

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

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 a 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 keyless entry deadbolt, please provide a picture of the new hardware 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 a tinted primer and Benjamin Moore's Advance High Gloss Enamel. One coat of primer and two coats of the Advance will increase the durability and longevity of the paint finish. We also advise, at a minimum, sanding your door's surface with medium grit sandpaper before priming and sanding between coats with

fine grit sandpaper to improve the finish. The most thorough approach is to, if possible, strip your door down to bare wood before repainting.

- ✓ 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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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 replacement doors made of fiberglass or metal, including exterior painting, 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 must be painted or stained with one of choices from the Association's list of approved colors.
- Maintenance of a stained door is the sole responsibility of the Unit Owner.

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**REPLACEMENT FRONT DOOR HARDWARE
SPECIFICATIONS**

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. Any components must have a polished or antique brass finish and may not exceed 2" x 3" in size.

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 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, heavy duty Velcro or similar material 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 hardware styles, such as Contemporary, 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

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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 -510 Waller Green |
| ___ CW-355 Carter Plum | ___ CW-5 Hardwood Putty (white) |

_____ CW-250 Carriage Red
_____ CW-680 Mopboard Black

_____ 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

- Components do not exceed 2” x 3” in size.

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. _____

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

1. All materials and hardware identified herein and their manner of installation meets all applicable codes and ordinances of the City of Alexandria.
2. I understand, with the exception of exterior painting of wood doors, maintenance and repair of materials and hardware 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 and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such materials and hardware or malfunction of any materials and hardware installed by me or at my direction. This includes any water damage or water infiltration.
4. I will contact the Association (703-998-6315) within ten (10) days after installation 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.

