

*THE UNIT OWNERS ASSOCIATION OF  
COLONIAL VILLAGE I, A CONDOMINIUM*

Regulatory Resolution No. 2009-4

**Window Replacement**

WHEREAS, Article III, Section 2(f) (*Board of Directors - Powers and Duties*) of the Bylaws grants the Board of Directors the power to make and amend rules and regulations governing the Condominium;

WHEREAS, Article III, Section 2 of the By-laws further provides that the Board of Directors shall have all the powers and duties necessary for administration of the affairs of the Association and may do all such acts and things as are by the *Virginia Condominium Act*, the Declaration or by the By-laws required to be exercised by the Association, including adoption of rules and regulations deemed necessary for the benefit of the Condominium;

WHEREAS, §55-79.68(a) of the *Virginia Condominium Act* states: “Except to the extent prohibited by the condominium instruments, and subject to any restrictions or limitations specified therein, any unit owner may make any improvements or alterations within his unit that do not impair the integrity of any structure or otherwise lessen the support of any portion of the condominium. But no unit owner shall do anything which would change the exterior appearance of his unit or any other portion of the condominium except to such extent and subject to such conditions as the condominium instruments may specify.”

WHEREAS, Article VI, Section 7 of the Bylaws states: “No Unit Owner shall make any structural addition, alteration or improvement in or to his Unit without the prior written consent of the Board of Directors. No Unit Owner shall paint or alter the exterior of his Unit, including the doors and windows, nor shall any Unit Owner paint or alter the exterior of any building, without the prior written consent of the Board of Directors.”

WHEREAS, the responsibilities of the Association include ensuring the integrity of the Association structures and compliance with the Association’s Bylaws and Rules/Regulations;

IT IS HEREBY RESOLVED THAT the Board of Directors establishes the following Rules and Regulations for unit owner replacement of windows in Colonial Village (Village I).

1. All replacement windows installed by owners in Colonial Village I on or after July 1, 2009, must meet the specifications in Appendices 1, 2 and 3.
2. Unit owners must obtain prior approval for window replacements from the Board of Directors. Owners must submit a detailed description and plan for the replacement windows and a written statement from the proposed vendor that the proposed replacement windows conform to the specifications in Appendices 1, 2 and 3. No deviations of any kind are permitted without advance written approval of the Board of Directors.
3. Installation contracts between vendors and unit owners must specify that payment for no less than 25% of the contract will not be released to the vendor until a representative of the Association has visually examined and accepted the completed work. Upon acceptance, the Association will issue a letter to that effect. Review and approval will typically take no more than 5 working days.
4. Examination and acceptance by the Association does not waive future unit owner liability for hidden defects or for violations of building codes or Association bylaws/regulations where such violations were not evident from a visual inspection.
5. If a window is found to be noncompliant, the Association will detail the defects in writing. The unit owner has 10 working days from the date of the notice to remedy the defect.
6. Existing windows (as of July 1, 2009) that were approved in advance by the Board are “grandfathered” in, that is, permitted to remain, except that any future repair or replacement must bring into compliance any windows that are not in compliance with the specifications in Appendices 1, 2 and 3.
7. In cases where existing windows were installed without advance Board approval, the past and current Board forbearance to require replacement or alteration of windows that were not in compliance with then-prevailing specifications does not represent waiver of the right in the future to require replacement or alteration at owner expense.

Duly adopted at a meeting of the Board of Directors of the Unit Owners Association of Colonial Village (Village I), A Condominium, held on June 24, 2009.

**DOUBLE HUNG  
WINDOW REPLACEMENT SPECIFICATION  
FOR COLONIAL VILLAGE I, A CONDOMINIUM  
ARLINGTON, VIRGINIA**

**PART 1 GENERAL**

1.1 SECTION INCLUDES

- A. Replacement wood or clad double hung window, complete with hardware, glazing, weather strip, removable insect screen, simulated divided lite, shims, sealants, and standard anchors, trim and attachments. Refer to the attached drawing D-1R for dimensions. **Replacement windows shall be governed by the following specific requirements:**
1. Replacement windows may be wood, vinyl, aluminum, fiberglass or wood/polymer composite (e.g, Fibrex®).
  2. Replacement windows must first be approved by the Board of Directors of the Colonial Village I Condominium Association. Complete plans must be submitted to the Condominium management staff for review and presentation at the monthly Board meeting. If frosted, obscure or translucent glass is proposed for the bathroom window, a sample of that glass must be submitted with the application to the Association. The homeowner must obtain written approval from the Colonial Village I Condominium Association prior to the installation of any replacement windows.
  3. The replacement technique does not require the complete removal of existing window framing. However, if deteriorated wood framing is exposed, it shall be removed and replaced. Sash packs are not permitted.
  4. The exterior color of the replacement window must be white in color and match the color of the existing trim of the building.
  5. The replacement window must be of the dimensions as indicated on drawing D-1R, "Typical Replacement Window (Elevation View), and drawing D-2 " Exterior Overhead Section of Contoured Mullion A". These dimensions are based upon the dimensions of windows installed when Colonial Village was converted to a condominium community, with an allowable degree of variation.
  6. These dimensions are representative, but do not reflect dimensions that may be encountered in all windows. In these cases, dimensions must be proportionate to those of the other windows, and the cross sections of frames must be consistent.
  7. The Condominium has the right to accept or reject minor deviations in dimensions of the windows, and shall make its decisions during the shop drawing review process.
  8. The replacement window must be a double hung sash window.
  9. Cladding is to be a pre-finished aluminum coil, vinyl, fiberglass or wood/polymer composite and must match the dimensions and design of the cladding as per drawings D-1R and D-2.
  10. The replacement window must have either true divided lights or simulated divided lights, and the division of the lights must be per detail D-1R.
  11. The replacement window must have narrow grilles (muntin bars or external grids) with no less than 3/4" and no more than 7/8" wide, and a minimum of 3/8" deep. Refer to drawing D-1R.
  12. The replacement window exterior frame and trim must be clad in vinyl, aluminum, fiberglass or wood/polymer composite.
  13. The lintel may not be enclosed by the frame or trim work. No caulk or other sealant may be inserted in the gap between the brick and the lintel.

1.2 RELATED SECTIONS

- A. Not Applicable

1.3 REFERENCES

- A. American Society for Testing and Materials (ASTM):
1. E 283: Standard Test Method for Rate of Air Leakage Through Exterior Windows, Curtain Walls, and Doors.
  2. E 330: Standard Test Method for Structural Performance of Exterior Windows, Curtains Walls, and Doors by Uniform Static Air Pressure Difference.
  3. E 547: Standard Test Method for Water Penetration of Exterior Windows, Curtain Walls, and Doors by Cyclic Static Air Pressure Differential.

Double Hung  
Window Replacement Specification  
For Colonial Village I, A Condominium  
Arlington, Virginia

4. E 774: Specification for Sealed Insulated Glass Units.
  5. C 1036: Standard Specification for Flat Glass.
- B. American National Standards Institute / National Wood Window and Door Association NWDA: I.S.4: Industry Standard for Water Repellent Preservative Treatment for Millwork.
  - C. American Architectural Manufacturers Association / Window and Door Manufacturers Association (AAMA / WDMA): ANSI / AAMA / NWWDA 101 / I.S.2-97 Voluntary Specifications for Aluminum, Vinyl (PVC) and Wood Windows and Glass Doors, 101 / I.S.2 / NAFS-02 Voluntary Performance Specification for Windows, Skylights and Glass Doors. Fiberglass windows must comply with the strength requirements of the AAMA specification listed above.
  - D. Window and Door Manufacturers Association (WMDA): 101 / I.S.2 WDMA Hallmark Certification Program.
  - E. Sealed Insulating Glass Manufacturers Association / Insulating Glass Certification Council (SIGMA / IGCC).
  - F. American Architectural Manufacturers Association (AAMA): AAMA 2605 Voluntary Specification for High Performance Organic Coatings on Architectural Extrusions and Panels.
  - G. National Fenestration Rating Council (NFRC): 100: Procedure for Determining Fenestration Product Thermal Properties.

#### 1.4 SYSTEM DESCRIPTION

- A. Design and Performance Requirements:
  1. Window Units shall be designed to comply with ANSI / AAMA / WDMA I.S.2-97 and 101 / I.S.2 / NAFS-02.
    - a. Double Hung: Refer to the attached typical window drawing for general dimensions. Dimensions shall be verified in the field.
  2. Air leakage shall not exceed the following when tested at 1.57 psf according to ASTM E 283: 0.30 cfm per square foot of frame.
  3. No water penetration shall occur when units are tested at the following pressure according to ASTM E 547: 4.5 psf.
  4. Window assembly shall withstand the following positive or negative uniform static air pressure difference without damage when tested according to ASTM E 330: 45 psf.
  5. Design Wind Load: The Arlington County required design wind load is 90 mph, 3-second gust.

#### 1.5 SUBMITTALS

- A. Shop Drawings: Submit shop drawings to Owner and Colonial Village Condominium for review and approval at the following address:
 

Property Manager  
Colonial Village I  
1903 North Key Boulevard  
Arlington, VA 22201
- B. Product Data: Submit catalog data to Owner and Colonial Village Condominium.
- C. Samples: If frosted, obscure or translucent glass is proposed for the bathroom window, a sample of that glass must be submitted with the application to the Association. Heavily etched or pebbled glass is not permitted
- D. Quality Control Submittals: Submit manufacturer's certifications indicating compliance with specified performance and design requirements.

#### 1.6 QUALITY ASSURANCE

- A. Regulatory Requirements: Emergency Egress or Rescue: Comply with requirements for sleeping units of IBC International Building Code.

#### 1.7 DELIVERY

- A. Deliver in original packaging and protect from weather.

Double Hung  
Window Replacement Specification  
For Colonial Village I, A Condominium  
Arlington, Virginia

## 1.8 STORAGE AND HANDLING

- A. Prime or seal wood surfaces, including surface to be concealed by wall construction, if more than thirty (30) days will expire between delivery and installation.
- B. Store window units in an upright position in a clean and dry storage area above ground and protect from weather.

## 1.9 WARRANTY

- A. Windows shall be warranted to be free from defects in manufacturing, materials, and workmanship for a period of ten (10) years from purchase date.
- B. Insulating glass shall be warranted against visible obstruction through the glass caused by a failure of the insulating glass air seal for a period of twenty (20) years from the date of original purchase.

# PART 2 PRODUCTS

## 2.1 MANUFACTURED UNITS

- A. Description: Wood or clad double hung window, complete with hardware, glazing, weather strip, removable insect screen, simulated divided lite, and standard anchors, trim and attachments.

## 2.2 FRAME DESCRIPTION

- A. Per manufacturer.
  - 1. Kiln dried to a moisture content no greater than twelve (12) percent at the time of fabrication (applicable to wood windows only).
  - 2. Water repellent preservative treated in accordance with WDMA I.S.4 (applicable to wood windows only).
- B. Frame thickness: Refer to existing window frame to be replaced, so that the frame width of the replacement window can be confirmed to comply with sizing requirements.
- C. Frame width: Refer to existing window frame to be replaced, so that the frame width of the replacement window can be confirmed to comply with sizing requirements.
- C. Frame fasteners and shims: Refer to the window manufacturer recommendations.

## 2.3 SASH DESCRIPTION

- A. Per manufacturer.
- B. Sash thickness: Per manufacturer.

## 2.4 GLAZING

- A. Select quality complying with ASTM C 1036. Insulating glass SIGMA/IGCC certified to performance level CBA when tested in accordance with ASTM E 774.
- B. Glazing method: Insulating glass (Altitude adjusted) (single glass).
- C. Glass type: Clear. At restroom windows, frosted/obscure/translucent glass is allowed to be used, but a sample must be submitted for prior approval.
- D. Glazing seal: Silicone bedding, exterior and interior.

## 2.5 FINISH

- A. Interior / Exterior: Latex prime coat, white.

## 2.6 HARDWARE

- A. Balance system: Per manufacturer.
- B. Jamb track: Per manufacturer.
- C. Lock: Per manufacturer.

## 2.7 WEATHER STRIPPING

- A. Per Manufacturer.

## 2.8 INSECT SCREENS

- A. Field installed half screen only. Half screen covers bottom sash opening only. No insect screens are allowed covering the top sash.
- B. Screen cover shall be as specified by the Manufacturer.
- C. Aluminum frame finish: Fluoropolymer modified acrylic topcoat applied over primer. Meets or exceeds AAMA 2605 requirements.
  - 1. Color: White.

## 2.9 REMOVABLE GRILLES

- A. Removable grilles (muntin bars) are allowed. Grilles shall be contoured or sculpted.

## 2.10 AUTHENTIC DIVIDED LITES

- A. Authentic divided lites are permitted,  $\frac{3}{4}$  inch wide.
- B. Pattern: Rectangular, per Drawing D-1R, or grilles shall be contoured or sculpted.
  - 1. Finish: White.

## 2.11 SIMULATED DIVIDED LITES

- A.  $\frac{3}{4}$  inch wide.
- C. Pattern: Rectangular, per Drawing D-1R, or grilles shall be contoured or sculpted.
  - 2. Finish: White.

## 2.12 GRILLES-BETWEEN-THE-GLASS

- A. Grilles-between-the-glass are allowed in Colonial Village I.
- B. Pattern: Rectangular, per Drawing D-1R, or grilles shall be contoured or sculpted.

## 2.13 ACCESSORIES AND TRIM

- A. Installation Accessories:
  - 1. Package of installation hardware per Manufacturer.
  - 2. Sash lifts: Per Homeowner. Color: White.

## 2.14 SEALANTS AT PERIMETERS

Sealant at the frame-to-brick masonry, frame-to-concrete, and frame-to- steel lintel shall be silicone, and shall be Dow 790, or approved equal. Sealant at the frame-to-brick masonry, frame-to-concrete, and frame-to-steel lintel shall be compatible wood and shall be a polyurethane, elastomeric sealant/adhesive such as Sikaflex 1A, or as recommended by the window manufacturer. The metal lintel above the window(s) shall not be covered by trim work. The lintel shall be painted white. No sealant shall be inserted in the gap between the lintel and the brick.

## **PART 3 EXECUTION**

### **3.1 EXAMINATION**

- A. Verification of Conditions: Before installation, verify openings are plumb, square, and of proper dimension as required. Report frame defects or unsuitable conditions before proceeding. Refer to drawings D-1R and D-2 for dimensional requirements.
- B. Acceptance of Conditions: Beginning of installation confirms acceptance of existing conditions.

### **3.2 INSTALLATION**

- A. Assemble and install window unit, including fasteners and shims, according to manufacturer's instructions and reviewed shop drawings.
- B. Install sealant and related backing materials at perimeter of unit or assembly in accordance with manufacturer's instructions. Do not use expansive foam sealant. Follow the installation guidelines as shown below:
  - 1. Placement Procedure: Prime substrate as required based upon the recommendations of the manufacturer of the specified product.
  - 2. Install approved backer rod or bond breaker tape in all joints subject to thermal movement to prevent three sided bonding and to set the depth of the sealant at a maximum of 1/2 in., measured at the center point of the joint width.
  - 3. Joints shall be masked to prevent discoloration or application on unwanted areas. If masking tape is used, it shall not be removed before tooling, yet must be removed before the initial cure of the sealant. Do not apply the masking tape until just prior to the sealant application.
  - 4. Install sealant into the prepared joints when the joint is at the mid-point of its expansion and contraction cycle. Place the nozzle of the gun, either hand, air, or electric powered, into the bottom of the joint and fill entire joint. Keep the tip of the nozzle in the sealant; continue with a steady flow of sealant preceding the nozzle to avoid air entrapment. Avoid overlapping the sealant to eliminate the entrapment of air. Tool as required to properly fill the joint.
  - 5. Adhere to all limitations and cautions for the polyurethane or silicone sealant as stated in the manufacturers printed literature.
- C. Install accessory items as required by manufacturer and window contract.

### **3.3 CLEANING**

- A. Remove visible labels and adhesive residue from glass according to manufacturer's instructions.
- B. Leave windows and glass in a clean condition.

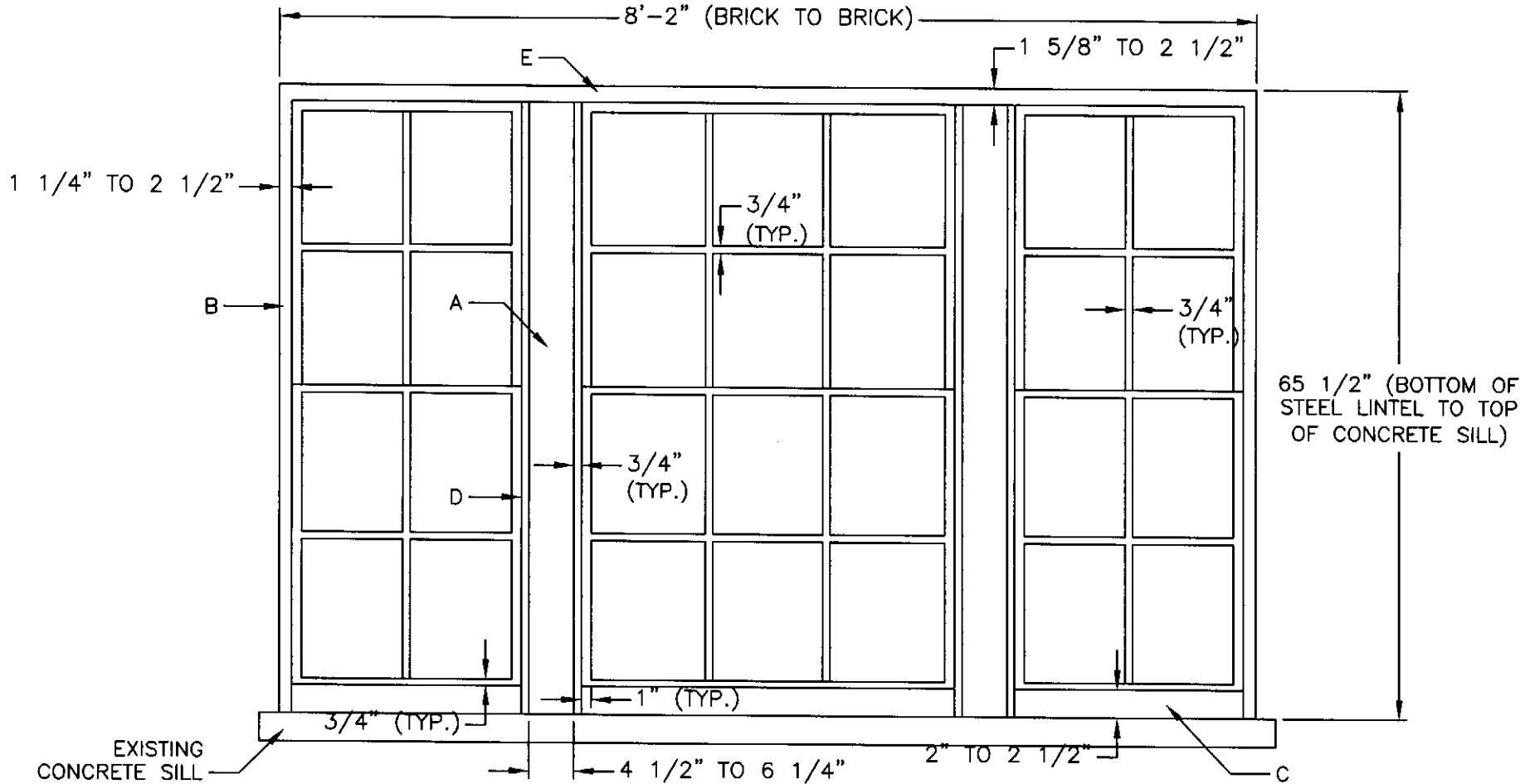
### **3.4 PROTECTING INSTALLED CONSTRUCTION**

- A. Protect windows from damage by chemicals, solvents, paint, or other construction operations that may cause damage.

END OF SECTION

NOTES:

1. CONTRACTOR TO VERIFY FIELD CONDITIONS AND DIMENSIONS.
2. ALL DIMENSIONS ARE APPROXIMATE.
3. THIS DRAWING SHOWS THE REQUIRED EXTERIOR DIMENSIONS OF A TYPICAL REPLACEMENT WINDOW. THESE DIMENSIONS ALSO APPLY TO SINGLE AND DOUBLE WINDOWS.
4. MULLION TYPES ARE INDICATED BY LETTERS AS SHOWN.
5. REFER TO DRAWING D-2 FOR EXTERIOR OVERHEAD SECTIONS OF CONTOURED MULLION "A".



TYPICAL REPLACEMENT WINDOW (ELEVATION VIEW) REVISED

SCALE: N.T.S.



DRAWN BY: MTC  
 CHECKED BY: MEC  
 DATE: 06-02-09  
 PROJECT #: 09-047

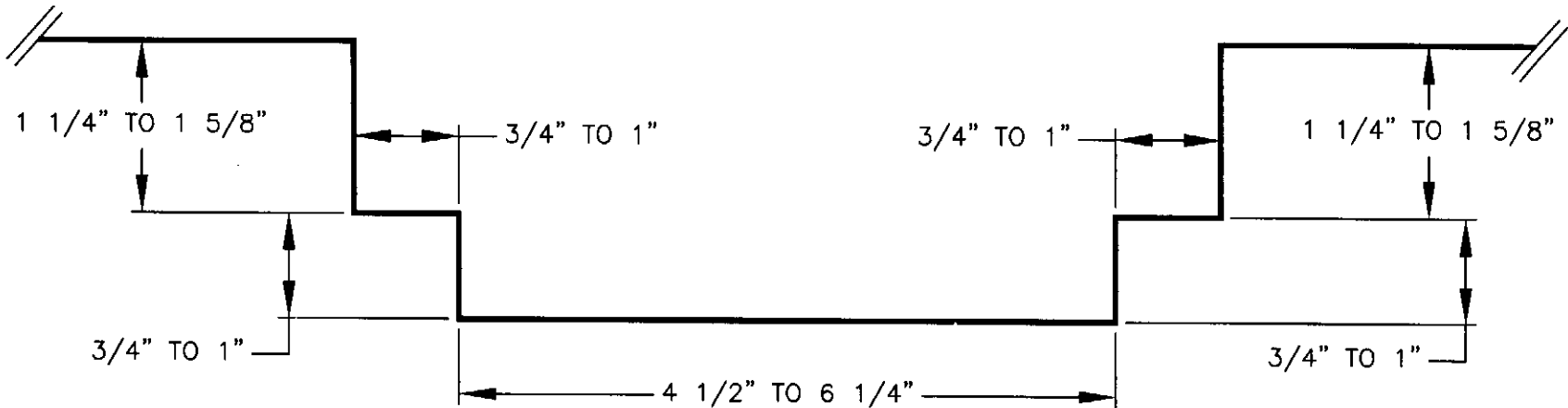
COLONIAL VILLAGE CONDOMINIUM  
 ARLINGTON, VIRGINIA

D-1R



NOTES:

1. CONTRACTOR TO VERIFY FIELD CONDITIONS AND DIMENSIONS.
2. ALL DIMENSIONS ARE APPROXIMATE.
3. DIMENSIONS SHOWN INDICATE THE ALLOWABLE RANGE OF MULLION SIZE.



EXTERIOR OVERHEAD SECTION OF  
CONTOURED MULLION "A"

SCALE: N.T.S.