

**BRE - Brennan Estates MC**  
**GL Budget Projection for 2021**

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>No change based on actuals.</i>													
07280 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,962.00	\$0.00	\$0.00	\$0.00	\$6,962.00
<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	\$2,250.00	\$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>													
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>Decreased based on 2019/2020 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>													
09910 - Reserves - Reserve Contrib.	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.12	\$15,205.00
<i>Increased</i>													

**BRE - Brennan Estates MC**  
**GL Budget Projection for 2021**

<b>Account Info</b>	January	February	March	April	May	June	July	August	September	October	November	December	<b>Total</b>
<b>End of Expense (15 Accounts found)</b>	\$21,496.91	\$21,496.91	\$24,371.91	\$21,496.91	\$21,496.91	\$21,496.91	\$21,496.91	\$21,496.91	\$28,458.91	\$21,496.91	\$21,496.91	\$21,496.99	<b>\$267,800.00</b>
<b>Net Income (16 Accounts found)</b>	\$246,303.09	(\$21,496.91)	(\$24,371.91)	(\$21,496.91)	(\$21,496.91)	(\$21,496.91)	(\$21,496.91)	(\$21,496.91)	(\$28,458.91)	(\$21,496.91)	(\$21,496.91)	(\$21,496.99)	<b>\$0.00</b>

**Brennan Estates Homeowners Maintenance Corporation**

**Call for Nominations**

November 9<sup>th</sup>, 2020

Brennan Estates Neighbors,

Due to the inability to host an in-person community meeting during the COVID-19 pandemic, this year's Annual and Budget Meeting will be held via video conferencing, with a notice included. The purpose of this notice is to solicit nominees of the Board of Directors of the Community. Unlike years past, nominations will NOT be taken from the floor but rather listed on an election ballot and mailed to all owners. That said, if you wish to nominate yourself or another homeowner within the community for the Board of Directors, all nominations must be submitted by November 25<sup>th</sup>, 2020 to be added to the aforementioned election ballot.

We understand that this is an unusual situation during an unprecedented time, but we also understand the community must maintain some level of continuity and standard in affording all residents an opportunity to hear and be heard. Our goal is to ensure the safety of the community Residents, the Board Members, and all Employees, which is why video conferencing is the recommended approach.

If you have any questions regarding the nomination form or this year's Annual and Budget meeting, please feel free to reach out.

Thank you

Jennie Iler

Aspen Property Management

[jjiler@aspenpropertymgmt.com](mailto:jjiler@aspenpropertymgmt.com)

(410) 620-2598 x4013

## **Brennan Estates Homeowners Maintenance Corporation 2020 Call for Nominations for the Board of Directors**

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

**If you would like to nominate yourself or another community member, please fill out this form and return it to the address below no later than November 25<sup>th</sup>, 2020:**

Brennan Estates Homeowners 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](mailto:info@aspenpropertymgmt.com)

I would like to nominate (name) \_\_\_\_\_ who is the owner of record of (address) \_\_\_\_\_ for the Brennan Estates Homeowner 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.

(Nominee) Print Name: \_\_\_\_\_ (Submitter) Print Name: \_\_\_\_\_  
(Nominee) Phone Number: \_\_\_\_\_ (Submitter) Phone Number: \_\_\_\_\_  
(Nominee) Email: \_\_\_\_\_ (Submitter) Email: \_\_\_\_\_

**Please include some information about your nominee:**

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

**Due to the practical inability during a meeting to facilitate real-time nominations, all nominations MUST be submitted by November 25<sup>th</sup>, 2020 and will NOT be accepted from the floor at the meeting**

November 9<sup>th</sup>, 2020

**Brennan Estates Homeowners Maintenance Corporation**

**Annual and Budget Meeting Notice**

Thursday, December 9<sup>th</sup>, 2020 at 7:00 PM

Via Zoom Video Conferencing

Due to the inability to host an in-person community meeting during the COVID-19 pandemic, this year's Annual Meeting will be held via video conferencing. Below is the meeting's agenda

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](mailto:jiler@aspenpropertymgmt.com)

## Meeting Access Procedure

**Meeting ID: 851 3965 6698**

**Passcode: 010112**

**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/tZEsdOCuqz0sE9xCXnHY9-YBtjLYSrT1sTHD> 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)*

-  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.

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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>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>No change based on actuals.</i>													
07280 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,962.00	\$0.00	\$0.00	\$0.00	\$6,962.00
<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
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<i>Delaware Taxes</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>Decreased based on 2019/2020 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>													
09910 - Reserves - Reserve Contrib.	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.08	\$1,267.12	\$15,205.00
<i>Increased</i>													

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