

AMENDED: *March 2010*

PURPOSE:

To establish guidelines for co-owners who wish (at their own expense) to upgrade their unit's doorwalls or windows. It is not necessary that all doorwalls or windows in the unit be replaced at the same time. As long as the requirements are met, selective replacements may be approved.

POLICY: Co-owners wishing to upgrade with replacement doorwalls or windows may do so when the following requirements and procedures are followed.

REQUIREMENTS:

1. Replacement doorwalls or windows must be at least equal in quality and similar in exterior appearance to the ones being replaced.
2. Replacement doorwalls or windows must be professionally installed and carry a minimum 25 year, *owner transferable to new owner, written warranty.*
3. The *Lexington Condo Assoc. will assume on-going costs for non-warranty covered repair, and replacement, except for co-owner negligence.*
4. In the case of a disaster, the Association *is only required to cover the current costs of replacement for the original doorwalls and/or windows.*
5. Should the unit be sold, the seller will inform the new co-owner in writing, with a copy to the Association, of the liability to the new owner.

PROCEDURES

1. Get application form from the management company.
2. Complete the entire form to include brand name, supplier, location of doorwalls or windows to be replaced. (see 3.4a for sample form).
3. Return the form to management company at least two weeks prior to the requested action date.
4. The Buildings and Grounds Committee will review the request and if the criteria are met, will advise the co-owner to proceed and forward the request to the Board as a matter of record.