

TOWER LAKES OWNERS' ASSOCIATION, INC.

Board of Trustees

Procedural Policy: 2026-02

Subject: Window and Door Replacement Policy

Date: February 18, 2026

Effective Date: February 18, 2026

Revision Dates:

Reference: Architectural Standards / Limited Common Area Modifications

Authority: , President, Board of Trustees

NEW PROCEDURE

As many TL condominium buildings constructed around 1997 continue to age, unit windows are reaching the end of their expected service life and may require replacement. To ensure compliance with TL CC&Rs and Bylaws, preserve the community's aesthetic standards, and ensure that all work is performed by properly licensed and insured contractors, unit owners & their contractor replacing windows / doors must adhere to the requirements set forth in this policy.

The Board of Trustees requires a **VARIANCE REQUEST** be completed and submitted along with this completed form (Procedural Policy 2026-02) for approval prior to any material purchase, work or installation of windows or doors.

Required Window Type

- Only NEW CONSTRUCTION windows and patio doors are permitted.
- Replacement-style insert windows or doors are NOT permitted.
- Windows, window trim, doors, door trim, must remain consistent in style, WHITE COLOR ONLY, and material with existing structures.

Window Specifications

- WHITE DOUBLE HUNG / WHITE INTERIOR AND EXTERIOR / NAIL FLANGE WITH J CHANNEL / WHITE INTERNAL GRIDS / LOW E ARGON FILLED UV GLASS / SCREENS

Patio Door Specifications

- WHITE INTERIOR AND EXTERIOR / NAIL FLANGE WITH J CHANNEL / WHITE INTERNAL GRIDS / LOW E ARGON FILLED UV GLASS / WHITE HARDWARE / INCLUDE SCREEN SLIDER

Half Round Window Specifications

- WHITE INTERIOR AND EXTERIOR / WHITE NAIL FLANGE AND J CHANNEL / LOW E ARGON FILLED UV GLASS / NO SCREENS / CUSTOM INTERNAL WHITE GRIDS

Unit Owner & Contractor replacing window(s) / door(s) must agree to the following:

Initial Below:

- 1. **Contractor:** Registered / licensed with the City of Mansfield (required) to do the permitted work. _____
- 2. **Insurance:** Contractor's proof of insurance is required. _____
- 3. **Permit(s):** As the Unit Owner, I understand it is MY responsibility to comply with the City of Mansfield, Ohio building codes and permits, zoning regulations, related city ordinances, permits, inspections, application(s) and pay for related fees. _____
- 4. **Installation:** Per Manufacturer's recommendations. _____

Unit Owner's Name: _____

Building Number: _____ Address: _____

Contractor's Name: _____ Phone: _____

Contractor's Signature: _____ Date: _____

Building Representative: _____ Date: _____

Board Approval: _____ Date: _____

PURCHASE AND INSTALLATION CAN ONLY BEGIN AFTER THE BOARD OF TRUSTEES' APPROVAL.

The Board of Trustees requires a **VARIANCE REQUEST** be completed and submitted **along with this completed form** (Procedural Policy 2026-02) for **approval prior to any material purchase, work or installation** of windows or doors.