

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 found on The Highlander Group website. If needed Dan, or a Board member, can assist with this process.

The screenshot shows the website of The Highlander Group Inc. with a navigation bar containing links: Home, Who We Are, FAQs, Useful Links, Articles of Interest, Forms, Communities, Contact Us, and Request Service. A yellow box with the number '1.' is placed over the 'Forms' link, and a red arrow points to it. Below the navigation bar, the 'Forms' page is displayed, featuring a blue header with the text 'Forms' and a breadcrumb trail 'Home > Forms'. The main content area lists three forms: 'Contact Information Update', 'Pet Registration Form', and 'Request for Architectural Modification'. The 'Request for Architectural Modification' form is circled in yellow, and a red arrow points to it. A yellow box with the number '2.' is placed over the text 'Click the form online or download the file by clicking 'PDF''.

The Highlander Group Inc. 248-681-7883 info@highlandergroup.net Community Page Log Out

Home Who We Are FAQs Useful Links Articles of Interest Forms Communities Contact Us Request Service

Forms Home > Forms

Below is a listing of general community forms. You have the option to either complete the form by clicking 'Web' and submitting the form online or download the file by clicking 'PDF' and filling out the form, and emailing the saved, completed version to us. Or by mailing the completed version to our office.

Contact Information Update
Generic form for updating your contact information. All communities are to use this when updating their contact information with the Association.
PDF WEB

Pet Registration Form
Generic form for registering any pets with your Association.
Please refer to your Association's documents (Bylaws). Some Associations do not require all pets to be registered, while others do.
PDF WEB

Request for Architectural Modification
Generic form for requesting approval from the Association for any alterations to your unit.
Please refer to your Association's documents (Bylaws) for the proper process. Also, please pay attention to your Association's main page, as some have a specific form to use.
PDF

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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.