

THE LINKS TOWNHOMES ASSOCIATION

Maintenance Policy for Units Being Sold

The Links Townhomes Association (the "Association") provides for the management, maintenance, and care of the Links Townhomes (the "Property"). The Board of Directors is empowered by Article III, Section 2 of the Bylaws to adopt Rules and Regulations deemed necessary for the benefit and enjoyment of the Property. The Board of Directors is further empowered by Article III, Section 2(c) to provide for the operation, care, upkeep, maintenance and servicing of the Common Area of the Property and for the normal exterior maintenance on Units.

The Association completes the normal exterior maintenance on Units based on a maintenance schedule and in accordance with the Association budget adopted each year. The Association has received requests to perform exterior maintenance outside of the maintenance schedule and the budget when an owner is selling their unit based on the potential purchaser's home inspection.

The Board of Directors finds it to be in the best interest of the Association to establish a policy on the completion of repairs and maintenance when a potential purchaser makes a request to have repairs and maintenance completed outside of the Association's scheduled repairs and maintenance.

The Board of Directors adopts the following policy to deal with this issue as effectively and efficiently as possible:

1. Prior to listing a Unit for sale the Owner shall conduct their own inspection of the Unit and provide a written list to the Association of any repairs or maintenance the Owner believes is necessary to facilitate sale of the Unit.
2. The Board of Directors shall provide a written response to the Owner within seven (7) days of receiving the Owner's list indicating the repairs and maintenance that will be performed and a list of those items that may be scheduled for a subsequent budget cycle.
3. The Board of Directors shall review the list and determine which items are scheduled for repair and maintenance within that current budget and proceed with completing such repairs and maintenance within thirty (30) days or such other reasonable time period.
4. The Owner may provide the Board of Director's response to the potential purchaser to inform them of the scheduled maintenance.
5. In the event that the Owner wants the Association to complete repairs and maintenance that are scheduled for a subsequent budget cycle the Owner may

request that the Association perform such work provided that the Owner pays for the costs of such work. The payment of such costs shall not be treated as a prepayment of assessments.

6. This policy shall be effective on May 1, 2019.

Adopted on May 1, 2019, 2019 by the Board of Directors at a duly called Board meeting.

Linda Maltz
Secretary of the Association