

**EAST HORIZON CONDOMINIUM ASSOCIATION
WINDOW AND DOOR POLICY**

P&P Title:	Window and Door Policy and Procedure		
P&P Number:		Revised:	Effective Date: 12/17/2020

Approved By: Board at Regular Dec 2020 mtg

Date Approved: 17-Dec-2020

OVERVIEW

Description:

Windows and doors must be properly maintained to protect property from the elements and enable access/egress in the event of emergencies. Maintenance responsibilities for windows and doors is defined in the EHCA documents as follows:

- Windows are **common** property. The association will replace panes and/or frames as required with like-materials.
- Doors (entry and balcony) are defined as **unit** property with unit owners responsible for maintenance and replacement.

Owners often seek to replace windows with higher quality product (e.g. energy efficient, sound blocking, impact glass, turtle glass etc.). **EHCA permits such upgrades provided owners assume all financial responsibility.** This responsibility includes the cost of initial upgrade and all future maintenance. Brevard County Code requires the installation of impact resistant windows or installation of code compliant hurricane shutters.

Architectural Standards have been established to maintain the uniform appearance of the property. A Unit Modification Policy is in place to ensure all work is performed in accordance with Brevard County codes and ensure any contractors performing work on the premises are properly licensed and insured.

Reference

1. The Horizon (EHCA) DOCs Article V Apartment Boundaries, Common Elements and Limited Common Elements.
2. The Horizon (EHCA) DOCs sheets 6 through 10.

Purpose

To clarify responsibilities with respect to windows and doors, preserve architectural integrity of the property while allowing unit owners the flexibility to upgrade.

Applicability

- Unit windows, exterior unit doors, balcony doors and storm doors

Failure to Comply

Failure to follow this policy and procedure could result in work being modified at the unit Owner's expense.

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PROCEDURE

1. Unit owners must keep a current entrance door key on file with EHCA for emergency access and maintenance.
 - Units using electronic touch pad door locks must use the type with key back up to enable emergency access in the event of a power failure.
 - EHCA does not accept responsibility for the security of access codes.
2. Unit owners are responsible for maintenance of windows and doors and the cost associated with failure to maintain doors/owner-replaced windows properly. In particular, unit owners should:
 - Clean and lubricate door and window tracks to ensure smooth operation for emergency access/egress.
 - Keep window and door weep holes clear and free of debris to allow water to drain properly and prevent water damage.
 - Ensure sliding door tracks preclude water and/or salt from infiltrating through to concrete.
 - Keep windows and doors clean to preserve the attractiveness of the property.
3. Unit owners must immediately report damaged windows (e.g. broken or fogged glass) by submitting a maintenance request to the Contract Management Company (CMC). The emergency reporting procedure must be followed in situations where there is immediate threat of water intrusion.
4. EHCA will coordinate repairs with the unit owner to minimize disruption and maximize efficiency. Non-emergency replacements may be postponed to be coordinated with other needs across the complex.
5. Storm doors may be installed by the unit owner in accordance with the EHCA Unit Modification Policy. If the storm door requires a key for access, a key for the storm door must be provided along with an entry door key for emergency unit access.
6. **All Owner initiated windows and doors replacements must follow the EHCA Unit Modification policy which requires pre-approval and establishes Architectural Guidelines for windows and doors which must be followed. Submission is required even if the Owner plans to make modifications personally.**
7. The Contracted Management Company is to maintain a log of owner replaced windows.