

**Resolution of the Board of Directors
Westbrook HOA Maintenance Policy
HOA and Homeowner Responsibility for Enclosed and/or Modified Carports**

Carport Policy and Specifications are the purview of the Maintenance Committee

General Information and Definitions

- **Authority:**
 - Westbrook Homeowner Association Bylaws, Article XI, Sections 3(c) and (d) and Section 4
 - HOA Attorney opinion confirming responsibilities
- To the extent there is any conflict between this Policy and the Westbrook Declaration and Bylaws, the Declaration and Bylaws shall control.
- “*Enclosed Carport*” is a carport which has been enclosed with framing and siding on all four sides and to which a garage door has been added by the homeowner.
- “*Modified Carport*” is a carport to which changes have been made by the homeowner, e.g., the roof has been extended, a side wall or walls have been added, etc.
- “*Carport Roof Renovation*” is the process by which the HOA is replacing the entire roof structure of carports to ensure they are sturdier and easier to maintain.

Policy

HOA Responsibility: In the process of renovating an enclosed and/or modified carport, the HOA is responsible for the following:

- Replacing the roof structure, including the beams and roof membrane
- Replacing any supporting posts that exhibit dry rot
- Repairing or replacing damaged lattice work (that is part of the carport)
- Installing a rain gutter and downspout(s)
- Repainting the carport
- Replacing asphalt removed or damaged during construction

Homeowner Responsibility: When the HOA is renovating an enclosed and/or modified carport, the Homeowner(s) of the Lot/Unit is responsible for closing the structure, including the following:

- Working with the HOA Architectural Committee to ensure HOA standards and requirements are met
- Adding the necessary framing and siding to enclose the newly-open spaces resulting from the new roof design (replacing a flat roof that drains to the center with a sloped roof that drains to a rain gutter)
- Replacing dry rotted siding preparatory to painting
- Removing the garage door prior to construction and reinstalling it afterward
- Upgrading the carport electrical service to meet the City of Beaverton’s building code requirements for electrical garage door openers

Options for Homeowners Unable to Comply: Homeowners unable or unwilling to pay for the work necessary to complete the renovation of their enclosed and/or modified carport shall have the following options:

- Pay to have the enclosure removed and the carport returned to its original open state.
- The HOA will pay to have the enclosure removed and the carport returned to its original open

state and individually assess the cost to the homeowner. Failure to repay the HOA will result in the HOA placing a lien on the home.

Future Enclosed/Modified Carport Maintenance Responsibility

HOA Responsibility: In regard to maintaining enclosed and/or modified carports, the HOA is responsible for the following:

- Sweeping or otherwise clearing debris from the roof on a regular basis
- Repairing and replacing the roofing membrane as required except for the area of a roof extension
- Repairing and/or replacing carport posts, beams, and roof framing as needed
- Maintaining the asphalt floor of an open carport
- Cleaning, repairing, and replacing rain gutters and downspouts as needed
- Repairing or replacing the exterior siding and door of the carport storage shed where not covered by the enclosure or modification

Though not required, the HOA will also repaint the entire enclosed/modified carport structure as required except when the siding (homeowner responsibility) is in such poor shape that painting is not recommended.

Homeowner Responsibility: In regard to maintaining enclosed and/or modified carports, the homeowner is responsible for the following:

- Repairing or replacing the enclosure siding as needed, including prior to HOA painting
- Maintaining the interior of the enclosed space including damage to the framing, flooring, electrical, etc.
 - *Note: The HOA is not responsible for water intrusion except when due to a leaking roof.*
- Maintaining any modifications in a safe and legal condition
- Paying for the replacement of the roof membrane for the area of a roof extension when the work is performed by the HOA
- *Note: The HOA will pay to have the enclosure removed and the carport returned to its original open state and charge the cost to the homeowner. The homeowner shall negotiate a repayment plan with the HOA Board. Failure to set up a repayment plan or defaulting on the repayment plan will result in the HOA placing a lien on the home.*
 - *Note: For homeowners unable to pay for their share of the cost of a new membrane for the area of a roof extension, the HOA shall complete the work and individually assess the prorated cost to the homeowner. The homeowner shall comply with the requirements cited above.*

Disputes

Disputes with or exceptions to this policy shall be decided by the HOA Board upon submission of a petition for relief by the homeowner.

Approval and Certification

The undersigned President and Secretary certify that this Resolution was approved by the Board of Directors at a meeting held on April 23, 2024.

President

Secretary