

The Retreat at Greenbrier Condominium Association

P.O. Box 1404
Chesapeake, Virginia 23327

Telephone: (757) 410-9331

Fax: (757) 410-9552

June 27, 2008

To: All Retreat at Greenbrier Homeowners.

Re: **Storm Doors/screens**

The procedure for installing storm/screen doors is as follows:

1. Complete the Request for Architectural Approval Application Form and select from the choices on the form.

The choices shown on the Application Form are the only storm/screen doors that may be installed at the Retreat at Greenbrier.

2. Submit this Application Form to the developer's office across the street from the sales office. The developer will submit the Forms to the Architectural Review Committee (made up of homeowners) for consideration at its next meeting.

3 You will be notified once the Architectural Review Committee approves the Application.

4. Upon receiving notice of approval you may contact either of the two vendors set forth on the Application to arrange to purchase the door and for its installation. Please note that the developer is not involved in this process.

5. Payment methods, installation times and methods and warranty matters on these doors are between the homeowners and these outside vendors.

By: _____
Thomas G. Rund

TGR:mfs
Encl.