

## **Assumptions for Repair and Replacement**

1. A database is needed to collect data regarding repair and replacement at each unit address. A database is currently used but may require modification to ensure that it will accommodate future reporting needs. This includes dates of purchase and installation for items replaced so that product warranties can be fully leveraged.
2. A permanent committee with rotating membership will be established to act as an agent of the COA Council and will be responsible for collecting these data and rendering consistent decisions. Division of responsibility will be determined prior to the roll-out of these guidelines and will likely include further definition of the roles of the COA Council and the Repair and Replacement Committee members.
3. Permanent committee needs the endorsement and charter by the COA Council.
4. "Tight" criteria are needed that will constrain decisions and promote consistency over time and committee change.
5. Repair/replacement decisions may differ for original vs. replaced elements.
6. Owner-responsibility damage will be treated differently than wear and tear damage. If there is obvious malicious or intentional damage to any Garage Door, External Door or Window by the unit owner or owner's tenants, it is the financial responsibility of the owner to make necessary repairs or replacement.
7. Owner responsibility for these Limited Common Elements (LCE) will be stipulated -(glass replacement (most), squeaks, screen repair (most), other "minor" repairs. The Repair and Replacement Committee will broaden the guidelines to include clear delineation of responsibility for other Limited Common Elements such as patios, external light fixtures, etc.
8. There will be specific guidelines concerning owner-related expense to be incurred during Garage Door, External Door and Window replacements, i.e. garage door openers, storm doors.
9. The COA Council or its agent will set the timeline for repair/replacement as it may be weather-dependent.
10. The COA Council or its agent retains sole responsibility for repair and replacement decisions. There will be an appeal process, yet to be determined.
11. Per 2019 reserve study, Garage Doors' useful life is 25 years, Exterior Doors' useful life is 30 years, and Windows' useful life is 30 years.
12. Specific buildings are not identified in reserve periods, in other words, oldest first and newest buildings last does not apply to Garage Door, External Door and Window replacement schedules.
13. Garage doors, External Doors and Windows are the property of the Bayshore Condominium Association and not the unit owner. As such, repair and replacement decisions are the sole responsibility of the COA Council or its agent.

## **Guidelines for Repair and Replacement**

1. The COA Council will replace External Doors and Windows with the community standard model in use at the time of replacement. Unit owners do not have a choice in models being used.
2. The COA will not be required to make application to the POA ARC committee for the Garage Door, External Doors and Window models being used throughout the COA community. The COA will advise the POA ARC committee of the approved elements and any changes to the approved elements going forward.
3. No cosmetic repairs to Garage Doors, External Doors or Windows will be made by the COA. Cosmetic repairs are the sole responsibility of the unit owner.
4. If a Garage Door, External Door or Window is damaged by a community contractor, the unit owner should report it to the COA Council immediately and a claim for repair or replacement will be made against the contractor.
5. The choice of installation contractors will be made by the COA Council. Only licensed and insured contractors will be utilized and the contractors will guarantee installation workmanship for a reasonable period.
6. It is at the sole discretion of the COA Council or its agent to determine the extent of the repair work needed and it is their decision if a replacement vs. repairs are done. It may be more economical to replace a Garage Door, External Door or Window than it is to repair it.
7. Garage Door, External Door and Window hardware (exception automatic garage door opener) such as locks, window flanges and weatherstripping are the unit owner's responsibility.
8. Broken glass, other than that attributed to contractor-caused damage is a repair item which is the unit owner's responsibility.
9. If there is interior damage caused by the damaged Garage Door, External Door or Window, the interior damage will be repaired.
10. When a unit owner makes a report of damage due to an issue with a Garage Door, External Door or Window, the COA Council or its agent must inspect the damage in order to make the determination how to handle it. If the unit owner prevents inspection, the damage may not be addressed. Reminder, community documents allow for COA entry for inspection for health and safety issues.
11. Interior damage repair is limited to the immediate damage proximate to the door or window. It is the responsibility of the unit owner to do more extensive work, such as full wall or ceiling painting if they so desire. All efforts will be made to repaint the area of damage using paint chip-matching.

## Bayshore COA

### Repair and Replacement Guidelines for Garage Doors, Exterior Doors and Windows

12. Personal property stored within the Garage or in the area of damage to walls within the unit is not covered.
13. Unit owners may appeal a repair or replacement decision to the Repair and Replacement Committee members seated to hear appeals.
14. Once a Garage Door, External Door or Window has been replaced using the COA Reserve, the manufacturer's warranty is in force and will be leveraged for damage repairs and/or replacement. The COA Council or its agent will make warranty claims as the owner of record.

### Specific Guidelines for Garage Doors

If a unit owner has replaced a garage door previously, the COA Council will consider the garage door for replacement using approved criteria. The garage door will be replaced with a standard door installed in other units in the community.
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If a unit owner wishes to upgrade a Garage Door, they will be offered a dollar amount equal to the cost of the Standard Garage Door being installed in the community at that time. This will include installation expenses covered for standard model installation. Any costs over and above the standard allowances will be the responsibility of the unit owner.
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An electronic Garage Door opener is not a part of the Garage Door and costs related to the purchase, installation or repair of an electronic Garage Door opener are not covered expenses.
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If the original Garage Door has an optional electronic garage door opener installed, it is the financial responsibility of the unit owner to disconnect the Garage Door opener before replacement. The unit owner may negotiate cost with the installer for disconnection, but costs convey to the unit owner. Reinstallation costs for an overhead garage door opener is the financial responsibility of the unit owner, as are costs for installation of any new electronic Garage Door opener. The unit owner is responsible for any costs related to Garage Door reinforcement suggested to operate the opener. In addition, any problems caused by the installation or operation of an electronic Garage Door opener is the responsibility of the unit owner.
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### Specific Guidelines for External Doors

Door hardware including knockers and locks are the responsibility of the unit owner.
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Rear door windows that have fogged will be replaced with new glass. However, a determination may be made to replace a door if it is more cost effective.
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If a replacement is approved and a new door package is purchased, it includes the door frame and sills and any other materials required for installation.
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Elevation integrity will be preserved. Doors will be replaced in-kind so that if an original External Door included embedded lights (windows), the replacement door will include lights as well.
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If installation of a replacement door requires removal /reinstallation or modifications to the storm door frame, the unit owner is responsible for all related storm door costs.
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### Repair and Replacement Guidelines for Garage Doors, Exterior Doors and Windows

#### **Specific Guidelines for Windows**

If a unit owner wishes to upgrade a Window, they will be offered a dollar amount equal to the cost of the standard Window being installed in the community at that time. This will include installation expenses covered for standard model installation. Any costs over and above the standard allowances will be the responsibility of the unit owner.

Broken glass, other than that attributed contractor-caused damage is likely a repair item and is the responsibility of the unit owner.

If a Window replacement is approved and a new window package is purchased, it includes any materials required for installation.