



To Whom It May Concern at Associa Mid Atlantic:

We are proposing the following work at the home of Craig and Liz Bello 202 William Feather Drive, Voorhees, NJ 08043 in the Surbridge Lakes Community.

Details of the new units are as follows: *WE ARE PROPSING TO REMOVE GRILLES FROM ALL UNITS.*****

2 Renewal by Andersen Acclaim™ Double-Hung windows. All units will be the same style and color as the existing: white exterior, equal sash, no grilles, screen to be full truscene

1 Renewal by Andersen Acclaim™ Picture window unit will be the same style and color as the existing: white exterior, equal sash, no grilles,

1 Renewal by Andersen Gliding Patio door in white with white hardware.

The new units have been measured to fit in the existing frame and openings; there is no need for us to alter the size of the openings. During the installation process it is common practice for us to inspect the opening after the existing unit is removed in order to ensure that the area surrounding the unit is in good shape. Any rot or damage found during that process will be addressed during the installation. Any and all debris created during installation will be handled by our crew and cleaned up before we leave the property.

I am including pertinent information for your review, as well as supplemental documents. If you need anything further, please do not hesitate to contact me.

Thank you,

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