



**Towne Harbour Association, Inc.
Board of Directors
Canandaigua, NY 14424**

WINDOW REPLACEMENT POLICY

ADOPTED by Towne Harbour Association, Inc. Board of Directors 06/24/2025

Towne Harbour Island has adopted a policy requiring homeowners to replace any original and/or insert window on a townhome or garage wall that the HOA contracts to be re-sided. The window replacement is to be done at the same time as the siding work. Per THI's Declaration, the Association covers the cost of new Hardie board and its installation; the cost of the windows and window installation is the homeowner's responsibility. Coordinating window and siding replacement is highly recommended for long-term benefits in terms of cost savings, seamless integration and aesthetics, enhanced energy efficiency, and improved weatherproofing and structural integrity.

Annually, the Building Committee will determine which exterior walls are to be re-sided, based on need and budget, and notify homeowners in writing. The company contracted by the HOA to re-side will prepare homeowner quotes on new windows and window installation. Homeowners may obtain a quote from another contractor. If a contractor other than the HOA contractor is chosen for windows and installation, the homeowner must have their windows installed before the HOA contractor starts re-siding. Once window material and labor costs are finalized, homeowners must submit a variance for window replacement.

If a homeowner is not prepared to have their windows replaced the year their re-siding is scheduled, they may make a written request to postpone re-siding for one (1) year. The Building Committee will defer the re-siding for one year and move to another building. Neither the Building Committee nor the HOA contractor are obligated to lock in material and labor costs on windows from one year to the next.
