

RB REES BROOME, PC

ATTORNEYS AT LAW

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FOUNDERS
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James M. Rees (1941-1986)

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Shareholder
Admitted: VA, MD, WV

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December 17, 2021

VIA E-MAIL: sambush@abarisrealty.com

The Board of Directors
Tanyard Springs Homeowners Association, Inc.
c/o Shireen Ambush, Community Manager

Re: Tanyard Springs Homeowners Association, Inc.
General Legal Counsel Representation – Engagement

Dear Board Members:

It was a pleasure to meet you virtually earlier this week, and I was thrilled when Shireen informed me that the Board would like to proceed to engage Rees Broome, P.C. as legal counsel for your community.

This letter, when signed by you on behalf of the Tanyard Springs Homeowners Association, Inc. (the "Association"), and returned to us, will represent the agreement under which the Association has employed this firm as legal counsel for general matters brought to our attention.

I am the primary attorney who will be working for your Association; however, as was detailed in our proposal for legal services, I plan to work closely with Winta Mengisteab and Rasneek Gurjal as the team that will serve the legal needs of your Association.

The fees for our services will be based on the time expended by the members and staff of this firm at our current rates. My rate is \$400.00 per hour, Winta's rate is \$275.00 per hour, and Rasneek's rate is \$____, which I will agree to keep in place through December 31, 2022. While I will be responsible for the work we do on your behalf, much of the work we do for you will be performed by associates under my supervision. This will reduce the cost of our services without any sacrifice in the quality of work.

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In order to simplify our billing arrangements and to ease any concern over hourly rate billing, we do offer the option of paying a “fixed rate retainer” of \$275.00 a month for the initial year of our representation of the Association. This retainer will include: a) all telephonic consultations with our firm and the Board’s individual designated liaison or Management contact without time limitations; provided, however, that conference calls involving more than two Association representatives are not subject to the telephone retainer, b) an initial review of the Association instruments to become familiar with your legal documents and to prepare a bulleted list of areas in the recorded covenants that are unique or that merit possible amendments, c) one annual work session meeting with the Board of Directors to discuss any legal topic of interest for the Board or to provide a Board and Committee legal orientation; and d) at least two hours of time to address the storm water management tax credits available to the Association from Anne Arundel County.

We review our hourly rates on an annual basis, and we reserve the right to increase our fees for associates and other staff on an annual basis starting in 2023, which increases will be reflected in the billing statements prepared by our firm aside from the guaranteed rates as set forth in this letter. In addition to our fees, the Association will be responsible for all costs in connection with our employment in the matter, including photocopying charges, faxing, overnight delivery and computer assisted research.

We will send the bills for our fees and costs to the Association care of the Association’s management agent each month. These bills will be due when rendered. We reserve the right to terminate our services on the Association behalf and retain any work product we have developed if any monthly statement remains unpaid for a period of sixty (60) days or more.

It will be the responsibility of the Board to inform us as to who will serve as our liaisons. If no liaison is specifically designated by the Association, the Board President will act as our liaison. We will then forward our advice and correspondence to the Board President or Manager, who will bear responsibility for the transmission of this advice or correspondence to the other members of the Board. Our firm anticipates that it will regularly use electronic communications to correspond with the Board and Management.

We will maintain any documents that the Association furnishes to us in our client file. At the conclusion of the representation, it is the Association’s obligation to tell us which, if any, of

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the documents in our files, digital or paper, you wish us to provide to you. 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.

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Please call me at 703-790-6277 if you have any questions or concerns about the terms of our engagement. Thank you again for selecting Rees Broome, PC as the Association's new legal counsel.

Sincerely,

REES BROOME, PC

By: 
Kimberley M. O'Halloran-Perez

SEEN AND AGREED:

Tanyard Square Homeowners Association, Inc.

By: 
Jonathan Trent Carlson, President

12/17/2021
Date

Jonathan Trent-Carlson, President
Printed Name:
Title:

12/17/2021
Date

I/We hereby accept the monthly retainer option of \$275.00 per month:

YES

NO

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