

### Window Replacement Policy for Homestead Association

Windows and glass doors are considered Limited Common Elements under the Declaration. The Declaration gives the Association the power and responsibility to maintain, repair and replace windows and glass doors and to allocate the costs related to such work. To clarify the Association policy on replacement of windows in individual units, the Board proposes the following:

- a) The maintenance of the exterior of all windows and glass doors for a unit, including trim and exterior caulking, is the responsibility of the Association and will be undertaken at the Association's cost as a general common expense.
- b) The maintenance of the interior of all windows and glass doors, including seals, caulking, and interior trim, in a unit is the responsibility of the owner and is the owner's individual expense.
- c) If the owner of a unit wishes to replace a window or glass door for any reason except as stated herein, the owner must receive prior approval from the Board for any alteration from the original specification and design. Alteration of the specifications shall include, but not be limited to, any change in the dimensions of the window or door and any tinting of the surface by whatever means. Such voluntary replacement will be at the sole cost of the owner.
- d) If a window or glass door is broken or cracked due to damage or impact originating from outside the owner's unit (e.g. wind damage, hail, golf balls), including shifting or settling of the building structure, it will be the responsibility of the Association to replace the window or glass door as an Association general common expense according to the original specifications and design of the window. In these circumstances, the owner may request that the new window or door be replaced with a window or door that deviates from the original specifications and design and, if approved by the Board in its discretion, the owner will be responsible for any additional costs above the original specification and design.
- e) If the window or glass door is damaged (broken or cracked) from the inside, replacement of the window or glass door will be the sole responsibility of the owner.
- f) Window and glass door seals are considered part of the interior of the window or door and are therefore part of the owner's unit. If the seal in a window or glass door is broken, replacement of the window or glass door and all associated costs shall be the responsibility of the owner.
- g) To the fullest extent possible, the Association may elect to cover the expense of any window repair or replacement through available casualty insurance and other insurance coverage.
- h) Nothing herein shall preclude the Association from adopting different maintenance, repair and replacement policies as part of an overall maintenance and repair project for the entire common interest community as opposed to individual units.