

# **Tregaron Ridge Owners Association**

## **Policy on Door and Window Maintenance**

August 2016

WHEREAS, the Declaration defines the interior sides and surfaces of all doors and windows as part of the Condominium Unit.

WHEREAS, the Declaration defines the exterior sides and surfaces of all doors, windows and frames as Limited Common Areas limited to the exclusive unit of the unit to which they appertain.

WHEREAS, the Bylaws make each Owner responsible for the maintenance, repair, and replacement of his Unit and Limited Common Areas. Such repairs are required to be promptly performed and explicitly include doors (including the garage door), screens, windows, interior and exterior grouting and/or caulking and all other accessories appurtenant to the Unit.

WHEREAS, the Bylaws provide for the Board to adopt rules and regulate the maintenance, repairs, and replacements of the Condominium Units, Limited Common Areas, and Common Areas.

WHEREAS, it is for the common benefit of all Unit Owners and the Property that these repairs be made expeditiously and consistent with the existing architectural and design standards, the Board establishes the following policy.

1. The replacement of doors and windows must receive pre-approval from the Board. Unit Owners can request approval through the use of the Architecture and Landscape Change form that is available from the Property Manager.
2. Any maintenance or repair of a door or window that will change its appearance must receive pre-approval from the Board.
3. When the Board becomes aware of a door or window that requires repair or replacement, it will provide such notice to the Unit Owner. Determination of whether repair or replacement is required shall be made consistent with the standard used to maintain the Common Areas. Such determination is made at the sole judgment of the Board.
4. The Unit Owner is required to submit an acceptable Landscape and Architecture Change Request within 30 days of receiving a repair/replacement notice. Among other factors, approval of the request will be contingent upon a plan for the work to be performed in a timely fashion.
5. If the Unit Owner does not provide a timely and acceptable response to the notice of required repair or replacement, the Board may contract for the work to be performed and assess the cost of repair to the Unit.
6. To facilitate painting of each Unit's exterior door, the Association will provide each Unit Owner with the required paint, upon request. The required labor and all other materials are the responsibility of the Unit Owner.