

# CONTEMPO HOMEOWNERS ASSOCIATION

4190 Gemini Drive, Union City, CA 94587 Phone: 510-489-4440

## WINDOW REPLACEMENT GUIDELINES

Dear Contempo Property Owner:

April 2016- [Updated September 1, 2016]

For Owners planning to replace windows at their Contempo home: (NOTE: Windows at Contempo are to be without interior grids)

**Prior** to submitting Owner's ACC\* application for Board approval, **please** first consult with the qualified window installer and select from the following list, the option that will work best for the specific Contempo home based upon window installation type and upon exterior wall surface type. Please submit all the required paperwork for Board review and approval **BEFORE** commencing any work. [\*ACC: Architectural Control Committee

### Option A

*[Preferred and recommended as the more appropriate window installation]*

#### **Installing a Nail Fin Window:**

This type of window has a mounting flange, which is used to secure the window into framed wall.

**Window installation shall conform to the American Architectural Manufacturers Association (AAMA) 2400-10, Standard Practice for Installation of Windows with a Mounting Flange in Open Stud Frame Construction for Low Wind/Water Exposure.**

### Option B

*[While not optimal, will be considered for approval. Especially because the Owner is responsible for the structure of the building, Owner should research carefully with regard to long-term performance and reliability with respect to the method's providing a proper moisture barrier]*

#### **Installing a Retrofit / Flush Fin Window:**

A retrofit / flush fin window is a window with an exterior flush fin installed over a pre-existing window frame into a vertical wall. The flush fin is sealed to the exterior siding/trim, with weeps at the bottom to drain inadvertent water.

**Window Installation shall conform to: American Architectural Manufacturers Association (AAMA) 2410-13, Standard Practice for Installation of Windows with an Exterior Flush Fin Over an Existing Window Frame.**

*If interested, Contempo Owners or their Contractors can purchase illustrated guidelines from AAMA for approximately \$45.00 each at:*

#### **American Architectural Manufacturers Association**

1827 Walden Office Square, Suite 550, Schaumburg, IL 60173

PHONE (847) 303-5664 FAX (847) 303-5774

EMAIL [webmaster@amanet.org](mailto:webmaster@amanet.org) WEBSITE [www.amanet.org](http://www.amanet.org)

**Option C:** *If Owner's qualified window installer or window manufacturer provides a third alternative that Owner and the **window manufacturer** believe the Association ought to consider, please provide the full set of the window manufacturer's specifications for that proposed manner of installation. Owner's proposed set of installation specifications should be prepared in keeping with, and **with specific reference to**, the specific building exterior surface finish type **T-1-11 (plywood) Board and Batt siding**.- [Please bear in mind that currently Contempo is considering*

major repairs to those sections of exterior siding requiring work. Owner may wish to consider waiting on window replacements until after the siding replacement has been completed on that specific building, or Owner may wish to consider coordinating window replacement while exterior work on owner's home is underway.

Specific Requirements for all window installations:

1. Owner **must submit** an ACC Application a minimum of 30 days, and preferably 60 days **prior** to installing replacement windows, **must** indicate the option owner proposes to use, **and must include a copy of the applicable specifications**, [A, B, or C, as outlined above].
2. The window installation **must** follow the appropriate guidelines mentioned above in order to obtain HOA approval.
3. Only Contractors who are licensed in California who are properly (appropriate for construction type) licensed, bonded, and insured shall be utilized for window replacements / installations.
4. Building Permits **must** be obtained for all installations.
5. The installation of the window and flashing of all nail fin windows will be reviewed by the HOA **prior** to installing the final trim. The property owner **must** contact the HOA to schedule this inspection once the flashing and installation of the window is complete.
6. The HOA reserves the right to deny acceptance of the window installation if it does not reflect the manufacturer's installation instructions, the requirements of this notice, or the requirements of the applicable building code.

Owners are reminded that Contempo is a planned development (a PD), and that Owners are solely responsible for their windows, and for the condition, including the water-resistant state of the windows and the walls in which the windows are located. The Contempo Homeowners Association has a duty to manage the exterior appearance of the buildings, and, within the guidelines set forth in the governing document, and with the clarifications detailed herein, to manage and maintain the exterior paint and the window trim.

**Please Note:**

After an owner completes the installation of a 'new construction' nail-fin replacement window, the exterior window trim replacement, **must** be done by the Contempo Association's selected contractor. Depending upon the state of the window trim(s): **(a) Owner** may be responsible for all the cost of removal and replacement of the window trim; **(b)** the Contempo Association may bear a portion of the costs to remove and replace some or all of the window trim(s); **(c)** the Contempo Association may bear the entire cost of the removal and replacement of the window trim.

Upon receipt of Owner's submitted ACC application to replace windows, the Association will arrange to have the window trim (s) inspected and evaluated to ascertain the level of Association participation in the window trim replacement costs.

**For the foregoing reasons, it is very important that that the Owner alerts the Association well in advance of his/her/their intent to replace some or all of the windows on his/her/their Contempo HOA property.**

For any questions, please feel free to contact the Community Association Manager.