



Borough Council Meeting Reorganization Meeting  
**January 5, 2026 @ 6:30 PM**  
*This meeting is recorded for public record.*

Jerry Szczepaniak	Member, 1st Ward	Term Expires: 12/31/29
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/29
Nicole Scimone	Member, 4th Ward	Term Expires: 12/31/27
Stephen Marvin	Member, 5th Ward	Term Expires: 12/31/29
Bernie Flynn	Member, 6th Ward	Term Expires: 12/31/27
Lisa Kearns	Member, 7th Ward	Term Expires: 12/31/29

**Mayor:** Lillian L. DeBaptiste

**Borough Manager:** Sean Metrick

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**Borough Council Meeting:**

I. Call to Order by Mayor Lillian DeBaptiste

II. Pledge of Allegiance

III. Oath of Office - Mayor DeBaptiste

- A. Brian McGinnis - Ward 3
- B. Jerry Szczepaniak - Ward 1
- C. Stephen Marvin - Ward 5
- D. Lisa Kearns - Ward 7

IV. Election of Borough Council President

Section 3-13 Admin Code: The Mayor will open the floor for nominations for President of Council. Council members may nominate any one of their members, including themselves; however, each nomination will require a second. To be considered, each person nominated must accept the nomination, and, after all nominations have been made, the Mayor shall announce that nominations are closed and call for a vote. The Borough Secretary will poll the Council by roll call vote, and each member will announce the name for which they are casting their ballot. Election of the President of Council shall be by majority vote of Council members present, unless after three ballots no member has obtained a majority vote. A plurality vote will be sufficient on the fourth ballot, if necessary.

V. Election of Borough Council Vice President

Same process as Council President

VI. The President presides over the remainder of meeting

- A. Comments by Borough Council and the Mayor
- B. Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda

#### VII. Action Items

- A. Motion to approve Borough Manager employment agreement
- B. Motion to approve purchase order for T2 Parking enforcement software system (attachment)
- C. Consider sending Solicitor to attend ZHB for application #1038-515 Spring Grove Ln-dimensional and impervious coverage relief to construct two story, 485 sq ft addition.
- D. Approve December, 2025 HARB Certificates of Appropriateness
  - 1. 2025-38 - 32 N. Church St/Certitude Roofing, LLC, Proposed work: Replace roof
  - 2. 2025-39 - 1 E. Chestnut St/Jerry Levinsky and 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

#### VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) for access to all attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

**TOTAL AMOUNT TO BE PAID:**

Reference (select one) [ ] Quote [ ] SOW [ ] SA State Contract

**SHIP TO:**

BOROUGH OF WEST CHESTER  
ATTENTION:  
401 EAST GAY STREET  
WEST CHESTER, PA 19380

**BILL TO:**

BOROUGH OF WEST CHESTER  
ATTENTION: FINANCE DEPARTMENT  
401 EAST GAY STREET  
WEST CHESTER, PA 19380  
610-692-7574

**SHIP METHOD & PRICING**

**QUOTATION NUMBER**

**PAYMENT TERMS**

**TAX STATUS**

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

\_\_\_\_\_  
Authorized Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sean Metrick, Borough Manager

\_\_\_\_\_  
Date

Account # \_\_\_\_\_

P.O. RECEIVED \_\_\_\_\_

MAT. RECEIVED \_\_\_\_\_

P.O. FORWARDED \_\_\_\_\_

**FINANCE DEPARTMENT ONLY**

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials \_\_\_\_\_

## T2 Systems - Confidential Quotation



**For:** Borough of West Chester - PA  
**Quote ID:** Q-55022  
**Date Issued:** 10/10/2025  
**Expires:** 12/31/2025

**Bill To:**  
 Borough of West Chester - PA  
 401 E. Gay Street  
 West Chester, Pennsylvania 19380  
 United States

**Ship To:**  
 Borough of West Chester - PA  
 401 E. Gay Street  
 West Chester, PA 19380  
 United States

**Prepared By:**  
 Darlene Hay

Ramsey Reiner  
 610-436-1325  
 rreiner@west-chester.com  
 EIN: 23-6002957

**Prepared For:**  
 Ramsey Reiner

### Subscriptions

Product Name	Product Code	Quantity	Sales Price	Total
<b>T2 Partner Product - LPR Managed Service One Patroller Connection (Year)</b>				
Term (297 days): 3/10/26 - 12/31/26	100.0110	1.00	USD 276.82	USD 276.82
<b>T2 Partner Product - LPR Managed Service 2.0 (Year)</b>				
Term (297 days): 3/10/26 - 12/31/26	100.0099	1.00	USD 3,391.90	USD 3,391.90
<b>T2 Partner Product - LPR Managed Service Upgrade to Pay-by-Plate (Year)</b>				
Term (297 days): 3/10/26 - 12/31/26	100.0115	1.00	USD 256.32	USD 256.32
<b>T2 Partner Product - ComSonics Miscellaneous Subscription</b>				
ComSonics Maintenance Plan (1 Year) Term (297 days): 3/10/26 - 12/31/26	100.3483	1.00	USD 4,442.79	USD 4,442.79
<b>UPsafety Subscription Service - PE Mobile License(s)</b>				
Term: 01/01/26 - 12/31/26	100.5000	6.00	USD 3,767.40	USD 22,604.40
<b>UPsafety/Flex Verizon LTE Data Plan</b>				
Term: 01/01/26 - 12/31/26	100.5003	6.00	USD 420.00	USD 2,520.00
<b>Subscription Comment</b>				
Borough of West Chester - PA - Parking Department				
<b>TOTAL:</b>				USD 33,492.23

**Total:** USD 33,492.23  
**Tax Amount:** to be added on invoicing if applicable

**Additional Information:**

**End User:** Borough of West Chester - PA

**GP Customer Number:** 4061

**Billing Terms**

This renewal quote is for expiring subscriptions and may not include all subscription services in use by your organization. Any italicized pricing on the quote indicates a continuation of a current subscription, following a bridge term. The italicized pricing is a place holder, included on the quote only to note a change in a subscription's term. The quote's annual totals do **NOT** include the cost of any italicized pricing because these amounts are not being renewed.

Quoted pricing is based on current applicable tariffs, import/export duties, surcharges, taxes or similar fees ("Tariffs"). In the event any governmental authority enacts or imposes new or additional Tariffs that increases the cost of goods, materials, and/or services provided for under this Quote, T2 reserves the right to adjust the pricing on this Quote to reflect increased costs.

Tax rate, if applicable, will be finalized for calculation at time of invoicing. Invoices paid via credit card will incur a 2.5% convenience fee.

Is a PO (purchase order) number required to be referenced on the invoice? Purchase orders can be forwarded to [purchaseorders@t2systems.com](mailto:purchaseorders@t2systems.com)

YES

NO

**Quote Number: Q-55022**

**PO Required?**

*IF "NO" IS SELECTED UNDER PO REQUIRED, CUSTOMER ACCEPTS RESPONSIBILITY TO PROCESS CONTRACT PAYMENT WITHOUT RECEIPT OF PURCHASE ORDER NUMBER.*

**Customer**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO #

**ZONING HEARING BOARD APPLICATION ADDENDUM**  
**515 SPRING GROVE LANE**  
**WEST CHESTER BOROUGH**  
**December 11, 2025**

**I. Background**

Thomas and Sarah Kropp (collectively, the “Kropp”) are the owners of an approximately 0.28-acre parcel of land located at 515 Spring Grove Lane in West Chester Borough, further identified as Chester County UPI No. 1-11-134.1 (the “Property”). The Property is improved with a two-story single family detached home with an associated driveway, pool, deck, and related improvements. The Property lies within the NC-1 Neighborhood Conservation District.

The establishment of the subject lot and the construction of the home predate the current area and bulk regulations of the West Chester Borough Zoning Ordinance (the “Zoning Ordinance”). As a result, the Property contains existing legal nonconformities, including lot area, impervious coverage, and accessory structure setbacks. Pursuant to the Existing Features Plan enclosed herewith, prepared by Padula Engineering, dated November 24, 2025, the Property contains 12,384 square feet of lot area (where a minimum of 13,339 square feet is required) and 36.8% impervious coverage (where a maximum of 35% is permitted).

**II. Unique Physical Circumstances and Conditions**

The Property was originally part of a larger tract that included the existing pool and associated improvements. When the tract was subdivided to create the current property boundaries, prior to the enactment of the current Zoning Ordinance, the pool and its surrounding hardscaping remained on the Property.

This subdivision created a unique hardship, in that the existing improvements (specifically the pool) consume a significant portion of the permitted impervious coverage, leaving the dwelling itself under-served regarding potential living space compared to other homes in the district. Strict compliance would require the Kropps to demolish the existing in-ground pool to gain impervious coverage rights in order to expand their home. This constitutes a prohibitive expense and unreasonable hardship. This hardship is not self-created, as the Kropps purchased the Property with these constraints already in existence.

**III. Proposed Project**

The Kropps now propose to construct a modest, two-story side addition totaling approximately 485 square feet (the “Proposed Addition”). The enclosed Permit Plan prepared by Duff Builders, dated March 20, 2024 and last revised January 15, 2025, depicts the design and construction details of the Proposed Addition. The Proposed Addition has been architecturally designed to be consistent with the existing dwelling and compatible with the character and size of the surrounding neighborhood.

#### IV. Requested Relief

The Kropps respectfully request the following relief from the Zoning Ordinance:

1. **Dimensional Variance from § 112-306.B (Impervious Coverage):** To permit approximately 41% impervious coverage where a maximum of 35% is permitted.
2. **Dimensional Variance from § 112-810.E(1) (Nonconforming Lots):** To permit the expansion of a conforming building on a nonconforming lot where the proposed addition exceeds the impervious coverage limits of the NC-1 District.
3. Any additional relief deemed necessary by the Zoning Hearing Board to perfect the Application.

The Proposed Addition will increase the Property's impervious coverage from approximately 36.8% to 41%, a net increase of roughly four percent. As a result, the Kropps are seeking a variance from Section 112-306.B of the Zoning Ordinance to allow 41% impervious coverage where a maximum of 35% is permitted. Because the Property is a legally existing nonconforming lot, any expansion that exceeds the applicable impervious coverage limit also triggers Section 112-810.E(1). For this reason, both variances are required.

The Zoning Ordinance regulates impervious coverage in the NC-1 District based on the size of the lot. Lots 12,000 to 20,000 square feet have a 35% maximum impervious coverage amount, whereas lots less than 12,000 square feet are permitted to have 50% impervious coverage. Since the Property is only slightly above 12,000 square feet, it falls within the more restrictive 35% standard. If the Property was 385 square feet smaller, the Proposed Addition would fully comply with the applicable impervious coverage limits. Thus, the request results solely from the Property's minor dimensional nonconformity, not from excessive expansion. In fact, under the impervious coverage regulation for lots under 12,000 square feet, the Kropps could lawfully construct an addition roughly 1,500 square feet, three times larger than what is currently proposed.

The Kropps have discussed the Proposed Addition and the associated variance relief with the owner of the adjoining property at 514 Spring Grove Lane (the property closest to the Proposed Addition), who has confirmed that they do not object to the proposal. This further demonstrates that the Proposed Addition will be compatible with surrounding properties and will not adversely affect the character or enjoyment of nearby residences.

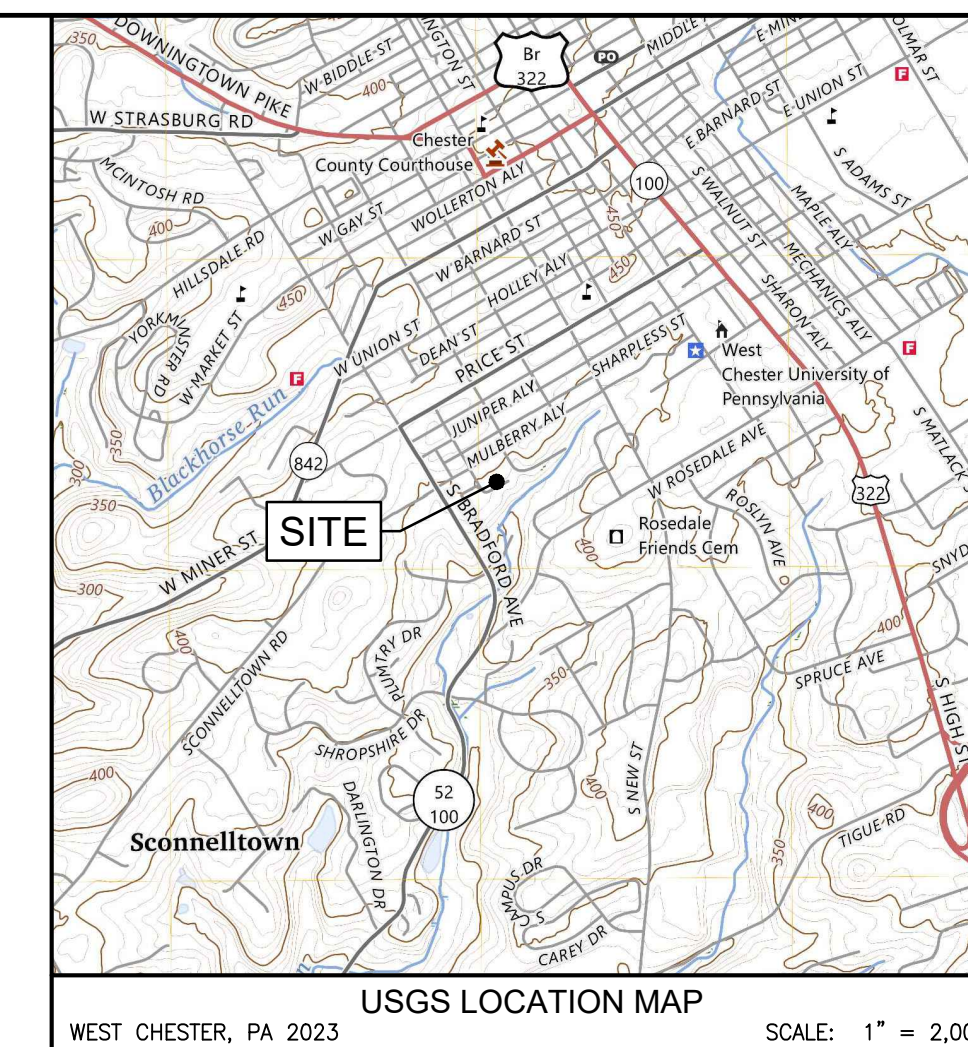
#### V. *De Minimis* Variance

The requested variances should be considered *de minimis* in nature. The Proposed Addition will result in merely 485 square feet of additional impervious, only about a 4% increase from existing impervious coverage. Under Pennsylvania law, a *de minimis* variance requires only that the deviation be minor and that it create no adverse effect on the public interest or the character of the neighborhood. The requested relief meets this standard, as the minor addition is consistent in size with neighboring homes and will have no impact on traffic, public utilities, or municipal services.

## VI. Conclusion

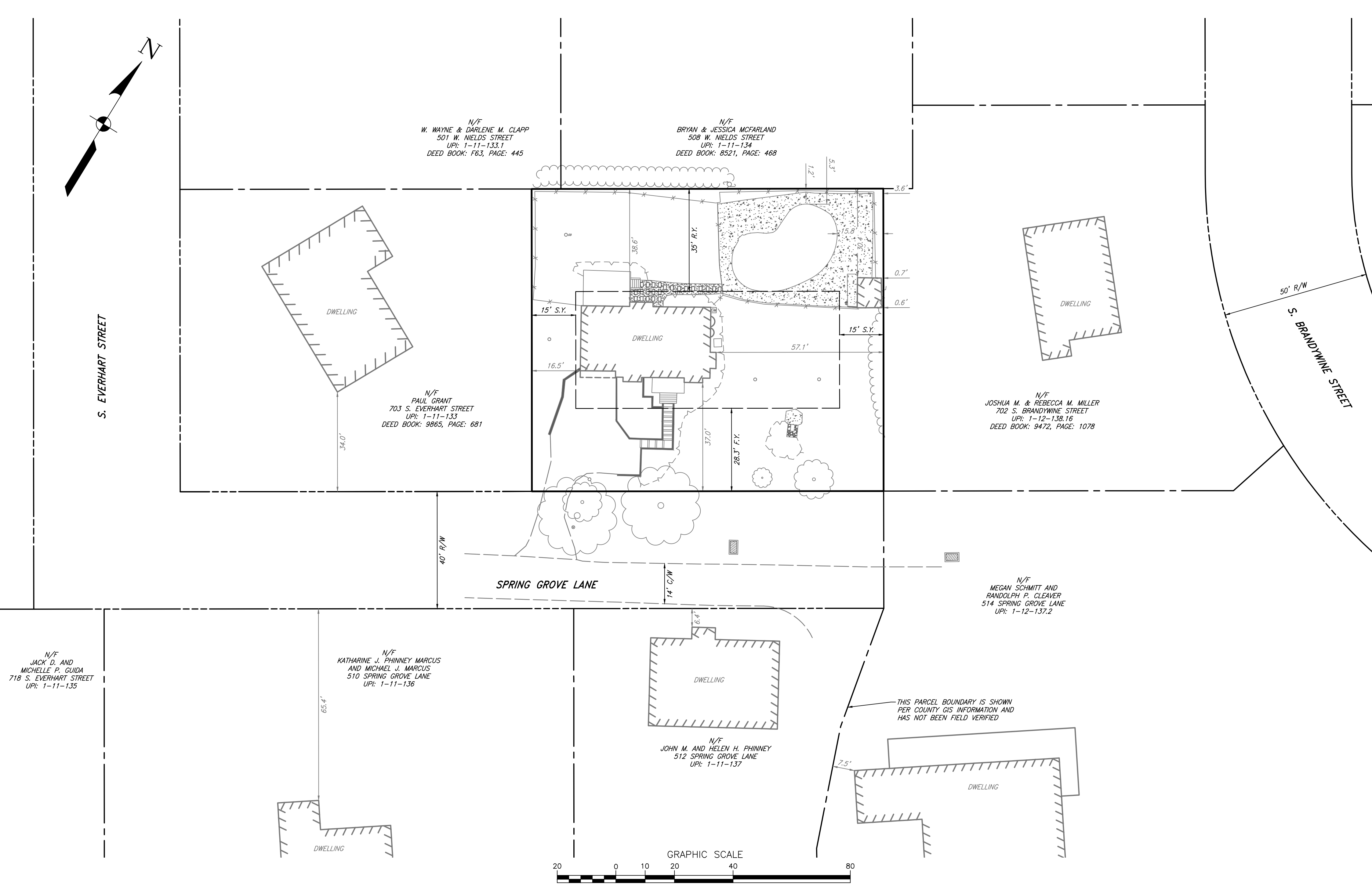
Based on the circumstances described above, the Kropps respectfully submit that the requested dimensional variances satisfy the legal criteria for *de minimis* variances, as well as the criteria set forth under the Municipalities Planning Code and Section 112-1105.C of the Zoning Ordinance. The Property's limited lot area and preexisting nonconforming conditions create a hardship that is unique to this Property. Because of these existing constraints, strict compliance with the Zoning Ordinance would prevent any expansion. The hardship was not self-created, as the lot and construction of the pool and related improvements predate the current zoning regulations. The Proposed Addition has been carefully designed to be compatible with the existing dwelling and the surrounding neighborhood, and will not alter its essential character or negatively impact adjacent properties. Finally, the requested relief represents the minimum variance necessary to permit a modest, functional addition while maintaining the spirit and intent of the Zoning Ordinance.

Additional evidence and testimony in support of the Kropps' variance requests will be provided at the time of the hearing.



**GENERAL NOTES**

- OWNER**  
THOMAS AND SARAH KROPP  
515 SPRING GROVE LANE WEST CHESTER, PA 19382
- SITE ADDRESS**  
515 SPRING GROVE LANE WEST CHESTER, PA 19082
- PARCEL INFORMATION**  
UPI: 1-11-134.1  
DEED REFERENCE: BK: 10257, PG: 978  
EXISTING LAND USE: SINGLE-FAMILY DETACHED DWELLING  
LOT AREA: 12,384 S.F. (0.284 ACRES)
- REFERENCE PLAN**  
"PLAN OF SURVEY", PREPARED FOR THOMAS AND SARAH KROPP, PREPARED BY PADULA ENGINEERING, DATED MAY 28, 2025, PROJECT NO. 251079.
- SURVEY NOTES**
  - BOUNDARY AND IMPROVEMENTS SHOWN BY PHYSICAL FIELD SURVEY PERFORMED IN MAY 2025 BY PADULA ENGINEERING COMPANY.
  - HORIZONTAL DATUM IS REFERENCED TO PENNSYLVANIA STATE PLANE COORDINATE SYSTEM NAD 83. VERTICAL DATUM IS REFERENCED TO NAVD83. HORIZONTAL AND VERTICAL DATUM ESTABLISHED BY GPS OBSERVATION ON MAY 2, 2025.
  - THIS PLAN HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND/OR SEARCH. THE PROPERTY SHOWN HEREON MAY BE SUBJECT TO VARIOUS EASEMENTS, RIGHTS-OF-WAY, COVENANTS, RESTRICTIONS AND/OR RIGHTS OF OTHERS. THIS SURVEY IS SUBJECT TO REVISIONS AS SUCH TITLE REPORT MAY REVEAL.
  - REFERENCE PLAN: PLAN ENTITLED, "PLAN OF PROPERTY FOR MEACHER CONSTRUCTION CO.", PREPARED BY HOWARD W. DORAN, REGISTERED SURVEYOR, NEWTOWN SQUARE, PA, DATED OCTOBER 19, 1960, LAST REVISED ON SEPTEMBER 12, 1972, AND RECORDED IN BOOK: 46, PAGE: 2, AT THE OFFICE OF THE RECORDER OF DEEDS IN CHESTER COUNTY, PA ON NOVEMBER 2, 1972.
- PLAN NOTE**
  - THE SUBJECT PARCEL BOUNDARY, EXISTING SITE IMPROVEMENTS AND TOPOGRAPHY ARE SHOWN PER THE REFERENCE PLAN.
  - ADJOINER PARCEL BOUNDARIES, EXISTING DWELLINGS AND SETBACK DIMENSIONS ARE SHOWN PER COUNTY GIS DATA AND CURRENT AERIAL IMAGERY AND WERE NOT FIELD VERIFIED.
- UTILITIES**
  - THE EXISTING DWELLING IS SERVICED BY PUBLIC WATER AND PUBLIC SEWER.
  - COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND FACILITIES CANNOT BE GUARANTEED. THE CONTRACTOR MUST VERIFY THE LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES AND/OR FACILITIES PRIOR TO BEGINNING ANY EARTH-MOVING ACTIVITIES.
- WETLANDS**  
THERE ARE NO WETLANDS LOCATED ON THE PARCEL PER NATIONAL WETLAND INVENTORY MAPS.
- FLOODPLAIN**  
THE PARCEL IS LOCATED WITHIN ZONE X, AREA OF MINIMAL FLOOD HAZARD, PER FEMA MAP PANEL 42029C02106, EFFECTIVE DATE 9/29/2017.
- RECEIVING STREAM**  
THE PARCEL IS LOCATED IN THE BRANDYWINE CREEK WATERSHED AND DRAINS TO PLUM CREEK WHICH IS DESIGNATED AS WARM WATER FISHES (WWF) AND MIGRATORY FISH (MF) BY PA CODE CHAPTER 93.
- TREES**  
THIS PLAN IS NOT TO BE USED FOR TREE REMOVAL ALONG PROPERTY LINES. TREE LOCATIONS ARE APPROXIMATE. FOR TREE REMOVAL PURPOSES, PROPERTY LINES MUST BE FIELD MARKED WITH STAKES SET TO ESTABLISH EXACT TREE OWNERSHIP.

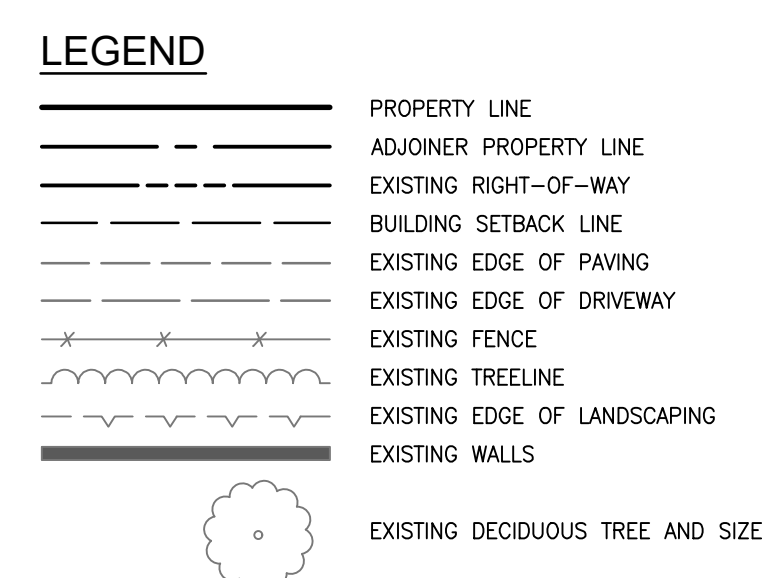


LOT AREA		
GROSS LOT AREA	12,384 S.F.	0.284 ACRE
LESS ANY AREA WITHIN AN EXISTING OR DESIGNATED FUTURE STREET OR TRANSPORTATION RIGHT-OF-WAY	0 S.F.	0.000 ACRE
<b>NET LOT AREA</b>	<b>12,384 S.F.</b>	<b>0.284 ACRES</b>

REQUIRED FRONT YARD SETBACK CALCULATIONS	
703 S. EVERHART STREET	34.0'
510 SPRING GROVE LANE	65.4'
512 SPRING GROVE LANE	6.4'
514 SPRING GROVE LANE	7.5'
<b>FRONT YARD SETBACK AVERAGE</b>	<b>28.3'</b>

ZONING DATA		
ZONING DISTRICT: NC-1 (NEIGHBORHOOD CONSERVATION DISTRICT) SINGLE FAMILY DETACHED		
	REQUIRED	EXISTING
LOT AREA (MEDIAN VALUE OF LOTS ON THE BLOCK FACE)	13,339 S.F. (MIN.) (PER 3 LOT BLOCK)	12,384 S.F. *
LOT WIDTH	60' (MIN.)	120.0'
LOT COVERAGE (FROM 12,000 TO 20,000 S.F.)	35% (MAX.)	36.8% * (4,552 S.F.)
BUILDING COVERAGE (FROM 12,000 TO 20,000 S.F.)	20% (MAX.)	9.5% (1,179 S.F.)
BUILDING SETBACKS		
FRONT YARD (MATCH EXISTING ADJACENT SETBACKS)	28.3' (MIN.) (PER 3 LOT BLOCK)	37.0'
SIDE YARD	15' (MIN.)	16.5'
REAR YARD	35' (MIN.)	38.6'
BUILDING HEIGHT	35' (MAX.)	EXISTING
ACCESSORY SETBACKS		
SIDE YARD	5' (MIN.)	0.6' *
REAR YARD	5' (MIN.)	30.4'
SWIMMING POOL SETBACKS		
SIDE YARD	15' (MIN.)	15.8'
REAR YARD	35' (MIN.)	5.3' *
POOL DECKING	5' (MIN.)	1.2' *
* EXISTING NON-CONFORMITY		
REFER TO THE BOROUGH OF WEST CHESTER ZONING ORDINANCE FOR ANY ADDITIONAL REGULATIONS.		

IMPERVIOUS SURFACE SUMMARY	
	EXISTING
DWELLING	1,088 S.F.
SHED	84 S.F.
WINDOW WELLS	7 S.F.
<b>BUILDING SURFACE TOTAL</b>	<b>1,179 S.F.</b>
DRIVEWAY	879 S.F.
POOL	733 S.F.
CONCRETE POOL DECK	1,134 S.F.
DECKS AND STEPS	283 S.F.
WALKWAYS AND STEPS	225 S.F.
FIREPIT	15 S.F.
CONCRETE PAD	26 S.F.
WALLS	71 S.F.
UTILITY PAD	7 S.F.
<b>IMPERVIOUS SURFACE TOTAL</b>	<b>4,552 S.F.</b>



**CALL BEFORE YOU DIG!**

PENNSYLVANIA LAW REQUIRES: 3 WORKING DAYS NOTICE FOR CONSTRUCTION PHASE AND 10 WORKING DAYS IN DESIGN STATE STOP CALL

Padula Engineering Company, Inc. Pennsylvania One Call System, Inc.

SERIAL NO. 20250871678

PENNSYLVANIA ACT 187 REQUIREMENTS: PADULA ENGINEERING COMPANY DOES NOT GUARANTEE THE ACCURACY OF THE LOCATIONS FOR EXISTING SUBSURFACE UTILITY STRUCTURES SHOWN ON THE PLANS, NOR DOES PADULA ENGINEERING COMPANY GUARANTEE THAT ALL SUBSURFACE STRUCTURES ARE SHOWN. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES AND STRUCTURES BEFORE THE START OF WORK.

NUM.	DATE	REVISION
1	11/25/2025	REVISED PER CLIENT'S ATTORNEY'S EMAIL

PREPARED BY: THOMAS AND SARAH KROPP  
515 SPRING GROVE LANE  
WEST CHESTER, PA 19382  
BOROUGH OF WEST CHESTER \* CHESTER COUNTY \* PENNSYLVANIA

PLAN TITLE: **SITE PLAN**

DATE: NOVEMBER 24, 2025

DRAWN: iii

APPROVED: MJP

PROJECT NUMBER: 251079

**PADULA ENGINEERING**  
Civil Engineering & Land Surveying  
PADULA ENGINEERING COMPANY  
780 EAST MARKET STREET, SUITE 275  
WEST CHESTER, PA 19382  
PADULAENGINEERING.COM  
(610) 696-9900

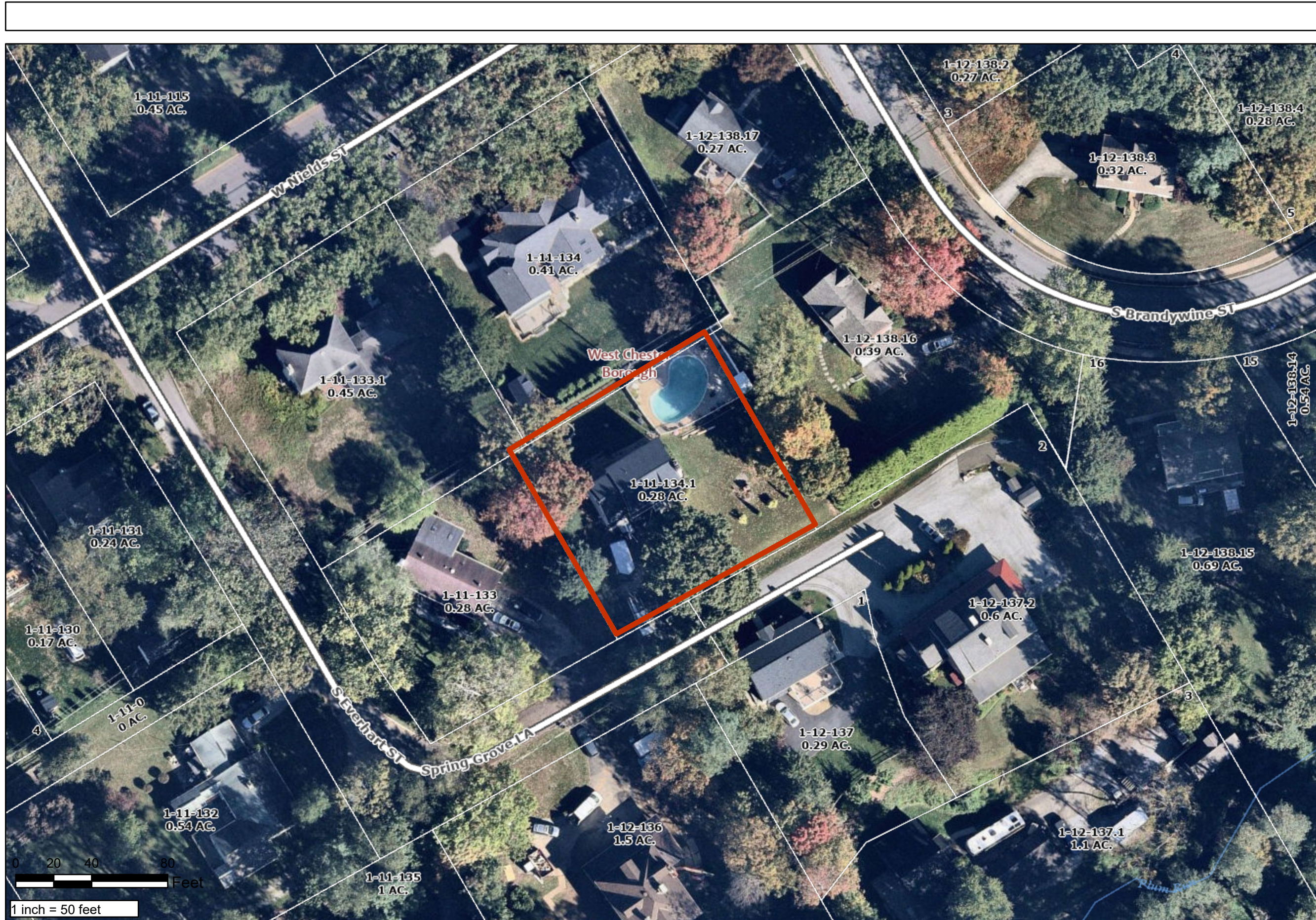
1 OF 1

THESE DRAWINGS SHALL NOT BE UTILIZED BY ANY PERSON, FIRM OR CORPORATION WITHOUT THE SPECIFIC WRITTEN PERMISSION OF PADULA ENGINEERING COMPANY



Find UPI Information

PARID: 0111 01340100  
UPI: 1-11-134.1  
Owner1: KROPP THOMAS  
Owner2: KROPP SARAH  
Mail Address 1: 515 SPRING GROVE LN  
Mail Address 2: WEST CHESTER PA  
Mail Address 3:  
ZIP Code: 19382  
Deed Book: 10257  
Deed Page: 978  
Deed Recorded Date: 08/31/2020  
Legal Desc 1: NS SPRING GROVE LN  
Legal Desc 2: LOT 35 DWG & POOL  
Acres: 0.2837  
LUC: R-10  
Lot Assessment: 42610  
Property Assessment: 144300  
Total Assessment: 186910  
Assessment Date: 12/13/2024 7:28:35 AM  
Property Address: 515 SPRING GROVE LA  
Municipality: WEST CHESTER  
School District: West Chester Area



Map Created:  
Tuesday, October 28, 2025

County of Chester

Limitations of Liability and Use:  
County of Chester, Pennsylvania makes no claims to the completeness, accuracy, or content of any data contained herein, and makes no representation of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied or inferred with respect to the information or data furnished herein. For information on data sources visit the GIS Services page listed at [www.chesco.org/gis](http://www.chesco.org/gis).

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING

## GENERAL NOTES

1. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE REQUIREMENTS OF THE DRAWINGS, SPECIFICATIONS, AND THE INTERNATIONAL RESIDENTIAL CODE 2018 OF THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE AS AMENDED.
2. NEW CONSTRUCTION TO COMPLY WITH REQUIREMENTS OF 2018 PENNSYLVANIA ALTERNATIVE RESIDENTIAL ENERGY PROVISIONS.

TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	03-20-24	RGH	PRELIMINARY
02-BID	11-12-24	RGH	BID
03-CTR	01-15-25	RGH	CONTRACT



DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 WILLOW STREET PIKE  
 LANCASTER, PA 17602  
 PHONE: (717) 293-5100  
 FAX: (717) 344-3590

TWO-STORY ADDITION w/ BASEMENT  
 WEST CHESTER BOROUGH  
 CHESTER COUNTY  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382

DATE:  
1/15/2025

SCALE:  
1/2" = 1'-0"

NOT TO SCALE UNLESS PRINTED ON 24"x36" PAPER

SHEET:

**A-1**

1 OF 14



Drawing Table of Contents	
Label	Title
A-1	COVER SHEET
A-2	BASEMENT FLOOR PLAN (PARTIAL) - PROPOSED
A-3	FIRST FLOOR PLAN (PARTIAL) - PROPOSED
A-4	SECOND FLOOR PLAN (PARTIAL) - PROPOSED
A-5	FIRST FLOOR PLAN (PARTIAL) - PROPOSED DEMO
A-6	FRONT ELEVATION - PROPOSED
A-7	LEFT & RIGHT ELEVATIONS - PROPOSED
A-8	REAR ELEVATION - PROPOSED
A-9	SECTIONS "A-A" & "B-B" - PROPOSED
A-10	ROOF PLAN - PROPOSED
A-11	EXISTING CONDITIONS
A-12	EXISTING CONDITIONS
A-13	EXISTING CONDITIONS
A-14	AERIAL PLOT PLAN

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING



FRONT ELEVATION - PROPOSED

REVISION TABLE			
TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	03-20-24	RCH	PRELIMINARY
02-BID	11-12-24	RCH	BID
03-CTR	01-15-25	RCH	CONTRACT



PHONE: (717) 293-5100  
 FAX: (717) 344-3350  
 DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 MILLON STREET PIKE  
 LANCASTER, PA 17602

TWO-STORY ADDITION w/ BASEMENT  
 WEST CHESTER BOROUGH  
 CHESTER COUNTY  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382

DATE:  
 1/15/2025

SCALE:  
 3/8" = 1'-0"

NOT TO SCALE  
 UNLESS PRINTED  
 ON 24"x36" PAPER

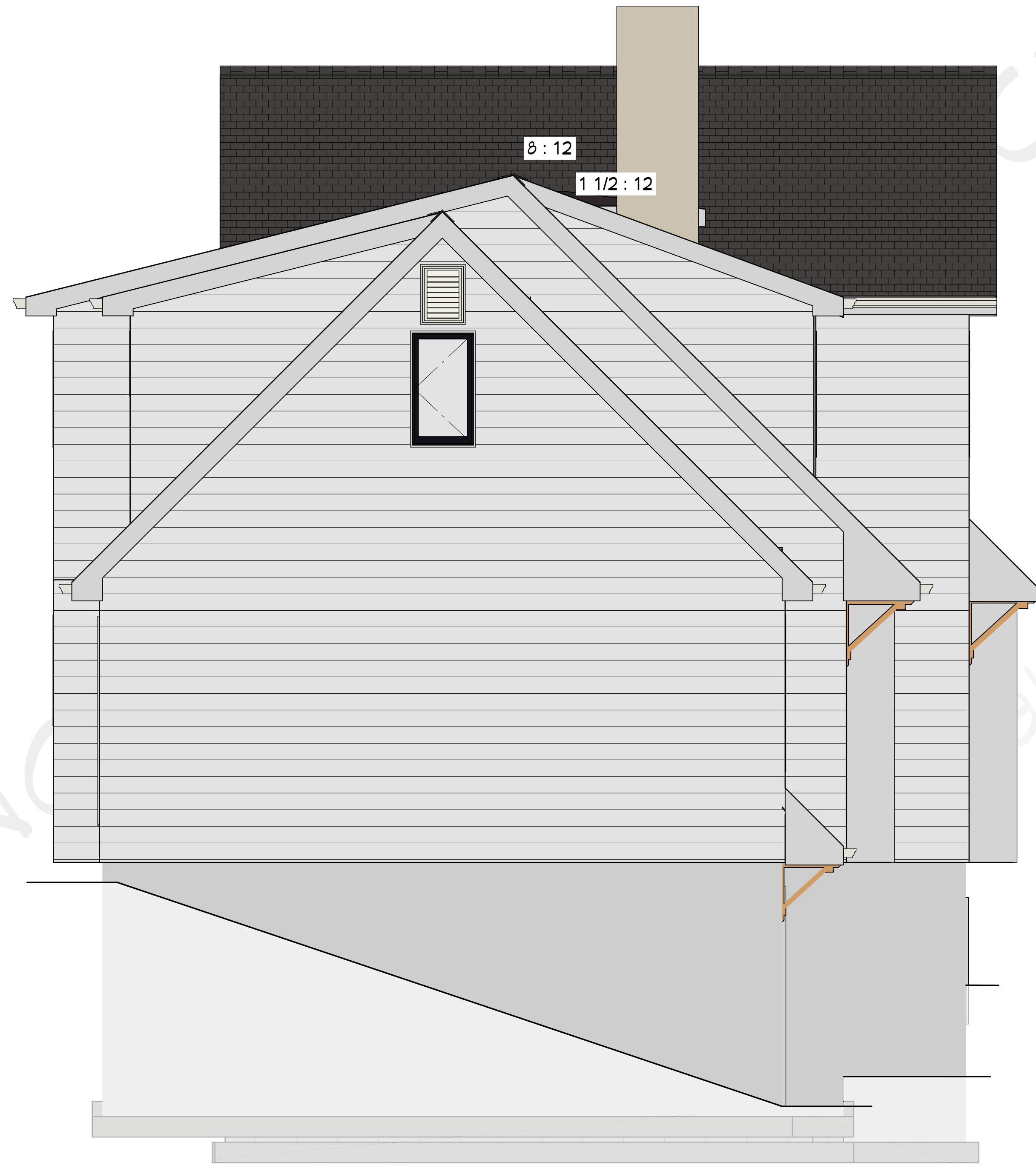
SHEET:

A-6

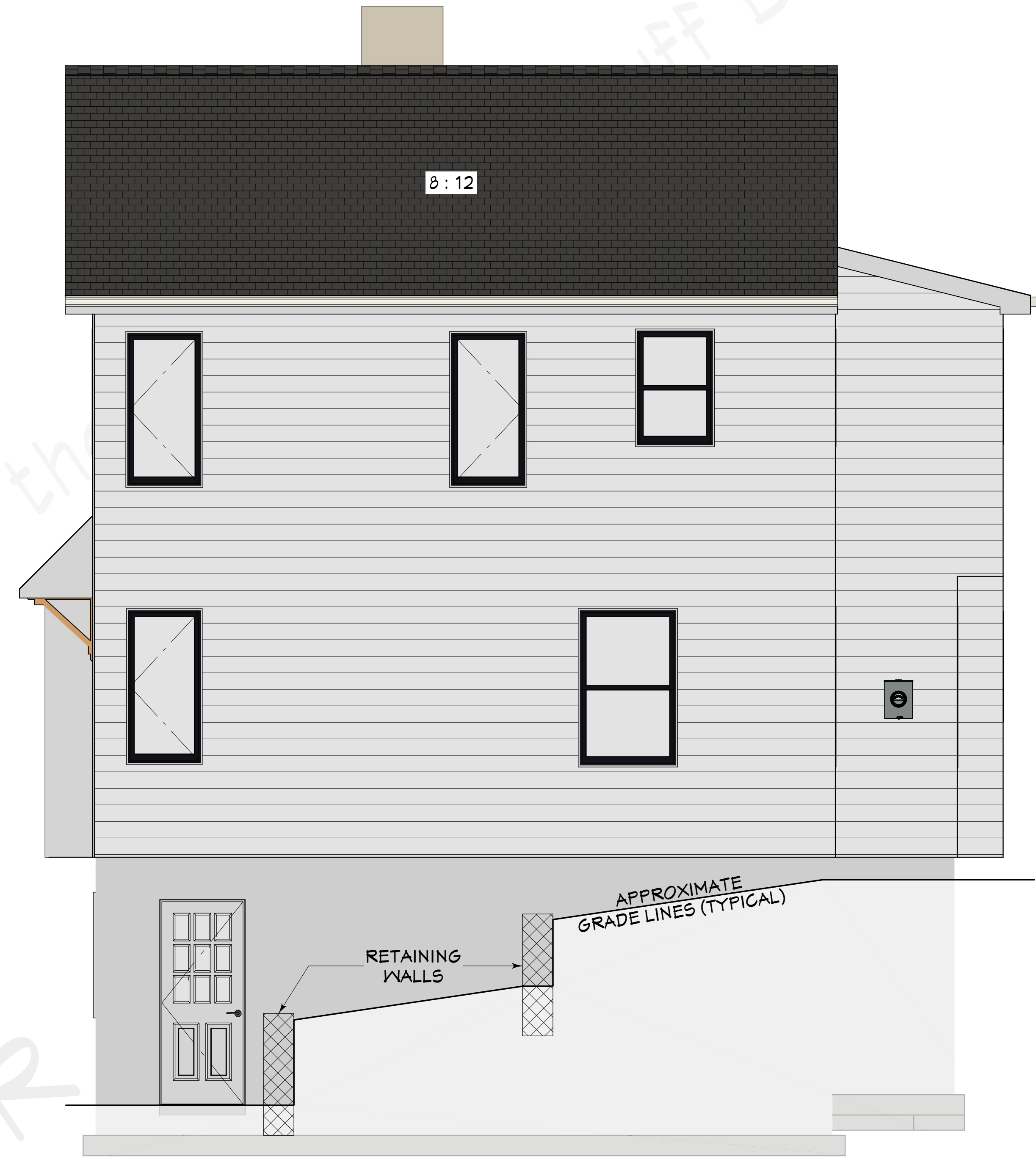
6 OF 14

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING



LEFT ELEVATION - PROPOSED



RIGHT ELEVATION - PROPOSED

REVISION TABLE		
TYPE	DATE	DESCRIPTION
01-PRE	03-20-24	RCH PRELIMINARY
02-BID	11-12-24	RCH BID
03-CTR	01-15-25	RCH CONTRACT



DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 WILLOW STREET PIKE  
 LANCASTER, PA 17602  
 PHONE: (717) 293-5100  
 FAX: (717) 344-3590

WEST CHESTER  
 BOROUGH  
 CHESTER  
 COUNTY

TWO-STORY ADDITION w/ BASEMENT  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382

DATE:  
 1/15/2025

SCALE:  
 3/8" = 1'-0"

NOT TO SCALE  
 UNLESS PRINTED  
 ON 24"x36" PAPER

SHEET:

A-7

7 OF 14

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING



REAR ELEVATION - PROPOSED

REVISION TABLE		
TYPE	DATE	DESCRIPTION
01-PRE	03-20-24	RCH PRELIMINARY
02-BID	11-12-24	RCH BID
03-CTR	01-15-25	RCH CONTRACT



PHONE: (717) 293-5100  
 FAX: (717) 344-3350  
 DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 WILLOW STREET PIKE  
 LANCASTER, PA 17602

TWO-STORY ADDITION w/ BASEMENT  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382  
 WEST CHESTER BOROUGH  
 CHESTER COUNTY

DATE:  
1/15/2025

SCALE:  
3/8" = 1'-0"

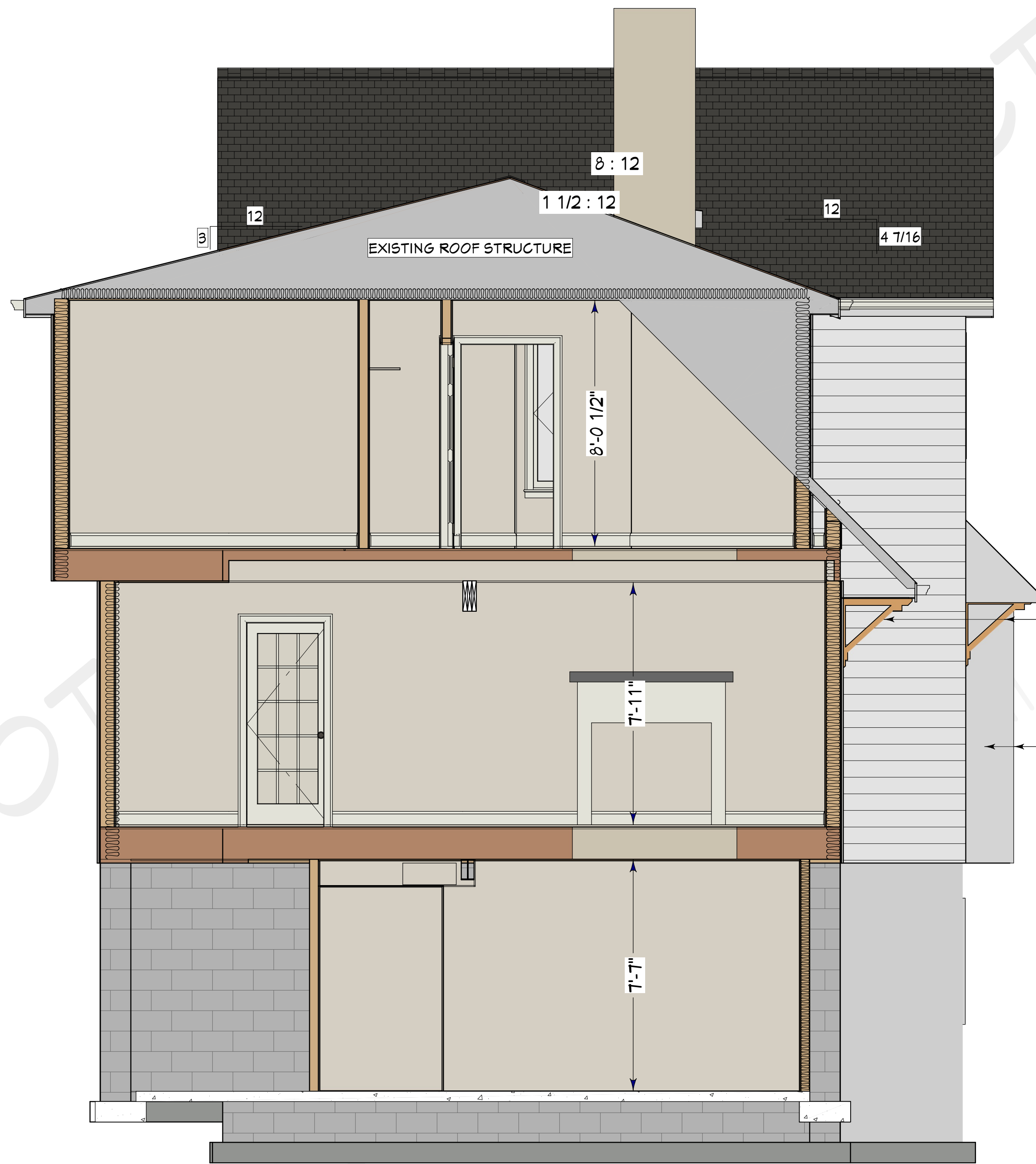
NOT TO SCALE  
 UNLESS PRINTED  
 ON 24"x36" PAPER

SHEET:

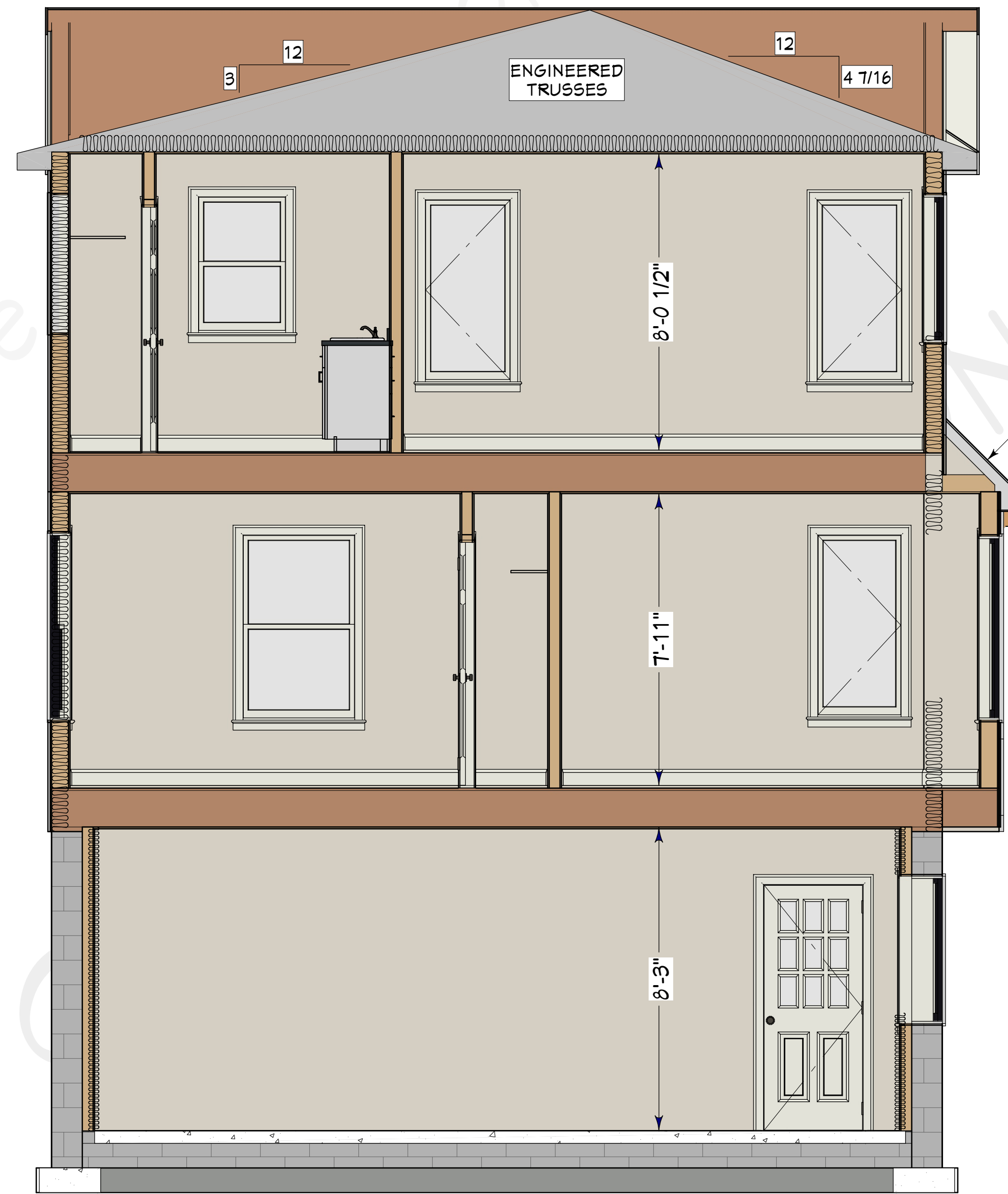
A-8

8 OF 14

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY



SECTION "A-A"



SECTION "B-B"

REVISION TABLE		
TYPE	DATE	DESCRIPTION
01-PRE	03-20-24	PRELIMINARY
02-BID	11-12-24	BID
03-CTR	01-15-25	CONTRACT



PHONE: (717) 293-5100  
 FAX: (717) 294-3590  
 DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 MILLON STREET PIKE  
 LANCASTER, PA 17602

TWO-STORY ADDITION w/ BASEMENT  
 WEST CHESTER  
 BOROUGH  
 CHESTER  
 COUNTY  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382

DATE:  
 1/15/2025

SCALE:  
 3/8" = 1'-0"

NOT TO SCALE  
 UNLESS PRINTED  
 ON 24"x36" PAPER

SHEET:

A-9

9 OF 14

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY



AERIAL PLOT PLAN

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

REVISION TABLE		
TYPE	DATE	DESCRIPTION
01-PRE	03-20-24	RCH PRELIMINARY
02-BID	11-12-24	RCH BID
03-CTR	01-15-25	RCH CONTRACT



DRAWINGS PROVIDED BY:  
 DUFF BUILDERS  
 1812 MILLON STREET PIKE  
 LANCASTER, PA 17602

TWO-STORY ADDITION w/ BASEMENT  
 WEST CHESTER BOROUGH  
 CHESTER COUNTY  
 TOM & SARAH KROPP  
 515 SPRING GROVE LANE  
 WEST CHESTER PA 19382

DATE:  
 1/15/2025

SCALE:  
 1" = 10'-0"

NOT TO SCALE  
 UNLESS PRINTED  
 ON 24"x36" PAPER

SHEET:

A-14

14 OF 14

**Project Name:**  [Add Note](#)

**Project Description:**

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

**Contractor:** No **Active:**

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

**Display Name:**  [Edit](#)

**Primary Phone:**  **Primary Email:**

**Portal Access Code:** \*ZUWEB-LBSY8

[Replace Photo](#)

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**Mailing Address**

18 E Lancaster Ave  
Malvern, PA 19355































[Edit Address](#)

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**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](mailto: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 CERTAINTED

 **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

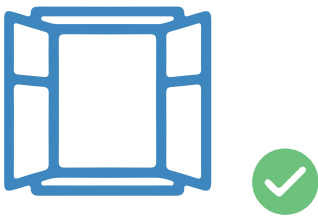
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Provide a parking area for the install crew, material, and dumpster



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

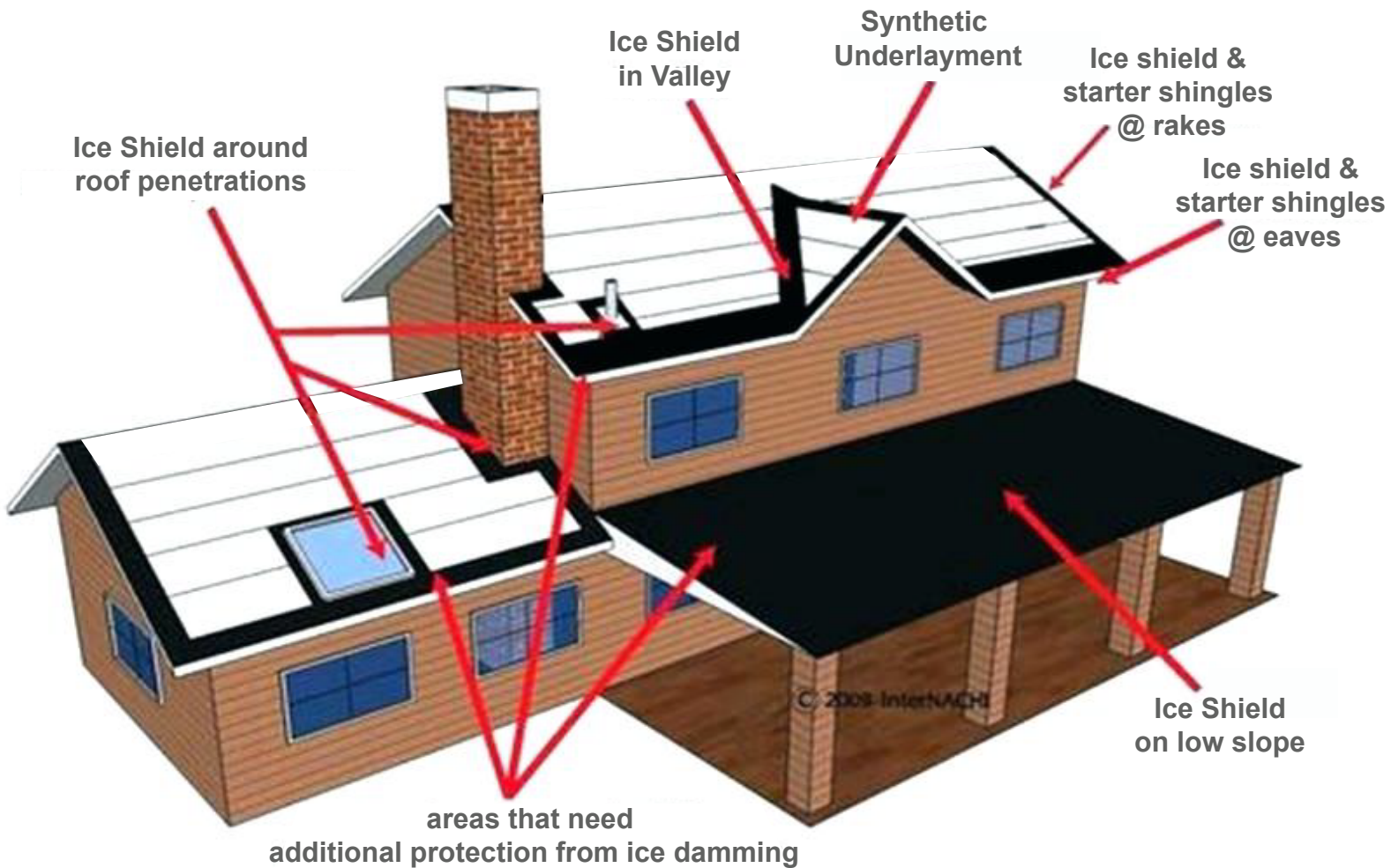


Make arrangements for re installation of alarm systems (only if we are installing windows or doors) & Satellite dishes attached to the house ( only if replacing the siding or roof)



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> <b>Matt Reichert</b></p> <p><b>104 S High Street</b> <b>West Chester Pa</b> <b>mattcloutproducts@gmail.com</b></p> <p style="text-align: right;"><i>Date:</i> <b>11/25/2025</b></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: Not Included

SIZE: Not Included

SCOPE: Not Included

**OPTION TOTAL:**

**SKYLIGHTS**  
Includes removal, disposal, and ice shield.

QTY: Not Included

TYPE: Not Included

MANUFACTURER: Not Included

**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: Not Included

COLOR: Not Included

STYLE: Not Included

**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

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

**Site Address**

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

**Site City:** West Chester **Latitude:**

**State:** PA **Site Zip:** 19380 **Longitude:**

**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](#)

**Contractor:** No **Active:**

**First Name:** Marisa **Middle Name:** **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**

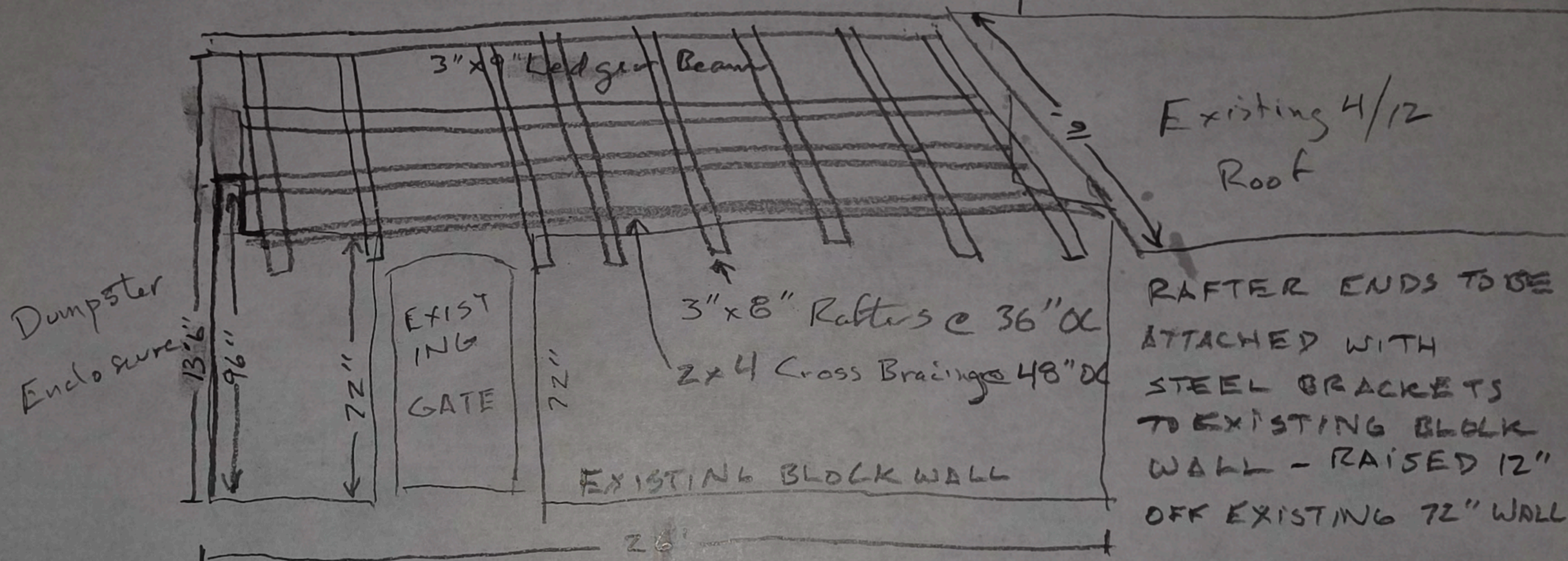
[Edit Address](#) [Copy Mailing Address](#)

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



RAFTER ENDS TO BE ATTACHED WITH STEEL BRACKETS TO EXISTING BLOCK WALL - RAISED 12" OFF EXISTING 72" WALL

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**

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### **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: \_\_\_\_\_





CAUTION

OVERHEAD





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

**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:	<input type="text" value="User"/>	Submitted:*	<input type="text" value="12/02/2025"/> <span>Application is 1 day old</span>
Fast Track:	<input type="checkbox"/>	Completed:	<input type="text" value="12/02/2025"/> <span>3 of 3 submittals received, 3 of 3 submittals accepted.</span>
Applied for Online:	<input checked="" type="checkbox"/>	Approved:	<input type="text"/> <span>2 of 3 (67%) steps approved.</span>
		Ready:	<input type="text"/> <span>\$0.00 paid (100%), \$0.00 due.</span>
		Issued:	<input type="text"/>
		Finald:	<input type="text"/> <span>No inspections.</span>
		Closed:	<input type="text"/> <span>\$0.00 deferred fees due.</span>
		Expires:	<input type="text" value="05/31/2026"/> <span>Exp Override: <input type="checkbox"/></span>

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](mailto: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

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

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
	\$
	\$

<b>Total Investment</b>	<b>\$ 2,475.00</b>
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 property 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, of 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.

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, Malern, PA, 19355* within three business days of contract date.

I hereby cancel this transaction

\_\_\_\_\_  
Date

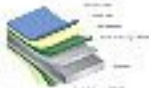
\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_

Owner's Signature

By the customer's choice, the color indicated on this color chart is not a guarantee of color. The color of the metal may vary slightly due to the manufacturing process.

Surface finish:  
 Smooth finish  
 Matte finish  
 Brushed finish  
 Polished finish



Color and finish options are available for most metal products. Please contact us for more information.

Color	Finish	Material	Notes
White	Smooth	Aluminum	Standard finish for most applications.
White	Matte	Aluminum	Standard finish for most applications.
White	Brushed	Aluminum	Standard finish for most applications.
White	Polished	Aluminum	Standard finish for most applications.
Black	Smooth	Aluminum	Standard finish for most applications.
Black	Matte	Aluminum	Standard finish for most applications.
Black	Brushed	Aluminum	Standard finish for most applications.
Black	Polished	Aluminum	Standard finish for most applications.
Blue	Smooth	Aluminum	Standard finish for most applications.
Blue	Matte	Aluminum	Standard finish for most applications.
Blue	Brushed	Aluminum	Standard finish for most applications.
Blue	Polished	Aluminum	Standard finish for most applications.
Green	Smooth	Aluminum	Standard finish for most applications.
Green	Matte	Aluminum	Standard finish for most applications.
Green	Brushed	Aluminum	Standard finish for most applications.
Green	Polished	Aluminum	Standard finish for most applications.
Red	Smooth	Aluminum	Standard finish for most applications.
Red	Matte	Aluminum	Standard finish for most applications.
Red	Brushed	Aluminum	Standard finish for most applications.
Red	Polished	Aluminum	Standard finish for most applications.



# ◇Crimson Red

## 1415

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]

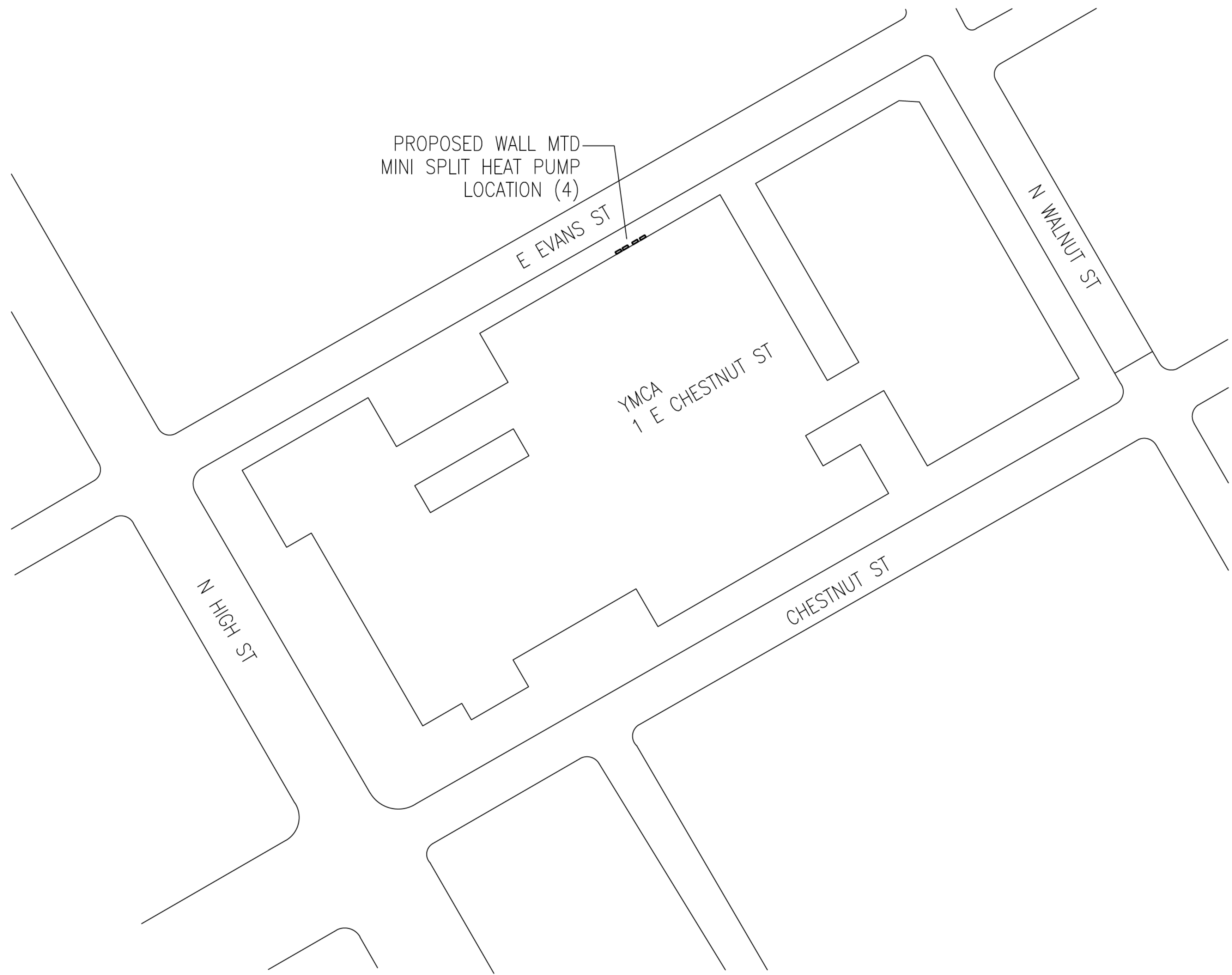
Applicant's phone number: [REDACTED]

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' 15/16 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

### INDOOR UNIT



### 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

### 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

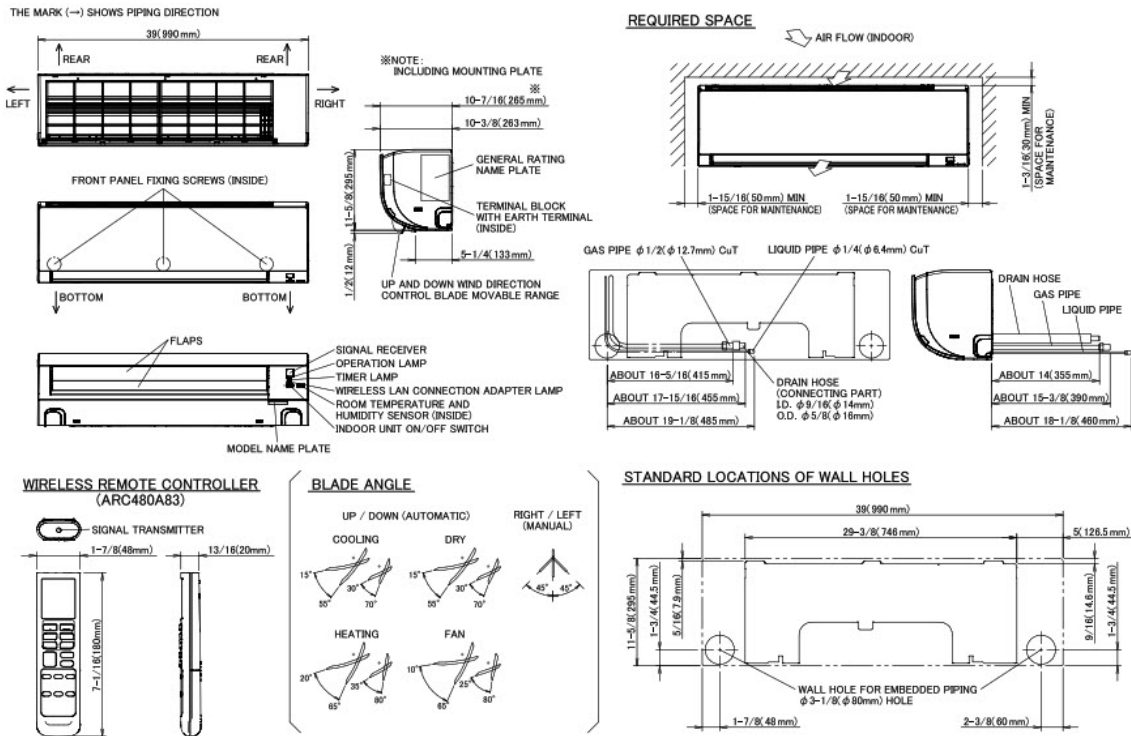
Daikin AURORA R 32 1 5 Ton Wall Mounted Unit  
FTXV18AVJU9-RXT18AVJU9

### 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



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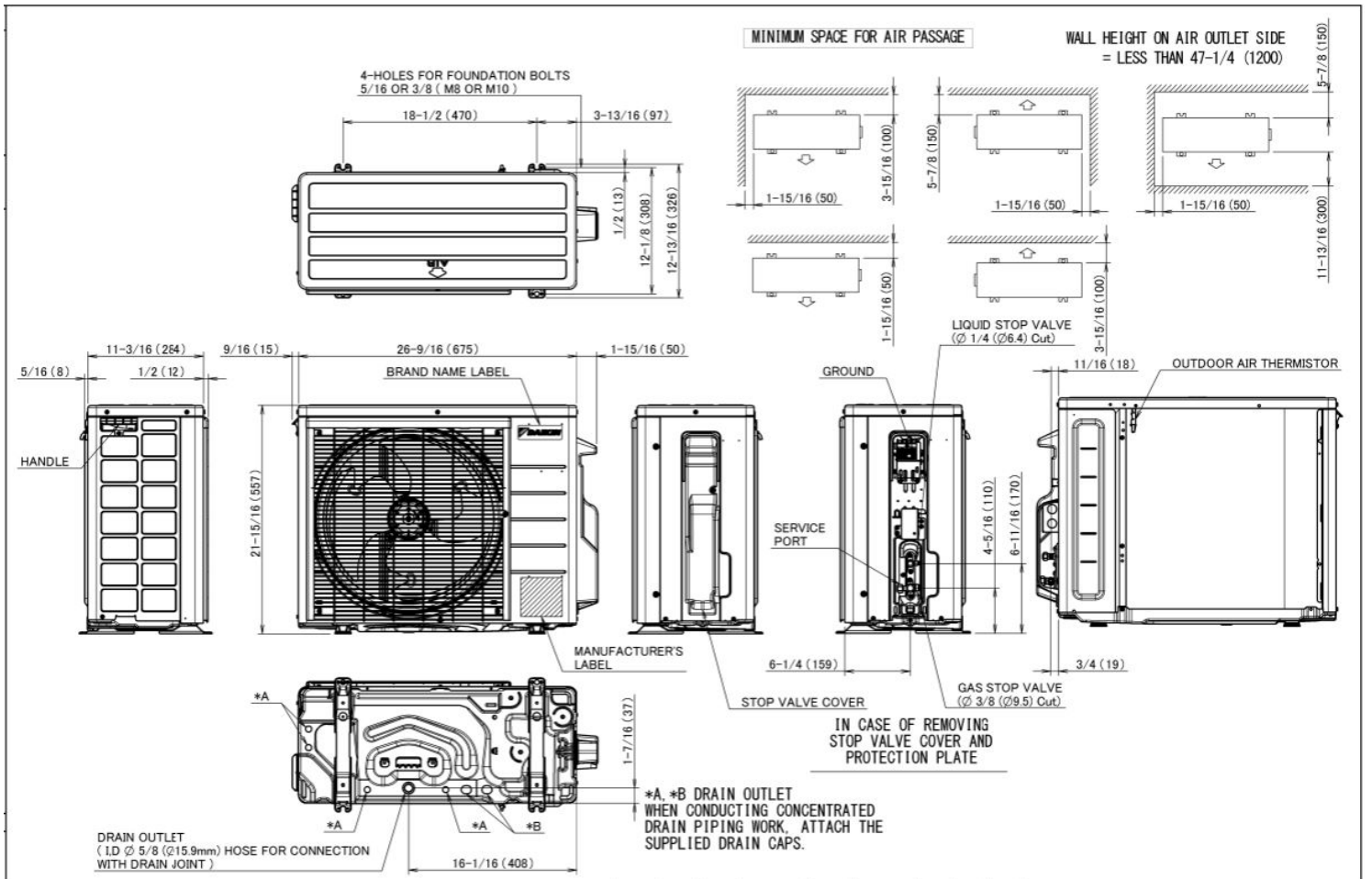
## Submittal Data Sheet

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