Adams Landing Condominium Association Window and Door Wall Replacement Process January 25, 2021

The Adams Landing Board is committed to upholding the Amended Bylaws and Master Deed dated February 16, 2016. Therefore, all exterior maintenance previously covered by the Association, will continue to be covered by the Association. This new window replacement policy does not affect the Association's obligation to keep our property up to the best possible condition year after year.

2021 Window & Door Wall Replacement Procedure

1. Make Appointment

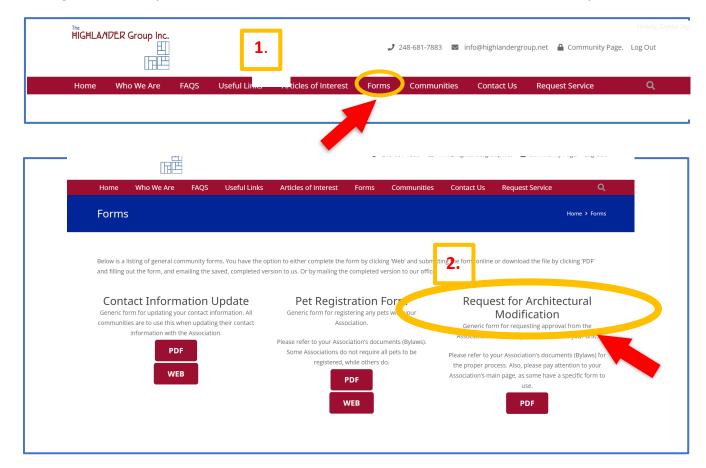
The Co-Owner should call Wallside Windows at (800) 521-7800 to request an appointment.

2. Meet with Wallside

Wallside will set an appointment time with the Co-Owner and Dan Sundberg, the new Wallside Representative. A deposit should not be made until after Steps #3 & 4 have been completed.

3. Fill Out Alteration & Modification Form

After the appointment with Wallside, and a decision has been made to move ahead with the work, the Co-Owner must complete an Alteration-Modification form which can be forum on The Highlander Group website. If needed Dan, or a Board member, can assist with this process.



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4. Submit Alteration & Modification Form

The Co-Owner then submits the Alteration-Modification form to The Highlander Group, send it to Tari Sherlock at: tsherlock@highlandergroup.net – along with Wallside's quote which describes which window(s) will be used as replacement windows.

5. Board Approval

The Highlander Group will submit the Alteration & Modification form and the Wallside quote to the Board for architectural design approval.

6. Begin Work Process

When approved by the Board, The Highlander Group will notify the Co-Owner and Dan from Wallside, in writing, either by email, or regular mail if the Co-Owner does not have an email address, that the work process can begin.

7. Make Your Deposit

Once the written approval of the Board is received, the Co-owner can proceed to pay the deposit to Wallside Windows.

- Discount: Wallside offers a 50% discount to all Adams Landing Co-Owners
- Additional Discount: if the job is paid in full, by the time the work is completed, with no financing from Wallside, they will offer an additional 20% discount to the Co-Owner.

Notes:

- As stated in the amended Master Deed, February 16, 2016, all window, and door wall replacement costs, are 100% the responsibility of the Co-Owner.
- Currently, Wallside Windows is the only approved vendor for window and door wall replacement or repair.
- The Board is looking into retaining one or two additional window and door wall vendors.