

The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Application Submittal Steps:

Step 1	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: (http://www.normanok.gov/planning/historic-preservation) or by calling 405-366-5392).	
Step 2	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or anais.starr@normanok.gov	
Step 3	Submit the following items by 12:00 p.m. on the deadline date.	
	<input type="checkbox"/>	It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!
	<input type="checkbox"/>	Completed Application Form
	<input type="checkbox"/>	Application Fee of \$75
	<input type="checkbox"/>	Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240.
	<input type="checkbox"/>	Site Plan, Elevation Drawings if needed and all other required supporting documents
	<input type="checkbox"/>	Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.

COA Application Review Process:

- 1) Your application, along with the filing fee and supporting documents, must be submitted by **noon** on the filing deadline in the Planning Department (201 W Gray Street, Building A).
- 2) After your application and required supporting documents are filed, the Historic Preservation Officer will review the application to ensure it is complete. Incomplete applications will not be forwarded to the Commission. If the COA request for proposed work is complete, it shall be placed upon the next month's Historic District Commission Meeting agenda for a public hearing. A legally required sign will be posted in the yard of the property of the request at least 7 days prior to the meeting. This sign must remain until 10 days after the public hearing for the COA request. At least 5 days prior to the meeting, a notification letter of your application request will be mailed to all adjacent property owners. These owners, and any other citizen, may attend the public hearing in support or protest of your request.
- 3) At the Commission meeting approximately one month after you file your completed application (first Monday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting along with a staff report. You or a designated representative must be present at the meeting. The city staff will introduce your request, you and any interested citizen will have the opportunity to speak to the Commission concerning the request. After presentation of the request, the Commission will discuss and vote to approve or deny the request. Applicants may appeal a denial of their request to the City Council.
- 4) If you have any questions, please contact the Historic Preservation Officer at (405)366-5392.

The City of Norman Historic District Commission APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)		Staff Only Use: HD Case # _____ Date _____ Received by: _____	
Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.			
Address of Proposed Work:		733 S. Chautauqua	
Applicant's Contact Information:			
Applicant's Name: Frank Sullivan, III			
Applicant's Phone Number(s): 918.774.4238 (cell)			
Applicant's E-mail address: fsullivan@franksullivanlaw.com			
Applicant's Address: 1100 E. Taylor Dr., Sallisaw, OK 74955			
Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect			
Owner's Contact Information: (if different than applicant)			
Owner's Name: Sullivan HCP Trust (Frank Sullivan, Jr. - Trustee)			
Owner's Phone Number(s): 918.775.8708 (cell)			
Owner's E-mail: fsullivan@triacle.us			
Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)			
1) Replacing windows			
2) Replacing siding above brick and on gable ends			
3) Painting brick white			
4) Painting garage door black, painting gutters black			
Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.			
Authorization: I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer			
Property Owner's Signature: Frank Sullivan, Jr.		Date: 9/12/2024	
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
Authorized Representative's Printed Name: Frank Sullivan, III			
Authorized Representative's Signature: Frank Sullivan, III		Date: 9/12/2024	

The City of Norman Historic District Commission Certificate of Appropriateness Request
Application Checklist

Supporting Documents

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

☐ **A. Documentation of Existing Conditions** – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

☐ **B. Site Plan** – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- | |
|---|
| <input type="checkbox"/> Buildings, garages, sheds
<input type="checkbox"/> Fences, walls
<input type="checkbox"/> Sidewalks, driveways, parking pads
<input type="checkbox"/> Patios, decks, Swimming pools, etc.
<input type="checkbox"/> Trees (see F Tree Preservation Plan)
Note: Additions and New Structures need to show adjacent property structures and site elements on the site plan. |
|---|

☐ **C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

☐ **D. Elevation drawings and floor plans indicating existing and proposed features:**

- | | |
|--|---|
| <input type="checkbox"/> Exterior materials
<input type="checkbox"/> Doors
<input type="checkbox"/> Foundation materials, dimensions
<input type="checkbox"/> Roof, ridgeline, chimneys | <input type="checkbox"/> Architectural Elements
<input type="checkbox"/> Windows
<input type="checkbox"/> Porches, stoops, gutters
<input type="checkbox"/> Steps, ramps, railings |
|--|---|

☐ **E. Trees Preservation Plan showing (required for major projects only, such as additions).** This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

☐ **F. Additional Documents for New Construction or Additions:**

- | | |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties |
| <input type="checkbox"/> Color Photos of site - front, side and rear | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition |
| <input type="checkbox"/> Topographical information if proposing to change grades of site | <input type="checkbox"/> Floor Plans |

























733

ADT



KAΘ

Kappa Alpha Theta



























6100

VINYL SINGLE HUNG WINDOW



800.475.5061 | gerkin.com

6100

VINYL SINGLE HUNG WINDOW

DECADES OF PROVEN PERFORMANCE

The Comfort Series model 6100 single hung is a new generation window for Gerkin! After decades of proven performance with our single hung, we found a way to make it even better! Here at Gerkin, we only make changes in our products to ensure better performance. Many competitors are working hard at seeing how cheap they can build a single hung. We believe our customers want a quality product and the best value. That's why we build our windows to perform among the best in the industry. The 6500 window compliments the 6100 single hung as a stand alone fixed window or can be used to mull fixed and specialty shapes in order to create custom configurations.



6100

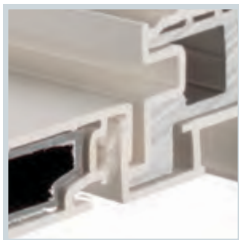
VINYL SINGLE HUNG WINDOW

6100 SERIES | FEATURES

The 6100 is highlighted by a stylish 2 1/2" beveled frame design, fusion welded sash and frame with triple weather seals. We have designed this window to perform at a very high level through the use of multiple vinyl chambers, internal aluminum reinforcements, heavy-duty block and tackle balances as well as warm edge technology glass! If you're looking for a high performance single hung window with easy operation and low maintenance all at a great value, look no further than the Comfort Series 6100!

**Multiple Seal Weatherstripping:**

Triple fin-seal weatherstripping on the jambs with additional weatherstripping at the interlock provides a tight air and water seal at the sash.

**Interlock:**

The 6100 has a full interlock with fin seal weatherstripping at the meeting rail. Its design provides a positive seal and easy operating engagement.

**Balance / Tilt Latches:**

6100 operates on a smooth operating block and tackle balance system. The tilt latches are recessed into the sash for a more attractive appearance.

**Aluminum Reinforced Sash:**

The sash is reinforced with extruded aluminum stiffeners in the full perimeter of the sash. The sash is also glazed on the exterior for a more attractive appearance on the interior.

**Color Options:**

White
Tan
Sandstone
Midnight

**Sloped Sill Design:**

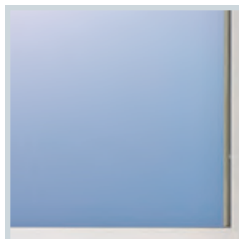
Our single hung utilizes a fully sloped, weepless sill design. This provides for excellent drainage and air infiltration performance. Plus, there are no weeps to get plugged!

**Extruded Screen:**

Gerkin offers more strength in its screen frame in order to achieve greater screen durability. The screen is removable without removing the sash.

**Frame:**

2 1/2" frame depth and a slimline design with exterior bevels provide strength and beauty. Our frame and sash are fully fusion welded extruded UPVC.

**LoE³ Glass:**

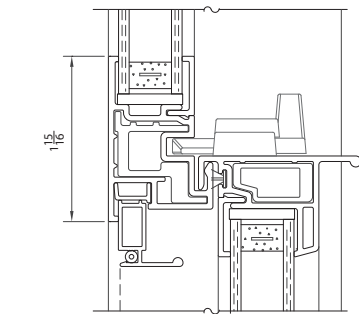
The 6100 single hung comes with 3/4" insulated clear or argon filled LoE³ high performance glass. Double LoE or laminate glass options are also available.

6100

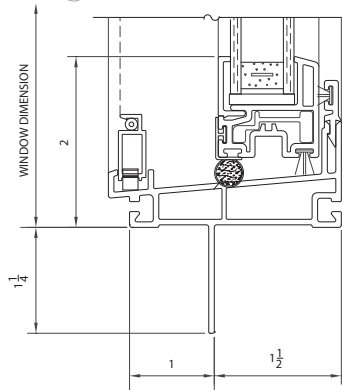
VINYL SINGLE HUNG WINDOW

6100 SERIES | DETAILS

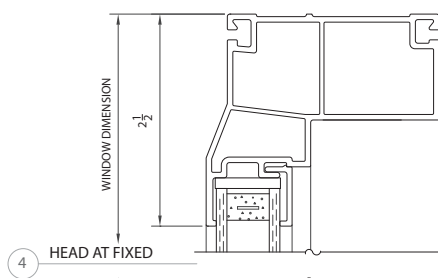
CD 10/05/1



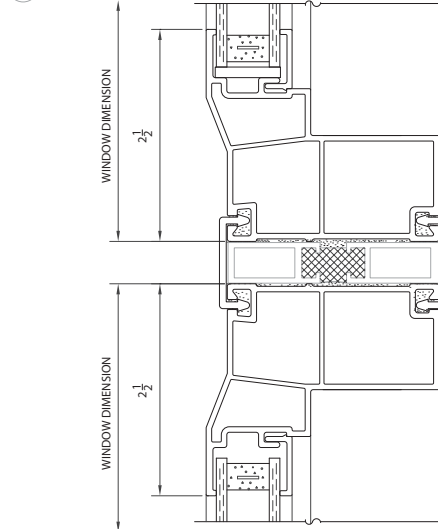
2 MEETING RAIL



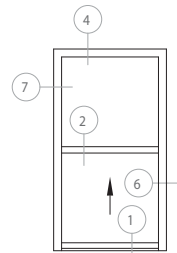
1 TYP. SILL AT SASH



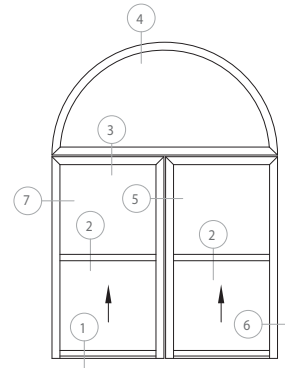
4 HEAD AT FIXED



3 TYP. MULLION



TYPICAL SINGLE HUNG



TYPICAL 2-LITE SINGLE HUNG W/ ROUND TOP

SHEET NO: 1

6100 SERIES SINGLE HUNG WINDOW

GERKIN, LTD. 2015, CAN.

GERKIN WINDOWS & DOORS RESERVES THE RIGHT TO CHANGE OR DISCONTINUE MANUFACTURING ANY OF ITS STANDARD WINDOW SYSTEMS OR COMPONENTS WITHOUT PRIOR WRITTEN NOTICE.



6100

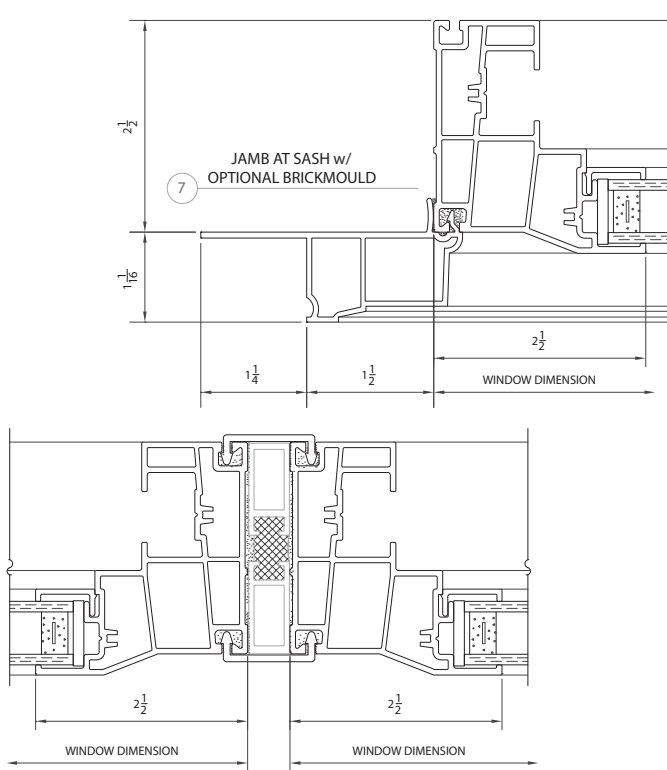
VINYL SINGLE HUNG WINDOW

6100 SERIES | DETAILS

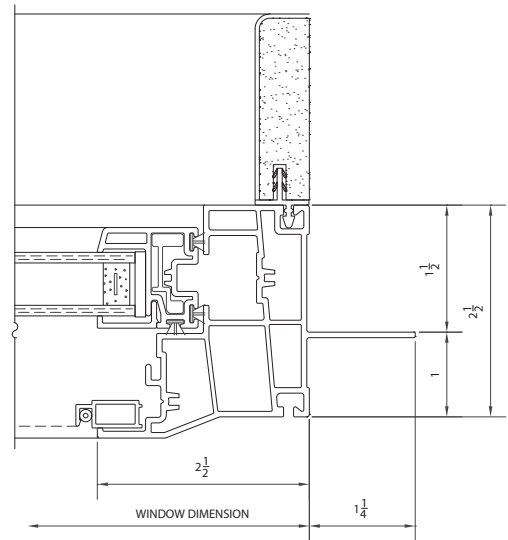
SHEET NO:

2

6100 SERIES SINGLE HUNG WINDOW



5 TYPICAL MULLION



6 JAMB AT SASH
W/ EXTENSION JAMB



6100

VINYL SINGLE HUNG WINDOW

TESTING

We go to great extremes to make sure our Comfort Series Vinyl window and door products are the best they can be. Our products are tested by independent laboratories to ensure quality and performance. Our windows and doors are rated and certified by the American Architectural Manufacturers Association (AAMA) and the National Fenestration Rating Council (NFRC). Our Gerkin vinyl windows also carry the Energy Star label from the Environmental Protection Agency and the U.S. Department of Energy.

For more information about Comfort Series® vinyl windows and doors visit gerkin.com.



6100 SERIES | TEST RESULTS

NFRC | TEST RESULTS

U-Value	.30 cfm/sq.ft.
U-Value / Air Only*	.34
Solar Heat Gain Coefficient	.22
Visible Light Transmittance	.51
Condensation Resistance	58

*U-Values for our windows with 1/8" 366 LoE3 glass, air only, 1/8" clear glass, no muntins or argon in the air space.

"Thermal Value w/ 1/8" 366/Argon/ 1/8" Clear - No Muntins

AAMA | TEST RESULTS

Test Window | 2 Equal Lite 48" X 60"

Air Infiltration	.05 cfm/sq.ft.
Water	6.0 psf
Structural	60 psf
Indoor/Outdoor Sound Transmission Class	28
Sound Transmission Class (w/ 1/4 LAM X 1/8 A)	33
AAMA Rating	LC-PG40-H

AAMA | TEST RESULTS

Test Window | 2 Equal Lite 44" X 77"

Air Infiltration	.06 cfm/sq.ft.
Water	6.0 psf
Structural	60 psf
Indoor/Outdoor Sound Transmission Class	28
Sound Transmission Class (w/ 1/4 LAM X 1/8 A)	33
AAMA Rating	LC-PG40-H

Tested and Certified to AAMA/WDMA/CSA 101/I.S.2/A440-05 & A440-08 U-Value/SHGC/VT/CRF Tested to NFRC 100/200/500



800.475.5061 | gerkin.com



SERIES 6100 SINGLE HUNG/SINGLE TILT VINYL WINDOW SPECIFICATIONS

* Gerkin Windows & Doors Series 6100 is a 2 1/2" residential / light commercial grade single hung window with superior performance capabilities. This window meets or exceeds all AAMA residential design and performance criteria. The series 6500 fixed window complements the 6100 series windows in horizontal or vertical stacking configurations. A complete line of mullions, 'J' channel, and other accessories is also available.*

SECTION 08630 VINYL WINDOWS

PART 1: GENERAL

1.01 Work Included

- A. Furnish and install residential vinyl windows complete with hardware and related components as shown on drawings and specified in this section.
- B. All windows shall be Gerkin Windows & Doors Series 6100 Single Hung Windows. Other manufacturers requesting approval to bid their product as an equal must submit the following information fifteen days prior to close of bidding.

- 1. Sample window * STATE SIZE AND CONFIGURATION *
- 2. Test reports and AAMA Notices of Certification documenting compliance with the requirements of Section 1.04.

- C. Glass and Glazing
 - * Specify glass and glazing in this section if window assemblies are to be glazed by the window manufacturer. If glazing is to be done by a different contractor, glass and glazing should be specified in section 08800. Gerkin Windows & Doors recommends that the window manufacturer perform the glazing.*

1.02 Related Work

1.03 Items Furnished but not Installed

1.04 Testing and Performance Requirements

- A. Test Unit
 - 1. Air, water and structural test unit sizes and configurations shall conform to the requirements set forth in ANSI/AAMA/NWWDA 101/I.S. 2-97
- B. Test Procedures and Performance
 - 1. Windows shall conform to all ANSI/AAMA/NWWDA-101/I.S.2-97 DH-R35 / LC35 requirements for the window type referenced in 1.01B. in addition, the following specific performance requirements shall be met.
 - 2. Air infiltration Test
 - a. With window sash closed and locked, test the unit in accordance with ASTM E 283-84 at static air pressure difference of 1.57 psf.
 - b. Air infiltration shall not exceed 0.12 cfm/FT².

3. Water Resistance Test

- a. With window sash closed and locked, test unit in accordance with ASTM E 547-86 static air pressure difference of 6.0 psf.
- b. There shall be no uncontrolled water leakage.

4. Uniform load structural test

- a. With window sash closed and locked, test unit in accordance with ASTM E 330-84 at a static air pressure difference of 52.5 psf positive pressure and 52.5 psf negative pressure.
- b. At the conclusion of test there shall be no glass breakage, permanent damage to fasteners, hardware parts, support arms or operating mechanism nor any other damage which would cause the window to be inoperable.

1.05 Quality Assurance

- A. Provide test reports from AAMA accredited laboratories certifying the performance as specified in 1.04.

1.06 References

1.07 Submittals

- A. Contractors shall submit shop drawings, finish samples, test reports, and warranties.
 - 1. Samples of materials as may be requested without cost to owner, i.e., metal, glass, fasteners, anchors, frame sections, mullion sections, corner sections, etc.

1.08 Delivery, Storage, and Handling

1.09 Warranties

- A. Total Window System
 - 1. The responsible contractor shall assume full responsibility and warrant for one year the satisfactory performance of the total window installation which includes that of the windows, glass (including insulated units), glazing, anchorage, and setting system, sealing, flashing, etc. it relates to air, water, and structural adequacy as called for in the specifications and approved shop drawings.
 - 2. Any deficiencies due to such elements not meeting the specifications shall be corrected

by the responsible contractor at his expense during the warranty period.

PART 2: PRODUCT

2.01 Materials

- A. Vinyl
All extrusions shall be made from high impact UPVC (Unplasticized Polyvinyl Chloride)
- B. Hardware
 - 1. Locking shall be sweep stile style lock.
 - 2. The sash shall operate with two 5/8" block and tackle type balances.
 - 3. Flush mounted molded tilt latches.
- C. Weatherstripping
 - 1. Co-extruded vinyl bulb.
 - 2. Weatherstripping shall be finseal woolpile.
- D. Glass and Glazing
 - * Gerkin Windows & Doors recommends that the window manufacturer finish and factory glaze the glass as specified by the architect. For this reason it is desirable that glass and glazing be part of this section. The 6100 Series is available with 3/4" insulated glazing. Please contact Gerkin Windows & Doors if other than the listed glazing is required. *
- E. Reinforcement
 - 1. All internal frame and sash reinforcement shall be 6063-T6 aluminum alloy.

2.02 Fabrication

- A. General
 - 1. All frame members and sash extrusions shall have a minimum wall thickness of .065".
 - 2. Depth of frame shall not be less than 2 1/2".
- B. Frame
 - 1. Frame components shall be mitered and welded. Type listed in 2.01.A.
 - 2. The sill of the frame shall be sloped to the exterior for positive water drainage.
 - 3. The sill shall have one row of weatherstripping installed in a specially designed groove of type listed in section 2.01.C.2.
 - 4. Fixed mullion shall have an aluminum reinforcement as listed in section 2.01.E. attached to the mainframe with screws and sealed.
 - 5. Fixed mullion shall have a continuous locking groove.
 - 6. Fixed mullion shall have a continuous interlocking leg that captures an interlocking leg on the sash in the closed position.
- C. Sash
 - 1. All sash components shall be mitered and welded. Type listed in 2.01.A.
 - 2. All sash members shall have three rows of weatherstripping installed in specially designed grooves of the type listed in section 2.01.C.2.
 - 3. The sill of the sash shall have two rows of weatherstripping installed in a specially designed groove. Weatherstripping shall be one of the type listed in section 2.01.C.1 and one of the type listed in section 2.01.C.2.
 - 4. Sash meeting rail shall have a tube type aluminum reinforcement as listed in section 2.01.E

- 5. Sash meeting rail shall have a continuous interlocking leg that captures an interlocking leg on the fixed mullion.
- D. Screens (Optional)
 - 1. Screen frame shall be extruded aluminum.
 - 2. Screen mesh shall be a 18 x 16 * aluminum or fiberglass mesh.
- E. Glazing
 - 1. Fixed units in mainframe shall be set from the interior against a continuous bead of silicone. The interior glazing retainer shall be of extruded vinyl and snap into a continuous receiver in the mainframe.
 - 2. The sash unit shall be set from the exterior against a continuous bead of silicone. The exterior glazing retainer shall be of extruded vinyl and snap into a continuous receiver in the sash. The sill glazing retainer shall be weeped to remove water.
- F. Hardware
 - 1. Locking hardware shall be located in the center of the sash along the sash meeting rail Type listed in 2.01.B.1.
 - 2. Locking hardware shall lock into a continuous groove on the fixed mullion.
 - 3. Sash shall operate on block and tackle balances. Type as listed in section 2.01.B.2.
 - 4. Sash shall have two tilt latches located on the meeting rail as type listed in section 2.01.B.3.

PART 3: EXECUTION

3.01 Job Condition

- A. Verify that openings are dimensionally within allowable tolerances, plumb, level, clean, provide a solid anchoring surface and are in accordance with approved shop drawings.

3.02 Installation

- A. Use only skilled tradesmen with work done in accordance with approved shop drawings and specifications.
- B. Plumb and align window faces in a single plane for each wall plane and erect windows and materials square and true. Windows to be adequately anchored to maintain positions permanently when subjected to normal thermal and building movement and specified wind loads.
- C. Adjust windows for proper operation after installation.
- D. Furnish and apply sealant to provide a weathertight installation at all joints and intersections and at opening perimeters. Wipe off excess material and leave all exposed surfaces and joints clean or smooth.

3.03 Adjusting and Cleaning

- A. After completion of window installation, windows shall be inspected, adjusted, put into working order and left clean, free of labels, shipping pads, dirt, etc. Protection from this point shall be the responsibility of the general contractor.

* Note to spec writers only, not to be included in specifications.*

Morgan Reinart

Old Home Rescue

2/3/2025 | 26 Photos



Sullivan: 733 Chautauqua Ave

Project Overview

Project: 733 Chautauqua

Owner: Frank Sullivan

Date: Feb. 6, 2025

Old Home Rescue was contracted to;

- Complete a site assessment to document current and previous conditions
- Recommendations for future treatments that weigh the best interest of the long-term use of the structure as well as cost
- Detailed scope of work with options for Norman Historic Preservation Commission review
- Proposal for treatments

The on-site assessment of the building was completed on January 28, 2025

[Please excuse any format issues. This document is created within a field service management software, which integrates directly with our photo and has less functions than a typical document software]

Painted Masonry

Conditions Found

- Brick is a bark faced brick, which has a rough surface with numerous grooves and crevices
- Based on the age of the home, it is likely that Type-S is the most closely matching mortar type with Type-N being a likely option as well.
- Masonry has been primed with Sherwin Williams PrepRite ProBlock, an interior-exterior latex-based primer-sealer.
- Some areas of the home have been painted with a latex based paint.

Mock-up 1:

- PeelAway 1, a latex paint removal product, was used in two areas of the home.
- PeelAway 7, the solvent based product, was used in the included picture below for a 2024 Crown Heights - OKC project.
- Manufacturer's instructions were followed for the paint removal process; however, likely due to the bark face of the brick, there was not enough surface area to adhere and to remove the paint from the face of the brick and mortar.
- Unfortunately, this process is not recommended to move forward due to expectations of high labor and material cost with low success rate.

Mock Up 2:

- A second method for paint removal was performed utilizing The Restorer tool with a stainless steel wire brush attachment.
- This method was successful in removing a large portion of the paint without damaging the brick face or mortar.
- A small degree of burn marks may occur utilizing this method when holding the tool in a particular area too long
- Additional attachments can be utilized to decrease burn marks.

Possible Mock-up 3:

- Dry ice blasting is a potential 3rd option
- Dry ice blasting has been tested for paint removal by the National Park Service
- Mock-up Cost: \$2,200
- Pros: Cleanliness, Potential for paint removal
- Cons: May cause pitting in bricks, may cause damage to mortar, PrepRite ProBlock is a really great primer and it is unknown how much may be removed.

- While this option is possible, I believe that it would have a negative impact on the structure.

Recommended Action:

- In the particular project and prior experience, I believe that utilizing the Restorer tool, stainless wire brush attachment, and additional attachments provide the gentlest means to remove the paint from the brick.
- Utilizing this method will remove roughly 90-95% of the paint from the brick. It should be noted that small amounts of primer and paint will remain.



Original Conditions

- Brick and mortar color conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford



Previous Paint Removal Project

- OKC-HP approved paint removal project
- Date: 2024
- Location: Crown Heights
- Peel Away 7, power washing with low pressure and a 15 degree tip, and the Restorer tool were utilized for the removal of paint

Project: Becky McGuigan
Date: 1/31/2025, 6:31am
Creator: Morgan Reinart
Tags: Before and After

3



Existing Conditions

- SW PrepRite ProBlock has been applied to brick and mortar
- Brick Face: Bark Face, which has a rough surface with many crevices

Project: Frank Sullivan
Date: 1/28/2025, 1:33pm
Creator: Morgan Reinart

4



Peel Away 1 Mockup

- Peel Away 1 mockup was unsuccessful in removing paint from brick

Project: Frank Sullivan
Date: 1/31/2025, 6:37am
Creator: Morgan Reinart
Tags: Before and After



Peel Away 1 Mockup

- Peel Away 1 was unsuccessful in removing paint from brick, likely due to the limited surface area for adhesion on the bark face brick.

Project: Frank Sullivan
Date: 1/30/2025, 10:44am
Creator: Patrick Shinn



Restorer Tool Mock-up

- Successful paint removal without damaging brick utilizing the Restorer tools with stainless wire brush attachment.

Project: Frank Sullivan
Date: 2/5/2025, 9:53am
Creator: Richard Adamson

7



Restorer Tool

Project: Frank Sullivan
Date: 2/5/2025, 10:52am
Creator: Morgan Reinart

8



Example of Stainless Steel Wire Brush Attachment

Project: Frank Sullivan
Date: 2/5/2025, 10:52am
Creator: Morgan Reinart

Siding & Cornice

Conditions Found

- LP SmartSide Lap Siding & Trim, an OSB product, has been installed on cornice, roof line trim made up collectively of the brick frieze, fascia, and shingle molding as well as the gables.
- Upon selective demolition of a front elevation section, it was found that the original cornice in this area still exists.
- During the installation of the non-historic siding and trim, some of the original materials were damaged to have a flush plane, rigid foam was installed, then the siding and trim products were installed over the existing materials. This installation method can be visualized as a similar installation method to that of vinyl siding over historic siding.
- Damaged components of the cornice, based on this assessment of one area, are likely to be the drip cap and gable vents.

Recommended Action:

- Remove non-historic siding to evaluate current conditions of all siding and cornice for repairs
- Complete wood repairs with locally sourced drip cap and other items needs with fungicide treated, 360-degree primed wood.
- Replace gable vents, if missing, with a rot resistant wood, such as cedar that is primed before installation
- Shingle mold may have to be modified slightly to account for subtle eave that may be present.
- Siding and cornice should be scraped to a Class 2 paint prep (removal of failed paint only), primed with a premium tannin blocking primer that is at minimum sprayed and back brushed into cracks and crevices, additional holes/damage filled with epoxy or caulking based on the size, joints caulked with an elastomeric (high degree of stretch) caulking, then painted with two coats of premium acrylic paint that is at minimum sprayed and back brushed into cracks and crevices.

1



Front Elevation

Character defining details in the cornice include the depth and layer found in the;

- Frieze
- Facia
- Drip cap
- Crown molding style shingle mold

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

2



Southeast Corner

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

3



Northwest Corner

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

4



Current Conditions

- Cedarmill (textured surface) LP SmartSide and Trim installed on all siding and cornice
- Removal of gable vents may impact the ventilation needed for the attic space to maintain roof warranty. Lack of intake and exhaust may cause pre-mature failure of the roof system.

Project: Frank Sullivan
Date: 1/28/2025, 1:16pm
Creator: Morgan Reinart

5

**Selective Demolition**

- Flashing, house wrap, rigid foam insulation and LP siding and trim were installed over the original siding and cornice with damages likely occurring to any areas that protruded from the surface.

Project: Frank Sullivan
Date: 1/28/2025, 2:28pm
Creator: Morgan Reinart

Windows

Conditions Found

- Historic steel casement windows have been removed from the structure.
- Vinyl double hung windows have been installed into historic openings
- Current windows do not match appearance, muntin dimensions, lite size, or operation
- Installation of windows varies in completeness or correctness of installation

Recommended Action:

- Removal of existing windows
- Installation of Sun Windows Sun Clad Casement Window
- Type: Aluminum clad, Wood interior
- Aluminum Type: Extruded aluminum with integrated water management system to reduce failure
- Glass: Simulated simulated divided lite with shadow bar
- Exterior Glazing: 1" Putty glazing profile to closely resemble original muntin thickness
- Glass Type: LowE
- Lites: Match original window lite configuration
- All windows are operational

1



This photograph shows the original exterior of a house with red brick walls and a gabled roof. Yellow arrows point to specific features: 'Gable Vents' on the roofline, 'Shingle Mold/Crown Molding' at the eaves, 'Drip Cap' over the front entrance, 'Frieze' on the brick wall, and 'Facia' at the corner of the brick wall. Two people are standing near the front porch for scale.

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

Original Conditions

2



This photograph shows the current exterior of the house after renovation. The walls are now white brick, and the gable ends are finished with light-colored horizontal siding. The roof is dark grey. A blue recycling bin is visible in the foreground, and a black SUV is parked on the left.

Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

Current Conditions

3



Original Conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

4



Original Conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

5

Original Conditions



Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

6

Current Conditions



Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

7

Original Conditions



Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

8

Current Conditions



Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

9



Original Conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

10



Current Conditions

Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

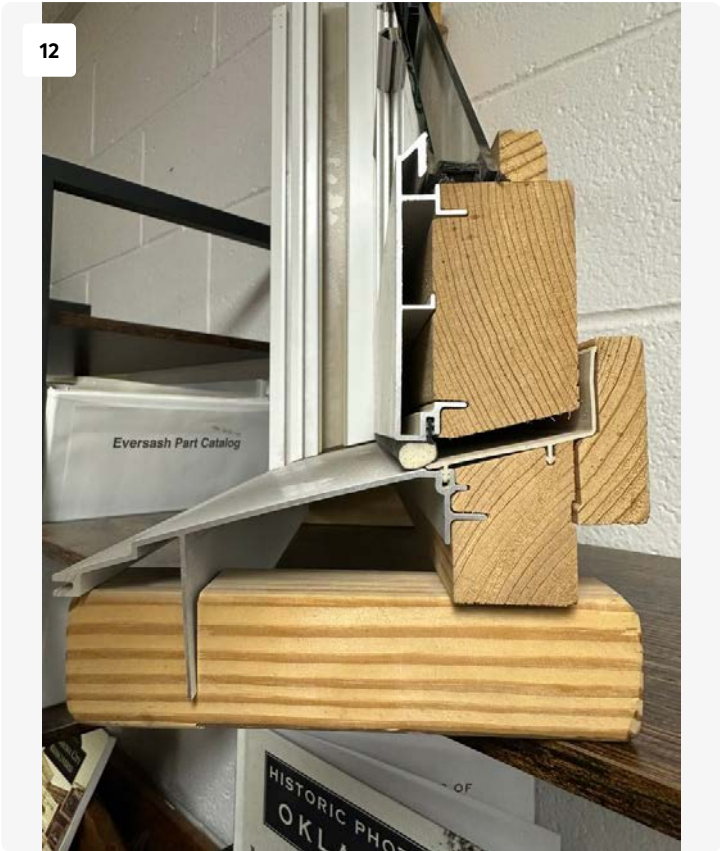
11



Current Conditions

Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

12



Sun Clad Window Cross Section

- Note: This is a double hung cross section
- Show for reference of quality in construction

Project: Frank Sullivan
Date: 2/6/2025, 9:16am
Creator: Morgan Reinart

13



Adhered muntin profile

Project: Frank Sullivan
Date: 2/6/2025, 9:17am
Creator: Morgan Reinart



Rescue Proposal 329-4

Issue Date February 6, 2025

Expires March 8, 2025

PREPARED BY

Morgan Reinart

Old Home Rescue

(405) 549-9880

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401 S Blackwelder Ave, Oklahoma City, OK 73108, USA

PREPARED FOR

Frank Sullivan III

Frank Sullivan

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733 Chautauquah Ave Norman Oklahoma 73069

RESCUE PROPOSAL DETAILS

Frank Sullivan

733 Chautauquah Ave Norman Oklahoma 73069

General Notes

- Price is subject to change if only individual scopes of work are chosen
- Project is subject to HP approval

Painted Masonry Scope of Work

- Utilize Restorer tool with a stainless-steel wire brush attachment and additional attachments to remove paint from brick
- All labor, material, and cleanup associated with this scope
- A small degree of burn marks may occur utilizing this method when holding the tool in a particular area too long

Siding & Cornice Scope of Work

- Remove non-historic siding to evaluate current conditions of all siding and cornice for repairs
- Complete wood repairs with locally sourced drip cap and other items needs with fungicide treated, 360-degree primed wood.
- Replace gable vents, if missing, with a rot resistant wood, such as cedar that is primed before installation
- Shingle mold may have to be modified slightly to account for subtle eave that may be present.
- Siding and cornice to be painted following detailed line item below.
- **Demo to be completed first two ensure all components still exist as expected**

Windows Scope of Work

- Removal of existing windows
- Installation of Sun Windows Sun Clad Casement Window
- Type: Aluminum clad, Wood interior
- Aluminum Type: Extruded aluminum with integrated water management system to reduce failure
- Glass: Simulated simulated divided lite with shadow bar
- Exterior Glazing: 1" Putty glazing profile to closely resemble original muntin thickness
- Glass Type: LowE
- Lites: Match original window lite configuration
- All windows are operational and to match original windows as closely as possible

Photos:

- See Report

Cost Structure

- Project is proposed as a FIXED price basis
- Due to the age of this structure, not all conditions can be determined prior the commencement of construction. Change orders are rare, but they do occur
- Common reasons for change orders include inaccuracies in the original design, inaccurate drawings, unforeseen conditions at the job site, and more.

Communications:

- JobTread will be used for project communications if approved.
- All conversations regarding specifics of project must be communicated through JobTread

Payment Schedule

- Project costs are assumed with Net 7 payment terms.

- Alternate payment terms may be subject to finance charges or must be negotiated prior to acceptance of project

Payment	Amount
Initial Payment	TBD based on selected scopes
Progress Payments	Invoiced weekly based on % completed
Final Payment	Due upon substantial completion of project

Inclusions & Exclusions

- The project's scope of work is limited to only the items outline in this proposal. If it is not specifically outlined in this document, it should be assumed that it is excluded from the scope of work.

Terms & Conditions

Full Terms & Conditions located below the proposal description

DESCRIPTION

QTY

Site Preparation & Equipment

Portable Restroom
Delivery & maintenance of portable restroom for the duration of the project.

Painted Masonry

Paint Removal 160 Hour(s)
Removal of Paint as outlined in scope of work

Consumables 1 Lump Sum
Paint Removal Consumables including;

- Masks, Restorer tool heads, sundries

Siding & Cornice

Wood Repairs

Demo Labor 1 Lump Sum
Labor to Complete Demo including;

- Removal and disposal of non-historic siding

Dumpster / Waste Removal 1 Each
Dumpster/Waste Removal including;

- Job-site dumpster based on project type and size

Rot/Epoxy Repairs 1 Lump Sum
Wood & Rot Repairs

- Use of premium 2-part epoxy products to repair wood
- The use of consolidating wood components is outlined in the National Park Service Preservation Briefs 9, 11, 26, and 45.
- Epoxy has been recommended for conservation since at least 1968!
- **Painting of repaired area only for UV protection unless specifically noted elsewhere**

Exterior Carpentry 1 Lump Sum
Carpentry Repairs including;

- Assumed repairs to drip cap, gable vents and other cornice components

Pre-Prime Exterior Wood	2 Hour(s)
<ul style="list-style-type: none"> All new exterior wood is recommended by suppliers to be pre-primed on all 6 sides prior to installation for long-term protection against rot Before installation, all wood is primed off-site or at the job-site. 	
Wood Repairs Material	
Custom Order Wood Cornice Repair Material <ul style="list-style-type: none"> Sapele or equivalent decay resistant wood Drip cap, fascia and frieze 	
Gable Vent - Wood New Wood Gable Vent	2 Each
* Functional louvered Gable Vent * Material: Smooth Cedar * Finish: Primed * Freight included	
Exterior Painting	
Exterior Painting - Preservation Exterior Painting Historic Facade	1 Lump Sum
<ul style="list-style-type: none"> Paint Color(s): 1/2/3 Color(s) Work Area: Preservation painting methods developed through the National Park Service Preservation Brief 9 and consulting with H-I-S Paint and Dunn Edwards Paints Clean effected area with mildew treatment, if applicable Rot repairs outside of areas noted in proposal MAY RESULT IN CHANGE ORDER FOR ADDITIONAL REPAIRS Paint Removal: Removal of failed paint only (Class 2 per NPS Preservation Brief 10) with pull scrapers Sanding: Feather sanding of paint lines Hand prime full work area with tannin blocking acrylic primer with 1oz/gal of titanium dioxide. Primer is pushed into joints and gaps to reduce caulking needs Caulk joints and gaps greater than 1/8" with premium elastomeric caulking Hand paint area with 2 coats of premium paints Appearance to be judged from 20 feet away per architectural specifications 	
Exterior Painting Material	
Exterior Primer Primer for Exterior Project including; <ul style="list-style-type: none"> Primer: H-I-S Majesty 1900 100% Acrylic Primer + 1oz/gal of titanium dioxide 	5 Gallon(s)
Exterior Paint - Gallon Paint Material for Exterior Project including; <ul style="list-style-type: none"> Paint: Dunn Edwards EverShield, Sherwin Williams Emerald, or equivalent, in satin/low sheen 	7 Gallon(s)
Caulking Elastomeric caulking used for high expansion and contraction	12 Each
Paint Material - Other	1
Windows	
Window Replacement	
Windows - Material Sun Windows <ul style="list-style-type: none"> Sun Clad Casement Windows Window Replacement as outlined in scope of work 	1 Lump Sum
Window Installation Installation of window per manufacturer's instructions	1,000 Lump Sum

Freight Shipping from manufacturer/vendor to Old Home Rescue or Neighbor	1 Lump Sum
Window & Door Consumables	1 Each
Uncategorized	
Uncategorized Time	
	SUBTOTAL \$78,744.07
	TAX \$0.00
	TOTAL \$78,744.07
PAYMENTS STARTING FROM \$807/month on  Acorn Learn More →	

Terms and Conditions

1. Definitions:

- "Contractor": Old Home Rescue, the general contractor.
- "Client": The party engaging Contractor's services for the project.
- "Project": The provided scope of work and attachments outlined in this document or as otherwise agreed in writing by both parties.

2. Renovation, Repair, & Painting (RRP) Pre-Renovation Form | Lead Paint Safety:

- By signing this proposal, the Client confirms receipt of the pamphlet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools," which informs of the potential risk of lead hazard exposure from renovation activities to be performed in the dwelling unit or on the property before the work begins.
- Old Home Rescue is an RRP/Lead-Based Paint/Renovator Certified Firm.
- For more information, refer to the EPA's "Renovate Right" brochure: Renovate Right Brochure.

3. Scope of Work:

- Contractor agrees to provide repair, restoration, and rehabilitation services for historic homes, buildings, and structures as detailed in the attached proposal or as otherwise agreed upon in writing by both parties.
- Due to the age of the structure, not all conditions can be determined prior to the commencement of construction. While change orders are rare, they may occur due to unforeseen conditions, inaccuracies in the original design, inaccurate drawings, or other unexpected issues.

4. Timeline & Delays:

- Contractor will provide a project timeline outlining the expected start and completion dates.
- The timeline is subject to adjustment based on unforeseen conditions, weather, or other factors beyond Contractor's control.
- Of the 250 working days per year, 12 days are typically lost due to holidays. Additionally, an average of 39 days per year may be lost in Oklahoma due to weather events or due to product weather requirements. These factors should be considered when estimating the project timeline.
- Any changes to the timeline will be communicated to the Client promptly.
- Delays caused by factors beyond Contractor's control, including but not limited to weather, permits, or client-requested changes, may result in adjustments to the project timeline and cost.

5. Communications:

- If the project is approved, JobTread will be used for project communications.
- All conversations regarding the specifics of the project must be communicated through JobTread to ensure clear and documented communication.

6. Inclusions & Exclusions:

- The project's scope of work is limited to only the items outlined in the proposal.
- If an item is not specifically outlined in this document, it should be assumed that it is excluded from the scope of work.

7. Payment Options:

- a. Payments can be made by ACH or Check.
- b. If paying by credit card or debit card, a 2.95% surcharge will be added to the invoice unless otherwise stated.
- c. To have the invoice updated to include this processing fee, please contact Info@OldHomeRescue.com or call 405.549.9880.

8. Payment Terms:

- a. Initial Payment: As defined in the proposal.
- b. Invoices will be issued weekly based on completion percentage or phase completion.
- c. Final payment is due upon substantial completion of the project.
- d. All invoices are due within the specified business days listed on the invoice.
- e. Non-payment of an invoice within the specified business days from the issue date may result in the demobilization of the project.
- f. Non-payment of an invoice within 30 days of the issue date may result in the filing of a mechanic's lien to secure payment.

9. Responsibilities:

- a. Contractor agrees to perform the work with diligence, skill, and in a workmanlike manner.
- b. Client agrees to provide access to the property and necessary permits, approvals, and permissions required for the project.
- c. Client is responsible for ensuring the accuracy of any plans, specifications, or other documents provided to Contractor.

10. Warranties:

- a. Contractor warrants that all work will be performed in a professional manner and in accordance with industry standards.
- b. Contractor provides a 1-year workmanship warranty and will pass along all vendor/product warranties to the Client.
- c. Contractor warrants that all materials used will be of good quality and free from defects.

11. Insurance and Liability:

- a. Contractor agrees to maintain appropriate insurance coverage, including but not limited to general liability insurance and worker's compensation insurance, as required by Oklahoma law.
- b. Client agrees to indemnify and hold harmless Contractor from any claims, damages, or liabilities arising from the project, except those caused by Contractor's negligence or willful misconduct.

12. Termination:

- a. Either party may terminate the contract with written notice if the other party breaches any material term of the agreement and fails to remedy the breach within a reasonable time period.
- b. Client agrees to pay for all work performed and expenses incurred by Contractor up to the date of termination.

13. Dispute Resolution:

- a. Any disputes arising from this agreement shall be resolved through mediation. The parties shall jointly agree on the selection of the mediator, with each party bearing its own costs, unless otherwise agreed upon in writing.
- b. If mediation is unsuccessful, the parties agree to submit the dispute to binding arbitration in accordance with the laws of Oklahoma.

14. Governing Law:

- a. This agreement shall be governed by the laws of the State of Oklahoma without regard to its conflict of law provisions.

15. Required Client Visits:

- a. All Old Home Rescue projects require a scheduled weekly meeting with the owner or responsible party.
- b. This meeting will be held at the property, by phone, or via video call as the project requires.
- c. Daily log updates, emails, and text correspondence do not replace these scheduled meetings.

16. Entire Agreement:

- a. This agreement constitutes the entire understanding between the parties and supersedes all prior agreements and understandings, whether written or oral.

17. Contractor Signature

- a. By sending this proposal the Contractor agrees to the included terms and conditions.

The above specifications, costs, and terms are hereby accepted.

FRANK SULLIVAN III

DATE