

Victorian Village Townhouse Corporation

Important Note Regarding Window Replacement

The Association strongly recommends that homeowners who plan to replace their windows follow the "Window Replacement Specifications" below.

This "new construction" installation method will help assure that no leaking occurs around the outside of the window frames – which can lead to concealed siding and sub-structure damage. Such damage may not be discovered until years after the window installation is done. However, the Association recognizes that the "replacement" method of installation done by most window companies is far less expensive than the "new construction" approach, and that only the "replacement" approach will be affordable to many homeowners. So please be advised that if you do not use the "new construction" installation method as specified below, and if the "replacement" method you use eventually leads to concealed structural damage at your townhouse, you will be responsible for the cost of any related common-element repairs. Also please note that (as with all owner-installed additions), even after you sell your townhouse, any common-element damage resulting from "replacement"-style window installation will always continue to be a homeowner responsibility, regardless of who owns the townhouse at the time of discovery. You are legally obligated to disclose this fact to any prospective buyer of your townhouse. As the homeowner requesting ACC approval for window replacement at my townhouse, I understand and agree to the terms of the foregoing Special Note Regarding Window Replacement.

Window Replacement Specifications

The specifications below should be followed when replacing windows.

1. Moisture Barrier and Flashing Tape

Windows should be installed in a membrane pan detail with Protecto tape on the top and sides. The tape should be applied to the bottom of the rough opening first and turned up at the sides. The portion of the bottom near the interior should be turned up against the window sill if available or a furring strip if necessary. The portion nearest the exterior should be turned down over the exterior sheathing and moisture barrier. After the window has been installed Protecto tape should be applied at the sides first, lapping the side flanges and extending to the top of the window. The top of the window should be taped last and the moisture barrier of the building should be lapped over the tape at this location.

2. Window Style

Windows installed should meet the following criteria:

- The windows shall be made of Aluminum.
- The glazing shall be Insulated, Low E glass.
- The window shall be Single hung opening only at the lower portion.
- The color of the windows installed on this property shall be aluminum (mill finish).
- The new window must be a New Construction Style with fins.

3. Siding Removal

The exterior brick (and/or siding as applicable) should be removed around the window on all four sides to accommodate the installation of the New Construction style window flanges. The siding must also be removed to properly facilitate integrating the window flashing with the vapor barrier of the building. The structure of the building should be inspected for damage after removal of the siding. Any damage that warrants repair should be brought to the attention of the management company immediately.

4. Fasteners

Stainless Steel fasteners will be used to secure the window flanges to the framing. Fasteners will be used at all four sides of the window at an interval of no less than 8".

5. Flashings

Through wall flashings shall be installed above windows installed in brick veneer with weep holes installed at the course of brick over the flashing. A 26 gauge "paint grip" galvanized flashing will be installed above windows in wood or Hardi siding. The trim will be installed over the top of the trim over the window and extend under the moisture barrier of the building no less than 2 1/2".

Owner's Signature:		Date:
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