

THE KEYS AT KURE BEACH -- MAINTENANCE GUIDELINES

In accordance with **Article 5.2** of the **Amended, Consolidated and Restated Declaration of Covenants for The Keys at Kure Beach**:

"The Association shall provide certain scheduled exterior maintenance upon each Unit in accordance with the Maintenance Guidelines, which maintenance may generally include painting of exterior building surfaces and replacement of unit shingles.

Such exterior maintenance shall not include roofs (other than shingles), glass surfaces, exterior doors, and window frames (i.e., entire window unit) unless approved by the Board, except the Association shall be responsible for painting exterior doors.

All such exterior maintenance of Units will be provided by the Association on a schedule and to a scope of work appropriate to meet the standards of the Maintenance Guidelines and as determined by the Board in its discretions, and not on a schedule or to a scope as directed, requested or specified by a specific Owner."

Additional exterior maintenance may also be carried out as appropriate but would be subject to the approval of the board as well as approval by the HOA membership during the annual meeting.

MAINTENANCE SCHEDULE & SPECIFICATIONS:

A. RE-PAINTING

A. Schedule: Typically, every 5 to 7 years

B. Items to be included for re-painting:

- Siding
- Trim
- Gutters
- Front and rear deck railings
- Cement foundation
- Exterior front door

C. Preparation to include power washing of siding and decks.

- a. Note: Periodic power washing of siding may be scheduled for interim years between paintings
- b. as needed.

D. Hiring of Contractor to include:

- a formal RFP from multiple vendors (samples on file)
- interviews with those qualified

E. Product standards: Extensive research on paint products has been done prior to past re-paintings and is on file. Due to potential improvements in products, specific requirements are not being specified; with exception that stain must be used rather than paint.

B. SIDING INSPECTION

At least 6 months in advance of re-painting schedule, the HOA will engage a licensed inspection of all units and owners will be advised of any repairs needed prior to the re-painting commencing. Siding and related materials must be consistent with existing materials of same or better quality and meet the North Carolina Building Code Standards for high wind areas. Any use of siding materials other than those of same type as existing materials are not allowed unless explicitly approved by the Board of Managers. Per Covenants Article 5.3, owners are responsible for the repair of unit siding.

C. RE-SHINGLING

Historical note: Prior to the establishment of these Guidelines, there has been one re-shingling effort (2010). To accommodate owners experiencing leak damage, a choice was provided to:

- 1) Re-shingle prior to the scheduled date when the HOA would oversee the process or
- 2) To wait and be part of the HOA process.

Monies escrowed for this purpose were either refunded directly to owners choosing option #1 or deducted from the HOA expense prior to re-billing owners.

A. Schedule: Typically, every 15 to 20 years

B. Items to be included for re-shingling:

- Shingles
- Felt Paper
- NOTE: If needed, replacement of deteriorated roof sheathing and/or flashing is the responsibility of the unit owner.

C. Product standards:

- Shingles must comply with high wind zone standards.
- Nails must be galvanized or stainless steel and follow the specifications of the NC Residential Building Codes.

D. Hiring of contractor to include:

- a formal RFP submitted to a minimum of 3 vendors.
- interviews with those qualified

E. Follow-up to job completion

- The Board will determine appropriate follow-up procedures to be implemented at job completion.

Shingle Replacement / Repairs during the years between re-shingling:

Owners are responsible for all shingle replacement needed during periods falling in between the community-wide re-shingling procedure.

D. DRIVEWAY REPLACEMENT

Historical note: Over time it has become clear that driveways will never all be in need of repair or replacement during a predictable time frame. In addition, the driveways are significantly different in size making a fair community-wide assessment impossible.

Article 5.1 of the Covenants addresses these issues and clarifies that owners are responsible for maintenance and repair of driveways. A detailed report assessing all driveways as of 2009, including update of condition and size of each is on file.

A. Schedule: As needed

B. Replacement Procedure:

- HOA will periodically inspect driveways to determine those needing replacement.
- Owners of units requiring driveway replacement may choose the vendor or use one chosen by the HOA.
- At any time, owner may replace his/her unit's driveway with HOA permission.

C. Product specifications and standards:

- must be poured concrete cement consistent with existing materials or other materials to be approved by owners at an Annual Meeting.
- color: grey (closely matching original)
- must meet NC building code specifications.

NOTE: Driveways for units that are not separated by grass may require simultaneous replacement. These will be determined on a case-by-case basis.

RULES & REGULATIONS

The Board of Directors shall establish and publicize reasonable rules and regulations governing the use, enjoyment, maintenance, repair of and additions or alterations to the lots, common areas and the improvements thereon to retain the ongoing consistency in appearance of the community.