

**Discussion Item**

**Door Hardware - Specifications**

## PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

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### ROUTINE CHANGE APPLICATION CHECKLIST FRONT DOOR/DOOR HARDWARE REPLACEMENT

In order to process your application in a timely manner, please be sure **all** of the following information is submitted to the Covenants Director:

- ✓ Completed and signed routine change application for front door/hardware replacement.
- ✓ If using a contractor for any of the work, please provide their name, copy of their license, and proof of insurance.
- ✓ If replacing your lockset, please provide a picture of the new lockset to confirm the type and style is permitted.
- ✓ If installing a video doorbell, please include a diagram/picture indicating where the device will be installed.
- ✓ Signed and notarized indemnification agreement.

Including these items with the application will help to avoid delays in the approval of your application. REMINDER: Applications are typically processed within 10 business days following the submission of a completed application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

#### **NOTES:**

- ✓ If replacing your front door, you must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program (USP). The original door and hardware belong to the Association not to the Unit Owner.
- ✓ If repainting your front door, we recommend using Benjamin Moore's Advance High Gloss Enamel and a tinted high adhesion primer.
- ✓ Approved door hardware in polished brass is available to be purchased and installed through the Unit Services Program (USP). If you choose to have USP install your new hardware rather than doing it yourself, an application is not required. Your work order request submitted through the Buildium system is sufficient. Pictures and prices are available on the Parkfairfax website under the Resources tab.

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- ✓ If replacing your lockset, please provide a picture of the new lockset to confirm the type and style is permitted.
- ✓ If installing a video doorbell, please include a diagram/picture indicating where the device will be installed.
- ✓ Signed and notarized indemnification agreement.

Including these items with the application will help to avoid delays in the approval of your application. **REMINDER:** Applications are typically processed within 10 business days following the submission of a completed application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

#### **NOTES:**

- ✓ If replacing your front door, you must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program (USP). The original door and hardware belong to the Association not to the Unit Owner.
- ✓ If repainting your front door, we recommend using Benjamin Moore's Advance High Gloss Enamel and a tinted high adhesion primer.
- ✓ Approved door hardware in polished brass is available to be purchased and installed through the Unit Services Program (USP). If you choose to have USP install your new hardware rather than doing it yourself, an application is not required. Your work order request submitted through the Buildium system is sufficient. Pictures and prices are available on the Parkfairfax website under the Resources tab.

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS**  
**ASSOCIATION**

**FRONT DOOR REPLACEMENT POLICY**  
**SPECIFICATIONS**

On January 8, 1986, the Board of Directors adopted a policy with regard to Unit Owner replacement of front doors (revised 4/30/91). Details are presented below. The replacement doors by Unit Owners may replace their front doors provided the following specifications are followed; shall be subject to the following conditions:

- I. • A replacement door must be of the same dimensions as ~~those currently in use~~ the current door; ~~No structural~~ no alteration to the existing doorframe or its size shall be permitted. ~~This condition implies that a~~ Because current standard exterior door dimensions do not necessarily match Parkfairfax's door openings, a custom-sized replacement door may be required. ~~replacement front door must be custom made since the dimensions of the standard models on today's market do not match those of the Parkfairfax doors.~~
- II. • A replacement door shall be of the "Williamsburg" style -- a raised six-panel design identical to the existing front doors of Parkfairfax -- also known as the cross and bible style.
- III. • A replacement door shall have six raised panels and be made of wood, fiberglass or metal. ~~Steel doors, which Useing mouldings to simulate the~~ panels of the cross and bible style, are specifically forbidden.
- IV. • A replacement door shall have a mail slot in the same location and of the same dimensions as those currently in use. ~~The design design and finish of the remaining hardware, including of doorknobs, peepholes, door locks, kickplates, -and doorknockers shall be in accordance with the conditions approved by the Board of Directors on December 4, 1985 conform to the approved specifications for door hardware.~~
- ~~The Clear tempered glass may be inserted in the two small panels at the top of an existing or replacement door may be made of double strength tempered clear glass instead of wood, fiberglass, or metal, instead of wood, fiberglass or metal.~~
- V. • ~~The upper two panels of an existing door may be replaced with double strength clear glass in accordance with Association specifications.~~
- VI. • ~~Replacement Front~~ doors may only be painted or stained with one of the Association's list of approved colors. ~~No other manufacturer's "colonial" colors are allowed.~~ Maintenance of a stained door is the sole responsibility of the Unit Owner.
- VII. • ~~With the exception of exterior painting and plastering, all~~ All maintenance and care of a replacement door made of fiberglass or metal shall be the responsibility of the Unit Owner.
- VIII. • The Unit Owner must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program. The original door and hardware belong to the Association, not to the Unit Owner.

- ~~X.~~ The Association ~~will~~may inspect all replacement doors after installation to ensure compliance with ~~regulations~~current specifications and ~~may demand changes, which in the opinion of the Association personnel are necessary for safety, structural or aesthetic reasons~~and will require any deficiencies be corrected.-

~~Applications for requests to replace or alter front doors must be completed and forwarded to the Covenants Director. Please use attached, Administrative Application for Routine Change, for this request. Include the manufacturer's picture and specifications in your application. Please d~~Do not install your door until you have received written approval from the Covenants Director. If you install your door without approval and for any reason your application is disapproved, you will be responsible for any necessary alterations to bring your front door into compliance.

## **PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

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### **FRONT DOOR SPECIFICATIONS**

#### **Replacement Front Doors:**

- A replacement door must be of the same dimensions as the current door; no alteration to the existing doorframe or its size shall be permitted. Because current standard exterior door dimensions do not necessarily match Parkfairfax's door openings, a custom-sized replacement door may be required.
- A replacement door shall be of the "Williamsburg" style -- a raised six-panel design identical to the existing front doors of Parkfairfax -- also known as the cross and bible style.
- A replacement door shall have six raised panels and be made of wood, fiberglass or metal. Using mouldings to simulate the panels of the cross and bible style, are specifically forbidden.
- A replacement door shall have a mail slot in the same location and of the same dimensions as those currently in use. The design and finish of the remaining hardware, including doorknobs, peepholes, door locks, kick plates, and doorknockers shall conform to the approved specifications for door hardware.
- All maintenance and care of a replacement door made of fiberglass or metal shall be the responsibility of the Unit Owner.
- The Unit Owner must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program. The original door and hardware belong to the Association, not to the Unit Owner.
- The Association may inspect all replacement doors after installation to ensure compliance with current specifications and will require any deficiencies be corrected.
- Please do not install your door until you have received written approval from the Covenants Director. If you install your door without approval and for any reason your application is disapproved, you will be responsible for any necessary alterations to bring your front door into compliance.

#### **Glass Inserts:**

- Clear tempered glass may be inserted in the two small panels at the top of an existing or replacement door instead of wood, fiberglass, or metal.

#### **Painting/Staining:**

- Front doors may only be painted or stained with one of the Association's list of approved colors.

- Maintenance of a stained door is the sole responsibility of the Unit Owner.

DRAFT

## PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

### PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION SPECIFICATIONS FOR UNIT OWNER INSTALLED REPLACEMENT FRONT DOOR HARDWARE

A Unit Owner wishing to change and/or install door hardware is required to submit a completed ~~an~~ Administrative Application for Routine Change, ~~to the Association Office.~~

#### 1. PEEPHOLES

- Peepholes must be made of metal and the outside exposed rim must be of polished or antique brass finish or painted the same color as the door. The diameter of the outside glass may not exceed two inches. Peepholes shall be centered horizontally and set vertically between 60" and 62" from the bottom of the door.
- Video peepholes must conform to the above specifications. No components of the camera except the peephole itself may be attached to the outside of the door.

#### 1.2. ~~HARDWARE (Doorbell)~~ DOOR KNOCKERS

- ~~Hardware~~ Door knockers must be of polished or antique brass finish, in scale with a
- proved-existing hardware, and compatible with the architectural character of Parkfairfax. Door knockers may not exceed 5" in width and 8" in height.

#### 1.3. LOCKSETS, DEADBOLTS AND KEYLESS ENTRY

- If Unit Owners or tenants add or change locks and/or locksets on the door, hardware must meet the above criteria—the hardware must be of polished or antique finish brass and traditional in style which is compatible with the architecture of Parkfairfax. Please see the attached Appendix for examples of appropriate types and styles—a
- A working key for emergency access to the unit must be deposited at the Association Office.
- Keyless entry deadbolts may be installed using the existing 2 1/8" hole bored for the deadbolt; no additional holes may be drilled into the front door. If a deadbolt has not been installed, a single 2 1/8" hole may be drilled to accommodate the keyless entry. The system must have a key override and a working key for emergency access to the unit must be deposited at the Association office. The hardware must be of polished or antique brass finish.

#### 4. MAIL SLOTS

- Mail slots must be standard letter size (10" x 3") or magazine size (13" x 3.625") and be of

polished brass or antique brass finish. While magazine size is acceptable, letter size is preferred.

- The bottom of the rough opening on the exterior side of the door is required by postal regulations to be 30" from the bottom of the door. The rough opening must also be centered horizontally on the door.

### III.5. KICKPLATES

- Kick \_plates may be installed on the exterior of the front door. Kick \_plates must be rectangular in shape (rounded corners are permissible if radius of corners are not more than 1/4"), with dimensions not to exceed 6 inches by 30 inches. Kick plates must be polished brass or antique brass, fastened securely with screws of the same material to the bottom horizontal panel of the door, centered both vertically and horizontally on that panel.

### 6. DOORBELLS

- A single battery operated doorbell or video doorbell may be installed per unit. The device may only be installed on the door, wood jamb, trim, pilasters, or shutters which are part of the front door surround.
- If installed on the door, the doorbell must be placed on the center vertical stile, may not exceed 6" x 2" in size, and the finish may only be black or polished or antique brass. The existing door knocker **may not be removed** in order to install the doorbell.
- If the door does not have a wood surround, pilasters, or shutters then the device may only be installed using the manufacturer's no-drill mount kit or heavy duty Velcro to mount the device to the brick. You may not drill into the brick or mortar to mount the device.
- Hardwired devices are not permitted.

### IV. PEEPHOLES

~~Peepholes must be made of metal and the outside exposed rim must be of brass or painted the same color as the door. The diameter of the outside glass must not exceed two inches. Peepholes shall be centered horizontally and be no more than 62" or less than 60" from the floor.~~

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3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

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### **REPLACEMENT FRONT DOOR HARDWARE**

A Unit Owner wishing to change and/or install door hardware is required to submit a completed Administrative Application for Routine Change.

#### **1. PEEPHOLES**

- Peepholes must be made of metal and the outside exposed rim must be of polished or antique brass finish or painted the same color as the door. The diameter of the outside glass may not exceed two inches. Peepholes shall be centered horizontally and set vertically between 60" and 62" from the bottom of the door.
- Video peepholes must conform to the above specifications. No components of the camera except the peephole itself may be attached to the outside of the door.

#### **2. DOOR KNOCKERS**

- Door knockers must be of polished or antique brass finish, in scale with existing hardware, and compatible with the architectural character of Parkfairfax. Door knockers may not exceed 5" in width and 8" in height.

#### **3. LOCKSETS, DEADBOLTS AND KEYLESS ENTRY**

- If Unit Owners or tenants add or change locks and/or locksets on the door, the hardware must be of polished or antique finish brass and traditional in style which is compatible with the architecture of Parkfairfax. Please see the attached Appendix for examples of appropriate types and styles.
- A working key for emergency access to the unit must be deposited at the Association Office.
- Keyless entry deadbolts may be installed using the existing 2 1/8" hole bored for the deadbolt; no additional holes may be drilled into the front door. If a deadbolt has not been installed, a single 2 1/8" hole may be drilled to accommodate the keyless entry. The system must have a key override and a working key for emergency access to the unit must be deposited at the Association office. The hardware must be of polished or antique brass finish.

#### **4. MAIL SLOTS**

- Mail slots must be standard letter size (10" x 3") or magazine size (13" x 3.625") and be of polished brass or antique brass finish. While magazine size is acceptable, letter size is preferred.
- The bottom of the rough opening on the exterior side of the door is required by postal regulations to be 30" from the bottom of the door. The rough opening must also be centered horizontally on the door.

## 5. KICKPLATES

- Kick plates may be installed on the exterior of the front door. Kick plates must be rectangular in shape (rounded corners are permissible if radius of corners are not more than 1/4"), with dimensions not to exceed 6 inches by 30 inches. Kick plates must be polished brass or antique brass, fastened securely with screws of the same material to the bottom horizontal panel of the door, centered both vertically and horizontally on that panel.

## 6. DOORBELLS

- A single battery operated doorbell or video doorbell may be installed per unit. The device may only be installed on the door, wood jamb, trim, pilasters, or shutters which are part of the front door surround.
- If installed on the door, the doorbell must be placed on the center vertical stile, may not exceed 6" x 2" in size, and the finish may only be black or polished or antique brass. The existing door knocker **may not be removed** in order to install the doorbell.
- If the door does not have a wood surround, pilasters, or shutters then the device may only be installed using the manufacturer's no-drill mount kit or heavy duty Velcro to mount the device to the brick. You may not drill into the brick or mortar to mount the device.
- Hardwired devices are not permitted

## APPENDIX – REPLACEMENT DOOR HARDWARE

Please note regardless of the type of lockset hardware (single knob, S grip, or single lever) or the type of keyless entry hardware you choose the trim style must be traditional. Other trim styles such as Cotemporary, Transitional, or Modern **are not** permitted.

Lockset examples below:



Single knob with beveled back plate



“S” grip



Single Lever

Keyless Entry examples below:



Kwik Set 915



Schlage Camelot



Kwik Set 913



PowerBolt2

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

**Front Door/Door Hardware Replacement – Routine Application**

**GENERAL INFORMATION**

Date: \_\_\_\_\_ Unit Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Unit Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Building #: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

**I/WE WISH TO DO THE FOLLOWING (Please complete all sections that apply):**

\_\_\_\_ Replace my front door with one made of (please mark your choice):

- \_\_\_\_ Wood  
\_\_\_\_ Fiberglass  
\_\_\_\_ Metal

With my/our initials, I/we affirm the following:

**Initial**

- No alterations to the existing doorframe or its size will be made.
- The replacement door will have 6 raised panels; moldings may not be used to simulate panels.
- I/We will arrange for the Association to pick-up the original door and hardware as they are the property of the Association.

\_\_\_\_ Insert clear, tempered glass into the two small panels at the top my/our front door

\_\_\_\_ Paint my front door with one of the Association approved colors listed below (please mark your choice):

- |                             |                             |
|-----------------------------|-----------------------------|
| ____ CW-630 Washington Blue | ____ CW-535 Buffett Green   |
| ____ CW-625 Prussian Blue   | ____ CW-520 Palace Green    |
| ____ CW-620 Finley Blue     | ____ CW-680 Mopboard Black  |
| ____ CW-355 Carter Plum     | ____ CW-5 Hardwood Putty    |
| ____ CW-250 Carriage Red    | ____ CW-120 Bracken Biscuit |

\_\_\_\_\_ Stain my front door with one of the Association approved colors listed below (please mark your choice):

\_\_\_\_\_ 235 Cherry  
\_\_\_\_\_ 2716 Dark Walnut  
\_\_\_\_\_ 225 Mahogany

\_\_\_\_\_ 2718 Ebony  
\_\_\_\_\_ 2108 Golden Oak

With my/our initials I/we affirm the following:

**Initial**

- I understand that the maintenance of a stained door finish is my responsibility. The Association will not paint a stained door: \_\_\_\_\_

\_\_\_\_\_ Replace/Install front door hardware. Please mark all that apply:

_____ Peephole	_____ Deadbolt
_____ Video Peephole	_____ Mortise lockset
_____ Door Knocker	_____ Kick Plate
_____ Mail Slot	

With my/our initials, we affirm the following:

**Initial**

- The finish of all hardware except doorbells shall be polished or antique brass. \_\_\_\_\_
- The style is compatible with the architecture of Parkfairfax. \_\_\_\_\_

#### **Video Peephole**

- No components of the camera (except the peephole) will be attached to the outside of the door: \_\_\_\_\_

#### **Locksets and Deadbolts**

- A working key for emergency access to the unit has been deposited at the Association office: \_\_\_\_\_
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. \_\_\_\_\_

#### **Keyless Entry**

- Mechanism will be installed in a single hole, either existing or drilled, to accommodate the keyless entry. \_\_\_\_\_
- Mechanism has a key override. \_\_\_\_\_
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. \_\_\_\_\_
- A working key for emergency access to the unit has been deposited at \_\_\_\_\_

the Association office.

**Doorbells/Video Doorbells**

- The doorbell/video doorbell is battery operated: \_\_\_\_\_
- The device will be installed on the: \_\_\_\_\_
  - Door: \_\_\_\_\_ Trim: \_\_\_\_\_
  - Wood jamb: \_\_\_\_\_ Shutter: \_\_\_\_\_
  - Pilaster: \_\_\_\_\_
- If the door does not have a wood surround, pilasters, or shutters, the device will be installed using the manufacturer's no-drill mount kit or heavy-duty Velcro to mount the device to the brick (You may not drill into the brick or mortar to mount the device): \_\_\_\_\_

**BY MY/OUR SIGNATURE(S) BELOW, I/WE AFFIRM THE FOLLOWING:**

1. Both the equipment identified herein and the manner of installation of that equipment meets all applicable codes and ordinances of the City of Alexandria.
2. I understand that maintenance and repair of equipment installed by me is my responsibility and that I am obligated for all expenses relating to its maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my Unit, other Units and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such equipment or malfunction of any equipment installed by me or at my direction. ~~Soundproofing of this appliance has been made.~~ This includes any water damage.
4. I will contact the Association (998-6315) within ten (10) days after the ~~appliance equipment~~ has been installed to schedule the required inspection when required by the specifications.
4. —
5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.
6. I understand and agree that no work on this proposed change shall commence without prior written approval of the General Manager.
7. ~~I understand as~~
8. ~~bestos is present in Parkfairfax units and the common elements. If the change I am proposing requires work which may disturb asbestos, I agree that I must specifically advise the Association Office of the nature and extent of this work in writing prior to commencement of such work. I also agree I will endorse a separate indemnification agreement if such asbestos disturbing work is necessary. I also agree I and my contractor (if appropriate) will~~

~~abide by all Federal, State and Local ordinances regarding the disturbance and removal of asbestos containing materials and will agree to have air testing conducted at my expense.~~

9.8. The Parkfairfax Condominium Association or its agents shall not be held liable for repair/replacement of approved alterations (i.e. storm doors, washing machines, etc.) that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect any changes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner

Action Taken: \_\_\_\_\_ Approved \_\_\_\_\_ ~~Not approved~~ Denied

\_\_\_\_\_ Deferred \_\_\_\_\_ Acknowledged

~~- Preliminary Approval, subject to receipt of City Permit and Inspection~~ Preliminary approval, subject to stipulations/conditions listed below

~~Final Approval (Copy of City permit and Inspection received)~~

Stipulations/Conditions:

- MUST CONFORM TO PUBLISHED PARKFAIRFAX GUIDELINES AND CITY OF ALEXANDRIA CODES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Parkfairfax General Manager



**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

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**Front Door/Door Hardware Replacement – Routine Application**

**GENERAL INFORMATION**

Date: \_\_\_\_\_ Unit Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Unit Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Building #: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

**I/WE WISH TO DO THE FOLLOWING (Please complete all sections that apply):**

\_\_\_\_ Replace my front door with one made of (please mark your choice):

- \_\_\_\_ Wood  
\_\_\_\_ Fiberglass  
\_\_\_\_ Metal

With my/our initials, I/we affirm the following:

**Initial**

- No alterations to the existing doorframe or its size will be made.
- The replacement door will have 6 raised panels; moldings may not be used to simulate panels.
- I/We will arrange for the Association to pick-up the original door and hardware as they are the property of the Association.

\_\_\_\_ Insert clear, tempered glass into the two small panels at the top my/our front door

\_\_\_\_ Paint my front door with one of the Association approved colors listed below (please mark your choice):

- |                             |                             |
|-----------------------------|-----------------------------|
| ____ CW-630 Washington Blue | ____ CW-535 Buffett Green   |
| ____ CW-625 Prussian Blue   | ____ CW-520 Palace Green    |
| ____ CW-620 Finley Blue     | ____ CW-680 Mopboard Black  |
| ____ CW-355 Carter Plum     | ____ CW-5 Hardwood Putty    |
| ____ CW-250 Carriage Red    | ____ CW-120 Bracken Biscuit |

\_\_\_\_\_ Stain my front door with one of the Association approved colors listed below (please mark your choice):

\_\_\_\_\_ 235 Cherry  
\_\_\_\_\_ 2716 Dark Walnut  
\_\_\_\_\_ 225 Mahogany

\_\_\_\_\_ 2718 Ebony  
\_\_\_\_\_ 2108 Golden Oak

With my/our initials I/we affirm the following:

**Initial**

- I understand that the maintenance of a stained door finish is my responsibility. The Association will not paint a stained door: \_\_\_\_\_

\_\_\_\_\_ Replace/Install front door hardware. Please mark all that apply:

_____ Peephole	_____ Deadbolt
_____ Video Peephole	_____ Mortise lockset
_____ Door Knocker	_____ Kick Plate
_____ Mail Slot	

With my/our initials, we affirm the following:

**Initial**

- The finish of all hardware except doorbells shall be polished or antique brass. \_\_\_\_\_
- The style is compatible with the architecture of Parkfairfax. \_\_\_\_\_

#### **Video Peephole**

- No components of the camera (except the peephole) will be attached to the outside of the door: \_\_\_\_\_

#### **Locksets and Deadbolts**

- A working key for emergency access to the unit has been deposited at the Association office: \_\_\_\_\_
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. \_\_\_\_\_

#### **Keyless Entry**

- Mechanism will be installed in a single hole, either existing or drilled, to accommodate the keyless entry. \_\_\_\_\_
- Mechanism has a key override. \_\_\_\_\_
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. \_\_\_\_\_
- A working key for emergency access to the unit has been deposited at \_\_\_\_\_

the Association office.

**Doorbells/Video Doorbells**

- The doorbell/video doorbell is battery operated: \_\_\_\_\_
- The device will be installed on the:
  - Door: \_\_\_\_\_ Trim: \_\_\_\_\_
  - Wood jamb: \_\_\_\_\_ Shutter: \_\_\_\_\_
  - Pilaster: \_\_\_\_\_
- If the door does not have a wood surround, pilasters, or shutters, the device will be installed using the manufacturer's no-drill mount kit or heavy-duty Velcro to mount the device to the brick (You may not drill into the brick or mortar to mount the device): \_\_\_\_\_

**BY MY/OUR SIGNATURE(S) BELOW, I/WE AFFIRM THE FOLLOWING:**

1. Both the equipment identified herein and the manner of installation of that equipment meets all applicable codes and ordinances of the City of Alexandria.
2. I understand that maintenance and repair of equipment installed by me is my responsibility and that I am obligated for all expenses relating to its maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my Unit, other Units and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such equipment or malfunction of any equipment installed by me or at my direction. This includes any water damage.
4. I will contact the Association (998-6315) within ten (10) days after the equipment has been installed to schedule the required inspection when required by the specifications.
5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.
6. I understand and agree that no work on this proposed change shall commence without prior written approval of the General Manager.
7. The Parkfairfax Condominium Association or its agents shall not be held liable for repair/replacement of approved alterations (i.e. storm doors, washing machines, etc.) that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect any changes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner

Action Taken:      \_\_\_\_\_ Approved                                      \_\_\_\_\_ Denied  
                                 \_\_\_\_\_ Deferred                                      \_\_\_\_\_ Acknowledged  
                                      -       Preliminary approval, subject to stipulations/conditions listed below

**Stipulations/Conditions:**

- **MUST CONFORM TO PUBLISHED PARKFAIRFAX GUIDELINES AND CITY OF ALEXANDRIA CODES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Parkfairfax General Manager

