



HARB Meeting
December 18, 2025 @ 7:00 PM
This meeting is recorded for public record.

Carol Quigley, Chair
James Breen
Tom Clark
Matt Hazley
Joseph Martino
Marissa McCarthy
Dan Ritchie
Michael Wallacavage
Phillip Yocum
Thomas Dougherty, PC Liason

HARB Meeting:

- A. New Business
- B. Applications
 - 1. **2025-38 - 32 N. Church St/Certitude Roofing, LLC**
Proposed work: Replace roof
 - 2. **2025-39 - 1 E. Chestnut St/Jerry Levinsky or Steve Barrie**
Proposed work: Exterior mechanical equipment
 - 3. **2025-40 - 104 S. High St/Certitude Roofing, LLC**
Proposed work: Replace roof
 - 4. **2025-41 - 125 W. Market St/Marisa Giunta**
Proposed work: Awning
- C. Discussion Items
 - 1. Approval of revised November 20, 2025 meeting minutes
- D. Other Business
- E. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

Current processing time is 1 day (In review 1 day)

Project Name: Add Note

Project Description:

Permit Number:	COA-25-0027	Applicant:	Certitude Roofing, LLC
Initial Application Number:	REFERENCE-25-1242	Primary Contact:	Certitude Roofing, LLC
Permit Type:	CERTIFICATE OF APPROPRIATENESS- REPAIR	Primary Contractor:	CERTITUDE ROOFING LLC
Status:*	<input type="text" value="UNDER REVIEW"/>	Last Activity:	12/02/2025 14:40
Process State:	Technically Complete	Last Inspection Date:	
Parent Permit:	<input type="text"/>	Initiated:	<input type="text" value="12/02/2025"/>
Assigned To:	User <input type="text"/>	Submitted:*	<input type="text" value="12/02/2025"/> Application is 1 day old
Fast Track:	<input type="checkbox"/>	Completed:	<input type="text" value="12/02/2025"/> 3 of 3 submittals received, 3 of 3 submittals accepted.
Applied for Online:	<input checked="" type="checkbox"/>	Approved:	<input type="text"/> 2 of 3 (67%) steps approved.
		Ready:	<input type="text"/> \$0.00 paid (100%), \$0.00 due.
		Issued:	<input type="text"/>
		Finald:	<input type="text"/> No inspections.
		Closed:	<input type="text"/> \$0.00 deferred fees due.
		Expires:	<input type="text" value="05/31/2026"/> Exp Override: <input type="checkbox"/>

Site Address

Site Address: Verify Address and Coordinates

Site City: Latitude:

State: Site Zip: Longitude:

Inspection Area:

Zone: Town Center

Primary Parcel:

	Contractor:	No	Active:	<input checked="" type="checkbox"/>
	First Name:	<input type="text" value="Kelly"/>	Middle Name:	<input type="text"/>
	Display Name:*	<input type="text" value="Certitude Roofing, LLC"/>		
	Primary Phone:	<input type="text" value="6109247270"/>	Primary Email:	<input type="text" value="kelly@certitudehi.com"/>
	Portal Access Code:*	<input type="text" value="ZUWEB-LBSY8"/>		

Mailing Address

18 E Lancaster Ave
Malvern, PA 19355
































[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

- Save
- Reset
- Close
- Delete
- [Audit](#)
- [Convert to Contractor](#)
- [Associations](#)

Permit #: COA-25-0027  Alerts
 Status: UNDER REVIEW
 Contact: Certitude Roofing, LLC
 Site Address: 32 N CHURCH ST
 Type: CERTIFICATE OF APPROPRIATENESS- REPAIR
 Project Name: Roof
 Contractor: CERTITUDE ROOFING LLC
 WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original   
LOCATION OF PROJECT:*	32 N church st  
NAME OF BUSINESS:*	Second Reading Bookstore  
WHICH ELEMENTS DID YOU CHANGE:	Front lower roof  
ON HOW MANY FACADES:	1  
WHAT WAS THE OLD IS THE MATERIAL:	Cedar shingles  
WHAT IS THE PROPOSED NEW MATERIAL:	metal roofing  
HOW WILL IT BE INSTALLED:	removal of old shingles and installation of m  
ARE YOU USING ANY HISTORICAL MATERIALS:	no  
IF SO, WHAT AND HOW:	na  
WHAT WERE THE OLD DIMENSIONS:	 
WHAT ARE THE NEW DIMENSIONS:	na  
WHAT ARE THE OLD COLORS:	cedar  
WHAT ARE THE NEW COLORS:	red metal  
WHY DO YOU WISH TO MAKE THESE CHANGES:	roof is old and rotting shingles-want a new, n  

removal of old shingles and installation of metal panels



SECOND READING BOOKSTORE
32 N. Church St.
610-692-6756

SECOND READING BOOKSTORE
32 N. Church St.
610-692-6756



Welcome and thank you for selecting Certitude for your home improvement project.

Now that you have made your decision we want you to know what you can expect.

1. Ordering and measurement verification

If needed we will revisit your project to verify measurements. After confirming that we have obtained accurate measurements we will order the materials from our supplier.

2. Scheduling

Upon receiving confirmation from our supplier that the material is available, we will contact you with an approximate start date for your roof installation to begin. As we get closer to that date, we will contact you again to solidify the start time.

3. Installation

The Crew Will:

- Begin work between 7 and 8:30 AM each day
- Have a designated Project Manager
- Keep job site organized and clean up at the end of each day
- Depart around dusk or when necessary (based on weather)

Change Orders

- We will discuss pricing and sign new contracts (we typically take photos)
- Contact your Project Manager with any question

Job Completed

- Dumpster will be removed along with excess materials 2 days after project completion
- Registered Warranty will be sent to you by mail.

4. Payment

Payment will be collected based on the Payment Terms in your contract. Typically the project payment is expected upon project completion. Once payment is collected in full all warranties will be activated.

If you have any question before, during or after your project contact us immediately.

Email: contact@certitudehi.com or Phone: 610-924-7270



18 E. Lancaster Ave, Malvern, PA, 19355
 610-924-7270 www.certitudehi.com

PA License No. PA081161

Buyer/ Owner	Name Matt Reichert	Date 11/25/2025
	Address 32 N Church Street, West Chester, PA. 19382	
	Phone 610.425.1074	Email Address mattcloutproducts@gmail.com

DESCRIPTION OF THE PROJECT: I/WE, the Owner(s) of the premises described above authorize Certitude Roofing, LLC., hereinafter referred to as "Contractor", to furnish all materials and labor necessary to improve the above premises in a good, workmanlike and substantial manner according to the following terms, specifications and provisions:

This New roof proposal entails the following items of work to be performed:

- Removal, disposal and replacement of the 1st floor overhang eave cedar shingle roof.
- After removal, all roof decking beneath will thoroughly be inspected before installing new roof. (Any wood found to be rotted or recommended to be replaced by the Project Manager will be discussed with homeowner ahead of time. This goes for plywood or 1"X boards, fascias and rafters)
- The new roof proposed to be installed is a new standing seam aluminum roof. (Color tbd)
- NOTE: This new metal roof will need approved by the historical society as it is not a "lateral replacement" However, it must be stated to the Historical Society that it will last 2 to 3 times longer than the cedar shingles manufactured today. It does have a 35 yr paint warranty from the manufacturer. It is important to also note the benefits a standing seam metal roof provides with limited up-keep and maintenance. The same is true esthetically speaking. Metal roofs painted from the manufacturer do not rot and maintain their look way longer compared to cedar. Cedar these days not the same as even 20 years ago. They often curl and split as early as ten years in some cases.
- NOTE: If the standing seam metal is NOT approved, we would replace with a new new cedar roof.
- The cedar roof would be 7/8" Tapersawn Cedar shingles.

Cedar roof cost including 10% cash/check discount: \$ 3525
 Standing seam aluminum roof cost including 10% cash/check discount: \$2475

Unforeseen Additional Costs May Include:

- Plywood replaced @ \$85.00 per sheet. Additional shingle layer removal \$40/square.
- Rotted 1x boards will be replaced @ \$8.00 per linear ft. Rafter Replacement/Repair @ \$15 per linear ft. Note: We do not warranty reused skylights including the glass seals and curb mounts.
- Note: Certitude not responsible for electrical wiring to powered fans.



PAYMENT TERMS

a. PAYMENT: Contractor agrees to perform the above work (subject to any additions, change orders)

Certitude Roof Replacement	\$ 2,475.00
Selected Options	\$ 0.00
	\$
	\$

Total Investment	\$ 2,475.00
Down Payment	\$
Balance Due	\$

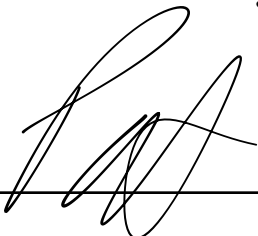
PAYMENT TERMS

Balance due upon completion - 5% may be held back for punch list items
 Multi-Phase jobs will require payment by upon completion of each phase
 Certitude will pay and provide permits up to \$100.00
 Payments made by Credit Card will incur a 3% surcharge

- a. Certitude Roofing, LLC. Limited Lifetime workmanship warranty will be obtained upon total payment
- b. TERMS AND CONDITIONS: The Terms and Conditions attached are expressly incorporated.
- c. THIS PROPOSAL consists of the description of work, terms and conditions, warranty, and payment terms.

Approved by Certitude Roofing, LLC.

Approved and Accepted by (owner)

Signature 

Matt Reichert
 mattcloutproducts@gmail.com 2025-11-26 16:45:13
 Signature _____ Date _____

If you have any questions or concerns about your contract, please contact your estimator or our offices at 610-924-7270. Thank you for your business!

TERMS AND CONDITIONS

1. CHANGES IN THE WORK. Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly.

NOTE ABOUT EXTRA WORK AND CHANGE ORDERS. Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Failure to have written authorization shall not be deemed fatal to the collection of the extra work.

2. RESPONSIBILITIES OF THE PARTIES Contractor shall promptly notify the Owner of (a) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Owner as added work shall pay for any expense incurred due to such conditions.

The Owner is responsible to supply electricity and water to the site unless otherwise agreed upon.

The owner agrees to allow and provide Contractor and required equipment access to the property.

The Owner is responsible for having sufficient funds to comply with this agreement.

The Owner is responsible to remove or protect any personal property and Contractor is not responsible for it or for any driveways, lawns, shrubs, etc.

The Owner will point out and warrant the property lines to contractor.

3. DELAYS. Contractor agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons: failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, strikes, lockouts, boycotts, or other labor union activities, Extra Work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure material through regular recognized channels, imposition of government priority or allocation of materials, failure of Owner to make payments when due, or delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, or for acts of independent contractors, or holidays, or other causes beyond Contractor's reasonable control.

4. PLANS & SPECIFICATIONS. If plans and specifications are prepared for this job, they shall be attached to and become a part of the agreement.

5. SUBCONTRACTS. The Contractor may subcontract portions of this work to properly licensed and qualified subcontractors.

6. FEES, TAXES AND ASSESSMENTS. Owner will pay for taxes and assessments of all descriptions. Contractor will obtain and pay up to \$100 for required building permits, but Owner will pay assessments and charges required by public bodies and utilities for financing or repaying the cost of sewers, storm drains, water service, schools and school facilities, other utilities, hook-up charges and the like.

7. INSURANCE AND DEPOSITS. Owner shall obtain and pay for insurance against injury to Owner's own employees and persons under Owner's direction and persons on the job site at Owner's invitation.

If the project is destroyed or damaged by accident, disaster or calamity, such as fire, storm, earthquake, flood, landslide, or by theft or vandalism, any work done by the Contractor in rebuilding or restoring the project shall be paid by the owner as extra work.

8. RIGHT TO STOP WORK: Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that the Contractor may have. Such failure to make payment when due, is a material breach of this agreement. Owner acknowledges that the additional costs for the delay in stopping and starting the project shall be treated as an extra and allow Contractor additional costs in accordance with paragraph one hereof.

9. CLEAN- UP. Contractor will remove from Owner's property debris and surplus material created by this operation and leave it in a neat and broom clean condition.

10. LIMITATIONS. No action of any character arising from or related to this contract, or the performance thereof shall be commenced by either party against the other more than two years after completion of the project or cessation of work under this contract.

11. ATTORNEY FEES. In the event there is any litigation arising out of this agreement, the prevailing party shall be entitled to its reasonable attorney fees and costs.

12. PAYMENT. Upon satisfactory payment being made for any portion of the work performed, the Contractor shall, prior to any further payment being made, furnish to the persons contracting for the improvement, a full and unconditional release from any claim or Mechanic's Lien pursuant to Section 3114 of the Civil Code, for that portion of the work for which payment has been made.

13. ASBESTOS AND HAZARDOUS WASTE. Unless the contract specifically calls for the removal disturbance, or transportation of asbestos or other hazardous substances, the parties acknowledge that such work requires special procedure, precautions, and/or licenses. Therefore, unless the contract specifically calls for same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the Owner to obtain duly qualified asbestos and/or hazardous material contractor to perform the work or the Contractor may perform the work at contractor's option. Said work will be treated as an extra under the contract.

14. RELEASE. Owner grants Contractor permission to take photographs of the Work before, as and after it is completed and to use such photographs for publicity purposes.

This is a labor warranty provided by Certitude Roofing, LLC. ("CR") to you, the original consumer purchaser ("Owner"). CR Will perform all work in a professional manner using high quality materials and supplies, and in conformance with applicable building code standards. CR warrants to the Owner that ALL INSTALLATION WORK PERFORMED BY CR WILL BE FREE OF DEFECTS DUE TO WORKMANSHIP FOR SO LONG AS OWNER OR ANY SUBSEQUENT TRANSFEREE PER THE TERMS OF THIS DOCUMENT LIVES IN THE RESIDENCE WHERE THE PRODUCTS HAVE BEEN INSTALLED, subject only to the other terms and conditions contained in this document.

PLEASE CONSULT YOUR PRODUCT AND MANUFACTURER WARRANTIES FOR FURTHER COVERAGES. ALL WARRANTIES ARE AVAILABLE FOR INSPECTION PRIOR TO SIGNING OF THE SALE AGREEMENT OR PURCHASE ORDER.

Notes for Replacement Windows:

Please be aware that condensation on any window and patio doors is the natural result of excessive moisture in the house, and does not indicate a defective product or faulty installation. Excessive condensation may even result in frost appearing on windows in very cold weather. CR is not responsible for condensation and this warranty does not apply to condensation, its causes or its effects. Please take steps to properly ventilate areas where new window products are installed for at least 48 hours after installation to avoid possible sensitivities to caulking odors.

Notes for Gutter Protection:

Please be advised that installed gutter protection systems can have a different appearance when compared to conventional gutters. Sloping the gutter to the downspout, for example, may appear more visible. Sometimes the edge of roof shingles may be revealed after installation which were previously hidden by the profile of conventional gutters. Shingles are often deformed because they had previously rested on gutter spikes or gutter screens. This can also cause water to overshoot the gutter protection system in these areas. In regions where tree sap or pine resin is prevalent in excessive amounts, the exposed surface of the product may require periodic rinsing to prevent organic build-up and minor run off. The geographic location, the quality of the atmosphere, and other local factors may contribute to the severity of these conditions.

Notes for Radiant Barrier and Insulation Products:

Condensation may occur naturally in the environment and can occur in an attic space if there is moisture present. What may cause this is warm moist air rising into the attic from the living space, which can then condense into moisture in the attic. The moisture can then sit on attic walls, floors or even on insulation or insulating products, and provide a basis for mold growth. If your attic space is well ventilated (such as with an attic fan, vented soffit, vented roof peaks) then it is unlikely you will encounter mold. If not, you may want to consider increasing the insulation in your attic as a precaution.

Notes for Repair Work:

CR warrants to the Owner repair work performed by CR will be free of defects, due to workmanship for three (3) months from the date of providing such services for the Owner, subject to the other terms and conditions contained in this document.

How to Obtain Warranty Service:

To submit a claim, a copy of this warranty and a copy of the Owner's sales agreement or purchase order must be submitted in writing by registered mail to CR at 18 E Lancaster Ave, Malvern, PA, 19355 with a brief explanation of the stated claim. You may also contact CR at (610) 924-7270 to request warranty servicing. Claims must be submitted to CR promptly after discovery of the claimed labor defect. CR will then schedule an appointment to inspect the premises and the warranty claim within a reasonable period of time after having received the claim. If after inspection, CR determines that a valid claim exists under the warranty, CR will repair, re-install, replace, or refund the price of the failing CR service, at CR's option. If CR determines to replace any or all product(s), and if such product(s) as originally installed are no longer available, CR shall have the right to substitute product(s) designated by CR to be of equal quality. Replacement of a product with components does not renew the labor warranty period. Minor color variations may exist between replacement product and the originally installed product and are not indicative of a defective product or a labor defect. At CR's option, a refund is conveyed to the Owner, then all warranties are terminated, and repair, replacement or removal of CR products shall become the sole responsibility of the Owner. No warranties are valid unless and until the Owner has made full payment under the original CR sales agreement and all add ons. Non-warranty calls for repair or adjustment may result in a service charge.

What Is Not Covered:

These warranties are granted by CR to the Owner only and only materials purchased from, and installed by CR are covered by these warranties. All warranties terminate immediately upon the transfer of home ownership, other than in accordance with the transferability directions described herein. All warranties assume normal and reasonable use of CR installed products or components. Minor color and textural variations from lot-to-lot of products are not product or installation defects. These warranties do not cover any other damage, workmanship, or material failure beyond the control of CR including, but not limited to, damage caused by occurrences, such as settlement of the building, failure of the structure (including foundations and walls), use of incompatible accessories, removal, repair, or re-installation of any CR installed products or components by other than CR, normal weathering, corrosive effects or salt air and chemical pollutants, normal fading, deterioration of caulking compounds, fire, flood, lightning, high winds, windblown objects, earthquake, hurricanes, ice dams, icicles and/or ice storms, atmospheric conditions or weather or catastrophic nature as defined by the US Weather Bureau, other acts of God, intentional acts, unreasonable use, vandalism or pollution. These warranties also will not apply to damages resulting from the failure to provide reasonable maintenance, including failure to clean the product or maintain sealing, painting and/or caulking as reasonably necessary. CR is also not responsible for existing or developing spore or mold growth. There is conflicting evidence as to whether or not the existence or accumulation of molds (of which there are many different types and varieties) can be harmful to humans. Mold and mildew may be due to condensation which may form on or within walls or other surfaces resulting from pre-existing conditions in the Owner's home and internal or external temperatures. Reducing the humidity in the home will often remedy any condensation or mold problems. These warranties do not apply to damages due to or arising from the identification, detection, abatement, encapsulation or removal of mold, asbestos, lead based products or other hazardous substances inside or outside of the structure being improved.

What Voids These Warranties:

Installation, removal, repair, adjustment, tampering or re-installation or any CR products or components by other than CR voids any and all warranties within this document, and CR expressly disclaims any liability for any costs, defects, or damages with regards to such additions.

Remedies and Rights:

These warranties of CR services are the only expressed warranties provided by CR. No employee, or representative, agent, nor any other person, has authority to assume or incur on behalf of CR any obligation, liability, or responsibility in placed or in addition to these warranties. IN NO EVENT, SHALL THE DURATION OF ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE BE LONGER THAN THE DURATION OF THE EXPRESS WARRANTY STATED HEREIN. EXCEPT FOR THE WARRANTY PROVIDED HERE-IN CR MAKES NO WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. CR'S LIABILITY TO OWNER UNDER THIS DOCUMENT IS LIMITED TO THE AMOUNTS RECEIVED BY CR FOR SERVICES RENDERED UNDER THE SALES AGREEMENT OR PURCHASE ORDER WITH THE OWNER. SOME STATES DO NOT PERMIT ANY LIMITATION ON THE LENGTH OF AN IMPLIED WARRANTY, AND THEREFORE THE IMMEDIATELY PRECEDING SENTENCE MAY NOT APPLY. IN NO EVENT, SHALL CR BE OBLIGATED OR LIABLE FOR INCIDENTAL, SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND FOR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY OF CR PRODUCT OR SERVICES. SOME STATES DO NOT ALLOW EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, AND THEREFORE SOME OR ALL OF THE IMMEDIATELY PRECEDING SENTENCE MAY NOT APPLY. THESE WARRANTIES PROVIDE SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

How to Transfer This Warranty:

Subjected to the other terms and conditions contained in this document, this warranty is transferable by the Owner. This warranty may be transferred by the Owner only once, and the transferee will then step into the shoes of the Owner for purposes of this warranty. To transfer this warranty, the Owner must request, by registered mail, an inspection and re-certification of CR products by CR, and upon inspection and re-certification to the satisfaction of CR, and receipt by CR of a \$150.00 transfer fee within 45 days the transfer of home ownership, these warranties shall transfer to the subsequent home owner. No other or further transfers of these warranties is permitted.

Warranties:

Buyer understands that Contractor will make available to Buyers all product and labor warranties offered in connection with this Agreement. Buyer(s) understands that Buyer(s) should read all warranties for complete details of coverage. Complete copies of applicable product warranties are available for review by Buyer(s) at any time by visiting the material manufacturer Online. Buyer(s) acknowledges that the labor warranty was presented at the time this agreement was signed and a copy of the warranty was given to Buyer(s). Buyer(s) understands that no warranty will be effective while a balance due remains on this agreement.

**OWNER'S RIGHT TO CANCEL/NOTICE OF CANCELLATION
THREE BUSINESS DAY RIGHT TO RECISSION NOTICE**

Date of transaction: _____

You may cancel this transaction, without any penalty or obligation, within three 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 by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

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 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, of it you agree to return the goods to the seller and fail to do so, they 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 telegram, to *CERTITUDE ROOFING, LLC (Contractor)*, at *18 E Lancaster Ave, Malvern, PA, 19355* within three business days of contract date.

I hereby cancel this transaction

Date

Owner's Signature

Owner's Signature

Date of transaction: _____

You may cancel this transaction, without any penalty or obligation, within three 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 by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

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 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, of it you agree to return the goods to the seller and fail to do so, they you remain liable for performance of all obligations under the contract.

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I hereby cancel this transaction

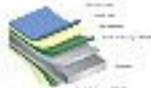
Date

Owner's Signature

Owner's Signature

By the customer's choice, the color of the metal can be changed to a color of their choice. The color of the metal is determined by the color of the metal.

Surface finish:
Polished
Brushed
Powder coated
Painted
Anodized
Electroplated
Electrocoat
Electrochromic
Electrochromic
Electrochromic
Electrochromic



Panel thickness:
1/2" (12.7mm)
3/4" (19.0mm)
1" (25.4mm)
1 1/2" (38.1mm)
2" (50.8mm)
2 1/2" (63.5mm)
3" (76.2mm)
3 1/2" (88.9mm)
4" (101.6mm)
4 1/2" (114.3mm)
5" (127.0mm)
5 1/2" (139.7mm)
6" (152.4mm)
6 1/2" (165.1mm)
7" (177.8mm)
7 1/2" (190.5mm)
8" (203.2mm)
8 1/2" (215.9mm)
9" (228.6mm)
9 1/2" (241.3mm)
10" (254.0mm)
10 1/2" (266.7mm)
11" (279.4mm)
11 1/2" (292.1mm)
12" (304.8mm)
12 1/2" (317.5mm)
13" (330.2mm)
13 1/2" (342.7mm)
14" (354.3mm)
14 1/2" (366.8mm)
15" (381.3mm)
15 1/2" (393.8mm)
16" (406.4mm)
16 1/2" (418.9mm)
17" (431.5mm)
17 1/2" (444.0mm)
18" (457.0mm)
18 1/2" (469.5mm)
19" (482.6mm)
19 1/2" (497.1mm)
20" (508.0mm)
20 1/2" (520.5mm)
21" (533.4mm)
21 1/2" (546.9mm)
22" (560.2mm)
22 1/2" (572.7mm)
23" (584.2mm)
23 1/2" (596.7mm)
24" (609.6mm)
24 1/2" (622.1mm)
25" (635.0mm)
25 1/2" (647.5mm)
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353" (8965.2mm)
353 1/2" (8977.7mm)
354" (8990.6mm)
354 1/2" (9003.1mm)
355" (9016.0mm)
355 1/2" (9028.5mm)
356" (9041.4mm)
356 1/2" (9053.9mm)
357" (9066.8mm)
357 1/2" (9079.3mm)
358" (9092.2mm)
358 1/2" (9104.7mm)
359" (9117.6mm)
359 1/2" (9130.1mm)
360" (9143.0mm)
360 1/2

DATE APPLICATION RECEIVED: 12/03/2025

APPLICATION NUMBER: 2025-39

PROPERTY ADDRESS: 1 E. Chestnut St.

APPLICANT'S EMAIL: joe@sulpizioinc.com.

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):

- Section #1 – Sign
- Section #2 – Canopy or Awning
- Section #3 – Repair, replacement or alteration from original
(please supply photos or elevations of original)
- Section #4 – Addition
(supply architectural elevations and site drawings, as well as photos of the existing structure)
- Section #5 – New Construction
(supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)
- Section #6 – Demolition

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:

- Color or B/W Sketches
- Old or Historic Photographs
- Plot or Site Plans
- Architectural Elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Joseph Sulpizio

Applicant's Signature: Joseph Sulpizio

Date:

12/2/2025

Owner's Name (print): BERTRAM L. LAWSON II

Owner's Signature:

BL Lawson II

Date:

12/2/25

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness **before** you begin your project

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: Oscar Lasko

Applicant's name: Joseph Sulpizio (Sulpizio Inc)

Applicant's address: [REDACTED]

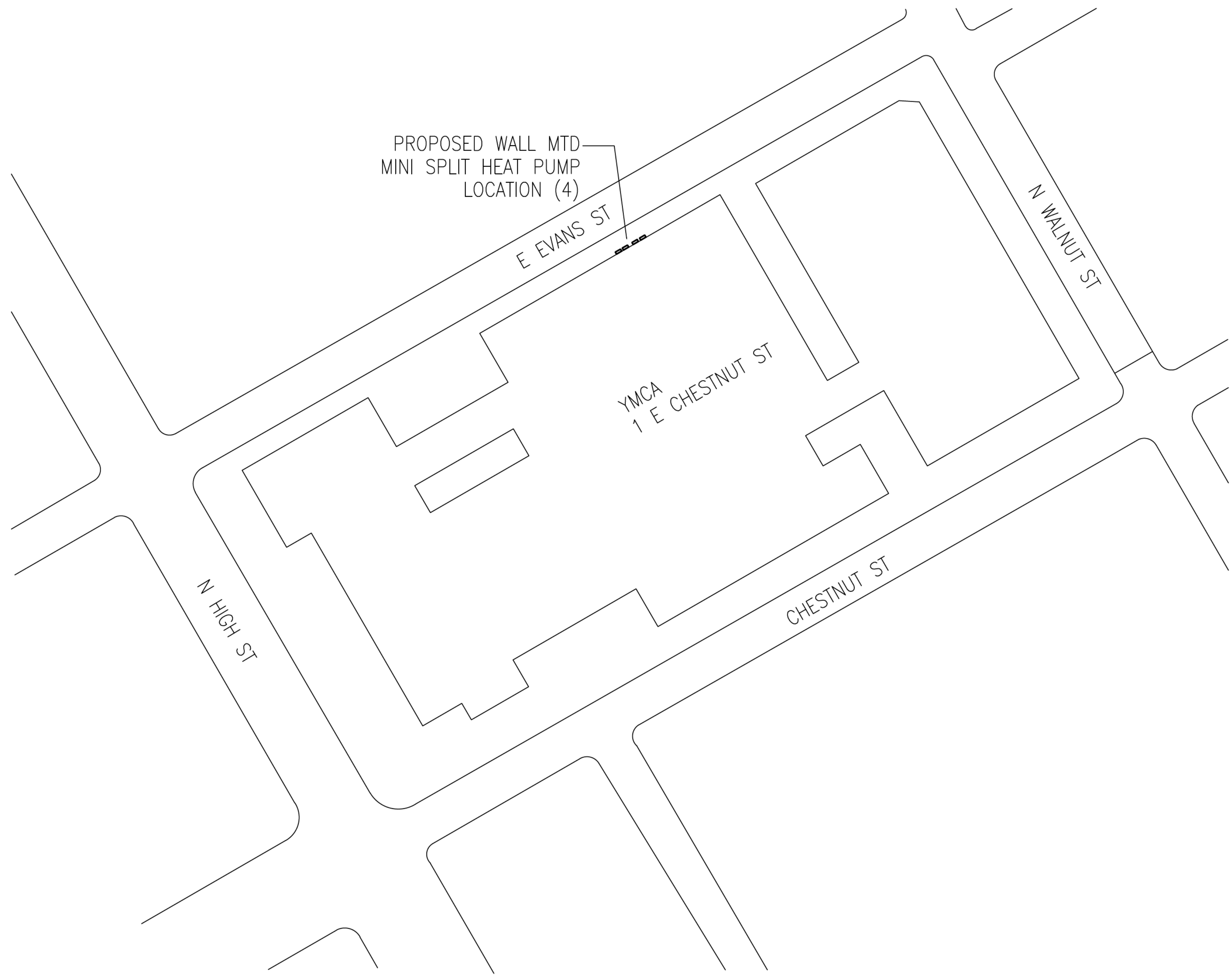
Applicant's phone number: [REDACTED]

Owner's name: Oscar Lasko YMCA

Owner's address: 1 E Chestnut street West Chester PA. 19380

Owner's telephone number: 610-696-9622

- 1) Which element do you wish to change: Doors Windows Roofing Gutters
 Walls Steps Sidewalk Fence Trim Railing Porch or Balcony
 Other (specify) Ductless split system 1 1/2 ton. (2) - 4
- 2) On how many facades? _____ Front _____ Side Back
- 3) What was the old is the material? ductless split outdoor units.
- 4) What is the proposed new material? ductless split outdoor units.
- 5) How will it be installed? 4
- 6) Are you using any historical materials? NO.
- 7) Is so, what and how? N/A
- 8) What were the old dimensions? Height: 21' 15/16 x Width: 26' 9/16 Depth: 12' 13/16
- 9) What are the new dimensions? Height: 21' 9/16 x Width: 26' 9/16 Depth: 12" - 13/16
- 10) What were the old colors? TAN
- 11) What are the new colors? TAN
- 12) Why do you wish to make these changes? Equipment is old for 2 units and 2 others are add as requested by the YMCA



SITE PLAN - NEW EXTERIOR EQUIPMENT LOCATIONS
1/32"=1'-0"



HVAC MODIFICATIONS TO:
Oscar Lasko
YMCA of Greater Brandywine

REVISIONS

NO	DATE	REMARKS

DRAWN BY GC

CHECKED BY GC

DATE 10-9-25

PROJECT NO. CMD-XXX

DRAWING TITLE
HVAC EXTERIOR EQUIPMENT SITE PLAN

DWG NO.

S1

Scale: 1/32"=1'-0"



Submittal Data Sheet

Daikin AURORA R 32 1.5 Ton Wall Mounted Unit
FTXV18AVJU9-RXT18AVJU9

FEATURES

- Hot start technology
- Auto restart (after power failure)
- IR controller included

BENEFITS

- Quiet operation
- Low ambient cooling operation down to 4°F (20°C) with field setting and air adjustment grille
- Operating Range - Cooling (50°F - 114.8°F)
- Operating Range - Heating (-13°F - 64.4°F)
- 12 year limited parts and compressor warranty with online registration
- 5 year limited parts warranty for commercial applications

INDOOR UNIT



OUTDOOR UNIT





Submittal Data Sheet

Daikin AURORA R 32 1.5 Ton Wall Mounted Unit
FTXV18AVJU9-RXT18AVJU9

SYSTEM PERFORMANCE

Indoor Unit Model No.	FTXV18AVJU9	Indoor Unit Name:	1.5 Ton Wall Mount - R-32
Outdoor Unit Model No	RXT18AVJU9	Outdoor Unit Name	21.0 SEER2, Heat Pump, Ductless ODU, 1.5 Ton, Daikin AURORA R 32
Rated Cooling Capacity (Btu/hr):	18,000	Rated Cooling Conditions:	Indoor (°F DB/WB) 80 / 67 Ambient (°F DB/WB): 95 / 75
Sensible Capacity (Btu/hr):		Rated Piping Length(ft):	25
Max/Min Cooling Capacity (Btu/hr):	22,000 / 6,900	Rated Height Difference (ft):	0.00
Cooling Input Power (kW):			
SEER2 (Non-Ducted/Ducted):	21.00 /	HSPF2 (Non-Ducted/Ducted):	9.6 /
EER2 (Non-Ducted/Ducted):	12.00 /		
Rated Heating Capacity (Btu/hr)	21,600	Rated Heating Conditions	Indoor (°F DB/WB): 70 / 60 Ambient (°F DB/WB) 47 / 43
Ma /Min Heating Capacity (Btu/hr)	28,000 / 5,800		

SYSTEM DETAILS

Refrigerant Type:	R-32	Cooling Operation Range (°F DB):	50 - 115
Holding Refrigerant Charge (lbs):	3.04 lbs	Heating Operation Range (°F WB):	-13 - 60
Additional Charge (oz/ft):	0.22	Max. Pipe Length (Vertical) (ft):	66
Pre-charge Piping (Length) (ft):	49	Cooling Range w/Baffle (°F DB):	-4 -
Max. Pipe Length (Total) (ft):	99		
Max Height Separation (Ind to Ind ft):	0		

Submittal Data Sheet

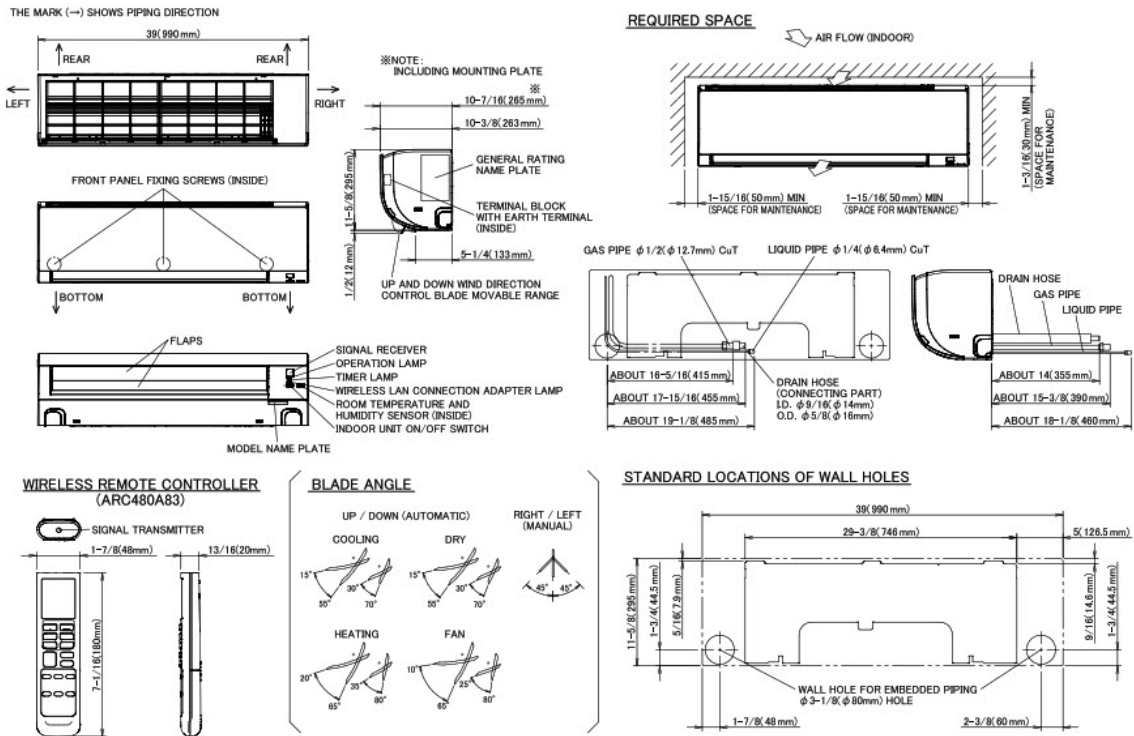
Daikin AURORA R 32 1 5 Ton Wall Mounted Unit
FTXV18AVJU9-RXT18AVJU9

INDOOR UNIT DETAILS

Power Supply (V/Hz/Ph):	//	Airflow Rate (H/M/L/SL) (CFM):	565/463/378/335
Power Supply Connections:	L1, L2, L3, G	Moisture Removal (Gal/hr):	
Min. Circuit Amps MCA (A):		Gas Pipe Connection (inch):	1/2
Max Overcurrent Protection (MOP) (A):		Liquid Pipe Connection (inch):	1/4
Dimensions (H W D) (in)	11 5/8 39 10 3/8	Condensate Connection (inch)	5/8
Net Weight (lb)	27	Sound Pressure (H/M/L/SL) (dBA)	48/43/38/33
Electrical Static Pressure (Rated/Max) (inWg):	/	Sound Power Level (dBA):	

DIMENSIONAL DRAWING - INDOOR UNIT

FTXV15/18AVJU9



3D150966A



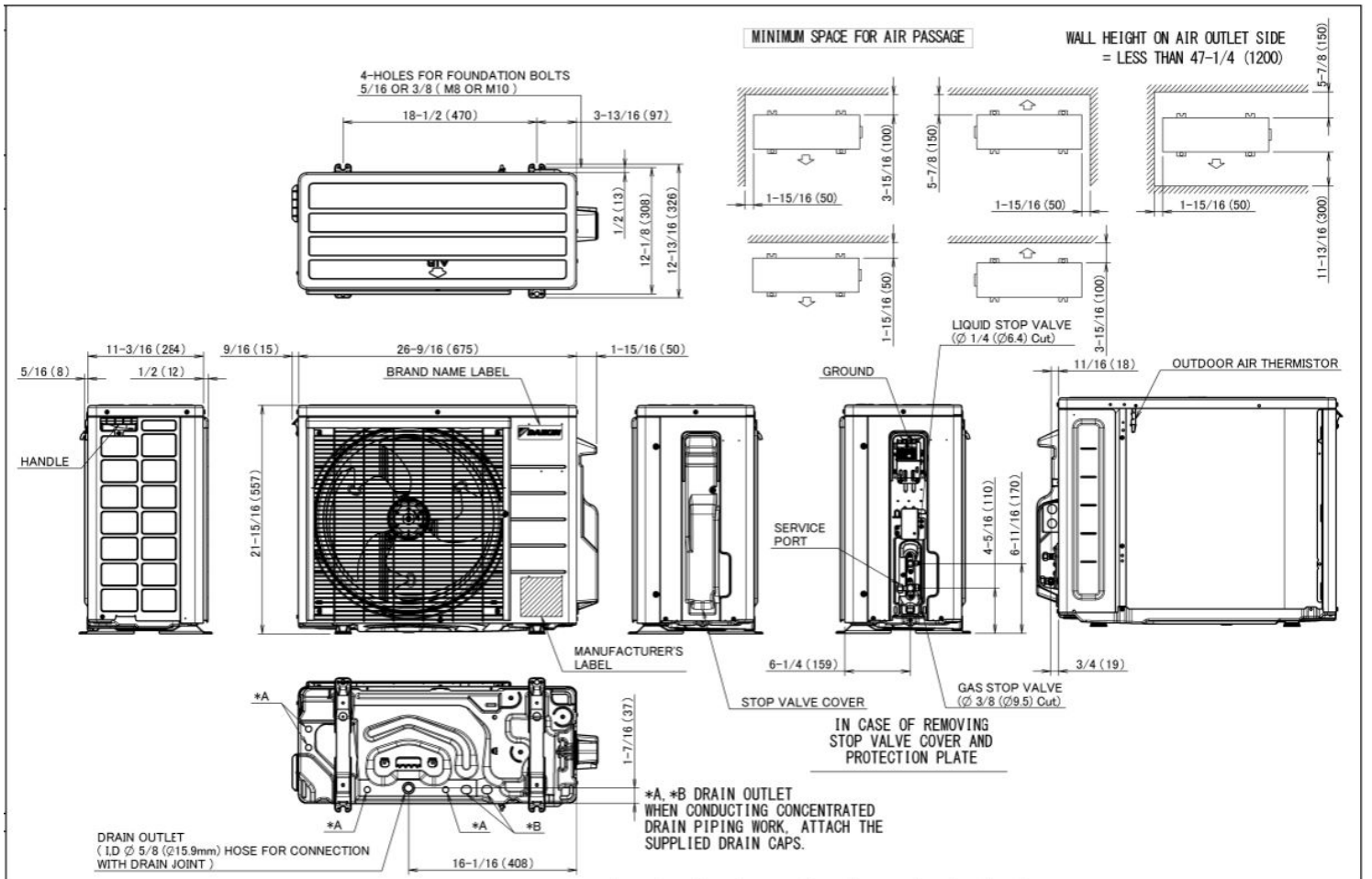
Submittal Data Sheet

Daikin AURORA R 32 1 5 Ton Wall Mounted Unit
FTXV18AVJU9-RXT18AVJU9

OUTDOOR UNIT DETAILS

Power Supply (V/Hz/Ph):	208-230 / 60 / 1	Compressor Stage:	Inverter
Power Supply Connections:	L1, L2, L3, G	Capacity Control Range (%):	-
Min. Circuit Amps MCA (A):		Airflow Rate (H) (CFM):	2383
Max Overcurrent Protection (MOP) (A)		Gas Pipe Connection (inch)	1/2
Ma Starting Current MSC(A)		Liquid Pipe Connection (inch)	1/4
Rated Load Amps RLA(A)		Sound Pressure (H) (dBA)	55
Dimensions (H W D) (in)	29 1/2 34 1/4 12 5/8	Sound Power Level (dBA)	
Net Weight (lb)	127		

DIMENSIONAL DRAWING - OUTDOOR UNIT





Submittal Data Sheet

Daikin AURORA R 32 1 5 Ton Wall Mounted Unit

FTXV18AVJU9-RXT18AVJU9

INDOOR ACCESSORIES

PART NUMBER	DESCRIPTION	INCLUDED
-------------	-------------	----------

AZAI6WSCDKB	DKN Residential Cloud Wi-Fi Adaptor for Single- and Multi-Zone System (S21)	No
AZAI6WSPDKC	DKN Plus Interface	No
BRCW901A03	BRC944B2 CONTROL CABLE, 10FT	No
BRCW901A08	Wired Remote Controller Cord - 8m/26ft	No
DACA-CP1-1	Mini Aqua Condensate Pump	No
DTST-ONE-ADA-A	Daikin One+ Smart Thermostat for VRV, SkyAir, Single- and Multi-Zone System	No
DTST TOU ADA A	Daikin One Touch Smart Thermostat (with Translation Adaptor for S21 and P1P2)	No
KAF970A46	Titanium apatite photocatalytic air purifying filter WITHOUT frame	No
KRP067A41	Adaptor for wired controller	No
KRP928BB2S	RA Interface Adaptor for DIII Net	No

OUTDOOR ACCESSORIES

PART NUMBER	DESCRIPTION	INCLUDED
-------------	-------------	----------

DACA-WB-3	Powder-Coated Wall-Mounted Bracket	No
KPS063A41	Snow hood (intake side plate) (15, 18 & 24)	No
KPS063A44	Snow hood (intake rear plate) (15,18 & 24)	No
KPS063A47	Snow hood (outlet) (15, 18 & 24)	No
KPW063B4	Air direction adjustment grille	No

Project Name: Add Note

Project Description:

Permit Number: COA-25-0028 Alerts	Applicant: Certitude Roofing, LLC
Initial Application Number: REFERENCE-25-1241	Primary Contact: Certitude Roofing, LLC i
Permit Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	Primary Contractor: CERTITUDE ROOFING LLC i
Status: UNDER REVIEW	Last Activity: 12/08/2025 11:33
Process State: Technically Complete	Last Inspection Date:
Parent Permit: <input type="text"/>	Initiated: 12/02/2025 📅
Assigned To: User 👤	Submitted: 12/08/2025 📅 i Application is 1 day old
Fast Track: <input type="checkbox"/>	Completed: 12/08/2025 📅 ✔ 3 of 3 submittals received, 3 of 3 submittals accepted.
Applied for Online: ✔	Approved: 📅 👉 1 of 3 (33%) steps approved.
	Ready: 📅 ✔ \$0.00 paid (100%), \$0.00 due.
	Issued: 📅
	Finalized: 📅 ✔ No inspections.
	Closed: 📅 ✔ \$0.00 deferred fees due.
	Expires: 06/06/2026 📅 Exp Override: <input type="checkbox"/>

Site Address

Site Address: Verify Address and Coordinates

Site City: **Latitude:**

State: **Site Zip:** **Longitude:**

Inspection Area:

Zone: Town Center

Primary Parcel: 1-9-466 i

Contractor: No **Active:** ✔

First Name: **Middle Name:** **Last Name:**

Display Name: Certitude Roofing, LLC ✎

Primary Phone: 6109247270 **Primary Email:** kelly@certitudehi.com

Portal Access Code: *ZUWEB-LBSY8

Mailing Address:































18 E Lancaster Ave
Malvern, PA 19355

[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

Permit #: COA-25-0028  Alerts	Status: UNDER REVIEW	Contact: Certitude Roofing, LLC	Site Address: 104 S HIGH ST
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	Project Name: Roof	Contractor: CERTITUDE ROOFING LLC	WEST CHESTER, PA 19382

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original  
LOCATION OF PROJECT:*	104 S High St  
NAME OF BUSINESS:*	Organic Herbal Apothecary  
WHICH ELEMENTS DID YOU CHANGE:	Replace old roof shingles with new ones.  
ON HOW MANY FACADES:	Just the front upper portion  
WHAT WAS THE OLD IS THE MATERIAL:	Existing shingles  
WHAT IS THE PROPOSED NEW MATERIAL:	Asphalt shingles-Owens Corning Oakridge in  
HOW WILL IT BE INSTALLED:	Clean deck-all the way to plywood and re-shii  
ARE YOU USING ANY HISTORICAL MATERIALS:	no  
IF SO, WHAT AND HOW:	 
WHAT WERE THE OLD DIMENSIONS:	 
WHAT ARE THE NEW DIMENSIONS:	 
WHAT ARE THE OLD COLORS:	 
WHAT ARE THE NEW COLORS:	Driftwood  
WHY DO YOU WISH TO MAKE THESE CHANGES:	Roof is old and leaking-needs to be replaced.  

106 High st

104 High st







Your custom proposal has been put together by:

CONTACT ME ANYTIME

This is what to Expect!



ORDERING & MEASUREMENT VERIFICATION

If needed we will revisit your project to verify measurements and then order those materials.



SCHEDULING

Upon receiving confirmation from our supplier that the material is available, we will contact you with an approximate start date. As we get closer to that date, we will contact you again to solidify the start date & time.



INSTALLATION

The Project Will:

- Typically begin work between 7 and 8:30 AM each day.
- Keep job site organized and clean up at the end of each day.
- Depart around dusk or when necessary. (based on weather)

Change Orders:

- We will discuss pricing and sign new contracts. (we typically also take photos)
- Contact your project manager with any questions.

Job Completed:

- The dumpster will be removed along with excess materials a couple days after project completion.
- When Applicable registered Warranty information will be sent to you by mail.



FINAL PAYMENT

Payment will be collected based on the Payment Terms in your contract. Typically the balance is expected upon project completion. Once payment is collected in full all warranties will be activated.

IF YOU HAVE ANY QUESTION BEFORE, DURING OR AFTER YOUR PROJECT CONTACT US IMMEDIATELY!

Email: contact@certitudehi.com or Phone: 610-924-7270



Certitude Roofing
4.8 ★★★★★ · See reviews
GOOGLE GUARANTEED
with **Google**
SEE 250+ REVIEWS

 HomeAdvisor
★★★★★
SEE 177+ REVIEWS

 **BBB**
ACCREDITED BUSINESS
A+
rating




- WE ARE A CERTAINTED SELECT SHINGLEMASTER**
- WE ARE A CERTAINTED 5 STAR CONTRACTOR**
- WE ARE AN OWENS CORNING PREFERRED CONTRACTOR**
- WE ARE A GAF CERTIFIED CONTRACTOR**
- WE ARE A PROVIA AUTHORIZED INSTALLER**

WE STAR IN VIDEOS WITH CERTAINTEED

 **MSA MANUAL**
Used by roofers to learn how to install shingles



 **BELMONT SHINGLE**
A Luxury Shingle launch from Certainteed

Pre Installation Checklist

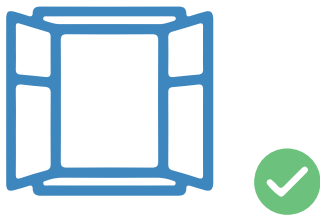
To ensure an efficient and quality installation of your Project, please have the following list of items addressed prior to our arrival for installation. If you do not have the requested items taken care of, we may be unable to perform and/or complete the installation during the scheduled installation dates



Provide a parking area for the install crew, material, and dumpster



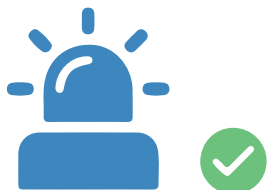
Move all furniture within a 3 foot radius of each window. (only if replacing windows) Remove pictures and breakables from the walls and shelves (only if replacing the siding or roof)



Remove all window treatments and hardware (only if replacing windows)



In the event of poor weather, we will contact you the morning of your install to gauge any schedule change

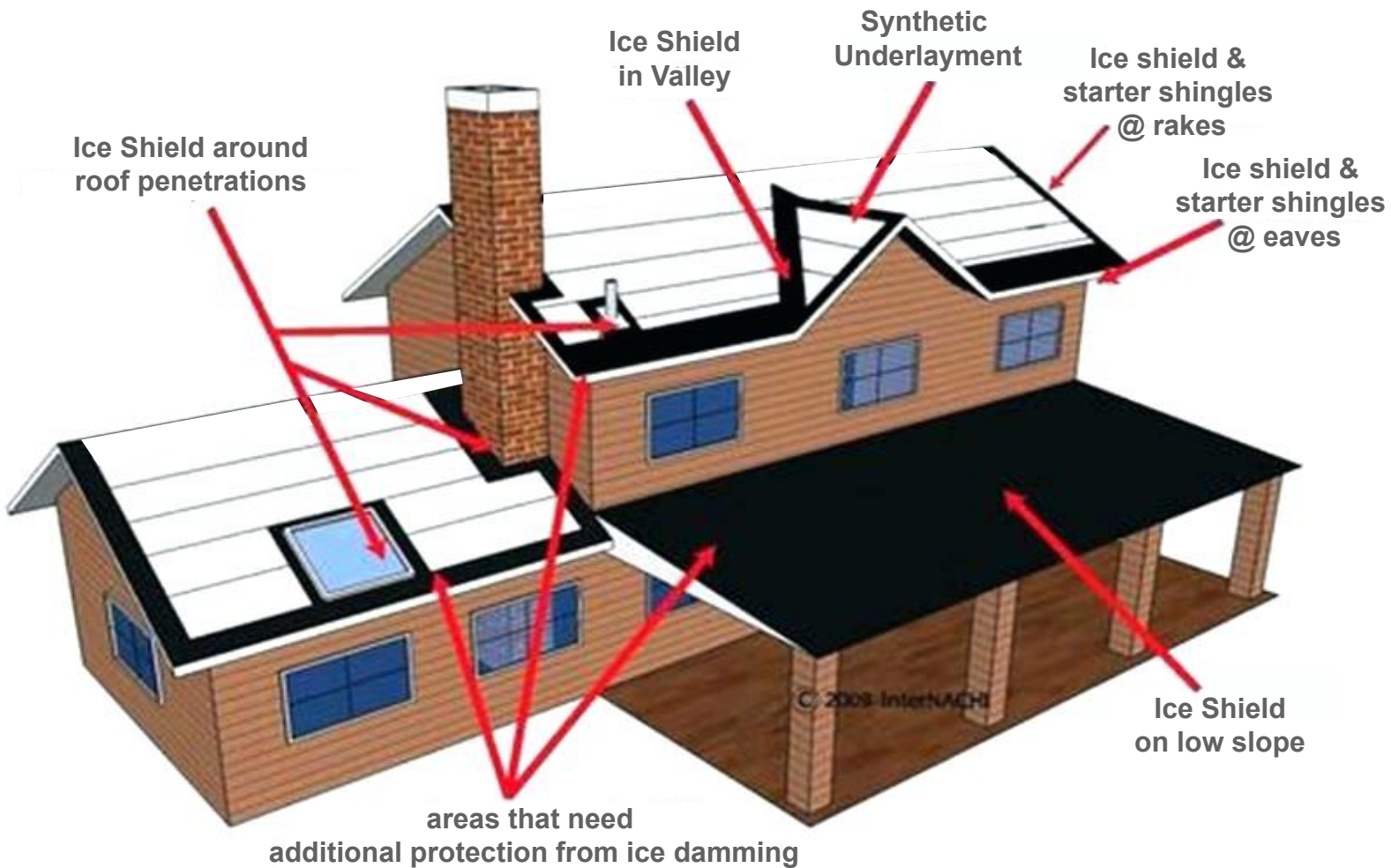


Make arrangements for re installation of alarm systems (only if we are installing windows or doors) & Satellite dishes attached to the house (only if replacing the siding or roof)



We require a person of authority to be present at the completion so we can demonstrate the operation of the windows, inspect workmanship and collect balance due.

MAXIMUM COVERAGE UNDERLAYMENT SYSTEM DETAILS



ICE WATER SHIELD to be installed in the following areas: eaves, rakes, entire perimeter, valleys, hips, around chimney, around pipes, around any penetrations, head walls on the roof surface, side walls on the roof surface, completely around dormers, and low sloped roof areas.

SYNTHETIC UNDERLAYMENT to be installed on the body of the roof overlapping the ice water shield.

STARTER SHINGLES to be installed on the eaves, rakes, entire perimeter to ensure the roof perimeter is sealed and bonded keeping the weather out, also giving better wind resistance.



18 E. Lancaster Ave, Malvern, PA, 19355
(610) 924-7270 www.certitudehi.com

PA License No. PA081161

Buyer/ Owner	<p><i>Name:</i> Matt Reichert</p> <p>104 S High Street West Chester Pa mattcloutproducts@gmail.com</p> <p style="text-align: right;"><i>Date:</i> 11/25/2025</p>
-----------------	---

DESCRIPTION OF THE PROJECT: I/WE, the Owner(s) of the premises described above authorize Certitude Roofing, LLC., hereinafter referred to as "Contractor", to furnish all materials and labor necessary to improve the above premises in a good, workmanlike and substantial manner according to the following terms, specifications and provisions.

YOUR ROOFING PROPOSAL OVERVIEW:

1. STAGING & TEAR OFF

- Protect shrubbery and landscaping with tarps and plywood where needed.
- Delivery of dumpster & material placed in driveway or street.
- Removal and disposal of existing roof down to wood substrate.
- Inspect wood substrate and replace as needed (see unforeseen costs.)

2. ROOF COMPONENTS

- Installation of synthetic underlayment to roof deck.
- Installation of "Ice and Water Shield" to eaves, valleys, all penetrations, and 18" to rakes.
- Installation of aluminum drip edge to roof perimeter.
- Installation of starter shingles to entire perimeter.
- Installation of roof ventilation (if specified.)

3. FLASHING WORK

- Installation of custom bent chimney flashings.
- Chimney flashing to be embedded into masonry.
- Installation of wall flashings with premium gauge metal (if specified.)
- Installation of step flashing (if specified.)
- Installation of new pipe collars.

4. CLEAN UP

- Thoroughly clean up project debris.
- Pick up loose nails from the ground with a high powered magnet.



ROOFING SHINGLES

Owens Corning Oakridge

Driftwood

This is the shingle that will be installed.

ICE & WATER SHIELD

Owens Corning WeatherLock Mat

Specialized waterproofing membrane used in areas of the roof that are prone to driving rains and ice.

STARTER SHINGLES

OC Starter Strip Plus Shingle

Specialized shingles which ensure a straight, visually pleasing shingle installation.

C 3.5 DRIP EDGING

White

Small strips of metal under the shingles which channel rain runoff into your gutters.

VENTILATION

EXHAUST VENT

OC VentSure 4' Filtered

Allows air to escape the top of the roof.

INTAKE VENT

Not Included

Allows air to enter the bottom of the roof.

Proper ventilation is highly recommended when applicable to provide a well balance attic space.

LAYERS TO REMOVE

1 Layer

*Any additional or unforeseen materials requiring removal will incur a change order. If you have knowledge of additional layers of roofing material please let us know!

UNDERLAYMENT

Owens Corning Rhino

Waterproof membrane which spans the entire roof underneath your shingles.

CAP SHINGLES

OC ProEdge Hip and Ridge

Specialized shingles designed to be used at the peak of your roof.

PIPE COLLARS

IPS Black

Metal and rubber fittings which seal and protect your ventilation pipe on the roof.

FLASHING

CHIMNEY COUNTER FLASHING

Dark Bronze

Used where the roof meets a chimney wall.

WALL COUNTER FLASHING

Dark Bronze

Used where the roof meets a side wall.

Special bent metal used to keep a wall transition water proof.



PLYWOOD

Includes removal, disposal, and nails.

TYPE:

SIZE:

SCOPE:

OPTION TOTAL:

SKYLIGHTS

Includes removal, disposal, and ice shield.

QTY:

TYPE:

MANUFACTURER:

OPTION TOTAL:

If needed interior trim will be \$200 per Skylight.

OPEN METAL VALLEY

Where two roof planes meet and gather water directing it off the roof.

MATERIAL:

COLOR:

STYLE:

OPTION TOTAL:

NOTE: standard valley installations are installed with the closed valley method.



ATTENTION PLEASE



ADDITIONAL COSTS - Unless specified the proposal price does not include removal of more than one layer of existing material, replacement or otherwise unusable plywood or rafters, or repair or replacement of other unusable structures or material that we find as we perform our work on your project.

UNFORSEEN ADDITIONAL COSTS

- Plywood replaced @ 85 per sheet.
- Additional shingle layer removal @ \$50 per-square.
- Rotted 1x boards will be replaced @ \$12 per Linear foot.
- Rafter Replacement/Repair @ \$15 per Linear foot.

EXCLUSIONS

- We do not warranty reused skylights including the glass seals and curb mounts.
- Hook up/ connection of electrical wiring to powered fans.
- Adjustments to gutter guards still under manufacturer warranty.



MANUFACTURER WARRANTY:

Owens Corning Standard Limited Warranty

CERTITUDE WORKMANSHIP WARRANTY:

Lifetime Workmanship Warranty

*Upon receipt of full payment the manufacturer warranty documents will be sent to you within 4-6 weeks. Full details of the workmanship warranty are available at the end of this proposal.



SPECIAL NOTES SECTION

Pics below showing work to be done on the buildings 104 and 106 S high street. The homeowner owns both of these.

In the pics below, the roof outlined in YELLOW is being replaced on 104 s high street and the cost is reflected on for this proposal. Note: the other pics showing work to be performed at the same time as the roof replacement; however on a separate service proposal for 106 s high street as requested by homeowner.



PROJECT PHOTOS



Details:
PURPLE: Soffit shown in pics below is starting to peel and rot. It will be capped in white aluminum do prevent further damage and improve the appearance as well.
BLUE: Sections of wood fascia boards to be capped in aluminum
RED: Two fascia boards on the outsides have warped and kicked out. Service work suggested at a minimum using long wood screws to straighten board. To be capped in aluminum after (if successful). Game plan



Details:
YELLOW: 104 High Street upper front shingle roof section to be replaced.
GREEN "X": A courtesy patch job from a nail popped up through a rubber roof from a standing seam metal roof that is underneath.



Details:

PAYMENT TERMS



ROOF REPLACEMENT \$ 6,780.00

SELECTED OPTIONS \$ 0.00

10% cash/check payment discount \$ -678.00

\$

TOTAL INVESTMENT \$ 6,102.00

DEPOSIT \$ 2,000.00

DUE AT START OF JOB \$ 2,000.00

BALANCE DUE \$ 2,102.00

WE AGREE TO: Perform the contracted work (subject to any additions, change orders.)

THIS PROPOSAL: Consists of the Description of Work, Selected Components, Available Options, Terms & Conditions, Warranty, and Payment Terms.

LIFETIME WORKMANSHIP WARRANTY: Will be obtained upon total payment.

TERMS & CONDITIONS: The Terms & Conditions attached are expressly incorporated.

BALANCE DUE UPON COMPLETION: 5% may be held back for punch list items.

MULTI-OPTION JOBS: Will require payment upon completion of each option.

PERMITS: Certitude provides and pays for all permits up to \$100

CREDIT CARDS: Payments with cards will incur a 3% convenience charge.

Matt Reichert

mattcloutproducts@gmail.com 2025-11-26 17:16:55

Signature Approved by Certitude Roofing, LLC

Signature Approved & Accepted by (owner)



TERMS AND CONDITIONS

1. CHANGES IN THE WORK: Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. Extra Work and Change Orders become part of the contract once the Change Order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new Change Order. The Change Order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Failure to have written authorization shall not be deemed fatal to the collection of the extra work.

2. CONCEALED CONDITIONS: This Agreement is based solely on the observations Contractor was able to make with the structure in its current condition at the time this Agreement was bid. If additional concealed conditions are discovered once work has commenced which were not visible at the time the proposal was bid, Contractor will stop work and point out these unforeseen concealed conditions to the Owner so that Owner and Contractor can execute a Change Order for any Extra Work.

3. OWNER'S RESPONSIBILITIES: The Owner is responsible to supply electricity and water to the site unless otherwise agreed upon. The Owner agrees to allow and provide Contractor and required equipment access to the property. The Owner is responsible for having sufficient funds to pay for the Work and any Extra Work. The Owner is responsible to remove or protect any personal property. Because questions about the work to be done may arise from time to time, the Owner must be reasonably available to the Contractor either at the property or by phone. The Owner will point out and warrant the property lines to Contractor.

4. DELAYS: Contractor agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons: failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, strikes, lockouts, boycotts, or other labor union activities, Extra Work ordered by Owner, acts of public enemy, riots or civil commotion, inability to secure material through regular recognized channels, imposition of government priority or allocation of materials, failure of Owner to make payments when due, or delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, or for acts of independent contractors, or holidays, or other causes beyond Contractor's reasonable control. Targeted approximate Start/Completion Date (are subject to change due to supplier availability).

5. PLANS & SPECIFICATIONS: If plans and specifications are prepared for this job, they shall be attached to and become a part of the agreement.

6. SUBCONTRACTS: The Contractor may subcontract portions or all of this work to subcontractors.

7. FEES, TAXES AND ASSESSMENTS: Owner will pay for all taxes, fees and assessments of all descriptions against the property except that Contractor will obtain and pay up to \$100.00 for required building permits. Amounts in excess of \$100.00 will be billed to the Owner.

8. INSURANCE AND DEPOSITS: Owner shall have insurance against injury to Owner's own employees and persons under Owner's direction and persons on the job site at job site at Owner's invitation. If the project is destroyed or damaged by accident, disaster or calamity, such as fire, storm, earthquake, flood, landslide, or by theft or vandalism, any work done by the Contractor in rebuilding or restoring the project shall be paid by the Owner as Extra Work. Certitude maintains General Liability insurance covering Personal & Advertising injury and Property Damage limits of \$1,000,000 Per Occurrence.

9. RIGHT TO STOP WORK: Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that the Contractor may have. Such failure to make payment when due, is a material breach of this agreement. Owner acknowledges that the additional costs for the delay in stopping and starting the project shall be treated as an extra and allow Contractor additional costs in accordance with paragraph one hereof

10. LIMITATIONS: No action of any character arising from or related to this contract, or the performance thereof shall be commenced by either party against the other more than two years after completion of the project or cessation of work under this contract.

11. PAYMENT: Owner's failure to make prompt payments will cause a financial hardship on the Contractor, it is necessary to impose a finance charge if payments are not promptly made. Accordingly, Owner agrees to pay a finance charge on amounts not paid within 30 days based on the following periodic rates: one and one-half percent (1.5%) per month on the unpaid balance. One and one-half percent (1.5%) per month is an annual percentage rate of eighteen percent (18%)

Upon satisfactory payment being made for any portion of the work performed, the Contractor shall, prior to any further payment being made, furnish to the persons contracting for the improvement, a full and unconditional release from any claim or Mechanic's Lien for that portion of the work for which payment has been made.

12. ASBESTOS AND HAZARDOUS WASTE: Unless the contract specifically calls for the removal disturbance, or transportation of asbestos or other hazardous substances, the parties acknowledge that such work requires special procedure, precautions, and/or licenses. Therefore, unless the contract specifically calls for the same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the Owner to obtain duly qualified asbestos and/or hazardous material contractor to perform the work or the Contractor may perform the work at contractor's option. Said work will be treated as an extra under the contract.

13. RELEASE: Owner grants Contractor permission to take photographs of the Work before, during and after it is completed and to use such photographs for publicity purposes.

14. JURISDICTION AND VENUE: Any dispute arising out of this agreement or the work performed by the Contractor will be governed by the laws of the Commonwealth of Pennsylvania without regard to its conflicts of law provisions. Owner and Contractor hereby consent to the exclusive jurisdiction of the state and federal courts sitting in Chester County in the Commonwealth of Pennsylvania.

Limited Lifetime Workmanship Servicing WARRANTY

This is a labor warranty provided by Certitude Roofing, LLC. ("CR") to you, the original consumer purchaser ("Owner"). CR will perform all work in a professional manner using high quality materials and supplies, and in conformance with applicable building code standards. CR warrants to the Owner that ALL INSTALLATION WORK PERFORMED BY CR WILL BE FREE OF DEFECTS DUE TO WORKMANSHIP FOR THE DURATION OF THE WARRANTY PROVIDED BY EACH MANUFACTURER OF THE MATERIALS WE INSTALL AS LONG AS THE OWNER OR ANY SUBSEQUENT TRANSFEREE PER THE TERMS OF THIS DOCUMENT LIVES IN THE RESIDENCE WHERE THE PRODUCTS HAVE BEEN INSTALLED, subject only to the other terms and conditions contained in this document.

PLEASE CONSULT YOUR PRODUCT AND MANUFACTURER WARRANTIES FOR FURTHER COVERAGES. ALL WARRANTIES ARE AVAILABLE FOR INSPECTION PRIOR TO SIGNING OF THE SALE AGREEMENT OR PURCHASE ORDER.

Notes for Replacement Windows:

Please be aware that condensation on any window and patio doors is the natural result of excessive moisture in the house, and does not indicate a defective product or faulty installation. Excessive condensation may even result in frost appearing on windows in very cold weather. CR is not responsible for condensation and this warranty does not apply to condensation, its causes or its effects. Please take steps to properly ventilate areas where new window products are installed for at least 48 hours after installation to avoid possible sensitivities to caulking odors.

Notes for Gutter Protection:

Please be advised that installed gutter protection systems can have a different appearance when compared to conventional gutters. Sloping the gutter to the downspout, for example, may appear more visible. Sometimes the edge of roof shingles may be revealed after installation which were previously hidden by the profile of conventional gutters. Shingles are often deformed because they had previously rested on gutter spikes or gutter screens. This can also cause water to overshoot the gutter protection system in these areas. In regions where tree sap or pine resin is prevalent in excessive amounts, the exposed surface of the product may require periodic rinsing to prevent organic build-up and minor run off. The geographic location, the quality of the atmosphere, and other local factors may contribute to the severity of these conditions.

Notes for Radiant Barrier and Insulation Products:

Condensation may occur naturally in the environment and can occur in an attic space if there is moisture present. What may cause this is warm moist air rising into the attic from the living space, which can then condense into moisture in the attic. The moisture can then sit on attic walls, floors or even on insulation or insulating products, and provide a basis for mold growth. If your attic space is well ventilated (such as with an attic fan, vented soffit, vented roof peaks) then it is unlikely you will encounter mold. If not, you may want to consider increasing the insulation in your attic as a precaution.

Notes for Repair Work on Materials, Products or Components Not Originally Installed by Us:

If we perform repairs on materials, products or components of your existing roofing, siding or gutter systems, CR warrants to the Owner that such repair work performed by CR will be free of defects, due to workmanship for three (3) months from the date of providing such services for the Owner, subject to the other terms and conditions contained in this document.

How to Obtain Warranty Service:

To submit a claim, a copy of this warranty and a copy of the Owner's sales agreement or purchase order must be submitted in writing by registered mail to CR at 18 E Lancaster Ave, Malvern, PA, 19355 with a brief explanation of the stated claim. You may also contact CR at (610) 924-7270 to request warranty servicing. Claims must be submitted to CR promptly after discovery of the claimed labor defect. CR will then schedule an appointment to inspect the premises and the warranty claim within a reasonable period of time after having received the claim. If after inspection, CR determines that a valid claim exists under the warranty, CR will repair, re-install, replace, or refund the price of the failing CR service, at CR's option. If CR determines to replace any or all product(s), and if such product(s) as originally installed are no longer available, CR shall have the right to substitute product(s) designated by CR to be of equal quality. The replacement of the components of a product does not extend the labor warranty period for that product beyond the original warranty period provided by the product manufacturer. Minor color variations may exist between replacement product and the originally installed product and are not indicative of a defective product or a labor defect. At CR's option, a refund is conveyed to the Owner, then all warranties are terminated, and repair, replacement or removal of CR products shall become the sole responsibility of the Owner. No warranties are valid unless and until the Owner has made full payment under the original CR sales agreement and all add ons. Non-warranty calls for repair or adjustment may result in a service charge.

What Voids These Warranties:

Installation, removal, repair, adjustment, tampering or re-installation or any CR products or components by other than CR voids any and all warranties within this document, and CR expressly disclaims any liability for any costs, defects, or damages with regards to such additions.

What Is Not Covered:

These warranties are granted by CR to the Owner only and only materials purchased from and installed by CR are covered by these warranties. All warranties terminate immediately upon the transfer of home ownership, other than in accordance with the transferability directions described herein. All warranties assume normal and reasonable use of CR installed products or components. Minor color and textural variations from lot-to-lot of products are not product or installation defects. These warranties do not cover damage to the interior of your home or any other damage, workmanship, or material failure including, but not limited to, damage caused by settlement of the building, failure of the structure (including foundations and walls), use of incompatible accessories, removal, repair, or re-installation of any CR installed products or components by other than CR, normal weathering, corrosive effects or salt air and chemical pollutants, normal fading, deterioration of caulking compounds, fire, flood, lightning, high winds, windblown objects, earthquake, hurricanes, ice dams, icicles and/or ice storms, atmospheric conditions or weather or catastrophic nature as defined by the US Weather Bureau, other acts of God, intentional acts, unreasonable use, vandalism or pollution. These warranties also will not apply to damages resulting from the failure to provide reasonable maintenance, including failure to clean the product or maintain sealing, painting and/or caulking as reasonably necessary. CR is also not responsible for existing or developing spore or mold growth.

Remedies and Rights:

These warranties of CR services are the only expressed warranties provided by CR. No employee, or representative, agent, nor any other person, has authority to assume or incur on behalf of CR any obligation, liability, or responsibility in placed or in addition to these warranties. IN NO EVENT, SHALL THE DURATION OF ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE BE LONGER THAN THE DURATION OF THE EXPRESS WARRANTY STATED HEREIN, EXCEPT FOR THE WARRANTY PROVIDED HEREIN. CR MAKES NO WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF NON INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. CR'S LIABILITY TO OWNER UNDER THIS DOCUMENT IS LIMITED TO THE AMOUNTS RECEIVED BY CR FOR SERVICES RENDERED UNDER THE SALES AGREEMENT OR PURCHASE ORDER WITH THE OWNER. SOME STATES DO NOT PERMIT ANY LIMITATION ON THE LENGTH OF AN IMPLIED WARRANTY, AND THEREFORE THE IMMEDIATELY PRECEDING SENTENCE MAY NOT APPLY. IN NO EVENT, SHALL CR BE OBLIGATED OR LIABLE FOR INCIDENTAL, SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND FOR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY OF CR PRODUCT OR SERVICES. SOME STATES DO NOT ALLOW EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, AND THEREFORE SOME OR ALL OF THE IMMEDIATELY PRECEDING SENTENCE MAY NOT APPLY. THESE WARRANTIES PROVIDE SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

How to Transfer This Warranty:

Subjected to the other terms and conditions contained in this document, this warranty is transferable by the Owner within five years of the date CR completes the installation work. This warranty may be transferred by the Owner only once, and the transferee will then step into the shoes of the Owner for purposes of this warranty. To transfer this warranty, the Owner must request, by certified mail, an inspection and re-certification of CR products by CR, and upon inspection and re-certification to the satisfaction of CR, and receipt by CR of a \$300.00 transfer fee within 45 days the transfer of home ownership, these warranties shall transfer to the subsequent home owner. NO OTHER OR FURTHER TRANSFERS OF THESE WARRANTIES IS PERMITTED.

**OWNER'S RIGHT TO CANCEL/NOTICE OF CANCELLATION
THREE BUSINESS DAY RIGHT TO RESCISSION NOTICE**

Date of transaction: _____

You may cancel this transaction , without any penalty or obligation, within three 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 instruments executed by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

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 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, to CERTITUDE ROOFING, LLC, at 18 E Lancaster Ave, Malvern PA, 19355 within three business days of the contract date.

I HEREBY CANCEL THIS TRANSACTION:

Print Owner's Name

Date of Rescission

Owner's Signature

Project Name: Back Patio [Add Note](#)

Project Description: to seasonally cover back patio from elements with rafters and corrugated fiberglass panels

Permit Number: COA-25-0029	Applicant: Giunta, Marisa
Initial Application Number: REFERENCE-25-1279	Primary Contact: Giunta, Marisa 👤
Permit Type: CERTIFICATE OF APPROPRIATENESS- CANOPY OR AWNING	Primary Contractor: KOMOROWSKI CARPENTRY, LLC 👤
Status: UNDER REVIEW	Last Activity: 12/09/2025 08:11
Process State: Technically Complete	Last Inspection Date:
Parent Permit: <input type="text"/>	Initiated: 12/08/2025 📅
Assigned To: User WENDY MECKE 👤	Submitted: 12/08/2025 📅 🕒 Application is 2 days old
Fast Track: <input type="checkbox"/>	Completed: 12/09/2025 📅 ✅ 3 of 3 submittals received, 3 of 3 submittals accepted.
Applied for Online: <input checked="" type="checkbox"/>	Approved: 📅 🚫 0 of 3 (0%) steps approved.
	Ready: 📅 ✅ \$0.00 paid (100%), \$0.00 due.
	Issued: 📅
	Finalized: 📅 ✅ No inspections.
	Closed: 📅 ✅ \$0.00 deferred fees due.
	Expires: 06/07/2026 📅 Exp Override: <input type="checkbox"/>

Site Address

Site Address: 125 W MARKET ST [Verify Address and Coordinates](#)

Site City: West Chester **Latitude:**

State: PA **Longitude:**

Site Zip: 19380


Inspection Area:

Zone: TC 👤 Town Center

Primary Parcel: 1-9-93 👤

Contact

[Contact](#) [Phone Numbers](#) [Email Addresses](#) [Details](#) [Secure Details](#) [Points of Contact](#) [Portal Accounts](#)

 Replace Photo	Contractor: No	Active: <input checked="" type="checkbox"/>	
	First Name: Marisa	Middle Name: <input type="text"/>	Last Name: Giunta
	Display Name: Giunta, Marisa 👤		
	Primary Phone: 6106377059	Primary Email: pietrosprime@comcast.net	
	Portal Access Code: *6Q6SV-UZZQ9		

Mailing Address

125 W. Market Street
West Chester, PA 19382

[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

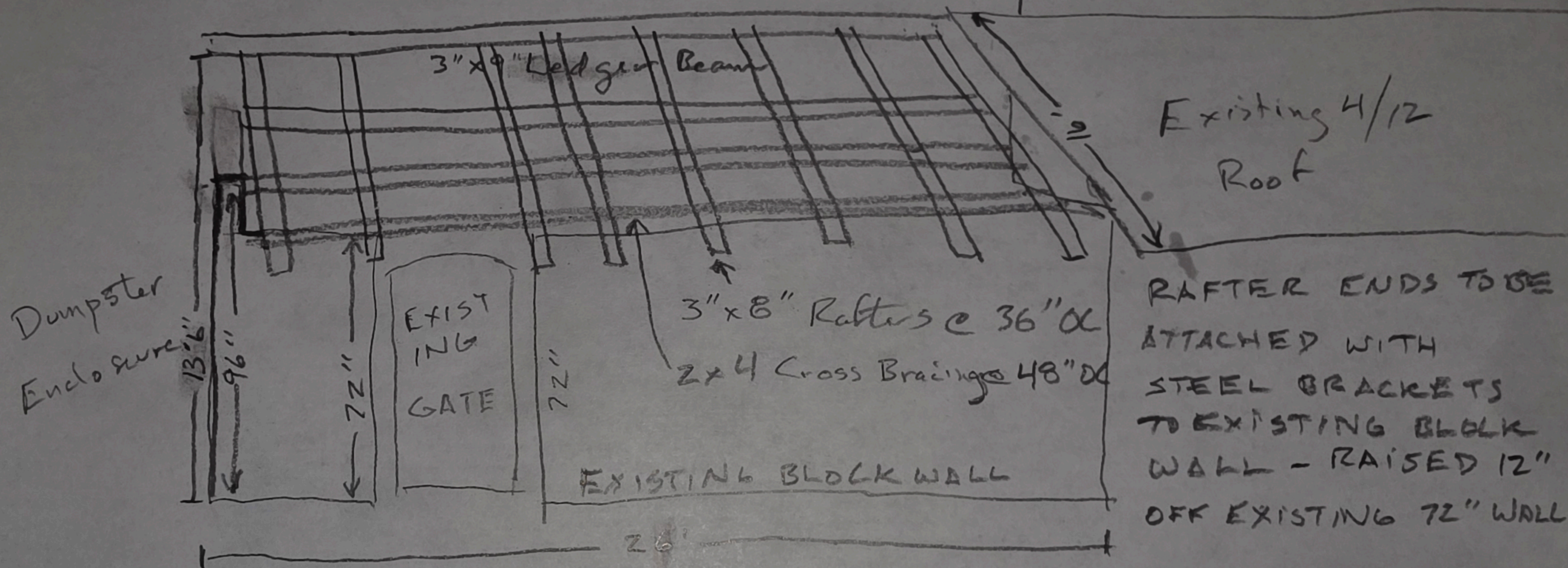
Permit #: COA-25-0029 Status: UNDER REVIEW Contact: Giunta, Marisa Site Address: 125 W MARKET ST
 Type: CERTIFICATE OF APPROPRIATENESS- CANOPY OR AWNING Project Name: Back Patio Contractor: West Chester, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Canopy awning
LOCATION OF PROJECT:*	125 W. Market St - rear patio
NAME OF BUSINESS:*	Pietros Prime
ARE YOU REPLACING AN EXSISTING CANOPY OR AWNING:	No
HOW MANY CANOPIES OR AWNINGS DO YOU WISH TO INSTAL:	1
ON HOW MANY FACADES:	1
MATERIAL GIVE A THOROUGH DESCRIPTION:	3 x 9 Ledger board, 3 x 8 pine rafters 2 x 4 cr
HOW WILL IT BE MOUNTED:	Attached to existing masonry wall with 3 x 9
ARE YOU REUSING AN EXSISTING CANOPY OR AWNING:	No
CANOPY OR AWNING DIMENSIONS:	13'6" at existing wall to 8' at low point x 26' x
WHAT IS THE HEIGHT FROM THE SIDEWALK TO THE BOTTOM:	8
COLORS:	translucent corrugated fiberglass panels
MESSAGE:	N/A
LETTERING STYLE:	N/A

3 x 9 Ledger board, 3 x 8 pine rafters 2 x 4 cross bracing, fiberglass corrugated translucent panels

Attached to existing masonry wall with 3 x 9 ledger board

Existing Structure: Masonry + Brick



EXISTING PARKING AREA

ALL BEAMS TO BE ATTACHED PER CODE WITH JOIST HANGERS

6" RIDGE VENT AT EXISTING STRUCTURE UNDER EXISTING SCUPPER
CLOSE IN GABLE END @ DUMPSTER AREA

ROOF TO BE TRANSLUCENT CORRUGATED FIBER GLASS
PANELS - BOTTOM SECTION REMOVABLE FOR SUMMER

SEMI-PERMANENT CANOPY / AWNING

CONTRACT

JOB DETAILS:

Contact: Dan Flynn
Phone: 610- 842-4164
Email:
Address: 125 W Market Street West Chester, PA
Project: Pietros Prime

SCOPE OF WORK

All work shall be done in a workmanlike manner and comply with all local and state code requirements.

Komorowski Construction, Co. will act as General Contractor and be responsible for contracting out and management of all subcontractors, carpentry, the removal of all construction debris, maintaining a safe and clean working environment, renting machinery (if necessary) and purchasing the construction materials needed to complete the building of a roof over the back patio at Pietro's Prime Restaurant.

- Build a roof structure covering the back patio to follow pitch of adjoining roof.
- Use rough sawn, dimensional, pine timbers.
- Fasten to building and on top of wall.
- Fasten to top of wall with black-painted custom steel brackets.
- Close in gable end using rough sawn pine.
- Roof to be clear fiberglass panels.
- Panels to be fixed at the top and removable on the bottom.
- No finishes on wood.
- Remove all trash and debris.
- All Materials provided by Contractor unless otherwise specified.

TOTAL CONTRACT COST: \$13,000

Payment Terms and Conditions

Komorowski Construction, Co. proposes a total cost of \$13,000 for the completion of the above Scope of Work.

This Contract #749 includes labor and materials necessary to complete the work as described above. All work is to be completed in a workmanlike manner in accordance with standard practices and in compliance with local code regulations. Any work not listed above will be considered additional and will be reflected in a Change Order request and will be agreed upon in writing by both parties.

Payment Schedule:

Deposit - Due upon signing.....\$8,000
Final Payment- Due upon completion.....\$5,000

Checks can be made payable to "Komorowski Construction, Co." and mailed or delivered to:
895 Fernhill Road West Chester, Pa 19380

A deposit is required before the start day of the project to add you to our schedule and to order materials. See the above payment schedule for remaining balance. Permit and Inspection Fees *not* included and will be billed separately unless otherwise noted.

By signature below, the Client accepts the costs, payment terms and conditions of the work as described herein and authorizes Komorowski Construction, Co. to begin the designated work. Upon signature, this Agreement represents a working contract between the Client and Komorowski Construction, Co.

Prices, conditions and payment schedule above are valid for 15 days from the date of this Contract.

Contractor Signature:  _____ Date: 11/25/25

Client Signature: _____ Date: _____

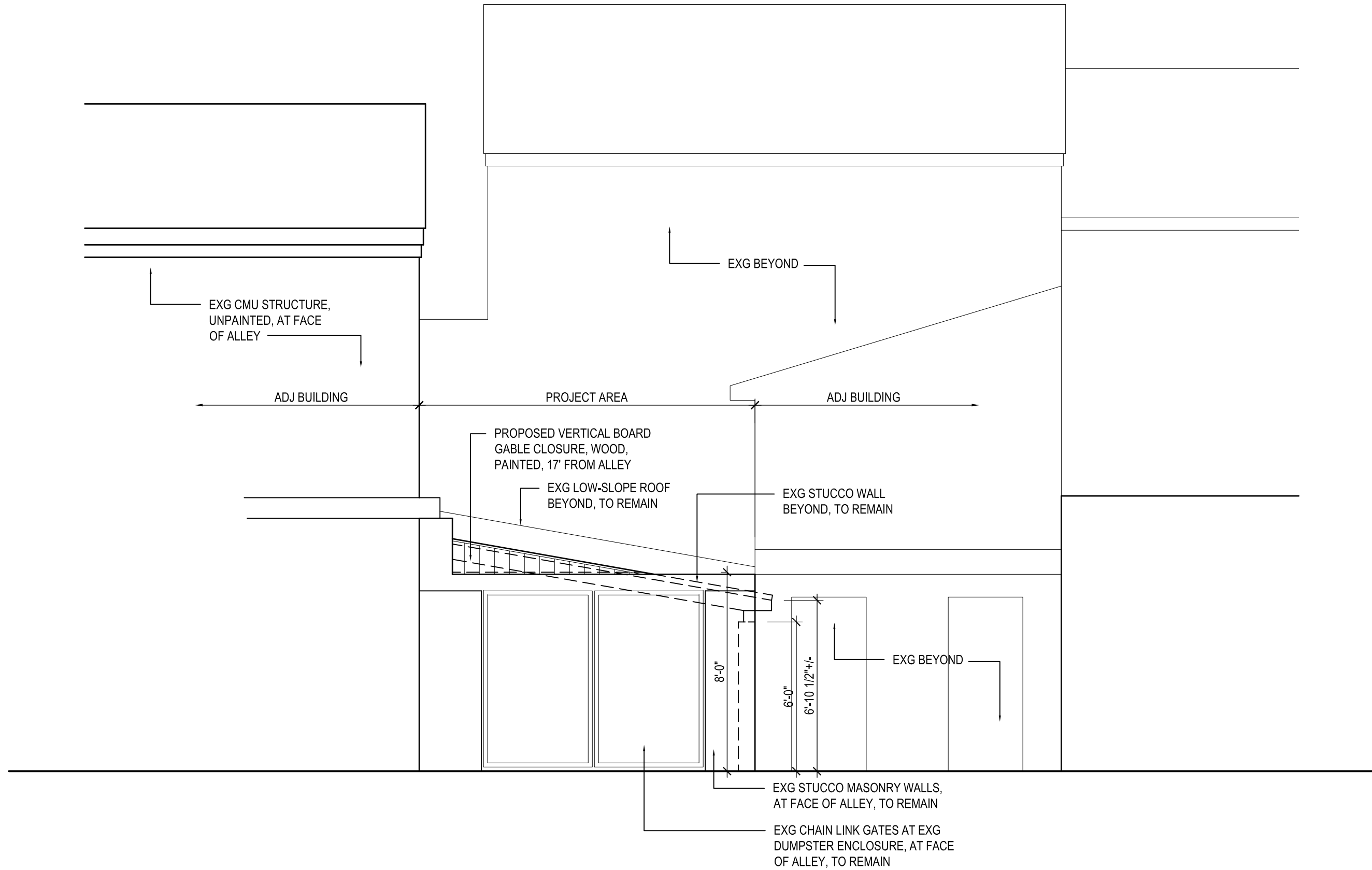




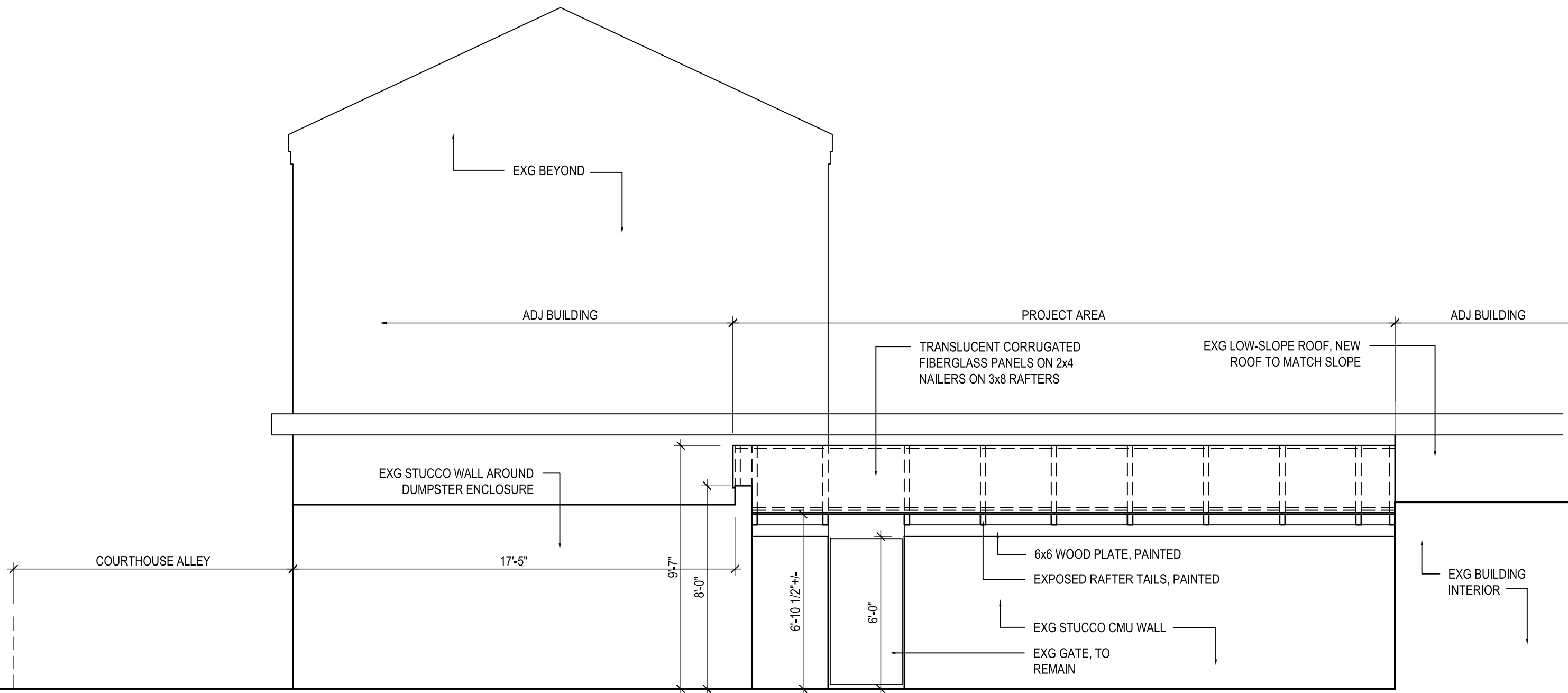


An aerial photograph of a parking lot. A yellow rectangular awning is positioned over a parking space. A dark-colored car is parked in the space to the left of the awning. The surrounding area includes other parking spaces, some with cars, and a paved walkway. The text 'new awning' is overlaid on the yellow awning in a white, sans-serif font.

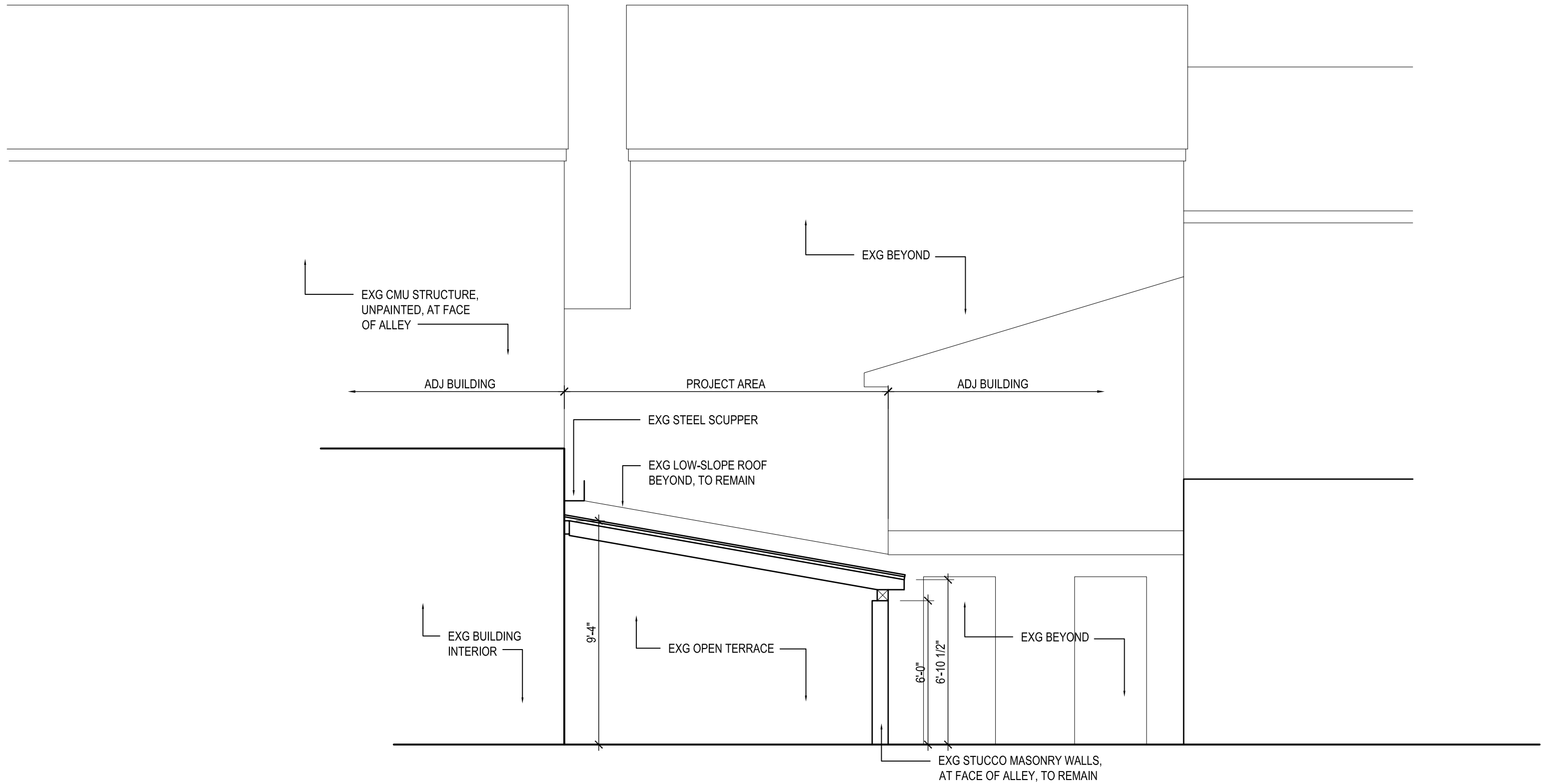
new awning



125 WEST MARKET STREET
PATIO ROOF COVERING
NORTH (ALLEY) ELEVATION



125 WEST MARKET STREET
PATIO ROOF COVERING
WEST ELEVATION



125 WEST MARKET STREET
PATIO ROOF COVERING
SECTION

HISTORICAL AND ARCHITECTURAL REVIEW BOARD
Borough of West Chester, Pennsylvania

Minutes

November 20, 2025

7:00 pm – Room 232 - Borough Hall

PRESENT: Carol Quigley-Chair, Joseph Martino-Vice Chair, Marissa McCarthy, Daniel Ritchie, Philip Yocum

ABSENT: Thomas Clark, Thomas Dougherty, Matthew Hazley, Michael Wallacavage, Paul Edwards-Building Code Officer

A. Applications:

1. 2025-35: 39 W. Gay Street / Tara Torrence
Proposed work: Sign / Door Change

Findings; The applicant, Tara Torrence, was present and described the proposed 3-part project as follows:

- Projecting Blade Sign - Provide a projecting, 36-inch diameter, blade sign, mounted to the face of the building adjacent to the building's front door. The message on the sign is "**The Biscuit Lady – Biscuits and Jam by 'T' – Made with Love.**" Red and black text on a white background.
- Window Decals – Provide Decals on the interior face of the transom window above the entrance door and plate glass storefront window. The busy message includes the text on the sign as well as the building address on the transom.
- Door Changes – Proposal to paint the existing double wood entrance door red.

The HARB reviewed the application as follows:

- Projecting Blade Sign - The new projecting sign design was deemed appropriate. The bright white background color was recommended to be off white.
- The size of the sign was discussed. The HARB felt the 36-inch diameter sign would be too large for the space and should be no larger than 30-inches. The applicant agreed that a smaller sign would be more appropriate.
- The mounting of the sign was discussed. The photos submitted and found on-line during the meeting did not clearly illustrate the existing wall condition at the proposed mounting point. The HARB and applicant agreed the sign should be mounted at the top of the existing narrow raised wood panel adjacent to the door. Sign mounting must be carefully done in a clean, workman like manner.
- Window Decals - The HARB stated since the decals are on the interior of the glass door and window, they are not subject to HARB review/approval.
- Door Changes – The HARB stated paint colors are not typically subject to review/approval. The HARB members did express the opinion that the red door color is appropriate.

Motion; Brought by Ms. Quigley to recommend Approval of a Certificate of Appropriateness for Application 2025-35 as submitted, with the following clarifications:

1. The projecting blade sign design is approved as presented, with the background color to be revised to an off white.
2. Sign diameter shall be no more than 30-inches in diameter.
3. The sign bracket shall be mounted at the top center of the existing narrow raised wood panel on the right side of the front door.
4. The window decals on the inside face of the glass and the door color change do not require HARB approval.

Seconded; Mc McCarthy

Passed; Yes (Unanimously)

2. 2025-36: 27-29 S. Darlington Street / Mark Lieberman

Proposed work: Window Repair/ Roof Replacement

Findings; The applicant, Mark Lieberman, was present and described the project's scope as follows:

- Window Replacement – Three small existing basement windows will be replaced with new non-clad painted wood windows. Windows will be “Ultimate” model by Marvin. The existing 3-lite design will be replicated with the SDL (simulated divided lite) muntin system. The new windows will have integral Marvin perimeter frames. The existing deteriorated wall framing and sills at the windows will be repaired/replaced as required to install the new windows.
- Roof Replacement – The building is a twin. The upper main roof at the south twin was previously replaced. The current proposal is to replace the remaining roofs on the building. Work includes the north twin's upper main roof, the entire sloped front porch roof, and the low slope roof at the entire rear addition. The new sloped roofs will be DaVinci synthetic slate, color to be Ash Grey. The low slope roof membrane roof will be replaced in-kind. The existing front porch pole gutter will remain and be repaired as needed. New gutters and downspouts will match existing front pole gutter's dark color.
- Concrete Sidewalk Replacement – The existing concrete sidewalk in front of the property along Darlington Street will be removed and replaced in-kind with a new concrete sidewalk. This will tie into the existing neighboring concrete sidewalks.

The HARB reviewed the application in detail. The HARB endorsed the project as appropriate. Their review comments are reflected in the final motion.

Motion; Brought by Mr. Martino to recommend Approval of a Certificate of Appropriateness for Application 2025-36 as submitted, with the following clarifications:

1. The new wood basement windows will match the existing three-lite configuration of the existing windows, using SDL window muntins. New wood sills and trim shall be installed to match the existing adjacent window materials.
2. The roof repairs shall be implemented as presented utilizing the DaVinci synthetic slate system, the slate color shall be Ash Grey.
3. Flashings throughout, both new and repaired, shall match the dark color of the front pole gutter – and shall not be white
4. The in-kind concrete sidewalk repairs shall be implemented as presented.

Seconded; Mr. Ritchie

Passed; Yes (Unanimously)

B. HARB Consultation for 140 W. Market Street; Franco Alvisi, the owner of 140 W. Market Street appeared before the HARB for advice on completing repairs to his building, located in the HARB district. The building contains three apartments; they are all unoccupied at this time. He recently started repairs/reconstruction to the deteriorated rear porch. He halted work when the Borough's Code Enforcement office issued an order requiring the owner to get a building permit. Mr. Alvisi requested the HARB's advice on the design of the porch, railings, and detailing. The three-level porch measures 8 x 16 feet; the stair serves as the building's emergence egress route. Repairs may include modifications to the existing structural framing to comply with current building code requirements. A new metal roof will be installed. The HARB stated the wood porch construction and railings should be traditional in appearance with painted finishes – not exposed pressure treated wood. The railings could be made of metal. Mr. Alvisi stated he plans to collaborate with a local architect to provide the construction documents. The HARB endorsed that approach.

C. Report from Planning Commission; The Planning Commission liaison provided the following project updates:

1. No Report for November

D. Approval of the September 2025 meeting minutes

Motion; Brought by Mr. Ritchie to recommend approval of the September 2025 meeting minutes.

Seconded; Mr. Martino

Passed; Yes (Unanimously)

E. Approval of the October 2025 meeting minutes

Motion; Brought by Mr. Ritchie to recommend approval of the October 2025 meeting minutes.

Seconded; Mr. Martino

Passed; Yes (Unanimously)

F. Other Business;

1. No other business.

Motion to adjourn; by Ms. McCarthy

Seconded; by Ms. Quigley

Passed; Yes (Unanimously)

November 2025 HARB minutes submitted by: Philip Yocum, HARB Secretary