

STRATFORD TOWNHOMES

WINDOW CHANGE/REPAIR/REPLACEMENT SUPPLEMENT

OWNERS: This supplement must be submitted with the Request for Approval for any change/ repair/ replacement of windows, including the images noted in item no.8 below.

YOU MUST ALSO SUBMIT A PROPOSAL FROM YOUR CONTRACTOR (ON THE CONTRACTOR'S LETTER HEAD) WHICH MUST INCLUDE ALL OF THE ITEMS NOTED IN 1 THOUGH 7 BELOW.

*******PROVIDE YOUR CONTRACTOR WITH A COPY OF THIS SUPPLEMENT*****
ALL ITEMS 1 THOUGH 7 BELOW MUST BE INCLUDED
ON CONTRACTOR'S PROPOSAL.**

Please note: that for approval of any window change/replacement, all windows on either the **front** (including the stairwell, if applicable) or the **back** (other than the first floor windows onto the patio, if applicable) must be included in the work (examples: replacement of windows on the front of the unit must include all first and second floor windows and stairwell windows, if applicable; replacement of windows on the back of the unit must include all second story windows including bathroom windows, if applicable).

●1. **Windows:** List the Number of Windows:

Front Windows: First Floor: _____ Second Floor: _____ Stairwell: _____ Bay Window: _____

Back Windows: First Floor: _____ Second Floor: _____ Bath: _____

●2. **Screens:** Are Screens to be Replaced or Added? (Check one): No _____ Yes _____

If yes: All windows that open must have screens; and all screens must be either full screens or half screens, but not both.

If yes: List screen color: _____ and submit a sample of the screen with this supplement.

If yes: All shashing's on screens must be aluminum shashings like those currently at Stratford or may be white vinyl

●3. **Divided lights:** The divided lights on the windows must be same (size, style and pattern) as those which are to be replaced, and each window must have the same number of horizontal and vertical rows as those being replaced. The style at Stratford Townhomes is typically referred to as "Colonial Grids" or "Colonial Divided Lights".

Note to Contractors: Detailed drawings, renderings or descriptions of each window to be replaced including the number of divided lights must be provided.

●4. **Glass Color:** Only standard low-e glass will be approved.
No additional color, tinting or film may be added.
All windows must have the same glass.
Describe Color: _____ and submit a sample with supplement.

●5. **Brochures.** Brochures and/or pictures of window size, style and pattern of divided lights must be included with the proposal.

- 6. **Bay Window (if applicable):** If a bay window is to be replaced or repaired, complete the following:

Wood Trim (above the window and below the brow) will be replaced (check one): Y____ N____

If yes: Contractor's proposal should specify the type of to be used for any repair/replacement and that the wood will be painted with the Stratford standard color paint.

Note to Contractor: You are to call the property manager to get the name of the paint color currently used at Stratford Townhomes and only this color may be used.

- 7. **Work Schedule:** All work done must be done between the hours of 8:00 AM and 6:00 PM, Monday through Friday. No work will be done except during the hours noted above and will not be done on weekends or holidays. Please note that this applies to replacement of all front windows; or all back windows or both. A statement regarding this should be included in the contractor's proposal.

- 8. **Owner** must provide photo or digital images of the front or back of the townhome, as applicable, which clearly shows the existing windows must be submitted (if you cannot obtain a photo or digital image, please advise the property manager and the ACC will have someone make one for you).

NOTE TO CONTRACTORS: **OWNERS MUST SUBMIT A PROPOSAL FROM THE CONTRACTOR WHICH MUST INCLUDE:** the description and scope of the work to be done at the townhome (including all items in 1-7 of this supplement); it must be on contractor's company's letter head and it should include all of the items in 1-7 above as well as any other work to do done. The contractor's contact information (i.e. address, phone number, e-mail address) should be shown on the proposal and the proposal must be signed and dated by the contractor.