



GLENBROOK VILLAGE

HOMEOWNERS ASSOCIATION

B E T H E S D A , M A R Y L A N D

Managed by Site Management, Inc. 2141 Industrial Parkway, Silver Spring, Maryland 20904
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Spring 2016

Dear Glenbrook Village HOA Homeowner,

This note is to update you on some changes in the Community.

I am pleased to inform you that Site Management Inc. (SMI), our management company has appointed Sheriff Bah as the Senior Portfolio Manager managing the Glenbrook Village HOA. Sheriff joins SMI with considerable financial and operational experience in community management. The Board looks forward to working with Sheriff. He can be contacted by phone, fax or at his e-mail address included in the header above.

The Board of Directors has approved the replacement of all 4 USPS mailboxes in the Community. The current mailboxes are showing their age and the unit on Baccarat Court is inoperable. The replacement will take place on or around March 9, 2016 and will be coordinated with the USPS. There will be 3 new keys provided to each property owner for their new mailbox.

Keys will be made available on site from March 3rd through March 11th, 2016. All owners and residents must show photo ID with the current Community address to receive their mailbox keys. Additional information is available on the Community website - www.Glenbrookvillagehoa.com.

Non-owner residents must also provide a signed Authorization form from the owner of record to receive the keys or the Authorization must be on file at SMI. Non-resident owners will receive an additional note explaining delivery options and should advise their tenants/residents of this transition.

If the keys cannot be delivered to the owner/resident of the property prior to installation of the new mailboxes the keys can be picked up at the Westlake US Post Office at 10421 Motor City Dr., Bethesda, MD 20817.

For questions or inquiries, please contact Sheriff Bah, Property Manager at Site Management Inc. at 301-622-9300 X 121 or your local Board contacts: For Baccarat Court and Halston Way, Don Mulliken: dmullik@yahoo.com and for Monaco Circle and Terrace Garden Way, Lee Kaplowitz: Lkaplow320@aol.com.

Earlier this month, a car accident resulted in damage to the most northerly pedestrian gate and pier along Wisconsin Ave. A car was broadsided, jumped the curve and struck

the gate bending it and destroying its hinges. The wall light fixture was broken and there was also some damage to brickwork. There were no injuries other than to our plantings. SMI is handling the insurance claim and acting as general contractor for the repairs.

The Board thanks the residents of the Community for parking their vehicles in garages or on driveway aprons prior to the big snow fall earlier this month. These actions help with snow clearing and allow the contractor to be more effective.

With a bit of luck, Spring will be upon us shortly.

Best regards,

Alex Michaels and the GBV HOA Board of Directors