

WOODHAVEN BY-LAWS
EXHIBIT “A”: MAINTENANCE RESPONSIBILITY CHART
ITEM 3. UNIT DOORS
CLARIFICATION DOCUMENT

The purpose of this clarification document is to better define the responsibilities between the Association and Unit Owner. It is not intended to be all inclusive, but illustrative. The Woodhaven HOA Board of Directors will ultimately decide which party will be responsible based on the facts and circumstances.

Association Responsibility:

Original exterior doors - Painting and repair of exterior of door and portions of door frame which are not exposed to interior of unit.

Replacement exterior doors – Painting of exterior of door and portions of door frame which are not exposed to interior of unit.

Replacement of non-original exterior doors – No responsibility.

Unit Owner Responsibility:

Original exterior doors – Unit side of door, all door hardware, weatherstripping, doorsill (aka threshold) and portions of door frame which are exposed to interior of unit. Routine cleaning of exterior of door.

Replacement exterior doors - Unit side of door, all door hardware, weatherstripping, doorsill (aka threshold) and portions of door frame which are exposed to interior of unit. Routine cleaning of exterior of door. Repair of exterior of door.

Replacement of non-original exterior doors – All aspects are the sole responsibility of the Unit Owner.

If considering replacement exterior doors:

- Requires prior approval from the Woodhaven HOA Board of Directors. (Reference Woodhaven Architectural Control Guidelines and Architectural Control Request Form).
- Front exterior doors are required to be steel, have a 6-panel pattern and be painted dark green.
- All other exterior doors (patio, balcony, landing) are required to have divided light windows (glass pane(s) with muntins, grilles, grids, dividers or mullions) and be painted dark green. It is permissible that the muntins, grilles, grids, dividers or mullions be dark green, natural aluminum, white or off-white.
- All other exterior doors can be steel, fiberglass or wood.

- Exterior doors with divided light windows are not allowed to have reflective material on them.

To simplify the replacement cost of exterior doors, since it is a shared responsibility between the Association and Unit Owner, the Association has the following policy:

- If requested by the Unit Owner, and pre-approved by the Woodhaven HOA Board of Directors, the Association will reimburse the Unit Owner replacing an exterior door 50% of the cost of the exterior door up to a maximum reimbursement of \$500 per door. This is for the material cost of a prehung exterior door only. Labor and any other materials such as hardware are not included. The Unit Owner is required to send AMGI (Woodhaven HOA Managing Partner) a copy of the invoice when requesting reimbursement.
- It is within the Woodhaven HOA Board of Directors sole discretion to deny reimbursement for a replacement exterior door request. This would usually only occur if the Woodhaven HOA Board of Directors determined that the exterior door did not need to be replaced or it was damaged by the Unit Owner, resident(s) or their guest(s). The Association would also not be responsible for painting the exterior of a replacement door in this circumstance if the Unit Owner decided to replace the exterior door anyway.
- If a Unit Owner replaces an exterior door without prior approval from the Woodhaven HOA Board of Directors, and the exterior door meets the Architectural Control Guidelines, no reimbursement will be made and the exterior door will be allowed to remain. The Unit Owner will also be responsible for painting the exterior of the door.
- If a Unit Owner replaces an exterior door without prior approval from the Woodhaven HOA Board of Directors, and the exterior door does not meet the Architectural Control Guidelines, no reimbursement will be made and the exterior door will be required to be removed at the Unit Owner's expense.

The Association will not have any responsibility for the replacement of a non-original exterior door or for the replacement of an exterior door that did not get prior approval from the Woodhaven HOA Board of Directors.

It is within the Woodhaven HOA Board of Directors sole discretion to deny a request to paint an exterior door. This would usually only occur if the Woodhaven HOA Board of Directors determined that the exterior door did not need to be painted or it was damaged by the Unit Owner, resident(s) or their guest(s).

Upon request, the exterior door dark green paint code will be provided to Unit Owners.

For purposes of this document, external laundry room doors and storm doors are not considered exterior doors.

For purposes of this document, the term "divided light window" is defined as True Divided Light (TDL), Simulated Divided Light (SDL) and Grilles Between the Glass (GBG).