All changes must adhere to existing exterior architectural style and applicable codes. All requests must be made in writing include the below information and have board involvement before any changes, additions or work be done. Requests must be made at least 30 days before work can start.

**Cosmetic Requirements for Window Replacement or Additions:**

* Window frames (not exterior wood trim) must be the existing dark brown/bronze color initially installed and as built
* Windows must have mullions (grids) in them
* Materials can be aluminum or synthetic

**Submittal Must Include:**

* Tentative start and completion dates
* If replacement windows are to be a different size or in a different location from the original as built, a detailed plan with project schematic drawing showing the location and dimensions will be required, of both the new window and the location on the building. This does not need to be professionally done

**Homeowner Must Agree To:**

* Repairing, painting and caulking of all exterior wood surfaces
* If siding boards are damaged (cracked) during installation, news boards must be used, short scrap peaces can not be used, this applies to both the lap board siding and the large window trim boards which are the 2x4 and 2x6 boards. Replacement wood must be cedar or redwood.
* Final inspection from the Board. If the Board is not satisfied with the final result and quality of exterior appearance the homeowner must complete additional repairs.

**Example Request Submittal:**

Hello Elk Run Board I would like to replace my three windows on the deck level of my unit. I would like to start the process on June 1st and be completed by June 7th. The replacement windows will be bronze aluminum and have grids. They will go into the exact same location of the existing windows. I will repair, replace, paint and caulk all and any wood on the outside of the unit that need be during the installation process.

**Required Paint Codes and Supplier Information for Exterior Painting:**

Sherwin Williams retailer, 6400 North Business Park Loop, 435-647-0206 to get there, take the Silver Summit exit off the 40. It is like going to Home Depot go west at the corner by Burt Brothers and the Chevron, go past the Honda dealership second street on right look for small a strip mall, Sherwin Williams is in the mall. You can also go to the Columbia paint store in Park City which is located at 875 Iron Horse Drive, just past Burger King and Starbucks.

Product is Flood Solid Deep with EB Color is Elk Run Orange; Contractor listing is Under Quality Painting, Mark Choen.