

# ISLANDER CONDOMINIUM ASSOCIATION

## Window Replacement Protocol and Procedure

December 2013 \* (Revised 2016)

1. All window replacements will need board approval. To enable the board to adequately review this on behalf of the Association, please provide the Board a detailed proposal package, including:
  - a. The brand, model and manufacturer's specifications of the window(s) you want to use; a picture would be helpful
  - b. The contractor's total cost estimate/proposal for installation.
  - c. Currently approved windows: **Anderson A series and Anderson 400 series and Pella 350 and 250 series.** Middle windows in the groups of three may be stationary or double hung. No grills allowed for continuity of the exterior.
2. If not replacing all windows, please let us know exactly which windows will be replaced.
3. The Board will ask the homeowner to provide the Property Manager with a paid in full receipt provided by the contractor upon completion, to ensure the work is completed and that the Association will not bear any financial responsibility.
4. The Board asks for 7 working days to respond to the Homeowner's request.
5. The Homeowner will be responsible for notifying the IHA Property Manager, as well as the Homeowner's rental company, of the dates that work will be performed.
6. A licensed, bonded Contractor who complies with all local and state regulations and building codes must install the windows. The windows will need to be hurricane rated and installed as per NC/Dare County Code. Third floor units must use impact resistant windows as per code.
7. The homeowner is responsible to notify the Contractor that if, during the course of performing this work, the Contractor finds damage to the

Common Elements as outlined below in paragraph 8, the Contractor will need to submit a separate estimate to the Homeowners Association for the cost of these repairs. The Contractor may be asked to discuss these repairs with a Board member or the property manager.

8. The cost of the windows, along with cost for installation, will be borne completely by the homeowner, except as noted in 9 below.
9. Any homeowner replacing windows must agree to return trim to it's present excellent condition, including any cedar shakes that might need to be disturbed. All the new windows must be "wrapped" and fully flashed. All window and cedar shake joints must be fully caulked **with DAP ALEX ULTRA Acrylic Latex Sealant Plus Silicone 230 Grade w/Microban** caulking.
10. If windows are replaced on any exterior wall that has NOT been renovated, there is a good possibility that the Contractor may find rotted sheathing, as well as rotted 2 by 4 structure. The Association would be responsible for the cost of the materials and labor to repair any such damaged Common Element.
11. The Contractor must complete the work during the off-season, before May first. **(May 1)**. The Contractor is expected to keep the work area tidy, and to fully clean up once work is complete, especially any Common Deck areas.
12. The board would also like to remind owners of their obligation to pay for repairs that may be caused by their leaking windows such as leaking into lower units.

Thank you

Islander Condominium Association Board of Directors

\* Revised June 2016 to include Pella Windows