

Dear Homeowner,

The homeowner must submit a completed Home Improvement Form to the Board of Directors for approval, and include a picture or brochure, color and location of the window(s) being replaced.

The following are guidelines for selection and installation of new windows:

- The windows must be clear glass.
- The window frames must be the same color as originally installed- no other colors
- The windows must be retrofit.
- Windows cannot have grids in them.

Please be advised that <u>any alterations to the approved windows</u>, <u>other than what is stated above</u>, <u>will result in removal of the windows at your own expense</u>.

Please feel free to contact me if you have any questions or concerns.

Thank you,

Carol Foster, Community Manager Agent for Allegro Villas Homeowners Association