

LEDGEMERE COUNTRY CONDOMINIUM ASSOCIATION

Window Upgrade Procedures

The following is a list of parameters for the installation of an upgraded window:

Please note that the unit owners can upgrade the glass into the existing frames without making any request of the Association. This may be due to a desire to increase the insulation value and/or due to a failed seal. If a seal fails (i.e. the rubber gasket between the 2 panes of glass), the window will look cloudy as there is trapped condensation between the panes.

In addition, unit owners can install inside storm windows. Some owners have found this to be a low cost solution, with most of the end results of a new, modern window.

1. All costs, liability, appropriate insurance coverage, and ongoing maintenance relative to this installation are to be borne by the unit owner. Exterior routine maintenance will continue to be performed by the Association.
2. There must be a building permit pulled at the Town Hall by a licensed and insured contractor. A copy of the contractor’s license and certificate of insurance are required prior to starting the job. A \$100 fine will be added for non-compliance. Workers compensation and \$1,000,000 of general liability insurance are required. The unit owner is responsible for providing to the Association, via the management company office, a copy of the signed permit before installation has begun and after it is completed.
3. The installation shall meet or exceed all Town and State Building Codes.
4. The unit owner shall be responsible for any damage to the common areas.
5. The unit owner shall be responsible for any air and/or water penetration created by this installation.
6. The authority for final inspection for cosmetic compliance is retained by Ledgemere Country Condominiums through its managing agent and/or committees and/or site staff.
7. There is a \$35 per window application/inspection fee, payable to the Association. This price includes the cost of the Association to paint the pre-primed trim.

Number of Windows _____ Check Mailed with application payable to Ledgemere

I (We) have read and understand the above-stated procedures.

Unit Owner

Unit Owner

Date: _____

Unit Address _____

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All windows must be:

1. Non-wood, aluminum or vinyl on the exterior.
2. The style will be unchanged. This means a double sliding window stays a double sliding window. No awnings, casement, and other style changes are allowed.
3. The window must have a nailing flange all around, which is welded or molded within the frame.
4. The color is Aztec brown or similar to existing color on the exterior.
5. Contractor is to remove and professionally dispose of the old window, frame, insulation, and related debris.
6. Contractor must stop work and contact management if there is rotted wood and/or other structural safety issues uncovered during removal of the window being replaced.
7. Contractor will remove wood; Texture 1-11 and/or clapboards, to allow the nailing flange to be installed to the framing and/or sheathing.
8. Quotations from the 5th addition Massachusetts State Building Code: 3404.3.5.2. Weather resistant membrane: Asphalt Saturated felt free from holes and breaks and weighing not less than fourteen (14) pounds per one hundred (100) square feet or other approved weather resistant membrane shall be applied over studs or sheathing or all exterior walls as required by table 3404-7. Such felt or membrane shall be applied at horizontal joints and not less than six (6) inches at vertical joints.

3403.3.5.3. Flashing: Approved corrosion-resistive flashing shall be provided at top and sides of all exterior window and door openings in such manner as to be leak proof.

Contractors must cross-reference the latest edition of the code to stay in full compliance. Flashing installed over window casing shall run up the sidewall a minimum of three (3) inches). Flashing should also be installed over the T1-11 below the casing at the bottom of the window. Caulking used to G.E. paintable silicone, Butal, or Geocell.

Blind caulking and flashing will be installed, where possible, to provide maximum water-tightness.

Updated January 2018

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On buildings with T1-11, the vertical trim must be cut (i.e. rabbet or ship lap) to overlap the T1-11 panel. To make this wood to wood intersection water tight, blind caulk ship lapped trim board, extend the header flashing over the vertical trim. This technique eliminates the need for vertical flashing. L units have 1x2 on the sides in most cases.

- 9. Azack or similar (NON WOOD) window trim will be installed. The azack trim will be 1 x 3, with an actual size of 3/4 by 2 ". Rabbet back of window trim so it will lie flat against flange and nails where window is fasted to framing. This rabbet shall be primed with an exterior primer.
- 10. Shimming of the jamb of the window shall be done in compliance with the Manufacturer's installation instructions.

I (We) have read and understand the above-stated window specifications.

Unit Owner

Unit Owner

Contractor

Date