

## APPENDIX I

### REPLACEMENT WINDOW GUIDELINES Approved by the Board of Directors September 2, 1994 Amended May 22, 2008

Persons wishing to install replacement windows must first obtain approval from the Board of Directors.

1. Replacement windows must be double-hung, white exterior frame with permanently mounted, six-panel Colonial-style grids. Mullions must be white, no less than 1/2" nor more than 3/4" in facing width (preferably 5/8"). If dual-glass construction is used, mullions must be permanently installed between the two panes in both the upper and lower sashes of all windows.

2. If the unit contains a small kitchen window, it, too, will be "six-over-six." The ONLY exception to this rule is the attic windows, which are to be "four-over-four."

3. Windows may be installed from either the interior or the exterior of the home.

**IMPORTANT:** No exterior woodwork may be altered, removed or covered by the replacement installation.

4. If the homeowner elects to remove the existing storm windows and not replace them at the time of the new installation, the owner must restore and paint the exposed wood to match the white exterior of the window frame. This work must be done in a timely manner and performed by a professional woodworking/painting contractor, and not by the homeowner, and must be done to community standards, as determined by the Board of Directors.

5. If the homeowner elects to remove the storm windows immediately prior to the Association's scheduled exterior painting of homeowner's unit (generally, once every four years), the Association will restore and paint the external woodwork of the window frame.

6. If the homeowner elects to replace one window on one side of the unit, then every window on that side must be replaced with the same make and model as the first.

Replacement Window Guidelines  
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7. Homeowner will provide contractor with the following list of reminders:

- Contractor will not block hallway, porch, sidewalk, etc., with tools, cords, sawhorses, construction materials, debris, etc.
- Homeowner is responsible for all damage to walls, doors, door frames, carpet, grounds, etc., including accidental damage.
- No new penetrations of any kind will be made in any exterior wall or other surface without the express written consent of the Board of Directors.
- Contractor will not place building materials, etc., against bushes, trees, light posts, or court signs.
- If working in a unit with a patio, sawing/cutting must be done in patio area and not on the front lawn.
- Contractor may not post any signs advertising his business.
- Contractor may park in resident's parking space, in an unmarked, unreserved space, or on the street only, unless other arrangements are made.
- Work area must be cleaned as needed, and left clean at the end of the day.
- All construction debris of any nature will be removed from the premises by the contractor at the end of the job. Nothing will be left behind for Meadows maintenance crew or Meadows trash/recycling hauler, including for the first-Saturday "Big Pickup."
- Contractor will not dump paint or any other type of debris into the storm sewers, either on Meadows property or in the street drains.
- No loud music or talk radio may be played if it prevents other residents from the quiet enjoyment of their property.
- Contractor vehicles may not be driven over sidewalks or lawns. Wheelbarrows will be used to shuttle items from the parking lot to the job site, and shall be kept on the sidewalks only.
- Contractor shall ensure that all necessary permits are acquired from the County and properly displayed, for all work necessitating permitting. Work will be inspected as the County deems necessary.

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- Contractor will be mindful of noise in the hallways of B-buildings.
- Contractor will not create hazardous situations for residents.

**ESPECIALLY FOR B-BUILDINGS**

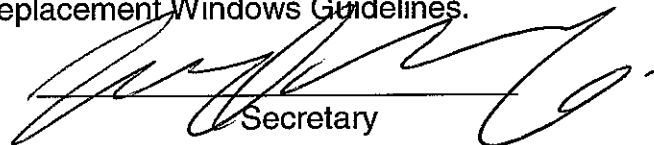
- Contractor will be mindful of noise in the hallways.
- Carpeting, including stairs, must be covered with a non-slip plastic surface. If carpet is stained or otherwise damaged, the homeowner will be responsible for either cleaning the carpet or repairing it, as necessary, as determined by the Board.
- Contractor will not store materials in the hallways.
- Contractor will not perform any sawing or cutting in the hallways.
- If working in a unit without a patio (i.e. Braddock units only) and sawing/cutting is done on the lawn, the contractor will contain the workspace and maintain it in the manner described above.

The effective date of these amended Guidelines shall be June 6, 2008.

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS**

By:   
John W. Thurber, President

I hereby certify on this 22<sup>nd</sup> day of May, 2008, the Board of Directors duly adopted the foregoing Replacement Windows Guidelines.

  
Secretary

COUNCIL OF CO-OWNERS OF  
FAIRLINGTON MEADOWS

RESOLUTION ACTION SHEET

Resolution Type: **Guidelines** Name: **Appendix I**  
Subject: **Replacement Window Guidelines**

Duly adopted by the Board of Directors on May 22, 2008.

Motion by: John Thurber Seconded by: David Andrews

VOTE:	YES	NO	ABSTAIN
<u>John Thurber</u> President	✓	—	—
<u>David R Andrews</u> First Vice President	✓	—	—
<u>Jim Juba</u> Second Vice President	✓	—	—
<u>[Signature]</u> Secretary	✓	—	—
<u>Alma N. Davis</u> Treasurer	✓	—	—

Attest: [Signature] Secretary

**FOR COUNCIL RECORDS**

I hereby certify that a copy of the foregoing Replacement Window Guidelines was mailed or hand-delivered to the members of Fairlington Meadows Council of Co-Owners, on or before June 6, 2008.

[Signature]  
Secretary