

**BAGWELL HOLT SMITH P.A.**  
ATTORNEYS AT LAW

111 CLOISTER COURT, SUITE 200  
CHAPEL HILL, NORTH CAROLINA 27514  
TELEPHONE: (919) 401-0062  
FACSIMILE: (919) 403-0063  
www.bhspa.com

THOMAS R. HOLT  
NATHANIEL C. SMITH  
JEFFREY A. JONES  
CHRISTOPHER A. CROWSON  
JOHN G. MISKEY IV  
CHARLES H. THIBAUT  
MICHAEL R. GANLEY\*

\*Also Licensed In South Carolina  
SENDER'S E-MAIL: MGANLEY@BHSPA.COM

ASSOCIATE ATTORNEYS

LAUREN R. NANCE  
JENNY R. JOECKEL  
ANDREW S. BULLARD  
BRITTANY N. JONES  
ASHLEY O. BOONE  
LAURA E. KASTNER

OF COUNSEL

O. KENNETH BAGWELL, JR.

**May 14, 2017**  
Via Electronic Mail

Crystal Oaks of Durham Homeowners Association, Inc.  
c/o Onyx Management and Consulting, LLC  
1506 East Franklin Street, Suite 100  
Chapel Hill, NC 27514

**Re: Crystal Oaks HOA – Maintenance Responsibilities**

To Whom It May Concern:

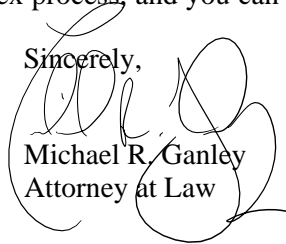
My name is Michael Ganley, and I am the attorney for Crystal Oaks of Durham Homeowners Association, Inc.(the “HOA”). The purpose of this letter is to give some background and clarity to the issue of the scope and extent of the maintenance responsibilities of the HOA. Your property manager, Onyx Management, requested that I prepare a maintenance responsibility chart to ensure that it mirrors the North Carolina Planned Community Act as codified in N.C.G.S. § 47-F, and the provisions contained within the Declaration of Covenants and Restrictions of record at Book 1490, Page 110, Durham County Registry (the “Declaration”), along with all subsequent amendments, if any, and recorded plats of the subdivision.

Below is the reviewed and approved Maintenance Responsibility Chart for Crystal Oaks of Durham Homeowners Association, Inc. As a note, pursuant to Article IX, Section 1 of the Declaration, the HOA is only to perform this maintenance if a special assessment has been passed pursuant to Article IX, Section 2 of the Declaration. Otherwise, any HOA responsibilities as stated in the chart below shall be Owner responsibilities.

ITEM	HOA	HOA (if S/A)	OWNER	CCR SECTION	NOTES
Doors			<b>x</b>	N.C.G.S. § 47F-3-107	“Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon.”
Doors - Glass			<b>x</b>	Article IX, Section 1	“The Association shall provide exterior maintenance...as follows...repair, replace and care for ...exterior building surfaces (other than ...glass doors...)”
Doors - Painting		<b>x</b>		Article IX, Section 1	“The Association shall provide exterior maintenance...as follows...painting ...exterior building surfaces...”
Exteriors		<b>x</b>		Article IX, Section 1	“The Association shall provide exterior maintenance...as follows...repair, replace and care for ...exterior building surfaces...”
Foundations and Structure			<b>x</b>	N.C.G.S. § 47F-3-107	“Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon.”
Gutters & Downspouts		<b>x</b>		Article IX, Section 1	“The Association shall provide exterior maintenance...as follows...repair, replace and care for ...gutters, downspouts...”
HVAC			<b>x</b>	N.C.G.S. § 47F-3-107	“Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon.”
Interiors			<b>x</b>	N.C.G.S. § 47F-3-107	“Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon.”
Landscaping – trees, shrubs & grass		<b>x</b>		Article IX, Section 1	“The Association shall provide exterior maintenance...as follows...repair, replace and care for ...trees, shrubs, grass...”

ITEM	HOA	HOA (if S/A)	OWNER	CCR SECTION	NOTES
Painting – exterior		<b>x</b>		Article IX, Section 1	"The Association shall provide exterior maintenance...as follows...painting ...exterior building surfaces..."
Parking Areas	<b>x</b>			Article IX, Section 1	"In addition to maintenance upon the Common Properties..."
Party Walls			<b>x</b>	Article VII, Section 2	"The costs of reasonable repair and maintenance of a party wall shall be shared by the Owners who make use of the wall in proportion to such use."
Roads	<b>x</b>			Article IX, Section 1	"In addition to maintenance upon the Common Properties..."
Roofs		<b>x</b>		Article IX, Section 1	"The Association shall provide exterior maintenance...as follows...repair, replace and care for roofs..."
Screens			<b>x</b>	Article IX, Section 1	"The Association shall provide exterior maintenance...as follows...repair, replace and care for ...exterior building surfaces (other than ...screens...)"
Sidewalks	<b>x</b>			Article IX, Section 1	"In addition to maintenance upon the Common Properties..."
Utilities			<b>x</b>	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Walks		<b>x</b>		Article IX, Section 1	"The Association shall provide exterior maintenance...as follows...repair, replace and care for ...walks..."
Windows			<b>x</b>	Article IX, Section 1	"The Association shall provide exterior maintenance...as follows...repair, replace and care for ...exterior building surfaces (other than windows...)"

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