

**COUNCIL OF UNIT OWNERS OF KING FARM CONDOMINIUM, INC.
POLICY RESOLUTION 21-01**

**Regarding the Replacement, Modification, Appearance, and Maintenance
of Unit Windows and Entrance Doors**

WHEREAS, Article II, Section 2.4.10.b.(xiii) of the King Farm Condominium Bylaws authorizes the Board of Directors to "...make, promulgate and amend from time to time reasonable Rules and Regulations, all as the Board of Directors deems appropriate...";

WHEREAS, Article VI, Section 6.4 of the Bylaws state, "No Unit Owner shall...repair, alter, replace, paint, decorate or change any portion of the exterior of his Unit, without obtaining the Council's prior written consent thereto, and submitting plans and specifications describing such modification or alteration in form and substance satisfactory to the Council";

WHEREAS, Article VI, Section 6.5(m) of the Bylaws prohibits window treatments that do not have a white backing that is visible from the outside;

WHEREAS, Article VI, Section 6.4.1(c) of the King Farm Condominium Declaration requires each Unit Owner to wash, maintain, repair, and replace the glazing, windows, screens, storm windows, doors (including sliding glass doors and screens installed as part of the sliding glass doors) which are a part of the Unit; and

WHEREAS, the Board of Directors ("the Board") has determined that it is necessary to establish regulations pertaining to the modification, replacement, appearance, and maintenance of condominium unit front doors, and associated hardware, and condominium unit windows to ensure architectural uniformity throughout the community:

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. UNIT MODIFICATION APPLICATIONS.

1. Before making any of the modifications or replacements described below in this Policy Resolution 21-01, Unit Owners must submit a completed application form, which form is available from the Association's management company. This applies even if the proposed modification or replacement is identical to an application that was previously approved for any unit.
2. Verbal requests to the Board and/or management company will not be accepted or considered.
3. The application must describe the full scope of work and product specifications. Descriptions such as detailed contractor bids, product brochures, material samples, pictures, and maps are encouraged and in some cases may be necessary.
4. An incomplete application will not be accepted for review and will be deemed to be automatically rejected.

5. Applications should be submitted by mail or electronically to:
King Farm Condominium c/o Abaris Realty, Inc.
7811 Montrose Road Suite 110
Potomac, MD 20854
6. After receiving the application, the Board will vote on whether to approve the modifications at the next regularly scheduled Board meeting, provided that the completed application was received at least ten (10) days prior to the meeting.
7. The Board's decision will be delivered to the Unit Owner in writing.
8. If approved, all work must comply with the application and must be completed within 3 months after the approval date.
9. Unit Owners are responsible for ensuring that their modifications, repairs, replacement work complies with all applicable laws and building codes.

II. CONDOMINIUM UNIT WINDOWS.

1. **Unit Windows.** Replacement windows must match the appearance of the windows as originally installed in the buildings. See Windows Appendix for visual design.
2. Windows must have:
 - a. The same measurements as the original windows;
 - b. White frames;
 - c. A six (6) window pane grid in the upper window;
 - d. A single pane in the lower window;
 - e. Screens only on the lower window;
 - f. Clear glass panes in all windows;
 - g. The lower window frame inside the condominium interior; and,
 - h. The upper window frame flush with the exterior of the condominium building.
3. Replacement windows may, however, be:
 - a. Single hung, that is, only one window may move up or down in a track of the window frame; or,
 - b. Double hung, that is, both windows may move up or in the tracks of the window frame.

4. **Balcony Door Windows.** Replacement balcony door windows must match the appearance of the windows as originally installed in the buildings.
5. Balcony door windows must have:
 - a. The same measurements as the original balcony windows;
 - b. White frames; and,
 - c. A fifteen (15) window pane grid in each door with five rows of panels and three panels in each row.
6. **Windows Generally.**
 - a. The side of window treatments, such as drapes, blinds, and shades, visible from outside of the buildings must be white.
 - b. Unit Owners shall regularly inspect and clean their windows, and shall repair cracked or broken glass, torn screens, and worn or missing caulking.

III. CONDOMINIUM UNIT DOORS.

1. Replacement doors must match the exterior appearance of the condominium doors originally installed in the buildings. See Doors Appendix for visual design.
2. Doors must:
 - a. Have the same measurements as the original doors;
 - b. Present the original six panel pattern;
 - c. Be fire rated in accordance with applicable law, that is, a fire-resistant metal door specially constructed to:
 - i. Slow or prevent the spread of fire and smoke; and,
 - ii. Must have a minimum 20-minute fire protection rating.
 - d. Be self-closing and self-latching;
 - e. Display the condominium unit number printed and centered in a black typeface on a one-inch high by three-inch wide (1" x 3") gold plate with a round head screw installed on each side of the plate; and
 - f. Be painted the same color as the door to be replaced.

IV. CONDOMINIUM UNIT DOOR HANDLES AND LOCKS

1. Replacement condominium unit door handles must comply with the following. See Doors Appendix for visual designs.

- a. Replacement door handles may be doorknobs, levers, or electronic/keyless locks.
- b. Door handles and levers must be gold colored including the round cover plate immediately behind the knob or handle.
- c. Electronic and keyless locks must be trimmed with a gold frame.
- d. The mechanical dead bolts and door handles are separately installed; that is, an electronic dead bolt must be installed separately from the door handle.

V. DOORBELLS

1. Owners may replace the condominium unit front door knocker and peephole with a video doorbell. Video doorbells must comply with the following. See Doors Appendix for visual design.
 - a. The camera portion must be installed through the existing peephole.
 - b. The entire video camera assembly may cover the portion of the door where the knocker and peephole were located.
 - c. After installing the video camera, owners must paint any resulting exposed areas where the knocker and peephole were.
 - d. The camera must not be directed at another private residence.
2. The Association will not, on behalf of other owners/residents, request any video records that owners choose to record through video doorbells.
3. The Maryland Criminal Law Code § 3-901 through 3-903 and Maryland Wiretapping and Electronic Surveillance Act (MD Code, Courts and Judicial Proceedings, § 10-402) regulate the use of video cameras and recording devices in private residences/places and in conversations. Owners are strongly encouraged to familiarize themselves with these two statutes before installing a recording device in/on their Unit.
4. Doorbell push buttons may be installed on unit doors or door frames in white or gold; See Doors Appendix for visual design.

VI. MISCELLANEOUS.

1. The Board does not endorse any brand of windows, doors, and door hardware or installation contractor. Owners are free to select the manufacturer and contractor to perform any window or door maintenance, repairs, or replacement. However, contractors must be properly licensed, as applicable.
2. Owners are responsible for cleaning any debris from the common elements caused by any window or door maintenance performed to their respective Units.

3. Owners must pay for any damage to the common elements, such as hallway walls, unit window frames, the building's exterior façade, or unit front door frames, caused by any maintenance, repairs, or replacement work performed in their respective Units.
4. This Resolution was adopted by the Board of Directors of the Council of Unit Owners of King Farm Condominium, Inc., this 22nd day of November, 2021, and is effective immediately.
5. This Resolution was adopted in compliance with Section 11-111 of the Maryland Condominium Act.

COUNCIL OF UNIT OWNERS OF KING FARM CONDOMINIUM, INC.

Prody F. Train
Secretary
11/22/2021

Susan Selley 11/22/2021
President

Windows Appendix to Policy Resolution 21-01

Permissible window design



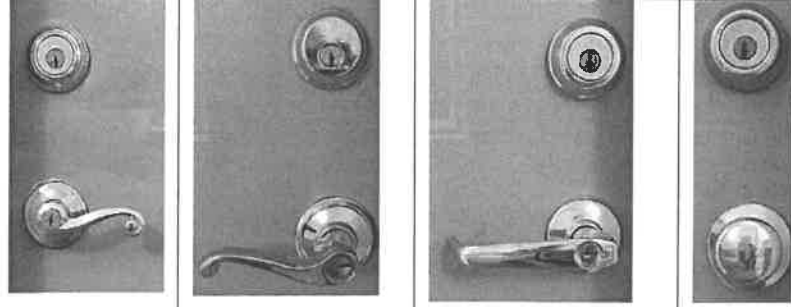
The Board does not endorse any brand of windows and door hardware or installation contractor.

Doors Appendix to Policy Resolution 21-01

Permitted condominium unit complete front door style



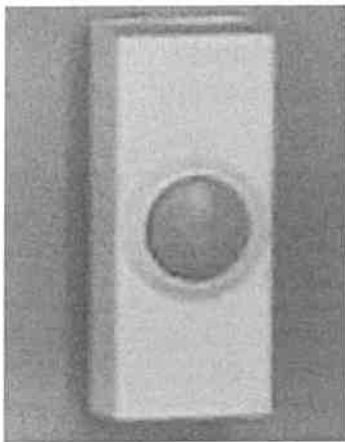
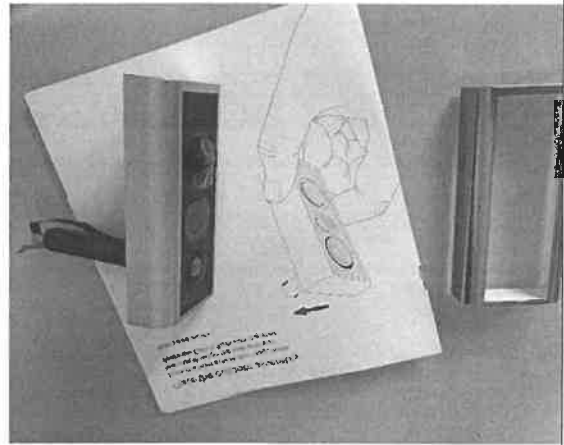
Permitted mechanical dead bolt and door handle styles



Sample electronic deadbolt



Sample video doorbell



The Board does not endorse any brand of windows and door hardware or installation contractor.

COUNCIL OF UNIT OWNERS OF KING FARM CONDOMINIUM, INC.

RESOLUTION ACTION RECORD

RESOLUTION 21-01

Duly adopted at a meeting of the Board of Directors held:

November 22, 2021

Motion by: Jack Dorris

Seconded by: Rodger Pitcairn

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Susan Sellers</u> President	✓	_____	_____	_____
<u>Anjali Wahi</u> Vice President	✓	_____	_____	_____
<u>Jack Dorris</u> Treasurer	✓	_____	_____	_____
<u>Rodger Pitcairn</u> Secretary	✓	_____	_____	_____
_____ Director	_____	_____	_____	_____

ATTEST:

Rodger Pitcairn
Secretary

11/22/2021
Date

Resolution effective date: November 22, 2021.

**KING FARM CONDOMINIUM, INC.
EXTERIOR ALTERATION REQUEST
APPLICATION**

For Completion by Unit Owner:

Name _____ Date _____

Email _____ Phone _____

Address _____

Type of Alteration(s): Door Hardware Window(s) Door(s) Other: _____

Estimated Start Date _____ *You must submit request at least 30 days prior to start date.*

Estimated Completion Date _____ *You must complete alteration within 6 months of start date.*

RESPONSIBILITY OF HOMEOWNER

Compliance with county codes, ordinances, regulations, laws and/or judicial rulings, as well as securement of required permits and inspections, are the responsibility of the homeowner and not the Wexford HOA.

DETAILED DESCRIPTION OF REQUESTED ALTERATION

Below or on an attached sheet, describe or show by photo, picture, or diagram the requested alteration.

SUBMIT applications by **EMAIL** to aramirez@abarisrealty.com or **MAIL** to King Farm Condominium, Inc., C/O Abaris Realty, 7811 Montrose Road, Suite 110, Potomac, MD 20854 or **FAX** to 301-468-0983. You will receive a response via Abaris Realty once the Board has reviewed the Exterior Alteration Request.

For Completion by Board of Directors:

Received _____ Approved Approved with stipulations Disapproved

Signature of Committee Member _____ Date _____