

Northbrook Community Association
c/o Thomas E. Cahill, Esquire
Cahill Community Association Management
P.O. Box 130 Oxford, PA 19363
www.northbrookgv.com

The Northbrook Community Association would like to welcome you to the neighborhood and explain some matters affecting the community.

Board of Directors

The Association is currently overseen by the following volunteers, who were elected to rolling three-year (Oct-Sept).

- Dave Thomas - president
- Steve Davies - treasurer
- Bill Benzing - secretary

Manager/Communications

The Board utilizes the services of Cahill Community Management to handle the day-to-day affairs of the association. If you have any questions or concerns, please email Tom Cahill at northbrookHOA@aol.com

All communications from the association are handled via email. If you would like notifications sent to you at a different or secondary email address, just let us know.

Website

Please take a look at www.northbrookgv.com which contains:

- Site Map and Plans (including common areas & floor plans)
- Dues and Payment instructions
- Information & Notices
- Community Documents and Rules
- Architectural Guidelines & Change Request form
- Exterior Colors Table
- Financial Statement and Budget
- Archived Emails to Homeowners

Budget & Dues

Currently, the annual/common fee (on all units) is \$500 payable on January 2nd. Additionally, the monthly/limited fee (townhomes only) is \$65/month payable on the 1st day of each month. Note that payment of dues is NOT included in your monthly mortgage/escrow and as noted below late fees will accrue on any missed payments.

An initial contribution in the amount of \$750 is charged to new buyers.

Invoices and statements are issued by our accounting firm, Cyron & Company, at the beginning of each month. Each owner is responsible for paying either electronically or by mailing a check

to Northbrook Community Association, P.O. Box 470, West Grove, PA 10390. (Prepayments are appreciated.)

Late Fees

Please send your payment on time to avoid late payment penalties which are otherwise automatically applied by the accounting firm.

- For common dues, \$20/month assessed the end of the 2nd month of delinquency
- For limited dues, \$5/month assessed at the end of the 2nd month of delinquency

Budget and Financial Statements

The approved budget and annual financial statement are available on the website to all homeowners of record. For confidentiality purposes, the password is provided on issued correspondence, or may be requested by emailing northbrookHOA@aol.com.

Community Rules & Architectural Standards

Homeowners are automatically members of the Association and subject to its rules. We request that you read and become familiar with these.

Dwellings/landscaping must be maintained in original configuration and appearance unless a change request is submitted and approved. The Architectural Guidelines are intended to help maintain Northbrook in a consistent and harmonious manner.

PUD Resale Certifications and Refinancing Questionnaires

The cost for completion of these documents is \$350. Please make check payable to "Northbrook Community Association" P.O. Box 470, West Grove, PA 19390" and advise us at northbrookHOA@aol.com when you have mailed the check. Please allow a reasonable time for the form to be returned.

We are happy that you are a member of our community. Again, if you have any questions or concerns, please do not hesitate to contact us. Welcome!

Sincerely,

Tom
Thomas E. Cahill, Esquire
Cahill Community Association Management