

Building Materials Committee Report Oct. 2023

The [Guidelines for Repair, Replacement and Restoration](#) is intended to make it easy for owners to look up clearly what materials, paint colors, etc. are required and/or recommended when repairing and maintaining our cottages. This document along with the last 5+ yrs. minutes and committee reports were reviewed to summarize information that has been discussed and given a positive vote. Most of this information was found to already be incorporated into the Guidelines Document on our website. Our plan is to update the document with approved information that is not already included and include the information and recommendations from the list below that are approved at this year's annual meeting.

WINDOWS / SHUTTERS / SHUTTER OPENING & CLOSING HARDWARE / SCREENS / GENERAL INFO

WINDOWS

It is important to note at the outset that windows have many parts, and a full window replacement is NOT always necessary. Often, salespeople & contractors may push for full replacement because it is "easier" /more lucrative on their end. However, sometimes the balances (window tracks) just need to be adjusted, or glazing needs maintenance or a re-glaze, prime and/or painting, etc. Full window replacement is only necessary if wood is rotted in the framing or sill.

- Wood windows:** There's been lots of discussion around possible vinyl or composite windows vs. wood. Most cottages have Wood Double Hung (both upper & lower sash move) Single Pane windows.
 - Single pane wood windows** are still available as both full window replacements (with composite white sills and pre-primed) and painted white or pine interiors) or just sash replacement kits. Maintaining your original windows can potentially save thousands, or just replacing the sash can save hundreds of dollars, by keeping your original sill and avoiding additional costs for framing and/or shingle work. Single pane glass also provides a beautiful clear view. **BROSCO** carries both single pane full replacement windows and sash replacements, and as a New England company, many Boston and Cape locations can order.
Note: There can be a significant wait after ordering these windows, as they are custom made. Glazing on single pane windows will need to be painted once cured, and the exterior must be painted (it comes primed).
 - Double pane wood windows** have been used by several owners, and often recommended mostly for insulation reasons. If you use double pane, it is recommended that the grill option be SDL (simulated divided light) or ADL (authentic simulated light) which provide the most authentic look.
NOTE: Window seal failure (gas leaks out between the panes causing fogging) can occur in double paned windows over time due to high winds, changing weather, house settling etc.; creating need for replacement. Several companies carry these windows, including **BROSCO & MARVIN** (also available to order locally – expect some wait time - *Ultimate Wood Double Hung Collection*).
- Composite windows:** After much research, it was determined that the best option for a composite full window replacement (which includes various options to have exterior composite and interior wood or painted, etc.) is Marvin **Elevate Collection** double hung, double pane, SDL. Various wait times are to be expected. The composite material is **ULTREX Stone White**. The trustees have agreed to use this replacement option for the storage room corner window, which is in need of a full replacement due to rotting. It is ordered, and once installed, can be used as an example for possible future composite windows.

SHUTTERS:

Our shutters are **functional shutters**, closed up in the winter for protection. Lots of research has been done to assist in making them to be more functional, in particular, making it possible to open and close the shutters more easily, efficiently, and safely, and without the need to screw into cottage trim and shingles (which speeds up wood rot); or to have to use ladders and on roofs etc. in high or gusting winds. Emphasis was also on keeping our original Corn Hill Shutter historic look.

- Shutter Hardware:** At present the cottages use several different combinations of eye hook latches, L hooks and screws directly into the shingles or window trim to hold the shutters open. This is not an ideal system, failing on occasion to high winds and promoting wood rot.

We recommend the following going forward (see attached pics):

- To hold open:** A "Bullet Catch" system, stainless steel, which is completely hidden when open, was installed on 2 example shutters on storage room windows (see pic attached).
- To Close up:** A simple, yet effective and subtle "Bolt & Nut" System with a Safety Hook & Eye for extra stability, less wind vibrations, was installed on an example window/shutter on a storage room window. When shutters are open, all that is visible are small stainless steel eyes and one small hook. This system is presently used on #19 (less the additional safety hook & eye) quite effectively.

Our recommendation: As owners repair and maintain their cottages, this hardware can be installed; shutters can function appropriately and be opened and closed from inside the unit. This is a much safer and efficient method, especially useful in situations where there is an impending emergency due to weather, or unexpected high winds etc. No need for use of high ladders/climbing on roofs, etc. We can also keep the original historic look of the cottages, while effectively utilizing our functional shutters without excessive & repetitive screws into trim work or shingles.

- 2. Wood vs Composite:** Presently, if replaced, it is required to replace shutters with the same simple style (two vertical boards w/narrow horizontal strip at top and bottom made of wood). This simple design can be replicated by any skilled carpenter. *Select Pine* is a highly used and is recommended for shutter. All sections can be primed before /during construction, preventing early rot, and they can be painted using the required paint color (**Ben Moore Forest Green 2047-10**).

Note: Many of the current shutters are in different stages of need for maintenance, and many are NOT in need of replacing, but rather simply require maintenance.

- 3. Composite materials** – upon research, the largest and most important drawback to composite shutters is the limits on replication of the same look, style and color. They often come in a much smaller assortment of styles and colors. It may be possible to get close, but it would be near impossible to find a match. Composite shutters are often heavier as well. **At this time, composite shutters are not recommended.**

SCREENS:

If replacing screens (many hardware stores will make and/or sell screen kits) we have found simple, small window screen hardware (“*Make to Fit*” or “*PrimeLine*”– Window Screen Hardware - top hangers & bottom latches) or full screen making kits; available at Amazon, Ace Hardware, Home Depot, etc.) The hardware comes in white coated or aluminum and can be installed in a window frame so that the screen hooks into it, can swing out to remove, and is hooked into the sill to hold in place. This is a good option if you have old screen tracks that are in need of replacement. Many Ace Hardware stores will also make screens to order. (New full replacement window units often come with screens.)

GENERAL INFO & MAINTENANCE:

In general, it has become clearer and clearer while researching and talking to different contractors, service professionals, window salespeople, etc. that the key to older homes is **MAINTENANCE**. Whether wood or composites, knowledge of appropriate installation, repair, and maintenance of the materials is necessary.

Hardware/Nails/Screws, etc.: minimally galvanized should be used. Highly recommended that **Stainless Steel** should be used to prevent early rust & rust running.

Wood: Time and time again, comes up as a highly recommended material to use, and has been used for centuries. It can last indefinitely if maintained appropriately via periodic scraping where needed, a strong primer for already peeling paint (*Mad Dog - DuraPrime* or *DuraLast*), and painting of bare wood and touch ups. Paint to be used **Ben Moore White Soft Glo Exterior**.

Composites: (such as White Azek, which has already been approved for trim work) can be a good alternative to wood for some, but Azek is susceptible to mold, smudges, rust streaks, warping of longer boards etc., especially if just nailed in or screwed without plugs. Without a finish like *Ben Moore White Soft Glo*, any caulking or touch up you do may not match very well. The bottom line is that Azek and other composites need some maintenance and can be painted as needed.

Note: Azek CANNOT be used for posts or other structural components. They do make wrap around encasements for posts, but under that would be a structurally sound 4X4, etc.

Metal/Aluminum & Vinyl :Presently are NOT approved materials due to their susceptibility to deterioration, especially in coastal and changing weather conditions, and desire to keep cottages historical look. They provide a much less authentic look.

***FOOTNOTE:** *The list on our website of recommended contractors, etc., is very outdated and obsolete. We recommend that folks can use the owners list and / or our property manager, or other people of their choice to ask for possible referrals, rather than the CHCCA in general, recommending specific professionals.*