

# Villas West Architectural Specification

## Specifications for Installing Skylights

Specification No: VWAS 09

Issue Date:	03-11-2002
Revision Date:	05-20-2002
Revision Level:	B
Board Approval Date:	05-14-2013
Pages	1 - 2

**General:** An Architectural Alteration Application, Form No. AAA, requesting the installation of skylights must be submitted to the Architectural Committee for review. The Architectural Committee will submit its recommendation to the Board of Directors for final approval.

### Responsibility:

1. The skylight dome, frame, and installation workmanship shall always be the villa owner's responsibility and any leak, damage, repair or replacement from /of same including the entire skylight replacement if necessary, shall be at the villa owner's expense, both current and future owners. Additionally, any required skylight upgrade due to any subsequent building or roof upgrade shall be the owner's responsibility and expense.
2. Skylights installed on existing asphalt roofs are the responsibility of the villa owner and if any leaks develop after installation that are a result of the skylight-to-roof seal, the villa owner will be billed for all costs to fix the leak and repair the resulting damage. This shall remain in effect until the roof is replaced with a Duro-Last or Custom Seal Roof. The skylight-to roof seal will then be the responsibility of the Association and Duro-Last Inc. Item # 1 above shall apply to all other elements of the skylight.
3. Skylights installed on a Duro-Last or Custom Seal Roof must be done under the supervision of a representative of Duro-Last Inc. or Custom Seal Co. To ensure the roof warrantee. The cost of this supervision and work is to be paid by the villa owner. Item # 1 above shall apply to all other elements of the skylight.
4. With the sale of the villa, any new owner must be informed of their skylight responsibility and he/she must agree to their responsibility in writing by signing this document in the space provided. Additionally, the name of a designated person who will routinely check the skylight(s) for leaks in the owner's absence must be provided.

### Specifics:

1. Approval must be obtained from the Board of Directors. The Architectural Alteration Application (AAA) shall include:
  - A. Name and specifications sheet of proposed skylight.
  - B. Location of skylight on the roof.
  - C. Name and Signature of the installer.
2. Installation to be done by a licensed and insured contractor.
3. Only curb mount frame skylights and tubular frame skylights may be installed.

4. The skylight installation must be scheduled during normal working hours. The maintenance supervisor or designate must supervise the installation.
5. All curb mount frame type skylight installations must provide an 8-inch minimum curb height from top of roofing material to top of curb to accommodate the Duro-Last or Custom Seal flashing. This applies to existing Duro-Last or Custom Seal roofs and to asphalt roofs. (The asphalt roofs will be replaced in the future with Duro-Last or Custom Seal roofs.) This prep work at installation will be beneficial in the future.
6. All tubular frame type skylight installations must provide a 6-inch minimum flashing height from the top of the roofing material to the top of the flashing to accommodate the Duro-Last or Custom Seal membrane. This applies to existing Duro-Last or Custom Seal roofs and to asphalt roofs.

I have read, understand, and agree with the responsibilities, and will comply with the above stipulations. Additionally, I have designated:

\_\_\_\_\_ Phone : \_\_\_\_\_

Residing at \_\_\_\_\_ to check the skylight (s) for leaks  
(minimum of once per week) in my absence.

\_\_\_\_\_  
 Owner's Signature                                  Date                                  Contractor's Signature                                  Date

\_\_\_\_\_  
 Architectural Chairperson                                  Date                                  Association President                                  Date