



**MAINTENANCE CORPORATION**

**WWW.BALLYMEADE.ORG**

**TO:** All Ballymeade Owners and Residents

**FROM:** The Ballymeade Board of Directors / PENCO Management, Inc.

**RE: Resident/Vehicle Registration Data Base**

**DATE:** August 9, 2016

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The Board is reaching out to residents of our community with a request in order to continue servicing you, the residents of Ballymeade, in the quickest possible manner with solutions to reported problems specific to vehicle issues.

We've experienced a high rate of reporting over the past few months as it relates to parking violations and infringements, out-of-state vehicles parked for extended periods of time and commercial vehicles not permitted to be parked within the community. In efforts to keep communication fluid and hopefully avoid the need for towing vehicles that have been deemed in violation of community restrictions, resulting in the inconvenience of loss of use of your vehicle and 100% of the cost related to the towing, we're requesting registration of all vehicles for your household. This will allow immediate contact with you regarding any issue that has been reported without triggering the potential need for towing ... as is the right of the Board / PENCO Management if in fact not remediated within 24 / 48 hours of any reported incident.

Please update your information with PENCO upon any re-registration or change in household vehicles to be parked in the community.

We appreciate your support in efforts to service you, our residents, and maintain our highest standards as a premier community within the Brandywine Valley.

**Please submit information we'll need for our resident data base by returning the back page of this notice to:**

**Mail to:** Ballymeade Maintenance Corporation  
c/o PENCO Management, Inc.  
Post Office Box 1119  
Chadds Ford, PA 19317

**E-mail to:** [rwhite@pencomanagement.com](mailto:rwhite@pencomanagement.com)

**Fax to:** 610-558-3399

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Vehicle #1**

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

State of Registration: \_\_\_\_\_

License Plate#: \_\_\_\_\_

**Vehicle #2**

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

State of Registration: \_\_\_\_\_

License Plate#: \_\_\_\_\_

**Vehicle #3**

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

State of Registration: \_\_\_\_\_

License Plate#: \_\_\_\_\_