

Canterbury Village Condominium Association

c/o Planning Alternatives, LLC
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Date: August 18, 2019

To: Home Owner

RE: Required window replacement

As part of our on-going maintenance inspection and repair efforts we discovered that one or more of the windows in your unit have leaked or are leaking and have damaged (rot) the building structure.

Per the Declarations, the structure is the responsibility of us collectively through the Association and the windows belong to us individually.

The Association will repair the structure, but we need you, as the home owner, to have the identified windows replaced. As you move forward with this repair please keep the Association (property) Manager in the loop as to the status, so we know when the project has been completed. This process should begin not later than 4-6 weeks from receipt of this notice.

The selection of replacement window vendor is yours to make so long as the specifications are met (attached).

You can choose any qualified window contractor but, based on past work, neighbors have used, and recommended, window contractors:

- All Seal Home Improvements, (937) 890-9484
- Craftsmen Home Improvements, 937-299-5201

The Association requires that the standard on the next page be met. This standard relates to appearance and maintenance.

Cost will vary considerably based on the quality and quantity of windows replaced. As a point of reference and based on the information we have, you should expect the price for a single window to be in the \$700 - \$900 range.

Replacement window installation requirements

Windows (includes sliding glass door) are the responsibility of the unit owner and may be replaced or upgraded at their own discretion and expense. The Association's interest is maintaining the architectural standard, the quality of Association-maintained materials and clearly separating those area maintained by the Association (window trim) from the those maintained by the home owner (window). To that end the following criteria must be met when installing replacement windows:

- 1) Must be white to match the existing window
- 2) Must have the same number of mullions (apparent panes)
- 3) Trim must not overlap or obstruct cedar window trim in any way (see pictures)
- 4) Replacement window trim, if required, will be 5/4 cedar.

