

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	10923 Montrose Avenue, Garrett Park	Meeting Date:	6/25/2025
Resource:	Outstanding Resource Garrett Park Historic District	Report Date:	6/18/2025
Applicant:	Jonathan Paul, Barbara Collier, and Carol Ballentine	Public Notice:	6/11/2025
Review:	HAWP	Tax Credit:	No
Case No.:	1117964	Staff:	Devon Murtha
Proposal:	Window replacement		

STAFF RECOMMENDATION

Staff recommends the HPC **approve** the HAWP application.

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Outstanding Resource in the Garrett Park Historic District
 DATE: 1892
 STYLE: Queen Anne



Figure 1: Location of 10923 Montrose Avenue in the Garrett Park Historic District.



Figure 2: Photo of the subject property (Montgomery County Planning, no date).

PROPOSAL

The applicant proposes to replace six aluminum sliding windows with new vinyl sliding windows of a similar profile (*Figures 3 and 4*). All windows will be installed on the east and south elevations of the non-historic rear addition of the house (*Figure 5*).


	Window Series	6.0 Presidential Series	Quantity	2
	Window Style	Three Part Slider	Size	151-170 UI
	Configuration		Color	White
	Sliding Window - Fusion Welded Corners, Reinforced Meeting Rails, Foam Filled Frames, Super Spacer, Argon Filled, Triple Silver Low-E			

Figure 3: Proposed new windows to be installed on the east elevation.


	Window Series	6.0 Presidential Series	Quantity	4
	Window Style	Two Part Slider	Size	131-140 UI
			Color	White
	Sliding Window - Fusion Welded Corners, Reinforced Meeting Rails, Foam Filled Frames, Super Spacer, Argon Filled, Triple Silver Low-E			

Figure 4: Proposed new windows to be installed on the west elevation.



Figure 5: Existing windows on rear addition, including the south (left) and east (right) elevations.

APPLICABLE GUIDELINES

When reviewing alterations and new construction within the Garrett Park Historic District several documents are to be utilized as guidelines to assist the Commission in developing their decision. These documents include the *Comprehensive Amendment to the North Bethesda-Garrett Park Master Plan (Sector Plan)*, *Montgomery County Code Chapter 24A (Chapter 24A)*, and the *Secretary of the Interior's Standards for Rehabilitation (Standards)*. The pertinent information in these documents is outlined below.

Comprehensive Amendment to the North Bethesda-Garrett Park Master Plan (1992)

Outstanding Resource: A resource which is of outstanding significance due to its architectural and/or historical features. An outstanding resource may date from any historical period and may be representative of any architectural style. However, it must have special features, architectural details, and/or historical associations that make the resource especially representative of an architectural style, it must be especially important to the history of the district, and/or it must be especially unique within the context of the district.

Montgomery County Code Chapter 24A-8

- (b) The commission shall instruct the director to issue a permit, or issue a permit subject to such conditions as are found to be necessary to ensure conformity with the purposes and requirements of this chapter, if it finds that:
 - (1) The proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district; or
 - (2) The proposal is compatible in character and nature with the historical, archeological, architectural or cultural features of the historic site or the historic district in which an historic resource is located and would not be detrimental thereto or to the achievement of the purposes of this chapter; or
 - (3) ; or
- (d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design

significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (*Ord. No. 9-4, § 1; Ord. No. 11-59.*)

Secretary of Interior's Standards for Rehabilitation

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

STAFF DISCUSSION

Staff supports the window replacement and recommends approval. Although vinyl is generally not considered to be a compatible replacement material for historic windows, Staff finds that the existing aluminum slider windows are not historic and do not contribute to the overall character of the Victorian-era house. No historic material will be removed as part of this proposal, per *Standard 2*.

Based on the 1950 Sanborn map, it appears that the rear addition was formerly a porch, and the windows are not original to the Queen Anne building (*Figure 6*). Additionally, all the proposed windows are located on the rear of the house and do not meaningfully impact the character of the surrounding district (*Figure 7*). Replacing the windows in this portion of the house would not substantially alter the exterior features of an historic site or historic resource within an historic district, thereby complying with 24A-8(b)-1.

Staff notes that the installation of vinyl windows on non-historic additions is approved on a case-by-case basis and is not appropriate in most cases. Due to the location of the windows and limited visibility, Staff finds vinyl windows to be an appropriate substitute material in this particular case.

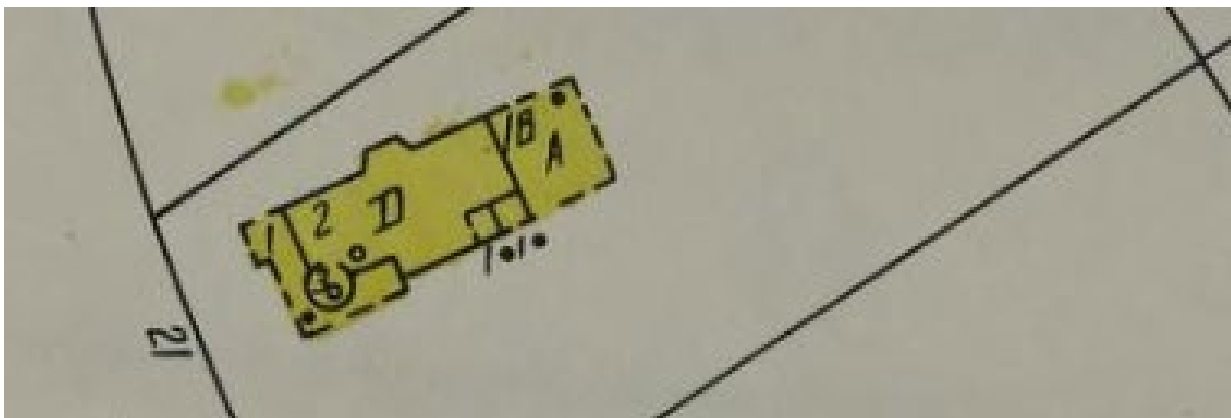


Figure 6: Image from Sanborn Map (1950) showing subject property.



Figure 7: View of south elevation windows proposed for replacement. Note that the east windows are not visible at all from the right-of-way.

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b)(1), (2), having found that the proposal will not substantially alter the exterior features of the historic resource and is compatible in character with the district and the purposes of Chapter 24A;

and with the *Secretary of the Interior's Standards for Rehabilitation* #2 and 9;

and with the general condition that the applicant shall present an electronic set of drawings, if applicable, to Historic Preservation Commission (HPC) staff for review and stamping prior to submission for the Montgomery County Department of Permitting Services (DPS) building permits;

and with the general condition that final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

and with the general condition that the applicant shall notify the Historic Preservation Staff if they propose to make **any alterations** to the approved plans. Once the work is completed the applicant will contact the staff person assigned to this application at 301-495-2167 or devon.murtha@montgomeryplanning.org to schedule a follow-up site visit.



FOR STAFF ONLY:
HAWP# 1117964
DATE ASSIGNED _____

**APPLICATION FOR
HISTORIC AREA WORK PERMIT**
HISTORIC PRESERVATION COMMISSION
301.563.3400

APPLICANT:

Name: Jonathan Paul, Barbara Collier, Carol B
Address: 10923 Montrose Avenue
Daytime Phone: 301-942-3526

E-mail: trillabead@mac.com
City: Garrett Park Zip: 20896
Tax Account No.: 00056592

AGENT/CONTACT (if applicable):

Name: _____
Address: _____
Daytime Phone: _____

E-mail: _____
City: _____ Zip: _____
Contractor Registration No.: _____

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property M: 30-13

Is the Property Located within an Historic District? X Yes/District Name Garrett Park
 No/Individual Site Name _____

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

Building Number: _____ Street: _____

Town/City: _____ Nearest Cross Street: _____

Lot: _____ Block: _____ Subdivision: _____ Parcel: _____

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. Incomplete Applications will not be accepted for review. Check all that apply:

- | | | |
|---|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Shed/Garage/Accessory Structure |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Hardscape/Landscape | <input type="checkbox"/> Tree removal/planting |
| <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Roof | <input checked="" type="checkbox"/> Window/Door |
| | | <input type="checkbox"/> Other: _____ |

I hereby certify that I have the authority to make the foregoing application, that the application is correct and accurate and that the construction will comply with plans reviewed and approved by all necessary agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.

Barbara Collier
Signature of owner or authorized agent

May 17, 2025
Date

10919 Montrose Avenue Box 573
Garrett Park MD 20896

10918 Montrose Avenue Box 250
Garrett Park MD 20896

10922 Montrose Avenue Box 378
Garrett Park MD 20896

10926 Montrose Avenue Box 69
Garrett Park, MD 20896

10938 Clermont Avenue Box 194
Garrett Park MD 20896

10934 Clermont Avenue Box 175
Garrett Park MD 20896

10930 Clermont Avenue Box 324
Garrett Park MD 20896

10926 Clermont Avenue Box 152
Garrett Park MD 20896

10924 Clermont Avenue Box 171
Garrett Park MD 20896

Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

This 1891 Queen Anne style Victorian house has a more modern enclosed back porch. This porch replaced an earlier porch sometime after 1928 (a 1928 plat of survey shows a smaller covered porch). The current enclosed porch has windows on three sides: north, east, and south. These are double-glazed horizontal slider windows in aluminum casings (some three-part sliders and some two-part sliders). The seals on the glazing in the windows on the east and south walls have been leaking, leading to condensation that obscures the views from the windows (except for one east window, in which a hole in the glass allows condensation to escape).

We attach a plat (attachment 2) with an outline of the house, annotated to show the windows' location. (This plat, from a 2013 survey, shows old lot numbers; in 2021, the lot was replatted as current lot 31.) To show the windows in context, we attach photographs of the east and south sides of the house (photos 1 and 2). We also include street views to show where the windows are visible from the front (photos 3 and 4), and interior views of the windows showing their deterioration (see Views folder).

Description of Work Proposed: Please give an overview of the work to be undertaken:

We would like to replace the failing windows with equivalent vinyl casement windows as follows:

- four two-part sliding windows on the east side
- two three-part sliding windows on the south side

The new windows will look like the current windows, but in better repair. The trim color will remain the same.

The specifications for the new windows are in attachment 3.

Work Item 1: Replace windows, east wall

Description of Current Condition:

All four two-slider windows have imperfect seals, leading to significant condensation within the double glazing, impeding visibility in all four. One two-slider window has a hole in the glass.

Photo 1 shows the east wall and windows. Interior photos of the east windows are in folder "Views."

Two of the east windows are 59 3/4" W x 47 3/4" H.

Proposed Work:

Replace with two equivalent vinyl casement two-slider windows. See attachments 3 & 4.

Work Item 2: Replace windows, east wall

Description of Current Condition:

See above.

The other two east windows are 71 3/4" W x 47 3/4" H.

Proposed Work:

Replace with two equivalent vinyl casement two-slider windows. See attachments 3 & 4.

Work Item 3: Replace windows, south wall

Description of Current Condition:

Two three-slider windows have imperfect seals, with significant condensation within the double glazing, impeding visibility.

Windows are 95 3/4" W x 47 3/4" H.

Photo 2 shows the south side of the house, including the porch and windows.

Interior photos of the south windows are in folder "Views."

Proposed Work:

Replace with two equivalent vinyl casement three-slider windows. See attachments 3 & 4.

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	I. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall	*	*	*	*	*	*	*
Driveway/ Parking Area	*	*		*	*	*	*
Grading/Excavation/ Landscaping	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*



2301 RESEARCH BLVD
STE 300
ROCKVILLE, MD 20850-6265
PH: 571-279-8000

ORDER: 77161
ORDER DATE: 5/8/2025

QUOTE


INVOICE INFORMATION



Presidential Exteriors
2301 Research Blvd #300
Rockville, MD 20850

SHIPPING INFORMATION

Presidential Exteriors
2301 Research Blvd #300
Rockville, MD 20850

SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
77161	5/8/2025	PRJ21110	Paul/Collier			
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
1	FORTIS 2-LITE SLIDER EXACT SIZE RIGHT OPERATING (ISLO) WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON SUPER SPACER SLIM LOCK=[WHITE] DOUBLE LOCK HALF SCREEN=[VyClear Mesh] HEAD EXPANDER INSTALLATION SCREWS SILL EXTENDER AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-60-00002-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.49] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.] Sunroom	2	59 3/4 W X 47 3/4 H			

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
77161	5/8/2025	PRJ21110	Paul/Collier			
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
2	FORTIS 2-LITE SLIDER EXACT SIZE RIGHT OPERATING (ISLO) WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON SUPER SPACER SLIM LOCK=[WHITE] DOUBLE LOCK HALF SCREEN=[VyClear Mesh] HEAD EXPANDER INSTALLATION SCREWS SILL EXTENDER AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-60-00002-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.49] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.] Sunroom	2	71 3/4 W X 47 3/4 H			
3	FORTIS 3-LITE SLIDER EXACT SIZE 3-SECT 1/4-1/2-1/4 WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON SUPER SPACER SLIM LOCK=[WHITE] DOUBLE LOCK HALF SCREEN=[VyClear Mesh] HEAD EXPANDER INSTALLATION SCREWS SILL EXTENDER AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-60-00002-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.49] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.] Sunroom	2	95 3/4 W X 47 3/4 H			
TOTALS:		6	SUBTOTAL:			
			TOTAL:			

COMMENT:

This is a quote only and will not go into production until confirmed by you. By signing this quote, you are agreeing to purchase the products and options specified at the quoted prices. Any alterations or additions may alter the price. This quote is valid for 60 days only.

(Before Signing this quote please check it carefully to ensure it is accurate.)

Approved By: _____ **Date:** _____ **Tag Name/PO:** _____

License: DC #:410524000092
License: MHIC #133021
Virginia Class "A" License No.
2705158030 Commercial Building
(CBC); Residential Building (RBC)

Presidential Exteriors LLC
2301 Research Blvd #300
Rockville, MD 20850
(571) 279-8000



MARYLAND CONSTRUCTION CONTRACT

Customer Information

Jonathan Paul 10923 Montrose Ave Garrett Park MD 20896	(301) 942-3526 barbara.collier@gmail.com	Date: 04/29/2025 Sales Rep: Joshua Reaves
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The Maryland Construction Contract ("Contract") is made and entered into on 04/29/2025 by and between, Presidential Exteriors, LLC ("Contractor") and the Owner listed above (each individually "Party" and collectively "Parties").

Owner will pay Contractor the Total Contract Price for performance of the work described in the Scope of Work herein ("Work") in accordance with the prices and terms described in this Contract. By signing this Contract, Owner warrants they own the property and premises where the Work is to be performed. Contractor reserves the right to cancel this Agreement within ten (10) business days of the Project Planning Session specified below, should Contractor determine that the work described herein cannot be performed as intended.

ESTIMATED WORK SCHEDULE



Contractor will commence work within 90 business days after the last to occur of the following ("Start Date"): (1) the materials required are available and on hand; (2) the deposit has been paid; (3) the weather is suitable to perform the Work, (4) the necessary Homeowners' Association approvals have been issued or (5) the appropriate permit(s) has been issued. The Contractor estimates that the work will be substantially complete within 90 business days from the Start Date. Estimated Project Start and Estimated Completion outlined below are contract specific and are subject to the above requirements.

Total Contract Price includes all applicable discounts.

Total Contract Price:	\$18,900.00
Down Payment:	\$6,300.00
Balance Due:	<u>\$12,600.00</u>
Paying By:	Check
Project Planning Session:	Yes
Estimated Material Availability:	2-3 Months
Estimated Installation Timeline:	1-2 Days

Owner acknowledges and agrees that all credit card payments are subject to a 3.0% Credit Card Processing Fee.

Finance Plan	No Finance Option
<u>Homeowner's Association</u>	
HOA Name	Garret park
HOA Phone	

	
OWNER: Jonathan Paul	PRESIDENTIAL EXTERIORS: Joshua Reaves
04/29/2025	04/29/2025
Date	Date

MARYLAND NOTICE OF CANCELLATION

04/29/2025

YOU MAY CANCEL THIS TRANSACTION WITHOUT ANY PENALTY OR OBLIGATION WITHIN FIVE (5) BUSINESS DAYS OF THE ABOVE DATE OF SALE, OR, IF YOU ARE AT LEAST SIXTY-FIVE (65) YEARS OLD, WITHIN SEVEN (7) BUSINESS DAYS FROM THE ABOVE DATE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED WITHIN TEN (10) BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE, OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK

IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY (20) DAYS OF THE DATE OF YOUR NOTICE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

PRESIDENTIAL EXTERIORS, LLC
2301 Research Blvd #300, Rockville, MD 20850

NOT LATER THAN MIDNIGHT OF:

05/08/2025 OR 05/08/2025

[] CHECK IF OWNER IS AT LEAST 65 YEARS OLD

I HEREBY CANCEL THIS TRANSACTION.

DATE:

BUYER'S SIGNATURE

BUYER'S PRINTED NAME

NOTICE: I, OWNER HAVE BEEN PROVIDED ORAL NOTICE THAT I HAVE THE RIGHT TO CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN 5 BUSINESS DAYS FROM THE DATE OF THE TRANSACTION SPECIFIED ON THE "NOTICE OF CANCELLATION," OR IF I AM AT LEAST 65 YEARS OLD, WITHIN 7 BUSINESS DAYS FROM THE DATE OF THE TRANSACTION SPECIFIED ON THE "NOTICE OF CANCELLATION":

Jonathan Paul

Joshua Reaves

OWNER: Jonathan Paul

PRESIDENTIAL EXTERIORS: Joshua Reaves

04/29/2025

04/29/2025

Date


Date


Scope of Work

Any additional wood replacement will be provided to Owner(s) at the market rate of \$3.50 per square foot or \$12.50 per linear foot.

Roof Sketch/Photos



	Window Series	6.0 Presidential Series	Quantity	4
	Window Style	Two Part Slider	Size	131-140 UI
			Color	White
Sliding Window - Fusion Welded Corners, Reinforced Meeting Rails, Foam Filled Frames, Super Spacer, Argon Filled, Triple Silver Low-E				

	Window Series	6.0 Presidential Series	Quantity	2
	Window Style	Three Part Slider	Size	151-170 UI
	Configuration		Color	White
Sliding Window - Fusion Welded Corners, Reinforced Meeting Rails, Foam Filled Frames, Super Spacer, Argon Filled, Triple Silver Low-E				
Window Removal				
6 Aluminum Removal - Removing Aluminum Flanged Windows. Includes clean up and haul away of all job related debris.				
Window Installation				
>120 UI 6 Installation - Includes installation, foaming, capping, wrapping, sealing and general labor for standard windows.				

Additional Information
X2 3-part sliders X4 2-part sliders 6.0 (white gridless)
Remediation of any rotted wood found in window cavity Polyurethane foam to fill gaps Capping redone
Extra caution to be taken around ALL garden and garden related areas. AC unit to be covered for duration of install Tarp to be placed over fig tree and barrels Extra caution around the deer fence
Truck can be parked further down the driveway Furniture will be moved prior to install.
All pending historic home approval
2402774079 Barbara backup number

Sketch/Photos



GENERAL TERMS

Contractor will perform all the Work described in this Contract, and no work will be performed if it is not included herein. The materials and work to be performed in this Contract have been specifically requested by the Owner. Contractor will haul away all job-related trash, materials, and debris and will sweep the property with industrial magnets to ensure cleanliness, but Contractor cannot guarantee this process will collect all small debris.

Contractor requires that Owner(s) ensures that all work areas be free of physical obstruction and that all pets, small children, or unattended minors are kept at a safe distance from work being performed. Hammering and pressure may result in nail pops or drywall cracks. These are unavoidable consequences of interacting with walls, rafters, and joists.

Skylight replacement is recommended. Contractor will not be held responsible for future leaks of skylights not replaced by Contractor. If replacing a skylight, unless otherwise indicated herein, Contractor is not responsible for any interior finishing, trim, or drywall repair. During roofing installations, there will likely be small debris, saw-dust and particles that fall into the attic or skylight openings. Owner(s) may want to cover items stored in this area.

Where new materials are to be matched to original materials, the Contractor will make reasonable effort to do so using standard materials but does not guarantee a perfect match. The blending or matching of existing materials or finishes are acknowledged and agreed to be imperfect. No custom materials or custom-milled materials will be used unless specifically provided for in this Contract. With consultation and prior notice to the Owner, the Contractor may substitute materials that are equal in quality to those specified in this Contract. For all Owner-provided products or materials: The ordering, timely delivery, and inspection of any Owner-provided products or materials is solely the Owner's responsibility. If Contractor is requested to install Owner-provided products or materials under this Contract, Contractor will install the product or material for additional costs, but Contractor assumes no liability for faulty or otherwise flawed products or materials that the Owner provides. Contractor disclaims any warranties for Owner-provided building components, materials, or products.

Owner(s) understand that unless otherwise specified herein, window installations will be REPLACEMENT installations (Retrofit within existing frames), not to be confused with FULL FRAME/NEW CONSTRUCTION installations. Owner(s) understand that with replacement windows there may be reductions in visible glass area and that with replacement doors threshold heights may be higher than existing.

Contractor cannot guarantee that existing items, such as but not limited to blinds, shutters, shades, hardware or storm doors will fit new windows and doors. Owner understands that unless specified elsewhere in this agreement, casings, specialty surrounds or moldings as well as "finish" drywall and painting work are not part of standard window and door replacement. Owner will be responsible for any drywall, paint or finish work that they deem necessary after installation, in so long as such work is not required due to negligent actions taken by Contractor. Contractor will not be responsible for bearing added costs due to the need to repair or relocate hidden, concealed, or unforeseen conditions. An "Unforeseen Condition" will mean a condition not readily observable when inspecting the property for the purpose of estimating and performing the work specified within the context of this Contract. Examples of such conditions may include, but are not necessarily limited to, hidden pipes or wires in walls, unexposed rot, structural, mechanical, or workmanship deficiencies, slight scratching of unrelated surfaces, damage to driveways, damage to plants or shrubbery, damage to blinds/shades, or similar issues. An agreed upon course of action and any associated extra expenses will be addressed to the Owner if such issues arise.

Contractor will make commercially reasonable best efforts to work with existing conditions on the home and to minimize damage due to removal and installation work. Owners understand that if faulty construction conditions exist prior to the start of contractor's removal and installation work it is possible that damage may be found, or occur, to structure, siding, concrete, mortar, stucco, substrate, plaster, tile, and/or other finishes during the performance of this agreement. These materials are prone to settling and cracking, Contractor cannot guarantee ancillary cracks or problems will not occur in other areas. Contractor is not responsible for any such damage that may occur during or after the work. Owner shall have the option to request that Contractor provide a Change Order to modify this agreement and Total Amount of Agreement to include repair or replacement of such condition, or to pause work while Owner(s) find a third party to remedy aforementioned conditions. Should owners decide to employ a third party contractor to remedy such issues, repairs must be made in a timely manner, and Contractor has no liability with regard to unfinished conditions during any delay period. Notwithstanding the foregoing, if damage was both avoidable and caused by Contractors' negligence, then necessary repairs will be covered at no charge to the customer.

Unless otherwise stated herein, neither Owner or the Contractor has made any independent analysis, any verification, or any warranty concerning the presence of potentially hazardous substances or materials within the structure or soils of the premises. The Contractor will not be responsible for the detection, treatment, encapsulation, enclosure, or removal of any such potentially hazardous substances or materials, including but not limited to asbestos, lead paint, radon, arsenic, petroleum derivatives, or mold. The Owner will be solely responsible for the remediation and removal of all hazardous substances and materials that may be found upon the premises and will bear all costs and expenses thereof unless otherwise agreed to by both Owner and Contractor by Change Order.

Unless otherwise stated in this Contract, Owner is solely responsible for any engineering, surveys, Board of Zoning and Appeal approvals, homeowners or condominium association approvals, compliance, or fees, historical organization approvals, permits, and permit fees. Contractor will make commercially reasonable best efforts to assist Owner with obtaining such approvals or permits by providing specifications, project details, or other similar information.

Unless otherwise stated herein, Owner is responsible for any blinds, drapes, shades, or other window treatments, as well as any valuable pictures, mirrors or loose items displayed on walls. All such items should be removed and safely stored while work is ongoing. Similarly, Owner is responsible on the exterior for any plantings and ornamental landscape items. If trees, bushes or shrubs must be cut back, tied or removed, Owner should notify contractor and schedule accordingly. Owner is responsible for replacement of lost or damaged items that were not removed in accordance with this Contract. Should Contractor be required to move furniture, personal, or outdoor items, Owner will release and hold harmless Contractor for any damage that occurs. Owner understands that driveway and vehicle access may be inhibited during the course of Work and will remove all vehicles from garage and driveways prior to material delivery or Work commencing. Contractor will remove any items attached to the home (i.e., satellite dishes, basketball nets, antennas, security systems etc.) if they have been properly disconnected by the Owner or Owner's service provider. Owner agrees that the safety and reinstallation of such items is Owner's responsibility. Contractor will not store, reinstall, replace, recalibrate, or fix such items. Owner will hold Contractor harmless for any damage that may occur to such items because of its removal.

Contractor will have the use of the existing utilities on the project. Owner represents that all utilities function. All costs, utility fees, and charges of using these facilities and utilities will be paid by the Owner. Owner will cooperate with Contractor in notifying all relevant utility companies prior to the performance of the Work. Owner will bear all costs associated with marking all underground water, sewer, septic, sprinkler system, and utility lines unless otherwise state herein.

Estimated Project Start and Estimated Project Completion are performance dates and are estimated utilizing standard production times for standard materials and installations. Contractor will make every reasonable effort to meet any performance dates quoted in this Agreement, but Contractor will not be liable for failure to meet such dates. Contractor has the right to install the products or perform the services in advance of the scheduled date. Owner(s) acknowledge that actual installation and performance dates may depend upon a variety of factors, including but not limited to: inclement weather, material availability, manufacturing delays, permitting or other government requirements, HOA approvals, ETC. If the occurrence of any of the above events prevents Contractor from performing its obligations under this Agreement, Contractor may at its option, either suspend or cancel performance of its obligations under this Agreement without any cost or liability. In no event will Contractor be liable for any damage, consequential or otherwise, arising from any premature or delayed performance. Contractor will in its sole and absolute discretion specify the order, phases, and progression of Work to be completed. Any request or requirement by the Owner to perform Work in a different order or progression that results in an additional cost will be billed accordingly to the Owner as a Change Order. Any such deviation in the progression of Work caused by the Owner will result in added days to the completion date, as deemed appropriate by the Contractor. All starting and completion dates are approximate and subject to delays caused by circumstances and conditions beyond Contractor's control. Contractor will not be responsible or liable to Owner for delays in the commencement or completion of the Work including but not limited to those caused by: (a) the acts of Owner or its agents or employees or those claiming under agreement with or grant from Owner; or by (b) failure to receive all necessary building permits within a reasonable length of time; or by (c) the acts of God which Contractor reasonably could not have foreseen and/or provided solutions against; or by (d) stormy or inclement weather which necessarily delays the Work; or by (e) any strikes, boycotts, obstructive actions by employees or labor organizations that are beyond the control of Contractor and which it cannot reasonably overcome; or by (f) extra work requested by the Owner; or by (g) Owner's decision, indecision, requests, or actions not made in a timely fashion; or by (h) failure of Owner to promptly pay for any Work as authorized; or by (i) inability or delays in securing materials through recognized channels (supply chain shortages); or by (j) enactment of any kind by any government or legal authority, which will be added to the time for completion by a fair and reasonable allowance; or by (k) consultations or changes by Owner or Government officials that delay the starting of Work, progression of Work, or performance of Work; ; or by l) acts or omissions of third-parties; or by (m) any delays caused by a pandemic or a public health emergency. Any delays caused by such events do not constitute abandonment and are not included in calculating time frames for payment or performance. Owner and Contractor agree that the commencement and Substantial Completion dates will be extended for the number of days equal to the period of delay caused by any event contemplated under this section.

If delays in the performance or completion of the Work under this Contract are caused by the Owner's failure to:

- a) finalize design decisions or selections within 30 days of the pre-installation inspection, or
- b) schedule installation within 30 days of material procurement

Presidential Exteriors reserves the right to increase the Total Contract Price by 2% for every 30-day period beyond 90 days from the date of contract signing. This increase accounts for additional costs of materials, labor, and other associated expenses resulting from such delays. Presidential Exteriors will notify the Owner in writing of any such increase, and the Owner agrees to pay the adjusted Total Contract Price.

If a portion of the Work remains to be completed after Substantial Completion, a written list of incomplete Work ("Punch List") will be established and agreed to by the Contractor and Owner within seven (7) calendar days of Substantial Completion. The Punch List will include all deliverables through final completion of the Work in accordance with the Contract and will become part of a Final Certificate of Completion to be signed by the Owner upon completion of the Work including the Punch List. No additional items of work will be added to the Punch List after the Parties have agreed to and signed the Punch List. Once the Punch List is fully compiled by the Contractor, Contractor will then provide the Owner with a written value of the labor for the work in the Punch List. This value will be held back from the Final Payment by the Owner until the outstanding work has been completed. The Owner will pay the Contractor the balance of the funds withheld within five (5) calendar days of the completion of the work described in the Punch List, and the Owner will acknowledge completion of the Work and the work described in the Punch List by executing a Certificate of Completion. Any items of Work outstanding that are identified after the Punch List is agreed to and signed by the Parties will become a warranty item, which will be addressed in accordance with the terms of the Warranty. If the Contractor and Owner, cannot establish and agree to a Punch List within the prescribed time, the Final Payment under the Payment Schedule will be immediately due and payable in full by the Owner.

All outstanding Work items will be addressed in accordance with the terms of the Warranty. Contractor is responsible for the workmanship and performance of all its agents, including but not limited to employees, contractors and subcontractors. Contractor will be allowed free and unencumbered access to the property where Work is being performed at all reasonable times. Owner waives all claims, whether in contract or tort, for damages for any delays.

Owner will make payments to Contractor in accordance with the Payment Schedule herein. Unless otherwise expressly specified in this Agreement, a down payment of $\frac{1}{3}$ of the Total Amount of Agreement is required to be made by Owner upon acceptance of this Agreement. The remaining balance of the Total Amount of Agreement is due on the day the services contemplated by this Agreement are Substantially Completed. Substantial Completion is defined as completion such that the project, or a portion of the project, is fit for its intended use. If any portion of the scope of work outlined in this Agreement is not completed the day of installation, Owner(s) may withhold an amount equal to the greater of ten percent (10%) of the Total Amount of Agreement or the price of the uncompleted services and pay such amount when such services are completed.

“Substantial Completion” occurs on the date when construction is sufficiently complete in accordance with this Contract so that the Owner can occupy or use the Work or designated portion thereof, for its intended use or the date that the County, City, or other public authority performs a final inspection, whichever occurs first. If permissible under applicable law, any amount not paid when due will bear a charge, commencing thirty (30) calendar days after delivery of the products and completion of the services contemplated by this Agreement, in an amount equal to the lesser of one and one-half percent (1 $\frac{1}{2}$ %) per month of the unpaid balance or the maximum amount permitted by applicable law. Owner(s) agree to pay Contractor's reasonable attorneys' fees and costs in connection with enforcing any of the terms and conditions of this Agreement, including without limitation, recovering the payment of any amounts due under this Agreement.

Notwithstanding the foregoing, if, in Contractor's judgment, Owner(s) financial condition at any time prior to shipment of the products or performance of the services does not justify shipment or performance, Contractor may, at its option, require full or partial payment in advance or may cancel shipment of the products and performance of the services under this Agreement without incurring any cost or liability.

Unless otherwise specified, the Total Contract Price is based upon Owner's representation that there are no conditions preventing the Contractor from proceeding with usual construction procedures. Once Work has commenced on the project, if existing conditions are found, which could not be determined before the Work began, thereby necessitating additional work, all associated costs will be charged to the Owner as a Change Order. Contractor is not responsible for pre-existing construction deficiencies that manifest themselves during the construction process and upgrades required by codes or regulations. Owner will release and hold harmless Contractor from any claims for damage that is incurred during Work due to hidden components or conditions. A Change Order is defined as “any modification to the Contract, which changes the cost, materials, Work to be performed, or estimated completion date.” In calculating the Change Order amount (deduction or addition) to the Total Contract Price, Contractor may consider order cancellation charges incurred and labor and operating costs expended in performing the change. The Parties, without invalidating the Contract, may change the Work to be performed by adding, deleting, or modifying this Contract through issuing a Change Order. All Change Orders must be in writing and signed by all Parties. All Change Orders will become a part of the Work described within this Contract. All terms and conditions of this Contract will apply to any Change Orders. Any changes in plans, specifications, or construction necessary to conform to existing building codes, zoning laws, or regulations, whether foreseen or unforeseen, will be considered a Change Order and will be paid by the Owner. Owner requests for additional work or costs to correct hidden or pre-existing conditions will be considered a Change Order. Credits that result from Change Orders will be deducted from the final payment during the reconciliation process. Increases in the Total Contract Price that result from Change Orders are due on demand. Contractor reserves the right to postpone the Work specified in the Change Order until payment for the change and increased costs have been received.

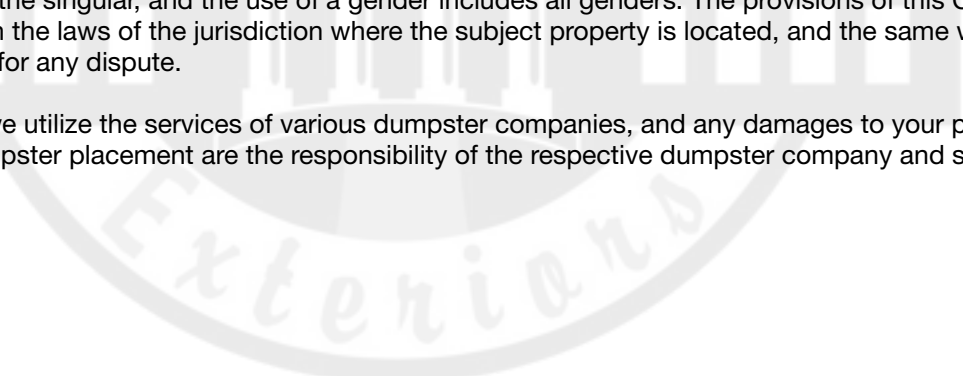
Contractor may, at its discretion, provide prospective customers with the general location, a brief description, and the budget for this Contract and Work. Owner expressly consents to such disclosure. Contractor reserves the right to photograph or video any Work, in part or in entirety, and owns the copyright on such photographs and video. Contractor reserves the right to use the photographs and videos in any marketing material, advertising, commercials, website, or sales presentation. Owner expressly consents to the taking and use of such photographs and videos in accordance with this provision. Owner acknowledges and agrees that Contractor will not compensate Owner for such photographs or videos, and that Owner is not entitled to any such compensation. Contractor will be permitted to place a job site sign on the property visible from the street unless such sign violates local ordinances. Owner expressly consents to the placement of a job site sign on the project location.

Contractor provides a Limited Lifetime Warranty on labor and materials subject to the certain terms which are outlined in a separate document (“Warranty”). Warranty claims will be reported and resolved pursuant to the terms of the Warranty. The Warranty will be provided to the Owner and the warranty period begins at the time when all Work has been completed and the Owner has executed a certificate of completion. Payment of all amounts due under this Contract is a condition precedent to the Owner's right to enforce the Warranty. Owner will be in default under this Contract in the event that any of the following occurs: (a) Owner fails to pay any payment, in full, under the terms of this Contract; (b) Owner fails to provide full access for Contractor to the project site to perform the Work as described herein; (c) Owner cancels the Contract after the Cancellation Period, as defined herein; (d) filing any bankruptcy action or becoming insolvent; or (f) any other failure of Owner to fully comply with the terms and conditions of this Contract. In the event of Owner's default, Contractor has the right to enter the property and remove the materials within ten (10) days after being notified of the default. If Owner defaults and Contractor has completed all Work, Owner will pay Contractor the Total Contract Price listed in this Contract. If Owner is in default and Work has not begun and materials have not been ordered, Owner will pay to Contractor twenty-five percent (25%) of the Total Contract Price as liquidated damages within five (5) days from the date that Contractor notifies the Owner of the default. If work has begun or materials have been ordered, Owner will pay to Contractor the total value of all Work performed and materials ordered in addition to twenty-five percent (25%) of remaining Total Contract Price as liquidated damages.

Due to the difficulty in assessing the damage of default, breach, or cancellation of this Contract, Owner and Contractor agree to the above liquidated damages, and they further agree that such liquidated damages are fair and not a penalty. In addition to Contractor's damages, if Contractor pursues or successfully defends any legal action to enforce any provision of this Contract, then Contractor will be entitled to all of Contractor's expenses, reasonable attorney's fees, expert witness fees, and costs incurred in pursuing any amount owed for seeking to enforce this Contract in any way. Starting on the date of default, Contractor will charge interest on any amount due at a rate of one- and one-half percent (1.5%) per month or 18% per annum. A fee of \$50.00 will apply to any returned checks, and a replacement check must either be a certified check or a cashier's check. Contractor will be released from its obligation to provide any warranty work while Owner is in default. Neither Party will seek or recover any consequential, punitive, special, or incidental damages related to this Contract, or the Work performed. This mutual waiver includes a) damages incurred by Owner for loss of income, lost profit, additional costs for financing, loss of business, damage to reputation, mortgage interest, and rental costs; and b) damages incurred by Contractor for loss of financing, loss or damage to business or reputation, for loss of profit except anticipated profit arising directly from the Work and rental costs. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Contract. Contractor will have the right to stop Work and keep the job idle if the Owner is in default. In the event of Work stoppage for any reason, Owner must provide protection of and be responsible for any damage, warpage, racking, mold, or loss of materials on the premises. Contractor will not be responsible for any damage if Work stops in accordance with the Contract. Owner will make no claim, either directly or in the form of a third-party claim, against the Contractor, unless Owner has first provided the Contractor with a written notice of a defect or damage. Contractor will have the right to cure any alleged defects within forty-five (45) days after receiving such written notice. Poor weather and material availability will automatically extend this timeframe. Owner's failure to provide Contractor notice and opportunity to cure will result in a waiver of any claim, cause of action, or liability against Contractor. To the extent that Contractor is liable to Owner for any damages pursuant to the Work performed under this Contract or breach thereof, in no event will the total measure of Owner's damages exceed the total amount paid by Owner to Contractor under this Contract.

Contractor shall maintain commercial general liability and workers compensation insurance to exceed all minimum State and Federal requirements while acting to fulfill this Agreement. This Contract constitutes the entire agreement of the Parties and neither Party, or their agents, will be bound by any terms, conditions, or representations discussed in previous negotiations but not written herein. This Contract supersedes all other written or oral contracts. Addendums to this Contract will not be binding unless in writing and signed by Owner and Contractor. This Contract is binding upon the heirs, successors, and assigns of the Owner. If any provision of this Contract is invalidated by a court of competent jurisdiction, then all the remaining provisions of this Contract will continue unabated and in full effect. Section titles or section headings are for convenience only and will not affect the construction of any provision of this Contract. This Contract will be deemed jointly drafted by the Parties and any ambiguity will not be interpreted against either Party. When multiple Owners have executed this Contract, each Owner hereby agrees that each Owner is an agent for the other Owner and each Owner may act on behalf of the other Owner for the purposes of making specification changes, work order changes, executing Change Orders, and modifications to this Contract. The signature of one of the Owners is sufficient to bind all Owners. Each Owner will be jointly and severally liable for any amounts owed pursuant to this Contract. The Parties agree that this Contract, selection approvals, and any Change Orders may be executed through an electronic signature/online digital signature service, such as "DocuSign", and any such execution by a party by such electronic signature will be valid, effective, and binding upon the party executing. This Contract and any Change Orders may be executed in counterparts, each of which will be an original document, and all of which together will constitute a single instrument. The Parties may deliver such counterparts by facsimile or e-mail transmission, which will be binding. Where appropriate to the context of this Contract, use of the singular refers to the plural, use of the plural to the singular, and the use of a gender includes all genders. The provisions of this Contract will be interpreted in accordance with the laws of the jurisdiction where the subject property is located, and the same will be the proper jurisdiction and venue for any dispute.

As a construction company, we utilize the services of various dumpster companies, and any damages to your property caused by dumpsters, or dumpster placement are the responsibility of the respective dumpster company and should be addressed directly with them.



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

☒ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Jonathan Paul

Owner-occupant: Jonathan Paul

04/29/2025

Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ Declined – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet

☐ Unavailable for signature – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Joshua Reaves

Person Certifying Delivery Joshua Reaves

04/29/2025

Date

Unit Address

10923 Montrose Ave
Garrett Park MD 20896

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

The Presidential Warranty



Lifetime Material & Labor

This Warranty covers all qualified products and acts of installation performed by Presidential Exteriors LLC (hereafter "Presidential") or its contractors in pursuit of servicing its contracts for roofing systems, window and door replacements, siding systems, or ancillary exterior trim applications. For claims falling within the constraints and exclusions found herein, Presidential ensures that commercially reasonable best efforts will be put forth to remedy any instances of product failure or installation error (hereafter "Failure").

The following do not constitute Failure:

- Damage resulting from acts or instances outside of the control of Presidential: including but not limited to settlement, building defects, vandalism, unreasonable use, or inadequate building ventilation.
- Damage typically covered by insurance, including but not limited to; hail, fire, winds or impact of foreign objects.
- Damage caused by subsequent individuals or companies work on the property.
- Damage resulting from the failure to provide reasonable maintenance, as defined by the manufacturer.

Decisions as to the extent of required repair and the reasonable cost of such work will be made solely by Presidential. This Warranty covers, in the United States, the original property owner or the first subsequent owner if the Warranty was properly transferred. Transfer must be made within 60 days of transfer of title and should be submitted in writing to Presidential. If the transfer takes place during the first 20 years, the second owner shall be entitled to all benefits contained in this warranty. Coverage begins when installation has been certified as complete and is valid for the earlier of; the lifetime of the homeowner, or the lifetime of the material in question as determined by its manufacturer. Under no circumstances shall Presidential's maximum liability for any project exceed the original contract price, nor shall Presidential under any circumstances outside of gross negligence be responsible for interior or exterior cosmetics.

To file a claim: Presidential must be notified within 10 days of Failure, and proof of ownership at time of sale, or of valid transfer must be demonstrated. Failure to provide timely notice may result in denial of your claim. Notice may be provided by contacting Presidential through any of the primary phone numbers or addresses made available through the website www.presidentialexteriors.com. Non-warranty claims for repair or adjustment may result in a service charge.



CERTIFICATE OF LIABILITY INSURANCE

Page 12 of 26
DATE (MM/DD/YYYY)

1/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brock-Norton Insurance Agency, Inc. 4221 Walney Rd, Ste 202 Chantilly, VA 20151		CONTACT NAME: Tracy Means	
		PHONE (A/C, No, Ext): (703) 631-4500	FAX (A/C, No): (703) 631-7221
		E-MAIL ADDRESS: tracy@brocknorton.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Presidential Exteriors LLC 2301 Research Blvd., #300 Rockville, MD 20850		INSURER A: Pennsylvania National Mutual Casualty Insurance Co	14990
		INSURER B: Penn National Mutual Casualty Insurance Co	14990
		INSURER C: American Interstate Ins. Co.	31895
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 1255612263**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CL902035745	1/18/2025	1/18/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AU902035745	1/18/2025	1/18/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UL902035745	1/18/2025	1/18/2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	AVWCMD3340752025	1/20/2025	1/20/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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The Executive Process

What are the next steps?





The Executive Process

MY PROJECT COORDINATOR:

MY PROJECT MANAGER:

MY PRE-INSTALL DATE:

MY INSTALL DATE:

PRESIDENTIALEXTERIORS.COM

OPERATIONS: 240-618-3776



Introducing the

“Presidential Series” by Vytex



WELDED CORNERS

Made from a specially formulated PVC, our welded sash and frame offers superior strength and durability, with a DP R-50 Rating — 171 mph wind load (180% stronger than industry minimum.)



FOAM FILLED FRAMES

Our foam-filled sash and frame offer superior insulating capabilities and ensure long-term durability of your windows.



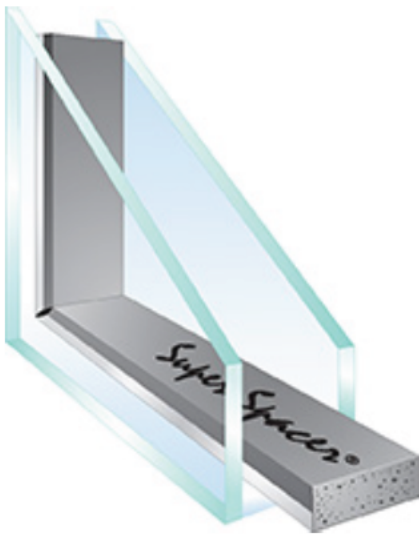
THERMOCORE™ REINFORCEMENTS

Thermocore™ composite reinforcement in the meeting rails adds strength and reduces thermal conductivity. Overall, performing 730x better than aluminum and 191x better than steel.

TRIPLESILVERLOE™ — OFFERING SUPERIOR COMFORT & PERFORMANCE

Our TripleSilverLoE™ glass delivers the ideal balance of solar control and high visibility, providing the highest levels of year-round comfort and energy savings, making it the perfect glass no matter where you live. The dramatic comfort improvement from windows with warm glass surfaces also means the relative humidity of the indoor air can be controlled and maintained properly. Proper humidity levels will improve comfort and promote a healthier living environment.





SUPER SPACER SYSTEM

Spacers play an integral role in window performance and can significantly boost the energy efficiency of your windows. Our Super Spacer System outperforms all the rest, dependably delivering high performance for insulating glass units, including excellent resistance to ozone, weathering, water and aging, while maintaining its flexibility through wide changes in temperature and barometric pressure.


Low Profile Locks & Keeper

Our low profile locks and keeper offer a sleek, beautiful appearance with clean sight lines, while still providing unparalleled home security and child safety.



SUPERIOR AIR INFILTRATION

The Presidential Series incorporates features like welded frames and sashes, triple-fin weatherstripping and more. These important defenses are necessary to stop air from entering your home. Our windows reduce air infiltration 5x better than wood windows and 3x better than other high-performance vinyl windows. With a rating of .04 air infiltration — industry standards are .3 — our window reigns superior. Maintain comfort in your home and reduce your energy costs with the Presidential Series Window.

 VYTEX CORPORATION VINYL FRAME (5200-DH) DUAL GLAZE • ARGON • LOWE TRIPLE SILVER VERTICAL SLIDER WINDOW VYW-A-44-00520-00001	
ENERGY PERFORMANCE RATING	
U-Factor (U.S./I-P)	Solar Heat Gain Coefficient
0.27	0.20
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance	Air Leakage (U.S./I-P)
0.48	≤0.3
<small>Manufacturer certifies that these ratings conform to applicable NFRC procedures for determining whole-product performance. NFRC ratings are determined for a fixed set of environmental conditions and specific product size. NFRC does not warrant any product and does not warrant the suitability of any product for any specific use. Consult Manufacturer's literature for other product performance information. www.nfrc.org</small>	

WINDOWS DESIGNED TO LAST A LIFETIME

The Presidential Series windows are one of the world's most efficient window systems and include the most advanced features and technologies available. Manufactured by Vytex in Laurel, Maryland, and made from the highest-grade materials, our windows are tested to meet or exceed industry standards. They're virtually maintenance-free, and will keep their like-new beauty and performance year after year.



7000 SERIES PATIO DOORS

The sleek, classic lines of our 7000 Series patio doors allow maximum light penetration while offering exceptional insulation and soundproofing. Built to last, the fusion-welded master frame and operating panel prevent air and water infiltration. With 3/4" insulated glass, multi-chambered insulating frames, and weather-stripped interlocks, our vinyl sliding patio doors keep drafts, leaks, and noise from entering your home.

FEATURES INCLUDE:

- Extruded vinyl engineered through a patented manufacturing process
- Steel, zinc-coated tandem rollers to provide years of quiet, smooth operation
- Low-E glass and argon gas insulated glass for greater energy savings



**SERVICING NORTHERN
VIRGINIA, D.C. & MARYLAND**

2301 Research Blvd #300, Rockville, MD 20852 | 571-279-8000 | Info@presidentialext.com

www.presidentialexteriors.com



THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)
www.epa.gov/getleadsafe
EPA-740-K-10-001
Revised July 2011



This document may be purchased through the U.S. Government Printing Office online at
<http://bookstore.gpo.gov> or by phone (toll-free): 1-866-512-1800.

Important lead hazard information for
families, child care providers and schools.



IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools, built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- **“Do-it-yourself” projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush or blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.
- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.

For more information about the health effects of exposure to lead, visit the EPA lead website at www.epa.gov/lead/pubs/leadinfo.htm or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

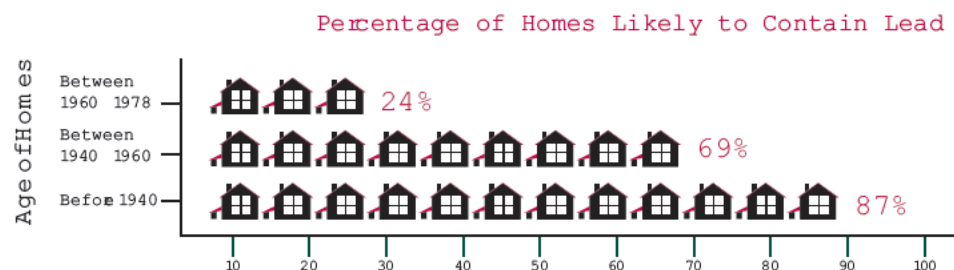
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead using a lead test kit. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at epa.gov/getleadsafe or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.



If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

The work practices the contractor must follow include these three simple procedures, described below:

1. Contain the work area. The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:

- Cover the floors and any furniture that cannot be moved.
- Seal off doors and heating and cooling system vents.

These will help prevent dust or debris from getting outside the work area.

2. Avoid renovation methods that generate large amounts of lead-contaminated dust. Some methods generate so much lead-contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. Clean up thoroughly. The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at www.epa.gov/lead/pubs/locate.htm or contact the National Lead Information Center at 1-800-424-LEAD (5323).
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or www.epa.gov/lead/nlic.htm can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.



The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at www.epa.gov/lead/pubs/brochure.htm.

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-5000

Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue,
12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7

(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9

(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Region 10

(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC

4330 East West Highway
Bethesda, MD 20814
Hotline 1-(800) 638-2772
www.cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
www.cdc.gov/nceh/lead

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
www.hud.gov/offices/lead/

SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- ☐ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- ☐ **Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- ☐ **Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.





















