

October 22nd, 2021

Brennan Estates Maintenance Corporation
Annual and Budget Meeting Notice

Thursday, November 18th, 2021 at 7:00 PM

Via Zoom Video Conferencing

This letter serves as notice for the Brennan Estates Maintenance Corporation 2021 Annual Meeting to be held via Zoom video conferencing. Attached to this notice you'll find the "Solicitation for Nominees" wherein you can submit a nomination for yourself or another community member to run for the Board of Directors. These nominations need to be received PRIOR to November 8th, 2021. All nominations will be added to the election ballot, which will be mailed shortly after November 8th, 2021. Please be sure to include an overview of your qualifications and why you wish to run for the Board of Directors, as that information will be sent with the Election Ballot.

The order of business is as follows:

- 1) Call to Order
- 2) Establishment of Quorum
- 3) Proof of Meeting Notice
- 4) Financial Report
- 5) Old Business
- 6) New Business
 - a. 2021 Budget
- 7) Open Forum
- 8) Election of Board Members (6)
- 9) Adjourn

Agenda subject to change without notice

If you have any questions, please contact Aspen Property Management at (410) 620-2598 x4013 or by email at jiler@aspenpropertymgmt.com

Meeting Access Procedure



Meeting ID: 892 2570 4488

Passcode: 361100

Optional Phone Number: 1-929-205-6099

Accessing the Meeting

Using a Computer or Smartphone (Application)

In order to join a Zoom meeting, you will need to register via <https://us02web.zoom.us/meeting/register/tZ0vdeyvri8uEtz1MK83-w9BKoTMpNFWeTnF> and enter the access link or the meeting ID and password. The ID and password are listed above. You will need to have the Zoom application downloaded in order to access the meeting. The application is free and available to download from Zoom's website. *It is recommended to download the application one day or more before the meeting to be sure there are no complications.*

Once you have opened the meeting, you will be brought into a digital waiting room. When the meeting begins, the host will allow you into the meeting room. When you enter the room, your microphone will automatically be muted.




Using a Phone to Dial In

You are also able to call a phone number to listen in on a meeting. You will call the number listed above and then enter the meeting ID and pin on your phone's keypad.

If the meeting has not started yet, you will be brought into a waiting room. You will be prompted to press the pound key (#) on your keypad to enter the waiting room.

Using the Features

Using a Computer or Smartphone (Application)

-  **Raise Hand** – If you have a question or would like to contribute to the meeting, please use the “Raise Hand” button. Click on the button labeled “Participants” at the bottom on the screen and then “Raise Hand”. This will notify the host of the meeting that you would like to speak. When they see your hand raised, they will unmute you and provide you with the opportunity to talk.
-  **Mute** – Mute/Unmute – When you enter the meeting, your microphone will automatically be muted. If you would like to speak, please use the “Raise Hand” button and then the host will allow you to unmute yourself.
-  **Chat** – The chat box can be used to type comments or questions. Click the box, type, and then hit “send”. The chat will appear in the chat box and be available for everyone to see.

Using a Phone to Dial In

To use the Zoom features when you call into a meeting, you will need to use your phone's keypad.

- Raise Hand – Dial *9
- Mute/Unmute – Dial *6

BRE - Brennan Estates MC
GL Budget Projection for 2022

| Account Info | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|---|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------|
| Income | | | | | | | | | | | | | |
| 06310 - Assessment Income | \$294,580.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$294,580.00 |
| | <i>10% Increase 824 Units @ \$357.50 per year</i> | | | | | | | | | | | | |
| End of Income (1 Accounts found) | \$294,580.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$294,580.00 |
| Expense | | | | | | | | | | | | | |
| 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 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$12,000.00 |
| | <i>Increased, based on actuals.</i> | | | | | | | | | | | | |
| 07280 - Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,146.00 | \$0.00 | \$0.00 | \$0.00 | \$7,146.00 |
| | <i>No change based on actuals.</i> | | | | | | | | | | | | |
| 07320 - Office Expense | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$12,000.00 |
| | <i>Includes assessment invoice, mailers, and violation notices.</i> | | | | | | | | | | | | |
| 07450 - Taxes | \$0.00 | \$0.00 | \$2,250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,250.00 |
| | <i>Delaware Taxes</i> | | | | | | | | | | | | |
| 07500 - Website | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$2,400.00 |
| | <i>New Homeowner Website Portal</i> | | | | | | | | | | | | |
| 08910 - Electricity | \$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>No change based on 2020/2021 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>No change based on actuals.</i> | | | | | | | | | | | | |
| 09110 - Repair and 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, 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 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$273.00 | \$3,276.00 |
| | <i>Service for trash cans located throughout community.</i> | | | | | | | | | | | | |

BRE - Brennan Estates MC
GL Budget Projection for 2022

| Account Info | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|--|--------------|---------------|---------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------|
| Expense | | | | | | | | | | | | | |
| 09910 - Reserves - Reserve Contrib. | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.92 | \$2,720.88 | \$32,651.00 |
| <i>Increased, includes \$26,780.00 to go towards playground replacement costs.</i> | | | | | | | | | | | | | |
| End of Expense (16 Accounts found) | \$23,713.25 | \$23,713.25 | \$26,588.25 | \$23,713.25 | \$23,713.25 | \$23,713.25 | \$23,713.25 | \$23,713.25 | \$30,859.25 | \$23,713.25 | \$23,713.25 | \$23,713.25 | \$294,580.00 |
| Net Income (17 Accounts found) | \$270,866.75 | (\$23,713.25) | (\$26,588.25) | | (\$23,713.25) | (\$23,713.25) | (\$23,713.25) | (\$23,713.25) | (\$30,859.25) | (\$23,713.25) | (\$23,713.25) | (\$23,713.25) | \$0.00 |