Charleston Park
Maintenance Responsibilities
December 2016 (Revised August 2026)

The following lists and definitions are intended to guide the homeowner, the Homeowner's Association and its Board of Directors along with the Community Manager.

The Association's responsibilities are established in Article VIII of the Declaration of Covenants, Conditions & Restrictions (Pages 37-39). Individual owner responsibilities are also established in the Declaration; however, homeowner responsibilities along with those for the City of Raleigh and related utility companies are not necessarily limited to items on the list.

The **Association** has accepted responsibility for the following maintenance, repairs and replacement as applicable:

- Lawn Maintenance-Front/side lawns, including the living fence, and tree removal (shrubs and trees not replaced) – *Please Review Appendix A*
- Common Area Items:
  - Amenity Center (Pool house and Pool)
  - Fencing
  - Retaining Walls
  - Pet Stations
  - Entrance Monuments
  - Common Area Drainage

The **Homeowner** is responsible for the following maintenance, repairs and replacement as applicable:

- Driveways & Walkways
- Annual Termite Inspections/Treatments
- Interior/Exterior surfaces (paint, repair, replacement & care of)
  - Gutters
  - Downspouts
  - Roofs
  - Shutters
  - Siding
  - Trim
  - Stoops
  - Exterior doors with/without glass windows (including garage doors)
  - Foundation
- Lawn maintenance-Back Lawns
- Maintenance & replacement of originally installed shrubs*, plants* and trees (Except tree between unit at front) – *Please Review Appendix A*
- Interior/Exterior water & sewer lines that serve only the individual lot
- Divider fence panels
- Gas lights and cross bars must remain lit at all times
- Mailbox and mailbox post
- Other Yard Improvements such as retaining walls, owner installed plantings and drain systems specific to a Homeowner's lot, etc.

- All Structure and interior surfaces
- Interior Plumbing & clogs
- All interior surfaces (including repairs for exterior water leaks)
- HVAC & condensation drip lines
- Fireplace and chimney flu
- Glass surfaces
- Windows and screens (including operation of)
- Exterior water faucets and electric outlets
- Patios
- Exterior light fixtures and bulbs
- Gas, water and electricity
- Interior and exterior pest control
- Homeowner installed additions or modifications that require ARC approval (including fences)

City of Raleigh and/or Utilities

- Garbage & Recycling collection
- Building inspections permits, etc.
- Police & Fire Protection
- Collection of yard waste
- Streets and Sidewalks
- Streetlights

Appendix A – Tree Removal/Replacement Procedures

This Appendix supplements the December 2016 Maintenance Responsibilities Chart and is intended to clarify responsibilities regarding the removal and replacement of trees within Charleston Park. The Board of Directors adopted this Appendix on [_8_/10__/_2026___].

Association Responsibility

- Maintenance, pruning, and removal of:
  - Living fence trees and shrubs located at rear/side boundaries.
  - Trees and shrubs in all Common Areas.
  - Front yard "between unit" trees originally installed by the Declarant.
- Replacement:
  - Replacement of trees in these areas is not automatic. The Board will determine replacement only where necessary to preserve safety, screening, or community aesthetics.

Homeowner Responsibility

- Maintenance, health, removal, and replacement of:
  - All trees, shrubs, and plantings on individual Lots (excluding living fence and between-unit trees as noted above).
    - Homeowners are solely responsible for coordinating the trimming or pruning of any trees located on their Lot that have limbs touching or overhanging their roof, siding, gutters, or other exterior surfaces.
  - Any tree located in the rear yard that sits directly in front of a homeowner's storage shed is solely that homeowner's responsibility.
  - Trees located directly on a property line must be addressed jointly by the adjoining owners, with responsibility established directly between neighbors.
- ARC Requirement:
  - ARC approval is required prior to removal of trees in front or visible side yards.
  - Replacement plantings may be required to preserve uniformity.

Hazardous Trees

- Trees posing immediate safety risks must be reported promptly to the Association.
- If the tree is located directly on a homeowner's Lot, the homeowner must notify the Association **in writing** and provide documentation from a licensed arborist confirming that the tree is diseased, damaged, or otherwise poses a danger and homeowner can move forward with coordinating its removal without submitting an ARC Request.