

Exterior Window Specifications

Pittsfield Village Condominium Association

Before you hire a contractor and order windows:

- Read all of the specifications (following this checklist) carefully. Approval will be subject to complying with all of the requirements.
- Fill out a Modification Request form, and attach:
 - The proposal from the installer.
 - An accurate representation—drawing or photo—and description of the window(s).
 - Documentation that the outside color will match the existing almond color. (This can be a statement about the color on the proposal).
 - A color sample from a brochure or other document.
- Submit the Request form and the other documentation to the Association office. Drop off at the Village office, mail to the office at 2220 Pittsfield Blvd., Ann Arbor MI 48104, or submit a high-quality scan to office@pittsfieldvillage.com.
- Get approval from the Maintenance & Modification Committee. You are welcome and encouraged to attend the meeting, but it is not required. A letter informing you of the committee action will be mailed to you.

Window and Materials Requirements

All windows must:

- Be approved by the Maintenance & Modification Committee before installation. It is strongly recommended that this approval be sought and granted prior to placing an order or signing a contract to make sure both the windows and the installation plan meet these specifications.
- Match the appearance of the existing windows. This means windows:
 - Must be the same or very similar to the existing almond color. **WHITE IS NOT ALLOWED.** A sample of the color from the manufacturer must be provided by the co-owner and approved by the Modifications and Maintenance Committee or its designee prior to any window replacement request being approved.
 - Must be double hung, with the exception of the kitchen window. The kitchen window may be traditional double hung, or because the location over a kitchen counter makes opening a double hung window difficult, may be a casement crank-out (left or right) an awning (top tilt-in), or hopper (bottom tilt-in) model. However, it must have the appearance of a double hung window.
- Match existing opening sizes.
- Have vinyl exteriors.
- Have wood or prefinished vinyl interiors.
- After installation have the exterior finished by re-installing existing exterior wood trim or providing new exterior-grade trim to match existing. No aluminum wrap or casing is allowed.

Requirements for approval by the Maintenance & Modification Committee

- Submittal of completed Modification Request Form
- Window specification sheet and manufacturer's prefinished color sample.

Keep in mind major window companies will likely automatically address the questions of community specification requirements when orders are being prepared; whereas individual installers or smaller companies may not address these questions. It is up to the co-owner to insure community specifications are met.

Installation Requirements and Guidelines

- Installation may not begin prior to approval by the Maintenance & Modification Committee.
- Any permits required by the City of Ann Arbor must be obtained by the co-owner or the co-owner must require the contractor to obtain them prior to starting work.
- This is not intended to be an all-inclusive list of guidelines or recommendations, but rather a highlight of some of the issues that should be considered for new window installation.
 - Most manufacturers will provide installation instructions with their products.
 - The installer should be prepared to correct walls that are not plumb or level. Typically, the minimum shim space around the perimeter of a window is $\frac{1}{4}$ ".
 - Voids should be filled with insulation(spray foam is recommended).
 - Interior wood casing and trim should be caulked at the perimeter to prevent air infiltration.
 - Exterior trim should be caulked with paintable exterior-grade sealant or a prefinished, but also paintable, color to match the existing color.
 - The exterior should be touched up with exterior paint to match existing. (Paint may be obtained from the Village office, call the office to place a work order).