

March 12, 2018

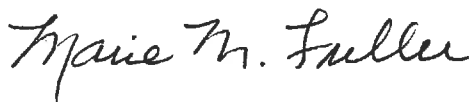
Grant readers,

We need your help in understanding why we are asking \$67,600, which is more than the suggested amount, in this Completion of Windows Restoration Grant. Delaying windows restoration increases deterioration of the windows and the structural integrity of the building. That alone is enough to increase the financial request.

When a large-scale job is undertaken in small sections, it is difficult to schedule the qualified contractor who has other jobs. In fall 2017 we were fortunate to get \$26,000 from Visit Austin. It took until April 2018 to have the chosen contractor start work on only 11 windows with that amount of money. Including those, an additional 50 windows need repair. How long would it take for the restoration to be complete?

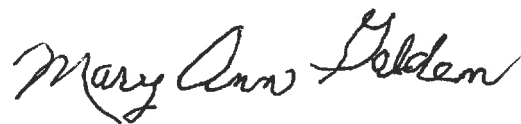
To complete the restoration now would cost \$67,600. If we were able to receive that amount of money the lowest bidder and chosen contractor Red River Restoration would be able to restore all the windows now. We are hoping that somewhere, somehow money could be found to let us finish work on the windows now.

With appreciation,



Marie Marschall Fuller

AWC Grant Committee Chair



Mary Ann Golden

AWC Grant Committee

APPLICATION FOR HERITAGE GRANTS FUNDING ASSISTANCE SPRING 2018

**Visit Austin  
Historic Landmark Commission**

**Visit Austin**

Attn: Steve Genovesi, Senior Vice President, Sales  
301 Congress Avenue, Suite 200  
Austin, Texas 78701  
Phone 512 583-7259 Email:sgenovesi@austintexas.org

**Date:** March 12, 2018

**HISTORIC PROPERTY AND ADDRESS:** 708 San Antonio, Austin, Texas 78701

**APPLICANT'S NAME:** Austin Woman's Club

**NAME AND ADDRESS OF OWNER, IF DIFFERENT FROM APPLICANT:** N/A

**TAX I.D. NUMBER/TAX STATUS:** 1-74—0493310/ 501c3

**PERSON PRESENTING REQUEST/CONTACT PERSON:** Dr. Marie Marschall Fuller, Chairman, Grants Committee

Address: 1707 Mill Springs Drive, Austin, Texas 78746 Telephone numbers: Home 512 328-3940 Mobile 512 632-6660 Email: mmftexas@gmail.com FAX number: 512 328-3940 (Telephone first.)  
Austin Woman's Club FAX number: 512 472-6533

**PROJECT NAME:** Completion of Windows Restoration of North-Evans Chateau Spring 2018

**DESCRIPTION OF PROJECT:** See Attachment 9 for detailed information.

**HISTORIC DESIGNATIONS OF THE PROPERTY:**

State Historical Marker Texas Historical Marker (1962)  
City of Austin Historical Marker (1974)  
Texas Historic Landmark Texas Historical Commission Marker (1991)  
Contributor to Bremond Block National Historic District  
Located in an official Preserve America Community (2009)  
Texas's Most Endangered Places List, Preservation Texas (2010)

**AMOUNT OF FUNDING REQUESTED:** \$67,600 See introductory explanation of amount just before Attachment 1.

**AMOUNT OF MATCH OR VALUE OF IN-KIND MATCH:** \$67,600 in AWC Treasury plus \$5,000 for historic architect to develop an Assessment Plan for Exterior Restoration

**DO LIENS EXIST AGAINST THE HISTORIC PROPERTY? NO**

**IF YES, DESCRIBE THE LIENS AND AMOUNTS: NONE**

**Attachment 1 TOURISM JUSTIFICATION**

**Attachment 2 HISTORIC DOCUMENTATION**

**Attachment 3 CERTIFICATE OF APPROPRIATENESS FOR DEDICATED LANDMARKS**

**Attachment 4 PROJECT BUDGET**

**Attachment 5 THREE COMPETITIVE BIDS**

**Attachment 6 PROJECT SCHEDULE**

**Attachment 7 PROOF OF OWNERSHIP/LEASE/AUTHORIZATION**

**Attachment 8 INSURANCE**

**Attachment 9 PLANS AND SPECIFICATIONS OF PROPOSED WORK**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 15 2008

AUSTIN WOMANS CLUB  
C/O BRORBY CROZIER & DOBIE PC  
BRIAN W CROZIER  
111 CONGRESS AVE STE 2250  
AUSTIN, TX 78701

Employer Identification Number:  
74-0493310  
DIN:  
17053182327038  
Contact Person:  
FELICIA JOHNSON ID# 31287  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(iv)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 11, 1929  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

AUSTIN WOMANS CLUB

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

## **INTRODUCTORY EXPLANATION OF GRANT FOR COMPLETION OF WINDOWS RESTORATION OF NORTH-EVANS CHATEAU SPRING 2018**

This grant application is to continue the work funded by Visit Austin in fall 2017 to restore a few of the windows in the aging chateau. A contract has been signed by Red River Restorations with that limited work to begin soon in April 2018. Given the necessary delay in starting the restoration, no photos of finished work can be included.

Continuing the work started, this spring 2018 grant application requests the total amount needed to restore the rest of the windows in the North-Evans Chateau. The original bid by Red River Restorations included the amount for all the windows needing repair. The same bids and other information continue for this grant, as confirmed by one of the officers of Visit Austin. New tourism data and other new information have been included.

To determine the most essential needs for restoration of the Austin Woman's Club North-Evans Chateau (also called Chateau Bellevue), the non-profit organization commissioned historic architect John Volz to develop an Assessment Plan for Exterior Restoration. He prioritized the restorations needed for the old 1874 chateau that was updated in the 1890's. Given the age of the chateau, it sometimes difficult to decide which aspect most needs attention.

Ranking in the plan as the most crucial exterior needs were the windows and the doors of the chateau. Colored photos of the windows and doors with identification are provided in a second document. Given the high price for each for each window and the grant money available, only the windows are included in this grant request. This assessment document may be found in the drop box at

[https://www.dropbox.com/s/w2ngoq2583tgay/AWC%20Exterior%20Assessment 6 07 17 docx?dl=0](https://www.dropbox.com/s/w2ngoq2583tgay/AWC%20Exterior%20Assessment%206%2007%2017%20docx?dl=0)

A third essential document includes detailed analysis of the windows scheduled for restoration in the Visit Austin grant request for Fall 2017. This document may be located in the drop box

[https://www.dropbox.com/s/xvehai286stri9h/AWC Window%20Conditions%20Revised%20286-26-17%20.pdf/di=o.](https://www.dropbox.com/s/xvehai286stri9h/AWC%20Window%20Conditions%20Revised%20286-26-17%20.pdf?dl=0)

## **Attachment 1**

### **TOURISM JUSTIFICATION 2018**

The North-Evans Chateau (also called Chateau Bellevue) has been owned by the Austin Woman's Club (AWC) since 1929. It is frequently used as a site for a variety of corporate events, holiday parties, group luncheons, rehearsal dinners, weddings, receptions, and special events for a large number of Austin area residents, many tourists and other out-of-town guests. The Austin Woman's Club promotes educational and charitable activities under Section 501©3 of the Internal Revenue Code.

#### **AWC Chateau Bellevue Film and Production Companies Use 2018**

In 2017, a new source for promoting tourism came to Chateau Bellevue/Austin Woman's Club. Film and television production companies have evidenced strong interest in using this beautiful site for filming. The Austin tourism industry will gain momentum as productions here make the city and the chateau known to a much wider audience. In the past year Stems and Petals, followed by The Iron Orchard used the facility for a film shoot. We are currently engaging with the Netflix production The Son as a possible shooting location.

Working with the many visitors from outside the community, the Austin Woman's Club must walk a careful line between the desires of the companies and the protection of the historical building. This is to insure the best possible experience for all parties. As in the past, this information about the facility is on file with the Texas Film Commission.

#### **Increased Marketing Efforts**

As with every organization, marketing needs to be evaluated and updated periodically. In an effort to consistently increase the knowledge and awareness of this amazing historical facility the Chateau Bellevue/Austin Woman's Club. Austin Woman's Club has undertaken the following efforts in the past 4 months.

1. Engaged with the graduate department of marketing at The University of Texas to work with two interns in the program. One intern will be updating marketing materials and the other intern will be re-designing and refreshing our current websites.
2. Developed a relationship with Destination Management Companies Roundtable by hosting the group at the facility.
3. Interacted with the Texas Film Commission to learn what the AWC can do to facilitate the building as a shooting location for films, commercials and television programs.
4. Reached out to the Board of Directors of Visit Austin to host a meeting at the Austin Woman's Club, to enable them to personally see how their recommendation for grants have aided in the buildings ongoing preservation needs. The meeting is currently scheduled for November, 2018.

#### **Evidence of Numbers Using North-Evans Chateau**

An estimated 15,350 people attended a club, personal or other organizational function in 2017 at AWC. These guests came from many different points over the state, nation and world. The data indicate a wide diversity of race and ethnicity among those attending events at the chateau. (See the attached spreadsheets on special events and recurring groups using the facilities.)

Weddings brought 2,960 people to the North-Evans Chateau in 2017. The records indicate that 1,865 out-of-town guests needed lodging for the night in 2017. Of course, these guests sampled the many shops and restaurants in Austin. (See attached spreadsheet on AWC weddings of 2017).

### **Tours and Open Hours**

The North-Evans Chateau at 708-710 San Antonio Street in Austin is open Tuesday through Friday from 8:30 a.m. to 3:30 p.m., excluding major holidays. During that time visitors are welcome to tour. A private tour with the club manager or volunteer docent club member can be scheduled also. Detailed information about scheduling tours or using the facilities can be found on the web sites and in marketing material. The web site for the Austin Woman's Club is [www.austinwc.org](http://www.austinwc.org) and for the Junior Austin Woman's Club it is [www.jawc.org](http://www.jawc.org). One web site for marketing to brides and hosting special events is [www.chateaubellevueaustin.org](http://www.chateaubellevueaustin.org). Recognizing the importance of constantly refreshing social media, publicity and advertising is updated throughout the year, with information like a virtual tour of the building included on the website. Additionally AWC has developed a book-mark to give to visitors to remind them of their visit (see attached).

### **Bremond Block Tours**

On Saturdays the AWC participates in the Bremond Block Tours sponsored by Visit Austin. The North-Evans Chateau is the ONLY house on the historic block opening the inside of the building to tourists on the walking tours. Presently the need for tours occurs about twice a month, with out-of-town or local guests given an opportunity to see inside the elegant historical chateau. Some 564 people signed the guest book from January 1<sup>st</sup> to December 31<sup>st</sup>, 2017. Signees included visitors from 25 states and the countries of Germany, France, Scotland, Ukraine, New Zealand and Canada to name a few.

### **Program and Special Group Tours**

At regular weekly meetings of the AWC, docents provide tours for presenters of programs and other guests. As a member of the Austin Museum Partnership with 35 other museums, the AWC held an open house in September, 2017. This city-wide celebration of art, culture, history etc. let visitors experience the historic grandeur of the North-Evans Chateau. More than 150 guests saw the elegance and beauty of the site.

### **Advertising and Publicity**

With the filming of the [Iron Orchard](#), the following media outlets came to the building and did interviews inside thus seeing the interior and exterior of the historic building. The following media companies conducted interviews in the historic interior of Chateau Bellevue, AWC—CBS, KXAN TV, [Texas Monthly](#). Additionally, there will be an article in [The Society Diaries](#), a magazine published bi-monthly. Each issue of [The Society Diaries](#) is proudly displayed in the most luxurious residences, hotels, spas, and retail points across Texas.

The largest online source for wedding planning information is the [Knot.com](http://Knot.com). The AWC has purchased online advertising from that source. The [Wedding Wire](#) is another source of advertising used. Other on-line presence for the chateau include [Instagram](#), [Twitter](#), [Pinterest](#), and [Facebook](#). The [Love Wins Texas Weddings](#) magazine included Chateau Bellevue in the spring 2017 issue in a story and list of favored



LGBT-supportive vendors in Texas, noted a letter sent to AWC from the editor. (See the attached wedding-related materials.)

A booklet guide to historic destinations in Austin Every Place Has a Story, published by Visit Austin, features the North-Evans Chateau in the Downtown West section. It describes the chateau as a “prominent historic Austin location” since 1892 and reports the Romanesque castle was improved by architect Alfred Giles. (See attached. Copies available upon request at Visit Austin.)

The original owners named their home Bellevue, and this romantic name is often used for wedding information and publicity, rather than using the names of the owner as in North-Evans Chateau. In 2014 an appealing booklet in color, Chateau Bellevue, your moment in history, was produced to advertise “breathtaking ceremonies, elegant receptions, and corporate and special events”. It includes sources available to help plan and execute events there, such as photography, catering, etc. (See attached. Copies available upon request by the AWC.)

### **Most Endangered Sites in Texas**

Preservation Texas naming the AWC North-Evans Chateau one of Texas’s most endangered sites in 2010 led to wide publicity from an Associated Press release and coverage in major Texas newspapers. This prompted many inquiries from architectural departments. Several different groups from The University of Texas at Austin have used this site as a teaching resource.

### **Research and Other Outreach Programs**

In 2010 the Historical Preservation Department at UT conducted a two-semester study of the building. Students documented the historic property with research, architectural photography, analytical measurements and drawings. These are known as “as-built drawings”. Graduate students mapped every aspect of the building inside and out. This material is to become part of the U.S. Library of Congress. Also graduate students examined residue left by water infiltration. Then they tried to determine the best approaches and materials to overcome the problem.

In fall 2014 graduate students from the University of Texas at Austin began a study of internal temperature and humidity at the North-Evans Chateau, assessing the need to preserve unique woodwork carvings, stained-glass windows, other interior aspects, and documents. The goal is to achieve an energy-efficient historical home.

In spring 2015 a graduate student received his Master of Architecture degree at the UT School of Architecture based on his study at the North-Evans Chateau about retrofitting this historic building to be more energy efficient. The research question was about designing opportunities for energy retrofits of historic masonry buildings. Several AWC committees met with him for his suggestions then.

An education enrichment program to involve grade-school children led to the publication of several booklets, Discovering the Treasures of Chateau Bellevue and Windows. These books are available for the use of children or other interested guests.

Now in 2018, a committee is investigating the cost of having additional engineering and architectural drawings made, a necessary step before several businesses can provide accurate bids for installing duct-free air-conditioning. This type of unit is necessary to prevent damage to interior and exterior aspects of the chateau.

John Volz, historic architect, has recently completed an exterior assessment of the Chateau so AWC may constantly evaluate and preserve the exterior of the building. This assessment was paid for with Austin Woman's Club preservation funds.

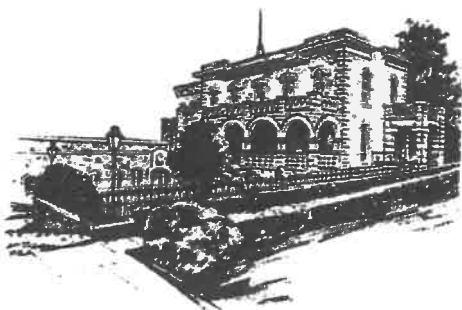
### Austin Woman's Club Weddings of 2017 (January 1st - December 31st)

Event Date	Event Name	Guest Count	Local	Non local	Overnight	Points of Origin	Guest Diversity
1/21/2017	Brewer-Arnold WR	150	75	75	60	San Antonio TX; McKinney TX; Houston TX; Wisconsin; Puerto Rico; Brazil; Steamboat Springs CO	25% French, 25% German
2/11/2017	Carrol-Stevens WR	127	90	40	40	Edna TX	10% Greek
3/4/2017	Driscoll-Williams WR	150	2	148	148	Dallas TX; Houston TX; San Antonio TX; Pennsylvania; Ohio; Illinois; Florida; Missouri	25% Irish
3/25/2017	Jensen-Butzbach WR	103	15	85	85	California; Washington; Georgia; Oregon; Florida; Arizona; China; Morocco; Sudan; France; England	15% French, 10% Eastern European, <5% Chinese/Sudanese/Moroccan
4/1/2017	Gilbert-Wilson WR	147	60	90	90	Houston TX; Atlanta GA; Phoenix AZ; San Francisco CA	15% French
4/8/2017	San Martin-Isturiz WR	109	35	100	100	Florida; New York; California; Louisiana; Venezuela; Washington	15% Latin
4/15/2017	Ennis-Skjold WR	58	20	33	18	Norway; Houston TX; Dallas TX; Denver CO; San Diego CA	30% Norwegian
5/6/2017	Prater-Petricin WR	108	35	73	65	Houston TX; Dallas TX; Columbus OH; New York NY; Philadelphia PA	15% Greek
5/7/2017	Webber-Prince WR	115	75	40	40	New Jersey; California; Las Vegas; Louisiana	50% African American
5/13/2017	Bogdan-Spacek WR	150	80	70	70	New York; Pennsylvania; California	20% German
5/20/2017	Curtis-Balencia C & WR	144	65	79	52	New Mexico; El Paso TX; San Antonio TX; Dallas TX; Florida	40% Hispanic
6/3/2017	Thompson-Anderson WR	100	20	80	100	Dallas TX; Houston TX; Chicago IL	30% Scottish, 5% Greek

### Austin Woman's Club Weddings of 2017 (January 1st - December 31st)

Event Date	Event Name	Guest Count	Local	Non local	Overnight	Points of Origin	Guest Diversity
6/23/2017	Spinelli-Zaloumis WR	100	20	80	70	Virginia; Colorado; Washington; California; Indonesia; Mozambique; Germany	50% Italian
6/24/2017	Kasper-Seiler WR	110	40	60	50	Illinois; Florida; California; Georgia; Virginia; Houston TX	50% German
7/2/2017	Moghani-Katsev WR	93	14	87	87	New York City, New Jersey, Chicago, Dallas, Miami, Germany, Iran, Ukraine, Virginia, Orlando, Hawaii	20% Russian, 25% Iranian
7/8/2017	Kosub-Thompson WR	115	70	60	60	San Antonio TX; Detroit	10% Hispanic
7/29/2017	Smeltzer-Staley WR	91	42	49	40	Dallas TX; Houston TX	10% German
10/7/2017	Garcia-Walter WR	119	70	49	30	San Antonio TX; California; Florida	30% Hispanic
10/21/2017	Ji-Fritz WR	120	120	30	20	New York; Illinois	10% Asian
10/27/2017	Fletcher-Downs WR	123	60	85	40	Florida; Chicago; Phoenix	15% Scottish; 15% Hispanic
10/28/2017	Jung-Yoon WR	139	5	145	145	Alabama; California; Tennessee; NY; Washington; Virginia; South Korea; New Zealand; Pennsylvania	25% South Korean; 15% Hispanic; 15% German
11/4/2017	Mereau-Myers WR	78	20	60	60	Massena NY, Boston MA, Etters & Harrisburg PA, Philadelphia PA, Tallahassee & Pensacola & Daytona FL, Chicago IL	20% English, 20% French
11/11/2017	Gutshall-McWilliams WR	91	4	110	110	Houston TX; Atlanta GA; Pittsburgh PA; New York NY; Nashville TN; Orlando FL; Burlington VT; Dallas TX	15% German, 10% Scottish
11/12/2017	Marquez-Schultz WR	72	60	15	15	Illinois; Wisconsin	15% Hispanic

Austin Woman's Club Weddings of 2017 (January 1st - December 31st)							
Event Date	Event Name	Guest Count	Local	Non local	Overnight	Points of Origin	Guest Diversity
11/18/2017	Gonzalez-Carillo WR	141	78	72	64	New Mexico; California; Fort Stockton TX; Dallas TX; Midland TX; Ben Bolt TX; Alice TX; San Antonio TX	70% Hispanic
12/15/2017	Williams-Saylor WR	107	70	50	60	Illinois; Tennessee; Georgia; Scotland; Ireland	10% Scottish, 5% Irish
	Total:	2960	1245	1865	1719		



In 1874, **Chateau Bellevue** was built in the French Romanesque style overlooking the banks of the Colorado River. Today, as one of the oldest and best preserved mansions in Austin, Texas, it is recognized as a City, State, and National Historical Landmark.

Our historic home showcases:

- Carved cherrywood fretwork
- Elegant carved Texas curly pine pocket doors
- Artistically designed stained glass
- Beveled lead glass doors
- Metal ceilings of pressed copper
- Seven different fireplaces of brass, tile, copper, and alabaster.
- Baccarat chandeliers from France
- Original desk of President McKinley
- Parquet oak floors which differ in each room
- Encaustic tile of natural clay

Decorators have carefully preserved the continental charm intended by the original owners.

## Book it!

Choose our Evans Dining Room, the spacious Chateau Ballroom or the lovely courtyard. Chateau Bellevue is beautifully furnished and one of Texas' most distinguished mansions with unique, historic architectural features.

- Weddings
- Rehearsal dinners
- Birthdays
- Showers
- Special events
- Corporate meetings
- Luncheons
- Photography venue
- Anniversary celebrations
- Fundraisers
- Weekly or monthly meetings

**Contact:**

Chateau Bellevue  
708 San Antonio Street  
Austin, TX 78701  
512-472-1336  
[Chateaubellevueaustin.org](http://Chateaubellevueaustin.org)  
[events@austinwc.org](mailto:events@austinwc.org)

Austin Woman's Club Recurring Groups of 2017 (January 1st - December 31st)				
Event Name	# Of Meetings/Year	Average Guest Count	Total Guests/Year	Diversity Percentage
4th Wednesday Bridge	7	8	56	-
ABOTA-Austin Chapter	1	53	53	20%
American Association of University Women (AAUW)	2	62	124	20%
American History Club	2	24	48	-
Austin High Ladies Alumni	2	55	110	20%
Austin Museum Day	1	135	135	25%
Austin Symphony	5	37	185	10%
Austin Woman's Club	49	53	2597	-
Austin Woman's Federation	2	29	58	10%
Captain John Clay Jamestown Society	2	15	30	-
CARC	3	25	75	-
CARC/SAR/DAR	2	118	236	-
Colonial Dames	4	24	96	-
Commercial Real Estate Women (CREW)	6	84	504	20%
Daughters of the American Revolution (DAR)	10	52	520	-
Daughters of the Republic of Texas (DRT)	8	40	320	-

Docents of the Governor's Mansion	3	61	183	10%
Docents of the Governor's Mansion Board Meeting	4	20	80	10%
English Speaking Union (ESU)	5	67	335	30%
Executive Women in Texas Government (EWTG)	11	37	407	20%
FFF Bridge	12	25	300	-
Hyde Park Readers Club	1	22	22	-
Information Systems Audit Control Association (ISACA)	8	52	416	25%
Junior Austin Woman's Club	6	25	150	10%
Lloyd Lochridge Inn of Court	7	59	413	20%
Magna Charta	2	12	24	-
National Charity League, Austin Chapter	1	150	150	15%
National Charity League, Capitol of TX Chapter	1	112	112	15%
Navy League	5	84	420	40%
Open House	1	40	40	30%
Pathfinders	1	11	11	-
Shakespeare Book Club	1	25	25	-
The Dance Club	1	141	141	30%



Town Lake Links Meeting	2	48	96	30%
Tuesday Book Club	1	58	58	-
Universty Ladies Club	2	49	98	10%
Vendor Open House	1	45	45	35%
Waco & The Heart of Texas	1	75	75	10%
Wednesday Morning Music Club	2	74	148	10%
Young Woman's Alliance (YWA)	4	79	316	25%
<b>Total:</b>			<b>9212</b>	

Austin Woman's Club Special Events of 2017 (January 1st - December 31st)					
Event Date	Event Name	# Of Meetings Per Year	Guest Count	Total Guests Per Year	Diversity Percentage
2/3/2017	Owen-Tuttle Rehearsal Dinner	1	90	90	20%
2/4/2017	San Valentine Scholarship Dinner	1	130	130	60%
2/7/2017	AWC French Wine Dinner	1	40	40	-
2/12/2017	Capital City Mens Chorus Valentines Cabaret	1	100	100	15%
2/16/2017	Wayside School Dinner	1	166	166	20%
2/25/2017	Powerhouse of Praise Anniversary Dinner	1	120	120	10%
3/8/2017	United Nations Dinner	1	50	50	50%
3/11/2018	Westpoint Society of Central Texas Dinner	1	119	119	15%
3/15/2017	Ticket City SXSW Event	1	150	150	80%
3/17/2017	AWC Doug Montgomery Fundraiser	1	113	113	-
4/21/2017	Stephen F. Austin DRT Lunch	1	32	32	-
4/22/2017	St. Mary's Alumnae Association	1	70	70	-
4/28/2017	ADMTA Luncheon	1	100	100	10%
4/30/2017	ACE Academy Spring Gala	1	150	150	10%
5/9/2017	AWC California Wine Dinner	1	34	34	-
5/11/2017	Austin Junior Forum	1	95	95	-
5/17/2017	Balcones Chapter DAR	1	21	21	-
5/19/2017	Lynch Bridal Luncheon	1	35	35	10%
5/26/2017	Dining In the Dark	1	65	65	75%
6/9/2017	Cortez-Tanner Rehearsal Dinner	1	78	78	50%
6/13/2017	Gwen Ford Board Luncheon	1	18	18	-
6/27/2017	Precision Camera Workshop	1	13	13	5%
7/11/2017	Iron Orchard Film Shoot	1	125	125	80%
9/14/2017	Austin Young Real Estate Professionals	1	150	150	15%
10/24/2017	AWC Italian Wine Dinner	1	50	50	-

11/29/2017	CFA Society of Austin	1	50	50	10%
12/1/2017	Marijean's PEO Luncheon	1	27	27	-
12/1/2017	JAWC Holiday Party	1	24	24	10%
12/5/2017	AWC Holiday Party	1	80	80	-
12/8/2017	Suzy Wheeler Bridge Party	1	17	17	-
12/9/2017	Andrews Kurth Holiday Party	1	62	62	10%
12/13/2017	SLRP Luncheon	1	21	21	10%
12/21/2017	Periscope Holiday Party	1	50	50	20%
<b>Total</b>				<b>2445</b>	

## Attachment 2

### HISTORIC DOCUMENTATION SPRING 2018

#### NORTH-EVANS CHATEAU

The North-Evans Chateau, also known as Chateau Bellevue, was built originally by Catherine and Harvey North in 1874. This building is one of the oldest preserved and restored historic mansions in Austin. That distinguished family fell upon hard times, and in 1892 Major Ira Evans bought the chateau. With the internally famous Sir Alfred Giles as architect, Major Evans turned the building into a castle-appearing chateau. Rich and generous, Evans shared his home with many historical, civic, professional and social organizations. **The Texas Historical Commission was established in this building while Evans was owner!**

Major Evans was a Congressional Medal of Honor recipient, the youngest speaker of the Texas House of Representatives in 1870, and a business man involved with railroads, land, banking etc. He was co-founder of the Austin National Bank and used his money and influence to establish Houston-Tillotson College.

In 1929 the mansion was purchased by a group which became known as the Austin Woman's Club, now a non-profit organization. The preservation of this historic building became the major mission for the organizational change.

The original Bellevue Place was three stories with a two-story west wing extending below the cliff to the bank of Little Shoal Creek. When Ira and Francese Hobart Evans bought the house, Sir Alfred Giles remodeled both the interior and exterior of the chateau. Part of the original west wing was torn down and the rock used for an addition to the third floor, a rock wall, and stately porches on the south. Crenellations fortified the rooftops. The inside was much as it is seen today. Its location on a hill provided a clear view of all the land to the river below, now Lady Bird Lake!

Today this well-preserved chateau stands on the corner of Eighth Street and San Antonio Street. It is the only building in that historic Bremond Block which is fully furnished with 18th Century furniture and open to visitors regularly. The interior includes many fireplaces of marble, carved wood, and European tile. Hand-carved cherry wood grills, paneled Texas-pine wainscoting, parquet floors, massive hand-carved doors, and ornate stained-glass windows exhibit the skills of the finest craftsmen. The drawing rooms are furnished with antique Louis XV and XVI period furniture, Persian rugs, and original crystal chandeliers and light fixtures.

Members of the Austin Woman's Club are guided by the following mission statement:

**The mission of the Austin Woman's Club is to preserve the historical and architectural heritage of the North-Evans Chateau and to serve the public through community service, including educational, civic, and social activities.**

Many historical, civic, social, scientific, business, political, and religious organizations continue to use the facilities of this historic building. Most of these groups include a diverse membership.

TOH

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*Renewing Traditions of American Architecture*

---

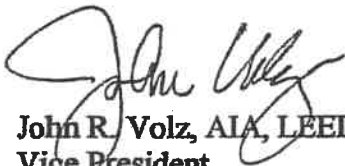
May 22, 2015

To Whom It May Concern:

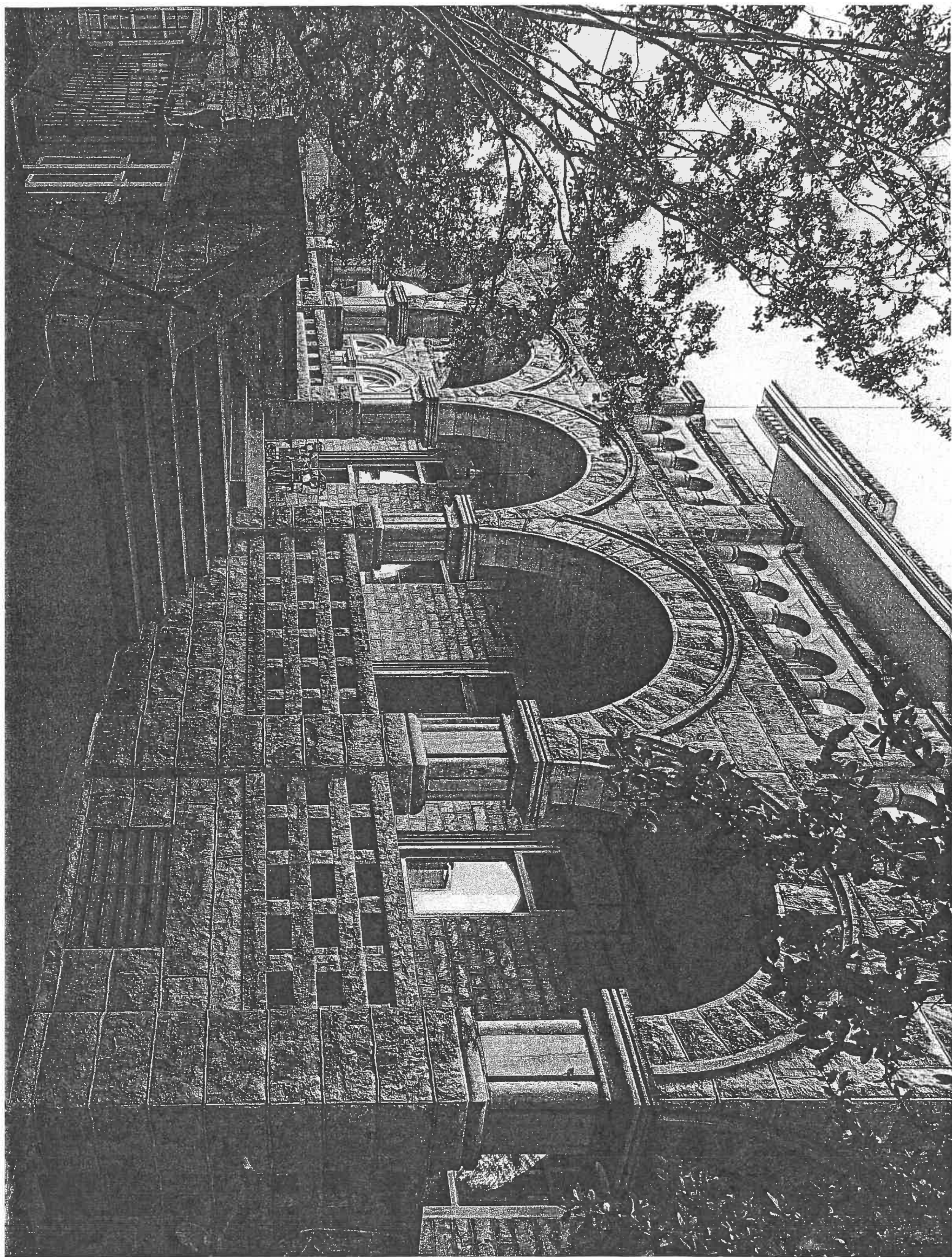
On Friday, April 11, 2015, I had the honor to co-lead the Austin History Center/Historic Downtown Corridor tour during the annual meeting of the Society of Architectural Historians. This tour was the first to be completely sold, and 25 architectural historians from around the world participated.

Among the buildings on this tour was Chateau Bellevue, home of the Austin Woman's Club. After walking through Chateau Bellevue, several of the historians emphatically told me that the interiors of the Chateau, and specifically, the Eastlake pocket doors, were the finest that they had seen while in Texas. These comments are a testament to the architectural quality and significance of Chateau Bellevue. Please do what you can to support its preservation.

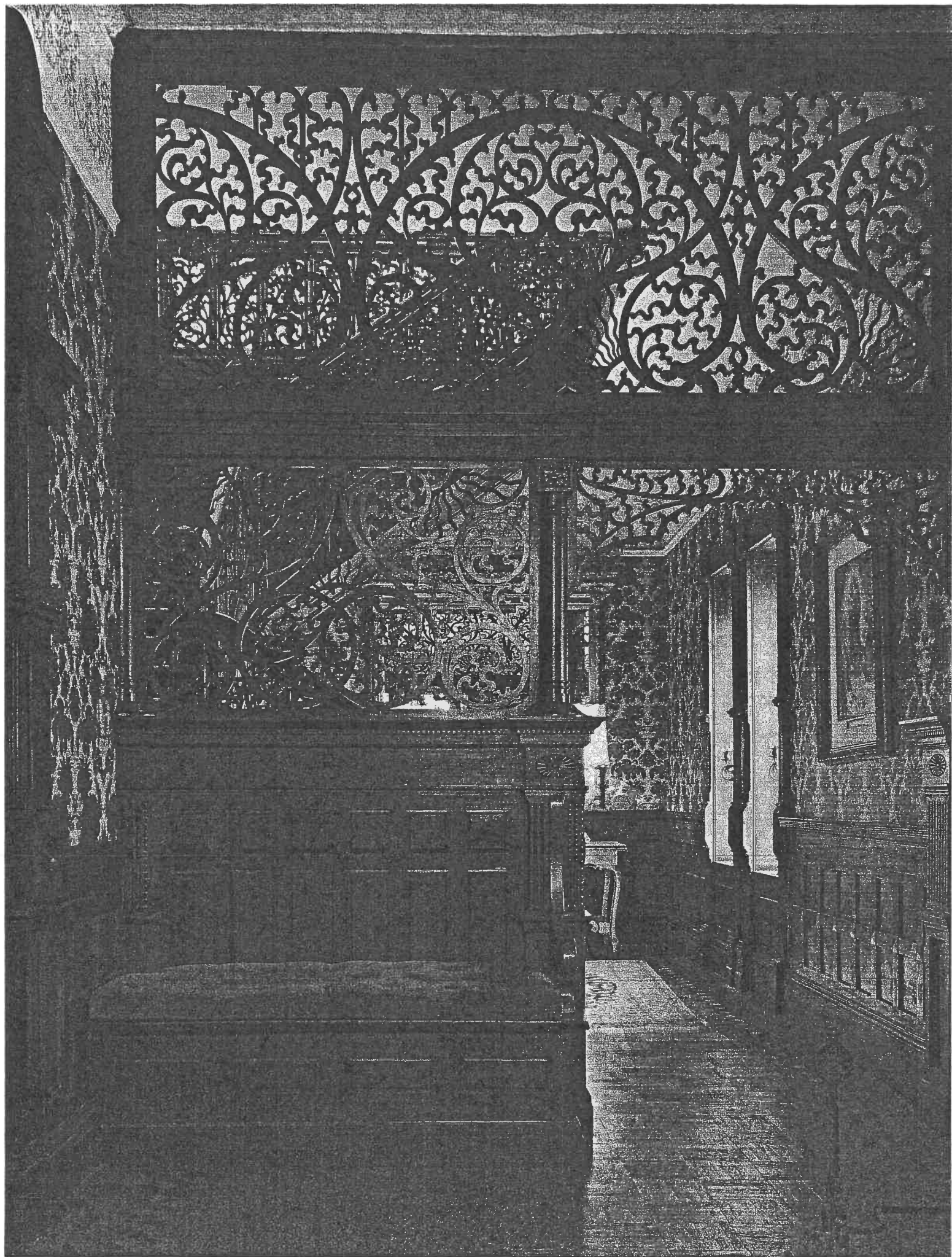
Sincerely,



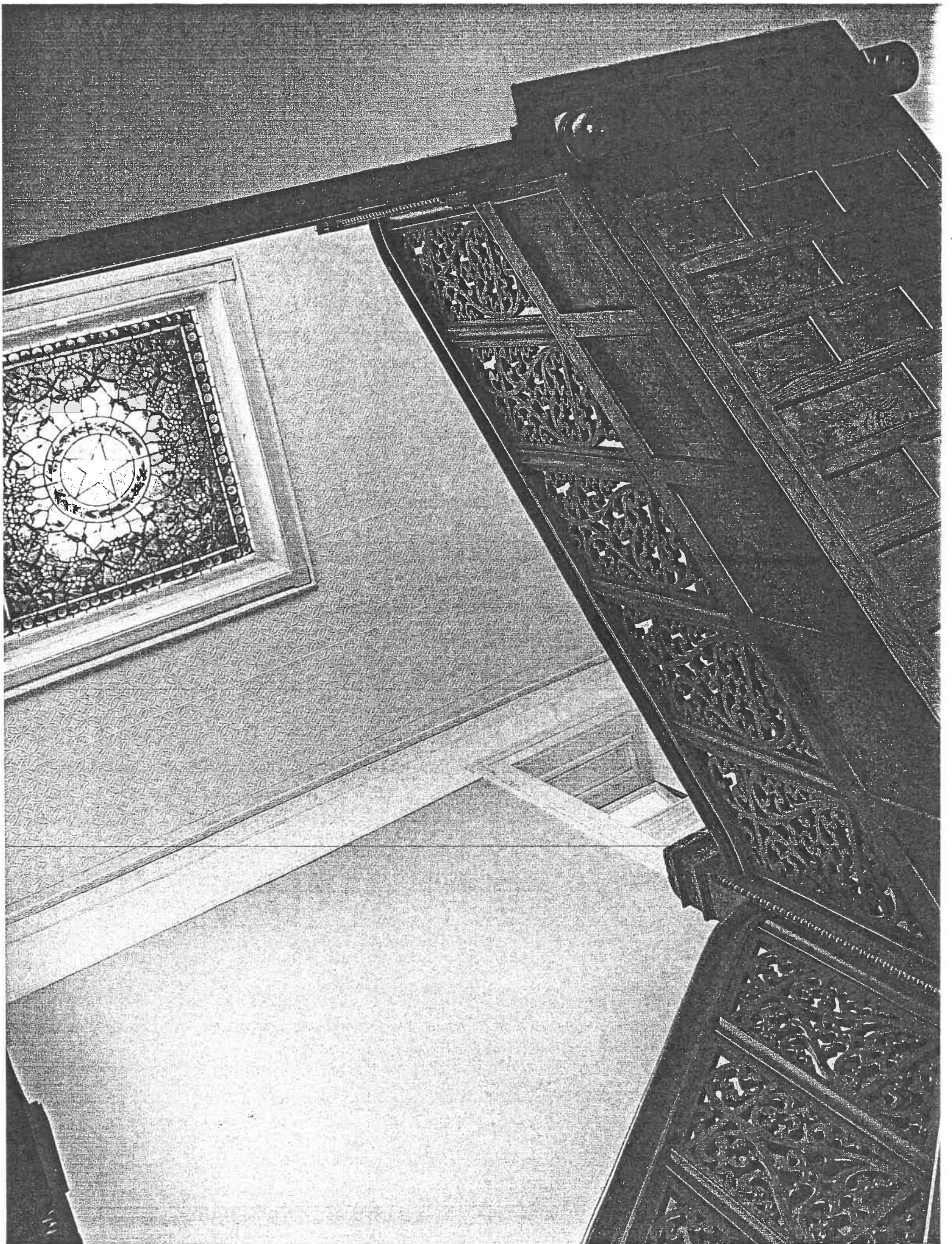
John R. Volz, AIA, LEED AP  
Vice President



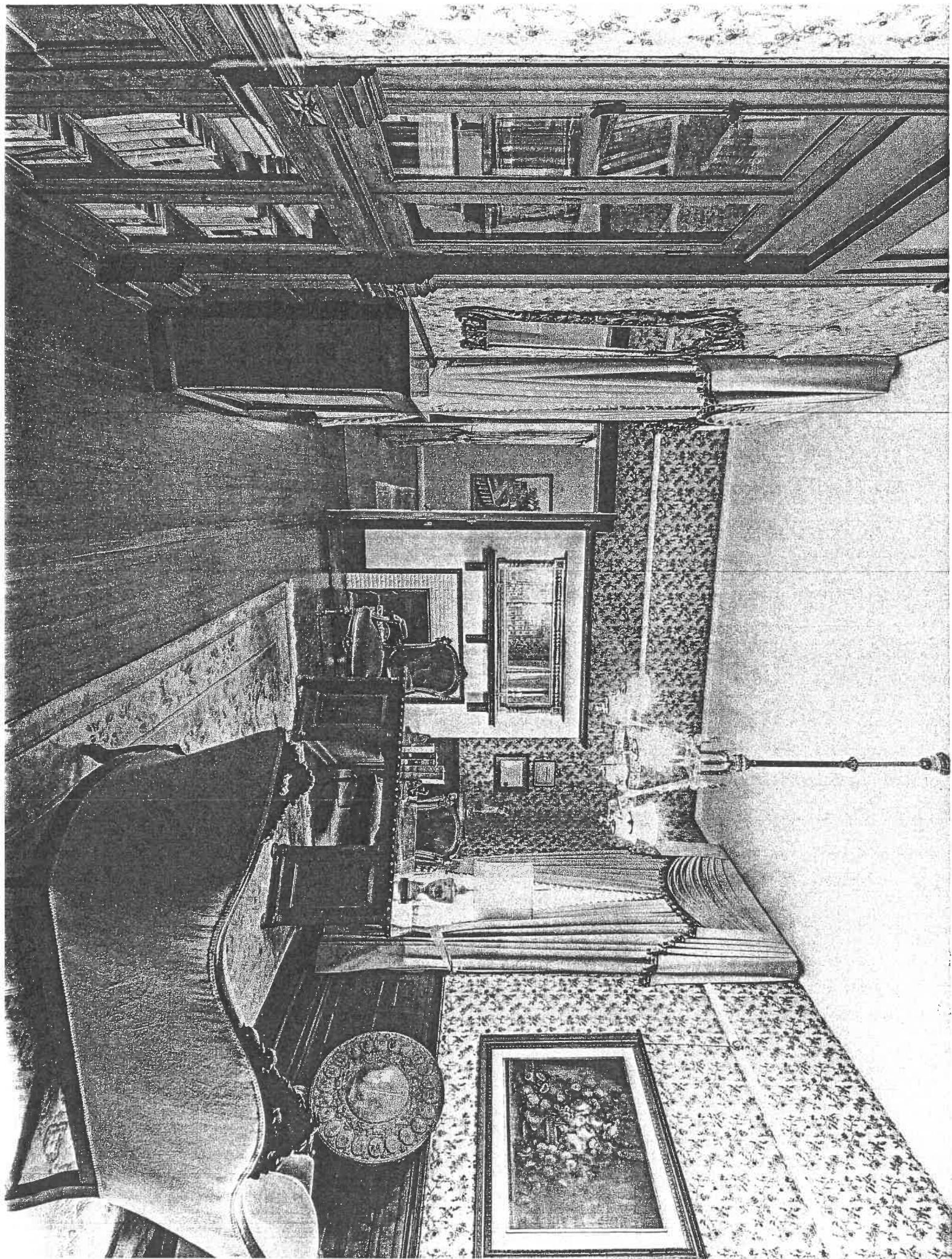




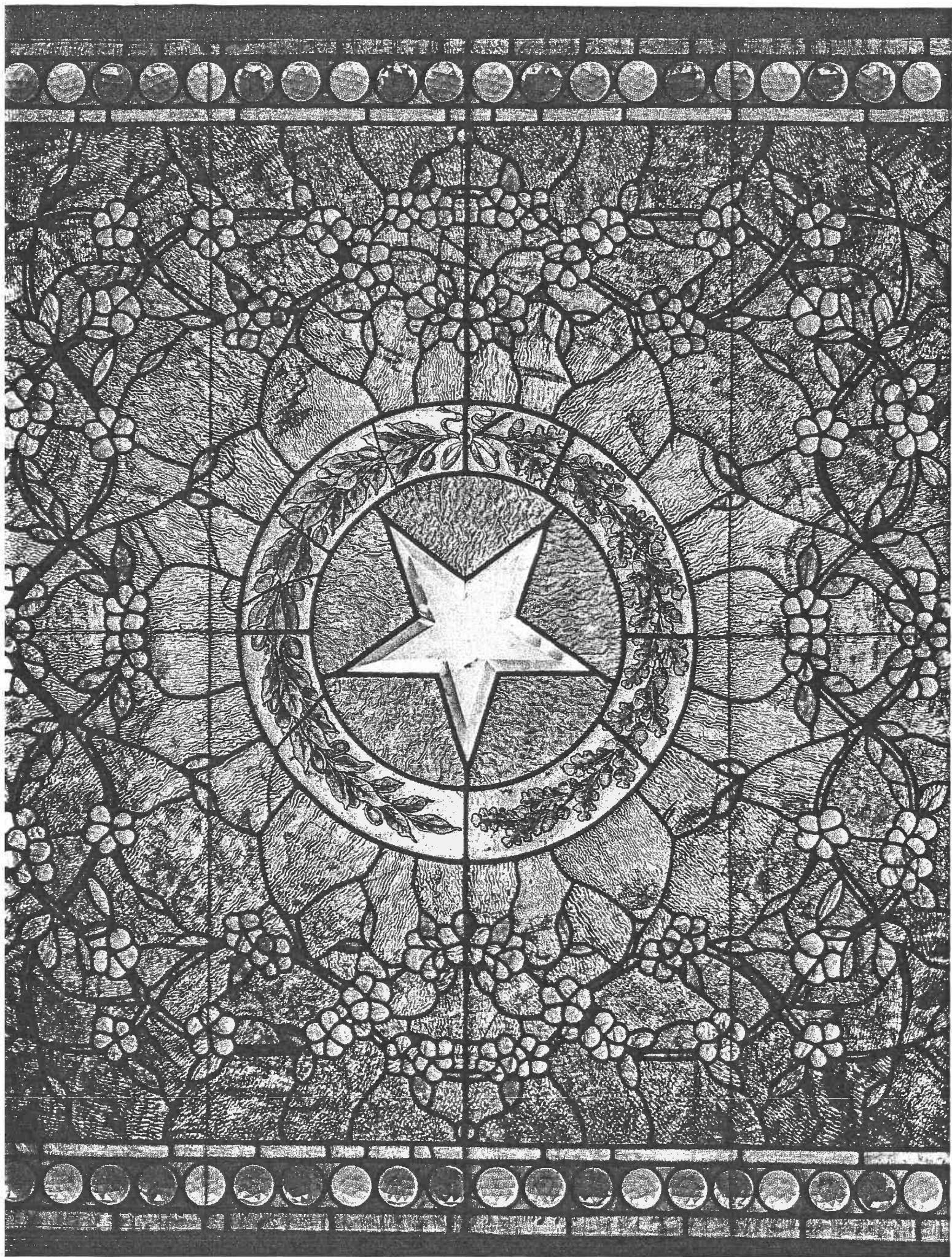


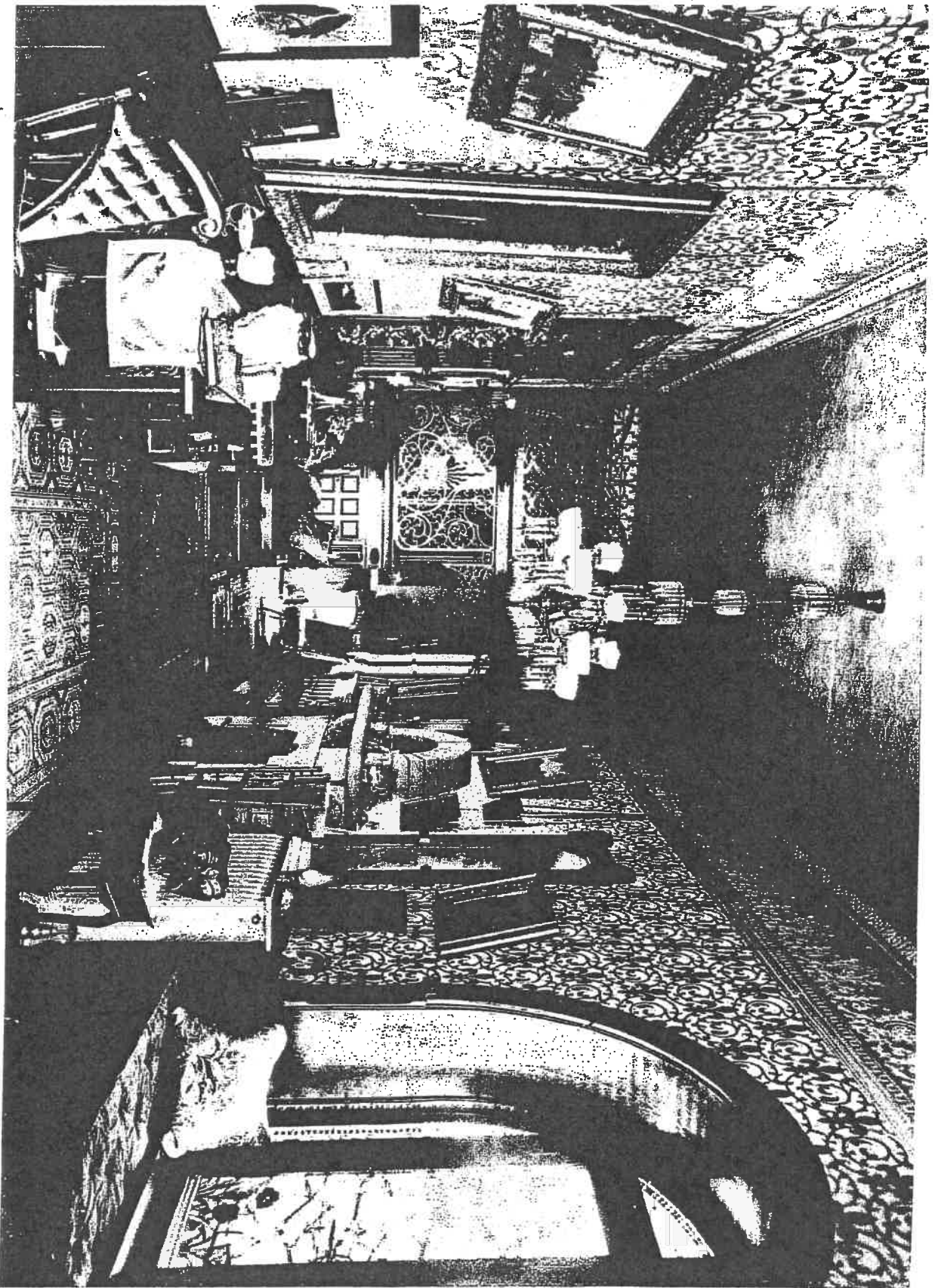












Ira Hobart Evans house, ca. 1910 (H. Leslie Evans and Institute of Texan Cultures, San Antonio).

### **Attachment 3**

#### **CERTIFICATE OF APPROPRIATENESS FOR CITY DESIGNATED LANDMARKS AND LETTER OF APPROVAL FOR STATE DESIGNATED LANDMARKS SPRING 2018**

An email with details about the proposed windows restoration project at the North-Evans Chateau was sent on June 30, 2017. If a Certificate of Appropriateness were needed, the email requested that the Austin Woman's Club be notified. No reply has been received. Since the spring 2018 grant application is a continuing windows restoration project, no additional request was made.

#### **Attachment 4**

#### **PROJECT BUDGET SPRING 2018**

The budget for the Austin Woman's Club is enclosed. In the 2017-2018 budget is an item under receipts showing restoration funds of \$100,000. Although it is desirable to have some money saved to cover emergency restoration, funds of \$67,600 are available to match the amount requested in this grant application.



## Fiscal Year July 1 – June 30

RECEIPTS		COMMENTS
Boutique	500	
Club Activities/social	14,000	includes wine dinners
Dining Room	230,000	
Donations	10,000	includes chairs
Donations Restoration	5,000	
Donations to Staff	7,500	
Dues	75,000	
Emergency Contingency Fund	250	late fees
Fundraising Events	15,000	
Grants	50,000	
Interest Income	300	
JAWC	1,000	
Miscellaneous	5,000	
Nighttime Parking Lot	19,000	
Piano	6,000	held over
Special Events	330,000	includes weddings
Transfer Funds for Restoration	100,000	
Transfer Funds from Operating	124,770	
<b>TOTAL INCOME</b>	<b>993,320</b>	
<b>DISBURSEMENTS:</b>		
Advertising/Public Relations	15,200	publications, open house web
Archive	500	
Building	80,000	
Club Activities/Social	12,000	Pres. Lunch, wine dinners, holiday
Communications	3,000	yearbook, newsletters, bulk mail
Credit Card Fees	7,000	
Donations to Staff	7,500	
Fine Arts Committee	3,000	
Food Purchases	175,000	
Fund Raising Special Events	5,000	
Grants	2,000	
Grounds	8,000	
House, General	45,000	
Insurance	60,000	
Laundry and Linen	20,500	
Legal Fees	5,000	
Membership Committee	150	
Payroll	284,000	
Piano	300	tuning
Professional Fees	15,000	
Professional Memberships	500	
Restoration	100,000	
Special Events with JAWC	500	
Special Projects	25,000	
Strategic and Long Range Planning Com.	500	
Supplies, Office, Printing	3,800	
Taxes, Payroll	22,720	
Telephone/Utilities/Recycling	52,000	
Temporary Services	40,000	
Tours & Docents	150	
<b>TOTAL EXPENSES</b>	<b>993,320</b>	

## **Attachment 5**

### **THREE COMPETITIVE BIDS FOR THE PROJECT SPRING 2018**

Red River Restoration was chosen fall 2017 and is starting work April 2018 on only 11 of the 61 windows needing restoration with funding from the Visit Austin grant received in the fall. This Completion of Windows Restoration project would finish restoration of all the windows if the amount of money requested is received. The costs specified on the original bid of July 2017 still will be honored.



*~ Wood Windows, Doors, & Fine Wood Working ~*

*July 1, 2017*

**Window Restoration Proposal for: Austin Women's Club**

**Restoration Methodology and Scope of Work:** See General Scope of Repair and "Specific Window Notes" provided by VOC Architects:

Scope will vary by window and window type. Sashes and stop will be removed and transported to the RRR shop in Austin. The current blinds/shutters will be removed at this time, labeled and stored onsite. The openings will be sealed using plywood, except where noted. Once sashes are removed the window jambs will be thoroughly examined. Window jamb and sill repairs will be done onsite. Jamb/sill prep and paint will be completed while sashes are removed. In the shop, sashes and stop will be placed in a steam oven to remove all paint and glazing; then sanded, primed, painted, glazed. Sash repairs are made at this time. A borate based preservative (Boracare) will be applied to all bare wood prior to paint application. This will minimize the risk of future rot or pest damage to the wood. Sashes will be installed with some new parting bead and original inner stop, except where new is required. Jamb and brick mold will be painted. Brick mold will be resealed. Brick mold will be replaced where needed. Interior trim painting, staining is not included in this scope. Existing sash cord will be replaced, except where it seems sound. Only bottom sash will function where they currently function.

Window #	Notes	Price
#001	3 Small DH Windows	\$3000
#002	Kitchen DH Window	\$2500
#003	Kitchen DH Window	\$2500
#004	Kitchen Opening	\$2000
#008	Office Casement	\$1500
#010	Sunroom DH	\$2200
#011	Sunroom DH	\$2200
#012	Sunroom DH	\$2200
#013	Sunroom DH	\$2200
#103	Library DH Window	\$2500
#104	Library DH Window	\$3500
#105	Bathroom DH	\$2700
#106	Bathroom DH	\$3000
#107	Bathroom DH	\$2700
#109	Stair Hall Casement	\$1500
#110	Mail Hall Casement	\$1500
#111	Mail Hall Casement	\$1500
#112	Mail Hall Casement	\$2500
#113	East Parlor Ext Access Only	\$3000 = 44,700



#118	Sun Porch DH Window	\$2000
#119	Sun Porch DH Window	\$2000
#120	Sun Porch DH Window	\$2000
#121	Sun Porch DH Window	\$2000
#122	Sun Porch DH Window	\$2000
#123	Sun Porch DH Window	\$2000
#124	Sun Porch DH Window	\$2000
#125	Sun Porch DH Window	\$2000
#126	Library DH Window	\$2500
#127	Library DH Window	\$2500
#200	West Bedroom DH Window	\$2500
#201	West Bedroom DH Window	\$2500
#202	Bathroom DH Window	\$2700
#203	Bathroom DH Window	\$3000
#204	Bathroom DH Window	\$2700
#205	Hallway DH Window	\$2500
#206	Hallway DH Window	\$2500
#207	East Bedroom DH Window	\$2500
#210	East Bedroom DH Window (AC)	\$3000
#211	Hall Window	\$2000
#212	West Bedroom	\$2000
	<b>Lump Sum Total:</b>	<b>\$93,600</b>

**Notes:**

- No Temporary Replacement sashes included above. Add \$250 per sash as desired
- Replacement sash lock hardware -- see:  
<http://www.houseofantiquehardware.com/window-sash-cast-iron-style-lock-lacquered-iron?sc=12&category=71>
- For Payment and Performance Bond add 3% to overall total

**Red River Restorations**  
**John Hindman, 512-761-1984**  
**2039 Airport Blvd, Austin, TX 78722**  
**[www.redriverrestorations.com](http://www.redriverrestorations.com)**

# *Restorhaus, LP*

4501 Private Road 6310  
Lubbock, Tx. 79415  
806-687-4787(office) 806-214-0221 (Fax)

**AUSTIN WOMAN'S CLUB  
VOH ARCHITECTS  
JUNE 28, 2017  
SCOPE AND BID ON WINDOW RESTORATION**

## **WINDOW RESTORATION**

- 1. ALL WORK AS PRESCIBED AND DETAILED PER WINDOW, SCREEN,  
AND BLIND REPAIR NOTES PREPARED BY VOH ARCHITECTS**
- 2. TOTAL OF 40 UNITS**

**TOTAL \$126,000.00**

## **PER UNIT ADDS AND DEDUCTS**

- 1. PROVIDE AND INSTALL TEMPORARY SASH/GLAZING UNIT AT  
LOCATIONS NOTED. THIS IS NOT INCLUDED IN BASE BID  
TOTAL ADD OR DEDUCT PER UNIT \$425.00**
- 2. ADD OR DELETE WINDOW UNIT RESTORATION PER EACH  
TOTAL ADD OR DEDUCT PER UNIT \$3,150.00**

**THANK YOU  
RICHARD OBENHAUS  
RESTORHAUS LP  
OFFICE 806-687-47878  
CELL 806-787-7206**



**Historic Preservation & Consulting**  
3010 Shady Grove Rd.  
Midlothian, Texas 76065  
(972) 775-3843 Fax: (972) 775-3263

**June 28, 2017**

**Mr. John Volz, AIA, LEED AP**  
VOH Architects  
1105 West 42<sup>nd</sup> St.  
Austin, TX 78756

**John:**

Attached is our summary proposal pricing for the wood window restoration of the Austin Woman's Club Building in Austin, TX. The pricing is based on the revised scope of work dated 6/26/17 based on your revised survey during the month of May of this year. I have read through the scope of work along with product data and understand that you have based the base pricing on the window schedule for the forty (40) worse windows as far as conditions listed in the legend.

Our proposal budget is based on a turn-key proforma pricing for the wood windows including jambs, sashes, glazing, painting and exterior sealants from the inside stop trim of the wood jambs outward. No allocation has been made for interior trim-out on the interior, or interior painting of the window casing trim, stools, or aprons. Lift equipment is budgeted into the proposal, but no permits such as barricading the sidewalk, etc...

There is a listed contingency allocation that should be added to the pricing due to some limited unseen conditions and related to the total replacement of components in lieu of Dutchman repair, such as lower side jamb repair near the sill level. The glass replacement numbers are based on the listed details of your plans, but unless the sashes are chemically dipped to protect the historic glass (excluding leaded glass), there will most certainly be additional collateral damage to historic glass. So we have listed the square foot replacement cost for the "restoration lite" glass specified and obtained from Hollander Glass of Houston, TX.

### **Proposal**

Material and labor as described in revised plans and specifications for  
forty window units selected by John Volz and totaled per request. **\$ 136,400.00**  
(This number has a \$ 5,000.00 contingency added in)

No allocations for ACM or Lead Paint Abatement, however EPA Renovator Guidelines for lead paint and precautions are included which do not require third party monitoring.

Any additional historic cylinder or blown glass loss that requires "restoration lite" replacement glass will be billed at the rate of \$39.00 per square foot.

The above pricing is a total pricing with includes material and labor as described, as well as staging equipment, insurance, travel and lodging expense. No OH&P has been added to this amount, which currently runs sixteen percent (16%) of total. Add \$ 21,824.00 **Total submission: \$ 158,224.00**

**Alternate #1: Add or delete per unit cost: \$ 3,460.00 ea. plus 16% OH&P**

**Alternate #2: Temporary glazed unit at locations designated by Architect - \$ 485.00 each**

Should you have any questions, please feel free to call.

Regards,



**Thomas L. Clark – President**  
**Leeds Clark, Inc.**

# LEEDS CLARK

**Historic Preservation & Consulting**

3010 Shady Grove Rd.

Midlothian, Texas 76065

(972) 775-3843 Fax: (972) 775-3263

June 28, 2017

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VOH Architects  
1105 West 42<sup>nd</sup> St.  
Austin, TX 78756

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Should you have any questions, please feel free to call.

Regards,



Thomas L. Clark – President  
Leeds Clark, Inc.

## **Attachment 6**

### **PROJECT SCHEDULE SPRING 2018**

Restoration activities will begin as soon as the spring 2018 grant awards are made. From the fall 2017 windows restoration grant, the selected firm of Red River Restorations starts work April 2018 and could just continue working with the amount awarded from Visit Austin in 2018.

**Attachment 7**

**PROOF OF OWNERSHIP SPRING 2018**



ATTACHMENT 7: PROOF OF OWNERSHIP

THE STATE OF TEXAS, I  
COUNTY OF TRAVIS. I

WHEREAS, by deed dated November 5, 1929, W. Leslie Evans and Wilber H. Young, Individually and as Independent Executors of the Estate of Francese A. H. Evans, Deceased, Hobart Y. Evans, and Francis H. Evans, conveyed to Austin Woman's Club, a part of Block No. Seventy-nine (79) in the City of Austin, in Travis County, Texas, fully described in said deed, which is duly recorded in the Deed Records of Travis County, Texas, in Book 443, at page 305, and for part of the consideration agreed to be paid for said property, the said Austin Woman's Club made, executed and delivered to W. L. Evans and Wilber H. Young, Independent Executors of the Estate of Francese A. H. Evans, Deceased, its series of sixteen (16) promissory notes of even date with said deed, numbered 1 to 16 inclusive, in amounts and payable as recited in said deed, and to secure the due payment of said notes the vendor's lien was expressly retained in said deed;

AND, WHEREAS, by instrument dated December 30, 1930, said notes Nos. 9 to 16 inclusive, together with the vendor's lien securing the same, were by the owners and holders thereof transferred and assigned to the undersigned, Nella T. Evans;

AND, WHEREAS, the said Austin Woman's Club has paid the said notes so assigned to the said Nella T. Evans, in full, principal and interest, and at the date of their payment they were the property of the undersigned, Nella T. Evans;

NOW, THEREFORE, in consideration of the premises and the full and final payment of said notes, I, the said Nella T. Evans, a feme sole, the legal and equitable owner and holder thereof, hereby release the said land and premises from the vendor's lien retained in said deed to secure the payment of said notes, and here declare said notes and said lien fully satisfied.

WITNESS MY HAND, this the 31st day of May, A. D. 1938.

*Nella T. Evans*

ATTACHMENT 7: PROOF OF OWNERSHIP

THE STATE OF TEXAS, I  
COUNTY OF TRAVIS. I

WHEREAS, by deed dated November 5, 1929, W. Leslie Evans and Wilber H. Young, Individually and as Independent Executors of the Estate of Francese A. H. Evans, Deceased, Hobart Y. Evans, and Francis H. Evans, conveyed to Austin Woman's Club, a part of Block No. Seventy-nine (79) in the City of Austin, in Travis County, Texas, fully described in said deed, which is duly recorded in the Deed Records of Travis County, Texas, in Book 443, at page 305, and for part of the consideration agreed to be paid for said property, the said Austin Woman's Club made, executed and delivered to W. L. Evans and Wilber H. Young, Independent Executors of the Estate of Francese A. H. Evans, Deceased, its series of sixteen (16) promissory notes of even date with said deed, numbered 1 to 16 inclusive, in amounts and payable as recited in said deed, and to secure the due payment of said notes the vendor's lien was expressly retained in said deed;

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WITNESS MY HAND, this the 31st day of May, A.D. 1938.

*Nella T. Evans*

**Attachment 8**

**INSURANCE SPRING 2018**



AUSTWOM-01

JROBINSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
INSURICA TX Insurance Services, Inc.  
9600 Great Hills Trail Dr. Suite 225W  
Austin, TX 78759

CONTACT NAME: Jody Robinson, CIC, CISR, ACSR

PHONE (A/C, No, Ext): (512) 381-8371

FAX (A/C, No): (866) 652-9367

E-MAIL ADDRESS: Jody.Robinson@INSURICA.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Southern Insurance Company

19216

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Austin Woman's Club, Inc.  
708 San Antonio  
Austin, TX 78701

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		CMP55860860004	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CMP55860860004	11/01/2017	11/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		UMB558608801	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC558608701	11/01/2017	11/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR INSURANCE PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Randall D. Stewart*



AUSTWOM-01

JROBINSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/03/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER  
INSURICA TX Insurance Services, Inc.  
9600 Great Hills Trail Dr. Suite 225W  
Austin, TX 78759

CONTACT NAME: Jody Robinson, CIC, CISR, ACSR

PHONE (A/C No. Ext): (512) 381-8371

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E-MAIL ADDRESS: Jody.Robinson@INSURICA.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Southern Insurance Company

19216

INSURED

Austin Woman's Club, Inc.  
708 San Antonio  
Austin, TX 78701

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CMP55860860004	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CMP55860860004	11/01/2017	11/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB558608801	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC558608701	11/01/2017	11/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR INSURANCE PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Randall D. Stewart*

## **Attachment 9**

### **PLANS AND SPECIFICATIONS OF PROPOSED WORK SPRING 2018**

Historic architect John Volz has prepared a very detailed description of the needed work presented in the fall 2017 grant and included here. He has provided many photos of the windows, with some identified by specific numbers and others as examples of many AWC windows without notation of the exact windows. The windows chosen for repair in April 2018 are windows numbers 10,11,12,13,103,104,206,207,210,211, and 212.

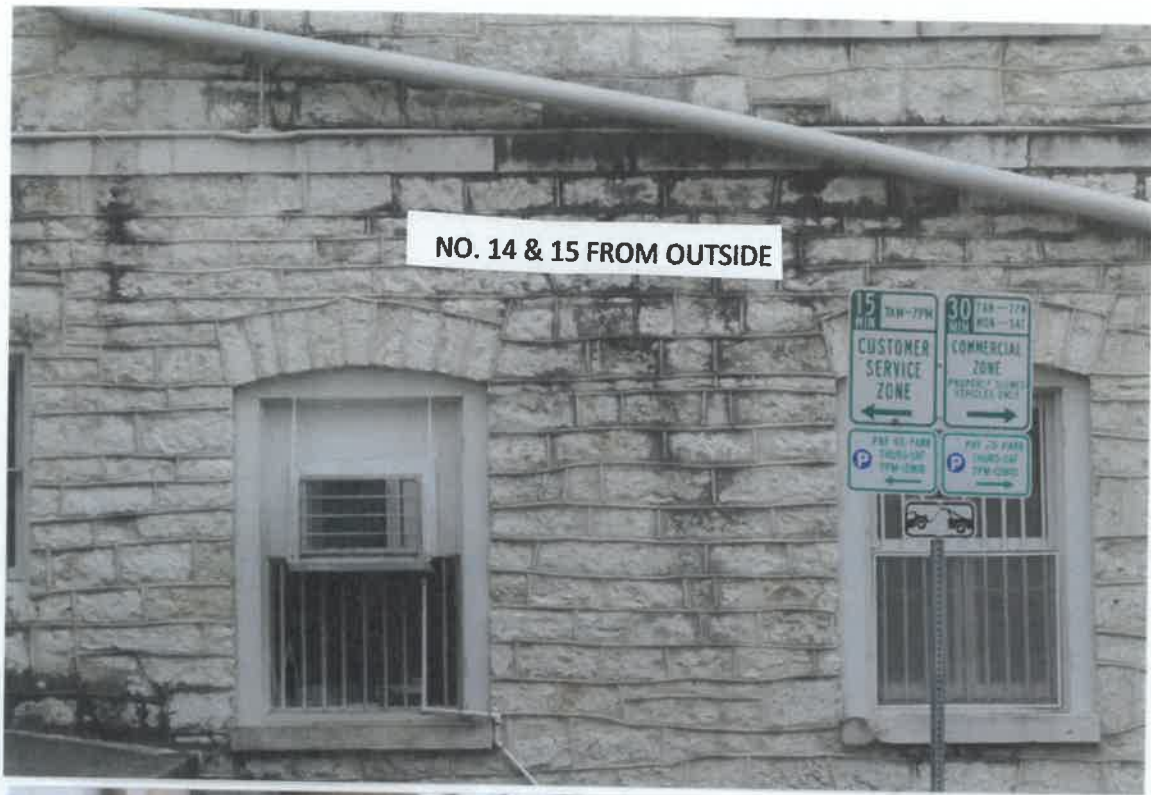
The Austin Woman's Club North-Evans Chateau Bellevue was built in 1874 and restored in the 1890s by the internationally-known architect Sir Alfred Giles. The following photos will show evidence of the aging process in the building through many years. Grant funds received in fall 2017 allow restoration of only 11 of the most seriously deteriorated windows, and if the spring 2018 grant request is fully funded the rest of the 61 windows could be restored.



**NO. 10,11,12,13 DETERIORATION**



**NO. 10,11,12,13 ROTTING JAMS**



NO. 14 & 15 FROM OUTSIDE



NO. 104 WIDESPREAD DETERIORATION

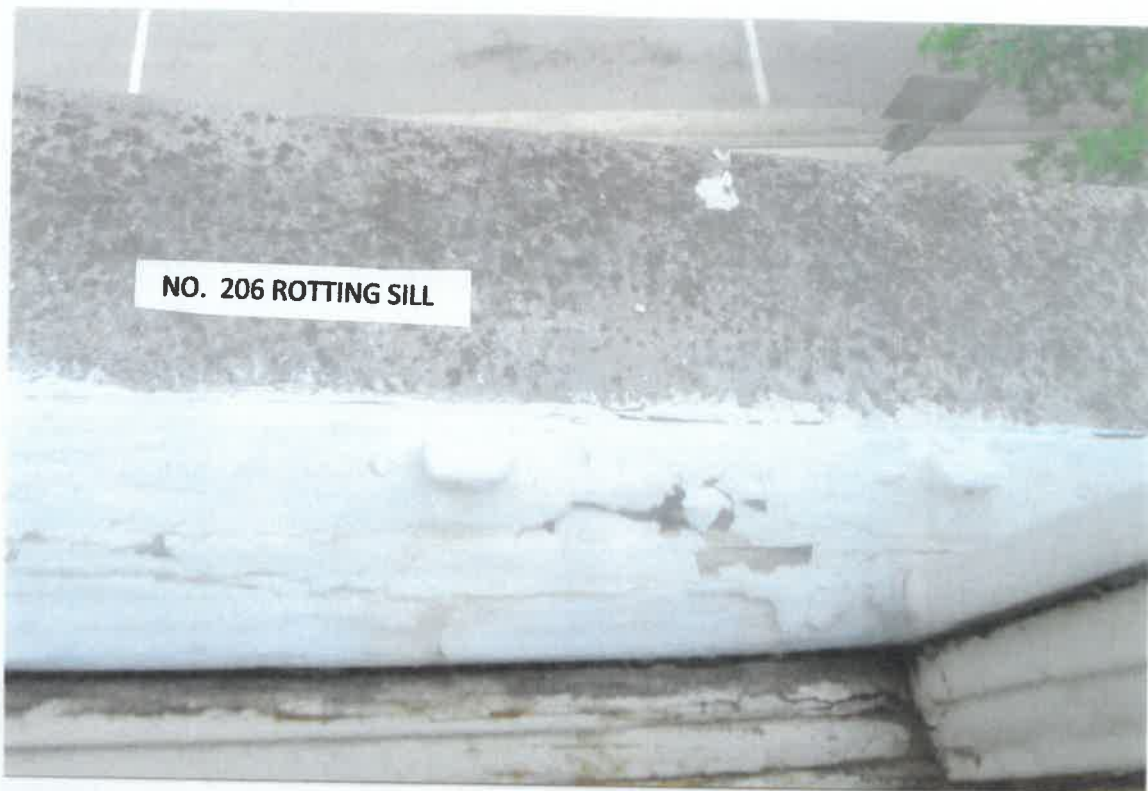


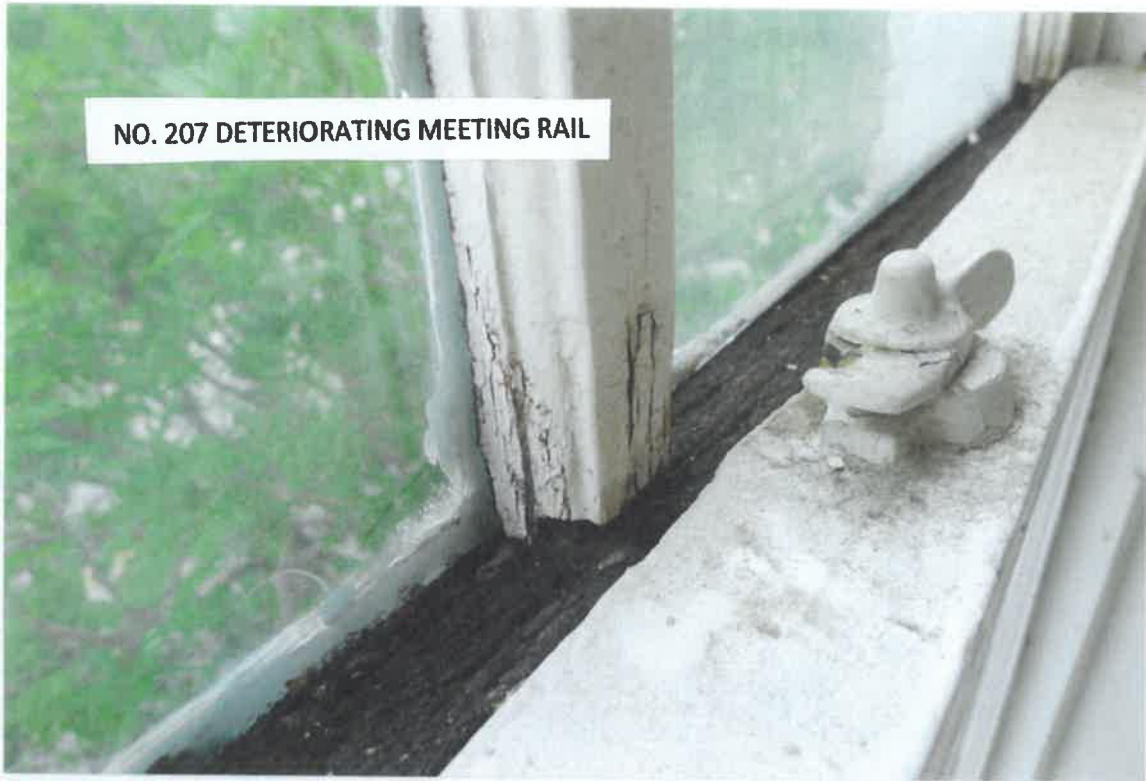


NO. 104 BOTTOM RAIL DETERIORATION

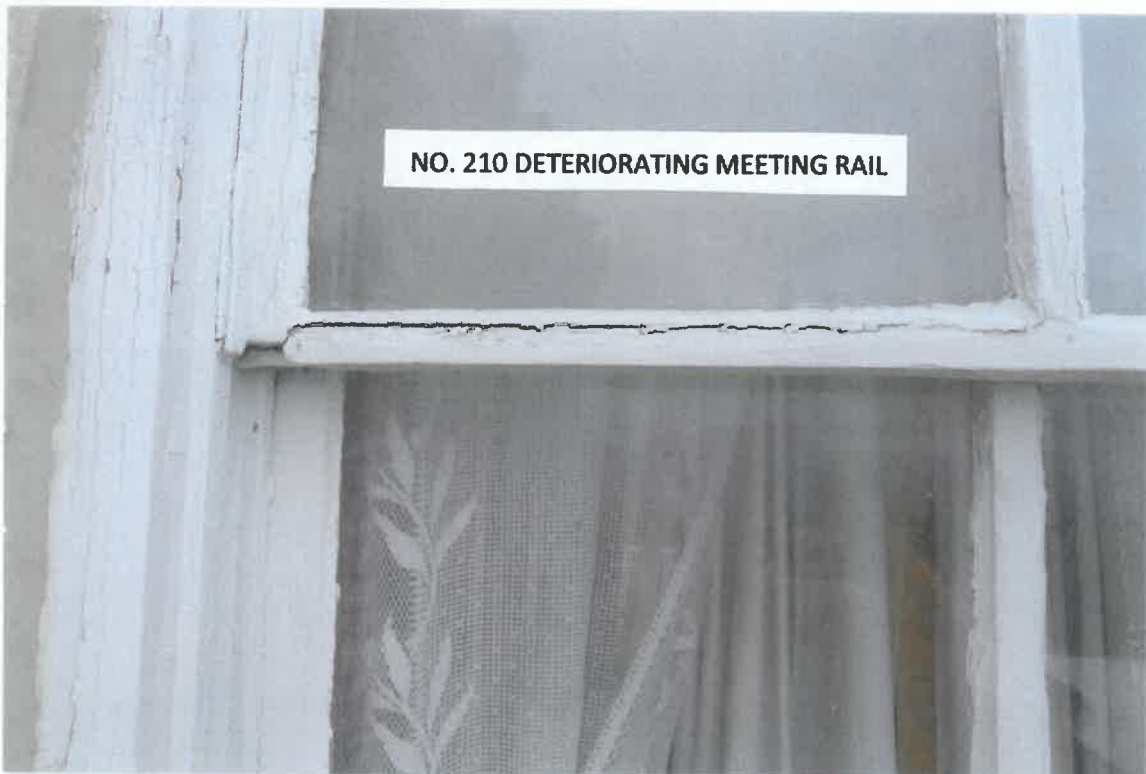


NO. 206 MEETING RAIL





**NO. 207 DETERIORATING MEETING RAIL**



**NO. 210 DETERIORATING MEETING RAIL**

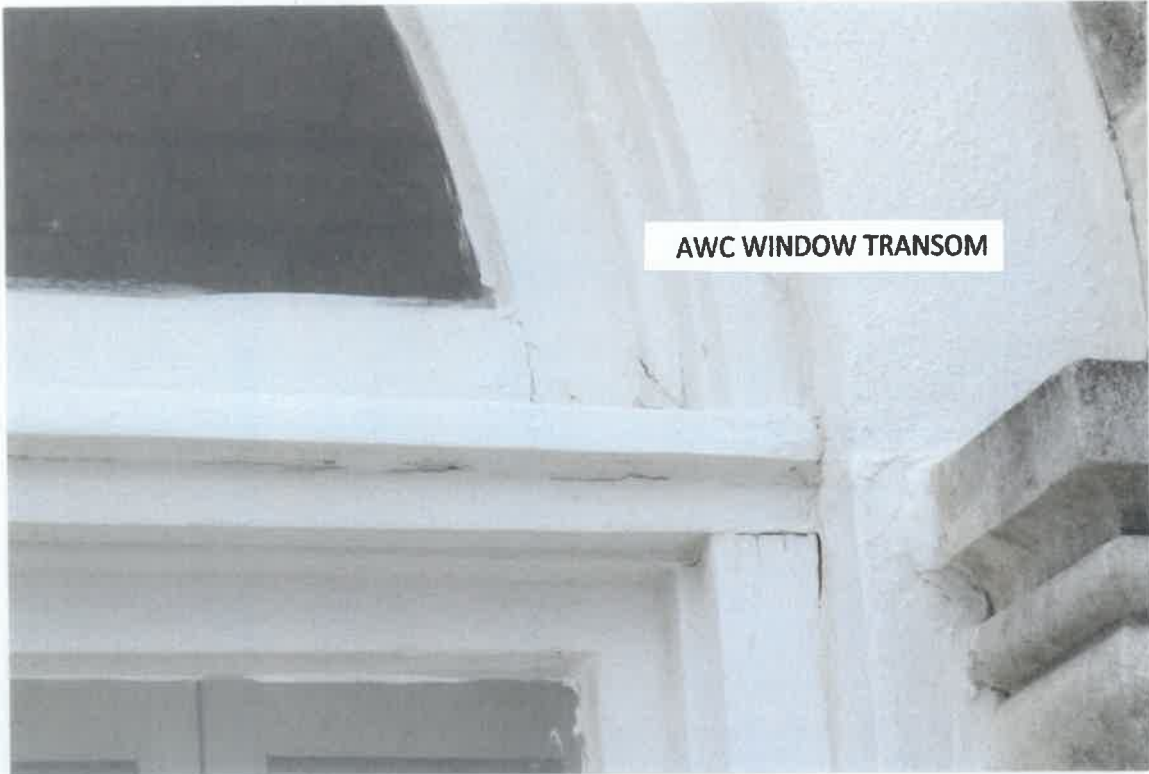


NO. 211 DETERIORATING GLAZING



NO. 212 BOTTOM RAIL





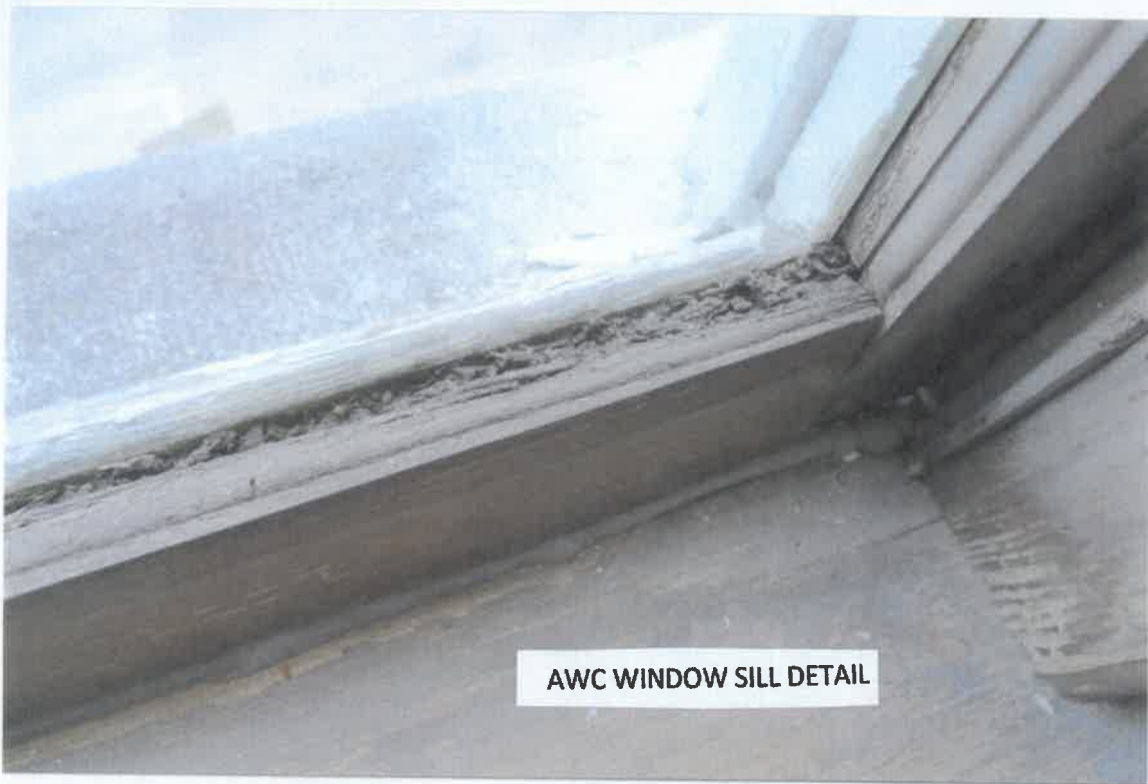
AWC WINDOW TRANSOM



AWC WINDOW CASEMENT



AWC WINDOW TERMITES



AWC WINDOW SILL DETAIL



AWC WINDOW SILL



AWC WINDOW TRIM POT

VOH Architects performed a condition survey of the 61 windows at the Austin Woman's Club on May 29 and 30, 2017. Almost all are weathered and deteriorating. Many have sagging bottom rails and all need re-glazing. Seventeen have actively rotting components and two have old termite damage.

Typical conditions include the following:

- Glazing putty is severely deteriorated on most windows, doors, and transoms and no longer keeps water from reaching wood muntins and rails. As a result, coatings are deteriorated, exposed wood is badly checked or rotting, and sash joints are failing.
- Applied glazing stops are warped and not longer keep water from reaching wood. As a result, coatings are deteriorated, exposed wood is badly checked or rotting, sash joints are failing, and stops are rotting.
- Exterior paint is peeling, both from exposure and deteriorated glazing putty. Exposed wood is badly checked or rotting, and sash joints are failing. Interior finishes are deteriorated at some locations, particularly at rails, and on the ground floor where wood is stained.
- Wood sills (window, door, transom) are deteriorating. Paint is peeling and exposed wood is weathered, checked, and/or rotting. Several wood sills are termite damaged.
- Wood frames are deteriorating. Paint is peeling, exposed wood is weathered, checked, and/or rotting. Frame conditions are most severe adjacent to sills.
- A number of the window screens are deteriorating and some of the hangers are missing or broken.
- Glass in several windows is cracked and needs to be replaced.
- All glass needs to be cleaned.
- At most locations window hardware is worn, missing, loose, corroded, and/or broken. Some windows have no sash locks. The sash cords at most windows are broken (this may not be an issue since the windows are not opened).
- Windows with air conditioning units exhibit water and structural damage, particularly if the units are not braced to the walls. Condensate from the units has caused water damage to the sills and jambs at select locations. Accordion panels do not fit well at some locations and allow significant air leakage. Gaps between upper and lower sash are not sealed, allowing significant air leakage.

The intent of this project is to repair/restore as many of these windows as funding allows. The scope of work will be as follows:

Window sash, transoms, and screens will be removed to allow repair of frames and sills. Window air conditioning units also will be removed. Each element (sashes, glass, screens, hardware) will be numbered prior to removal so it can be reinstalled in its original location after restoration. Screens will be delivered to the AWC for storage and future restoration. After sash and air conditioning removal, the openings will be protected for building security and to keep water out. As necessary to minimize disruption to Club activities, the work will be phased by area.



Typical repairs will include removal of paint from areas needing repair, epoxy consolidation of weathered, checked or lightly rotting wood, epoxy filling of checks, holes, and rot eroded wood, repair/replacement of damaged/missing elements (muntins, panels, and rails), disassembly and reassembly of sash to close and reinforce weak joints, sanding, preparation for re-glazing (priming), cleaning glass, reinstallation of glass and glazing putty, and second priming. Several of the severely deteriorated sash will be replaced with new sash that match the original.

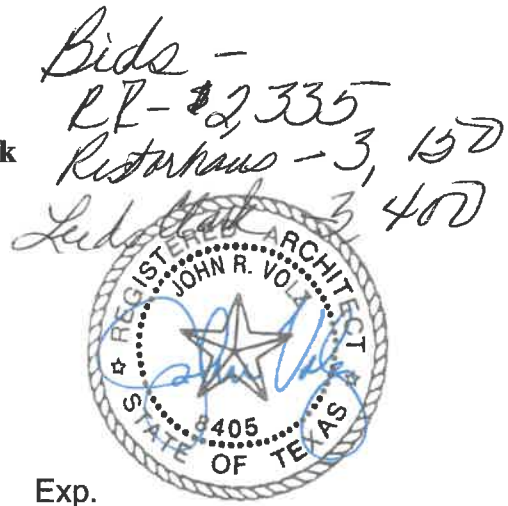
During this process, the frames and sills will be restored and painted. Also, hardware will be cleaned and repaired as needed. Missing elements will be replaced. Repaired hardware will be reinstalled in its original location once the restored sash and transoms are back in their original locations.

Bids are being obtained for repair of 40 windows, but, due to limited funding, it is anticipated that only 19 of the most severely deteriorated windows will be repaired at this time.

## Austin Woman's Club - Window Repair

### Window, Screen, & Blind Repair: General Scope Work

The full scope of repair and rehabilitation for the Austin Woman's Club windows, screens, and exterior blinds is outlined below. This includes: the General Scope of Repair; Specific Notes identifying unique conditions observed at each window; and Recommended Techniques, Materials and Products. The General Scope of Repair is applicable to all windows. The Specific Window Notes are conditions applicable to the individual windows. Window numbers in **BOLD** are those windows to be included in the base bid. Other windows will be added as funding allows.



Exp.

5/29/18

6/26/17

### GENERAL SCOPE OF REPAIR

#### General Notes:

1. Conditions as noted were surveyed in May, 2017. Contractor to review current scope of repairs and shall document conditions that are different from those noted and notify Architect of those changes in writing. Contractor to field verify all dimensions, and shall identify trim and components beyond those specifically noted for repair that cannot be brought to an acceptable level of restoration.

#### Removal of Historic Material & Glass:

2. Number and remove interior shutters, screens, hardware, and sashes from frames, and salvage for re-installation. Prepare numbered hardware for cleaning and reinstallation in original location. Where noted on schedule, provide and install new hardware. Remove interior stops, parting or exterior stops only as needed. Protect all openings from weather with plywood and plastic sheeting. As noted on schedule, provide and install temporary protective sash at select window locations. Historic sash pulleys and spring balances to remain. Except as noted on schedule, screens are to be numbered, removed and delivered to Owner for future reinstallation.
3. Take special care to protect historic glass and stained/leaded glass from damage. Remove all existing glazing putty by carefully scraping and softening with infrared heat-gun. Remove and label original glass and stained/leaded glass with window number, orientation and exposure for reinstallation in original locations. Store glass in secure location during restoration. Remove and discard glass that is broken or indicated to be replaced.

#### Window Air Conditioners:

4. Number and carefully remove window air conditioning units, drip pans, supports, and related elements. Disconnect drainage piping and cap. Clean units, replace filters, and store at location in building approved by Owner.
5. At completion of window restoration, reinstall window air conditioning units, drip pans, drainage piping, and related elements. Provide and install additional bracing/support as noted. Provide and install painted insulated filler panels and stops as noted. Confirm that

## Austin Woman's Club - Window Repair

condensation is collected in drip pans, drains properly, and does not drip onto restored window elements or walls.

### Sash, Frame & Trim Repair:

6. Submit full size samples of all reproduction molding profiles to be used in repairs. All new wood shall be date stamped on the backside, with "installed" and current year, prior to final installation.
7. Remove and discard all extraneous interior and exterior hooks, nails, screws and hardware not scheduled for reuse. Remove and dispose of all sealants. All dents and holes, etc. in window sash, frame, sill, stool or stops, or exterior trim shall be repaired to like new condition. Fill splintered holes and dents with epoxy wood filler; holes larger than 3/8-inch in diameter shall be repaired with a doweled or rectangular dutchman repair of matching species, grain alignment and density of historic wood. Plane and sand to flush and invisible patch upon finishing.
8. Sash repair: Repair and re-glue all loose joints. Repair and "re-square" sash members to fit properly within frame. Provide and install new muntins where noted or where existing cannot be repaired. Epoxy repair any repairable sash components including muntins, rails and stiles. Replace severely warped or twisted sash rails and muntins that will prohibit smooth operation of the window or prohibit re-glazing the sash. All new components to match original in profile and wood species.
9. Existing window frames to remain in place. Repair all existing stops and install new stops as noted, provide dutchman and epoxy repairs as needed. Epoxy consolidate frames as noted. Replace rotted/termite damaged sills as noted.
10. Remove existing finishes to bare wood at locations requiring repairs. Do not damage the wood or wood profile.
11. Checked/weathered wood:
  - Weathered Wood: Strengthen and stabilize stripped wood using liquid consolidant epoxy per specification. Sand smooth to uniform surface plane.
  - Checked Wood: Saturate the wood surface with brush applied consolidant. Fill checks with epoxy wood filler pressed into checks. Allow to cure and sand filler flush with adjacent surface to uniform surface plane matching original surface and profile.
12. Rotted/termite damaged wood:
  - Epoxy Patch: Strengthen and stabilize stripped wood using liquid consolidant epoxy per specification. Then fill holes and deteriorated wood with epoxy patching compound and sand. Use epoxy compounds to build up missing or damaged parts of members, duplicate existing profiles. Sand patch smooth to uniform surface plane matching original surface and profile.
  - Wood Replacement: Remove and discard damaged portion and cut and fit in a matching portion. Where wood is damaged beyond practical repair by the indicated

## Austin Woman's Club - Window Repair

method, Contractor may elect with approval of Architect to remove the entire part and provide a new matching part. Where portions are indicated to be removed and new portions provided, the new portion shall be the entire portion. Do not splice members. Where entire members have been removed and new members provided, provide joint reinforcements where new and existing, or two new, members join. Retain and match existing woodwork joinery configurations adapting only as required to incorporate joint reinforcements and adhesive.

### Preparation & Finish

13. Carefully scrape and sand paint/finish to "sound and tight" condition. Strip sash elements, sills, and trim as required for repair. After completion of repairs, scrape and prepare all window components for finish. Prime/seal sash muntin rabbets prior to reglazing.
14. Prime and paint exterior sash and trim. Finish interior face of sash and stops to match existing.

### Glazing Reinstallation & Replacement

15. After completion of sash repairs, back-bed glazing and reinstall historic glass in original locations and face glaze; tool face glazing straight and smooth, fully adhered to glass and muntin. Provide new restoration glass to replace all broken or cracked pieces of clear glass as noted on schedule. Provide and install new annealed double strength Float Glass to replace all broken or cracked pieces of clear glass as noted on schedule. Provide and install new patterned glass as noted on schedule. Stained and leaded glass is in good condition and does not require any replacement pieces.

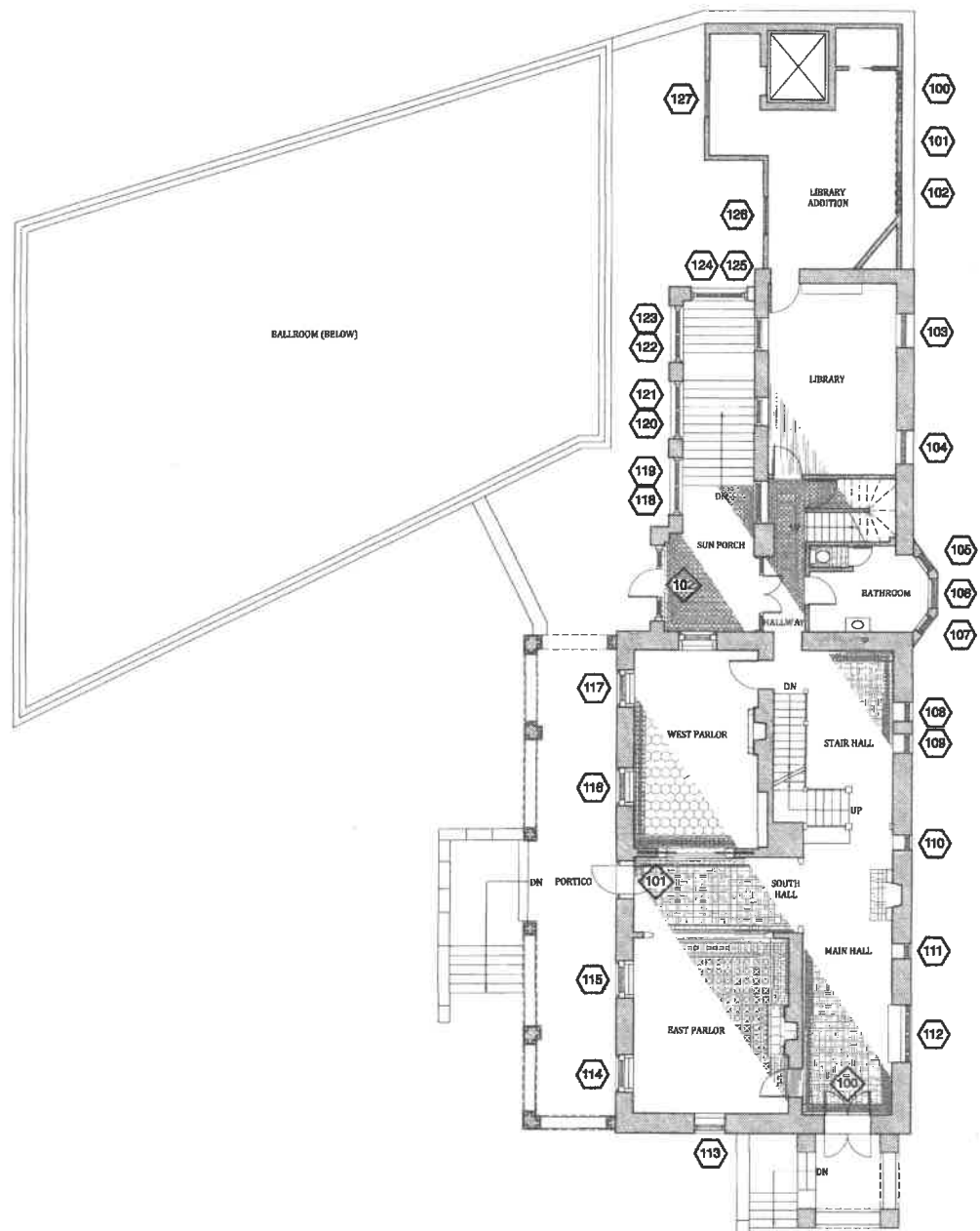
### Reinstallation of Sashes

16. Reinstall sashes in original locations.
17. Adjust upper and lower sashes as required for proper fit and alignment of meeting rails.
18. All upper sashes shall be fixed in closed position with sealant and 2" wood blocks or 1" stainless steel angles and tamper-resistant screws. Meeting rails shall be sealed using felt and sealant. Lower sashes shall be operable, except where they are currently fixed. Existing sash cords in good condition may be reused; replaced damaged/missing sash cords with new to match.
19. Replace all sealant at joints and brick molds at frames. Provide and install backer rod to infill gaps if required.

### Repair/Recondition/Replace Window hardware

20. Remove dirt from hardware.
21. Recondition hardware by tightening loose parts and adjust for proper operation. Lubricate moving parts.
22. Provide and install matching new hardware where noted on schedule.
23. Reinstall hardware in original location using existing screws.

Window & Door Key – Ground Floor Plan

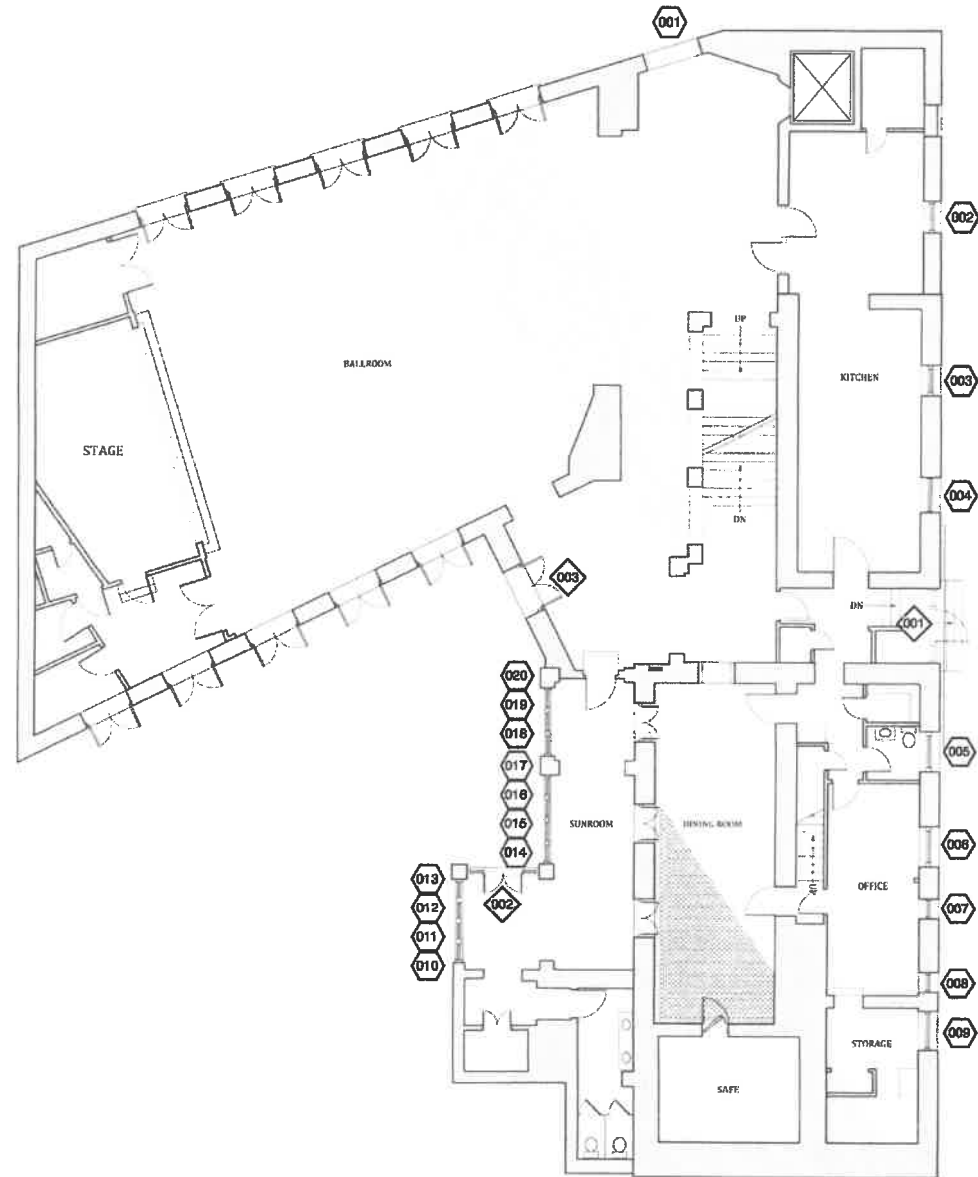


**Window & Door Key**  
**GROUND FLOOR PLAN**

FEET 3/16" = 1'-0" 0 1 2  
METERS 1:64 0 1

# Austin Woman's Club - Window Repair

## Window & Door Key – Lower Floor Plan



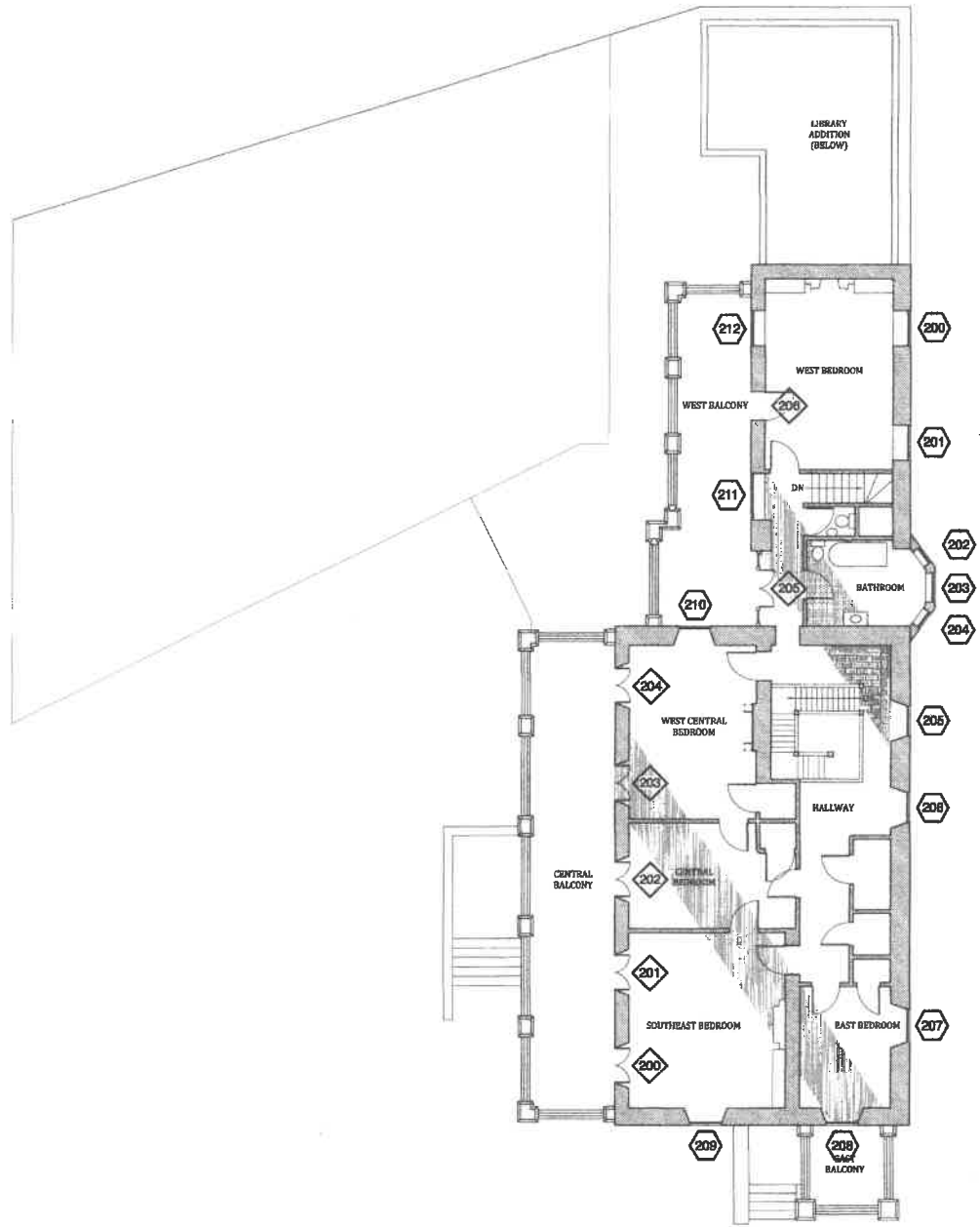
### Window & Door Key

LOWER FLOOR PLAN

FEET 3/16" = 1'-0"  
METERS 1:54

# Austin Woman's Club - Window Repair

## Window & Door Key – Second Floor Plan



### Window & Door Key

#### SECOND FLOOR PLAN

FEET 3/16" = 1'-0" 0 1 2 3  
METERS 1:64 0 1



# Austin Woman's Club - Window Repair

## SPECIFIC WINDOW NOTES

### Individual Windows – Lower Floor

#001	Ballroom <ul style="list-style-type: none"><li>• General Repairs</li><li>• Sill</li><li>• Sill</li><li>• Hardware</li></ul>	<u>Notes</u>  Remove nails and patch Epoxy consolidate and repair checks. Existing locks to be cleaned and reinstalled. Spring balances to remain.
#002	Kitchen <ul style="list-style-type: none"><li>• General Repairs</li><li>• Screen</li><li>• Top Sash</li><li>• Hardware</li><li>• Other</li></ul>	<u>Notes</u>  Remove, number, and deliver to Owner Repair/replace muntins. Correct bowing. No lock/no lift. Remove existing interior protective glazing and moldy wood stops. Clean and reinstall in new aluminum frame painted to match adjacent surfaces.
#003	Kitchen <ul style="list-style-type: none"><li>• General Repairs</li><li>• Screen</li><li>• Exterior Frame</li><li>• Exterior Frame</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Remove, number, and deliver to Owner Epoxy consolidate west jamb. Repair open joints at frame head. Replace cracked glass (2 lights – Restoration Glass). Clean and reinstall existing painted lock.
#004	Kitchen <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Exterior Frame</li><li>• Exterior Frame</li><li>• Sill</li><li>• Sheet Metal Infill</li><li>• Hardware</li><li>• Other</li></ul>	<u>Notes</u>  Epoxy consolidate/repair lower jambs at sill. Remove abandoned hardware, patch and paint. Patch upper east edge. Epoxy repair/replace rotting sill. Paint No lock/no lift. No sash – infilled for exhaust fan duct.
#008	Office <ul style="list-style-type: none"><li>• General Repairs</li><li>• Bars</li><li>• Exterior Frame</li><li>• Screen</li><li>• Casement</li><li>• Hardware</li></ul>	<u>Notes</u>  Clean and paint. Epoxy consolidate and repair rotting head. Epoxy consolidate and repair joints of screen. Weatherstrip. Clean and reinstall casement lock and hinges. Provide and install new ball tips where missing and/or new pins with ball tips to match.
#010	Sunroom <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Exterior Frame</li><li>• Sill</li><li>• Sash</li><li>• Transom</li><li>• Hardware</li><li>• Other</li></ul>	<u>Notes</u>  Epoxy consolidate and patch jamb. Remove and replace sealant; paint. Epoxy consolidate. Fixed in place. Fixed in place. None. Provide and install temporary glazing unit.

## Austin Woman's Club - Window Repair

#011	<b>Sunroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Sash</li> <li>• Transom</li> <li>• Hardware</li> <li>• Other</li> </ul>	<u>Notes</u>  Remove and replace sealant; paint. Epoxy consolidate. Fixed in place. Fixed in place. None Provide and install temporary protective sash.
#012	<b>Sunroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Sash</li> <li>• Transom</li> <li>• Hardware</li> <li>• Other</li> </ul>	<u>Notes</u>  Remove and replace sealant; paint. Epoxy consolidate. Fixed in place. Fixed in place. None. Provide and install temporary protective sash.
#013	<b>Sunroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Sash</li> <li>• Transom</li> <li>• Hardware</li> <li>• Other</li> </ul>	<u>Notes</u>  Replace rotted jamb and head. Remove and replace sealant; paint. Epoxy consolidate. Fixed in place. Fixed in place. None. Provide and install temporary protective sash.

### Individual Windows – Ground Floor

#103	<b>Library</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Hardware</li> <li>• Interior Finish</li> </ul>	<u>Notes</u>  Epoxy consolidate and repair. Epoxy consolidate and repair. Replace lower rail and epoxy consolidate adjacent wood. Replace to match top sash. Provide and install Replacement Historic Sash Lock. No sash lift. Stained.
#104	<b>Library</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Hardware</li> <li>• Window A/C</li> <li>• Interior Finish</li> </ul>	<u>Notes</u>  Epoxy consolidate and repair jambs. Epoxy repair east jamb. Epoxy consolidate and repair. Replace to match top sash. Reset. Clean and reinstall existing lock. No lift. Reinstall with secure wall/sill support and insulated filler panels. Stained.
#105	<b>Bathroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Screen</li> <li>• Bottom Sash</li> </ul>	<u>Notes</u>  Number, remove, and deliver to Owner. Repair open stile and rail joints.

## Austin Woman's Club - Window Repair

	<ul style="list-style-type: none"> <li>Top Sash</li> <li>Top Sash</li> <li>Hardware</li> <li>Other</li> </ul>	<p>Repair open stile and rail joints and adjust for proper fit with top rail of bottom sash.</p> <p>Replace clear center glass with new Patterned Glass to match glass at bottom sash.</p> <p>Clean and reinstall existing lock. No lift.</p> <p>Provide and install temporary protective sash.</p>
<b>#106</b>	<p>Bathroom</p> <ul style="list-style-type: none"> <li>General Repairs</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Top Sash</li> <li>Top Sash</li> <li>Hardware</li> <li>Other</li> </ul>	<p><u>Notes</u></p> <p>Epoxy consolidate and repair bottom rail.</p> <p>Repair open stile and rail joints.</p> <p>Remove reinforcing metal at bottom rail.</p> <p>Repair/replace bottom rail and adjust for proper fit with top rail of bottom sash.</p> <p>Replace clear center glass with new Patterned Glass to match glass at bottom sash.</p> <p>Clean and reinstall existing lock. No lift.</p> <p>Provide and install temporary protective sash.</p>
<b>#107</b>	<p>Bathroom</p> <ul style="list-style-type: none"> <li>General Repairs</li> <li>Screen</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Top Sash</li> <li>Top Sash</li> <li>Hardware</li> <li>Other</li> </ul>	<p><u>Notes</u></p> <p>Number, remove, and deliver to Owner.</p> <p>Epoxy consolidate and repair bottom rail.</p> <p>Repair open stile and rail joints.</p> <p>Provide and install new sash lock to match historic.</p> <p>Repair open stile and rail joints and adjust for proper fit with top rail of bottom sash.</p> <p>Replace clear center glass with new Patterned Glass to match glass at bottom sash.</p> <p>Provide and install Replacement Historic Sash Lock to match existing. No lift.</p> <p>Provide and install temporary protective sash.</p>
<b>#109</b>	<p>Stair Hall</p> <ul style="list-style-type: none"> <li>General Repairs</li> <li>Screens</li> <li>Exterior Frame</li> <li>Exterior Frame</li> <li>Sill</li> <li>Casements</li> <li>Casements</li> <li>Casements</li> <li>Hardware</li> <li>Interior Finish</li> </ul>	<p><u>Notes</u></p> <p>Adjust mounting to provide clearance between sash bottom and sill. Screen to remain</p> <p>Epoxy consolidate lower jambs.</p> <p>Seal open edge of metal stop.</p> <p>Epoxy consolidate.</p> <p>Epoxy consolidate lower rails.</p> <p>Repair open stile and rail joints.</p> <p>Provide and install weatherstripping at sill.</p> <p>Clean and reinstall existing.</p> <p>Stained.</p>
<b>#110</b>	<p>Main Hall</p> <ul style="list-style-type: none"> <li>General Repairs</li> <li>Protective Glazing</li> <li>Protective Glazing</li> <li>Exterior Frame</li> <li>Exterior Frame</li> <li>Sill</li> <li>Transom</li> <li>Hardware</li> <li>Interior Finish</li> </ul>	<p><u>Notes</u></p> <p>Adjust glass to provide venting.</p> <p>Epoxy consolidate and repair west stile.</p> <p>Epoxy consolidate lower jambs.</p> <p>Replace and paint sealants.</p> <p>Replace (termite damaged).</p> <p>Epoxy consolidate transom sill and adjacent frame.</p> <p>Clean and reinstall existing.</p> <p>Stained.</p>
<b>#111</b>	<p>Main Hall</p> <ul style="list-style-type: none"> <li>General Repairs</li> </ul>	<p><u>Notes</u></p>

## Austin Woman's Club - Window Repair

	<ul style="list-style-type: none"> <li>• Protective Glazing</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Transom</li> <li>• Hardware</li> <li>• Interior Finish</li> </ul>	<p>Adjust glass to provide venting.  Epoxy consolidate lower jambs.  Replace and paint sealants.  Epoxy consolidate.  Epoxy consolidate transom sill and adjacent frame.  Clean and reinstall existing.  Stained.</p>
<b>#112</b>	<p>Main Hall</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Protective Glazing</li> <li>• Protective Glazing</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Transom</li> <li>• Hardware</li> <li>• Interior Finish</li> </ul>	<p><u>Notes</u></p> <p>Adjust glass to provide venting.  Replace missing half-round molding to match existing.  Epoxy consolidate lower jambs.  Replace and paint sealants.  Epoxy consolidate transom sill and adjacent frame.  Clean and reinstall existing.  Stained.</p>
<b>#113</b>	<p>East Parlor</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Other</li> </ul>	<p><u>Notes</u></p> <p>Replace missing stops.  Epoxy consolidate and repair.  Replace cracked glass – Restoration Glass.  Sash are accessible from exterior only. Replace missing cap on exterior metal grill.</p>
<b>#118</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Transom (#118 &amp; #119)</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Remove and replace sealant; paint.  Replace missing stops.  Epoxy consolidate.  Epoxy consolidate bottom rail.  Repair stile/rail joints.  Remove nails and patch.  Epoxy consolidate and repair bottom rail.  Repair stile/rail joints.  Reset separating trim.  Clean and reinstall existing.</p>
<b>#119</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Transom (#118 &amp; #119)</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Remove and replace sealant; paint.  Replace missing stops.  Epoxy consolidate.  Epoxy consolidate bottom rail.  Repair stile/rail joints.  Remove nails and patch.  Epoxy consolidate and repair bottom rail.  Repair stile/rail joints.  Reset separating trim.  Clean and reinstall existing.</p>
<b>#120</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> </ul>	<p><u>Notes</u></p> <p>Remove and replace sealant; paint.  Epoxy consolidate.  Epoxy consolidate lower rail.  Epoxy repair stile/rail joints.</p>

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	<ul style="list-style-type: none"> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Transom</li> <li>• Hardware</li> </ul>	<p>Epoxy consolidate lower rail.  Repair/replace bowed lower rail.  Epoxy repair stile/rail joints.  Epoxy consolidate and repair trim at sill.  Clean and reinstall existing.</p>
<b>#121</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Transom</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Remove and replace sealant; paint.  Epoxy consolidate and repair check.  Epoxy consolidate lower rail.  Epoxy repair stile/rail joints.  Epoxy consolidate lower rail.  Epoxy repair stile/rail joints.  Epoxy consolidate and repair trim at sill.  Clean and reinstall existing.</p>
<b>#122</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Transom (#122/#123)</li> <li>• Transom (#122/#123)</li> <li>• Transom (#122/#123)</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Epoxy consolidate and repair.  Epoxy consolidate and repair.  Epoxy consolidate stiles.  Epoxy consolidate and repair and reset or replace bottom rail.  Epoxy consolidate and repair bottom rail.  Close/repair open joints.  Replace cracked glass – Clear Glass.  Clean and reinstall existing.</p>
<b>#123</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Transom (#122/#123)</li> <li>• Transom (#122/#123)</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Epoxy consolidate and repair.  Epoxy consolidate and repair.  Epoxy consolidate stiles.  Replace cracked glass – Clear Glass.  Epoxy consolidate bottom rail.  Epoxy consolidate and repair bottom rail.  Close/repair open joints.  Clean and reinstall existing.</p>
<b>#124</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Transom (#124/#125)</li> <li>• Transom (#124/#125)</li> <li>• Hardware</li> </ul>	<p><u>Notes</u></p> <p>Epoxy consolidate and repair jambs.  Epoxy consolidate and repair.  Epoxy consolidate bottom rail.  Epoxy consolidate bottom rail.  Reset displaced trim.  Replace missing pieces of quarter round stop.  Clean and reinstall existing.</p>
<b>#125</b>	<p>Sun Porch</p> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Transom (#124/#125)</li> <li>• Transom (#124/#125)</li> </ul>	<p><u>Notes</u></p> <p>Epoxy consolidate and repair jambs.  Epoxy consolidate and repair.  Epoxy consolidate and repair bottom rail.  Close and repair open joints.  Epoxy consolidate bottom rail.  Reset displaced trim.  Replace missing pieces of quarter round stop.</p>

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	<ul style="list-style-type: none"><li>• Hardware</li></ul>	Clean and reinstall existing.
<b>#126</b>	Library Addition <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Sill</li><li>• Bottom Sash</li><li>• Bottom Sash</li><li>• Bottom Sash</li><li>• Top Sash</li><li>• Top Sash</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Repair/replace stops. Epoxy consolidate and repair sill. Epoxy consolidate bottom rail. Close and repair open joints. Replace sealant between glass and sash. Epoxy consolidate bottom rail. Close and repair open joints. Replace sealant between glass and sash. Clean and reinstall existing.
<b>#127</b>	Library Addition <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Exterior Frame</li><li>• Sill</li><li>• Bottom Sash</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Replace rotting wood. Reseal joint between sash and frame. Epoxy consolidate and repair sill. Replace sealant between glass and sash. Replace sealant between glass and sash. Clean and reinstall existing.
<b>Individual Windows - Second Floor</b>		
<b>#200</b>	West Bedroom <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Sill</li><li>• Sill</li><li>• Bottom Sash</li><li>• Bottom Sash</li><li>• Bottom Sash</li><li>• Top Sash</li><li>• Top Sash</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Remove nail from east jamb and patch hole. Epoxy consolidate lower jambs. Epoxy consolidate and repair sill. Epoxy consolidate and repair/replace bottom rail; reset. Repair muntins. Repair stile/rail joints. Epoxy consolidate and repair/replace bottom rail and adjust for proper fit with top rail of bottom sash. Replace broken glass, west side. Repair stile/rail joints. Provide and install Replacement Historic Sash Lock. Clean and reinstall lift.
<b>#201</b>	West Bedroom <ul style="list-style-type: none"><li>• General Repairs</li><li>• Exterior Frame</li><li>• Bottom Sash</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Epoxy consolidate and repair jambs. Epoxy consolidate and repair/replace bottom rail. Replace cracked glass, west side – Restoration Glass. Clean and reinstall existing.
<b>#202</b>	Bathroom <ul style="list-style-type: none"><li>• General Repairs</li><li>• Screen</li><li>• Bottom Sash</li><li>• Bottom Sash</li><li>• Top Sash</li><li>• Top Sash</li><li>• Hardware</li></ul>	<u>Notes</u>  Number, remove, and deliver to Owner. Epoxy consolidate bottom rail and muntins. Reinstall reconditioned sash locks. Epoxy consolidate bottom rail and muntins and adjust for proper fit with top rail of bottom sash. Replace clear center glass with new Patterned Glass to match glass at bottom sash. Clean and reinstall existing sash lock. No lift.

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<b>#203</b>	<b>Bathroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Hardware</li> </ul>	<u>Notes</u>  Repair/close open joints. Epoxy consolidate bottom rail and muntins. Reinstall reconditioned sash locks. Epoxy consolidate bottom rail and muntins and adjust for proper fit with top rail of bottom sash. Replace clear center glass with new Patterned Glass to match glass at bottom sash. Clean and reinstall existing sash lock. No lift.
<b>#204</b>	<b>Bathroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Screen</li> <li>• Screen</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> <li>• Hardware</li> </ul>	<u>Notes</u>  Provide and install new screen hardware and rehang. Epoxy consolidate and repair bottom rail. Epoxy consolidate bottom rail and muntins. Reinstall reconditioned sash locks. Epoxy consolidate bottom rail and muntins and adjust for proper fit with top rail of bottom sash. Replace clear center glass with new Patterned Glass to match glass at bottom sash. Provide and install Replacement Historic Sash Lock (Salvage existing keeper and deliver to Owner.) No lift.
<b>#205</b>	<b>Hallway</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Hardware</li> </ul>	<u>Notes</u>  Epoxy consolidate and repair jambs. Epoxy consolidate and repair. Epoxy consolidate bottom rail. Repair/replace bottom rail and adjust for proper fit with top rail of bottom sash. Remove added piece at rail. Clean and reinstall existing sash lock. No lift.
<b>#206</b>	<b>Hallway</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Hardware</li> </ul>	<u>Notes</u>  Remove existing sealant and replace. Epoxy consolidate and repair. Epoxy consolidate and repair or replace. Replace rotting bottom rail and east stile. Epoxy consolidate adjacent sash elements. Repair/replace bottom rail and adjust for proper fit with top rail of bottom sash. Remove added piece at rail. At contractor's option, replace existing sash with new matching top sash. Clean and reinstall existing sash lock. No lift.
<b>#207</b>	<b>East Bedroom</b> <ul style="list-style-type: none"> <li>• General Repairs</li> <li>• Exterior Frame</li> <li>• Sill</li> <li>• Bottom Sash</li> <li>• Bottom Sash</li> <li>• Top Sash</li> <li>• Top Sash</li> </ul>	<u>Notes</u>  Epoxy consolidate and repair. Replace. Epoxy consolidate and repair/replace rotting bottom rail and east stile. Epoxy consolidate adjacent sash elements. Epoxy consolidate and repair muntins. Replace rotting bottom rail and adjust sash for proper fit with top rail of bottom sash. Epoxy consolidate and repair muntins.



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	<ul style="list-style-type: none"> <li>Hardware</li> </ul>	Clean and reinstall existing sash lock and lift.
<b>#210</b>	<b>West Central Bedroom</b> <ul style="list-style-type: none"> <li>General Repairs</li> <li>Window A/C</li> <li>Exterior Frame</li> <li>Exterior Frame</li> <li>Sill</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Top Sash</li> <li>Hardware</li> <li>Interior Finish</li> </ul>	<u>Notes</u> Reinstall with insulated filler panels. Epoxy repair check at south jamb. Remove and replace sealant; paint. Epoxy consolidate and repair. Epoxy consolidate bottom rail. Repair stile/rail joints. Epoxy consolidate bottom rail. Provide and install Replacement Historic Sash Lock. No Lift. Glazed.
<b>#211</b>	<b>Hall</b> <ul style="list-style-type: none"> <li>General Repairs.</li> <li>Exterior Frame</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Top Sash</li> <li>Hardware</li> </ul>	<u>Notes</u> Reset displaced trim at west jamb. Replace missing trim to match at east jamb. Replace rotting bottom rail. Epoxy consolidate adjacent sash elements. Repair/replace damaged muntins. Epoxy consolidate and repair bottom rail. Provide and install Replacement Historic Sash Lock. (Salvage existing keeper and deliver to Owner.) No lift.
<b>#212</b>	<b>West Bedroom</b> <ul style="list-style-type: none"> <li>General Repairs.</li> <li>Exterior Frame</li> <li>Exterior Frame</li> <li>Sill</li> <li>Sill</li> <li>Bottom Sash</li> <li>Bottom Sash</li> <li>Top Sash</li> <li>Top Sash</li> <li>Hardware</li> </ul>	<u>Notes</u> Epoxy consolidate lower jambs. Remove nails and patch holes. Epoxy consolidate. Remove nails and patch holes. Provide and install new sash lift and lock. Repair open stile/rail joints. Reset bottom rail. Repair open stile/rail joints. Provide and install Replacement Historic Sash Lock. (Salvage existing keeper and deliver to Owner.) No lift.

### Recommended Techniques, Materials & Products

This section discusses recommendations that address the following: the temporary protection of window openings during the repair process; the repair of wood window sash and other wood components; glazing replacement and reinstallation; weather-stripping and sealants; hardware reuse and replacement; and finishes.

#### PART 1 – GENERAL

##### 1.1 SUMMARY:

With the completion of the work specified below, it is intended that the condition of indicated windows be as follows:

1. All sash units shall be “as new”, all upper and lower sash shall be fixed and sealed to preclude air and water penetration.



## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
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Employer identification number

				-							
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>4</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>5</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>6</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

## Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.