

Q&A

Galleria HOA Window Renovation Policies and Procedures

The Vendor

Call Brothers Home Improvement. (800-672-3777) Be sure to let them know you are calling from Galleria since we have a special pricing. Brothers is a local company located about two miles from Galleria on Component Drive, and yes, there really are four brothers. This company has excellent recommendations and their pricing is very competitive.

Estimates

Brothers will schedule an appointment to visit your unit. They will present an overview of the materials used in the windows/sliding door installation, warranties, benefits of upgrading: outside noise reduction, better sealing of windows, ultra violet protection and insulation. There will be time for questions. During the visit “rough” measurements of your windows and sliding door(s) will be taken. This will enable Brothers to provide an estimate of costs. If you wish to go ahead with the upgrade an engineer will be back to make “detailed” measurements.

HOA Approval to Start

The final estimate will have window measurements and other information including pricing. A copy of the final estimate must be submitted to Community Management Services (CMS) along with a request for approval to start the upgrade. The dollar amounts may be crossed out on the CMS copy. Email the copy of your yellow estimate form and request letter to bsoares@communitymanagement.com. When the request is approved you will get the approval letter by email. Brothers may not start the process without a copy of the approval document.

The Process

An approximate time frame for your installation will be provided. There also is a checklist of what the homeowner will need to do. Installation time frame will depend on the size of your unit. Plan on at least two days. End units have more windows and may take more time.

You will not need to move out of your home, but it is noisy and hectic during the installation. You may want to spend the day at work, the mall or movies.

Most of the work is done from the inside. You will be asked to move furniture and other items at least three feet from the window opening. No window openings will be left without a window overnight.

Design and Materials

Galleria has requirements and specifications for replacing windows. Brothers have these requirements and will assist in managing compliance issues.
