

WOODHAVEN BY-LAWS
EXHIBIT “A”: MAINTENANCE RESPONSIBILITY CHART
ITEM 4. WINDOWS

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 Board of Directors will ultimately decide which party will be responsible based on the facts and circumstances.

Association Responsibility:

Original windows - Exterior painting and exterior caulking of window trim or casing.

Replacement windows – No responsibility.

Unit Owner Responsibility:

Original windows – Routine cleaning, interior caulking and sealing, repair of windows and window mechanisms, replacement of broken window panes, interior sealing of window panes, exterior sealing of window panes, interior painting of the window trim or casing and exterior caulking of the window frame.

Replacement windows - All aspects of replaced windows are the sole responsibility of the Unit Owner. The Association will either provide the paint or the paint code for painting the exterior window trim or casing of a replaced window. Hardiboard is required to be used for the external window trim or casing of a replaced window (if necessary), including exterior painting and exterior caulking.

If considering replacement windows:

- Requires prior approval from the Woodhaven Board of Directors. (Reference Woodhaven Architectural Control Request Form).
- Required to have natural aluminum, white or off-white frames.
- Required to be divided light windows (glass pane(s) with muntins, grilles, grids, dividers or mullions). The muntins, grilles, grids, dividers or mullions must be natural aluminum, white or off-white. There is an exception for sunroom windows on buildings, 1,2, 3 and 5.
- Windows are not allowed to have reflective material on them.

For purposes of this document, the term “window trim or casing” is defined as the decorative millwork or molding surrounding a window.

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).