

June 18, 2012

Dear Homeowner,

This letter is to ensure that Putnam Village homeowners seeking to replace *complete window frame assemblies* (not simply the glass) are aware of an architectural design change. In effect since 2007, the new window frame assemblies differ from the style of originally installed window frame assemblies. The new design, outlined in the box below, is the only replacement window frame design permitted in the following two areas –

ALL UNITS: MAIN FLOOR FRONT WINDOW FRAMES
END UNITS: MAIN FLOOR REAR WINDOW FRAMES
THE PROPORTIONS OF THESE WINDOWS MUST BE $\frac{1}{4}$ $\frac{1}{2}$ $\frac{1}{4}$ - SEE PHOTOS
THE SIDE WINDOWS THAT OPEN MUST BE $\frac{1}{4}$ THE WIDTH OF THE TOTAL WINDOW WIDTH AND THE CENTER PORTION MUST BE $\frac{1}{2}$ THE TOTAL WIDTH. NO OTHER PROPORTIONS WILL BE APPROVED

The policy for replacing all other window frame assemblies in Putnam Village remains the same: Acceptable window frame assemblies must replicate the style, size, configuration, and color of the originally installed windows and patio doors.

WINDOW FRAME REPLACEMENT POLICY

1. Examples of the new design can be seen at the following addresses:

949 Putnam Blvd

999 Putnam Blvd

1155 Putnam Blvd

2. The homeowner must complete and submit a “Common Elements or Exterior Alteration” application. The following information must be included and in the contractor’s proposal:

(a) Manufacturer’s name, style and/or series of window

(b) Color samples

(c) Sketch of window frame assembly showing window proportions reflecting the new design

(d) Certificate of insurance from the installer

A proposal must be approved by the Board before the homeowner finalizes an agreement with a contractor.

3. There are various manufacturers of acceptable window frame replacements. While it is not the policy of the Association to endorse any contractors, the following installers have had recent experience in Putnam Village and can be contacted for cost estimates for window/frame purchase and installation. Keep in mind that there are many installers in the area and you may use any installer you choose as long as the window/frames conform to the requirements as stated above. It is our recommendation that you get estimates from several installers before making any commitment as there may be a wide price variance for the same quality.

•Delaware Valley Aluminum Corporation, 34 Bridge Ave., Berwyn, PA 19312 610-296-4040

•Thermal Quality Windows, 2988 Dogwood Ln., Broomall, PA 19008 610-325-0788

Please call the Management Office if you have any questions.

Sincerely,
Putnam Village Council

Main Floor Front:



End Unit, Main Floor Rear:

