



## Notes on the use of this form

1. All repairs and changes to Common Elements of Abbey Glen, including the Limited Common Elements associated with your unit, are required to be made under the authority of the HOA. See the *Unit, Limited, and Common Element Responsibility Policy* on our web site (<https://www.abbeyglen.org>).
2. Anything **outside** of the Unit Boundary (floors, walls, ceilings) is a Common Element or Limited Common Element.
3. Routine maintenance to any Common Element that is used by or services a Unit is a Limited Common Element and is the financial responsibility of the Unit Owner.
4. Any change or repair to a Limited Common Element requires advance, written HOA approval.
5. HOA will arrange for repairs to Limited Common Elements and the Unit Owner will be billed unless other arrangements are made with the HOA in advance.
6. Any changes to the outside of a building, anything mounted, or any breach of the Unit Boundary (floors, walls, ceilings) requires written HOA approval in advance.
7. Pressure Washing has the potential for damaging the outside of a building which is a Common Element and therefore must be approved in advance using an MRF.
8. If you are going to affect a Limited Common Element or Common Element you probably need to complete an MRF. If in doubt, submit an MRF.

### HOA Responsible (Pays)

1. Common Elements (Nature)
  - a. Wooded areas
  - b. Green spaces
  - c. Pond
  - d. Landscaping and lawn care
2. Common Elements (Structures)
  - a. Clubhouse (and pool)
  - b. Irrigation Systems
  - c. Retaining walls
  - d. Screening walls
  - e. Exterior of Buildings
  - f. Roof repair and replacement
  - g. Gutters
  - h. Streetlights (Duke Power)

### Unit Owner Responsible (Pays)

1. Limited Common Elements (MRF required)
  - a. Exterior windows, doors, shutters, skylights including frames.
  - b. Fences (including gates), porches, patios, and walkways to driveway
  - c. Utilities (electric, water, gas, sewer, cable, etc) throughout the unit from meter or main.
  - d. HVAC systems, generators, etc.
  - e. Vents, pipes, plumbing, flanges, wiring, and cabling
  - f. Parking spaces in front of garage
2. Inside the Unit
  - a. All interior maintenance and repair
  - b. Sheetrock, paint, and molding
  - c. Floor covering
  - d. HVAC, ductwork, insulation
  - e. All appliances

**Not intended to be a complete list**