

GLENWOOD ASSN., INC.

MAINTENANCE, REPAIR, AND REPLACEMENT POLICY

1. Introduction.

The Association receives questions from time to time whether the Association or the homeowner is responsible for the maintenance, repair, or replacement of some items located on the exterior of the residences and on the individually owned Lots within the Development. The owners who volunteer to serve on the Board of Directors decided that a written maintenance policy would be beneficial. Relying on the Association's Declaration of Covenants, Conditions & Restrictions ("Declaration"), and California Statutes, the Board has developed, with the assistance of the Association's attorneys, this policy outlining the maintenance, repair, and replacement responsibilities of the Association and the Lot owners, and a Maintenance Responsibility Checklist. The Checklist that follows identifies the building components that tend to be the subject of the most questions. Of course, this Policy and the Checklist are not intended to be exhaustive, and to the extent any item on the Checklist is inconsistent with the Declaration, the Declaration shall control. If you have a question about a component that is not on the Checklist, please advise the Association's management company.

Glenwood is legally described as a planned development. This generally means each owner owns the Lot on which his or her home is located, the home itself, and all improvements on the Lot. Glenwood is not a condominium project, as that term is used in the California Civil Code. The main difference between a condominium project and a planned development, as far as maintenance and repair is concerned, is that in a planned development, each owner is responsible for the maintenance, repair, and replacement of his or her own home, the Lot, and all improvements located on it, unless otherwise provided in the Declaration, and the Association is responsible for the Common Areas.

In Glenwood, the Lot generally corresponds to area within the drip line of the eaves of the home, and the area within the patio fence. As discussed below, the Declaration does require the Association to provide limited maintenance and repair of the individually owned homes. The Association has been collecting assessments to fund the Association's reserve accounts to allow the Association to repair and replace the building components on the residential buildings for which it is responsible. The Association has not, however, been collecting assessments to fund maintenance, repair, or replacement costs for those areas of the homes or Lots that are not the Association's responsibility.

2. Association Responsibilities.

The Association is generally responsible for the following:

a. Maintenance, repair, and replacement of the Common Area and all improvements on the Common Area, such as the pool, private streets, shrubs, grass, trees, walks, perimeter fences, and other exterior improvements within the Common Areas; excluding, however, any structures built partly on any Lot which may encroach on the Common Area;

b. Painting of the exterior of the residences;

c. Maintenance, repair, and replacement of the residences' roofs, and roof support systems (which the First Amendment to the Declaration defines as including "drip strips, gutters and downspouts, rafters, purlins and kickers down to, but not including, the ceilings and ceiling joists";

d. Repair and replacement of driveways within Lot 69, in such manner and at such time, as the Board of Directors determines in its discretion.

3. Owners' Responsibilities.

With the exception of the areas maintained by the Association, each owner is generally responsible for all aspects of the maintenance and repair of the owner's home, garage, and private rear yard, including, without limitation, the following:

- a. All fascia on the residence;
- b. Repair and replacement of the stucco or siding on the home;
- c. Repairs and replacement of the structural components of the home;
- d. Repair and replacement of balconies;
- e. The gas, water, electrical, waste, air conditioning, water heaters, cable, and other utilities and fixtures serving the residence and yard;
- f. Patio fences and walls (fences and posts between yards are the joint responsibility of the owners who share them), the gates, and the rear yard and building improvements enclosed within the private yards, including patio covers, landscape drains, hose bibs, and the like;
- g. Pest control inside and outside, including termite treatment and related repairs;
- h. Windows, window glass, window screens, porch fixtures, address numbers, and doorbell;
- i. Painting, maintenance, repair, and replacement of the front door, sliding glass, any other pedestrian door, and garage door, including hardware, springs, and opener;
- j. Maintenance, repair and replacement of atrium gutters, atrium downspouts, and atrium drains;
- k. Drainage on the Lot;
- l. All resident installed improvements and additions on the Lot (e.g., skylights, patio covers, etc);
- m. Cleaning of the driveway; and

n. Planting and maintenance of the entry area under the eave of the residence.

4. Insurance Information.

Although the Association currently maintains a master insurance policy for the residential buildings, owners should consult with their individual insurance broker or agent to confirm that they have adequate individual insurance. The Association's insurance does not cover any personal property within the residences and the Association's policy also does not pay for moving or relocation (hotel) expenses. Owners are advised to purchase their own insurance policy for the interior of the residence, for their personal property, and for their relocation expenses. Moreover, even if a loss is covered by the Association's policy, owners may nevertheless be responsible for paying all or a portion of any deductible that applies depending upon the cause of the damage and other factors. An owner's individual policy may cover the Association's deductible, so members should consult with their individual insurance broker or agent for appropriate insurance advice.

Maintenance Responsibility Checklist

MAINTENANCE ITEM	Association	Owner
Address Numbers		X
Air Conditioner Unit		X
Ants/Bees/Wasps(Common Area)	X	
Ants/Bees/Wasps (Owner's Lot)		X
Atrium Gutters, Atrium Downspouts, Atrium Drains		X
Caulking Doors and Windows		X
Chimney Cleaning		X
Chimney Spark Arrester		X
Circuit Breakers		X
Decks/Balconies Floor Surface		X
Decks/Balconies Railing, Posts, & Pickets		X
Decks/Balconies (structure)		X
Doorbell		X
Driveway Cleaning		X
Driveway Repair	X	
Dryer Vent Structural & Cleaning		X
Electrical Wiring		X
Front Door (paint exterior surface only)	X	
Front Door (repair/replace, hardware)		X
Garage Door (paint)	X	
Garage Door (Door repair/replacement and hardware/springs)		X
Garage Door (opener)		X
Gas Lines		X
Gates		X
Hosebib/Faucet/Spigot		X
Interior of Residence		X
Landscape Common Area	X	
Landscape (enclosed rear yard area)		X
Landscape Drains (enclosed yard area)		X

MAINTENANCE ITEM	Association	Owner
Lights (porch fixture)		X
Lights (porch bulb)		X
Light Poles (Common Area)	X	
Paint Exterior of Structures (with exception of owner installed improvements such as patio covers, additions, etc.)	X	
Plumbing (stoppage)		X
Plumbing (main line)		X
Plumbing (gate valves)		X
Plumbing (slab leak)		X
Plumbing (wall pipes)		X
Rats/Rodents (Owner's Lot)		X
Rats/Rodents (Common Area)	X	
Roofs, and roof support systems (which the First Amendment to the Declaration defines as including "drip strips, gutters and downspouts, rafters, purlins and kickers down to, but not including, the ceilings and ceiling joists")	X	
Sewer Lines Serving Residence		X
Side Yard Fences/Walls (dividing Lots)		X
Structural Repairs		X
Stucco (paint exterior surface)	X	
Stucco (repair and replacement)		X
Termite Inspection (Lot)		X
Termites (garage)		X
Termites (interior of residence)		X
Termites (exterior of residence)		X
Termites (Common Area Structures)	X	
Thresholds		X
T.V. Reception		X
Utility Doors		X
Walkways/Patios on Common Area	X	
Walkways/Patios on Owner's Lot		X
Water Heater		X
Weatherstripping		X
Window Glass		X
Window Screens		X
Wood Siding (paint exterior surface)	X	
Wood Siding and Fascia (repair and replace)		X