



**Abaris Realty, Inc.**

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Web Site: [www.abarisrealty.com](http://www.abarisrealty.com)

Serving the DMV Metro Area Since 1975

## **APPROVED 2023 BUDGET**

TO: GREENCASTLE MANOR No. 2 CONDOMINIUM HOMEOWNERS

FROM: SHIREEN AMBUSH, PCAM, CPM   
PROPERTY MANAGER

DATE: NOVEMBER 7, 2022

As all owners were previously notified, the Greencastle Manor No. 2 Condominium Board of Directors met on October 26, 2022 at which time they reviewed and approved the 2023 budget for the Condominium Association with no changes to the proposed budget which was previously sent to all unit owners. The enclosed approved budget includes no increase in the monthly condo fee for next year. The Board was able to balance the budget without a fee increase by eliminating the security patrol service from next year's budget starting in January 2023. The Board will assess the security in this upcoming year to see if the need should arise to resume security patrol services for the community. The monthly fee will remain \$160 per home per month and the approved 2023 budget go into effect on January 1, 2023.

As all owners were previously notified, a law in the State of Maryland became effective on October 1, 2020 pertaining to the deductible of the master insurance policy for the Condominium that states that the owner of any Condominium Unit within which an insurable loss incident originates is subject to being assessed the amount of the condominium's master insurance policy deductible up to \$10,000. The current deductible amount under the Condominium's master policy is \$10,000 per incident. It is imperative that all owners contact their homeowner's insurance agent to confirm that they have coverage for the condominium's \$10,000 deductible in the event that an insurable loss originates in their unit.

In an effort to facilitate the snow removal services over the winter, the Board of Directors has designated certain non-reserved parking spaces throughout the community as "NO PARKING DURING SNOW". These spaces will be used for the piling of snow that is plowed from the community roadways and sidewalks. Any vehicles that do not obey the signs will be towed at the vehicle owner's risk and expense.

Please see the enclosed flyer containing information about the Montgomery County Commission on Common Ownership Communities. This annual notification is required per Montgomery County law.

If you should have any questions regarding the approved budget, please feel free to contact me directly at the letterhead number above. On behalf of the Board, I wish you a happy holiday season and I hope you are all staying safe and well.

**GREENCastle MANOR II**  
**APPROVED 2023 BUDGET**

AUDIT 2018	AUDIT 2019	AUDIT 2020	MGMT 2021		6 MONTHS ACTUAL 2022	BUDGET 2022	APPROVED BUDGET 2023
				<b>Acct. Revenues:</b>			
				<b>Assessments</b>			
\$ 304,480.00	\$ 306,240.00	\$ 316,800.00	\$ 312,504.55	41040 Condominium Fees	\$ 169,001.46	\$ 337,920.00	\$ 337,920.00
\$ 2,106.00	\$ 2,180.00	\$ 385.00	\$ 545.00	41400 Late Fees	\$ 400.00	\$ 1,000.00	\$ 1,000.00
\$ 7,395.57	\$ 5,354.61	\$ 7,051.00	\$ 1,883.16	41440 Legal Fees	\$ 545.00	\$ 3,500.00	\$ 2,000.00
\$ 1,326.00	\$ 1,280.77		\$ 1,085.77	41500 Repairs/Supplies Fees	\$ (3,402.02)	\$ -	\$ -
\$ -	\$ -			43510 Bad Debt Recovery	\$ -	\$ -	\$ -
\$ 3,569.91	\$ 590.00	\$ 285.00	\$ 1,000.00	41560 Miscellaneous Fees	\$ 755.09	\$ 500.00	\$ 1,000.00
	\$ 5,000.00			41590 Insurance Deductible			
\$ 318,877.48	\$ 320,645.38	\$ 324,521.00	\$ 317,018.48	<b>Total Mbr. Assessmts.</b>	\$ 167,299.53	\$ 342,920.00	\$ 341,920.00
				<b>Other Revenue:</b>			
\$ 6,453.64	\$ 7,248.61	\$ 3,126.00	\$ 1,034.72	43020 Interest Revenue	\$ 118.61	\$ 1,500.00	\$ 500.00
	\$ 100.00	\$ (50.00)	\$ 2.50	43920 NSF Cost			
\$ (50.00)				48140 Resale Package			
\$ 6,403.64	\$ 7,348.61	\$ 3,076.00	\$ 1,037.22	<b>Total Other Revenue</b>	\$ 118.61	\$ 1,500.00	\$ 500.00
\$ 325,281.12	\$ 327,993.99	\$ 327,597.00	\$ 318,055.70	<b>TOTAL REVENUES:</b>	\$ 167,418.14	\$ 344,420.00	\$ 342,420.00
				<b>Expenses:</b>			
				<b>Administrative</b>			
\$ 26,485.08	\$ 31,680.00	\$ 36,000.00	\$ 39,999.96	50020 Management Fees	\$ 21,000.00	\$ 42,000.00	\$ 45,000.00
\$ 7,766.75	\$ 5,679.61	\$ 6,726.00	\$ 3,514.00	50040 Legal Fees	\$ 4,539.50	\$ 7,000.00	\$ 5,000.00
\$ 2,495.00	\$ 3,325.00	\$ 2,853.00	\$ 2,883.00	50060 Audit/Tax Prep.	\$ 500.00	\$ 3,000.00	\$ 3,150.00
\$ 4,354.26	\$ 4,583.45	\$ 2,555.00	\$ 2,357.70	50120 Postage/Printing	\$ 2,226.61	\$ 4,500.00	\$ 3,000.00
\$ 3,520.00	\$ 3,520.00	\$ 4,224.00	\$ 4,224.00	50190 Community Inspections		\$ 4,576.00	\$ 4,928.00
\$ -	\$ -			50240 EDP-Billing		\$ -	\$ -
\$ -	\$ 35.00		\$ 35.00	50380 Bank Charges	\$ 8.95	\$ 100.00	\$ 100.00
\$ 880.00	\$ 880.00	\$ 880.00	\$ 880.00	50590 Montg. Co. Assess.		\$ 880.00	\$ 1,144.00
\$ 6,550.00		\$ 15,150.00	\$ 2,443.41	50600 Insurance Loss		\$ 5,000.00	\$ 5,000.00
\$ -	\$ -		\$ 1,200.00	50620 Engineering Study		\$ 2,000.00	
\$ 6,689.51	\$ 6,213.78		\$ 890.00	50710 Community Activities			\$ 5,000.00
\$ 200.00		\$ 1,344.00	\$ 1,958.20	50830 Website	\$ 400.00	\$ 1,000.00	\$ 1,000.00
\$ -	\$ -			50860 FHA Approval			
\$ 17,542.56	\$ 7,652.62	\$ (2,708.00)		50960 Bad Debt Expense			
\$ 1,918.20	\$ 3,080.21	\$ 270.00	\$ 315.00	50980 Miscellaneous	\$ 175.00	\$ 1,795.00	\$ 2,933.00
\$ 78,401.36	\$ 66,649.67	\$ 67,294.00	\$ 60,700.27	<b>Total Administrative</b>	\$ 28,850.06	\$ 71,851.00	\$ 76,255.00
				<b>Utilities</b>			
\$ 16,643.23	\$ 16,919.85	\$ 16,789.00	\$ 16,888.10	51020 Electricity	\$ 8,692.73	\$ 17,000.00	\$ 17,000.00
\$ 16,643.23	\$ 16,919.85	\$ 16,789.00	\$ 16,888.10	<b>Total Utilities</b>	\$ 8,692.73	\$ 17,000.00	\$ 17,000.00
				<b>Contracted Services</b>			
\$ 16,149.86	\$ 13,559.24	\$ 13,297.00	\$ 14,200.06	52020 Trash	\$ 8,668.24	\$ 15,000.00	\$ 21,500.00
\$ 39,745.00	\$ 40,937.40	\$ 42,766.00	\$ 44,048.50	52040 Grounds/Landscaping	\$ 18,916.61	\$ 46,500.00	\$ 48,600.00
\$ 34,237.09	\$ 35,828.02	\$ 36,998.00	\$ 27,636.18	52280 Security	\$ 11,074.75	\$ 30,000.00	\$ -
\$ 15,555.61	\$ 16,906.61	\$ 14,641.00	\$ 15,728.83	52300 Cleaning	\$ 6,741.35	\$ 17,500.00	\$ 18,375.00
\$ 15,938.25	\$ 23,094.50	\$ 7,889.00	\$ 32,735.00	52320 Snow Removal	\$ 17,505.00	\$ 27,500.00	\$ 27,500.00
\$ 121,625.81	\$ 130,325.77	\$ 115,591.00	\$ 134,348.57	<b>Total Contracted Serv.</b>	\$ 62,905.95	\$ 136,500.00	\$ 115,975.00
				<b>Maintenance Repairs</b>			
\$ 20,368.00	\$ 18,141.00	\$ 22,532.00	\$ 20,102.50	53260 Grounds/Landscaping	\$ 3,220.00	\$ 15,000.00	\$ 20,000.00
\$ 7,425.00	\$ 8,790.00	\$ 3,928.00	\$ 6,785.00	53280 Tree Care	\$ 9,890.00	\$ 5,000.00	\$ 10,000.00
\$ 4,068.14	\$ 3,686.19	\$ 4,909.00	\$ 5,557.38	53340 Dog waste stations	\$ 2,390.49	\$ 5,000.00	\$ 5,500.00
\$ -	\$ -	\$ 99.00		53360 Exterminating	\$ 299.00	\$ 400.00	\$ 400.00
\$ 4,901.00	\$ 9,993.77	\$ 2,783.00	\$ 4,330.32	53420 General Repairs	\$ 1,935.00	\$ 8,000.00	\$ 5,000.00
\$ -	\$ -			53850 Signs		\$ -	\$ -
\$ 36,762.14	\$ 40,610.96	\$ 34,251.00	\$ 36,775.20	<b>Total Maintenance Rep.</b>	\$ 17,734.49	\$ 33,400.00	\$ 40,900.00

AUDIT 2018	AUDIT 2019	AUDIT 2020	MGMT 2021		6 MONTHS ACTUAL	BUDGET 2022	BUDGET 2023
				<b>Insurance, Taxes</b>			
\$ 46,527.24	\$ 47,817.85	\$ 49,075.00	\$ 62,686.10	59100 Insurance	\$ 23,750.00	\$ 51,449.00	\$ 57,050.00
\$ -	\$ -			59200 Ins. Workers Comp.		\$ -	\$ -
\$ 1,243.00	\$ 1,345.00	\$ 160.00	\$ 800.00	59300 Corp. Income Tax		\$ 200.00	\$ 200.00
\$ 47,770.24	\$ 49,162.85	\$ 49,235.00	\$ 63,486.10	Total Insurance, Taxes	\$ 23,750.00	\$ 51,649.00	\$ 57,250.00
				<b>Replacement Reserves</b>			
\$ 1,567.00	\$ 1,537.00	\$ 1,567.00	\$ 1,567.00	63110 Replacmnt. Reserves	\$ 3,520.00	\$ 3,520.00	\$ 4,540.00
\$ 15,600.00	\$ 15,600.00	\$ 15,600.00	\$ 15,600.00	63180 Reserve Parking Lot	\$ 6,255.00	\$ 15,600.00	\$ 15,600.00
\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	63200 Reserve Sidewalks	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	63210 Reserve Curbs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	63290 Reserve Structure	\$ 2,835.00	\$ 10,500.00	\$ 10,500.00
\$ -	\$ -			63980 Reserve Deficit			
\$ 32,067.00	\$ 32,037.00	\$ 32,067.00	\$ 32,067.00	Total Reserves	\$ 17,010.00	\$ 34,020.00	\$ 35,040.00
\$ 333,269.78	\$ 335,706.10	\$ 315,227.00	\$ 344,265.24	<b>TOTAL EXP. &amp; RES.</b>	\$ 158,943.23	\$ 344,420.00	\$ 342,420.00
\$ (7,988.66)	\$ (7,712.11)	\$ 12,370.00	\$ (26,209.54)	<b>NET INCOME/(LOSS)</b>	\$ 8,474.91	\$ -	\$ -



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## **EXTERIOR MODIFICATIONS REQUIRE PRIOR ACC APPROVAL**

TO: GREENCASTLE MANOR NO. 2 CONDOMINIUM HOMEOWNERS

FROM: SHIREEN AMBUSH, PROPERTY MANAGER 

DATE: NOVEMBER 3, 2022

As a reminder, **any exterior modifications on your home and property require obtaining prior approval from the Greencastle Manor No.2 Condominium Board of Directors BEFORE doing any work.** Some examples of exterior work include such items as installing, replacing, repairing, and painting of decks, roofs, windows, shutters, fences, doors, etc. The approval process requires submitting an exterior change request form (ACC application) along with submitting a picture of the desired change, brochures, samples, or any other pertinent information that could be useful in to the Board in making a decision on your application. ACC applications and decisions are required to be done in writing so no verbal requests will be accepted. **In the event that exterior modifications are performed without receiving prior Board approval and they are not in conform with community standards, you will have to go through the hassle and expense of either removing the modification or changing it to meet compliance.**

Homeowners can download the ACC application and find helpful community information and news from the community's website at <https://www.greencastlemanor2.com>. Should you have any questions regarding this matter, please feel free to contact me at [sambush@abarisrealty.com](mailto:sambush@abarisrealty.com)

On behalf of the Board I wish you a safe, healthy and joyous holiday season!



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Since 1975

## **TRASH & PARKING REMINDERS**

TO: GREENCASTLE MANOR No.2 CONDOMINIUM HOMEOWNERS

FROM: SHIREEN AMBUSH, PCAM  
PROPERTY MANAGER

DATE: NOVEMBER 3, 2022

**All residents are hereby reminded to place household garbage out for collection in black heavy duty sealed trash bags OR in a rigid trash container with a lid. This is required by Montgomery County Law and the community's rules and regulations. Each homeowner is responsible for placing their trash container on the trash pads, **either the day before after sunset OR the morning of scheduled collection days which are Tuesdays and Fridays**. At all other times, all trash containers and recycling bins must be stored either inside the home or in the rear of the home, where they are screened from plain view.**

In addition, **all residents are reminded to park in their designated parking spaces and have guests park in the designated "Visitor" spaces.** Under no circumstances are vehicles permitted to park as follows:

- **NO PARKING IN FIRE LANES**
- **NO DOUBLE PARKING BEHIND PARKED CARS**
- **NO PARKING IN ANY MANNER THAT BLOCKS ACCESS TO FIRE HYDRANTS**
- **NO UNAUTHORIZED PARKING IN HANDICAP SPACES**

If you see any vehicles in the community committing any of the above parking violations, residents are encouraged to report the illegally parked vehicles to the towing contractor, Henry's Wrecker Service at 301-869-4800. All illegally parked vehicles are subject to immediate towing enforcement at the vehicle owner's expense.

For additional information, please visit the Greencastle Manor 2 website at:  
<https://www.greencastlemanor2.com/>.



Montgomery County  
Commission on Common Ownership Communities Department of Housing & Consumer Affairs  
1401 Rockville Pike, 4<sup>th</sup> Floor Rockville, Maryland 20852  
[www.montgomerycountymd.gov/ccoc](http://www.montgomerycountymd.gov/ccoc) or [ccoc@montgomerycountymd.gov](mailto:ccoc@montgomerycountymd.gov)

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## Annual Notice

### We Want You to Know About The Montgomery County Commission on Common Ownership Communities

Montgomery County recognizes that a substantial proportion of all its citizens now live in condominium, cooperative, and homeowner associations, generally called "common ownership communities." In order to serve better the special needs of these communities, to act as their advocate, and to maintain and improve the quality of life in these communities, the county created the **Commission on Common Ownership Communities**, operating under the authority of Chapter 10B of the Montgomery County Code.

The commission has 3 basic duties:

**Education:** The commission provides free information to both members and governing bodies about their rights and duties under Maryland law, as well as advice on how to properly operate the association, and avoid complaints. Among other tools, it offers a "Manual and Resource Guide" for boards of directors, and detailed information on such topics as architectural control, assessments, and meetings – all of which can be found on the commission website. It publishes a newsletter summarizing recent developments affecting common ownership communities.

**Legislation:** The commission advocates for common ownership communities concerning proposed laws and regulations at the local and state level.

**Dispute resolution:** The commission can hear and resolve certain disputes between members of the communities and their governing bodies, and its decisions are legally binding on the parties. Copies and easy-to-read summaries of its decisions are posted on its website and reviewed in its newsletter.

The commission is composed of 15 volunteers who are appointed for three-year terms. Eight members must be residents of common ownership communities and the other seven must be professionals who work with the communities, such as property managers, lawyers, developers, and realtors. Every fall, the county publishes a request for applicants to the commission to replace those whose terms are due to expire.

For more information on the Commission and its services, or to contact staff:  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov) or [ccoc@montgomerycountymd.gov](mailto:ccoc@montgomerycountymd.gov)

If you have questions or need advice, the CCOC prefers to be contacted by email at:  
[CCOC@montgomerycountymd.gov](mailto:CCOC@montgomerycountymd.gov)