



Window Replacement Form

FOR ADDING & REPLACING UNIT WINDOWS

THE FORM:

Request Forms must be initiated by owners only; tenants cannot request unit alterations.

Use this form if you would like to, a) add additional windows to your unit, b) replace the windows in your unit and c) if the project involves both adding additional windows and replacing windows to your unit.

After reading the Terms, Conditions and Specifications below, please press the **Tab** key to enter the date in the box provided at the bottom of page 1. **Tab** to page 2. Please **Tab** to fill in all information pertinent to this project. You may also return to any fill-in field to correct any mistakes. **Note:** the more detailed your information, the easier it will be for the Board to process your request. Please include materials such as detailed specification sheets, brochures, etc.. When you have completed both pages of the form, please print the form. After printing please sign both pages 1 and 2 then submit them with accompanying materials to the Board at address on the bottom of page two of the form.

TERMS, CONDITIONS & SPECIFICATIONS:

Window additions or replacements require written Board approval as to style and standards. If city permits are required, you must obtain them at your own expense.

Association policy requires the use of maintenance free products (i.e. aluminum, fiberglass or vinyl clad windows with a white exterior surface color). Windows must also conform to city building codes; if any apply. The following specifications must be followed:

1. All windows on a given unit shall be the same type and the same size as the original windows on the unit, (i.e. you must replace double-hung for double-hung, casement for casement, etc.), you cannot change the type or size of your original windows. For instance, you cannot change a unit's casement windows to sliders.
2. Exterior surfaces of all windows, including frame sill and trim, shall be white in color. No exceptions will be allowed.
3. If a unit owner decides not to replace all of the windows on his unit at one time, subsequent additions and replacement windows shall be the same type and appearance as the original additions and/or replacement windows. All subsequent projects will require Unit owners to submit a new Window Form for Board approval.
4. When a window is replaced in its entirety, (by removing the sash, frame, sill and trim), all exterior surfaces shall be "maintenance free" (i.e. vinyl, fiberglass or aluminum clad). No window shall be installed by face nailing, which over time will require painting.
5. When only the window sash is to be replaced, all exterior surfaces shall also be "maintenance free" (i.e. vinyl, fiberglass or aluminum clad). All remaining surfaces, (frame, sill and trim) of the existing original window shall be covered with white aluminum or white PVC trim coil.
6. From time to time manufacturers invent new materials. If they are determined to be maintenance free, they will be approved.

Please include the following with your submission for Board for approval;

- Your contractor's *Certificate of Insurance* naming CHECA as the certificate holder,
- any illustrative material you wish to provide,
- this two page request form, signed on both pages, and
- a City of Nashua building permit; if necessary.

Notes:

Please be aware that at some point in time, our vinyl siding will need to be replaced. At such time, any additional cost incurred, because the above specifications were not followed, to make unit windows weather tight during the re-siding process, will be charged to the unit owner.

Water infiltration can have many ramifications. All costs to cure damages to your unit as a result of this project is your sole responsibility. Additionally, you will be subject to all pertinent Association rules, regulations and penalties if a cure is not accomplished in a timely manner.

Signature: _____

Date:

UNIT INFORMATION:

Unit Street Address:

Owners Name:

E-mail:

Phone:

Cell:

CONTRACTOR & PROJECT INFORMATION:

Name and/or Company:

Phone:

Replacement Quantity:

Add New Quantity:

Enter a detailed description of the project. *Be sure to attach specifications, brochures, etc.*

[Empty rectangular box for project description]

As acknowledged by my signature at the bottom of pages 1 & 2, I agree to comply with all of the terms, conditions, specifications and requirements, (City, State and CHECA), set forth above. I understand that by installing replacement windows or new windows, CHECA will no longer be responsible for the maintenance of said windows. I will assume the responsibility for upkeep, repair and all component replacement of the windows included in this project at my sole cost and expense,

Additionally, I will assume all liability for any personal injury and/or property damage to CHECA Common and/or Limited Common areas that occurs due to the installation of the windows. I further agree to cure any damage to the Common and/or Limited Common areas resulting from the installation.

I acknowledge that the contractor installing my doors must provide a Certificate of Insurance, naming CHECA as the certificate holder, that provides liability and workman's compensation insurance coverage.

Signature: _____

Date:

Office Use Only

Submit to:

Resolution Property Management, LLC

7 Bernards Rd.

Merrimack, NH 03054-2782

Board Approval Date: _____ For the Board

By: _____