

## **INSTRUCTIONS FOR APPROVAL OF REPLACEMENT WINDOWS**

The installation of replacement windows must conform to these window specifications. Administrative approval is required prior to the installation.

- 1. OBTAIN THE FOLLOWING DOCUMENTS FROM THE ASSOCIATION OFFICE:**
  - Window Specifications
  - Administrative Application for Routine Change
  - Indemnification Agreement and Covenant
  - A diagram of the unit
  
- 2. FILL OUT ADMINISTRATIVE APPLICATION AND ATTACH THE FOLLOWING:**
  - The diagram of the unit indicating which window style (Column I or Column II will be installed in each opening. Also include the name of the unit type on the diagram (i.e., Washington, Lincoln, etc.)
  - Indemnification Agreement and Covenant signed by ALL unit owners and notarized.
  - A copy of the contract reflecting the measurements of each window opening and a copy of the Contractor's license.
  - A copy of the warranty.
  
- 3.** Return all of the above documents to the Association Office.
  
- 4.** The General Manager will review your application and if all of the above documents are in order, you will be notified of the disposition of your application.
  
- 5.** The Covenants Director will obtain the Association President's notarized signature on the Indemnification Agreement and file it in your unit owner's file.
  
- 6.** Please call the Covenants Director at 703-998-6315, if you have any questions and/or to ensure all your documents have been properly filled out.

## **PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION SPECIFICATIONS FOR REPLACING WINDOWS**

Administrative approval is required for replacement windows prior to the installation. All of the windows on one façade on the unit must be replaced at the same time.

### **I. RESPONSIBILITY**

**The Unit Owner is responsible for the proper installation of new windows. The Unit Owner is responsible for any damage that might occur to the unit or common element due to improper installation. All improvements to a unit must meet local building codes.**

**THE ASSOCIATION Reserves the right to correct or replace, at the unit owner's expense, any new window which has been improperly installed or does not meet the approved specifications. This shall be done in accordance with approved procedures for redress or violation.**

### **II. CONTRACTOR**

Installation of replacement windows must be performed by a license and bonded contractor.

### **III. WINDOW TYPE**

The replacement thermal pane windows must have exteriors made of a white, maintenance-free material such as aluminum or vinyl. The windows must be "custom sized" to fit within the window opening. The window opening may not be adjusted inward by any devices to allow the use of "standard size" windows. The steel frame defining the window opening may not be removed without specific written approval from the General Manager, which will be decided on case-by-case basis.

### **IV. WINDOW STYLE & MULLION CONFIGURATION**

Replacement windows must be installed according to the installation diagrams contained in this package. The architectural style of the windows shall be colonial with muntins (rectangular divisions within the window, also referred to as the number of lights) as shown in the accompanying diagrams.

Clear translucent, patterned, frosted or clear glass may be used for bathroom replacement windows only. No white or colored glass allowed.

Replacement window units shall consist of either (1) individual glass panes set in the muntin gridwork (also known as "true divided lights") or (2) non-removable (permanently affixed) gridwork placed between glass panes surrounded by window frame.

**GRIDWORK/MUTINS OF ANY REPLACEMENT WINDOW MAY NOT BE REMOVABLE.** Gridwork/muntins must be designed so that they are permanently attached either by the manufacturer or by the distributor in such a manner that any attempt to remove them would damage the window.

Unit Owners may choose to replace their windows with either double-hung or casement. These are shown on the accompanying diagrams. **ALL WINDOWS MUST BE CHOSEN FROM THE SAME COLUMN – EITHER COLUMN I (DOUBLE HUNG) OR COLUMN II (CASEMENT).**

With window openings 3, 7 and 8, the Unit Owner should refer to the accompanying diagrams as other options exist.

Before you replace any existing windows, you must: (1) Decide whether you want your windows to be casement or double hung; (2) Find the window opening number which match your existing opening dimensions; and (3) Choose windows from Column I (double hung) or Column II (casement). Then mark the number and code of each window next to each window opening on a diagram of your unit. Diagrams of your unit are available at the Parkfairfax Office or online at [www.parkfairfax.info](http://www.parkfairfax.info). **NOTE: THE CHOICE MUST BE CONSISTENT: EITHER CHOOSE ALL FROM COLUMN I OR ALL FROM COLUMN II.**

## **V. CAULKING**

All exterior portions of the steel frame must be covered with vinyl and caulked to prevent exposure of the frame to weather. It is recommended that an insulating material be placed between the vinyl covering and the steel frame to reduce the change for condensation to form on the exposed steel framing in the interior of the unit.

## **VI. CLEAN UP**

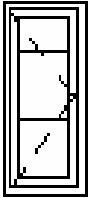
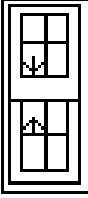


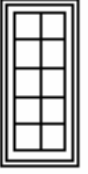
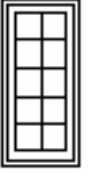
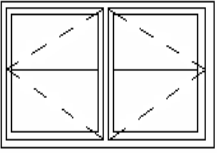
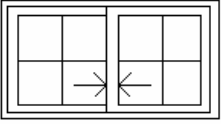
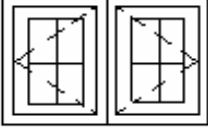
The association requests the Unit Owner to contact the Association and arrange for pick-up of any hardware from the original windows which could be used. Each Unit Owner is responsible for the proper disposal of all debris generated by the replacements.

## WINDOW DIAGRAMS

Window Code:  
 DH – Double Hung  
 C – Casement  
 SL – Sliding  
 F – Fixed (non-opening)

W.O. – Window Opening Number

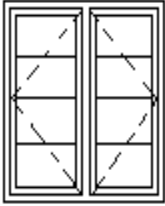
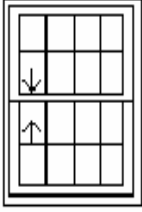
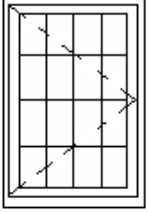
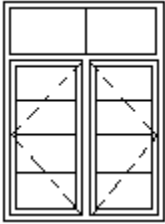
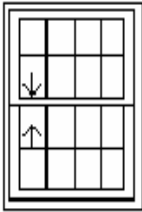
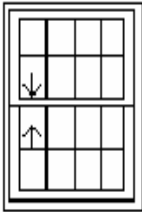
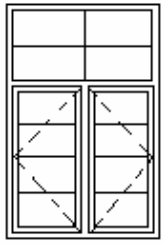
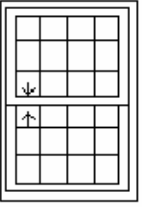
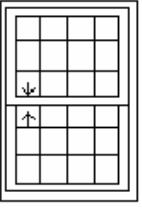
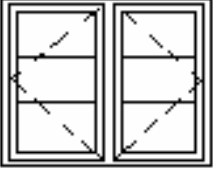
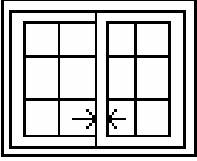
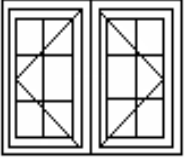
Note: The “number” in each window code means the number of lights or squares in each window.

| OPENING DIMENSION/<br>EXISTING WINDOW   | COLUMN I<br>DOUBLE HUNG<br>(except where noted)  | COLUMN II<br>CASEMENT<br>(except where noted)  |
|---|--|--|
| <p style="text-align: center;">W.O. #1</p> <p style="text-align: center;">1' 6" x 3' ¾"</p> <div style="text-align: center; margin-top: 20px;">  </div>   | <div style="margin-bottom: 10px;">  </div> <p>DH 8</p>  | <div style="margin-bottom: 10px;">  </div> <p>C 8</p>  |
| <p style="text-align: center;">W.O. #2</p> <p style="text-align: center;">1' 6" x 5' 1½"</p> <div style="text-align: center; margin-top: 20px;">  </div> | <div style="margin-bottom: 10px;">  </div> <p>F 10</p>  | <div style="margin-bottom: 10px;">  </div> <p>F 10</p>                                      |
| <p style="text-align: center;">W.O. #3</p> <p style="text-align: center;">3' 0" x 2' 1"</p> <div style="text-align: center; margin-top: 20px;">  </div>  | <div style="margin-bottom: 10px;">  </div> <p>SL 8</p> | <p style="text-align: center;">OR</p> <div style="margin-bottom: 10px;">  </div> <p>C 8</p> |

OPENING DIMENSION/  
EXISTING WINDOW

COLUMN I  
DOUBLE HUNG  
(except where noted)

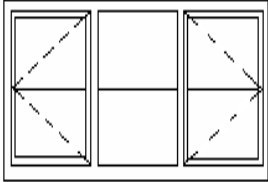
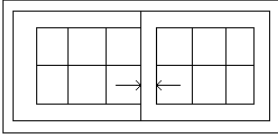
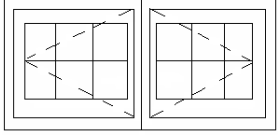
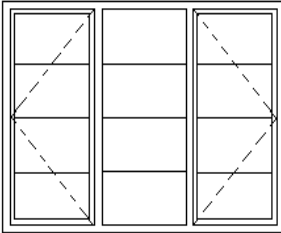
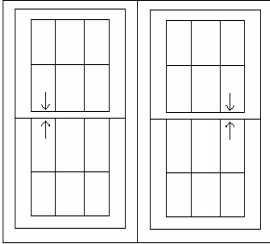
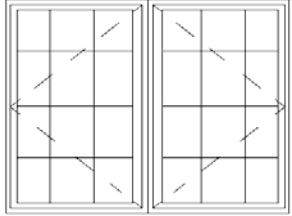
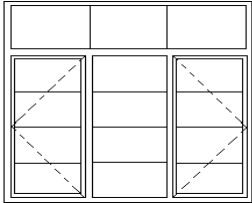
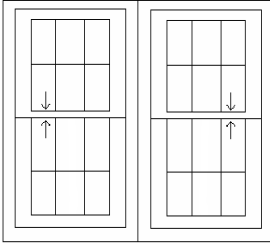
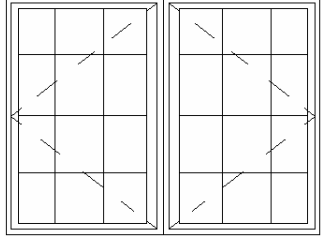
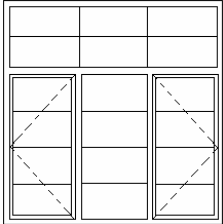
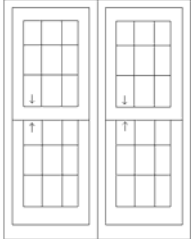
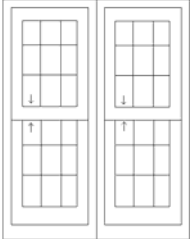
COLUMN II  
CASEMENT  
(except where noted)

|   |   |  |
|---|---|--|
| <p>W.O. #4</p> <p>3' 0" x 4' 1/2"</p>      |  <p>DH 16</p>  |  <p>C 16</p>    |
| <p>W.O. #5</p> <p>3' 0" x 5' 1"</p>        |  <p>DH 16</p>   |  <p>DH 16</p>   |
| <p>W.O. #6</p> <p>3' 0" x 6' 1/2"</p>    |  <p>DH 24</p>   |  <p>DH 24</p> |
| <p>W.O. #7</p> <p>3' 6 1/2" x 3' 2"</p>  |  <p>SL 12</p> <p>OR</p>  <p>C 12</p> |  |

OPENING DIMENSION/  
EXISTING WINDOW

COLUMN I  
DOUBLE HUNG  
(except where noted)

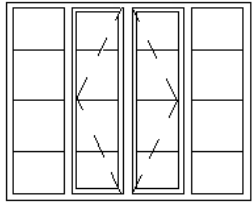
COLUMN II  
CASEMENT  
(except where noted)

|   |   |  |
|---|---|--|
| <p>W.O. #8<br/>4' 6" x 2' 1"</p>           |  <p>OR</p>  <p>SL 12                      C 12</p> |  |
| <p>W.O. #9<br/>4' 6" x 4' 1/2"</p>         |  <p>DH 24</p>   |  <p>C 12</p>    |
| <p>W.O. # 10<br/>4' 6" x 5' 1 1/2"</p>   |  <p>DH 24</p>   |  <p>C 24</p>  |
| <p>W. O. # 11<br/>4' 6" x 6' 1 1/2"</p>  |  <p>DH 36</p>   |  <p>DH 36</p> |

OPENING DIMENSION/  
EXISTING WINDOW

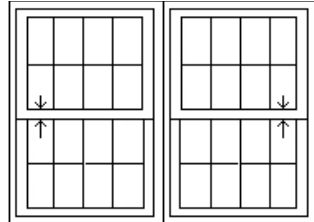
COLUMN I  
DOUBLE HUNG  
(except where noted)

COLUMN II  
CASEMENT  
(except where noted)

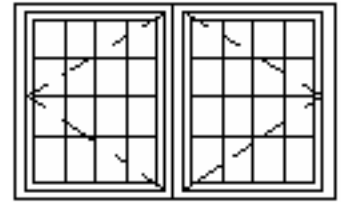


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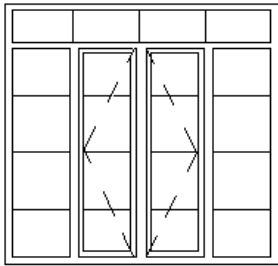
6' 0" x 4' 1/2"



DH 32

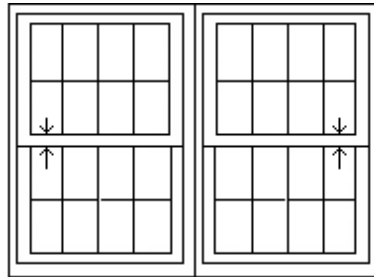


C 32

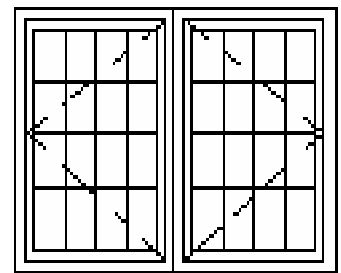


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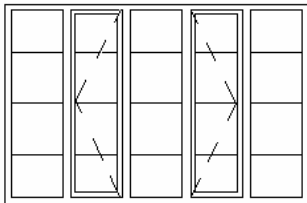
6' 0" x 5' 1"



DH 32

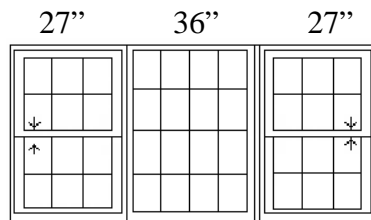


C 32

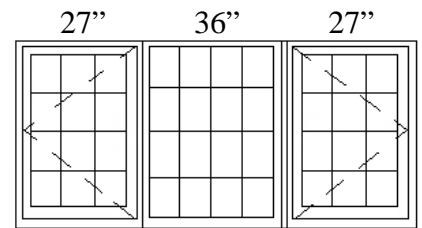


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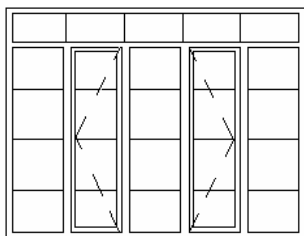
7' 6" x 4' 1/2"



DH 12 F 16 DH 12

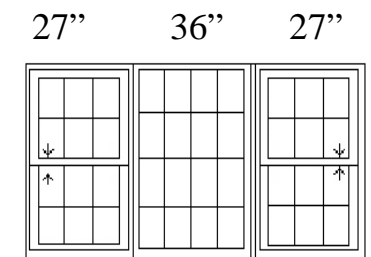


C 12 F 16 C 12

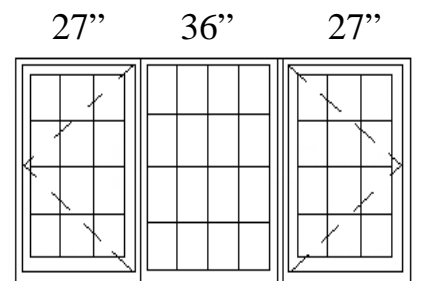


W. O. # 15

7' 6" x 5' 1/2"



DH 12 F 16 DH 12



C 12 F 16 C 12