

South Park Homeowners Association

Window Replacement Guidelines

Many of us are remodeling and making other home improvements to our aging town homes. One common improvement is the replacement of windows. Not only is the replacement of windows an aesthetic improvement, but new dual-pane windows also provide greater energy efficiency and a reduced noise level from the outside.

In order for you as a home owner to replace your windows according to regulations established by South Park's Home Owners Association CC&R's, we have provided some guidelines to assist you in the process.

All external changes to your unit must be approved by Community Management Services (CMS) and the South Park Home Owners Association Board. The process is as follows:

- All of the windows in the unit must be replaced at the same time. The Board will not authorize a partial replacement of windows.
- The applicant **MUST** fill out an Architectural Modification Form. This form can be obtained by calling CMS (408-559-1977) or downloaded from the "Forms and Guidelines" section of the South Park HOA website, www.southparkhoa.org.
- The completed Architectural Modification Form and a manufacturer's brochure showing the color of the window frame or the URL of the manufacturer's web site must be submitted following the instructions on the form.
- The applicant must wait for approval from the South Park HOA Board before going forward with an installation. CMS and the Board try to expedite this process. After receipt of the Architectural Modification Form, CMS will provide a written response shortly after the next South Park HOA Board meeting. (South Park HOA Board Meetings are held the third Tuesday of every month).

Without prior approval from the Board, you run the risk of installing non-acceptable windows that do not conform to the characteristics established by the South Park Home Owners Association Board by mistake, and you will be responsible for the cost of replacing them.

Note About Exterior Trim Boards:

At the time of replacement, you may want to assess the condition of your trim boards around each window.

- If they are rotting, this would be an excellent time to replace them.
- If they are in good condition but are damaged during the installation process, you as the homeowner are responsible for replacing them.

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If painting is needed as a result of the installation process, please call CMS to arrange for this.

Acceptable Window Characteristics

The South Park Home Owners Association Board has found the following window characteristics acceptable in the past. The following guidelines are provided for your help. As always, however, all window replacements will need to be approved through an Architectural Modification Form prior to replacement activities.

CHARACTERISTIC	ACCEPTABLE	NOT ACCEPTABLE
Frame Material	Vinyl or aluminum	All others
Frame Color	Aluminum: Bronze Anodized	All others, (e.g., White)
	Vinyl: Almond/Tan (or equivalent)	
Glass Color	Untinted or Low-e (Frosted OK in Master Bath)	Tinted or reflective coating
Style	Identical to original windows (see exclusions below)	All others, including: <ul style="list-style-type: none"> • Vertically-sliding ("double hung") • Casement • Awning • Swing-out • French Door (to Patio) • Grille or Grid ("divided lights")
Downstairs Hallway Window	Picture or Horizontally(side-to-side)-sliding "XO"	
Upstairs Hallway Window	Horizontally(side-to-side)-sliding "XO" or "XOX"	
Upstairs Bedroom Entry (4BR units)	Picture or Horizontally(side-to-side)-sliding "XO"	

X is moveable section, O is fixed section

