

**WINDBROOKE TOWNHOMES ASSOCIATION, INC.  
RESOLUTION REGULATING REPLACEMENT WINDOWS WITHIN THE  
COMMUNITY**

**REPLACEMENT WINDOW POLICY 2008-1**

**WHEREAS**, Article VI ARCHITECTURAL CONTROL of the **DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS** provides the following: "No building, fence, signs, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association."

**WHEREAS**, Article X, USE RESTRICTIONS Section 1: Rules and Regulations: of the **DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS** grants the Board of Directors of the Association the power to formulate, publish, and enforce rules and regulations;

**WHEREAS**, the Board of Directors have determined the need for uniformity throughout the Association in regards to the replacement of windows, the **BOARD** wishes to establish a window replacement policy;

**NOW THEREFORE, BE IT RESOLVED THAT** effective October 22, 2008 the Board of Directors duly adopts the following window replacement policies:

**Section 1. Approved Window Series:** The Board has agreed on the following window series manufactured by Simonton Windows and available at The Home Depot Home Services: (Information Attached)

**Series: 6060 (Good), 6100 (Better), and 6500 (Best)**

- All windows will be available in WHITE ONLY
- All windows must have grids between the glass panes.
- All front windows must have full screens.
- All window trim and sills will be wrapped in paintable aluminum trim coil matching the existing trim color on the buildings (Pebblestone Clay is the color)
- Picture/fixed windows are available in all 3 series

**6500 Series available options:**

- Flat or sculpted grids;
- Full or half screens (refer to HOA "Windbrooke Policies" document for screen guidelines);
- Twin double hung available for double/side-by-side window openings;
- Top and bottom sash tilt-in for easy cleaning;

- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower

**6100 Series available options:**

- Flat grids only;
- Full or half screens (refer to HOA "Windbrooke Policies" document for screen guidelines);
- Twin double hung available for double/side-by-side window openings;
- Top and bottom sash tilt-in for easy cleaning;
- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower

**6060 Available options: (Available only at back windows not viewed from the street)**

- Flat grids only;
- Half screen only (refer to HOA "Windbrooke Policies" document for screen guidelines);
- Single hung only;
- Bottom sash only tilt-in cleaning feature/ top sash is stationary;
- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower

**Section 2. Restrictions:**

- Mullions are required in all of the replacement windows. Choice of textured/beveled with the 6500 Series or flat with the 6100 and 6060 Series at Owner's discretion.
- The front windows (only front, not side) will require full screens. Therefore, the front windows (only front, not side) must have either 6500 (Best) or 6100 (Better) model windows installed
- An approved ARC application is necessary. Homeowners must send a completed ARC application to management with all supporting documents and receive an approval prior to installing the windows.
- Homeowners will report any damages to the unit found during the installation immediately before continuing the window replacement process so that it can be assessed by the HOA as to HOA or home owner responsibility?

**There is an addendum to this policy marked as Exhibit 2008-1:**

## Addendum to the Replacement Window Policy 2008-1

### Exhibit 2008-1

#### Installation Process:

Once a contract is signed, a Home Depot Project Manager (**HDPM**) will be assigned to the project

The **HDPM** will revisit the customer and re-measure for 100% accuracy, and make materials list for installer

On Installation day(s), customer is responsible for removing blinds, draperies, furniture, and anything else in front of the window openings that would prevent the installer from accessing the windows

Windows are installed from the outside, but interior caulking and adjusting is necessary

No interior trim work will be disturbed during the installation (unless purchased as an extra by customer)

New exterior stops are installed and exterior windows trim and sill is wrapped with color match aluminum trim coil, and caulked

Windows are installed one at a time, and a typical install will take 1-2 days depending on the number of windows, accessibility, and size (Weekday installation is preferred, but Saturday's may be available if necessary).

All installations are performed by Home Depot certified installers. Every installer has passed a thorough background check, and carries valid workers compensation insurance. All work is guaranteed in writing by The Home Depot.



Available Windows **Series: 6060 (Good), 6100 (Better), and 6500 (Best)**

- All windows will be available in WHITE ONLY
- All windows must have grids between the glass.
- All front/street visible windows must have full screens.
- All window trim and sills will be wrapped in paintable aluminum trim coil matching the existing trim color on the buildings (Pebblestone Clay is the color)
- Picture/fixed windows are available in all 3 series

**6500 Series available options:**

- Flat or sculpted grids;
- Full or half screens (*refer to HOA "Windbrooke Policies" document for screen guidelines*);
- Twin double hungs available for double/side-by-side window openings;
- Top and bottom sash tilt-in for easy cleaning;
- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower
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**6100 Series available options:**

- Flat grids only;
- Full or half screens (*refer to HOA "Windbrooke Policies" document for screen guidelines*);
- Twin double hungs available for double/side-by-side window openings;
- Top and bottom sash tilt-in for easy cleaning;
- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower

**6060 Available options:**

- Flat grids only;
- Half screen only (*refer to HOA "Windbrooke Policies" document for screen guidelines*);
- Single hung only;
- Bottom sash only tilt-in cleaning feature/ top sash is stationary;
- Tempered safety glass for low standing and/or bathroom windows situated in a tub or shower

For free estimates or to place an order please contact Chris Behm with Home Depot Home Services at 919-279-7107, email at [cbehm@thdathomeservices.com](mailto:cbehm@thdathomeservices.com); or call 1-800-HomeDepot to arrange an in home consultation.