

EXHIBIT B

BYLAWS

OF

**THE COTTAGES AT CAROLINA PLACE
HOMEOWNERS ASSOCIATION, INC.**

**ARTICLE I
OFFICE**

The Association shall at all times maintain a registered office in the State of North Carolina and a registered agent at that address. The Association may also have such other offices as the Executive Board shall determine.

**ARTICLE II
DEFINITIONS**

Unless the context requires otherwise, the terms defined in the Amended and Restated Declaration of Covenants and Restrictions for the Cottages At Carolina Place, dated August ____, 2009, and recorded on August ____, 2009 in Book ____, Page ____ of the Mecklenburg County Public Registry (the "Declaration"), the Declaration being incorporated herein in its entirety, shall have the same meanings for purposes of these Bylaws as are ascribed to them in the Declaration.

**ARTICLE III
MEMBERS**

Section 3.1. Membership. The Association shall have two classes of membership, Class A and Class B as described in the Declaration. Each class of membership shall have the rights conferred upon them by the Declaration, the Articles of Incorporation of the Association, and these Bylaws. Each owner of a Lot shall automatically be a Class A Member of the Association. The Developer shall be the only Class B Member. The Class A Members and the Class B Member, may be referred to collectively herein as the "Members" and individually as a "Member".

Section 3.2. Voting. On all matters upon which the Members are entitled to vote, each Member shall be entitled to cast one (1) vote for each Lot and in which he or she shall own of record a fee interest or an undivided fee interest. In no event, however, shall more than one vote be cast with respect to any Lot. During any period in which a Member shall be in default in the payment of any amount due and owing to the Association for a period of more than thirty (30) days, the vote which is allocated to any Lot in which such member owns a fee interest shall not be counted for any purpose.

Section 3.3. Majority. As used in these Bylaws, and unless otherwise specifically stated, the words "Majority "Vote" means more than fifty percent (50%) of the votes exercised by those voting in person or by proxy. Except as otherwise specifically provided in the Declaration or these Bylaws, all decisions shall be by Majority Vote.

Section 3.4. Supermajority. Any provision of these Bylaws to the contrary notwithstanding the following actions require approval by a Supermajority:

- (a) Any amendment, addition, alteration or repeal of these Bylaws;
- (b) Any amendment, addition, alteration or repeal of the Declaration;
- (c) Any amendment, addition, alteration or repeal of the Property Management Specifications or the Resident Handbook; or
- (d) The removal of a Director From the Executive Board; provided that, during the Period of Developer Control, the Developer may unilaterally remove and replace any Director that was appointed by the Developer.

The word "Supermajority" means more than seventy-five percent (75%) of the total eligible Association votes, whether exercised in person or by proxy.

ARTICLE IV **MEETINGS OF MEMBERS**

Section 4.1. Annual Meetings. The regular annual meeting of the Members shall be held during the fourth quarter of each year with the date, hour, and place to be set by the Executive Board. No annual meeting of the Association shall be set on a legal holiday. At such meeting, the Executive Board shall be elected in accordance with Article V of these Bylaws and the Members shall transact such other business as may properly be addressed at such meeting.

Section 4.2. Special Meetings. Special meetings of the Members may be called for any purpose at any time by the President or Secretary, by request of a majority of the Executive Board, or upon written petition of Members holding at least thirty-five percent (35%) of the total eligible Association vote. Any such written petition by the Members must be submitted to the Association's Secretary. The Secretary shall then verify that the required number of Members have joined in the petition and shall submit all proper petitions to the Association's President. The President shall then promptly call a special meeting for the purpose stated in the petition setting the date, time and location of the meeting (which is not required to be the date, time or location requested in any petition submitted to the Association), and the Secretary shall send **notice** of the meeting in accordance with these Bylaws. Any special meeting called pursuant to written petition shall be set within thirty (30) days of the date of the petition.

Section 4.3. Notice of Meetings. It shall be the duty of the Secretary to provide notice of each annual or special meeting of the Association to all Members of record at least ten (10) days prior to, but no more than sixty (60) days in advance of, each meeting, such notice to be given by any method permitted under the North Carolina Nonprofit Corporation Act . The notice shall state the time and place of the meeting and the items on the agenda, including the general

nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove a director or officer. If any Owner wishes notice to be given at an address other than his or her Lot, the Owner shall have designated by notice in writing to the Secretary such other address. **The mailing or delivering of a notice of meeting in the manner provided in this Section shall be considered proper service of notice.** Notice given to one tenant in common, one tenant by entirety or one joint Owner of a Lot shall be deemed notice to all Owners of the subject Lot.

Section 4.4. Waiver of Notice. Waiver of notice of meeting of the Members shall be deemed the equivalent of proper notice. Any Members may, in writing, waive notice of any meeting of the Members, either before or after such meeting. Attendance at a meeting by a Member, whether in person or represented by proxy, shall be deemed a waiver by such Member of notice of the time, date, and place thereof unless such Member specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a meeting shall also be deemed waiver of notice of all business transacted at such meeting unless objection to lack of notice is raised before the business, of which proper notice was not given, is put to a vote.

Section 4.5. Quorum. Except as may be provided elsewhere in the Declaration or in these Bylaws, the presence of Members, in person or by proxy, entitled to cast one-fourth (1/4) of the eligible votes of the Association shall constitute a quorum. Once a quorum is established for a meeting, it shall conclusively be presumed to exist until the meeting is adjourned and shall not need to be reestablished. Members whose voting rights have been suspended pursuant to the Declaration or these Bylaws shall not be counted as eligible votes toward the quorum requirement. The Members at any meeting at which a quorum is present may continue to do business until such meeting is adjourned, despite the fact that certain Members have withdrawn leaving less than a quorum in attendance.

Section 4.6. Adjournment. Any meeting of the Members may be adjourned from time to time for periods not exceeding ten (10) days by vote of the Members holding the Majority of the votes represented at such meeting, regardless of whether a quorum is present. Any business which could be transacted properly at the original session of the meeting may be transacted at a reconvened session, and no additional notice of such reconvened session shall be required.

Section 4.7. Proxy. Any Member entitled to vote may do so by written proxy duly executed by the Member setting forth the meeting at which the proxy is valid. To be valid, a proxy must be signed, dated, and filed with the Secretary prior to the opening of the meeting for which it is to be used. Proxies may be delivered to the Board by personal delivery, U.S. mail or facsimile transmission or by any other means authorized by the North Carolina Nonprofit Corporation Act to any Board member or the property manager. Proxies may be revoked only by written notice delivered to the Secretary, except that: (a) the presence in person by the giver of a proxy at a meeting for which the proxy is given shall automatically invalidate the proxy for that meeting; and (b) a later dated proxy shall automatically be deemed to invalidate any previously given proxy. A proxy holder may not appoint a substitute proxy holder unless expressly authorized to do so in the proxy.

Section 4.8. Order of Business. At all meetings of the Association, Roberts Rules of Order (latest edition) shall govern when not in conflict with the Declaration, these Bylaws or the Articles of Incorporation, unless the Members present at a particular meeting vote to suspend Robert's Rules at that meeting.

Section 4.9. Action by Members. Except as otherwise provided in the Articles of Incorporation, the Declaration or these Bylaws, any act or decision approved by a vote of no less than a majority of all votes present at a duly held meeting of the Members at which a quorum is present shall be regarded as the act of the Members.

ARTICLE V EXECUTIVE BOARD

Section 5.1. General; Number. The day to day business of the Association shall be run by a board of directors (the "Executive Board") to be elected in accordance with these Bylaws. The number of members ("Directors") of the Executive Board shall be five (5). The initial Executive Board shall consist of two (2) Directors that are appointed by the Class B member and which need not be members and three (3) Directors appointed by the election of the Class A members and which shall be Members. . As required by N.C.G.S. §47F-3-103(e) upon the sale of all Lots owned by Developer, the Class B membership shall be terminated and all five (5) Directors of the Executive Board shall be elected by the Class A members; provided, however, that no more than one (1) Owner of the same Lot may serve on the Executive Board concurrently. No Member shall be eligible for election to the Board nor may a Member continue to be a Director of the Executive Board or serve as an officer of the Association, if such Member's Lot is more than thirty (30) days past due in the payment of any assessment and the Member has had an opportunity to notice and a hearing pursuant to Section NC 47F 3-102 of the North Carolina General Statutes, but is still adjudged to be delinquent. The election of an ineligible Member shall in no way invalidate the election of the remaining Directors.

Section 5.2 Appointment and Election. From and after the termination of the Class B membership, the Directors of the Executive Board (except for the members of the first Executive Board to be elected after the termination of the Class B membership) shall be elected at each annual meeting of the members of the Association and shall serve for a term of one year and until their successors are elected. After the termination of the Class B membership all Executive Board Directors shall be Members.

Each member entitled to vote shall be entitled to cast one (1) vote for each Lot owned by such member for each directorship to be filled on the Executive Board. Cumulative voting (i.e. placing more than one vote for a selected candidate) shall not be permitted. The candidates receiving the most votes shall be elected.

Section 5.3. Vacancies. Any vacancy occurring in the Executive Board may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum of the Executive Board.

Section 5.4 Quorum. A quorum shall be deemed present throughout any meeting of the Executive Board until adjourned if Directors in person or by proxy, entitled to cast more than fifty percent (50%) of the votes of the Executive Board are present at the beginning of such meeting.

Section 5.5. Duties and Powers. Except as specifically provided otherwise in the North Carolina Nonprofit Corporation Act, the North Carolina Planned Community Act, the Declaration, the Articles of Incorporation of the Association or these Bylaws, the powers inherent in or expressly granted to the Association may be exercised by the Executive Board, acting through the Directors or the officers of the Association, without any further consent or action on the part of the members. The Executive Board shall also have the responsibility of discharging all of the duties imposed upon the Executive Board under the terms and provisions of the aforesaid instruments. The Executive Board may delegate any powers to any other person or managing agent as provided for in Section 47F-3-106(4) of the General Statutes of North Carolina.

Without limiting the generality of the provisions of this Section 5.5, the Executive Board shall have the following specific powers in the way of explanation, but not limitation:

(a) To suspend the membership rights of any member of the Association, including the right to vote and use the Common Area and the facilities located thereon, during the period of time such member shall be delinquent in the payment of any assessment, assessment installment, or any other amount or amounts as shall be due and payable to the Association, or shall fail to comply with or abide by any rule or regulation adopted by the Executive Board in regard to the Common Area after a hearing as provided in Section 47F-3-107.1 of the General Statutes of North Carolina; and

(b) preparation and adoption of an annual budget, in which there shall be established the contribution of each Owner;

(c) making assessments to defray the expense to maintain the Area of Common Responsibility, establishing the means and methods of collecting such assessments, and establishing the period of the installment payments of assessments;

(d) providing for the operation, care, upkeep, and maintenance of all of the Area of Common Responsibility as defined in the Declaration;

(e) designating, hiring, and dismissing the personnel necessary for the operation of the Association and the maintenance, repair, and replacement of the Area of Common Responsibility, Association property, and the Area of Common Responsibility and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;

(f) collecting the assessments, depositing the proceeds thereof in a financial depository or institution which it shall approve, or otherwise investing the proceeds in

accordance with any limitations set forth under North Carolina law, and using the proceeds to administer the Association;

(g) making and amending rules and regulations and imposing sanctions for violation thereof, including, without limitation, monetary fines;

(h) opening of bank or other financial accounts on behalf of the Association and designating the signatories required;

(i) making or contracting for the making of repairs, additions, and improvements to, or alterations of the Area of Common Responsibility in accordance with the other provisions of the Declaration and these Bylaws, after damage or destruction by fire or other casualty;

(j) enforcing by legal means the provisions of the Declaration, these Bylaws, and the rules and regulations adopted by it, and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association;

(k) obtaining and carrying insurance against casualties and liabilities, as provided in the Act and the Declaration, and paying the premium cost thereof;

(l) paying the costs of all services rendered to the Association or its members and not directly chargeable to specific Owners

(m) borrowing money (except as prohibited in the Declaration) for the purpose of maintenance, repair, restoration, or improvement of the Area of Common Responsibility and facilities, and for other purposes, with the approval of a Majority Vote of the Members.; and

(n) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred.

Section 5.6. Regular Meetings. The Executive Board shall meet no less frequently than once every six months.

Section 5.7. Special Meetings. Special Meetings of the Executive Board may be called at any time by the President, or by any three directors, on two (2) days notice to each Director, which notice shall specify the time and place of the meeting. Notice of any such meeting may be waived by an instrument in writing executed before or after the meeting. Attendance in person at any meeting shall constitute a waiver of notice thereof.

Section 5.8. Action Without a Meeting. Any action by the Board required or permitted to be taken at any meeting may be taken without a meeting by the written consent of the Executive Board Directors as permitted by N.C.G.S. §55A-8-21. Such consents must describe the action taken and be signed by no fewer than a Majority of the Directors and such consents shall be filed with the minutes of the Executive Board.

Section 5.9. Compensation. No fee or compensation shall be paid by the Association to Directors for their services in said capacity unless such fee or compensation is approved by a Majority Vote cast at a duly convened meeting of the Members, and in no event shall any Director receive any compensation from the Association for serving as a Director prior to the termination of the Class B membership. The Directors of the Executive Board shall be entitled in all events, however, to reimbursement for reasonable expenses incurred by them in the performance of their duties.

Section 5.10. Director Conflicts of Interest. Nothing herein shall prohibit a Director or an entity affiliated with a director from entering into a contract and being compensated for services or supplies furnished to the Association in a capacity other than as director, provided that the director's interest is disclosed to the Executive Board and the contract is approved by a majority of the Directors who are at a meeting of the Executive Board at which a quorum is present, excluding the director with whom the contract is made. The interested director shall not count for purposes of establishing a quorum of the Executive Board. The interested Director shall be entitled to be present at any meeting at which the proposed contract is discussed but shall not be entitled to discuss the proposed contract during the discussion.

ARTICLE VI OFFICERS

Section 6.1. General Provisions. The officers of the Association shall consist of a President, a Vice President, a Secretary and a Treasurer. In addition, the Association shall have such other officers as the Executive Board shall deem to be desirable in connection with the administration of the affairs of the Association. Any two or more offices may be held by the same persons, except the offices of President and Secretary.

Section 6.2. Appointment; Removal. All of the officers of the Association shall be appointed by, and shall serve at the pleasure of, a majority of the members of the Executive Board. Any officer may be removed by a Majority Vote of the Executive Board at any time. Each officer shall hold office until his death, resignation, removal or until a successor is appointed by the Executive Board.

Section 6.3. President. The President shall be the chief executive officer of the Association, and shall preside at all meetings of the members and of the Executive Board. The President shall manage, supervise and control all of the business and affairs of the Association, and shall have all of the powers and duties which are incident to the office of the president of a corporation organized under the North Carolina Nonprofit Corporation Act. Upon approval of any amendments to the Declaration as provided in the Declaration, the President shall prepare, execute, certify and record such amendments to the Declaration.

Section 6.4. Vice-President. The Vice President shall perform the duties of the President whenever the President shall be absent or unable to perform such duties. If neither the President nor the Vice-President shall be able to perform such duties, the Executive Board shall

appoint one of their members to act in the place of the President on an interim basis. The Vice-President shall also perform such other duties as the President may delegate to him from time to time.

Section 6.5. Secretary. The Secretary (a) shall attend all meetings of the members and of the Executive Board and shall keep the minutes thereof, (b) shall be responsible for the preparation and giving of all notices which are required to be given by the Declaration and these Bylaws, (c) shall be the custodian of the books and records of the Association, (d) shall keep a register of the addresses of each member of the Association, and (e) shall perform such other duties as are incident to the office of the secretary of a corporation organized under the North Carolina Nonprofit Corporation Act.

Section 6.6. Treasurer. The Treasurer shall be charged with the management of the financial affairs of the Association, and shall keep full and accurate financial records and books of account showing all receipts and disbursements and of the Association, and shall prepare all required financial data. The Treasurer shall also perform all of the duties which are incident to the office of the treasurer of a corporation organized under the North Carolina Nonprofit Corporation Act.

Section 6.7. Compensation of Officers. The officers of the Association shall be entitled to the payment of such compensation as shall be approved by two-thirds (2/3) of the total members of the Executive Board.

ARTICLE VII MISCELLANEOUS

Section 7.1. Fiscal Year. The fiscal year of the Association shall be the calendar year.

Section 7.2 Certain Notices. Any member who shall sell or lease any Lot in which he has a fee or undivided fee interest shall promptly give the Secretary a written notice of such sale or lease, which notice shall also set forth the name and address of such purchaser or lessee. The address so furnished for such purchaser or lessee shall be the address to which the Secretary shall send any notices to be sent to such purchaser or lessee, until such purchaser or lessee shall furnish the Secretary with another address for such purpose. In addition, the Secretary shall send any notices to the owner of such Lot to the address provided by such owner to the Secretary.

ARTICLE VIII AMENDMENTS

During the Period of Developer Control, these Bylaws may not be amended without the consent of the Developer. Thereafter, these Bylaws may be amended only in accordance with the following procedure: the Executive Board shall first adopt a resolution proposing the amendment and recommending its adoption by the members. Such proposed amendment shall then be presented to the Members at a meeting thereof duly called and held for the purpose of considering such proposed amendment. If such proposed amendment is approved by a

supermajority of the votes cast at such meeting, such amendment shall become effective; provided, however, that the U.S. Department of Veterans Affairs (if it is then guaranteeing any Mortgage secured by any Lot) and/or the U.S. Department of Housing and Urban Development (if it is then insuring any Mortgage secured by any Lot) shall have the right to veto material amendments to these Bylaws for as long as the Class B membership shall not have terminated.

ARTICLE IX INDEMNIFICATION

Each person who is or was a Director or officer of the Association shall be indemnified by the Association against those expenses (including attorneys' fees) judgments, fines and amounts paid in settlement which are allowed to be paid or reimbursed by the Association under the laws of the State of North Carolina and which are actually and reasonably incurred in connection with any action, suit, or proceeding, pending or threatened, whether civil, criminal, administrative or investigative, in which such person may be involved by reason of his being or having been a Director or officer of the Association. Such indemnification shall be made only in accordance with the laws of the State of North Carolina and subject to the conditions prescribed therein.

In any instance where the laws of the State of North Carolina permit indemnification to be provided to persons who are or have been an officer or Director of the Association only on a determination that certain specified standards of conduct have been met, upon application for indemnification by any such person the Association shall promptly cause such determination to be made (i) by the Executive Board by majority vote of a quorum consisting of directors not at the time parties to the proceeding; (ii) if a quorum cannot be obtained by majority vote of a committee duly designated by the Executive Board (in which designated directors who are parties may participate), consisting solely of two or more directors not at the time parties to the proceeding; (iii) by special legal counsel selected by the Executive Board or its committee in the manner prescribed in (i) or (ii), or if a quorum of the Executive Board cannot be obtained under (i), and a committee cannot be designated under (ii), selected by majority vote of the full Executive Board (in which selection Directors who are parties may participate); or (iv) by the members, but members who are also Directors who are at the time parties to the proceeding may not vote on the determination.

As a condition to any such right of indemnification, the Association may require that it be permitted to participate in the defense of any such action or proceeding through legal counsel designated by the Association and at the expense of the Association.

The Association may purchase and maintain insurance on behalf of any such persons whether or not the Association would have the power to indemnify such officers and Directors against any liability under the laws of the State of North Carolina. If any expenses or other amounts are paid by way of indemnification, other than by court order, action by the Members or by an insurance carrier, the Association shall provide notice of such payment to the Members in accordance with the provisions of the laws of the State of North Carolina.

EXHIBIT C

PROPERTY MANAGEMENT SPECIFICATIONS

See attached five (5) pages.

PROPERTY MANAGEMENT SPECIFICATIONS

Landscaping: Resident Ready Lots

Location	Type	Frequency
Resident's Units Contracted Services	Grounds Maintenance	Weekly
	Turf/Shrub Care	Weekly
	Trimming Ornamental Trees	Semi-Annually Spring/Fall
	Irrigation Maintenance	Weekly
	Irrigation Fire-up	Annually-Spring
	Irrigation Inspections	Annually-Spring
	Irrigation-Winterization	Annually-Fall
	Pine Straw Applications	Semi-Annually Spring/Fall
	Mowing	30 weeks annually
	Edging	30 weeks annually
	Cleanup Breezeways, Driveways	30 weeks annually
	Overseeding/Aerify	Annually-Fall
	Lime	Annually-Fall
	Pre-Emerge Weed Control	Semi-Annually Spring/Fall
	Weed Pest Control	Monthly
	Fertilization	Quarterly Spring/Fall
	Irrigation Repairs to pop-ups, drainage	As required

PROPERTY MANAGEMENT SPECIFICATIONS

Maintenance: Common Areas

Location	Routine Inspections & Maintenance	Frequency
Front Entrance	Check Fountain operation & winterize at end of season	Daily
	Winterize Fountain	Annually
	Flags	Daily
	Gate Operation	Daily
	General Cleanliness	Daily
	Spalling Concrete	Daily
	Potholes/Damaged Paving/Sunken area	Daily
	Irrigation Pop-Up Operation	Daily
	Landscape (Mowing/Edging, Holes, Trash)	Daily
	Signage	Daily
	Christmas lights and decorations (2) days installation, (2) days removal	Seasonal-Winter
Streetlight/Sidewalks	Operation	Daily
	Obstructions (Vehicles, Debris, Lines)	Daily
	Signage	Daily
	Landscape (Mowing/Edging, Holes, Trash)	Daily
	Spalling Concrete	Daily
	Irrigation access covers	Daily
	Curb drainage access (functional and clear)	Daily
Alleyways	Drainage Issues	Daily
	Potholes/Damaged Paving/Sunken Area	Daily
	Obstructions (Vehicles, Debris, Lines)	Daily
	Irrigation Popup Operation	Daily
	Cleanliness	Daily
All Homes	Gutter Cleaning	Annually
Lift Station	General Cleanliness	Daily
Erosion Control	Inspect	Daily
Irrigation System	Inspection at fire-up (Spring)	Annual
	Winterize at end of season	Annual

PROPERTY MANAGEMENT SPECIFICATIONS

Maintenance: Clubhouse

Location	Routine Inspections & Maintenance	Frequency
Clubhouse	Irrigation Pop-Up Operation	Weekly-Seasonal
	Cleanliness (exterior)	Weekly
	Siding/Brick Condition	Weekly
	Door/Window Operation	Monthly
	Inspect Roof	Semi-Annually
	Entrance door repair and paint	Semi-Annually
	HVAC—Change filter, clean coil, adjust Freon pressure	Semi-Annually
	Landscape (Mowing/Edging, Holes, Trash)	Daily
	Inspect drainage	Weekly
	Lights/Signage	Weekly
	General Repairs	As required
	Gutter Cleaning	Annually
	Light Bulb Changes	As required
	Air Freshener Replacements	Monthly
	Christmas decorations	Annually
Clubhouse-Janitorial	Water plants	Twice weekly
	Trash Removal	Weekly
	Refill Paper/soap products	Weekly
	Restrooms: Sweep/mop floors, clean commodes, sinks, showers	Weekly
	Kitchen: Clean countertops, check stove, refrigerator & dishwasher, Sweep/mop floor	Weekly
	Vacuum carpet	Weekly
	Dust Furniture	Weekly
	Sweep all exterior and interior entrances	Weekly
	Vacuum exterior Mats	Weekly
	Clean windows when needed	Annually
	Dust wood floors	Weekly
	Clean water fountain	Weekly
	Fitness Room: Wipe down equipment and sanitize	Weekly

PROPERTY MANAGEMENT SPECIFICATIONS

Maintenance: Clubhouse

Location	Routine Inspections & Maintenance	Frequency
Swimming Pool:	Prepare pool for Health Dept inspection and opening date	Annually-Seasonal
	Inventory & Order Pool Chemicals & Testing Supplies	Annually-Seasonal
	Remove Pool furniture from storage & place on pool deck	Annually-Seasonal
	Inspect & Clean Pool Furniture	Annually-Seasonal
	Clean Wicker furniture	Semi-Annually
	Inspect Signage; Order Signage	Annually-Seasonal
	Drain pool 50% and refill	Twice during Summer
	Close pool at end of season	Annually-Seasonal
	Remove furniture, return to storage area	Annually-Seasonal
	Inspect pool deck area	Weekly
Daily Pool Maintenance: May-September	Inspect pool equipment	Daily
	Check water levels	Daily
	Unlock pool gate to allow resident access	Daily
	Check filter pressure	Daily
	Check filter cleanliness	Daily
	Backwash Filter	Daily
	Remove debris from strainer basket	Daily
	Test & Record Chemical Levels in water	Daily
	Replace Chemicals	As required by test
	Inspect furniture; clean or repair as required	Daily
	Check signage and gate entrance	Daily
	Check restrooms for cleanliness	Daily
	Replace paper and soap products	Daily
	Remove trash	Daily
Weekly Pool Maintenance: May-September	Clean tile and walls of pool	Weekly
	Hose off deck of pool	Weekly

PROPERTY MANAGEMENT SPECIFICATIONS

Administrative: Maintenance/Landscaping/Security

Scope	Administrative Support & Assistance	Frequency
Front Desk Manned (24) hours	24 hour telephonic access to front desk staff	Daily
	ERS- 24 hour monitoring for smoke alarm burglar and medical for ERS contracting residents	Daily
	Provide input on common area maintenance concerns	Daily
	Assistance with gate entry codes and access procedures	Daily
	Assistance with Clubhouse access procedures	Daily
	General info on activities, billing and food service	Daily
	Secure pool gate on weekend and Open on weekend	Weekly
	Secure pool gate nightly during pool season	Daily
	Active and deactivate clubhouse alarm system daily	Daily
	Monitor clubhouse camera operation	Daily
Accounting & Financial	Monthly service fee invoices	Monthly
	Process monthly invoices for community operating expenses	Monthly
	Dining charges	Monthly
	Annual financials	Annual
	Business Preparation	Daily
	Resident Council Meetings	Monthly
	Maintenance Service Distribution and review	Daily
	Followup on new homes warranty	As required
Service Order Request	Followup on routine maintenance on occupancy homes	Daily
Service Order Request	Generate Work Order based on homeowner input regarding common areas	As required
	Generate Work Order based on occupancy homeowner input regarding required maintenance	As required
Handyman-On-Call	Provide time and materials assessment and subsequent contracted service based on homeowner input	As required

EXHIBIT D

RESIDENT HANDBOOK

See attached twenty-seven (27) pages.