

GLASS REPLACEMENT POLICY FOR WINDOWS AND PATIO DOORS:

1. General:

- Glass replacement of windows and patio doors is the responsibility of the Unit owner and does not require pre-approval by the Board of Directors.
- The most common cause requiring window replacement is that the seal between the two panes of glass has deteriorated allowing moisture to enter that space and causing the window to appear "cloudy." This happens naturally as the seal ages. However, *gentle* closure of windows and doors will extend the life of the seal; whereas slamming a patio door shut will quickly break the seal and result in the need to replace clouded glass more often.
- A periodic walk-thru of the community is made by the property manager, who identifies areas which need improvement. Cloudy windows detract from the overall appearance of the community and when identified as unsightly are required to be replaced by the owner.
- When a Unit has been identified as needing attention, a letter will be sent to the owner by the property manager detailing what corrective action is required and a time frame for completion.

2. Finding an Installer:

- There are a number of window installers in the area that have experience with replacing the glass windows at Putnam Village. You may use any installer you choose as long as the windows fit into the existing window frames without any modification to the frame. Two installers that have replaced windows in Putnam Village are:

Trimm Glass Co., Inc.

316 Media Station Road, Media, PA 19063

610-566-6262

R. Stocker & Sons

448 Primos Ave., Folcroft, PA 19032

610-583-8990 and 610-583-8891

Please call the management office if you have any questions.

2/18/2011