

THE SUMMIT AT HOLLY GLEN HOMEOWNERS ASSOCIATION, INC.

MAINTENANCE POLICY

Adopted October 22, 2013

The maintenance, repair, and replacement obligations of The Summit at Holly Glen Homeowners Association, Inc. ("Association") and the Owners of Townhouses are set forth in the Supplementary Declaration of Covenants, Conditions and Restrictions of Summit at Holly Glen recorded in Book 13010, at Page 46 in the office of the Register of Deeds of Wake County (as amended, the "Declaration").

Article V of the Declaration governs exterior building and ground maintenance and repair of Townhouses and Common Area in The Summit at Holly Glen. This Article establishes generally that the Association is responsible for the routine maintenance and repair of exterior building surfaces and common areas and the Owners are responsible for all other maintenance and repairs to their respective Townhouses as follows:

MAINTENANCE OBLIGATIONS

Association's Maintenance Obligations:

- The Association shall keep the lawn and landscaped areas of a Lot mowed and trimmed.
- The Association shall maintain grass, trees, shrubs, and plantings. This maintenance is limited to cutting the grass, applying fertilizer, and general maintenance of the lawn located within the patio (fenced area) of a Townhouse.
- The Association shall maintain the exterior of the buildings, which includes painting, repairing, replacing and caring for roofs, gutters, party fences, downspouts and exterior building surfaces.
- The Association shall maintain utility lines and fixtures outside the exterior walls of the Townhouse.
- The Association shall maintain driveways and walks.
- The Association shall maintain the Common Area.

Owner's Maintenance Obligations:

- Owners shall maintain windows, screens, glass doors, decks, patios, exterior door and window fixtures, and hardware.
- Owners shall maintain utility lines and fixtures inside the exterior walls of the townhouse.
- Owners shall maintain the interior of their Townhouses in a manner that will not cause harm to other Townhouses or Common Area.

A detailed list of the specific maintenance obligations of the Association and the Owners is set forth on the Maintenance Responsibility Chart attached hereto. The Maintenance Responsibility Chart is intended to clarify the exterior maintenance and repair obligations of the Association under Article V of the Declaration, but it does not change or amend Article V in any way. The Maintenance Responsibility Chart explains what the Board considers to be included as Association responsibilities for exterior maintenance and repair and what the Board considers to be Owner responsibilities for exterior maintenance and repair under the terms of Article V. Please note that the Association shall only maintain, repair and replace items for which it is responsible as those items were originally constructed. Any additions, improvements, or betterments added by Owners to items maintained by the Association must be maintained by the Owners.

COSTS OF MAINTENANCE

The cost of the Association's maintenance obligations is shared by all Owners and paid to the Association through assessments. If the Association must perform any maintenance or repair (including damage caused by termites) due to the willful or negligent act of an Owner, his family, guests or invitees, or due to fire, smoke, lightning or other casualty as set forth in North Carolina standard fire and extended coverage insurance policies, the cost of such maintenance, replacement or repairs shall be levied as an assessment against the subject Townhouse.

If an Owner fails to perform his or her maintenance obligations and maintain his or her Townhouse in a manner reasonably satisfactory to the Board of Directors, the Association shall have the right to enter upon the Lot and repair, maintain and restore the Lot and the exterior of the Townhouse and any other improvements, and the cost of such maintenance and repair shall be levied as an assessment against said the subject Townhouse.

GENERAL

In addition to the above, every Owner should take all reasonable steps to care for his or her Townhouse. Owners should promptly report to the Association maintenance and repair issues regarding portions of The Summit at Holly Glen that the Association maintains in accordance with the attached Maintenance Responsibility Chart.

Owners are responsible for providing appropriate insurance coverage for the interior of their Townhouses.

MAINTENANCE RESPONSIBILITY CHART (Adopted 10/22/2013)
****denotes need for approval of the Architectural Committee for Summit @Holly Glen**

AREA OF RESPONSIBILITY	Homeowner	Association	Other
BUILDING MAINTENANCE			
Air Conditioning & Heating Units	x		
Decks & Patios (owner installed) (includes railings & steps)**	x		
Decks (original construction)	x		
Decks – aftermarket additions**	x		
Fences (Common Area only)		x	
Fireplace – all facets	x		
Front Porches	x		
Front Steps		x	
Interior – paint, trim, carpet	x		
Interior plumbing pipes and fixtures	x		
Interior – structural walls (original)	x		
Interior water lines	x		
Interior plumbing pipes	x		
Retaining walls on common property		x	
Sewer line:			
clean out to common ground		x	
clean out to home	x		
Common Areas		x	
from meter to home	x		
from meter to main			x
Exterior water lines (Common Areas)		x	
Exterior water lines (meter to townhouse)	x		
Stairs leading to/from decks (original construction)	x		
Storage Shed – hardware (locks, knobs)	x		
EXTERIOR BUILDING SURFACE			
Brick/Stone mortar siding		x	
Sheathing & Framing Material (beneath siding)	x		
Exterior door bells, knobs, locks, fixtures	x		
Doors – exterior to storage shed		x	
Doors – sliding glass or equivalent	x		
Doors (painting)**		x	
Doors – frames, sills, threshold and weather-stripping	x		
Doors – glass	x		
Front Doors (replacement)		x	
Doors – hardware, knobs	x		
Doors – screen	x		
Doors – storm**	x		
Dryer Vent	x		
Exterior alterations (approved by ACC)	x		
Exterior Electrical Fixtures (original)	x		
Exterior handrails (original)		x	
Exterior handrails (owner installed)**	x		
Exterior house numbers		x	
Exterior light posts		x	
Exterior lighting or fixtures**	x		
Exterior outlets**	x		
Exterior water faucets	x		
Exterior siding & trim (cleaning/painting/repair)		x	

AREA OF RESPONSIBILITY	Homeowner	Association	Other
Glass surfaces (windows & doors)	X		
Painting exterior		X	
Screens/screen windows/screen doors	X		
Water faucets and exterior lines	X		
Water lines – hose bibs	X		
Water lines – interior	X		
Window frames and encasements	X		
Window glass	X		
Window glass and screens	X		
Windows	X		
Windows – screens	X		
ROOF MAINTENANCE			
Chimney Cleaning	X		
Gutter Cleaning		X	
Gutter, Downspout & Splash block repairs		X	
Roof – attachments aftermarket**	X		
Roof Cleaning / Leaf Removal		X	
Roof – porch		X	
Roof Shingles		X	
Roof structural members (internal supports & structures)	X		
Roof – vents		X	
Skylight – flashing		X	
Skylights – Replacement (original)	X		
Skylights (materials & cleaning)	X		
FOUNDATION/CRAWL SPACE			
Crawl Space / Foundation (everything other than the door)	X		
Crawl Space Door		X	
GROUNDS MAINTENANCE			
Common Area & limited Common Area		X	
Common Area maintenance		X	
Drainage, including storm drains		X	
LANDSCAPING			
Landscape lights (owner installed)	X		
Landscape lights (builder/developer installed)		X	
Landscaping (builder installed)		X	
Landscaping (homeowner installed)**	X		
Shrub trimming (twice a year) builder installed		X	
Trees, shrubs, grass (HOA provided)		X	
OTHER			
Lights – street posts		X	
Mailbox Key	X		
Mailboxes (community clusters)		X	
Pest Control – Exterior/Interior (non-termite)	X		
Termite Inspection		X	
Termite Inspection and Treatment		X	
Termite repair – under warranty		X	
ROADWAYS & WALKWAYS			
Asphalt maintenance & repairs		X	
Curbs and Street Gutter		X	
Snow Removal – Roads		X	
Snow Removal – Walks	X		
Street lights		X	
Streets		X	

AREA OF RESPONSIBILITY	Homeowner	Association	Other
Walkway and steps from walkway (builder installed, only)		x	
Walkways and sidewalks (Common Areas)		x	
Walkways and sidewalks repairs (Common Areas)		x	
SERVICES			
Recycling			x
Trash Collection			x
Yard Waste Collection			x