

# Leisure Village HOA Window Installation Policy

## **Background**

Windows at the Leisure Village Condominiums are a limited common element per the HOA Declaration. Therefore, when desired or needed, window replacement is the responsibility of the homeowner at Leisure Village. However, since window replacement is an exterior alteration, the homeowner must obtain written approval prior to commencing the alteration.

## **Purpose**

The HOA board of directors has provided this policy for the following reasons:

- To document the approval requirements for window replacement so that they are consistently applied for all homeowners.
- To ensure that the window installation quality is maintained to a standard equivalent to or exceeding the original design (we want windows that will last and that function well).
- To ensure that the exterior appearance of the windows remains consistent with the original design and from unit-to-unit (we want windows that look like they belong).

## **Scope**

This policy covers all windows on exterior walls of Leisure Village Condominiums, both front and back of the buildings. Basement windows are less visible and a different design, so their specifications are not provided, but they still require approval.

## **Specifications**

### **Location and Size**

Windows may only be installed at existing locations and they must be the same frame size as the original windows being removed and replaced.

### **Window Type, Style, and Color**

Windows must match the original type, style, and color.

- White vinyl frames with standard nailing fins/flanges
- Single- or double-hung (if windows open)
- Double glass panes with limited or no tinting
- White grilles
- Exterior screens

Window “inserts” or flangeless (no fin) windows are not recommended.

Suggested Option: Milgard Tuscany Series Vinyl Windows

Please note: Basement windows are aluminum frame slider windows.

### **Installation Method**

Cedar wood or other weather resistant wood product exterior trim 1x4 boards (actual 3-1/2” wide) will be used as casing to cover the window flanges/fins and to provide an adequate sealing transition between the existing exterior siding and new window frames. This will slightly change the appearance of a new window compared to an original window, but will allow much better installation quality without needing to remove and replace substantial amounts of siding.

- Temporarily remove exterior decorative shutters (where applicable).
- Precisely cut and remove exterior siding just enough (for 1x4 inch trim board width) as needed to expose window rough opening.

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- The entire original window (including flanges/fins) should be removed. “Full window” replacement is recommended.
- Install and properly seal new window per manufacturer’s instructions (preferably by nailing fins to rough opening building frame) and using shims, sealing tape, caulk, spray insulation, and other materials as needed.
- Cut exterior trim (1x4) casing boards to length as needed to frame window exterior per the attached Installation Diagram design.
- Attach exterior trim casing boards and caulk as necessary around window frames and casing-to-siding transition per industry standards.
- Prime and paint exterior trim casing boards.
- Touch-up the siding and shutter (where applicable) paint.

### **Trim, Shutter, and Siding Paint Color**

Trim casing boards must be painted to match the existing building trim color (e.g. white).

Shutter paint must be touched up to match existing color after re-attachment (e.g. burgundy).

Siding paint must be touched up around window trim to match existing color (e.g. grey).

See the HOA board of directors for exact colors.

### **Approval Procedure**

1. Notify the HOA board of directors that you intend to replace window(s) and obtain a copy of this policy.
2. Select your window(s) and installer and get quotation(s). Be sure to follow this policy.
3. Submit window installation plan to HOA board of directors and get their written approval.
4. Proceed with window installation.
5. Have HOA board of directors or their representative inspect new windows during and after installation.

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## Installation Diagram

