



Northside Homeowners Association

P.O. Box 1546 Highland, NY 12528

845-834-2368 NSHOA@CPPM.US

Chelseacovenorthside.com

Request to install new windows and/or sliding doors

Please carefully read the attached approval form regarding the procedure, conditions and rules regarding your request to install new windows and/or sliding doors. If your request is approved, it is your responsibility to make sure the installation conforms to all conditions set forth. Should the installation not follow these conditions you will be responsible for the removal, repair to the building and proper re-installation of the windows and/or sliding doors.

You must obtain a building permit from the Town of Beekman. The building inspector will not issue a permit without approval from North Side HOA.

We have included an engineer's article that explains the difference between new construction and replacement insert windows and doors that will help clarify the issue.

Please contact us should you have any questions or require additional explanation.



Northside Homeowners Association

P.O. Box 1546 Highland, NY 12528

845-834-2368 NSHOA@CPPM.US

Chelseacovenorthside.com

WINDOW &/OR SLIDING DOOR APPROVAL FORM

If you choose to replace your windows and/or sliding doors you must follow these conditions and specifications:

- 1.) You must contact the Property Manager to obtain this approval form prior to signing a contract with an installer. Approval must be granted by the Board of Directors prior to requesting a building permit from the Town of Beekman. You must inform the Property Manager of the date and time of installation.
- 2.) All installations must be done by professional licensed and insured contractors. Homeowner installation is never allowed. You must obtain an insurance certificate from the contractor naming both North Side HOA and the Management Company as additional insured. Their certificate of insurance must be submitted with this approval form. A minimum of \$1,000,000/\$2,000,000 in liability coverage as well as workers compensation coverage is required.
- 3.) Only 'new construction' windows and sliding doors can be purchased. They must be exactly the same size as the frame opening and must be ordered with nail fins. Windows and doors cannot be downsized according to NYS egress requirements. Jambs and interior trim must be removed and then replaced. New GRACE window and door wrap or approved comparable material must be used. It must be installed in the rough frame opening. Exterior trim will remain the same size, 1"x4".
- 4.) Homeowners are ultimately responsible for ensuring that their contractors adhere to the specifications set forth.
- 5.) Any violation of this agreement will warrant a fine assessed against the owner's common charge account as detailed in the North Side HOA Rules & Regulations.
- 6.) Owner must sign this document agreeing to abide by all the terms and conditions as set forth above. The Board of Directors reserves the right to deny a request based on the fact that the owner is delinquent in payment of their common charges or is in violation of any of the provisions of the North Side HOA Prospectus, By-Laws and/or Rules & Regulations.

WINDOW INSTALLATION REQUIREMENTS & INSTRUCTIONS

- Remove existing 1x4 trim, old window trim, window jambs and interior trim to original rough frame opening. Check for rotted framing or siding and replace as needed.
- Install GRACE window and door wrap around window frame, corner flashing, side, top and bottom flashing. Install new window with nail fins over the existing T-111 siding.
- Tape over nail fins with GRACE window and door wrap water resistant barrier tape.
- Install 1"x4" exterior trim, stained to match existing. Silicone caulk above exterior trim.
- NOTE: New metal flashing will be installed over new Hardie board trim when new siding is installed. Water resistant house barrier will be added before new siding is installed.
- Install new window jambs and trim to interior and insulate where needed between rough frame opening and window.
- All windows and doors must be brown on the exterior and the same style – sliders. French doors and double hung windows are not permitted.
- All the above applies to the installation of new sliding doors as well as windows.

I, _____ (signature) Understand all the requirements and agree to comply.

Name: (please print) _____

House # _____

Phone # _____

Date: _____

Contractor's name, address and phone # _____

APPROVED _____ DATE _____

DENIED _____ DATE _____

For the Board of Directors, North Side HOA _____

WINDOWS:

New Construction VS. Replacement Insert

STEVEN LANG, AIA, NCARB, LEED GA- THE FALCON GROUP

It is important to understand differences between New Construction Windows vs Replacement Insert style windows and why your design expert may have recommended that New Construction Windows be utilized in your future window replacement project.

New Construction Windows

New Construction Windows get their name as they are the most common type of window used during the construction of new residential wood frame buildings. These types of windows have a nailing fin and are installed directly into a rough opening either before or after the weather resistant barrier (Tyvek) is installed. While these windows are common in new construction, they can be used to replace existing windows, however, the process is slightly complicated by the fact that the existing siding around the window as well as the interior trim and entire existing window must first be removed before the new construction window can be installed.

Benefits

New Construction Window replacement includes complete replacement of the flashing around the window opening.

- Typically, window replacement is being performed as the existing window is 25-30+ years old, as is the existing flashing.
- Flashing technology has significantly changed and improved over the past 30 years and flashing membranes that exist today, were not common 25-30 years ago.
- Similarly, current industry standards include the installation of a flashing pan below the window. This was not common 20-30 years ago.
- As complete replacement with a New Construction Window includes replacement of the existing window frame and flashing details that are at, or near, the end of their useful life, this method is preferred as it offers superior protection to the building and common elements.
- Because the existing window and interior trim is completely removed, New Construction Windows allow for the installation of new insulation between the window frame and rough opening.
- Typically, older windows are drafty. The drafts are the result of air infiltration both through, and around the existing window assembly.
- Significant improvements have been made to building insulation of the last 25-30 years. In the past, window rough openings may or may not have been insulated and when insulation was installed, it was typically done by the contractor poorly stuffing loose insulation into the gaps between the existing window frame and rough opening.
- Today, these gaps are typically fully insulated and air sealed using relatively inexpensive low-expanding spray foam.
- As complete replacement with a New Construction Window allows the cavity between the new window and rough opening to be exposed, these gaps can be sealed with low expanding spray foam.

Drawbacks

- Requires limited removal of siding and interior trim, which requires additional labor, making New Construction Window replacement typically more costly than Replacement Insert windows.



Replacement Insert Windows

Replacement Insert Windows get their name as they are really only used in window replacement applications. These windows do not have a nailing fin and they are typically inserted into an existing window assembly after the sashes have been removed. As much of the existing window frame remains in place, no siding or interior trim needs to be removed. These installations typically rely on bent aluminum trim wrapping to transition between the newly installed Replacement Insert Window and existing siding. The aluminum trim wrapping is either installed into a receiver channel in the replacement insert window or butted up against the replacement insert frame and then the aluminum trim is wrapped over the existing window frame to conceal it. Transitions between the aluminum trim wrapping and replacement insert window and siding are protected with caulk that over time, will require regular maintenance and complete replacement every 5-7 years. If the caulk fails, this can result in water infiltration issues.

Benefits

- As it does not require removal of siding or interior trim, is often performed much faster and with less labor than replacement with a New Construction Window and is therefore often less costly.

Drawbacks

- Does not allow for replacement of flashing around perimeter of existing window frame/opening and therefore relies on the integrity of the 25-30-year-old window frame and flashing to prevent water infiltration around the window.
- As the frame and flashing meet or exceed their useful life, they are more likely to become prone to failure resulting in water infiltration and potential damage to the common elements.
- When repair work is required, the work can be greatly complicated by the presence of the replacement insert window.
- Repair work may require removal of the existing original 25-30-year-old window frame. Often, this old window frame can not be reset after the repair work is performed and will need to be disposed of.
- This can complicate re-installation of the Replacement Insert style window, and it may need to be replaced with a New Construction Style Window.
- In some instances, window replacement may be prompted due to water infiltration issues around the window. Replacement of an existing window suffering from water infiltration would not address these issues, so it is important to be aware of the fact that Replacement Style Insert installations do not address the existing flashing around the window or offer protection to the common elements.
- Relies on caulking at key transitions for waterproofing between the frame, aluminum trim wrapping, and siding.
- The caulking requires regular maintenance and replacement every 5-7 years.
- In multifamily communities, this can create a grey area with respect to who is responsible for maintaining the caulking (the Owner or the Association) and for repairing damages should the caulking fail.
- Does not include removal of interior trim and therefore does not allow for insulation improvements around the perimeter of the window frame and rough opening. Any existing drafts or air infiltration issues present before replacement would remain.

Conclusion

Based on Falcon's experience working with Community Association's for over 20 years, we have seen numerous issues with replacement window installations that have resulted in damage to common elements as well as significant costs associated with determining who is responsible for the cost of the repairs. We have also seen these products used by owners who do not fully understand how replacements insert windows are installed and what their limitations are and, in many cases, if they had been aware of the drawbacks, they likely would have chosen to proceed with New Construction style windows.



There is certainly a place for replacement insert style windows, but it is extremely important for the end user to understand what they are getting as well as how these windows come with a certain amount of risk and limitations. We have seen many instances where replacement insert window installations, either due to faulty installation or a lack of maintaining caulk joints, has resulted in damage to the common elements and the process associated with identifying the causes and determining who is ultimately responsible for the cost of the repairs can be complicated and expensive to sort out. In our professional opinion, when it comes to Condominium Associations who have a vested interest in protecting the common elements, we strongly feel that the benefits of limiting future window replacement to New Construction style windows only, far outweigh any potential cost savings associated with allowing Replacement Insert style windows to be installed. For these reasons, we strongly recommend that any future replacement work be limited to New Construction style windows.



Damage Due to Improper Installation of Windows



Proper Installation of Windows with Flange



CONTACT US AT:

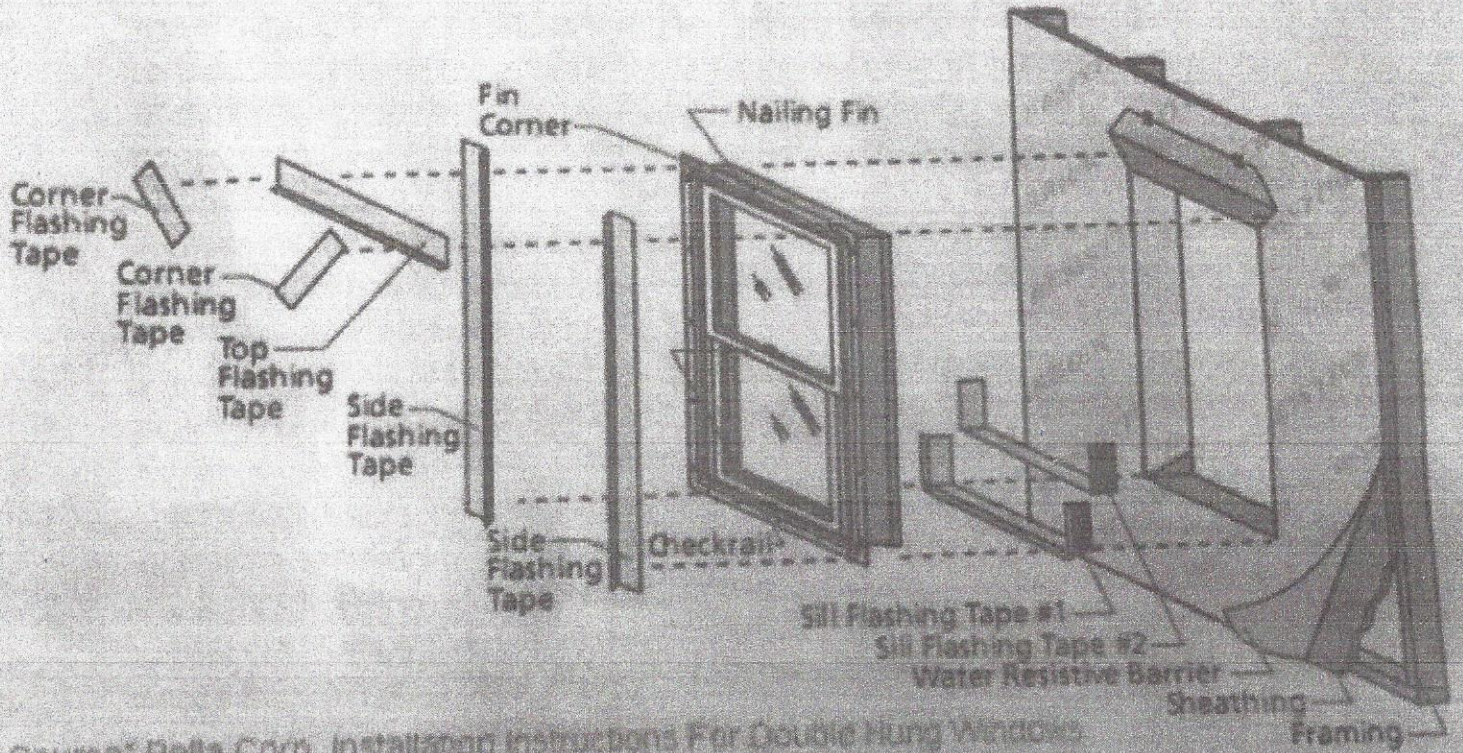
800.839.7740

info@falconengineering.com

www.falconengineering.com

DISCLAIMER: The purpose and content of this article is for information only. The information contained in these articles is for general purposes and is not meant as advice or direction for specific sites or conditions. The logo is a trademark of The Falcon Group – Engineering, Architecture, Energy Consultants, Forensics, Drone Services and Capital Reserve Specialists. All rights reserved ©2018

Flashing Sequence - Typical Wood Frame Construction



Source: Pella Corp. Installation Instructions For Double Hung Windows
Part Number 802X0103 2008



TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.com
(845) 724-5300

SAMPLE

BUILDING PERMIT APPLICATION

Location of Construction or Use NORTH SIDE HOA GRID# N/A

Owner/Tenant Name: John & Jane Doe Phone# Your telephone#

Mailing Address: Your mailing address.

Contractor Name: Contractor's Name Phone# Contractor's telephone#

APPLICANT (print name): Name of whomever is applying for the permit.

Estimated Cost of Construction: \$ Estimated cost per contract.

Zoning District: N/A Historical: Yes [] No [X] Setbacks – Front: _____ Side: _____ Side: _____ Rear: _____

Description of Work: New windows and/or doors replacement.

NYS Licensed Alarm Installer: N/A License# _____

The applicant agrees to comply with the provisions of the Building and Utility Code of the Town of Beekman, New York State Uniform Fire Prevention and Building Code, Town of Beekman Zoning Ordinance and all other applicable regulations and further agrees not to occupy this structure until a Certificate of Occupancy (CO) has been issued.

When Ready - Mail [] Pick up [] Email [] _____

Signature (Applicant) Date

OFFICIAL USE ONLY:

Administrative Non Refundable Fees: Residential \$50.00 [X] Commercial \$100.00 []

ADDITIONAL FEES:

Roofing/Siding/Windows Doors	\$25.00	Roofing/Siding/Windows Doors	\$25.00
Pools/Spa	\$	Pools/Spa	\$300.00
Demolition \$.10 per sq ft x	= \$	Demolition \$.10 per sq ft x	= \$
New Construction \$.75 per sq ft x	= \$	New Construction \$.85 per sq ft x	= \$
Alt/Renovations \$.55 per sq ft x	= \$	Alt/Renovations \$.65 per sq ft x	= \$
Fixture \$10.00 each x	= \$	Fixture \$20.00 each x	= \$
Fireplace/Woodstove/Pellet stove	\$125.00	Fireplace/Woodstove/Pellet stove	\$125.00
Oil Tank Install/Removal	\$100.00	Oil Tank Install/Removal	\$300.00
Electrical	= \$25.00	Electrical	= \$50.00
Other		Other	
TOTAL \$	50.00 + \$25.00 = \$75.00	TOTAL \$	

For those items not listed above please refer to the Fee Schedule

Building Inspector Approval: _____ Date: _____ Building Permit#: _____