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APPROVED 2026 BUDGET

TO: GREENCASTLE MANOR No. 2 CONDOMINIUM HOMEOWNERS

FROM: ANDREW MOORMAN, CMCA
COMMUNITY MANAGER

DATE: NOVEMBER 20, 2025

As all owners were previously notified, the Greencastle Manor No. 2 Condominium Board of Directors met on October 28, 2025 at which time they reviewed and approved the 2026 budget for the Condominium Association with no changes to the proposed budget which was previously sent to all unit owners. The monthly fee will increase from \$170 to \$187 per home per month and the approved 2026 budget will go into effect on January 1, 2026.

MASTER INSURANCE POLICY:

Please see the enclosed flyer containing important insurance provisions of the Maryland Condominium Act and the Condominium's Bylaws, what this means to you as a unit owner, how you can protect yourself and what to do in the event of a property loss.

MONTGOMERY COUNTY CCOC:

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!

Greencastle Manor II Condominium

2026 Approved Budget

	2025	2026
Income		
Income		
410400 - CONDOMINIUM FEES	359,040.00	394,944.00
414000 - LATE/INTEREST FEES	1,000.00	1,000.00
414400 - LEGAL FEES	2,000.00	2,000.00
415600 - MISCELLANEOUS FEES	2,000.00	2,000.00
Total Income	364,040.00	399,944.00
Other Income		
430200 - INTEREST REVENUE	12,000.00	5,000.00
Total Other Income	12,000.00	5,000.00
Total Income	376,040.00	404,944.00
Expense		
Administrative		
500200 - MANAGEMENT FEE	47,740.00	49,172.00
500400 - LEGAL	5,000.00	6,500.00
500510 - CORPORATE TRANSPARENCY ACT FEE	500.00	-
500600 - AUDIT/TAX RETURNS	3,600.00	4,050.00
501200 - POSTAGE,PRINTING	4,000.00	4,000.00
501900 - COMMUNITY INSPECTIONS	5,280.00	5,280.00
503800 - BANK CHARGES	100.00	100.00
505900 - MONTG.COUNTY ASSMT.	1,144.00	1,144.00
506000 - INSURANCE LOSS	4,000.00	-
506200 - ENGINEERING STUDY	-	2,000.00
507100 - COMMUNITY ACTIVITIES	2,000.00	2,000.00
508300 - WEBSITE	1,500.00	1,000.00
509800 - MISCELLANEOUS	1,000.00	500.00
Total Administrative	75,864.00	75,746.00
Utilities		
510200 - ELECTRICITY	18,000.00	18,000.00
Total Utilities	18,000.00	18,000.00
Contracted Serv.		
520200 - TRASH	26,000.00	30,000.00
520400 - GROUNDS/LANDSCAPING	50,100.00	51,020.00
523000 - CLEANING	20,000.00	16,500.00
523200 - SNOW REMOVAL	20,000.00	20,000.00
Total Contracted Serv.	116,100.00	117,520.00
Maintenance & Repairs		
532600 - GROUNDS/LANDSCAPING	20,000.00	15,000.00
532800 - TREE CARE	10,000.00	16,232.00
533400 - SPECIAL TRASH PICKUP	5,700.00	5,700.00
533600 - EXTERMINATING	400.00	400.00
534200 - GENERAL REPAIRS	4,000.00	4,000.00
Total Maintenance & Repairs	40,100.00	41,332.00
Loan Note & Interest		

Greencastle Manor II Condominium

2026 Approved Budget

	2025	2026
570200 - NOTE PAYABLE -PRINCIPAL	-	25,916.00
570400 - NOTE PAYABLE - INTEREST	-	21,412.00
Total Loan Note & Interest	-	47,328.00
Ins. Taxes, Licenses		
591000 - INSURANCE-MASTER POLICY	80,000.00	93,518.00
593000 - TAXES-CORP INC TAXES	3,370.00	1,500.00
Total Ins. Taxes, Licenses	83,370.00	95,018.00
Reserves Allocations		
631100 - REPLACEMENT RESERVE	12,106.00	10,000.00
631800 - RESERVE-PARKING LOT	15,600.00	-
632000 - RESERVE-SIDEWALK	2,400.00	-
632100 - RESERVE-CURBS & GUTTERS	2,000.00	-
632900 - RESERVE-STRUCTURE	10,500.00	-
Total Reserves Allocations	42,606.00	10,000.00
Total Expense	376,040.00	404,944.00



Annual Notice to Residents of COC's



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 "Community 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 also publishes a newsletter summarizing recent developments affecting common ownership communities. Commissioners will speak to communities and their boards on request and welcome invitations to do so.

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, visit its website at:

www.montgomerycountymd.gov/ccoc

If you have questions or need advice, the CCOC prefers to be contacted by email at:

CCOC@montgomerycountymd.gov

2017

Greencastle Manor Condominium No. 2

2025 Insurance Notice

This memo briefly describes some important insurance provisions of the MD Condominium Act/Bylaws, what this means to you as a unit owner, how you can protect yourself, what to do in the event of a property loss and how to request proof of the Association's master insurance.

Bylaws/Maryland Condominium Act

The Association's master insurance policy is to cover the entire condominium for insured losses, including the units, but not the additional value of improvements made to a unit by an owner at their own expense.

If the cause of any damage to or destruction of any portion of the condominium originates from a unit, the owner of the unit where the cause of the damage or destruction originated is responsible for the council of unit owners' property insurance deductible not to exceed \$10,000."

This means that unit owners are responsible for paying the first **\$10,000** of the Association's master insurance policy deductible, regardless of fault if the loss originates from within their unit.

What This Means To Individual Unit Owners

The Association's master insurance policy does not cover normal wear and tear, household and appliance repairs, insect, animal, and vermin damage, mold, and other normal expenses of home ownership. In addition, the master insurance policy does not cover the following items which fall to individual owners to insure:

- Damage to your personal property and household goods
- Your liability for the master deductible
- The additional value of improvements made to a unit by you or a prior owner
- Your additional living expenses if your unit is rendered uninhabitable
- Your loss of income from a rental unit that cannot be occupied after a loss
- Your personal liability for injuries inside units or your liability to others resulting from a careless fire, smoke damage, pipe leak or water overflow

How To Make Sure You Have Full Protection

This is accomplished by obtaining a Condominium Unit Owner's Policy (also known as an HO-6 policy) to cover your personal belongings, extra living expenses/loss of rental income, in the event of a loss that renders the unit uninhabitable, personal liability, loss assessment coverage, the master deductible and coverage for the value of improvements made to your unit.

The coverage provided by HO-6 policies may differ depending on the insurance carrier. Please check with your individual insurance agent or company to make sure your HO-6 policy will cover the master policy deductible if a loss originates from your unit.

What To Do In The Event Of A Claim

If you have a potential property claim, notify your personal insurance carrier and the Property Manager. In the event of a covered insurance loss, the Property Manager and Board of Directors will determine if reporting a claim to the master insurance carrier makes sense based on the extent of the damage. Reporting claims that do not exceed the master deductible is of no benefit to the Association and can result in an increase in the monthly assessment.

Proof Of The Association Master Insurance – Certificate of Insurance

When you sell, refinance, or in some cases your present Mortgage Company may require a new certificate of Insurance, you can obtain it online at www.aimcommercial.com/coi and any COI questions may be directed to condocerts@aimcommercial.com

GREENCastle MANOR II

TRASH COLLECTION AND RECYCLING

Schedule

TRASH	RECYCLING
<p>Trash is collected Tuesdays and Fridays</p> <p><u>FOR TUESDAY PICK-UP</u> put trash out:</p> <p>After 5:00 p.m. Monday evening and Before 7:00 a.m. Tuesday morning</p> <p><u>FOR FRIDAY PICK-UP</u> put trash out:</p> <p>After 5:00 p.m. Thursday evening and Before 7:00 a.m. Friday morning.</p> <p>Put trash on the flagstone trash pad. Do not put it on sidewalks or in front of mailboxes.</p> <p>HOLIDAYS</p> <p>Trash is not collected on New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, <u>or any other day that the Montgomery County landfill is closed.</u> If one of these holidays fall on Tuesday or Friday, trash will be collected on the next regularly scheduled collection day. There are no make-up days.</p>	<p>Recycling is collected on Fridays.</p> <p><u>FOR FRIDAY PICK-UP</u> put recycling out:</p> <p>After 5:00 p.m. Thursday night and Before 7:00 a.m. Friday Morning.</p> <p>Put recycling on the flagstone trash pad or in front of your house. Do not put it in front of mailboxes.</p> <p>HOLIDAYS</p> <p>If any day in the week is a holiday, recycling will be picked up on SATURDAY.</p>
DOs AND DON'Ts	
<p>Seal all trash in sturdy plastic trash bags only. Do not put trash out in plastic grocery bags, fast food bags, or recyclable containers such as cardboard boxes. If your trash contains food or food scraps, please double bag the garbage or put it in a rigid trash can.</p> <p>Do not put items that will not fit in the garbage truck (e.g. furniture, appliances, construction materials, etc) out for collection. Contact J&J Trash Service at 301-898-2109 to arrange for a bulk pickup. Each household is entitled to one free pickup per year. Bulk does not include yard waste, metal, appliances or other items Montgomery County declares recyclable. These items must be taken to the Montgomery County Solid Waste Transfer Station on Shady Grove Road in Rockville.</p>	<p>Put comingled materials (e.g. glass and plastic bottles, plastic food containers, flower pots, yogurt containers, metal cans) in a blue recycling container. Put heavier items on top of lighter ones.</p> <p>Put mixed paper (e.g. unwanted mail, beverage cartons, magazines) in a large, wheeled blue cart, a paper bag or a small cardboard box with a lid. Do not put paper in plastic bags. Newspapers may be tied in a bundle with twine.</p> <p>Put yard trimmings in paper yard waste bags, available at grocery and hardware stores. Tree branches and twigs that don’t fit in a bag may be tied in a bundle with twine. Recyclers will not pick up loose branches.</p>

For complete details on trash collection and recycling, or to order free recycling containers, call 311 or visit www.montgomerycountymd.gov/311.

IMPORTANT REMINDERS!

PARKING RULES AND ROAMING CATS

November 20, 2025

Dear Greencastle Manor No. 2 Condominium Homeowners,

PARKING RULES REMINDER:

As all homeowners were notified, the Parking Rules for the community were revised last year. During the upcoming holiday season when there will be more visitors parking in the community, we remind all residents of the major changes to the parking rules that all residents must be aware of:

- *A visitor space is primarily for the use of all visitors, guests, invitees, deliveries and/or contractors of a Greencastle Manor Condominium No. 2 resident. A visitor space may be used temporarily by a resident of the association, providing that his/her assigned reserved space is utilized.*
- *Any vehicle parked within a reserved space without a number or within a visitor space unremoved for a period of time beyond 72 hours shall be considered a stored vehicle. Vehicles are not permitted to be stored in any parking space.*
- *No vehicle shall be parked in any space without displaying current tags/registration.*
- *No motorized vehicle of any kind shall be parked on any lawn or porch.*
- *No vehicle should block any community mailbox*
- *No vehicle should block any community entrance*
- *a commercial vehicle displaying commercial advertising, logos, equipment or machinery used for commercial purposes.*
- *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.*

ROAMING CATS REMINDER:

At the recent Board meeting, several residents commented on roaming cats that have been seen in the community. **Cat owners should not allow their pets to roam freely outdoors for their own safety and they also risk being impounded by the County.** Residents should report any roaming cats to the Montgomery County Animal Control by calling 311.

Thank you for your attention to these important matters!

Greencastle Manor No. 2 Condominium Board of Directors