

RiverPlace at Summer Beach Property Owners Association, Inc.

Policies and Procedures

Name of Policy: Exterior Painting and Maintenance

Policy Number: RP2

Date: Jan 27 2016

Reference to CCR's: II E, III D

A. General:

1. The Board of Directors of the RiverPlace Association is committed to maintaining and enhancing the long-term value of RiverPlace as a premier, highly admired and desirable development.
2. The condition of the Residences of RiverPlace is a key factor of long-term value.
3. Owners have the responsibility for painting and repairs of the exteriors and roofs of the Residences as provided for in the RiverPlace Declaration of Covenants, Conditions Restrictions and Easements ("CCR").
4. The CCR provides that the Association is responsible for periodically inspecting the condition of the roofs and Residence exteriors – including the need for painting and repair of the exterior Residence surfaces, including windows and doors, and need for repair of gutters, roof flashing and chimneys. The Association will notify affected owners of any required painting or repairs and specify a timeline and guidelines, as applicable, for completion thereof.
5. Owners are responsible for completing such maintenance requirements at their cost and expense.
6. The Association may in its discretion plan a unified project for major requirements such as painting of a large number of units. Owner participation in such projects will be optional.
7. In the event of failure of an owner to timely complete required painting or maintenance, the Association may cause painting or repairs to be made with the cost thereof being a parcel assessment.
8. The Board desires to adopt procedures to fulfill the Association's responsibilities with respect to exterior painting and maintenance.

B. Procedures:

1. The Board will cause inspections of the condition of exterior maintenance for all Residences to be made at least once in each calendar quarter. Inspection will be limited to ground level observation, front and rear.

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2. The inspection party will include at least one Board member and one Property Manager representative, and will utilize a suitable inspection checklist to record the results of the inspection.
3. The results of each inspection will be summarized and reported to the full Board, which will determine which of the maintenance items noted in the inspection require further attention of the respective Owners.
4. The Property Manager will give written notice to Owners of all exterior maintenance items to be addressed, including the timeframe for such repairs and guidelines, as applicable.
5. Owners will have 14 days to clarify, request repair guidelines for or protest, as desired, any of the applicable repairs (the "Clarification Period").
6. The Board will have 7 days from the end of the Clarification Period to respond to any Owner inquiries or protests, and may employ the services of a licensed contractor for such deliberation.
7. The Board will make a final determination of required repairs and the Property Manager will provide written notice thereof to the applicable Owner.
8. Once all written notices are final, Owners will be required to complete the required repairs within the timeframe specified by the Board. (Owners may elect to participate in a unified maintenance project managed by the Association, as applicable.)
9. Certain required maintenance, for example repairs that may impact other Owners or include materials and appearance that will vary from previously-approved standards, may in the judgment of the Board require Owners to submit requests to the Association's Architectural Review Board.
10. The Property Manager will coordinate the completion of any required repairs not completed by Owners and will bill the cost thereof to the appropriate Owners as parcel assessments.
11. The Property Manager will maintain a list of contractors that may be helpful to owners.

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C. Sample Checklist

- ____ Front Gate needs recoating / repainting / replacement _____
- ____ Garage door needs repainting / repair _____
- ____ Utility area grate needs recoating / repainting / replacement _____
- ____ Entryway trellis needs recoating / repainting / replacement _____
- ____ Shutters need repainting / repairs. _____
- ____ Balcony needs repair / repainting / cleaning _____
- ____ Gutter straps loose / missing. _____
- ____ Gutter missing / need repair. _____
- ____ Gutter needs cleaning _____
- ____ Light fixtures need repair / globe replacement / bulb replacement.
 - Location: _____
 - Location: _____
 - Location: _____
- ____ Outdoor recessed light cans need painting / replacement:
 - Location: _____
 - Location: _____
 - Location: _____
- ____ Mailbox must be replaced: _____
- ____ Mailbox stand in need of maintenance (Common Property): _____
- ____ Driveway needs cleaning: _____
- ____ Walkway needs cleaning: _____
- ____ Stains or mold on outside of building: _____

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____ Other: _____

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