

VALLEY TERRACE HOMEOWNERS ASSOCIATION

WINDOW REPLACEMENT POLICY

In recognition of the continuing advances in double-paned window construction, the Board of Directors has adopted the following policy:

While it is a prime function of the Board of Directors to protect the aesthetic qualities of the community, the Board also recognizes that double-paned window (applies to double-paned sliding doors too) construction continues to advance. With those gains it may now be possible to increase noise reduction and energy efficiency without diminishing the aesthetic quality of the community. With that in mind, the Board will approve a window or sliding glass door replacement request if the installation meets the following minimum conditions:

- 1) Owners must provide the Board of Directors with an architectural request form and window brochure at least 60 days prior to installation.
- 2) The double-paned windows must have the following aesthetic appearance:
 - *Must be Milgard Dual Pane Windows*
 - *No paned window designs or Mullions*
 - *Only desert tan framing.*
 - *No reflective material on glass (mirror appearance). Darkened window glass is permitted.*
 - *No Retrofits permitted.*
- 3) The installation of double-paned windows must meet with the following conditions:
 - *Owner must use a licensed contractor to install the new windows.*
 - *Windows must fit into the existing cut out.*
 - *Owner/installer must return and/or replace the window wood trim and stucco to its original appearance and texture.*
 - *Owner/installer must paint all trim, stucco and wood to match original paint scheme and colors.*
 - *Owner/installer must haul off any debris and old windows. The Association's dumpster will not be used. If it is discovered that the dumpster was used for disposal, the owner will be cited and fined for its use.*
- 4) The owner is responsible for repairing any maintenance needs associated with the existing windows prior to or discovered in the process of installing the replacement windows. In other words, once replaced, the windows and their surrounds should be in

new condition. The owner is also responsible for any maintenance and damage associated with the newly installed windows, including water leaks, dryrot, etc.

- 5) The Association looks most favorably upon proposals to replace all windows in a unit. Should the proposal involve less than all the windows, the following apply:
 - *If any double windows (two windows on the same wall in the same room) are included in the proposal, both must be replaced.*
 - *The architectural application must include a diagram of the location of all the windows in the unit and an indication of which windows are to be replaced.*
 - *The Board will consider the replacement status of the windows around the unit when considering the proposal, and reserves the right to invoke discretionary powers to require that additional windows be replaced in order to maintain the visual quality of the Association's buildings*
- 6) Building permits are required and are the sole responsibility of the owner.
- 7) Before window replacement can begin, the Board must approve the request by sending the owner a letter with their approval. After approval by the board, the owner must show the management company that the required permits have been obtained prior to commencement of the work, and must show proof of approval by the county building inspector after the work has been completed.
- 8) The Valley Terrace Homeowners Association (and its management firm) reserves the right to perform its own inspection prior to and/or after the completion of the work. If the owner does not follow the above installation procedures and rules, said owner will be responsible for all costs associated with correcting the installation.
- 9) The Owner is responsible for submitting proof of the window contractor's insurance (liability, commercial vehicle and workers' comp) to the Association with the application, along with the contractor's State Lic. # so it can be verified.

VALLEY TERRACE HOMEOWNERS ASSOCIATION WINDOW REPLACEMENT REQUEST FORM

Date of Request _____

Estimated date for window replacement _____

Owner Information

Name _____

Address _____

Phone # Home _____ Work _____

Unit Address * _____

Name/model/manufacturer of the Window ** _____

Contractor information ***

Name _____

Address _____

License number _____

Phone number _____

* Please attach a diagram of the outside of the unit for which windows are being replaced

** Please attach window brochure

*** Please attach evidence that the contractor is bonded

I have read the policy and agree to follow all rules and procedures

Signature of owners

Date

For office use only	
Estimated board review date	_____
Approved	Date _____
Rejected	Date _____
Rejected Reason	_____