

REQUEST FOR APPROVAL - REPLACEMENT WINDOWS

Definitions: See illustration

Window Unit - this is the window itself with the glass, mullions, and sash

Window Cladding - these are strips of the replacement material which are installed over the outside wood frame of the window. It is installed in order to create a more pleasing, uniform appearance to the window. The owner may opt not to have cladding installed and simply keep the wood framing exposed and painted as usual. Most owners opt to have the cladding installed over the outside frame in order to create a better appearance and protect the wood from deterioration.

Mullions: Mullions are the dividers between the small panes in a window. Sometimes called 'lights'. These dividers are sometimes between the glass and sometimes outside the glass. The mullion pattern - is the grid pattern formed by the mullions.

Please include the following information in your request for approval for replacement windows:

1. State the color of the replacement window unit and window cladding - If it is a manufacturer color, the color must match your existing trim color or a COA approved trim color. If you choose, the window unit may remain white regardless of your trim color. The window cladding **must** match the color of trim on your home.
2. Provide a sample of the window unit color and cladding color that is at least 1" x 3" or 3 square inches, if you are planning on using a manufacturer color.

* If you are having wood windows installed, which will be painted - you do not need to provide a sample of the material.
3. Mullions - Some of your windows have an 8 over 8 mullion pattern (or grid) and some windows have a 6 over 6 pattern.
 - You must state that the mullions in the new windows will exactly match whichever mullion pattern is on each of the original windows. Please be sure to inform your contractor that the new windows **must** have a mullion pattern that is identical to the original window.
 - You must state that the mullion color will match the overall color of the window.
4. If you wish to change the trim color on your home to another COA approved color that will match your new windows - you must state that you intend to paint the other trim elements on your home to match your new windows. This must be done at owner expense, unless the home is on the paint cycle for the current year -in which case the COA will paint the home, as scheduled.
5. Provide a brochure or pictures that demonstrates the look of the window you are purchasing. This will be returned to you after the ACC has reviewed the request.