

INSTRUCTIONS FOR APPROVAL TO REPLACE BACK DOOR ONLY AND TOTAL EXISTING BACK DOOR/SIDELIGHT SYSTEM

Back door replacement must conform to the specifications outlined below. General Manager approval is required prior to installation.

- I. OBTAIN THE FOLLOWING DOCUMENTS FROM THE ASSOCIATION OFFICE:**
 - A. Application for Routine Changes
 - B. Indemnification Agreement and Covenant
 - C. Specifications for Back Door Replacement
 - D. A diagram of the units' floor plan

- II. FILL OUT THE APPLICATION FOR ROUTINE CHANGES (ALL UNIT OWNERS MUST SIGN) AND ATTACH THE FOLLOWING:**
 - A. A diagram of the unit showing exact back door/sidelight to be replaced. Refer to the diagrams models 1-7 on the specifications.
 - B. A copy of the contract indicating the measurements of the replacement back door/sidelight.
 - C. Indemnification Agreement and Covenant form signed by all unit owners and notarized. (Notaries are available at the Association Office.)
 - D. A copy of your contractor's license.
 - E. A copy of the warranty.
 - F. City of Alexandria permit (if applicable).

- III.** Return all of the above documents to the Association Office for review by the General Manager.

- IV.** Please call the Covenants Director at 703/998-6315, if you have any questions and/or to ensure all your documents have been properly filled out.

NOTE: **PROCESSING TIME**—You should allow 6-12 weeks for all steps to be completed and inform your contractor of this processing time. An incomplete or incorrectly filled out application will be deferred and returned to you for completion before approving. **THE PROPOSED WORK CANNOT BEGIN PRIOR TO APPROVAL FROM THE GENERAL MANAGER.**

SPECIFICATIONS FOR REPLACING EXISTING BACK DOOR ALONE OR BOTH DOOR AND SIDELIGHT WITH NEW DOOR OR INTEGRAL DOOR SYSTEM

I. GENERAL

You may replace the back door only with existing sidelight left intact or you may replace the total back door and sidelight system of your unit with one of the following three integral door systems:

- A. A double-door system consisting of two swinging doors, also known as French doors, or
- B. A single door with new compatible sidelight, or
- C. A colonial style sliding door with matching fixed sidelight.

II. CONTRACTOR

The installation of the back door/sidelight must be performed by a licensed and bonded contractor. A copy of the contractor's license must accompany your application.

III. DIMENSIONS & DESIGN

The dimensions and design of the replacement double door, door/sidelight, or sliding door system must be in accordance with the diagrams contained in these specifications (see attached diagrams). Note specific dimensions for the rails and stiles of colonial style sliding doors.

IV. FRAMING

Integral door systems and their framing shall be centered horizontally in the masonry opening.

V. TRIM & MOLDING

Standard trim or molding shall be used to hide construction joints necessitated by making the integral door system fit in the masonry opening.

VI. GRIDWORK & COLOR

Gridwork may not be removable. Gridwork must be designed so that it is permanently attached either by the manufacturer or by the distributor in such a manner that any attempt to remove it would damage the door. A unit owner may not purchase a door with removable gridwork and attempt to attach it permanently himself. A replacement integral door system shall consist of

either (1) individual glass panes set in hardwood or pine gridwork and frame, or (2) non-removable (permanently affixed) gridwork placed between glass panes surrounded by hardwood or pine frame. Metal or vinyl clad doors are acceptable. The exterior color the non-glass portions of the door shall be white. A door installed in a building with tan wooden trim may be tan provided the gridwork is of the same color. The color of the door's interior may be stained or painted any color.

VII. CAULKING

The installation of any integral door system requires that the exterior frame and sill shall be caulked in accordance with requirements set by the Association.

VIII. MAINTENANCE

All maintenance and care of the replacement door, sidelight or integral door system is the responsibility of the unit owner. The Association may inspect all replacement doors, sidelights or door systems at any time after installation to ensure compliance with regulations and shall exercise its right to require changes wherever unauthorized replacements are detected.

IX. HARDWARE

The back door hardware shall be of solid or brass finish and should comply with the "Door Hardware Specifications". For security purposes only, it is recommended that at least one of the doors be equipped with bolts built into its upper and/or lower borders which can be inserted into the upper and lower portions of the door frame.

X. CLEAN UP

The unit owner is responsible for the proper disposal of all refuse generated by the installation/replacement of the door.

CASE #1 SPECIFICATIONS FOR REPLACEMENT OF BACK DOOR ONLY
(Replacement of back door only; existing sidelight left intact)

Unit owners, who wish to replace their back door only, leaving the sidelight intact, may choose one of the following four designs:

1. A door identical in appearance to that which is currently installed; i.e., a door with six broad panes of clear glass arranged vertically, or, in the case of doors installed in a bay window structure, on with six rows and two columns of panes;
2. A door containing fifteen panes of clear glass arranged in five rows and three columns;
3. A solid door of the "Williamsburg Style" --- a six-panel design identical to that of the existing front doors of Parkfairfax --- also known as the cross and bible style;
4. A door composed of insulated glass with a non-removable 15-rectangle grid within glass.

A replacement back door which conforms to any of the above four designs must have the same dimensions as the door which it is replacing. No structural alteration to the existing doorframe shall be permitted. Therefore, a replacement back door of any one of the four acceptable designs must be customized if the dimensions of the existing standardized models of that design do not match those of the Parkfairfax back doors.

The non-glass portions of replacement doors shall be made of hardwood or pine. Metal or vinyl clad doors are acceptable. The exterior color of the non-glass portions of the door shall be white or tan, depending on the color of the wooden trim of the building into which it is installed. The two small panels at the top of a "Williamsburg" door may be made of glass instead of wood or metal.

*The term "sidelight left intact" includes those sidelights with frame left intact, but with glass panes changed in accordance with the approved window replacement specifications.

CASE #2 SPECIFICATIONS FOR REPLACEMENT OF TOTAL BACK DOOR AND SIDELIGHT SYSTEM WITH NEW INTEGRAL DOOR SYSTEM

Unit owners may replace their total back door and sidelight system either with a double door structure; i.e. French doors, or with a single door accompanied by a new matching sidelight. A unit owner who chooses such an installation procedure must ensure that any agreement with a contractor is consistent with all the provisions of these specifications.

I. DOUBLE-DOOR SYSTEM

- A. A back door/sidelight system, which is approximately 51 to 54 inches wide and 80 inches long, may be replaced by a swinging double-door system of total width 48 inches. The length shall remain at 80 inches. (These new door dimensions do not include the frame, which defines the entire opening.) Each door shall be 24 inches wide and consist of five rows and two columns of glass panes, or gridwork to achieve an equal appearance. The total system shall therefore have the appearance of five rows and four columns of panes.
- B. A back door/sidelight system, which is approximately 74 inches wide and 80 inches long, may be replaced by a swinging double-door system of total 72 inches. The length shall remain at 80 inches. (These new door dimensions do not include the frame, which defines the entire opening.) Each door shall be 36 inches wide and consist of five rows and three columns of glass panes, or gridwork to achieve an equal appearance. The total system shall therefore have the appearance of five rows and six columns of panes.

II. SINGLE DOOR WITH NEW MATCHING SIDELIGHT

- A. A back door/sidelight system, which is approximately 51 to 54 inches wide and 80 inches long, may be replaced by a single swinging door of width 36 inches and a side light of width 12 inches. The new structure shall have a total width of 48 inches. The length shall remain at 80 inches. (These new door/sidelight dimensions do not include the frame, which defines the opening.) The door shall consist of five rows and three columns of glass panes, or gridwork to achieve an equal appearance. The sidelight shall consist of five glass panes arranged vertically, or gridwork to achieve an equal appearance. The dimensions of the panes in the sidelight shall be identical to those in the door. The sidelight shall be placed in such a manner as to give the total system the appearance of five even rows and four even columns of panes.
- B. A back door/sidelight system, which is approximately 74 inches wide and 80 inches long, may be replaced by a single swinging door or colonial style sliding door of width 36 inches and a sidelight also of 36 inches. The new structure shall have a total width of 72 inches. The length shall remain at 80 inches. (These new door/sidelight dimensions do not include the frame, which defines the opening.) The door and sidelight shall each consist of five rows of three columns of glass panes, or gridwork to

achieve an equal appearance. The dimensions of the panes in the sidelight shall be identical to those in the door. The sidelight shall be placed in such a manner as to give the total system the appearance of five even rows and six even columns of panes.

Back doors, which will be used as part of a replacement structure, may require customizing if they are to be matched perfectly with the new sidelight.