

**April 11, 2013**  
Via First Class Mail and Electronic Mail

Glenview Park Townhome Homeowners Association, Inc.  
c/o KDK Property Management  
PO Box 863  
Hillsborough, NC 27278

**Re: Glenview Park Townhomes – Maintenance Responsibilities**

To Whom It May Concern:

My name is Michael Ganley, and I am the attorney for your HOA. The purpose of this letter is to give some background and clarity to the issue of the scope and extent of the maintenance responsibilities of the Glenview Park Townhome Homeowners Association, Inc. (the "HOA"). Your property manager, KDK Property Management, provided me with a maintenance responsibility chart and requested that I review it to ensure that it complied with the North Carolina Planned Community Act as codified in N.C.G.S. 47-F, and the provisions contained within the Declaration of record at Book 4666, Page 1, Durham County Registry (the "Declaration"), along with all subsequent amendments and unrecorded governing documents such as the By-Laws and Articles of Incorporation for Glenview Park Townhomes.

Below is the reviewed and approved Maintenance Responsibility Chart for Glenview Park Townhomes:

ITEM	HOA	OWNER	CCR SECTION	NOTES
Crawlspace		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the Lot...shall be the sole responsibility of the Owner thereof..."
Doors – Painting	x		Article 5.1(d)(ii)	"Doors ..., except for repainting the exterior surface and trim, shall be the Owner's responsibility..."
Doors - Frames, sills & thresholds		x	Article 5.1(d)(ii)	"Doors ... shall be the Owner's responsibility..."
Doors - Hardware, knobs and locks		x	Article 5.1(d)(ii)	"Doors ...shall be the Owner's responsibility..."
Drainage	x		Article 6.3(r)	"No Owner or Occupant may alter, obstruct, or rechannel the drainage flows after location and installation of drainage swales, storm sewers, or storm drains..."
Driveways		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the parking areas...shall be the sole responsibility of the Owner thereof..."
Dryer Vents		x	Article 5.1(d)(ii)	"...any vents...serving a single Dwelling shall be the maintenance responsibility of the Owner."
Entrance Steps and Stairwells		x	Article 5.2(iv)	"Owner's Responsibility...Any deck, patio, porch, balcony or courtyard appurtenant to a Dwelling"

Exteriors	x		Article 5.1(d)(ii)	"The Association shall be responsible for cleaning, repairing, and repainting the exterior surface material of each townhome Dwelling..."
Foundations and Structure		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the Lot and all structures...shall be the sole responsibility of the Owner thereof..."
Foundation Vents		x	Article 5.1(d)(ii)	"...any vents...serving a single Dwelling shall be the maintenance responsibility of the Owner."
Front Stoop (porch)		x	Article 5.2(iv)	" <u>Owner's Responsibility</u> ...Any deck, patio, porch, balcony or courtyard appurtenant to a Dwelling,"
Gutters, downspouts & splash pans		x	§ 47F-3-115(c)(1)	"Any common expense associated with the maintenance, repair, or replacement of a limited common element shall be assessed against the lots to which that limited common element is assigned, equally, or in any other proportion that the declaration provides"
Interiors		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the Lot and all structures...shall be the sole responsibility of the Owner thereof..."
HVAC		x	Article 5.2(iv)	" <u>Owner's Responsibility</u> ...Any private utility system, component, or item outside of the exterior wall which serves a single Dwelling, including, without limitation, air conditioning compressors."
Landscaping – Developer installed	x		Article 5.1(d)(i)	"The Association shall maintain all landscaping originally installed by Declarant, a Builder, or by the Association. The Association's responsibilities with respect to maintenance of such landscaping shall be limited to cutting of grass, trimming and replacement of trees, shrubs, hedges, bushes, flowers and other plantings..."
Landscaping – Owner installed		x	Article 5.1(d)(i)	"Should any landscaping be installed by Owners...the Association shall have no responsibility to maintain such landscaping..."
Lights - on house		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the Lot and all structures...shall be the sole responsibility of the Owner thereof..."
Parking Areas		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the parking areas...shall be the sole responsibility of the Owner thereof..."
Party Walls		x	Article 16	"The cost of reasonable repair and maintenance of a [party wall] shall be shared equally by the Owners who make use of the [party wall]."
Pest Inspection		x	Article 5.2	"Except as provided in Section 5.1 above, all other maintenance of the Lot and all structures...shall be the sole responsibility of the Owner thereof..."
Roof	x		Article 6.01	"...the Association shall maintain all exterior building roofing surfaces"
Roof - Shingles	x		Article 6.01	"...the Association shall maintain all exterior building roofing surfaces"
Roof – Vents/fans		x	Article 5.1(d)(ii)	"...any vents...serving a single Dwelling shall be the maintenance responsibility of the Owner."
Sewer		x	Article 5.2(iv)	" <u>Owner's Responsibility</u> ...Any private utility system, component, or item outside of the exterior wall which serves a single Dwelling..."
Siding	x		Article 5.1(d)(ii)	"The Association shall be responsible for cleaning, repairing, and repainting the exterior surface material of each townhome Dwelling..."
Trim - exterior	x		Article 5.1(d)(ii)	"The Association shall be responsible for cleaning, repairing, and repainting the exterior surface material of each townhome Dwelling, including stucco, wood, and trim."
Utility Lines		x	Article 5.2(iv)	" <u>Owner's Responsibility</u> ...Any private utility system, component, or item outside of the exterior wall which serves a single Dwelling..."
Walls - Exterior	x		Article 5.1(d)(ii)	"The Association shall be responsible for cleaning, repairing, and repainting the exterior surface material of each townhome Dwelling..."
Window Screens		x	Article 5.1(d)(ii)	"Windows... shall be the Owner's responsibility..."
Windows		x	Article 5.1(d)(ii)	"Windows... shall be the Owner's responsibility..."
Windows-painting	x		Article 5.1(d)(ii)	"Windows ..., except for repainting the exterior surface and trim, shall be the Owner's responsibility..."

Thank you for allowing me to assist you in this complex process, and you can feel free to contact me if you have any further questions.

Sincerely,

Michael R. Ganley  
Attorney at Law