Brookwood Condominium – Responsibilities & Cost Flow

Quick Reference Guide

Residential Unit Owners	HOA (Brookwood Owner's Condominium Association, Inc.)	SCU Owner (Titletown Townhouse Development SCUO, LLC) with Property Manager (Founders 3)
Own / Maintain • Interior (drywall-in) • Unit-specific systems (serving only you) • Non-structural LSC upkeep (balcony cleaning, patio, landscaping)	Scope • Maintain minimal Common Elements (airspace above roofs) • May collect SCU charges at SCU request	Scope • Own/control Shared Components (structure, exterior envelope, shared utility / mechanical systems, structural LSC items) • Regulate LSC and Shared Component use
Costs • Equal share of Shared Component Costs and HOA dues • Pay monthly in advance • No opt-out	Costs • Budget only for Common Element upkeep	Cost Management • Prepare SCU budget • Bill monthly and specials • Maintain reserves, insurance, taxes
Rules/Changes • SCU approval required for visible / structural / Shared Components changes • Follow all LSC appearance/use rules	Rules • Can only adopt rules for Common Elements • Cannot override SCU rights	Authority • Approve/deny work affecting Shared Components • Set standards for contractors, work hours, insurance
Insurance • Carry own property and liability insurance for interiors, contents	Insurance • Only if legally required for Common Elements	Insurance • Maintain property / liability coverage for Shared Components • Manage claims and reconstruction

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Access • Allow SCU Owner / Property Manager entry for maintenance/repairs • No notice required for emergencies	Access • Limited to Common Elements only	Access • Broad easements to enter units for Shared Components service • Control vendor access
Enforcement • Non-payment could result in SCU lien and foreclosure	Enforcement • Lien only for unpaid HOA dues	Enforcement • 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.