

## **CPIV Window and Glass Door Replacement Request Process & Form**

Approved Amended Rules & Regulations: March 21, 2023

Effective Date: March 22, 2023

WHEREAS, Article II, Sections B and C (6) of the Amended and Restated Bylaws of Capitol Park IV Condominium Association, Inc. ("Bylaws") empowers the Board of Directors to promulgate and enforce such reasonable rules and regulations as may be deemed necessary or desirable at any time for the operation of the condominium, and are not prohibited by the Condominium Act, the Declaration, or these Bylaws, and

WHEREAS, Unit Owners continue to fail to obtain Board approval before installing replacement windows and glass doors, and

WHEREAS, Unit Owners continue to install incorrectly-sized and styled replacement windows and glass doors, and

WHEREAS, it is costly and inconvenient for Unit Owners to be required by the Board to correct/replace non-approved, incorrectly-sized and styled windows and glass doors, and

WHEREAS, there is a need to clarify the specifications and requirements that must be satisfied before a Unit Owner shall be granted Board approval to replace existing/original windows and/or glass doors, and

WHEREAS, it is the intention of the Board of Directors to ensure that Unit Owners maintain the original architectural style and character of all replacement windows and glass doors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the following revisions to the rules and regulations for replacement windows and glass doors:

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## I. INTRODUCTION

The following rule hereby supersedes any and all other rules and regulations relating to replacement windows and/or glass doors and that may have been previously enacted by any Board of Directors for Capitol Park IV Condominium Association, Inc. This policy has been adopted in accordance with the District of Columbia Condominium Act Section 42-1902.24(a) "Improvements or alterations within unit; exterior appearance not to be changed; merger of adjoining units."

## II. THE PROCESS

Unit Owners desiring to replace any exterior window or glass door must, per the Capitol Park IV Condominium Amended and Restated Bylaws<sup>1</sup>, submit this request form and any additional documents required to the Board of Directors and receive written Board approval prior to the commencement of the work. Unit Owners are encouraged to plan ahead, as this important process dictates an average response time of one month, depending on the circumstances involved, and the date of submission.

1. The Unit Owner(s) shall complete and submit to the Board via the Site Manager: (1) a CPIV Window and Glass Door Replacement Request Form (available in the CPIV office or online), and (2) a copy of the proposed contract that details the specifications as outlined on the form for the work to be performed. Please ensure the contract also provides the "rough opening/masonry opening" dimensions for each individual window, multiple window unit, or door(s)/window(s) assembly to be replaced.
2. The full Board (or its designated Board member) will review complete applications for approval. Owners are encouraged to submit all information at least 10 business days prior to the meeting.
3. Under no circumstances shall the Unit Owner proceed with any installation<sup>2</sup> until obtaining written confirmation of Board approval, and, if any, the conditions of such approval, as indicated by a returned copy of the submitted request form bearing the Board or its designee's signature. (A pre-construction meeting at the unit, between the contractor and the CPIV Site Manager may be requested, if questions on installation remain, after approval by the Board.)
4. After installation, the Unit Owner must notify the Site Manager, who will inspect and verify measurement compliance, sign off the request form where indicated, and place it in the Unit Owner's file.

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<sup>1</sup> Amended and Restated Bylaws of Capitol Park IV Condominium Association, Inc. (2006), Article V, Section F, Additions, Alterations or Improvements by Unit Owners.

<sup>2</sup> Unit Owners are strongly encouraged to obtain written confirmation that their contractor/manufacture can meet the specification requirement before signing a contract. The Unit Owner shall be solely liable to expeditiously correct any window or glass door that does not comply with the CPIV window specifications as outlined within this rule.

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## III. SPECIFICATIONS<sup>3</sup>

(Note: Minor Rough-Opening Variations May Affect the Dimensions Shown Below)

### 1. Double Hung Windows<sup>4</sup>:

#### Style #1

- a. Wood, Projected
- b. Wood, Non-Projected



(w) 36" x (h) 86 5/16"  
(per window)

Bottom Sash Height 33 5/8"

### 2. Double Hung Fixed Combined Windows:

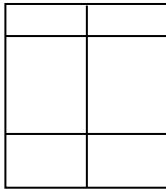
#### a. Style # 3: Two-Panel

(w) 72" x (h) 86 5/16"

Fixed Transom (per panel)  
(w) 36" x (h) 26 1/2"

Bottom Sash Height 33 5/8"  
(Oriel Style)

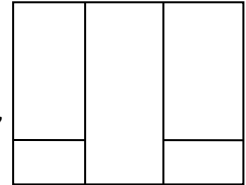
#### Fixed Transom



#### b. Style #4: Three-Panel

(w) 108" x (h) 86 5/16"

Bottom Sash Height 33 5/8"  
(Oriel Style)



### 3. Basement Sliding Windows:

#### a. Style #8: Short Two-Panel

(w) 36" x (h) 36 5/16"



#### b. Style #10: Medium Two-Panel

(w) 75" x (h) 36 5/16"



#### c. Style #11: Long Three-Panel

(w) 112" x (h) 36 5/16"

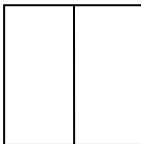


**\*\* For each window style above, all bottom window sills are to be slanted 4 5/8" to allow rain run-off. In addition, all wood window sills shall not be removed, unless there is irreparable damage, in which case the wood window sill shall be replaced only with wood approved by the Board. It is recommended that wood window sills be covered in vinyl to facilitate future maintenance needs.**

### 4. Glass Sliding Doors:

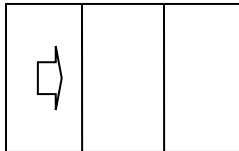
#### a. Style A: Two-Panel

(w) 73 3/4" x (h) 82 7/8"



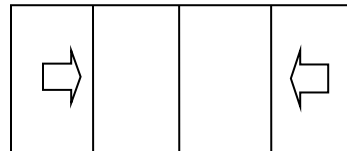
#### b. Style B: Three-Panel

(w) 112 1/2" x (h) 82 7/8"



#### c. Style C: Four-Panel

(w) 147 1/2" x (h) 82 7/8"



<sup>3</sup> All specifications were obtained from the original CPIV blueprints, and are based on the designed frame sill opening. However, actual installations shall not have more than a (+/-) 1 1/2" variation from the previously-existing frame sill opening.

<sup>4</sup> Unit owners replacing any style double hung window having a decorative railing shall ensure that the bottom window sash height and railing crossbar height are even and properly aligned.

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1. The Unit Owner shall ensure that all replacement window and glass door frames match the architectural style of original windows in operation, vertical and horizontal divisions, and proportions.
2. Screen door replacement must match original architecture appearance and function. Any alterations or requests to add or replace screen doors that differ from existing in appearance or function must be approved by the Board.
3. Any and all alterations to windows and doors conducted within CPIV must maintain the current sightlines. The size of the glass must be of the same proportions as the original CPIV windows. No increase in the size of the sash frame or brick molding will be permitted without explicit board consent.
4. Replacement window and glass door units shall be constructed and assembled to fit the entire original framed opening with no filler pieces permitted to fill a void, or correct a sizing error.
5. Replacement window and glass door frames shall be white in color, unless otherwise authorized by the Board.
6. Replacement window and glass door frame material shall be wood, fiberglass, vinyl, vinyl-clad metal, or any other material to be approved by the Board. Individual window replacement requests must match the existing window frame material installed in the unit. A window replacement request that changes the window frame material from existing, must be for an entire facade of a unit at minimum (all front, back or side facades).
7. Glass shall not be mirrored, but may vary in tint at the Unit Owner's discretion, as approved by the Board.
8. Any request to install windows other than standard double hung must be accompanied by engineering or technical drawings from the window manufacturer. These drawings must show the prevailing measurements and dimensions of all window components including sash, meeting rail, frame and sightlines.
9. Unit Owner shall be solely responsible for the entire cost of approved installations, except as otherwise determined by the Board (example: certain shared costs related to damage repairs), and for all future costs associated with repairs and maintenance.

Unit Owner(s) Printed Name(s) & Address \_\_\_\_\_

Unit Owner(s) Signature(s) & Date \_\_\_\_\_

Proposed Contract Copy Rec'd?      Yes \_\_\_\_\_      No \_\_\_\_\_

Board Approved & Date \_\_\_\_\_

Site Mgr Compliance Verification & Date \_\_\_\_\_