FOR REPLACEMENT OF EXISTING WINDOWS AND DOORS
FORM: REV. AGC-5-4-2011

ATTENTION RESIDENT!
MAKE SURE YOUR CONTRACT WITH YOUR CONTRACTOR STIPULATES THAT THEIR PAYMENT IS CONTINGENT UPON FOLLOWING THESE REQUIREMENTS!

1. Resident must furnish A.C.C. with the following items:
    a. Name, address, and phone number of contractor(s).
    b. $10 application fee to Blue Ridge H.O.A.
    c. Bonds-replacement window bond is $200; replacement door bond is $100
    d. A written statement describing proposed project/renovation.
    e. Manufacturers' documentation/specifications of materials to be used for proposed project/renovation.

2. REPLACEMENT WNDOWS:
    a. Windows must fit into the existing openings with no alterations or modifications to size of openings or building exterior.
    b. Sliding, casement windows, and double hung windows are permitted as of 8/21/2007.
    c. Replacement windows must conform to existing windows in size, color and style. (Frame color may be brown or white.)

3. REPLACEMENT DOORS:
    a. Paint color must conform to building style/color.
    b. Sliding patio doors must fit into the existing opening with no alterations or modifications to size of openings of building exterior.
    c. Color of sliding patio door frame may be brown or white.
    d. Windows with diamond grids, square grids, or no grids are acceptable.

4. All costs of window/door installation will be the full responsibility of the homeowner.

5. Any immediate or subsequent damage to the building resulting from the removal and installation of windows/doors, either directly or indirectly, shall be the responsibility of the homeowner or corrected at the homeowner's expense.

6. Any cost incurred by the Board of Directors for emergency repairs due to window/door removal and/or installation, shall be at the homeowner’s expense and will be billed to the homeowner.

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7. A security payment of two hundred dollars ($200.00) for windows and one hundred dollars ($100.00) for doors must be deposited with the Architectural Control Committee before commencement of the replacement can begin. The Committee will return the security payment to the homeowner upon completion of the work and final inspection and approval.

8. The window addition will be the sole responsibility of the homeowner. Homeowner also agrees to keep window addition well maintained at their own expense. This includes but is not limited to the following: replacement of glass, cleaning, painting, and caulking.

9. Responsibility of the window addition including maintenance shall be transferred to any subsequent owner upon sale of the home. It is the responsibility of the present homeowner to inform the new homeowners of this prior to the sale of their home.

10. Any subsequent structural damage to the building resulting from the installation of the window addition, either directly or indirectly, shall be the responsibility of the homeowner or corrected at the expense of the homeowner.

11. Any cost incurred by the Board of Managers due to the window addition for emergency repairs and/or failure of the homeowner to keep the window addition maintained in good condition shall be at the homeowner's expense; and will be billed to that homeowner.

12. The Committees approval of an application for said work will become null and void if the work is not begun within sixty days and the job must be completed within ninety days after written receipt of approval. If the work is not completed within this time frame, a new application must be submitted and approval will again be required.

If the work performed does not pass Blue Ridge Engineering inspection, the homeowner must make corrections within 30 days or bond is forfeited and the offending project will be removed at the homeowner's expense.

I have read the above rules and restrictions and requirements regarding window additions and I agree to be bound by them. I fully understand and acknowledge that if I do not full/comply with the above specifications that I will forfeit my entire security bond in the amount of $200.00 for windows and/or $100.00 for a door.

Signature: _____ Signature: _____

Address: _____

Date: _____