

OAKWOOD PARK CONDOMINIUMS
WINDOW APPROVAL PROCESS

Thank you for contacting Oakwood Park Condominiums regarding replacing your windows and/or sliding glass doors. As you are aware, there are certain aesthetic requirements that must be met in order to maintain the uniformed look of our community. While the Board of Directors does not support one window manufacturer over another, there can be differences in their color shades and composition of the window. Attached you will find the forms that you need to return and other requirements in order to act on your window replacement request in a timely manner.

REQUIREMENTS:

1. Windows must be horizontal sliders. The side light, next to the front door (townhouse) is a fixed casement. Photo's are attached.
2. The exterior frame color must be tan, almond or beige. If you are unsure, have your window supplier provide you with a color sample for management company review, While a physical piece of frame extrusion is preferable, a color swatch is acceptable. The interior frame color is at the discretion of the co-owner.
3. Window frames shall be vinyl construction with all mitered joints welded (mechanical joints are not permitted), double or triple glazed, gas filled (argon, krypton or a combination), low e coated glass with insulated spacer and desiccant.
4. While not required, it is preferable windows and sliding glass doors be *Energy Star™* rated.
5. While not required, it is preferable window and sliding door frames (where applicable) be filled with injectable polyurethane foam for optimum energy efficiency.
6. Any wood trim that is damaged or must be removed, must be replaced, primed and painted at the time of installation. The approved trim color is Sherwin Williams SW1097 Yorkshire Brown.
7. Window installer must be in compliance with EPA Lead RRP Ruling *The Renovation, Repair and Painting Program Rule* where applicable.



**Fixed
Casement
Side-Light**



**Horizontal
Slider**

APPROVAL PROCESS:

1. Upon electronic or hard copy submission of this completed package, the documents will be sent to your Board of Directors within forty-eight (48) business hours of its arrival. Only fully completed packets will be submitted to the board.
2. You must supply an email address if you wish to have approval within five (5) business days of your submission. If you do not have an email address, the approved or denied paperwork will be sent US Mail and can take up to seven (7) to ten (10) business days to arrive back to you.
3. YOU MAY NOT SCHEDULE YOUR INSTALLATION UNTIL YOU RECEIVE AN EXECUTED COPY OF THIS PACKET BACK
4. Upon completion of the installation, there is a final form that is also attached (not required for approval) which must be submitted to the association for final inspection. Should the board or management company find that you have not followed the requirements in this packet, chosen a color that is not approved, chosen a window style that is not approved or otherwise strayed from the requirements, you may be required to remove and replace the windows and/or door walls with products that do comply.
5. IF THERE ARE ANY QUESTIONS ABOUT THE REQUIREMENTS IN THIS PACKET, ASK BEFORE YOU PURCHASE AND INSTALL YOUR WINDOWS AND/OR SLIDING GLASS DOORS.

I have read and understand this document in its entirety. I have given a copy of this document and the specifications to my chosen window supplier/installer and they are aware of the association's requirements. I agree to abide by the terms and conditions of the Oakwood Park Window Specification and any failure of mine or my window supplier or installer to do so may result in violations, fines and/or the removal and replacement of the windows and sliding glass doors at my expense.

Print Name

Signature

Date

Address

Oakwood Park Condominium Association

Replacement Window and Sliding Glass Door Specifications

The following revised window specifications are applicable for all co-owner replacement windows and sliding glass doors:

1. Exterior window and sliding glass door framing material shall be vinyl (polyvinyl chloride) with all mitered joints welded (mechanical joints are not allowed) and color shall be approved almond, tan or beige. Trim sections around window frames shall be a matching color. Interior frame color shall be at the co-owner's discretion
2. Window styles shall be horizontal sliders (movement side to side) and side door lights (townhouses only) shall be a fixed casement.
3. Windows shall be dual glazed or triple glazed with low e (emissivity) coatings, have insulating gas (argon, krypton or a combination) in the glass cavity and insulated spacer material and desiccant between the glazing.
4. While not required, it is recommended that applicable window and sliding glass door frame cavities be filled with injectable polyurethane foam for energy efficiency.
5. While not required, it is recommended that replacement windows be EPA Energy Star™ rated.
6. All window and sliding glass door installations must comply with the applicable EPA Lead RRP Ruling *The Renovation, Repair and Painting Program Rule*.

Rev2 5/11/17

Oakwood Park Condominium Association

Replacement Window and Door Wall Supplier Information Checklist

Co-Owner _____

Address _____

Phone _____ Email _____

Window Supplier _____

Window Supplier Contact Information _____

Window Model No. _____

Sliding Glass Patio Door Model No. _____

Window Framing Material _____

Sliding Glass Door Wall Framing Material _____

Welded Joints _____

Exterior Window & Sliding Glass Door Wall Frame Color _____

Number Windows Replaced _____ Number Sliding Glass Doors Replaced _____

Window Styles/location _____

Dual Glazed _____ Triple Glazed _____ Gas Fill _____

Low E Coating _____ Insulated Spacer with Desiccant _____

Foam Filled Frames _____ EPA Energy Star Rated _____

Compliance with EPA RRP Lead Rule _____

Co-owner Signature _____

Date _____

For Oakwood Park Only

Approved Supplier Yes /No

Specification Compliance _____

Comments _____

Approved by _____

Date _____

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