

## ICC Assn EXTERIOR MODIFICATIONS to Units: II

### Additional Window Installation Policy

Initiated in September 2003; Revised in December 2006

Recognizing the desire of some owners to modify their units, for reasons which may include benefits to health and/or increasing the comfort and value of their unit and their community as typically conveyed by such modifications, and accommodating this desire within the context of the community's design standards, the Indian Creek Condominium Association has revised this policy for the installation of **Additional Windows** for units at Indian Creek. Please use these guidelines when you seek approval from the Board for installation:

1. Window[s] must be a single 'casement style' (i.e. crank-out), with rough opening size approximately 27" x 52" although pending Design Committee review, duplex window[s] (54" x 52") may be allowed in some locations.
  2. The preferred manufacturer is Andersen [888.888.7020], available locally through Home Depot and other dealers.
  3. Exterior frame and trim shall be in keeping with existing colors. New window[s] MUST match existing windows on the building in overall appearance (style, trim, position, and orientation) as closely as possible.
  4. Unit owner agrees to accept all responsibility associated with window installation, including maintenance, replacement and repair, and this responsibility shall pass to ALL future owners as well.
  5. Unit owner must submit to the Board a drawing that is in keeping with the above considerations along with Proof of Insurance from a professional installer in order to receive approval for the proposed installation.
- For 3 BEDROOM END UNITS:
    - a) Placement of window[s] must be located in upstairs Master Bedroom in chimneyside wall of building. Window[s] shall be installed on center (left to right) within the area[s] on either side of the chimney box.
    - b) Window position shall be consistent with any existing windows in the room: 22" from the floor to the bottom of the window, 22" from the top of the window to the ceiling, (and appropriately spaced from the left side of the window to the wall and/or from the right side of the window to the wall).
  - For 2 BEDROOM END UNITS:
    - a) Placement of window[s] must be located in upstairs wall on side of building. Window[s] shall be installed on center (left to right) within the exterior wall as defined by the interior wall space within. Since interior configurations of these units vary, a drawing of the proposed modification is essential for approval.

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For 2 BEDROOM END UNITS: Additional Window Installation cont'd

b) Window position shall be consistent with any existing windows in the rear or front facade: 22" from the floor to the bottom of the window, 22" from the top of the window to the ceiling.

### FOR ALL UNITS:

a) If replacement of an existing, original casement window unit is deemed appropriate and necessary by the Association due to inherent structural failure of the window unit and not due to negligence of the owner or failure of the glass or seals, and if the owner opts to have installed a new casement window unit that meets design criteria but costs more than the standard replacement unit, the owner shall be responsible for any expense over and above the cost of the replacement casement window unit, and maintenance of the warranted new, replacement unit shall thereafter become the responsibility of the Association.

Please note that these guidelines describe and allow additional windows in the rear and side walls of units, and **NOT** in the front [i.e. entrance] façade. Adding windows to the front, shared, common façade is generally discouraged, although if a resident presents a compelling argument for modification along with a drawing of the proposed modification, the Design Review Committee shall duly consider the request and evaluate it against the desire of the individual and the good of the group.

Please note that approval of the Board of Directors is required **BEFORE** any exterior modifications may begin and that approval will be based on documentation submitted to the Board that is in keeping with the above considerations.

*This policy is written in consideration of the By-Laws, Article IX,2.D, which indicates "No structural alteration, construction, addition or demolition of any townhouse or the common areas shall be commenced or conducted, without the prior written approval of the Board of Directors."*