

**SUBJECT: FRONT DOOR REPLACEMENT**

**ARR Number 3.6**

**REVISED: March 2004**

**PURPOSE:** To establish guidelines for the repair or replacement of front entry doors.

**POLICY:** Co-owners requesting repair or replacement of, or wishing to upgrade the original front entry door of their unit may do so when the following requirements and procedures are followed:

**REQUIREMENTS:**

1. In the case of a plastic molding or any other problem (with the exception of co-owner abuse), a maintenance request should be submitted to the management company, who will determine the repair cost of the original door or the replacement cost of a "like kind and quality" (LKQ) door, and advise the co-owner of that "determined" amount. The co-owner then has the option of approving the repair or (LKQ) replacement or having the (LKQ) "determined" amount applied, as a credit, to the cost of a new door. If a new upgraded door is chosen, the credit will be reimbursed following presentation and approval of the invoice for the installed door. No credit or any other allowance will be considered if the original door is being replaced and no repair or replacement is necessary.
2. Replacement doors must be at least equal in quality to the current door and meet or better the same specifications.
3. The installation of replacement doors must be of professional quality and carry a minimum ten-year warranty.
4. If an upgraded door is selected, the co-owner assumes all on-going costs for installation, repair and replacement. In the case of a disaster, the association will only cover the credit (LKQ) costs of replacement for the original door. 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 modification request form from the management company.
2. Complete the entire form to include brand name and supplier, see 3.6a sample form.
3. Return the form to the management company at least two weeks prior to the requested action date.
4. The Building 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 of Directors as a matter of record.