

## FRONT DOOR POLICY

March 1, 2018

The cost & installations of a new front door is the responsibility of the homeowner. The front door of your home is an expression of the unit owner and the following guidelines will help to maintain the community standards and property values of Cluster IV.

Purpose of the policy:

- To provide architectural guidelines for approval of requests from homeowners for the installation of replacement front doors.
- To define the responsibilities of homeowners who wish to install a new front door, responsibilities after the installation of the door or the responsibilities of new homeowners who purchase a home in Cluster IV.

Policy:

1. Any installation or replacement of a front door **requires** the submission of & approval of an architectural request form. The form will contain a statement by the homeowner stating that they have read & understand the policies and rules in place and that they will comply with these policies.
2. The color of the exterior of the front door **MUST** match the approved color of all front doors in Cluster IV. This color choice may change when & if the association determines new color schemes when painting the exterior of the units. Re-painting the exteriors normally occurs every 5-7 years and colors are determined by the board as a whole & approved by the board at that time. All homes must comply with the color choices made by the board. Touch up paint is made available at the local paint store used by the association and can be purchased by the residents at their own expense if needed. Front door maintenance, including touch up painting to maintain a good appearance is the responsibility of the unit owner.
3. The exterior front door should be a **SOLID core** door (no hollow doors) either made of steel, fiberglass or wood. Front entry doors may have a glass panel of any design or size; the glass must be clear, frosted or leaded glass. No colored glass is allowed. The exterior color of the door must match the existing **APPROVED** color chosen by the board. Front doors **shall not** have any commercial advertising nor political statements imbedded, painted or adhered to any portion of the door. (note that wood doors are subject to dry rot and may need to be replaced sooner than other types of doors).

4. **Screen doors/storm doors** are permitted to be installed. The installation of a screen door or storm door **requires** the submission & approval of an architectural request form. The form will contain a statement by the homeowner stating that they have read & understand the policies and rules in place and that they will comply with these policies.
5. Screen doors/storm doors shall be aluminum or steel (no wood screen doors are allowed). The color of the screen door shall be bronze (dark brown) or white. The color of the screen door/storm door shall match the color of the windows installed in the home to provide an architectural cohesiveness to the exterior of the unit.
6. The board of directors for Cluster IV reserves the right to make the following determinations regarding a unit's front door:
  - Needed maintenance or removal of door. Any request made by the board to the homeowner for required maintenance, repair or removal of a defective door are the financial responsibility of the unit owner.

Alterations or additions to the outside of your unit, including rain gutters, additional plantings, window or exterior door changes, railings, ramps or other improvements which change the outside appearance of your home must be submitted to & approved by the Board of Directors. This approval process may take up to 30 days, so plan accordingly with your contractor. **Failure to follow approval procedures could result in fines &/or legal action for removal of unapproved installations.** Contact Management & Assoc. (813-233-4000) for the proper application form for submittal of such requests. You may also obtain copies from our website: [www.ELWCluster4.org](http://www.ELWCluster4.org) .