Memorandum

To: All Homeowners

From: Chad Fetterman, CMCA, AMS

 Property Manager

Date: 1/12/2017

Re: Window, Patio Door, and Entry Door Guidelines

Recently the Board of Directors consulted with multiple attorney’s in order to get their opinion and interpretation on the Greene’s governing documents and what abilities the Board had concerning certain architectural changes to the Greene. Upon review of the documents, it was the opinion of these attorney’s that the Board would be able to approve variance requests for certain items as long as said change conforms in architecture, material and color as originally constructed. Therefore, at the Board of Directors meeting held on January 11, 2017 the Board of Directors approved and adopted the following guidelines concerning window, patio door and entry door replacements.

**Concerning window replacements**. Effective January 11, 2017, the Board shall consider and may approve required variance requests for window replacement under the following guidelines. These guidelines are for glass only. All other aspects of the window must be as existing.

1. Grids or no grids are acceptable regardless of prior configuration.
2. If grids are requested, they must be white, vertical and horizontal. Diagonal grids are not permitted.
3. All windows must be the same. Grids or no grids.

**Concerning patio door replacements**. Effective January 11, 2017, the Board shall consider and may approve required variance requests for patio door replacement under the following guidelines. These guidelines are for glass only. All other aspects of the patio door must be as existing.

1. Grids or no grids are acceptable regardless of prior configuration.
2. If grids are requested, they must be white, vertical and horizontal. Diagonal grids are not permitted.
3. Venetian blinds between the thermos panes are acceptable.

**Concerning entry door replacements**. Effective January 11, 2017, the Board shall consider and may approve required variance requests for entry door replacement under the following guidelines. These guidelines are for glass only. All other aspects of the entry door must be as existing.

1. The door may, or may not, include glass regardless of prior configuration.
2. If glass is requested, design in the upper half is optional. If glass is installed below the upper half, the total volume of glass should not exceed 50% of the total volume of the door.
3. If the door has an existing sidelight, the sidelight may, or may not, include venetian blinds between the thermos panes.

These changes will certainly provide the homeowner of the Greene more flexibility in the future when replacing these items. We encourage you to include this memo in your rules book for future reference. If you have any questions, please feel free to call our office at 225-7440.