

# Exhibit to Rules & Regulations of Regency Park



## ARC Standards & Procedures for the Retrofitting of Windows, Exterior Doors, & Siding

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## **Objective**

The objective of these standard operating procedures and installation instructions for the retrofitting of new materials and Windows into the recently renovated structures is to provide guidance to the Owner, design professional, and to the installation contractor. When properly integrated, the newly installed materials and Windows can function in concert with the previously installed system when installed as an assembly. Failure to adhere to these protocols may result in damages to your unit, as well as adjacent units. Chapters 6-12 are provided to help familiarize you the Owner with some of the best practices and consideration associated with the different phases and trades you will encounter during the course of your project.

## **1. Choosing the Right Professional**

### **1.1. Check to make sure the contractor is licensed and insured**

To avoid being ripped off, scammed or sued, it is absolutely crucial that you check to make sure a contractor is licensed and insured. Without proper insurance, you could be liable if a subcontractor or worker becomes injured while on the job. In addition to bodily harm or injury, a contractor's insurance should cover property damage. Unfortunately, there are contractors out there who claim to be licensed and insured when, in fact, they are not. To ensure that you are hiring a reputable and licensed contractor, be sure to ask for a contractor's credentials during the interview process. Check with your state and local government to confirm that the contractor meets all licensing requirements. For further information, check the Better Business Bureau, as well as the DBPR's licensing resource page (See Link Below).

<https://www.myfloridalicense.com/wl11.asp?mode=0&SID=>

<https://www.bbb.org/>

### **1.2. Check reviews and references**

Finally, be sure to check a contractor's reviews. We recommend first searching for a contractor's Better Business Bureau profile to obtain information about their complaint history and customer reviews. According to the BBB, "BBB Accredited Businesses make a commitment to uphold BBB's accreditation standards including: to build trust, advertise honestly, tell the truth, be transparent, honor their promises, be responsive to their customers, safeguard privacy and embody integrity." In addition to checking the BBB profile, ask the contractor for local references you can call.

### **1.3. Obtain multiple bids**

First and foremost, you'll need to obtain bids from at least three different contractors. Don't ever accept a bid over the phone. Make sure you have met the contractor in-person and walked them through the home. Conducting a walk-through with the contractor and explaining the renovation in detail is the best way to ensure you receive an accurate cost estimate. It's also a good idea to provide the contractor with an itemized list of any and all changes you wish to make to the home. This will ensure that you receive the most accurate bid possible. Once you receive bids, compare the estimates and offerings. If a bid is exceptionally high or low compared to other bids, be sure to ask why.

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**1.4. Consider the needs of your specific project**

In addition to costs, it's important to consider what projects a contractor specializes in, if any. Be sure to ask the contractor about prior experience. A reputable contractor should be able to give you photos and references from past projects. Think about the specific needs of your project. Are you remodeling one room or an entire home? Do you need someone who also has experience with landscaping and dry scaping? What about someone who has experience renovating a wood-frame house versus a concrete-block home? These are the types of questions you should ask yourself when determining which contractor is for you. For instance, if you need to replace windows, but a contractor only has experience installing concrete sidewalks, then that contractor may not be the right person for the job.

**1.5. Take note of their communication style**

When interviewing a contractor, take note of their communication style. In other words: pay attention to how they communicate with you. Is it mostly by phone and text or does the contractor prefer to email? Are they slow to respond or do they reply quickly to any and all inquiries? If you need someone who gets back to you at lightning speed, then don't hire a contractor who ignores your calls and texts for long periods of time. If you prefer to talk in-person, then be sure the contractor is available for meetings at the home. In addition to the ways in which a contractor communicates with clients, be aware of their specific style of communication. Are they assertive or passive? Home renovations can take anywhere from a few weeks to a few years, so it's important that you jibe with the contractor and their specific communication style.

**1.6. Consider their availability**

How available is the contractor? If the contractor is in high demand, then you'll likely have to pay more for their services. In addition, you may have to wait for the contractor to complete other projects before they can take on your home renovation. A contractor who is extremely busy may even try to price themselves out of your project with an exceptionally high bid. Keep in mind, though, that a contractor who is in high demand is also one who is clearly good at their job (and may be worth the wait!). However, if you need someone who can start work on your project asap, then you'll need to find a contractor with more availability.

**1.7. Meet their team and subcontractors**

Keep in mind, you'll be interacting and dealing with the contractor's team and subcontractors on a regular basis. When interviewing a contractor, make sure to ask who they use for certain renovation projects. For instance, if you're renovating an entire home, you'll likely deal with multiple service professionals, including electricians, plumbers, HVAC professionals, flooring professionals and more. You'll want to do the same due diligence on your subcontractors as you do for your contractor. Be sure to also ask about the contractor's management style. For instance, do they personally oversee every aspect of the renovation in-person? How much time do they spend overseeing the subcontractors? Do they conduct a background check for all subcontractors?

**1.8. Required Contractor Selection Submittals to the Association**

1.8.1. Two [2] Copies of the completed "ARC FORM & ARC CHECK LIST" (See Pages 21-22).

## **2. Permitting Requirements**

### **2.1. Permitting, Inspections, and Approvals**

**The removal and replacement of the existing fenestration(s), exterior door(s), slider doors or cladding shall require the issuance of a permit from Seminole County Building Department. No exceptions shall be made (See page 6 for Seminole County Building Department's contact information).**

2.1.1. Tests, inspections and approvals of portions of the Work by applicable Laws, statutes, ordinances, codes, rules and regulations or lawful orders of public authorities shall be made at an appropriate time. Unless otherwise provided, the Owner shall make arrangements for such tests, inspections and approvals with an independent testing laboratory or entity acceptable to the Association, or with the appropriate public authority, and shall, except as otherwise set forth below, bear all related costs of tests, inspections and approvals. The Owner shall give the Association's Representative timely notice of when and where tests and inspections are to be made so that the Association's Representative may be present for such procedures.

#### **2.1.2. Required Permitting Submittals to the Association**

- 2.1.2.1. Email Copy of the completed permit application.
- 2.1.2.2. Email Copy of all engineer/architectural drawings (If required).
- 2.1.2.3. Email Copy of all shop drawings.
- 2.1.2.4. Email Copy of all Notice of Acceptances (See page 20).
- 2.1.2.5. Email Copy of the Owner/Contractor agreement. This must be submitted for review prior to being executed.
- 2.1.2.6. Email Copy of all warranties.

## **3. Florida Product Approvals (PA's) & Notices of Acceptance (NOA's)**

### **3.1. Overview**

The Florida Product Approval System was implemented by the Florida Building Commission in 2003 in accordance with Florida law. Products covered by the system are those that affect the structural integrity of buildings during hurricanes. The categories of products include:

- Exterior Doors
- Panel Walls/Soffits
- Roofing Materials
- Shutters
- Skylights
- Structural Components
- Windows

Product Approvals (PA's) and Notices of Acceptance (NOA's) are critical parts of permit applications. They are documents provided by the manufacturer of a construction product that demonstrates a product is approved for use in Florida when installed in specific conditions and using specific methods. For Seminole County, provide only the specific Product Approval number, INCLUDING the number after the decimal point, as part of the permit application package. Applicants should ensure that the Product Approval to be

used is for the site conditions (wind speed, exposure, flood zone, etc.) and that the product will be installed as detailed in the approval document. Plans examiners will print and stamp two (2) copies of the Product Approval document. One copy will be kept for the official record and one will be provided to the applicant to make available at the job site so that inspectors can verify compliance with the Product Approval and installation instructions. If the installation instructions are not followed, the inspection will be failed with a reinspection fee assessed (let alone the possible invalidation of any product warranty).

There may be times when the product one wants to use does not have a Product Approval for the location or the way one wants to use it. In this case, site-specific engineering must be submitted for approval. The engineering documents must have the original seal and signature of the design professional. If the design professional for the site-specific engineering is not the same as the design professional for the structure, proof of approval of the site-specific engineering must be provided also from the design professional of the structure. This ensures compliance with the design of the structure.

Product Approvals can be researched at two (2) websites as follows:

- [www.floridabuilding.org/pr/pr\\_app\\_srch.aspx](http://www.floridabuilding.org/pr/pr_app_srch.aspx) (FL #'s)
- [www.miamidade.gov/building/pc-search\\_app.asp](http://www.miamidade.gov/building/pc-search_app.asp) (NOA #'s)

For more information about Florida Product Approvals, please call (407) 665-7050 and ask to speak to a plans examiner or email: [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov)

## **4. Properly Documenting Your Project**

4.1. While not required, it is highly advisable that you document your project. In the event that an issues arise that was caused, or made have been caused by your project, your documentation may help insulate you from unwarranted liability. The following are a few simple proactive measure you can employ:

- **Photo document the project daily:**
  - Take “Before & After photos. This should include the interior and exterior of your unit.
  - Make sure to take photos of the various stages of construction
    - Demolition
    - Framing
    - Insulation
    - Sheathing
    - Dry-in
    - Cladding Installation
    - Coatings and Sealants
    - Clean-Up
  - Make sure to save the photos somewhere safe.
- **Retain the following documents for your records in a safe place.**
  - Bid proposals
  - Contracts and change orders.
- **Request the following from the Contractor**
  - Daily reports
  - Time cards
  - Materials and equipment delivery tickets
  - Safety and quality control checklists
  - Completed toolbox talks
- **Don't be afraid to ask questions**

## **5. Demolition Considerations and Best Practices**

5.1. **DEMOLITION PLANNING** Safe and efficient building demolition requires careful planning. This guide reviews several important considerations for any demolition project. Key Questions to Answer Before beginning any demolition project you should consider and be prepared to answer the following questions:

- How will the spread of dust be minimized during demolition and removal?
- How the project effect the adjacent mechanical (HVAC), electrical, or plumbing system?
- Ask you contractor if structural shoring will be required.
- How will weather affect the site?
- How will neighbors be notified prior to the start of the project?
- How will the site be secured to prevent unauthorized access?
- If there are sidewalks or other walkways near the project, how will pedestrians be
- protected?
- If there are adjacent or neighboring structures what means and methods are necessary to
- protect them from damage?
- How will the public stormwater system and right-of-way be protected from any sediment-laden runoff, track out from construction vehicles, or other materials leaving the site?

5.2. **Best Practices to Prevent Damage to the Existing Mechanical, Electrical, & Plumbing Systems**

- If required, or you suspect that the project may compromise the existing M.E.P. systems, it is best to contact a professional in that specific trade to help mitigate costly mistakes.

5.3. **Best Practices to Prevent Dust**

### **CAREFUL DEMOLITION**

- Use “Picker method” rather than wrecking ball.
- Demolish building in approximately reverse order of construction.
- Don’t drop! Lower debris from upper floors to the ground in receptacles, by hoists, or in tightly enclosed chutes.

### **FENCING, SCREENING OR SHIELDING**

- Use high fencing or barriers around the site to contain wind-blown debris.

### **COVERED AND DRIP FREE LOADS**

- Cover loads on trucks to ensure that debris and dust are contained during removal from the site.

### **NOTIFYING NEIGHBORS**

Written notice must be provided to adjacent units and units across the street from the project site, at least **48 hours** prior to start of work. The notice must include the name and phone number of someone who can be contacted with any questions or concerns about the pending demolition work.

## **6. Reporting Concealed Damages**

- 6.1. In the unlikely event that concealed damages are uncovered, it is your obligation to report these conditions to the Association via the property management. This includes, but may not be limited to:
- Termite Damage (Take note if damage is previous, or active (Alive termites present).
  - Damaged framing or sheathing
  - Microbial Growth
  - Active water leaks

**If uncovered, all construction related activities must stop until the Association can assess the damages. Please report to:**

**Regency Park at Lake Mary Condominium Association, Inc**  
**733 Secret Harbor Ln, Lake Mary, FL 32746**  
**407-328-8208 - [Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com)**

## **7. Framing Considerations & Best Practices**

### **7.1. General Considerations**

#### **7.1.1. Nails**

- Use 16-Penny Steel Coated Sinker Nails . Note: Codes specify length, girth, and number of nails in critical joints.
- Don't overdrive. A nail head sunk too deep into the wood can't pull its full weight.

#### **7.1.2. Framing**

- Space consistently. Placing joists, studs, and rafters exactly 16 inches apart gives solid support to panel ends.
- Use dry wood. Lumber stamped "S-dry" or "KD" (kiln dried) is less likely to warp and twist.
- All lumber utilized as structural framing shall be #2 SYP (Southern Yellow Pine).
- Keep wood dry. Block stacks off the ground and cover them with tarps.
- Vertical framing members should be installed plumb and level.

#### **7.1.3. Framing Details**

Please provide your installation contractor with the project specific framing details found with the Regency Park at Lake Mary Condominium Association, Inc: 733 Secret Harbor Ln, Lake Mary, FL 32746, Phone 407-328-8208, E-mail: [Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com).

## 8. Insulation

### 8.1. General Considerations

- **Fill all voids**
  - The key to a quality insulating job is tight-fitting batts that completely fill the stud cavity with no voids or gaps. You can do top-quality work with only a few basic tools. You'll need a utility knife with a good supply of sharp blades, a tape measure and a straightedge, and a 3- or 4-in. putty knife for stuffing insulation around doors and windows. Fiberglass can irritate your throat and skin, so wear protective gear. Buy a two-strap mask rated for fiberglass insulation (look for N-95 rating) and wear a hat, gloves, a long-sleeve shirt and goggles to keep fibers out of your eyes.
- **Fit batts tightly around electrical cables and boxes**
  - Running a full batt in front of electrical cables leaves an uninsulated space behind. Avoid this by splitting the batt as shown. Then when you come to an electrical box, trim the insulation to fit snugly around it. Run your knife blade against the outside of the box to guide the cut. But don't cut too deep or you risk nicking the wires. If you have plumbing pipes on an outside wall, insulate behind them, but leave the side facing the interior uncovered to allow heat from the house to keep the pipes warm.
- **Fit first, then cut to length**
  - Cut batts to length by setting the top of the batt into the space and cutting against the bottom plate with a sharp utility knife. Leave an extra 1/2 in. of length for a tighter fit. We're using unfaced batts that are sized to friction-fit into standard stud spaces (either 16-in. or 24-in. on-center studs). They're also available precut to lengths that fit standard 8-ft. and 9-ft. walls. Buying precut batts eliminates some work, but you'll still have to cut some batts to length. You could measure the space and cut the batt to fit, but a quicker method that's just as accurate is shown below. Leave an extra 1/2 in. of length for a snug fit. We're using unfaced batts because they're easier to cut and install. In most climates, you'll have to staple 4-mil plastic sheeting over the batts to form a vapor barrier. Check with your local building inspector for the recommended practice in your area.
- **Trim batts in place**
  - Leave the batt folded in half and hold one edge against the edge of the stud. Slice down the length while holding the top of the batt. Cut against the stud face. Accurate cutting is essential (actually, slightly oversized batts are best). A batt cut too small leaves gaps and one cut too large bunches up and leaves voids. If you're having trouble getting an accurate cut with the "eyeballing" technique, measure the width of the stud space and use the straightedge method instead. Add about 1/2 in. to the width to ensure a tight fit. It's better to compress the batts a little than to leave gaps. Don't worry if the batts bulge out a bit. The drywall will compress them tightly.
- **Fill gaps around windows and doors**
  - tuff skinny strips of batting into spaces around windows and doors with a 3-in. wide putty knife. The insulation should fit snugly, but don't pack it. The shim space around windows and doors is a prime spot for air leakage. Stop these leaks by reaching to the back of this

space with the straw-type nozzle included with a can of expanding foam insulation and applying a bead around the perimeter. Let it cure at least an hour before stuffing the remaining space with a thin strip of fiberglass. Don't pack the fiberglass too tight or it will bow the jambs and cause trouble with the operation of the window. **Warning: Do not use expandable foam, as this may damage the window.**

## 8.2. Insulation Details

Please provide your installation contractor with the project specific details found with the Regency Park at Lake Mary Condominium Association, Inc: 733 Secret Harbor Ln, Lake Mary, FL 32746, Phone 407-328-8208, E-mail: Manager@RegencyParkCondo.com.

# 9. Sheathing

## 9.1. General Considerations

- Plywood clips on roof and wall panels as required. The 1/8-in. gap they create between each sheet prevents buckling.
- Lay sheets perpendicular to framing. Increases overall strength and stiffness.
- Glue and fasten 10 Penny Steel Coated Ring Shank Nails. Adhesives can improve bond strength by a third.

## 9.2. Sheathing Details

Please provide your installation contractor with the project specific sheathing details found with the Regency Park at Lake Mary Condominium Association, Inc: 733 Secret Harbor Ln, Lake Mary, FL 32746, Phone 407-328-8208, E-mail: Manager@RegencyParkCondo.com.

# 10. Weather Resistant Barrier (WRB)

## 10.1. What is Weather Resistant Barrier (WRB)

A weather-resistant barrier (WRB) is an important part of today's energy-efficient and healthy homes and commercial buildings. A modern WRB design shields the walls of a structure from water and air infiltration, along with moisture accumulation within the wall systems.

## 10.2. General Considerations

- **Weather Conditions**
  - Temperature does not impact the installation procedure. High winds can affect installation as WRB will be installed in large sheets. WRB should not be installed when it is raining or before the substrate has dried after a rain.

- **Substrate**
  - Most WRB's can be installed over any substrate. The installer shall check for any sharp protrusions on the substrate. These protrusions shall be removed so that the WRB is not penetrated. The material must be intact to keep the water and air out. The substrate on the building will determine what fasteners will be used.
- **Overlaps**
  - WRB and all other materials and components used as part of the installation are to be installed in a shingle fashion, the material or component above must overlap the material or component below it. The typical overlap shall be 4 inches (101mm) horizontally and 6 inches (152mm) vertically everywhere this is possible. Proprietary tape (per manufactures installation specifications) is then installed on every seam and each termination. WRB can also be installed vertically. This allows a single length to start at the top and continue to the bottom. The 6 inches (152mm) vertical overlap is required. All corners are to be overlapped 12 inches (304mm).
- **Penetrations**
  - WRB must be carefully cut around penetrations. A bead of approved sealant is then installed on the substrate, approximately 1 inch (2.5 cm) back from the edge of the cut. The WRB is then pressed into the sealant to keep out both water and air. Flexible Self Adhered Flashing or SAF is then installed on the exterior of the WRB and joins the material to the penetration. For more detailed information, refer to the Manufacture's Installation Manual.
- **Terminations**
  - Terminations are treated similar to penetrations. A bead of approved sealant is installed on the substrate approximately 1 to 2 inches (25 to 50 mm) back from the edge of the WRB. The WRB is pressed into the approved sealant. In high wind locations, consider installing a furring strip where the material is terminated to provide additional structural support.
- **Fastening Requirements**
  - Typically one fastener or more every 24 inches (601mm) in horizontal and vertical direction.
- **Windows and Doors**
  - Windows and doors are similar to penetrations. Depending on whether the windows are installed or not installed before the WRB is installed, the installer will follow AAMA Procedure A or Procedure B. The installer shall always install the materials and components, so that the product above overlaps the product below. For more detailed information, refer to the Manufacture's Installation Manual.
- **Fasteners**
  - Different fasteners would be used if the substrate is poured concrete, concrete block, steel stud, and gypsum board or wood framing. The most common walls used in commercial buildings are either steel studs with a treated gypsum board or wood framing with OSB sheathing. The fastener shall penetrate the substrate by 2 inches (50 mm) and shall have a 1 inch (50 mm) plastic head. When steel studs are used, the fasteners shall be self-taping screws with a 7/8 inch (50 mm) plastic washer. The screw shall be 2 inches (50 mm) long

when ½ inch (12 mm) gypsum board is used. When wood studs are used, a 1 inch (50 mm) plastic headed nail or screw shall be used which is 2 inches (50 mm) long when the ½ inch (12 mm) OSB sheathing is used, or a 1 inch plastic cap staple with leg length to penetrate at least 5/8 inch into the wood stud can be used. When the substrate is concrete block or poured concrete, use an adhesive approved by the manufacturer to adhere the WRB to the substrate.

### 10.3. WRB Details

Please provide your installation contractor with the project specific WRB details available through Association Records Requests found with the Regency Park at Lake Mary Condominium Association, Inc: 733 Secret Harbor Ln, Lake Mary, FL 32746, Phone 407-328-8208, E-mail: [Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com).

After execution, the WRB needs to be inspected by a 3<sup>rd</sup> party Architect or Engineer to insure proper integration.

## **11. Windows Installation**

This chapter considers the same materials, manufacturers, and practices employed during community renovation.

The instructions here must be observed by the licensed contractor who will replace the windows, as it will provide him with all the information on the practices and materials adopted at the renovation time.

There are 3 different models of windows installed, which can have different sizes according to the floor plan. The first step is to identify what type of floor plan it will be.

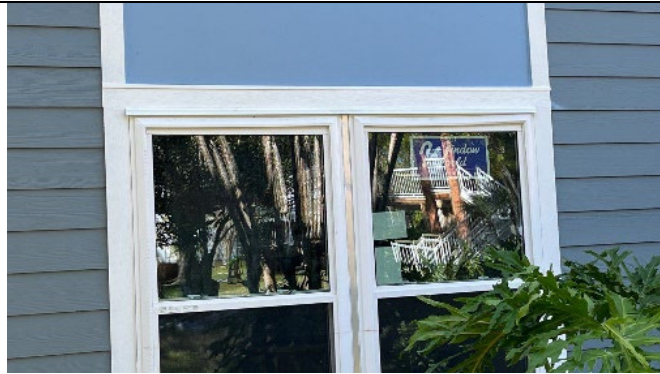
The different models of windows in the community are:

- Single windows: composed of a single hung window, this type of window is installed as it has delivered.



Single windows

- Side-by-side windows, or windows type W: it's composed of two single hung windows. This type of window requires a central aluminum mull bar to be installed after removing the existing window, where the left and right windows will be screwed. When completing this system assembly, are installed snap trims on the vertical aluminum bar as a finish, inside (adhesive snap trims) and outside (clipped snap trims).



Side-by-side window, with the central aluminum mull bar without the clipped snap trim finishing

- Arched windows: it's composed of a side-by-side window and an additional arched shape above the side-by-side windows. This type of window requires the same system of the side-by-side windows, plus a horizontal aluminum mull bar to be installed above the side-by-side windows, connecting them and the arched shape. Upon completion of this system, the same internal and external finishes mentioned in the previous system must also be done on the horizontal aluminum mull bar. Some floor plans have this type of window in the top floor condos.



Arched window, with the central and the horizontal aluminum mull bars without the outside clipped snap trim finishing.

### NOTE:

**It is required for Wood Frame Construction, WINDOWS ORDERED with NAILING FINS is necessary to assist with good installation.**

### 11.1. Windows Sizes per Floor plan:

The windows type per floor plan are:

WINDOW X FLOORPLAN		WINDOW TYPE - OPENING SIZE PER FLOORPLAN								TOTAL	
		Single Small	Single Medium	Side-by- Side Small	Side-by-Side Medium	Side-by- Side Large	Slider Small	Slider Large	Arch Window 58		Arch Window 70
FLOORPLAN TYPES	Calypso	1	1	1	1						4
	Coral Reef	1	3	1							5
	CORAL REEF ARCH	1	3	-					1		5
	Cozumel	2						1			3
	Flamingo	1	1	1	1	1					5
	Mirage	2			1			1			4
	Palm Breeze	2					1				3
	Paradise	1	2			1		1			5
	Sand Castle	2			1			1			4
	Sand Dollar	1	2		2						5
	SAND DOLLAR ARCH	1	2		1					1	5
	Sandbar	2			1			1			4
	Sea Breeze			1			2				3
	SEA BREEZE ARCH			-			2		1		3
	Seascape				1		1				2
	Sunset	3			1			1			5

**Note 1:** windows type “side-by-side” are composed of 2 single hung windows + 1 vertical aluminum mull bar between them.

**Note 2:** windows type named as “arch windows” are composed of 2 single hung windows + 1 vertical aluminum mull bar between them + 1 arched shape above the single hung windows + 1 horizontal aluminum mull bar between them and the arched window, connecting the system.

After identifying the floor plan of the unit, the resident needs to write down the opening names of the existing windows in his unit, according to the previous table. With this information, he will then be able to consult the table below, which will inform the composition of each type of window and indicate the quantity and dimensions to be purchased by type of window.

WINDOW DESCRIPTION	WINDOW SIZE	QTD PCS
Single Small	35.25" X 59" (35 1/4" x 59")	1
Single Medium	47.25" X 59" (47 1/4" x 59")	1
Side-by-Side Small 58 1/4" X 59" old window	28.625" X 59" (28 5/8" x 59") each side (it is considering 2 pieces for opening) Vertical Mull kit with 59" x 1" wide	2 1
Side-by-Side Medium 70 1/4" X 59" old window	34.625" X 59" (34 5/8" x 59") each side (it is considering 2 pieces for opening) Vertical Mull kit with 59" x 1" wide	2 1
Side-by-Side Large 94 1/4" X 59" old window	46.625" X 59" (46 5/8" x 59") each side (it is considering 2 pieces for opening) Vertical Mull kit with 59" x 1" wide	2 1
Arch Window 58 58.25" X 59" old window side-by-side window	28.625" X 58" (28 5/8" x 58") each side (it is considering 2 pieces for opening) Half-Circle Window 58.25" X 29.125" (58 1/4" x 29 1/8") Vertical Mull kit with 58" x 1" wide Horizontal Mull kit with 58.25" x 1" wide	2 1 1 1
Arch Window 70 70.5" X 58" opening + arch above side-by-side window	34.625" X 58" (34 5/8" x 58") each side (it is considering 2 pieces for opening) Half-Circle Window 70.25" X 35.125" (70 1/4" x 35 1/8") Vertical Mull kit with 58" x 1" wide Horizontal Mull kit with 70.5" x 1" wide	2 1 1 1

**Note 1:** Every mull bar needs to be covered inside and outside after installation. Inside: please use an adhesive snap trim over the aluminum mull bar. Outside: please use a clipped snap trim over the aluminum mull bar

PVC frame NFS=1 3/8

Frame color: white

Rectangular shapes: double hung with steel reinforcement frame. SolarZone Elite, double strength, glass breakage warranty

Arched shapes: SolarZone Elite, tempered.

The mull kit is composed by:

- Aluminum bar with 1" wide, and its clips (vertical usage in side-by-side windows and horizontal usage bellow arched windows).
- Snap adhesive trim to the internal finishing.
- Clipped trim to the external finishing.

### 11.2. Uninstalling existing windows:

To remove existing window:

- 1) Uninstall trims around window, without cut any part. The top trim can damage the metal flashing above it, be careful.



*The top trim removal can damage the metal flashing above it, be careful.*

*Uninstall the top trim moving its bottom, turning it clockwise*

- 2) After trim removal, you should locate the end of the window's (1) inner flap and cut the PolyWall WindowSeal® Tape (2) at this point around the perimeter of the window using a knife. On the top part of the window, repeat the same process cutting on the edge of the flashing metal installed below the tape. Remove the metal flashing pulling it. It was installed using nails and will be damaged per removal process.



- 3) From this point, locate the screws groping over the cut tape around window flap and start removing them with a screwdriver, unscrewing them. It is not necessary to remove the tape to unscrew the screws, but you must ensure that you remove them all before forcing the window out.

**WARNING: If you don't cut all the tape, when pulling the window the tape will tear the TYPAR® BuildingWrap as it was glued over it.**

- 4) After removing the flashing metal above the window, removing all the screws around the window flap (make sure you remove them all) and ensuring that the white tape has been cut to the edge of the window flap completely around the perimeter of the window, the window will be ready to be removed.  
**Remember:** The window was fixed using silicone underneath its entire flap. With a penknife, cut this adhesion under the window flap, between the wood and the flap.



### 11.3. Installing new windows:

- 1) After removing the old window, check the protective system that covers the window gap for damage. If it is damaged, the parts must be redone before installing the new window.



*The flexible 9" flashing installed on the beam below the window must be intact, or be reinstalled (step 2)*

- 2) Apply enough silicone to the entire window perimeter tab and place it in position, screwing all the holes in the tab again. The silicone on the tab will be responsible for sealing the screw holes.
- 3) Apply Polywall WindowSeal 4" tape around hole window perimeter, covering the screws and starting from the bottom to the upper (photo 11.3.A).
- 4) Re-install a new metal flashing (photo 11.3.B) above window, remembering to fold its edges as shown in the photo. After nails, the metal flashing needs to receive a layer of Polywall WindowSeal 4" tape, trespassing 5" in each corner (photo 11.3.C).



Photo 11.3.A



Photo 11.3.B



Photo 11.3.C

- 5) Re-install the James Hardie® trim around the window, sealing it completely in each siding joints.
- 6) Paint again the trims using Sherwin-Williams Pure White.
- 7) Seal and caulk inside the unit, around the new window.

## **12. Cladding (James Hardie® Lap Siding)**

### **12.1. Existing Materials**

To replace an existing window integrated in the cladding walls, the materials below will be required:

- 12.1.1 White Aluminum metal flashing to apply over window (photo 12.A);
- 12.1.2 Tape type PolyWall WindowSeal® measuring 4" – width(photo 12.B);
- 12.1.3 White James Hardie® Fiber cement trim bar measuring 1"W x 3 ½"H (photo 12.C);
- 12.1.4 Round Washer Head Screws #8 – 2" (photo 12.D);
- 12.1.5 Galvanized Nails – 2". Use 16-Penny Steel Coated Sinker Nails (photo 12.E).

*Note: Codes specify length, girth, and number of nails in critical joints.  
Don't overdrive. A nail head sunk too deep into the wood can't pull its full weight.*



Photo 12.1.A



Photo 12.1.B



Photo 12.1.C



Photo 12.1.D

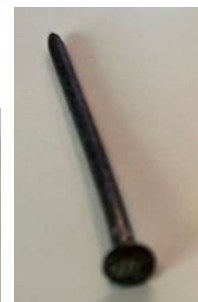


Photo 12.1.E

### **12.2. Installation Requirements**

***All James Hardie® Products must be installed in strict accordance with James Hardie® HZ10® Best Practices – Installation Guide Siding and Trim Products, Version 9.1 - December 2019.***

Your installation contractor can download a free copy by following the link below:

<https://www.jameshardiepros.com/getattachment/1b8929e0-f812-476b-8a15-6db185ffd813/Best-Practice-Guide-Manual-Version-HZ10-US-English.pdf>

## **13. Coatings and Sealants**

### **13.1. Requirements**

- All coatings and sealants to be applied shall be manufactured by Sherwin-Williams's® and applied per the Manufacturer's specification (Attached Hereto).
- The Contractor may be required to paint the entire elevation "corner to corner" to achieve consistent color development across the elevation.
- The Association has approved the following colors. The Contractor shall not deviate from side colors.

### **13.2. Sherwin Williams® Specifications**

Please refer your Contractor to the Sherwin Williams® Paint Specifications found below.

New Light Gray 1	Less Medium Gray 1	Blue	Pure White
SW 7072	SW 6235	SW 9147	SW 7005
Online	Foggy Day	Favorite Jeans	Pure White

## **14. Contact Information**

### **CONTACT INFORMATION:**

COMPANY NAME	ITEM	WEBSITE	PHONE	E-MAIL
AMERIGROUP BUILDERS	general contractor	<a href="http://www.amerigroupbuilders.com/">http://www.amerigroupbuilders.com/</a>	386-310-8618	<a href="mailto:Mjones@AmeriGroupBuilders.com">Mjones@AmeriGroupBuilders.com</a>
WINDOW WORLD	windows	<a href="http://www.windowworld.com/">http://www.windowworld.com/</a>	866-740-2100	<a href="mailto:bpaone@windowworld.com">bpaone@windowworld.com</a>
JAMES HARDIE	Sidding System	<a href="https://www.jameshardie.com/">https://www.jameshardie.com/</a>	888 542-7343	
TYPAR	Waterproof system	<a href="https://www.typar.com/">https://www.typar.com/</a>		
SHERWIN-WILLIAMS	Paint	<a href="https://www.sherwin-williams.com/">https://www.sherwin-williams.com/</a>		
TEG Engineering	Engineer Inspection	<a href="https://www.tegfl.com/">https://www.tegfl.com/</a>	407-734-1790	<a href="mailto:officeadmin@tegfl.com">officeadmin@tegfl.com</a>

## **15. Engineered Drawings and Manufacture's Installation Specifications**

All drawings and manufacture's installation specification in addition to this guidance can be provided to your contractor by:

**Regency Park at Lake Mary Condominium Association, Inc**  
**733 Secret Harbor Ln, Lake Mary, FL 32746**  
**Phone 407-328-8208**  
**E-mail: [Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com).**

## **16. Sample Notice of Acceptance (NOA)**

Paste here the standard e-mail from the Association

## 17. ARC FORM:

### ARCHITECTURAL MODIFICATION APPLICATION (ARC) FORM

Unit Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit Owner (Applicant)-Print Name: \_\_\_\_\_

Cell Phone#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Modification (ie. Flooring, Patio Screen, Window/Door Replacement, Re-Plumbing) -  
Please describe in detail, include **material type, color, size /dimensions** of areas involved,  
**location**. (Please refer to Declaration of Condominium Section):  
\_\_\_\_\_

**ARCHITECT'S PLANS, DRAWINGS, MATERIAL SPECIFICATIONS & COLOR IMAGE OF MATERIALS MUST BE INCLUDED BEFORE APPLICATION WILL BE CONSIDERED, AS WELL AS COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE & BUSINESS LICENSE, & SEMINOLE COUNTY BUILDING PERMIT. 2nd & 3rd-STORY FLOORING APPLICATIONS REQUIRE MATERIAL & UNDERLAYMENT SOUND SUPPRESSION RATINGS OF 55 MINIMUM - IIC & STC (Circle on spec sheet). ALL PLUMBING WORK MUST INCLUDE STAINLESS STEEL BRAIDED HOSES FROM ALL SHUT-OFF VALVES TO ALL APPLIANCES & FIXTURES. ALL PATIO ENCLOSURE MUST HAVE DRAINAGE HOLES.**

**IMPORTANT:** All contractors are responsible for removal of debris as a result of improvements from the premises – construction debris may NOT be placed in or at community compactor/trash area. Upon approval, remember to schedule with the Management office in advance for the installation date(s), and advise when the project is complete.

I/We hereby make application to REGENCY PARK AT LAKE MARY Condominium Association, Inc. for the above, described work to be approved in writing.

I/We understand and acknowledge that approval of this request must be granted before work on the modification may commence, and that if modification / installation is done without the approval of the Association, the Association may force the removal of the modification/installation, and subsequent restoration to original form at my expense.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*This Section for Office Use Only\*\*\*\*\*

APPLICATION STATUS: ☐ APPROVED ☐ DENIED ☐ APPROVED WITH CONDITIONS\*

\*CONDITIONS: \_\_\_\_\_

X

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date Approved

A copy must be retained in the Association's files under the "Forms" tab in the Unit Owner's file. If unit transfers to a new owner, approval must remain in file with all supporting documentation as proof of approval.

**Submit Form to:** 733 Secret Harbor Lane - Lake Mary, FL 32746 – Phn: 407.328.8208 – Fax: 407.328.8238

**Email:** [Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com) & [Admin@RegencyParkCondo.com](mailto:Admin@RegencyParkCondo.com)

## 18. ARC Check List:

### **ARCHITECTURAL MODIFICATION APPLICATION - CHECKLIST**

In order to review your Architectural Modification Application, please confirm that following items are completed/attached to the form by checking all the boxes below for items you've included. If Not Applicable, please indicate "N/A":

**ARC App Checklist (Check off boxes if provided, or write N/A if Not Applicable):**

- ☐ **Owner Name** – Printed, Signed & Dated
- ☐ **Address** – Full
- ☐ **Email Address**
- ☐ **Cell Phone #**
- ☐ **Type of Modification** (i.e. Window or Door Replacement, Patio Screen, Flooring, etc.), including (**must be specified ON ARC FORM &/or BELOW**):
  - ☐ **Material Type** (circle or write-in: aluminum, wood, vinyl, plastic, glass)
  - ☐ **Color** \_\_\_\_\_
  - ☐ **Size/Dimensions** \_\_\_\_\_
  - ☐ **Location** (circle/write-in: bed/living room, kitchen, bath, front door, patio)
- ☐ **Architectural Plans & Drawing**
- ☐ **Contractor's COI & License** (REQUIRED)(Provide current copies)
- ☐ **Permit** (if required)
- ☐ **If FLOORING** – **Must include SPEC SHEET OR WEB-LINK of Flooring Material AND Underlayment for both w/STC** (Sound Transmission Clarification) **& IIC** (Impact Insulation Class) **of 55 minimums**, and **installation method. INDICATE HERE: STC \_\_\_\_\_ IIC \_\_\_\_\_**
- ☐ **Color Picture/Image** of item to install (i.e., window, door, flooring material)

Please be advised that if all the above information is not included **the application will be rejected by the Board**, which will delay application review & your project.

**Please submit all documents in a single PDF if at all possible.**

Thank you,  
Mike Piazza, LCAM  
Regency Park at Lake Mary  
Condominium Association, Inc.  
Office: 407-328-8208  
Fax: 407-328-8238  
[Manager@RegencyParkCondo.com](mailto:Manager@RegencyParkCondo.com)

\_\_\_\_\_  
Address & Unit #

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date