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* ALSO ADMITTED IN DC
+ ALSO ADMITTED IN MARYLAND
* ALSO ADMITTED IN WEST VIRGINIA
* ALSO ADMITTED TO PATENT BAR
* NOT ADMITTED TO PRACTICE IN VIRGINIA;
ADMITTED ONLY IN MD AND DC

March 27, 2015

VIA FEDERAL EXPRESS
AND ELECTRONIC MAIL: crystal@burkecmg.com

The Board of Directors
The Plaza at Dunn Loring Condominium
Crystal Terrant, Community Manager
Burke Community Management Group
10494 Business Center Court
Manassas, VA 20110

Re: The Plaza at Dunn Loring Condominium.
Engagement for Legal Services

Dear Board Members:

This letter, when signed by you on behalf of the Plaza at Dunn Loring Condominium and returned to us, will represent the agreement under which the Association has employed this firm to provide it with general and collections legal representation.

I am the attorney who will be working for the Association as counsel; however, I reserve the right to assign others in the firm to perform portions of the work for which you have employed us.

We will send the bills for our fees and costs to the Association care of the Board President or its Management Agent, as determined by the Board. These bills will be due when rendered. We reserve the right to terminate our services on the Association's behalf and retain any work product we have developed in the event any monthly statement remains unpaid for a period of sixty (60) days or more.

With respect to our collections practice, we will charge the Association for work performed in accordance with the enclosed fee schedule. In addition to our fees, the Association will be responsible for all costs in connection with our collection services; including court costs, photocopying charges, and long-distance telephone calls. We reserve the right to increase our collections fees schedule on an annual basis. If we do so, we will provide a copy of our revised fee schedule with our last monthly invoice prior to the effective date of the increase in the fee schedule.

The Board of Directors
The Plaza at Dunn Loring Condominium
March 27, 2015
Page 2

In addition to flat fees scheduling billing, any other work is billed on an hourly basis. Hourly rates for our community association associates currently range from \$215.00 per hour to \$350.00 per hour. Hourly rates for paralegals currently are between \$85.00 and \$175.00 per hour. Hourly rates for partners currently range from \$325.00 to \$500.00 per hour. My hourly rate is currently \$250.00. In addition, we endeavor to keep the cost of legal services reasonable by assigning work to attorneys and paralegals with lower billable rates as work dictates, thereby bringing down the cost of service without any compromise in quality. We reserve the right to increase our fees once a year, with the new hourly rates reflected in our monthly billing statements. In addition to our fees, the Association will be responsible for all costs in connection with our employment in the matter, including photocopying charges, computer assisted research and long-distance telephone calls.

It is the Association's obligation to cooperate with us fully and provide us with all the information we need to assist the Association. We encourage you, the Board of Directors and the other officers to keep detailed notes about questions, new information and other important matters that may arise during the course of and in relation to the scope of our representation. These matters should be communicated to us as soon as possible.

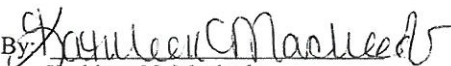
Please let us know if there are any changes in the contact information for the Association. During the course of the representation, if the Board of Directors, officers or you have any questions about our handling of any matter, please let us know immediately so we can resolve the questions and maintain a good working relationship and communication.

We will maintain any documents that the Association furnishes to us in our client file for this representation. At the conclusion of the representation (or earlier, if appropriate), it is the Association's obligation to tell us which, if any, of the documents in our files you wish us to turn over to the Association. We will retain any remaining documents in our files for a certain period of time and ultimately destroy them in accordance with our record retention policy then in effect.

Please call me if you have any questions or concerns about the terms of our engagement.

Sincerely,

REES BROOME, PC

By: 
Kathleen N. Machado

SEEN AND AGREED:

The Board of Directors
The Plaza at Dunn Loring Condominium
March 27, 2015
Page 3

THE PLAZA AT DUNN LORING CONDOMINIUM.

Deborah Anne Howard

4-16-15

Vice President

Date

I am pleased to offer the Association the option of unlimited telephone consultations with representatives of the Board and management with this firm for a monthly retainer of \$250.00. The retainer would also include one annual meeting with me for either strategic planning or training purposes. This retainer is over and above any work that we provide to the Association at our normal hourly rates, and is limited solely to unlimited telephone consultations with management or Board representatives and one meeting with the Board each year.

If the Board of Directors is interested in the telephone retainer, please have an authorized agent of the Association indicate below by checking yes or no and sign below.

RETAINER

Yes

No

X

THE PLAZA AT DUNN LORING CONDOMINIUM

Deborah Anne Howard

4-16-15

By: [↑] Vice President

Date

THE COLLECTIONS PROCESS: STEP BY STEP

STEP 1: THE DEMAND LETTER

(2-3 business days after account is turned over)

A letter sent to the debtor indicating that we now have the account for collection. The letter gives the debtor 30 days to make payment in full or we will record a lien and file suit.

STEP 2: PREPARATION AND RECORDATION OF LIEN; REPORT DEBT TO CREDIT BUREAUS

(35 days after account is turned over)

We prepare an accelerated lien that must be signed and notarized by the board president. The lien is then recorded against the property in order to secure the debt. The debt is reported to the credit bureaus and will then appear on the owner's credit report. Please note that the preparation and recordation of lien is client specific. If the client consists primarily of homes that have little or no equity, we may recommend against filing liens in many instances.

STEP 3: FILE SUIT

(May be simultaneous with lien, approximately 60 days until we appear in court)

We file suit against the debtor in general district court for the unpaid balance, the accelerated assessments, interest, court costs and legal fees. Unless the debtor contests the suit and sets the matter for trial, judgment is entered "on the affidavits".

STEP 4: POST-JUDGMENT EXECUTIONS: GARNISHMENTS AND LEVIES

(Only after we have obtained a judgment; also dependant upon whether or not we have asset information)

In order to collect an unsatisfied judgment, we can file a court action to withhold funds from the debtor's wages, bank accounts, or rents. We can also file an action in order to attach personal property (e.g. vehicle) and sell it at public auction.

OPTION: LIEN FORECLOSURE

An aggressive method of resolving difficult accounts. Although it can be very effective, it is much more expensive than typical collection efforts. Employed strictly on a case-by-case basis.

Rees Broome, PC - Virginia Fee Schedule

Open File/Demand

Open file; confirm ownership with county land records; check bankruptcy records; obtain social security number; enter information into collection system	\$120.00
Receive and review account statement; prepare Notice of Intent to Record Lien letter	\$117.00

Lien/Credit Bureau

Prepare and Attorney review account information for reporting to credit bureaus	\$99.00
Prepare and Attorney review Memorandum of Lien	\$187.50

Suit

Prepare Lawsuit and affidavits (includes all necessary ownership, bankruptcy and military searches)	\$262.50
Prepare letter to owner regarding entry of judgment	\$117.00
Prepare praecipe requesting court action	\$24.00
Record judgment in Circuit Court as a lien	\$72.00
Request Abstract of Judgment	\$24.00

Prepare Docket/Court Appearance

Court appearance regarding garnishment	\$195.00
Court appearance regarding interrogatories	\$195.00
Court appearance regarding lawsuit	\$195.00
Prepare account information for court docket	\$24.00
Review files at courthouse in preparation for return date; check for sheriff's service	\$24.00

Post-Judgment

Prepare and Attorney review Summons to Answer Interrogatories and Subpoena Duces Tecum	\$175.50
Prepare and Attorney review Virginia garnishment	\$187.50
Prepare Capias (arrest warrant)	\$156.00
Prepare garnishment disposition form for filing with court	\$24.00
Prepare levy to attach personal property	\$180.00
Prepare Show Cause Summons for failure to respond to court order	\$96.00
Request DMV records	\$72.00

Payment Plan

Prepare confessed judgment note for debtor's signature	\$195.00
Prepare documents for Enforcement of Confessed Judgment Promissory Note	\$195.00
Prepare Note and Deed of Trust	\$214.50
Prepare Release of Note and Deed of Trust	\$84.00

First Trust Foreclosure/Change of Ownership

Check status of First Trust Foreclosure	\$24.00
Prepare letter to client advising of change in ownership	\$56.00
Review notice of First Trust Foreclosure and update account	\$19.50

Land Records - Address Trace - Change of Address

Access Accurint Database and complete a search for debtor's most recent address or subject locate	\$24.00
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Forward information to Investigator to obtain address, social security number, or asset information	\$24.00
Perform online search of Military Database to determine active duty status	\$12.00
Request address information from US Postal Service	\$48.00
Research county land records	\$24.00

Payments/Statements/Reminder Letters, Etc.

Order title work for foreclosure evaluation	\$60.00
Prepare and compile Collections Debtor Status Report and send to appropriate Association representatives	\$24.00
Prepare payment transmittal memo to management	\$36.00
Prepare reminder letter to owner	\$117.00

Settlement Payoff

Prepare and Attorney review of letter to settlement company providing payoff	\$103.50
Prepare and Attorney review of updated payoff information to settlement company	\$55.50

Close Account

Close account after final payment and prepare letter to client advising of same	\$24.00
Prepare documents required to release judgment in Circuit Court	\$72.00
Prepare letter to owner confirming payment in full	\$36.00
Prepare Notice of Satisfaction in order to release judgment in General District Court	\$24.00
Prepare Release of Lien	\$108.00
Update balance with credit bureaus	\$24.00

Trials and other contested hearings are billed at the attorney's hourly rate.

Costs of services provided by third-party vendors, such as credit reports, title work and credit card service fees will be billed separately from the fees quoted here.

Fees subject to change without prior notice. All professional services provided by Rees Broome, PC that do not appear on this fee schedule will be charged in accordance with the firm's standard hourly rate as follows:

Paralegal:	\$120.00 - \$185.00 per hour
Associate:	\$225.00 - \$375.00 per hour
Shareholder:	\$325.00 - \$525.00 per hour