



# Brentwood

## 2010 BILLING PACKET

Dear Homeowner:

Please review this packet in its entirety. Enclosed, you will find your homeowners association's Annual Budget for 2010, and Fee Schedule, and other helpful information. In addition, enclosed with this packet is a coupon book or single coupon if you have only one assessment payment due. Please use the coupon(s) when you pay your assessment and mail your check and coupon, using the envelope provided, to the address on the coupon. This will ensure that your payment is properly credited to your account in a timely fashion. If you would prefer you may pay using MasterCard, Discover, American Express, or E-Check. In order to use any of these methods of payment, log on to: [www.cabanc.com](http://www.cabanc.com).

Your annual assessment and due date for 2010 are found on your 2010 Annual Budget. Information on late fees and other charges can be found on the Fee Schedule. Please take a moment to review these important documents.

Thank you for your cooperation and assistance.

Sincerely,

Meredith Management, LLC, AAMC  
301-843-8111  
[www.MeredithMgmt.com](http://www.MeredithMgmt.com)

### **Meredith Hours of Operation**

Monday - Wednesday 7:30 AM to 6 PM --- Thursday 7:30 AM to 7 PM  
Closed on Fridays

**BRENTWOOD HOMEOWNERS ASSOCIATION, INC.**  
**2010 BUDGET (BASED ON 120 SETTLED UNITS & 36 ADDITIONAL IN 2010)**

**INCOME**

<b>ASSESSMENT INCOME</b> (\$484.00 times 120 homes)	<b>\$58,080.00</b>
<b>INCOME – NEW UNITS</b>	<b>9,438.00</b>
<b>LATE FEES</b>	<b>375.00</b>
<b>ADMINISTRATIVE FEES REIMBURSABLE</b> (Billed back to homeowners)	<b>450.00</b>
<b>LATE NOTICE FEES REIMBURSABLE</b> (Billed back to homeowners)	<b>200.00</b>
<b>ATTORNEY FEES REIMBURSABLE</b> (Billed back to homeowners)	<b>800.00</b>
<b>WORKING CAPITAL</b> (Based on 36 new homes during 2009)	<b>18,000.00</b>
<b>INTEREST INCOME</b> (Interest on savings accounts)	<b>300.00</b>
<b>ALLOWANCE FOR DOUBTFUL ACCOUNTS</b> (Based on approx. 15% delinquencies)	<b>(7,477.00)</b>
<b>TOTAL INCOME</b>	<b><u>\$ 80,166.00</u></b>

**EXPENSES**

<b>OFFICE EXPENSE</b>	<b>3,200.00</b>
Office supplies, printing costs, etc.	
<b>POSTAGE</b>	<b>400.00</b>
Cost of mailing newsletters, bills, etc.	
<b>BANK CHARGES</b>	<b>180.00</b>
Service charge of \$15.00 monthly	
<b>ADMINISTRATIVE FEES REIMBURSABLE</b>	<b>600.00</b>
Cost of title transfers, assessment certificates, re-bill fees, etc. (billed back to homeowners)	
<b>LATE NOTICE FEES REIMBURSABLE</b>	<b>250.00</b>
Cost of sending late notices for non payment of assessments (billed back to homeowners)	
<b>LEGAL REFERRAL FEES REIMBURSABLE</b>	<b>300.00</b>
Cost of referral to attorney for collection (billed back to homeowners)	
<b>INSURANCE</b>	<b>1,250.00</b>
Liability, fire, fidelity, and Directors & Officers coverage	
<b>BAD DEBT</b>	<b>500.00</b>
Funds that need to be written off due to bankruptcies, foreclosures, etc.	
<b>ELECTRICITY/STREETLIGHTS</b>	<b>15,000.00</b>
Cost of electricity for common area lighting & irrigation pump	
<b>TRASH REMOVAL</b>	<b>20,000.00</b>
Cost of curb service at each unit	
<b>GROUNDS MAINTENANCE</b>	<b>25,000.00</b>
Cost of mowing, edging, fertilizing, etc. of the common areas	
<b>INCOME TAX</b>	<b>100.00</b>
All income other than assessment income is taxable	
<b>MOSQUITO SPRAYING</b>	<b>773.00</b>
Cost of spraying for mosquitoes by Maryland Dept. of Agriculture	
<b>REPAIR/MAINTENANCE</b>	<b>1,000.00</b>
Cost of repair for common elements	
<b>LEGAL EXPENSE</b>	<b>500.00</b>
Cost of attorney review of documents, opinion letters, etc.	
<b>ATTORNEY FEES REIMBURSABLE</b>	<b>1,200.00</b>
Recovery of delinquent accounts, lawsuits (billed back to homeowners)	
<b>AUDIT &amp; TAX PREPARATION EXPENSE</b>	<b>600.00</b>
Audit & tax preparation performed by an independent CPA	
<b>MANAGEMENT</b>	<b>7,000.00</b>
Fee for professional services provided by management firm	
<b>RESERVE CONTRIBUTION</b>	<b>2,313.00</b>
Fund for repair & replacement of fixed assets	
<b>TOTAL EXPENSES</b>	<b><u>\$ 80,166.00</u></b>

**2010 ASSESSMENT - \$484.00**

***PAYMENT IS DUE BY JANUARY 1, 2010***

A Late Fee/Late Notice Fee of \$48.40 (10%) will be charged in 15 days if payment is not received as required. If payment is not received by the due date, the full remaining balance will become delinquent after 30 days from the due date, your account will be turned over to the association's attorney for collection, and additional legal costs will be incurred.

**2010 HOMEOWNER FEE LETTER**  
**Brentwood Homeowners Association, Inc.**

Dear Property Owner:

Please be advised that your account may be charged additional administrative fees as outlined below, per the approval of your Board of Directors. In any instance noted below, you are required to remit all related fees to keep your account current and avoid collection action with the association's attorney.

*Collection costs:*

<b><u>Late notice</u></b> -	<b>\$15.00 per incident</b>
(This fee will be charged to your account each time a late notice is necessary for your delinquent balance)	
<b><u>Legal referral</u></b> -	<b>\$50.00 per incident</b>
(This fee will be charged to your account if collection action is necessary. Once legal referral has taken place with the association's attorney, additional costs and legal fees will be added to your account)	

*Administrative costs:*

<b><u>Re-bill (replacement bill)</u></b> -	<b>\$5.00 per incident</b>
(One invoice is mailed, once per year. All requests for a duplicate billing must include payment for each re-bill)	
<b><u>Return check charge</u></b> -	<b>\$35.00 per incident</b>
This fee must be included with payment. After 2 <sup>nd</sup> incident, personal checks will no longer be accepted)	
<b><u>Assessment Certificate/Title Transfer fee</u></b> -	<b>\$59.00 per request</b>
(All requests from homeowners, title companies, mortgage companies, etc., will require payment for verification of homeowner's account balance, per the Declaration of Covenants)	

**Resale of property:**

Please be advised that all homeowners must comply with Maryland law, Section 11B-106, of the Annotated Code of Maryland, regarding resale of property as follows:

The Seller must provide the Purchaser with a resale package, which will include all Association information, legal issues and covenant violations (see Section 11B-106) on, before, or within 20 days of entering into a contract for resale of the property.

The Seller is required to notify the homeowner's association in writing within 30 days after settlement and provide the property transfer date and the new owner information.

**Resale Package fee -** **\$129.00 per property  
and per association**

**(You may obtain a resale package directly by logging onto [www.condocerts.com](http://www.condocerts.com), and follow the instructions accordingly.)**

# BRENTWOOD HOMEOWNERS ASSOCIATION, INC.

## 2010 MEETING DATES

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Tuesday, May 18, 2010 - 6:00 PM at NORTH POINT HIGH SCHOOL  
***Annual meeting***

Tuesday, June 22, 2010 - 6:00 PM at NORTH POINT HIGH SCHOOL  
***Annual re-call (if necessary)***

Board of Directors meetings are open to all association members. We welcome your participation and comments (subject to time constraints) during the resident's forum portion of these meetings.

From time to time the Board of Directors may need to discuss confidential information that is not to be heard by the general membership. These meetings will go into a closed session (Executive Session) once all regular business is addressed.

To confirm a meeting date, please contact Vincent T. Oliva, CMCA, AMS, PCAM, the Community Association Manager at: [voliva@maredithmgmt.com](mailto:voliva@maredithmgmt.com).