

Exhibit A
HHF HOA Maintenance Guidelines Violation Process

A potential violation is documented and submitted to *HHF Neighborhood Maintenance Committee on the approved violation submission form. Cannot be anonymous and must be completed and submitted by an **HHF Member. Forms can be submitted via hard copy to a Committee member or electronically to hhfmaintenance@gmail.com

Is violation form properly and fully completed?

Violation submission is rejected and submitter is notified.

Committee Chair forwards to Committee Members for 2/3's determination by vote cast within 7 days (electronic communication and voting is acceptable). 50% quorum of Committee votes required as a minimum for violation determination. (if Committee member is potential violator, their vote is N/A)

Did the violation receive 2/3's vote?

Violation submission is rejected, file is retained, and submitter is notified

A 15 day grace period will be provided to violating ***HHF Owner to correct or begin taking ***satisfactory corrective actions, with the exception of a life safety issue or otherwise determined at the discretion of the Committee prior to the first notification.

If violation has not been corrected to the Committee's ****satisfaction, nor have satisfactory corrective actions begun to take place during the 15 day grace period noted above, a *****Violation Notice Packet will be sent to violating HHF Owner by Committee via email and mail. Violator must respond in writing within 15 days.

Did violator respond in writing within 15 days?

Committee responds in writing, which can include, but not be limited to providing a timeframe for violation to be corrected, providing assistance, or scheduling a hearing.

If violator does not respond in writing within 15 days, correct, or begin satisfactory steps to correct the violation, a 2nd notification will be emailed with delivery and read receipt along with a letter sent via certified mail. Violator must respond in writing within 10 days.

Did violator respond in writing within 10 days, correct, or begin to take satisfactory steps to correct violation?

A hearing date will be scheduled within 30 days and submitted to HHF Owner via certified mail.

Has violation been corrected or have steps begun to correct violation to the Committee's satisfaction and within the allotted timeframe?

Satisfactory correction of the violation is documented and retained

Committee responds in writing, which can include, but not be limited to providing a plan and timeframe for violation to be corrected, providing assistance, or scheduling a hearing.

Has violation been corrected or have steps begun to correct violation to the Committee's satisfaction and within the allotted timeframe?

Satisfactory correction of the violation is documented and retained

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Definitions/Clarifications:

*HHF Neighborhood Maintenance Committee parameters of formation, structure, length of member terms, etc. are outlined in the "Amendment to the Declaration of CCRs for HHF HOA" along with the "HHF HOA Board of Directors Resolution for Formation of Maintenance Committee" documents provided. A Secretary will be appointed within the Committee who's duties will consist of, but not be limited to keeping meeting minutes, tracking violation statuses, and record retention.

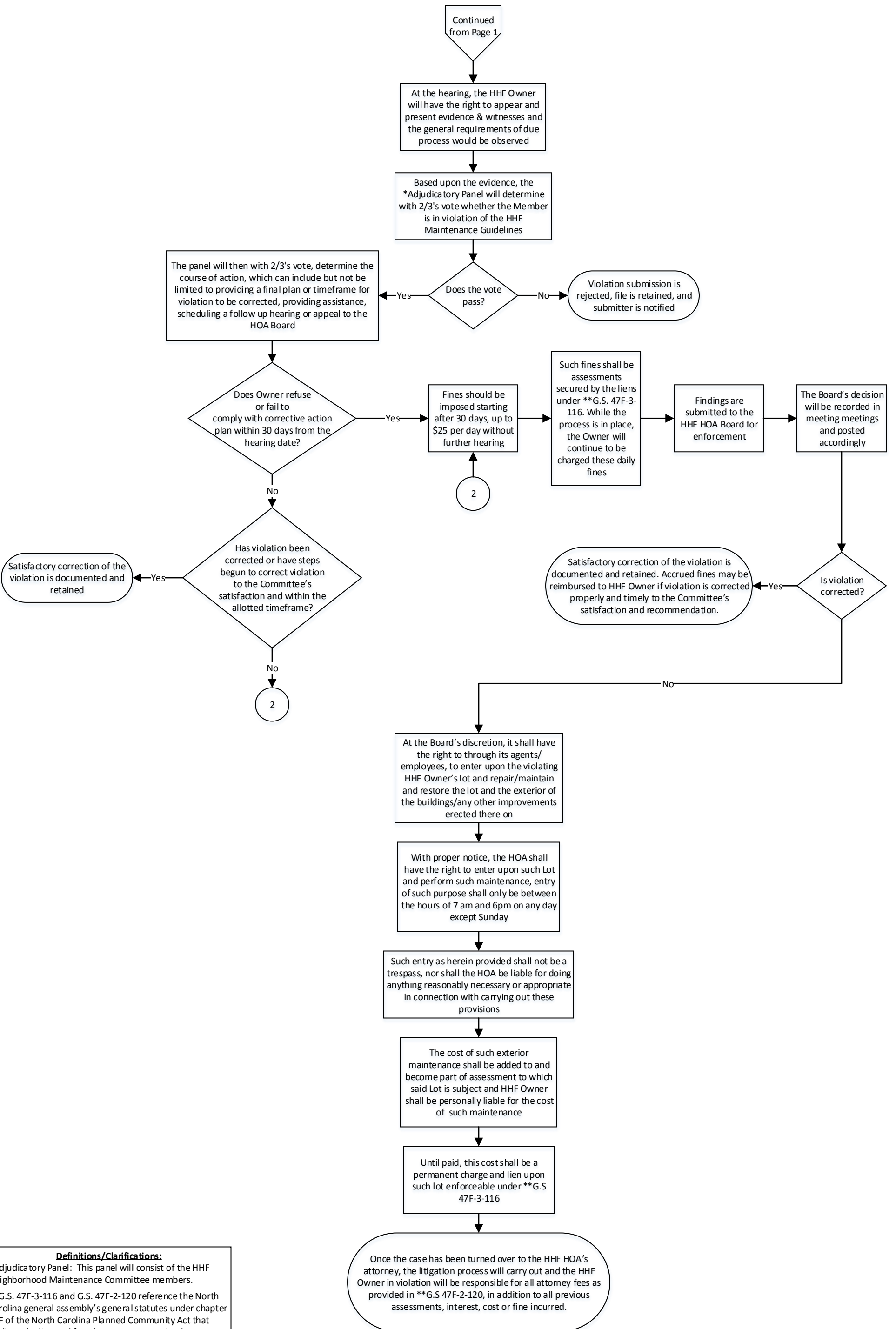
**HHF Member: As defined in the existing HHF HOA CCR's, "Member" shall mean and refer to every person or entity who holds membership in the HOA.

***HHF Owner: As defined in existing HHF HOA CCR's, "Owner" shall mean and refer to the record owner(s).

****Satisfaction or satisfactory violation corrections or steps to begin such corrections, will be determined by 2/3's vote of Committee Members with a minimum 50% quorum of votes required. Electronic communication and voting is acceptable.

*****Violation Notice Packet will contain, but not be limited to a written notice referencing such specific violation(s) from the HHF HOA Maintenance Guidelines and accompanied by supporting photos and other evidence to support violation claim. This written notice may include a suggested violation correction plan that will include an appropriate timeframe for such correction plan. Also included, may be helpful information, suggestions, resources, and potential willing volunteers to help remedy said violation(s).

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Definitions/Clarifications:
 *Adjudicatory Panel: This panel will consist of the HHF Neighborhood Maintenance Committee members.
 **G.S. 47F-3-116 and G.S. 47F-2-120 reference the North Carolina general assembly's general statutes under chapter 47F of the North Carolina Planned Community Act that outlines the lien and foreclosure process as it relates to this subject matter. This Chapter 47F applies to all planned communities created within this state on or after January 1, 1999, which applies to Holly Hills Farms community.
<https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter47F>