



MEADOW LAKE ASSOCIATION
24678 Lake Meadow Drive
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Window Replacement Policy
(Revised September 1, 2009)

The Association is responsible for the maintenance and repair of unit windows and patio doors. Our original windows are double pane, double hung with aluminum frames. Repairs are a significant annual expense and have included replacement of various window components such as glass panes, ballasts, and patio door rollers. At this time, three co-owners have had new windows installed, at their expense, and there has been ongoing interest by other co-owners. Therefore, the Board of Directors has established this policy in order to provide a guideline for others interested in window replacement.

1. Co-owners must provide a written request prior to replacement of any windows. Such requests will be reviewed for policy compliance by an authorized board member (generally the V.P. of Maintenance). Once a request is approved, an authorization letter will be provided by the board. Please do not proceed prior to receiving authorization letter.
2. While window replacements are made at co-owner expense, the board will authorize a reimbursement payment for new window installations which comply with policy guidelines. Upon written request, a payment to co-owner in the amount of \$50 for each window and \$100 for each patio door replaced will authorized after job completion and review.
3. It is suggested that you solicit specifications, warranty information, and bids from all companies of interest. At this time, both Wallside and Hansons have provided us with successful window installations. If interested in another brand of window, we request that you have your contractor provide addresses of a representative sample of previous local installations. This will help speed the approval process.
4. Please familiarize yourself with the following requirements and make them available to your window contractor for their review.
 - a. Windows must be Double Hung with white low profile framing.
 - b. Glass must be Double Pane with a clear appearance. It is suggested that LoE glass and inert gas fills between glazing be considered.
 - c. An approved form of safety glass must be used whenever called for by building codes. This typically includes patio doors and picture windows.
 - d. Replacement windows and doors must have muntin strips with a pattern matching original windows and doors:
 - e. Patio Doors are 4H x 2V (4 Horizontal grid lines and 1 Vertical) per pane.
 - f. All window panes are 2H x 2V except for B Unit Townhouse living room window panes which are 2H x 3V.
 - g. Labor is to be included in Warranty.
 - h. Installations are to maintain an exterior building appearance as close to original as possible.
5. Installations are the co-owner's responsibility and you will be required to have any deviations from the above specifications corrected.
6. This policy, including its requirements and reimbursement payments, is subject to review by the board and may be revised in the future.