

**CITADEL ON THE POND  
EXTERIOR MODIFICATION REQUEST  
WINDOW/PATIO DOOR REPLACEMENTS**

Return this completed form to:

EPI Management Company, LLC  
14032 South Kostner Avenue, Suite M  
Crestwood, IL 60418

Please inform the Architectural Committee and the Board of Directors of Citadel on the Pond that I wish to make the following exterior change to my unit:

Item: \_\_\_\_\_

**NOTE: PICTURE & QUOTE OF WINDOWS/PATIO DOORS  
MUST BE INCLUDED WITH REQUEST!**

Kind of Material: \_\_\_\_\_

Color: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Number of mullions: \_\_\_\_\_

Location of windows: \_\_\_\_\_

Brief description of installation: \_\_\_\_\_

*Yes*

*NO*

*The replacement item matches the existing.*

*Plans, Proposal, Specifications and/or Photo of the proposed modification are attached showing location and dimensions.*

Request Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

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Diagrams may be drawn on the reverse side.

\_\_\_\_\_

**No “Replacement Windows” are allowed! Only “New Construction Windows” with a Non-Detachable or Non-Removable Nailing Fin or Flange are allowed.**

The acceptable window frame materials are vinyl, fiberglass, or composite of like Colonial style and must match the existing white window color and have flat Colonial grids.

All exterior trim materials must be replaced with the exact matching new trim materials.

Replacement windows are not allowed as they are typically 1.5” smaller to fit the opening and the resulting excess space is incorrectly filled with an aluminum 2” x 2” white capping.

**Front and Side Windows with Cedar Trim:**

The window installer is to fully remove the old vinyl window to the rough opening.

Only "New Construction Windows" with a Non-Detachable, Non-Removable or Welded Nailing Flange" are allowed on the front and side façades. The exterior siding must be completely removed, for the “New Construction Window” to fit the rough opening. The installer to re-apply the J Channel, caulk the windows, and re-attach all siding pieces that were removed for the window installation. If the new construction center bedroom window is larger to meet the updated egress codes and grid patterns have changed, please include the new center window size on the Exterior Modification form and quote.

The exterior trim must be white cedar around the front or side façade bedroom windows.

The Sherwin Williams paint color for the cedar trim is: **SW # 36404-13340** one gal size:

Resilience Exterior Acrylic Latex Extra White Finish.

**No white aluminum 2” x 2” capping or white composite wood materials are allowed to be substituted as trim, around the installed “New Construction Window.”**

**Front, Side or Rear Windows without Cedar Trim:**

The window installer is to fully remove the old vinyl window to the rough opening.

Only “New Construction Windows” with a non-removable nailing flange are allowed to be installed for the front, side, or rear windows where the walls are siding and/or brick.

The exterior siding must be completely removed for a “New Construction Window” to fit a rough opening. The installer to re-apply the J Channel, caulk the windows, and re-attach all the siding pieces that were removed for the “New Construction Window” installation.

“New Construction Windows” with nailing flanges may have an issue with some brick openings? If needed to install a “New Construction (nail flanged) Window” in brick, list the installation details that require cutting off the nail fin for it to fit in between the bricks.

If the window trim is aluminum, please replace the aluminum with like-kind, new white aluminum trim. The Association will not replace any of the old exterior window trim materials (cedar or aluminum), due to the installation of new windows by the owners.

**Pictures of existing windows must be included and the matching “New Construction Windows” with a non-detachable nailing fin/flange listed on the quote for the “New Construction Windows” and correct trim to be verified and approved for installation.**