

Beachwood Villas Condominium Owners Association
Window Replacement Policy

Condominium owners planning to replace windows and/or sliding glass door on the open porches must follow the procedure provided below:

- Contact the Board (office phone/fax 419-433-5931, email (board@bvcoa.com) to request the names of approved contractors (those certified to work with CertainTeed cement board siding and TechTrim) and information on requirements (which you will provide to the contractor).
Bid specifications are included with this policy. (See page 2)
 - All windows must be color appropriate.
 - While owners may change the configuration of the new windows (awning, double hung, picture, crank out), the final design must be similar to the existing window area.
 - Windows **MUST BE** installed as new construction. The only exception will be those windows “under roof” on the south side of the buildings (where the siding is cedar). These may be installed as replacement windows.
 - Provide a copy of your proposed contract to the Board for approval prior to installation. (Board meetings are currently held during the third week of each month.)
 - Written approval will be provided.
-

Town home owners planning to replace windows must follow the procedure provided below:

- Contact the Board (office phone 419-433-5931 or email Board@bvcoa.com.if you need names of contractors.
- Replacement windows may be used.
- Windows must be color appropriate.
- Provide a copy of your proposed contract to the Board for approval prior to installation. (Board meetings are currently held during the third week of each month.)
- Written approval will be provided.

Bid Specifications
Condominium Window Replacement

New window(s) must be similar in size to the window(s) being replaced.

Sandtone is the approved window color.

Instructions for Contractor

1. Remove existing interior window trim.
2. Remove exterior window trim.
3. Remove old window
4. Remove old material from site
5. Add to existing window framing if necessary to get existing window rough opening the correct size for new window.
6. replace Dens glass or Tyvek drain wrap, as necessary
7. Install new construction window(s) with nailing flange per manufacturer's recommendations.
8. Install Tyvek tape between nailing flange and Tyvek drain wrap.
9. Install insulation between new window unit and wall framing.
10. Install interior painted trim.
(NOTE: New interior tear drop trim is available one size wider than what is currently installed on most of the Beachwood windows. If wider trim will not cover the area where the existing trim was, it will be the unit owner's responsibility to paint the wall(s) and trim inside the unit.
11. Install any necessary CertainTeed cement board wood grain siding finished with Diamond Kote 25-year finish.
12. Install metal counter flashings along top of windows.
13. Install TechTrim with Diamond Kote 25-year finish around new windows.
14. Install 900 Solar Seal caulking to match exterior colors around new siding and trim, as needed.

Approved Contractors:

**Schaefer Construction
Tusing Builders**

Approved Windows:

**Pella
Anderson
Sunrise**

Reviewed/Updated 1/15