

## EXTERIOR WALL/DOOR MAINTENANCE & MODIFICATIONS

**SUBJECT:** Maintenance and Modifications of exterior doors and walls to Units.

**PURPOSE:** To provide notice of the Association's adoption of a Resolution clarifying the maintenance obligations of the Association and Owners in relation to exterior Unit doors and walls as well as establishing procedures and guidelines for the review and approval of exterior modifications to the Unit doors and walls.

**AUTHORITY:** Condominium Declaration for Satellite Apartment Building (A Condominium) ("Declaration"), Bylaws, Articles of Incorporation and Colorado law.

**EFFECTIVE DATE:** 8/29/2019

**RESOLUTION:** The Association hereby adopts the following policy:

### RECITALS

WHEREAS, pursuant to Sections 19 and 22 of the Declaration, the Association is responsible for the maintenance of the common elements, which includes Limited Common Elements, except for those components that are identified as Owner responsibility in the Declaration;

WHEREAS, there is some ambiguity in the Declaration as to the scope of the Association's maintenance responsibility and the Declaration does not expressly address exterior door maintenance or modifications;

WHEREAS, exterior Unit doors reasonably fall within the definition of limited common elements under the Declaration, which pursuant to Section 22 of the Declaration, are to be maintained as general common elements;

WHEREAS, after consultation with the Association's legal counsel, the Board hereby adopt this resolution clarifying that the Association is responsible for maintaining the exterior unit doors as well as the exterior walls around the door as part of the common elements;

WHEREAS, pursuant to Article VI, Section 9 of the Bylaws and Colorado law, the Board may adopt rules and regulations pertaining to the use of the common elements, including limited common elements to both residential and commercial units;

WHEREAS, pursuant to the above authority, the Board has determined it necessary to clarify through this resolution the maintenance responsibility for the exterior unit doors and walls as well as adopt procedures and guidelines for the review and approval of any exterior modifications to the exterior doors or walls.

AS SUCH, the Association hereby RESOLVES as follows:

1. Definitions.

- A. The term "maintenance" as used in this Resolution includes repair and replacement unless otherwise noted.
  - B. All terms as used herein that are also defined terms in Section 1 of the Declaration shall have the same meaning as set forth in the Declaration regardless of whether or not such term is capitalized.
2. **General Maintenance of Exterior Unit Doors and Walls.** The exterior doors to both residential and commercial units (i.e. the front doors to the Unit) as well as the exterior walls surrounding the doors are considered part of the common elements and shall be maintained by the Association. Pursuant to the Declaration, Owners remain responsible for maintaining the interior finished surfaces of the front doors to the Unit.
  3. **Modifications to Exterior Unit Doors or Walls.** Modifications to or replacement of the exterior unit door or surrounding exterior walls require Board approval. If an Owner wishes to add, change or modify the exterior unit door or exterior walls surrounding the Unit's front door, the Owner must first submit an application to the Board for such modification and obtain the Board's written approval prior to the commencement of the work.

Modifications to the doors and walls include, but are not limited to, painting, resurfacing, attaching decals, decorations, posters or signs.

All modifications to the exterior doors or surrounding exterior walls to either a commercial or residential Unit require Board approval except for those modifications included on Addendum A to this Resolution, which are deemed pre-approved by the Board.

4. **Application and Approval Requirements.** Applications submitted pursuant to this Resolution may only be made by the Owner of the Unit, as applicant. The application and approval process shall include at least the following:
  - a) The signature of all Owners of the Unit must be on the application;
  - b) The Owner must represent and warrant that the proposed modifications or improvements do not affect the structural integrity, electrical systems, mechanical systems, utilities, lessen the support of any portion of the community or violate any of the provisions of the governing documents, including this Resolution;

- c) The application must provide sufficient detail as to the plans and specifications for the modification or improvement, including, but not limited to the location, dimensions, means of attachment as well as colors and materials to be used;
  - d) The approval of the Board on applications coming before it shall not be unreasonably withheld, and actions taken shall not be arbitrary or capricious. Approval shall be based upon, but not limited to:
    - a) conformity and harmony of exterior appearance of the proposed modification or improvement with other commercial or residential Units,
    - b) effect of location and use of the modification or improvements on nearby Units or common elements,
    - c) preservation of aesthetic beauty, and
    - d) impact on the structural soundness of the building.
5. Enforcement. Failure to obtain prior written approval for any modifications or any other violation of this Resolution shall be enforced based on complaints received or by observation pursuant to the Association's Declaration and Enforcement Policy.
6. Effective Date. This Resolution shall become effective as of the date set forth above. This Resolution applies to all modifications to the exterior doors and surrounding walls whether or not existing as of the Effective Date. The Association has created a catalog of unit doors and walls as of July 20, 2019. Based on the catalog, the Board at its discretion may approve existing modifications as of the Effective Date without requiring the Owner to follow the application process regardless of whether such modifications meet the requirements set forth in Addendum A. Existing modifications that are not approved by the Board will be enforced pursuant to the Association's enforcement policy. Such review of existing modifications as of the Effective Date will be performed on a case by case basis pursuant to the approval standards and guidelines set forth in this policy.
7. Supplemental to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado.
8. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
9. Amendment. This Resolution may be amended by the Board of Directors.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of Association of Owners, Satellite Apartment Building, Inc., certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on

AUGUST 29, 2019 and in witness thereof, the undersigned has  
subscribed is/her name.

**Association of Owners, Satellite  
Apartment Building, Inc., a  
Colorado non-profit corporation**

By:



Its: President

## **ADDENDUM "A" TO RESOLUTION REGARDING EXTERIOR WALL/DOOR MAINTENANCE & SIGNAGE**

*The following lists of modifications and improvements to the exterior of the Unit doors or surrounding exterior walls are deemed approved by the Board. Any deviation from this list is in violation unless the modifications or improvements have been approved by the Board. Anyone wishing to modify his/her wall/door may do so through the Application and Approval process cited in this resolution.*

### **For Residential Units, the following modifications and improvements are approved:**

- One single door knocker installed on the Unit's front door.
- One wired or non-wired doorbell installed within 6 inches of the Unit's front door's doorjamb.
- Peep hole(s) installed on the Unit's front door.
- Key lock box on the Unit's front door.
- Unit number installed on the Unit's front door. Unit numbers cannot be stenciled or hand written onto the exterior surface and cannot exceed **14"(w) x 6"(h)** inches. Unit number may be installed horizontally or vertically.
- One plaque displaying both the current occupant's name and Unit # installed on the Unit's front door. This Combination Name & Unit plaque may not exceed **16"(w) x 8"(h)** inches.
- One front door deadbolt visible from the exterior in addition to keyed entry door knob. Locking mechanism(s) must be of the same color and material as other exterior hardware installed on the door.
- The Board has pre-approved colors for the exterior Unit doors. The colors of the exterior Unit doors as of the effective date of this Resolution, as catalogued, are considered approved by the Board. For any future changes to door color, please contact the Association's office to obtain the names of the currently approved paint colors.
- Holiday or seasonal decorations are permitted on the Unit doors only. Any decorations must be attached such that they do not damage the door or conceal the Unit #. The decorations should be placed so as to maintain a clean and uncluttered appearance.

### **For Commercial Units, the follow modifications and improvements are approved:**

- One single door knocker installed on the Unit's front door.
- One wired or non-wired doorbell installed within 6 inches of the Unit's front door's doorjamb.

- Peep hole(s) installed on the Unit's front door.
- Unit number installed on the Unit's front door or within 6 inches of the Unit's front door's doorjamb. Unit numbers cannot exceed **14"(w) x 6"(h)** inches. Unit numbers may be installed horizontally or vertically.
- The name of the business, hours of operation and contact information may be displayed on the Unit's front door. A plaque may be installed containing the business information not to exceed **18" x 18"** inches. For units with glass doors, decals or stencils may be used to display the business information not to cover more than **24" x 24"** inches of the glass door surface area.
- Until Cluster commercial mailboxes are provided at the Satellite, fireproof mail slots may be installed in the Unit's front door or in the wall adjacent to the front door no to exceed **13" x 3.5"** inches. Mail slots should be the same color or material as existing Unit door hardware or the Unit door paint color.
- The Board has pre-approved colors for the non-glass Unit doors. The colors of the exterior Unit doors as of the effective date of this Resolution, as catalogued, are considered approved by the Board. For any future changes to door color, please contact the Association's office to obtain the names of the currently approved paint colors.
- Holiday or seasonal decorations are permitted on the Unit doors only. Any decorations must be attached such that they do not damage the door. The decorations should be placed so as to maintain a clean and uncluttered appearance.