

«OWNER NAME\MAILING ADDRESS»

«TODAY'S DATE <MM/DD/YYYY>»

CLUB CORTILE CONDOMINIUM ASSOCIATION, INC.

Dear «OWNER'S NAME»,

Each unit contains a fire window which is the window closest to the front door facing the street.

Incorrect installation during construction resulted in water intrusion in some of the windows which is visible by the black/green mold staining the stucco. The seals around the windows have failed to provide a water-tight exterior. As the Condominium Association's Declaration allocates the responsibility of the windows to the owner, each owner will be responsible for the replacement or repair if necessary.

An engineering study was obtained by the Board of Directors that specifically addressed this issue. William S.[Sam] Carr, Jr. PE, CGC performed a visual inspection of each window and noted the condition of each fire window in a spreadsheet, so that each owner could be informed as to whether repair or replacement would be required.

**The report may be obtained at** [**https://www.HomeGauge.com/report/9984946**](https://www.homegauge.com/report/9984946)

**A copy is also available on the association website at [www.clubcortile.com](http://www.clubcortile.com/)**

The windows requiring replacement, must be replaced with new fire windows that meet the current county building code. For owners required to replace the windows, the following is requested to be presented to the management company to be kept with the association's records. For owners required to replace the fire windows:

**You will have 60 days from this letter's postmark to submit items 1-5 for board approval.**

**You will have 60 days from board approval to complete the entire proposed work including submitting a copy of final county approval with the closed permit.**

1. Proof that the window meets the county requirement for FIRE WINDOWS.
2. Proposal for work to be performed by a licensed general contractor to include a copy of the current license and proof of 2.5 Million Liability Insurance.
3. Proposal for work must include any needed mold remediation, reconstruction of window supports and damaged wall area if necessary and stucco repair.
4. Certificate of Insurance naming Club Cortile Condominium Association as an additional insured.
5. Valid county permit and proof of payment with the inspector's signature.
6. Application with signed board approval.
7. Proof of county approval upon final inspection.

**Window Requirements:**

* FYRE-TEC Series 925 Single Hung, Self-Closing Steel Window
* 3/4 or 1 hour UL rated protection

Previously the Association had obtained bulk pricing for this work, on behalf of the owners, **based on the total number of fire windows**. Although this is no longer the case, Signature Management still has a list of licensed vendors, if multiple owners are interested in possibly negotiating a rate together.

**Below is the list of windows that were inspected and the action required.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2718 | A | No Action |  |  |  |  |  |  |
| 2720 | A |  | Repair Min |  |  |  |  |  |
| 2722 | A |  |  |  | Replace |  |  |  |
| 2724 | A |  |  | Repair |  |  |  |  |  |
| 2726 | A |  |  |  | Replace |  |  |  |
| 2728 | A |  | Repair Min. |  |  |  |  |  |
| 2730 | A |  | Repair Min. |  |  |  |  |  |
| 2732 | A |  |  | Repair |  |  |  |  |  |
| 2734 | A |  |  |  | Replace |  |  |  |
| 2736 | A |  | Repair Min |  |  |  |  |  |
| 2738 | A |  |  | Repair |  |  |  |  |  |
| 2740 | A |  | Repair Min |  |  |  |  |  |
| 2768 | A | No Action |  |  |  |  |  |  |
| 2770 | A |  |  | Repair |  |  |  |  |  |
| 2772 | A |  |  |  | Replace |  |  |  |
| 2774 | A |  |  | Repair |  |  |  |  |  |
| 2776 | A |  |  | Repair |  |  |  |  |  |
| 2778 | A |  | Repair Min |  |  |  |  |  |
| 2780 | A | No Action |  |  |  |  |  |  |
| 2782 | A |  |  | Repair |  |  |  |  |  |
| 2784 | A |  |  | Repair |  |  |  |  |  |
| 2786 | A | No Action |  |  |  |  |  |  |
| 2788 | A | No Action |  |  |  |  |  |  |
| 2790 | A |  | Repair Min |  |  |  |  |  |
| 2792 | A | No Action |  |  |  |  |  |  |
| 2794 | A |  | Repair Min |  |  |  |  |  |
| 2796 | A |  | Repair Min |  | Very minor |  |  |
| 2798 | A |  |  |  | Replace |  |  |  |
| 2800 | A |  | Repair Min |  |  |  |  |  |
| 2802 | A |  | Repair Min |  |  |  |  |  |
| 2804 | A |  | Repair Min |  |  |  |  |  |
| 2806 | A |  | Repair Min |  |  |  |  |  |
| 2808 | A | No Action |  |  |  |  |  |  |
| 2810 | A |  |  |  | Replace |  |  |  |
| 2812 | A | No Action |  |  |  | Past Repair, Holes Drilled |
| 2814 | A |  |  | Repair |  |  |  |  |  |
| 2816 | A |  |  | Repair |  |  |  |  |  |
| 2818 | A |  | Repair Minor |  |  |  |  |  |
| 2820 | A |  | Repair Minor |  |  |  |  |  |
| 2822 | A |  |  | Repair |  |  |  |  |  |
| 2824 | A |  |  | Repair |  |  |  |  |  |
| 2826 | A |  | Repair Min |  |  |  |  |  |
| 2828 | A |  | Repair Min |  | Very Minor |  |  |
| 2854 | A | No Action |  |  |  |  |  |  |
| 2856 | A |  | Repair Min |  |  |  |  |  |
| 2858 | A |  | Repair Min |  |  |  |  |  |
| 2860 | A |  |  | Repair |  |  |  |  |  |
| 2862 | A |  |  | Repair |  |  |  |  |  |
| 2864 | A | No Action |  |  |  |  |  |  |
| 2866 | A |  |  | Repair |  |  |  |  |  |
| 2868 | A |  |  | Repair |  |  |  |  |  |
| 2870 | A |  |  | Repair |  | Major, Maybe Replace |  |
| 2872 | A |  |  | Repair |  |  |  |  |  |
| 2874 | A |  | Repair Min |  |  |  |  |  |
| 2876 | A | No Action |  |  |  |  |  |  |
| 2878 | A |  |  | Repair |  |  |  |  |  |
| 2880 | A |  |  | Repair |  |  |  |  |  |
| 2882 | A | No Action |  |  |  |  |  |  |
| 2718 | B | No Action |   |   |   |   |   |   |
| 2720 | B |   |   |   | Replace |   |   |   |
| 2722 | B |   |   |   | Replace |   |   |   |
| 2724 | B |   |   | Repair |   |   | Major |   |
| 2726 | B |   |   |   | Replace |   |   |   |
| 2728 | B | No Action |   |   |   |   |   |   |
| 2730 | B | No Action |   |   |   |   |   |   |
| 2732 | B |   | Repair Minor |   |   |   |   |   |
| 2734 | B |   |   |   | Replace |   |   |   |
| 2736 | B |   |   |   | Replace |   |   |   |
| 2738 | B |   |   |   | Replace |   |   |   |
| 2740 | B | No Action |   |   |   |   |   |   |
| 2768 | B | No Action |   |   |   |   |   |   |
| 2770 | B |   |   | Repair |   |   |   |   |
| 2772 | B |   | Repair Minor |   |   |   |   |   |
| 2774 | B |   |   | Repair |   |   |   |   |
| 2776 | B |   |   | Repair |   |   |   |   |
| 2778 | B | No Action |   |   |   |   |   |   |
| 2780 | B | No Action |   |   |   |   |   |   |
| 2782 | B |   | Repair Minor |   |   |   |   |   |
| 2784 | B |   | Repair Minor |   |   |   |   |   |
| 2786 | B | No Action |   |   |   |   |   |   |
| 2788 | B | No Action |   |   |   |   |   |   |
| 2790 | B |   |   |   | Replace |   |   |   |
| 2792 | B |   |   | Repair |   |   |   |   |
| 2794 | B | No Action |   |   |   |   |   |   |
| 2796 | B | No Action |   |   |   |   |   |   |
| 2798 | B |   |   |   | Replace |   |   |   |
| 2800 | B |   | Repair Minor |   |   |   |   |   |
| 2802 | B |   |   | Repair |   |   |   |   |
| 2804 | B |   |   | Repair |   |   |   |   |
| 2806 | B | No Action |   |   |   |   |   |   |
| 2808 | B | No Action |   |   |   |   |   |   |
| 2810 | B |   |   |   | Replace |   |   |   |
| 2812 | B |   |   |   | Replace |   |   |   |
| 2814 | B |   |   | Repair |   |   |   |   |
| 2816 | B |   |   |   | Replace |   |   |   |
| 2818 | B | No Action |   |   |   |   |   |   |
| 2820 | B |   | Repair Minor |   |   | Past Repair Evident |   |   |
| 2822 | B |   |   | Repair |   |   |   |   |
| 2824 | B |   |   | Repair |   |   |   |   |
| 2826 | B |   |   | Repair |   |   |   |   |
| 2828 | B | No Action |   |   |   |   |   |   |
| 2854 | B | No Action |   |   |   |   |   |   |
| 2856 | B | No Action |   |   |   |   |   |   |
| 2858 | B |   | Very Minor Repair |   |   |   |   |   |
| 2860 | B |   | Minor Repair |   |   |   |   |   |
| 2862 | B |   |   | Repair |   |   |   |   |
| 2864 | B | No Action |   |   |   |   |   |   |
| 2866 | B |   | Repair Minor |   |   |   |   |   |
| 2868 | B |   | Repair Minor |   |   |   |   |   |
| 2870 | B |   |   | Repair |   |   |   |   |
| 2872 | B |   |   | Repair |   |   |   |   |
| 2874 | B | No Action |   |   |   |   |   |   |
| 2876 | B | No Action |   |   |   |   |   |   |
| 2878 | B |   |   | Repair |   |   |   |   |
| 2880 | B |   |   | Repair |   |   |   |   |
| 2882 | B | No Action |   |   |   |   |   |   |

Please contact me directly with any questions or if an extension will be requested due to special circumstances. Please be advised that the Association does have the authority to repair or replace the fire window of any owner that does not comply with the Association's maintenance request for the protection of the structural integrity of the buildings.

Once all of the fire windows requiring repair or replacement are addressed, the Association will proceed with the building stucco repairs and exterior painting.

On behalf of the Board of Directors,

MaryJo LoCascio

Association Manager