

# *Southwick Court Condominium*

c/o Crofton Perdue Associates, Inc. • 111 Marsh Road, Pittsford, NY 14534 • (585) 248-3840

## **POLICY REGARDING WINDOW, DOOR AND GARAGE DOOR REPAIRS AND REPLACEMENT**

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A variance is required for any and all exterior repairs or replacements. This must be submitted to the Management Company for Board of Managers review and authorization, prior to any work commencing.

Your Board of Managers have reviewed and considered the various options for dealing with window/door repairs and replacements. In a condominium community it is important to maintain property value by requiring a consistent exterior appearance.

### **Windows**

1. We recommend to save money and maintain the exterior appearance that owners attempt to rebuild the existing window and/or sash.
2. If repairs are not possible and window replacement is necessary, your architectural standard requires a new construction casement window, not a replacement. A new construction casement window is one where the outside trim is removed, the old frame and sash are removed from the building framework and the new casement window installed is exactly the same size as the old one.
3. Must be identical sized Casement type with same number of panes
4. Must have white no maintenance exterior cladding
5. No decorative glass features permitted
6. Window exterior trim must be consistent with original

### **Entry Doors**

1. Entry door replacement must be white, six panel design. No windows, decorative glass or other special features are permitted.

### **Storm Doors**

1. Storm doors must be aluminum, full view (glass area) with a white finish. No decorative glass or other special features are permitted.

## **Patio Doors**

1. Must be identical size
2. Swinging or sliding doors are permitted
3. Must have white no maintenance exterior cladding on door and trim
4. No decorative glass features permitted; internal blinds OK

## **Garage Doors**

1. Must be white steel "Short Raised Panel" style without decorative enhancements, the identical pattern to existing doors

A variance is necessary in all cases showing window/door/garage door manufacturer information and brochures where necessary, attached to the variance. A timely response can be expected from the Board for architectural approval. Do not order, install or make any changes without variance approval. Any work done without a variance is subject to removal and restoration back to original conditions.

Thank you for reviewing these options and being considerate of your neighbors and the general community appearance. If you have other questions, please contact the property management office for assistance.

**Your Board of Managers and Property Manager**