

**Springbrook Hill Owners Association - Cost Sharing  
for Portal Replacement/Repair Policy**

Date of Adoption: April 13, 2020

In this paper, the term portal will be used in reference to front and rear doors, deck doors, garage doors and windows. The Executive Board (EB) has developed written policies covering permitted replacements/repairs for several types of portals. The process to set such replacements/repairs in motion is also covered by these policies. (The policies are available on our Community's website and must be reviewed by Unit Owners prior to taking any replacement actions for a portal.) If a policy is not available for an action being contemplated by a Unit Owner, Owners must contact the Property Manager prior to taking replacement action for portals.

The policies described above cover the brands, models and processes for replacing portal elements. The following material discusses cost sharing principles that apply to all portals and all Unit classes. These principles have been developed in reference to the Springbrook Hill Condominium Declaration, as amended. (This document is available on our Community's website.) The most relevant sections of the Declaration for this discussion are:

- Section 2.2 – defines key terms.
- Section 3.1 – describes the boundaries of the Units.
- Section 3.3 and Exhibit C – explains the maintenance and financial responsibilities as between the Association and Unit Owners for key elements of our property.

(If there are any conflicts between the language in this document and the language in the Declaration, the language in the Declaration controls.)

**Cost Sharing Principles**

The principles for sharing costs for replacement of a portal follow:

- If the owner can show the replacement of a portal is required as a result of actions by an Association representative or contractor, the Association will be responsible for the full cost of the replacement/repair consistent with the policies discussed in the first paragraph, above.
- If the replacement/repair of a portal is required as a result of actions by a Unit Owner, the Owner's guests, family, tenant or contractors, the Unit Owner will be responsible for the full cost of the replacement/repair consistent with the policies discussed in the first paragraph, above. The only participation in the funding by the Association of such a replacement is to repair any rot of the portal's framing revealed by the replacement activity.
- If the replacement/repair is not due to one of the situations in sections 1 or 2 above, the cost of the replacement will be shared between the Association and the Unit Owner as follows:

- The Unit Owner is responsible for funding both the labor and material costs for the replacement/repair. See item c below with respect to external trim material costs.
- The Unit Owner is responsible for the labor and material costs if framing surrounding the portal needs to be modified to permit installation of the replacement.
- The Association will fund the material costs associated with replacing the external trim surrounding the replacement.
- The Association will fund the labor and material cost associated with repairing any rotted framing discovered as a result of the replacement activity.