

EXHIBIT A

OUTLINE OF MAINTENANCE GUIDELINES

Landscape maintenance of homes (Meadows – Fox Run – Custom) and Common Areas within the Canyon River community is directed by the Covenants and the Maintenance Guidelines. It is funded through monthly HOA dues as set by the Canyon River Board of Directors (CRBOD). In special cases, the CRBOD may institute a special levy/assessment to cover unexpected or catastrophic conditions not covered by the budgeted monthly dues.

It is the goal of the Maintenance Committee to represent the common interest of homeowners in achieving and maintaining compatibility and continuity of all property thereby enhancing the overall quality and value of the Canyon River neighborhood. The Maintenance Committee strives to observe compliance with the rules and guidelines in a fair, reasonable and equitable manner while also making recommendations for changes where appropriate and fiscally responsible. This document is not intended to be all-inclusive or exclusive, but to serve as a standard for making improvements to and maintaining the aesthetic quality and integrity of the Canyon River community.

MAINTENANCE FUNCTIONS

General landscape maintenance duties will be contracted to a company selected and approved by the CRBOD. That contract provides for a delegated employee who will oversee the amount and quality of work performed on homeowner, landowner and common area property based on contracted prices. This company will be referred to as the 'HOA Contractor' throughout these guidelines. Concerns and complaints regarding quality of work performed to the homeowner's/landowner's property should be directed to the management company contracted by the CRBOD (currently Plum Property Management). **To report concerns or provide feedback, the following steps need to be taken by the homeowner:**

- Go to www.canyonriverhoa.com
- Scroll over the 'HOA Info' tab, and then scroll down and click the 'Maintenance' button
- Complete the form in full and with all applicable details (location of issue, length of issue, etc.). Once submitted, your concerns will automatically be submitted to the management company, CRBOD Chairman, HOA Contractor, and the HOA Contractor's assigned employee for their action. You will receive a response within two business days from the management company, CRBOD Chairman, or the HOA Contractor's assigned employee, if not sooner.

Landscape (General) – Any shrub, tree, flower, or bush planted by the homeowner or homeowner's Contractor, must be preapproved and conform to Architectural Control Committee (ACC) guidelines. To insure an appropriate appearance, all landscaping will be established and maintained at acceptable levels and subject to CRBOD review. After notification, if deviations to ACC guidelines are not addressed, the CRBOD can direct the HOA Contractor to perform work necessary to address the problem at the expense of the individual homeowner.

Spring Cleanup and repair normally takes place in March and April and includes the following:

1. Removal of rock, gravel and other debris off boulevards, sidewalks and adjacent landscapes.
2. Repair of any turf damage caused by the winter.
3. Cleanup of debris in common areas, home yards, plant beds, maintenance areas, and planting beds between homes and front areas between driveways
4. Trimming of trees, shrubs, and grasses damaged during the winter.

General Maintenance can occur at any time. General cleanup is normally associated with storms or when observed and needed during regular inspections. General maintenance also applies to vacant lots owned by Developers, private individuals, or Contractors and is subject to CRBOD review and action.

Fall Cleanup includes leaves and other debris in grass and shrub areas. As trees in the boulevards continue to grow, fall cleanup of leaves and pruning will be done when necessary. This will be monitored and action taken by the CRBOD and Maintenance Committee.

Irrigation Startup is dependent on weather but usually occurs in late March to early April after system is filled with water and brought up to correct pressure. All zones, sprinkler heads, and drip emitters will be tested and adjusted or repaired as necessary. Every effort will be made to monitor and adjust sprinkler heads in shaded areas to minimize over watering or correct under watering in areas not receiving adequate water by relocating, adding or changing sprinkler heads.

Irrigation drip emitters will be checked (replaced if necessary) during startup and again in mid-season. At all times during the irrigation period, areas not draining appropriately will be recommended for mitigation. The HOA Contractor will work with homeowner hired Contractors during initial installation of landscaping to help insure proper drainage of new homes. Every reasonable effort will be made to maintain appropriate soil moisture

throughout entire growing season. Shutting down and blowing out the irrigation system will occur in the fall when appropriate.

Thatching is the responsibility of the individual homeowner and may be contracted with a private company.

Mowing will not begin around homes before 10:00 AM. Although, starting times may be adjusted as needed. Mowing will begin on Tuesday and be completed by Friday unless conditions dictate otherwise. Rotary mowers using mulching blades will be used to cut grass. Any concrete surface or rock area that accumulates clippings will be cleaned with either blowers or brooms.

Fertilization of residential turf occurs three to four times a year unless assessment of each lot determines fertilization is not necessary. Applications are in May, again in mid-July and a third in September. The goal of all fertilization will be to keep yards healthy. Accumulated fertilizer on concrete surfaces will be blown or swept off. The fertilization program will be reviewed and adjusted as necessary every year. **NOTE: Application of all chemicals will meet criteria set by the State of Montana.**

Weed control and management is a continuous process that will occur on an “as needed” basis throughout the growing season in all areas. In the Common and Maintenance Area beds that do not have a rock mulch layer, a pre-emergent weed control product that is designed to bind with the soil and control weed seedlings as they emerge will be applied in early Spring. In beds with or without rock mulch, Roundup is the chemical of choice and is best applied when the chemical is sprayed. Signs will be posted and a blue dye used to indicate exact area treated for a period of 24 hours.

Shrubs/Flower Beds in all areas (Common, Maintenance, and homeowner yards) will be inspected, cleaned, pruned and repaired as necessary during spring and fall cleanup or at any other time appropriate. **Maintenance at any time can include removal of old blooms, pruning, spraying, and weeding.** If a homeowner does not want to be included in the above-mentioned maintenance practices, homeowners are to communicate with management by utilizing the same procedure as outlined under **MAINTENANCE FUNCTIONS.**

Ponds – Waterfalls – Fountains will be started in the spring after the irrigation system is activated. Maintenance and repair on ponds and waterfalls will occur on an “as needed” basis. Pond treatments for algae and weeds will occur first in May and then as needed when algae and weeds begin to emerge later in the season. All treatments will be posted with signs for 24 hours.

Streetlight and sign maintenance (repair – replace) will be done on an “as needed” or as directed basis. Homeowners are encouraged to report light outages and sign problems to management by utilizing the same procedure as outlined under **MAINTENANCE FUNCTIONS**. All signage will be maintained according to design standards.

Tree maintenance in Common areas will be done when trees or tree limbs pose a safety problem or become aesthetically inappropriate for their location as deemed by the HOA Contractor or the CRBOD.

Snow Removal will occur on roadways (streets) at the discretion of the hired HOA Contractor during regular snow removal or when drifting has plugged roadways. Snow removal around homes and on sidewalks will be done when accumulations meet or exceed ½” (does not include Custom Homes which are done under private agreement). The goal or focus will be to remove prior day or nighttime snow. Removal will normally occur in the morning hours, once per day, except that no plowing or snow removal around homes will be done on Thanksgiving, Christmas, or New Year’s Day. The HOA Contractor is allowed by the CRBOD to make assumptions about minimal snow accumulations of less than an 1” if it is determined the accumulation will melt off in a reasonable amount of time and that the accumulation will not negatively affect passage. Plowing may start between the hours of 5:00 a.m. and 7:00 a.m., unless there is an emergency. When snow and road conditions become difficult, the primary focus will be giving homeowners routes in and out of their homes and the subdivision as a whole. The priority will be to keep the driveways to the houses clear of snow in order to provide needed access for the homeowner and for fire, hospital and other emergency equipment. Homeowners who do not occupy their home during the winter months will normally have last priority during snow removal. However, these homeowner’s driveways and sidewalks will be plowed and cleared for emergency protection, safety and security reasons on a regular basis. The HOA does not provide ice melt or sanding, but is willing to allow the HOA Contractor to do it by individual homeowner contract directly the HOA Contractor on a fee basis. Ice melt can be damaging to concrete, pavement and turf and the HOA will not be responsible for damage caused by sand, gravel, or ice melt.

General - Effective communication regarding problems or issues involved with these Guidelines is essential to effective resolution of any HOA related issue. If an owner feels their concerns are not being addressed, the owner is encouraged to contact a member of the HOA BOD directly, so as long as they’ve already made reasonable attempts to use the same procedure as outlined under **MAINTENANCE FUNCTIONS**.

Extra maintenance outside seasonal parameters not included in these guidelines and that involve expenditure of additional monies can be performed by the HOA Contractor under separate agreement with the homeowner. Such requests should be made directly to the hired HOA Contractor. Once a request is approved, work will be performed in order of acceptance. The homeowner will be responsible for all costs of the request based on an hourly rate established by the HOA Contractor for time, material and equipment.