, 2020**

The Brennan Estates Maintenance Corporation is requesting nominations for The Board of Directors.

**If you would like to nominate yourself or someone else please fill out this form and return it to:**

Brennan Estates Maintenance Corporation  
C/o Aspen Property Management  
PO Box 858  
Elkton, Maryland 21922  
Phone: (410) 620-2598  
Fax: (443) 303-8890  
Email: info@aspenpropertymgmt.com

I would like to nominate (name)\_\_\_\_\_ who is the owner of record of (address)\_\_\_\_\_ for the Brennan Estates Maintenance Corporation Board of Directors. In the space provided below please leave contact information so that we can contact the nominee to verify their willingness to serve on the Board.

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**In the space provided below, please include some information about the nominee:**

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**\*All nominees are subject to verification of eligibility.**

Nominations are requested by Wednesday, January 8<sup>th</sup>, 2020 but will also be accepted from the floor at the meeting.

December 16<sup>th</sup>, 2019

## **Brennan Estates Maintenance Corporation Community Meeting Schedule**

For all who wish to attend the Meetings of the Association, please see the scheduled meeting dates and times for the coming year. All Board of Directors meetings will be held on the 2<sup>nd</sup> Thursday of the month at 7:00 pm at the Olive B Loss Elementary School, 200 Brennan Blvd, Bear, DE 19701. For the Community's Annual Meeting, a notice will be sent notifying all homeowners of that specific date, time and place.

**Meeting locations are subject to change due to availability, please refer to the website for updates prior to the meeting.**

The current meeting schedule for 2020 is as follows:

**\*\*Thursday Jan. 9<sup>th</sup>, 2020\*\***

Thursday April 9<sup>th</sup>, 2020

Thursday July 9<sup>th</sup>, 2020

Thursday Oct. 8<sup>th</sup>, 2020

**\*\* Annual Meetings \*\***

For your convenience, this information will be posted on the Brennan Estates Maintenance Corp website. If you have any questions or comments, please contact Aspen Property Management at 410.620.2598 or email [info@aspenpropertymgmt.com](mailto:info@aspenpropertymgmt.com).

**LOSCO & MARCONI, P.A.**

ATTORNEYS AT LAW

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P. O. BOX 1677  
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\*Also Admitted in  
Pennsylvania

<sup>o</sup>Also Admitted in  
Virginia

December 17, 2019

Brennan Estates Homeowners

**RE: Potential Violation of Deed Restrictions**

Dear Homeowner:

This office represents Brennan Estates Maintenance Corporation (the "Corporation"). As you are aware, Brennan Estates is a Deed Restricted community, and numerous provisions exist to maintain homogeneity thereby enhancing property values. As you are also aware, exterior changes require Architectural Review Committee ("ARC") approval prior to being implemented.

The following provisions of the Deed Restrictions are applicable:

**Section 1.04:** Generally, no exterior changes are permitted. "Except as provided in Section 3.04 below, all improved structures shall be maintained in their original configuration and outward appearance...including without limitation, the color of all surfaces exposed to outside view, and the type of trim, shutters, downspouts, gutters, windows, doors, siding and roofing materials."

**Section 3.01:** Lot owners are "...bound by the Corporation's rules, regulations and resolutions as hereinafter authorized..."

**Section 3.04:** The Maintenance Corporation "may establish an Architectural Review Committee for the purpose of establishing and administering written Architectural Guidelines, with the advice as necessary from time to time of a licensed architect..." The Guidelines are "subject to and require the approval of the Corporation's Board of Directors". Exceptions to Section 1.04 (dealing with color and other exterior changes from the original construction) "...may be allowed by the Committee in accordance with the Architectural Guidelines, upon written application to and written permission from the Architectural Review Committee."

**Section 3.05:** The Architectural Guidelines shall have the same force and effect as the Deed Restrictions.

**Section 3.06:** The Board of Directors can also promulgate Community Guidelines

Brennan Estates Homeowners  
December 17, 2019

governing details “of the appearance, use, maintenance and care of the Lots, homes....”

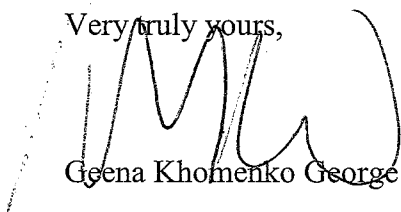
**Section 4.06:** “No portion of this Declaration shall be deemed waived, abandoned, or modified by course of conduct or failure to enforce the terms hereof.”

Although certain properties in the community have various violations of the Deed Restrictions, the Board has decided to grant those owners a period of time during which they may render your property compliant. If your home is currently in violation of the Deed Restrictions, you must apply for retroactive Architectural Review Committee (“ARC”) approval before **February 1, 2021**. The application form is enclosed. Please note that your application must include visual representation of your violation.

Although the ARC will apply a slightly more liberal standard to its retroactive review of existing violations, the ARC’s determination will have no precedential value for future applications. For example, should ARC approve a fence that one owner may have improperly installed, it will be under no obligation to approve a similar fence that another homeowner may wish to install in the future.

If you fail to apply for retroactive ARC approval within the time frame provided above, the Corporation will pursue any and all remedies at its discretion, including legal action.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Geena Khomenko George', written over the typed name below.

Geena Khomenko George

GKG/

Enclosure.



**BRE - Brennan Estates MC**  
**GL Budget Projection for 2020**

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<b>Income</b>													
06310 - Assessment Income	\$267,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267,800.00
<i>825 Units @ \$325 per year</i>													
<b>End of Income (1 Accounts found)</b>	<b>\$267,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$267,800.00</b>
<b>Expense</b>													
07010 - Management Fees	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$5,356.00	\$64,272.00
<i>Management Fees only.</i>													
07020 - Accounting & Audit Fees	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00
<i>Tax Prep</i>													
07160 - Collection & Legal Fees	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.33	\$708.37	\$8,500.00
<i>Increased based on actuals.</i>													
07280 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,630.00	\$0.00	\$0.00	\$0.00	\$6,630.00
<i>Based on a 5% increase</i>													
07320 - Office Expense	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.17	\$729.13	\$8,750.00
<i>Includes assessment invoice, mailers, and violation notices.</i>													
07450 - Taxes	\$0.00	\$0.00	\$2,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00
<i>Delaware Taxes</i>													
08910 - Electricity	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00	\$10,500.00
<i>Decreased based on 2018/2019 actuals.</i>													
09010 - Tree & Shrub Care	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.63	\$20,000.00
<i>No change</i>													
09020 - Grounds Maintenance	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.67	\$7,121.63	\$85,460.00
<i>Approved contract amount. Includes fertilization.</i>													
09040 - Snow Removal	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$15,000.00
<i>No change</i>													
09060 - Playground Maintenance	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.37	\$10,000.00
<i>Decreased based on 2018/2019 actuals.</i>													
09110 - Repair and Maintenance	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$1,117.00	\$13,404.00
<i>Decreased, includes vandalism.</i>													
09120 - Pond Maintenance	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$7,500.00
<i>No change</i>													
09800 - Trash Collection	\$3,276.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,276.00
<i>Service for trash cans located throughout community.</i>													
09910 - Reserves - Reserve Contrib.	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$987.75	\$11,853.00
<b>End of Expense (15 Accounts found)</b>	<b>\$24,545.92</b>	<b>\$21,269.92</b>	<b>\$23,924.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$27,899.92</b>	<b>\$21,269.92</b>	<b>\$21,269.92</b>	<b>\$21,269.88</b>	<b>\$267,800.00</b>

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December 16, 2019

RE: Revised Rules and Regulations

Dear Homeowner(s),

Starting on February 1<sup>st</sup> Brennan Estates Maintenance Corporation will be implementing a set of revised rules and regulations, pending Board approval. These rules and regulations can be found online at [www.brennanestatesassociation.org](http://www.brennanestatesassociation.org) or [www.aspenpropertymgmt.com](http://www.aspenpropertymgmt.com) under community documents. The board will be having an open meeting on January 9<sup>th</sup> to discuss any homeowner feedback and any additional changes that need to happen at that time. If no further adjustments need to be made the board will be voting for or against the revised rules and regulations.

Thank you for your cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact Aspen Property Management at (410) 620-2598.

Best,

Brennan Estates Maintenance Corporation  
C/O Aspen Property Management Inc.  
Po Bo 858 Elkton MD 21921  
410.620.2598  
[info@aspenpropertymgmt.com](mailto:info@aspenpropertymgmt.com)