

South Park Homeowners Association

Window Replacement Guidelines

1. Replacement of windows requires an Architectural Request to be approved by the HOA Board prior to installation of new windows.
2. All windows must be replaced at the same time. The Board will not approve a partial replacement of windows.
3. Types of approved installations:
 - a. Retrofit: windows are installed into existing window frames.
 - b. New Construction: The original window frames are removed and new windows are secured to the frame of the house by nailing flanges.
 - c. Retrofit windows are less expensive than New Construction.
4. This is a good time to assess the condition of your trim boards around each window. If they are rotting or damaged during the installation process the homeowner is responsible for replacing them. The Association will paint the new trim boards or other touch up paint due to the installation.
5. The HOA Board will review requests at the monthly meeting. Meetings are scheduled for the third Tuesday of the month. Please submit requests one week prior to the monthly meetings. Instructions are on the Architectural Request.
6. It is the homeowner's responsibility to verify that contractors are licensed and insured.
7. Below is a chart of Acceptable Window Characteristics.

CHARACTERISTIC	ACCEPTABLE	NOT ACCEPTABLE
Frame Material	Vinyl, aluminum or Fiberglass	All others
Frame Color	Aluminum: Bronze Anodized	All others, (e.g., White)
	Vinyl/Fiberglass 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:

CHARACTERISTIC	ACCEPTABLE	NOT ACCEPTABLE
Downstairs Hallway Window	Picture or Horizontally(side-to-side)-sliding "XO"	<ul style="list-style-type: none"> • Vertically-sliding ("double hung") • Casement • Awning • Swing-out • French Door (to Patio) • Grille or Grid ("divided lights")
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

