










Brookwood Condominium – Responsibilities & Cost Flow

Quick Reference Guide

 Residential Unit Owners	 HOA (Brookwood Owner’s Condominium Association, Inc.)	 SCU Owner (Titledown Townhouse Development SCUO, LLC) with Property Manager (Founders 3)
Own / Maintain <ul style="list-style-type: none"> • Interior (drywall-in) • Unit-specific systems (serving only you) • Non-structural LSC upkeep (balcony cleaning, patio, landscaping) 	Scope <ul style="list-style-type: none"> • Maintain minimal Common Elements (airspace above roofs) • May collect SCU charges at SCU request 	Scope <ul style="list-style-type: none"> • Own/control Shared Components (structure, exterior envelope, shared utility / mechanical systems, structural LSC items) • Regulate LSC and Shared Component use
Costs <ul style="list-style-type: none"> • Equal share of Shared Component Costs and HOA dues • Pay monthly in advance • No opt-out 	Costs <ul style="list-style-type: none"> • Budget only for Common Element upkeep 	Cost Management <ul style="list-style-type: none"> • Prepare SCU budget • Bill monthly and specials • Maintain reserves, insurance, taxes
Rules/Changes <ul style="list-style-type: none"> • SCU approval required for visible / structural / Shared Components changes • Follow all LSC appearance/use rules 	Rules <ul style="list-style-type: none"> • Can only adopt rules for Common Elements • Cannot override SCU rights 	Authority <ul style="list-style-type: none"> • Approve/deny work affecting Shared Components • Set standards for contractors, work hours, insurance
Insurance <ul style="list-style-type: none"> • Carry own property and liability insurance for interiors, contents 	Insurance <ul style="list-style-type: none"> • Only if legally required for Common Elements 	Insurance <ul style="list-style-type: none"> • Maintain property / liability coverage for Shared Components • Manage claims and reconstruction

 Residential Unit Owners	 HOA (Brookwood Owner’s Condominium Association, Inc.)	 SCU Owner (Titledown Townhouse Development SCUO, LLC) with Property Manager (Founders 3)
Access <ul style="list-style-type: none"> • Allow SCU Owner / Property Manager entry for maintenance/repairs • No notice required for emergencies 	Access <ul style="list-style-type: none"> • Limited to Common Elements only 	Access <ul style="list-style-type: none"> • Broad easements to enter units for Shared Components service • Control vendor access
Enforcement <ul style="list-style-type: none"> • Non-payment could result in SCU lien and foreclosure 	Enforcement <ul style="list-style-type: none"> • Lien only for unpaid HOA dues 	Enforcement <ul style="list-style-type: none"> • Lien/foreclose for unpaid SCU charges • Fine or remove unapproved changes

Money Flow:

-  HOA Dues → Paid to HOA → Minimal Common Element upkeep (airspace above roofs)
 - Currently, there are no HOA dues.
-  SCU Charges → Paid to SCU Owner → Building structure, exterior, shared systems, reserves, insurance, taxes
-  Special SCU Charges → Paid to SCU Owner → Specific owner(s) for damage or unique projects

Who Approves What:

- Inside Unit, non-structural, not visible, does not affect Shared Components → Owner
- Visible, structural, affects Shared Components → SCU Owner
- Common Element change → HOA
- Any LSC modification → SCU Owner

This summary is for educational purposes only and, in case of conflict, the terms of the recorded Declaration of Brookwood Condominium shall control.