

**Correspondence Between  
Staff and Applicant  
Approval Letter**

## RE: Window replacement project - 42-HP-2017

From: Murillo, Jesus (JMurillo@ScottsdaleAz.Gov)

To: [janeburtnett@yahoo.com](mailto:janeburtnett@yahoo.com); [JVenker@Scottsdaleaz.gov](mailto:JVenker@Scottsdaleaz.gov)

Date: Tuesday, December 4, 2018, 4:51 PM MST

You may leave them with the receptionist, but please bring this email along.

-----Original Message-----

From: Jane <[janeburtnett@yahoo.com](mailto:janeburtnett@yahoo.com)>

Sent: Tuesday, December 04, 2018 4:35 PM

To: Venker, Steve <[JVenker@Scottsdaleaz.gov](mailto:JVenker@Scottsdaleaz.gov)>

Cc: Murillo, Jesus <[JMurillo@ScottsdaleAz.Gov](mailto:JMurillo@ScottsdaleAz.Gov)>

Subject: Re: Window replacement project - 42-HP-2017

Hello! I will have the color photos printed tomorrow and can drop them off along with the title info and the W-9. Can I leave them with the receptionist or do we need to set up a meeting? Thanks for all your help.  
Jane

Sent from my iPad

> On Nov 8, 2018, at 10:45 AM, Venker, Steve <[JVenker@Scottsdaleaz.gov](mailto:JVenker@Scottsdaleaz.gov)> wrote:

>

> Hi Jane,

>

> Thanks for the quick reply. I understand what you are dealing with and we don't mean to put any pressure on you. We will be here whenever you are ready.

>

> Thank you.

>

> Steve Venker

> Historic Preservation Officer

>

>

> -----Original

> Message-----

> From: Jane <[janeburtnett@yahoo.com](mailto:janeburtnett@yahoo.com)>

> Sent: Thursday, November 08, 2018 10:37 AM

> To: Venker, Steve <[JVenker@Scottsdaleaz.gov](mailto:JVenker@Scottsdaleaz.gov)>

> Cc: Murillo, Jesus <[JMurillo@ScottsdaleAz.Gov](mailto:JMurillo@ScottsdaleAz.Gov)>

> Subject: Re: Window replacement project - 42-HP-2017

>

> Hello. I haven't forgotten about this; I've been up to my ears doing things for my mom, who fell about a month ago, and has much reduced mobility. I will call this week to make an appointment. Jane

>

> Sent from my iPad

>

>> On Nov 8, 2018, at 10:32 AM, Venker, Steve <[JVenker@Scottsdaleaz.gov](mailto:JVenker@Scottsdaleaz.gov)> wrote:

>>

>> Hi Jane,

>>

>> I wanted to touch base with you regarding the completion of your window replacement project and the reimbursement funding. I believe that Jesus has let you know that we need a few documents from you and we need to have you sign the Deed of Conservation Easement before we can submit your invoice for reimbursement.

>>

>> Please let me or Jesus know when we can schedule a meeting with you to complete this project.

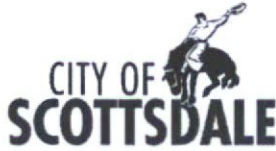
>>

>> Steve Venker

>> Historic Preservation Officer

>>

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Planning and Development Services  
Historic Preservation Office  
7447 East Indian School Road  
Scottsdale, Arizona 85251

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April 18, 2018

Jane S. Burnett  
6713 East Granada Road  
Scottsdale, AZ 85257

Re: Burnett Residence Window Rehabilitation, Case 42-HP-2017

Ms. Burnett,

Thank you for your letter dated March 30, 2018 in which you request an extension of time to begin work, and a reduction in the number of windows to be included in your window rehabilitation project.

Please refer paragraph 4 Commencement of Work of the Historic Preservation Exterior Rehabilitation Program Agreement which states: The Property Owner shall commence, or cause to be commenced, the construction of improvements and other repairs of the Structure as set forth in the Scope of Work within ninety (90) days of the date of this Program Agreement. For the purposes of this Agreement, Commencement is defined as the date of issuance of a Certificate of No Effect or Appropriateness as set forth herein ("Commencement of Work") (Underline added for emphasis). Because the date of issuance of the Certificate of Appropriateness is January 9, 2018 and that is the same day as the date of the Program Agreement, and the door replacement and painting having occurred on April 9, 2018, you have effectively fulfilled the requirements of paragraph 4 Commencement of Work.

Based on the change to the scope of work, you have decided to rehabilitate the largest windows, including 3, 4, 7, and 10. I concur with your decision. Regarding your question about a second application for HRER Program funding for rehabilitation of the remaining windows, including 1, 2, 5, 6, 8, and 9, a property owner may apply multiple times for HRER Program funding, without waiting for the end of the term of an existing Deed of Conservation Easement.

Relative to the delay with the window rehabilitation, if you determine that the work will not be completed within one year after January 9, 2018 (Commencement of Work), then please request an extension of the Completion Deadline (refer to paragraph 5.10 in the HRER Program Agreement).

Thank you.

Steve Venker  
Historic Preservation Officer

Copy: File

Subject: RE: Jesus, can you help? Re: Automatic reply: Steel casement window repair 42-HP-2017

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From: JMurillo@ScottsdaleAz.Gov

To: janeburtnett@yahoo.com; JVenker@Scottsdaleaz.gov

Date: Thursday, March 29, 2018, 6:38:56 PM MST

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Hello Jane,

I will be in the office tomorrow, Monday, and Tuesday, if you wish to drop off the letter with me. Just present this email to the receptionist. In response to your first question. As you can see from the expert below, the funding maxes out at \$7,500. I would venture to say, that if there were to be a reapplication for the funding, it would be after 10 years, which is when the easement dedication sunsets. I will review this with Steve when he gets back, but that would be my best guess.

"Demonstrating its commitment to the preservation of the significant historic neighborhoods of Scottsdale, the City offers assistance to help residents sensitively rehabilitate and/or expand homes located in historic districts listed on the Scottsdale Historic Register. To promote continued reinvestment in these areas, the Historic Residential Exterior Rehabilitation (HRER) Program makes monies available to private property owners that can be used to complete exterior rehabilitation, repair or restoration work on homes still used as residences. The program reimburses owners on a 50/50 matching basis for pre-approved work costing at least \$2,000 and up to \$7,500. In return for receiving this financial assistance, the property owner agrees to sell the City a conservation easement to protect the historic character of the property's exterior"

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**From:** Jane [mailto:janeburtnett@yahoo.com]

**Sent:** Thursday, March 29, 2018 11:21 AM

**To:** Venker, Steve <JVenker@Scottsdaleaz.gov>

**Cc:** Murillo, Jesus <JMurillo@ScottsdaleAz.Gov>

**Subject:** Jesus, can you help? Re: Automatic reply: Steel casement window repair 42-HP-2017

Jesus, in Steve's absence, can you help with the questions below? Also, I am going out of town on Tuesday, so need to deliver the letter to Steve Monday or possibly first thing Tuesday. Do you know if that will be possible? If not I think there was the option of sending it by certified mail. Thanks. Jane

Sent from my iPad

On Mar 29, 2018, at 11:11 AM, Venker, Steve <JVenker@Scottsdaleaz.gov> wrote:

Jane S Burtnett  
6713 E Granada Rd  
Scottsdale, AZ 85257

City of Scottsdale  
Steve Venker, Historic Preservation Officer  
Development Services Department  
7447 E Indian School Road  
Scottsdale, AZ 85251

March 30, 2018

Dear Mr. Venker,

I am requesting amendments to 40-HP-2017 HRER Program Agreement for the following reasons:

It has been difficult finding a contractor available to do the work of restoring the steel casement windows.

The contractor who helped me with the application, and who I wanted to hire to do the work, is going through bankruptcy and hasn't been in touch with me since January when he informed me of his situation. The next contractor from whom I received a bid isn't available until 2019. I contacted several more contractors who either didn't return my calls, said they were booked until 2019 or were no longer restoring steel casement windows.

Finally, Joe from Casement Window Restorations responded and has provided the attached estimate. The scope of work is expanded, as he replaces each pane with double glazed glass rather than putting film on the existing glass.

Because of the extra expense (3 times the estimate for only adding film), I would also like to reduce the number of windows repaired from 10 to 4.

Here are the requested amendments:

Paragraph 4: I am proposing Commencement of Work amended to 180 days from 90 days. Please note that the door replacement and painting is scheduled for April 9, 2018. The start date for the windows will be determined after the amendments are approved.

Exhibit C: Change the scope of work as follows:

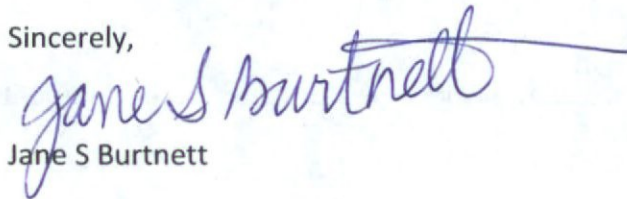
1. Replace and paint one (1) exterior door.
2. Rehabilitate and repair four (4) windows, (#s 3, 4, 7, and 10 on site plan) including:
  - a. Removal of window hardware: operators, lock handles, and screen clips
  - b. Removal of hinged sections and fixed lites, and temporary security installation

- c. Removal of existing glass and glazing
- d. Chemical stripping of hinged sections & hardware; manual stripping of fixed frames
- e. Straightening of any bent hinged sections (manual means; any mechanical means may incur an additional charge)
- f. Anti-rust priming (white) of hinged sections, fixed frames and window hardware
- g. Installation of new ¼" laminated glass and new glazing
- h. Installation of restored hinged segments with stainless steel hinge hardware
- i. Installation of restored hardware: operators, lock handles, and screen clips
- j. Alignment/adjustment
- k. Sales tax on materials

With these amendments, the cost to repair the steel casement windows is estimated to be \$15,158.

Thanks for all your help.

Sincerely,

A handwritten signature in blue ink, reading "Jane S. Burtnett", with a long horizontal flourish extending to the right.

Jane S Burtnett

Thank you for the opportunity to discuss with you the available window restoration options for your home. The windows are a large focal feature of your homes' architecture, making up a large percentage of its' exterior façade; especially the large 24 and 16 pane units. The architect designed your home to have a great amount of light entering your common areas, creating an open and breezy interior.

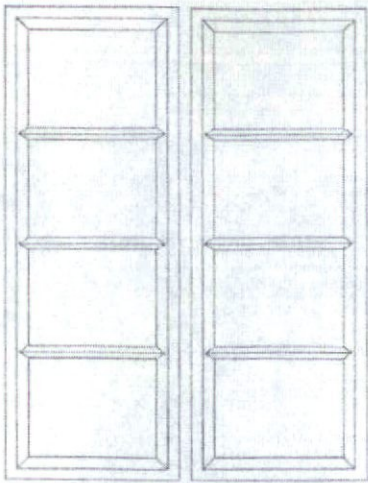
Upon assessment, it is my opinion that because of the sub-surface fracturing (deterioration) of the majority of the putty on your windows, a minimal surface scraping/topical putty application/paint will look good for a couple of years, but after that start to deteriorate and put you back in the same situation you are right now. The proper way to correct the deteriorating paint and putty, poor prior replacements and repairs, multiple coats of paint and thin original glass is to undergo a complete restoration. We look forward to working with you to restore your windows to their former beauty, increasing their safety, efficiency and serviceability, and adding to the overall appeal of your home.

As per our discussion, please find attached a proposal for full restoration of your steel sash windows. This can be completed as a whole-home project or can be divided into 3-4 windows at a time segments.

Recently completed projects include: 312 W. Virginia Avenue, 501 W. Wilshire Avenue, 502 W. Wilshire Avenue, and 2118 N. Encanto Drive SW. One of our current projects is for Jim and Margy Parisella. Margy is the architect for the State Of Arizona Historic Preservation Office.

Should you have any questions, please feel free to contact me.

Best Regards,  
Joe Zahora, Master Glazier  
Casement Window Restorations, LLC  
Residential • Commercial • ROC 273549  
c) 602-549-2139



# Casement Window Restorations, LLC

Meticulously preserving Arizona's historic steel sash windows

Residential • Commercial • ROC 273549

Joseph A. Zahora, III, 502 W. Virginia Ave., Phoenix, AZ 85003

Cellular) 602-549-2139

Proposal Submitted March 29, 2018 To:

Jane Burtnett

6713 E. Granada Road

Scottsdale, AZ 85257

h) 480-423-5920, e-mail: [janeburtnett@yahoo.com](mailto:janeburtnett@yahoo.com)

We hereby propose to furnish the materials and perform the labor necessary for the completion of: Restoration of selected steel casement windows (as per attached Schedule A) including:

- 1) Removal of window hardware: operators, lock handles, and screen clips
- 2) Removal of hinged sections and fixed lites, and temporary security installation
- 3) Removal of existing glass and glazing
- 4) Chemical stripping of hinged sections & hardware; manual stripping of fixed frames
- 5) Straightening of any bent hinged sections (manual means; any mechanical means may incur an additional charge)
- 6) Anti-rust priming (white) of hinged sections, fixed frames and window hardware
- 7) Installation of new 1/4" laminated glass and new glazing
- 8) Installation of restored hinged segments with stainless steel hinge hardware
- 9) Installation of restored hardware: operators, lock handles, and screen clips
- 10) Alignment/adjustment
- 11) Sales tax on materials

## Schedule A

	<u>Description</u>	<u>Cost</u>
#1	6 hinged pane window:	\$ 1,173.00
#2	2 hinged & 6 fixed pane window:	\$ 1,727.00
#3	8 hinged & 16 fixed pane window:	\$ 5,126.00
#4	8 hinged & 8 fixed pane window:	\$ 3,344.00
#5	2 hinged & 6 fixed pane window:	\$ 1,727.00
#6	3 hinged & 3 fixed pane window:	\$ 1,254.00
#7	8 hinged & 8 fixed pane window:	\$ 3,344.00
#8	2 hinged & 6 fixed pane window:	\$ 1,727.00
#9	3 hinged & 3 fixed pane window:	\$ 1,254.00
#10	8 hinged & 8 fixed pane window:	<u>\$ 3,344.00</u>
Total:		\$24,020.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of: twenty four thousand twenty and 00/100 dollars, with payments to be made as follows:

Due to begin work: \$12,010.00, at mid-point: \$6,005.00, and at completion: \$6,005.00

Estimated start date: to be determined. Estimated project duration: 12 weeks.

Respectfully submitted: Casement Window Restoration, LLC, by Joseph A. Zahora, III,  
Member.

Date: March 29, 2018

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon acts of God, strikes, accidents, or delays beyond our control.

JAZ III

Additional Charges for: repairs as needed, replacement hardware, upgraded glass (low-E/decorative/tempered), and weather-stripping. Not responsible for damage to finished glazing caused by: sprinkler/irrigation systems, A/C and/or swamp cooler drainage, or improperly diverted rainwater run-off.

Below named property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154, subsection A. Arizona Registrar of Contractors may be contacted at 602-542-1525, or at [roc.az.gov](http://roc.az.gov). Complaints must be made within the applicable time period as set forth in section 32-1155, subsection A. This paragraph does not apply to a person who is subject to and complies with section 12-1365.

This proposal may be withdrawn by us if not accepted within 30 (thirty) days.

Acceptance of proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

October 30, 2017

City of Scottsdale  
9191 East San Salvador Dr  
Scottsdale, AZ 85258

Re: Verification of Insurance for Additional Interest

Dear City of Scottsdale:

The purpose of this letter is to confirm insurance coverage with the Horace Mann Insurance Companies for the insured listed below. Our records indicate coverage as follows:

<b>Policy Number</b>	0200458398
<b>Policyholder</b>	Burnnett, Jane Seaman -
<b>Location of Property</b>	6713 E Granada Rd Scottsdale, AZ
<b>Liability Limit</b>	\$300,000

The enclosed Additional Interest Schedule has been added as an endorsement to the policy naming you as an interested party.

Horace Mann Insurance Companies will attempt to mail written notice to you as the additional interest concerning notice of canceling or non-renewing the policy. Failure to mail such notice to third party interests shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Inquiries about this endorsement may be directed to our Contact Center at 800-999-1030 from 7:00 a.m. to 8:00 p.m. Central Time, Monday through Friday. All other questions related to this policy should be directed to your tenant.

Sincerely,

Michelle Moore  
Insurance Operations Specialist  
The Horace Mann Companies

## **Additional Interests Described Location**

**HM-6034 (07/11), Includes copyrighted material with permission of AAIS**

(Entries required to complete the Schedule will  
be shown below or on the declarations.)

### **Schedule**

1. Name And Address Of Person Or Organization:  
City of Scottsdale  
9191 East San Salvador Dr  
Scottsdale, AZ 85258

Interest:

Effective Date Of Interest (Optional): 10/27/2017

2. Name And Address Of Person Or Organization:

Interest:

Effective Date Of Interest (Optional):

3. Name And Address Of Person Or Organization:

Interest:

Effective Date Of Interest (Optional):

This policy is amended to include the following **terms**. All other **terms** of the policy apply, except as amended by this endorsement.

1. The person(s) or organization(s) named in the Schedule above or on the declarations have an interest in the location described on the declarations.
2. **We** will notify, in writing, the person(s) or organization(s) named in the Schedule above or on the declarations if **we** decide to cancel or not renew the policy.

**HM-6034 (07/11)**