

# **WINDOW REPLACEMENT STANDARDS AND SPECIFICATIONS OF WORK ASHTON HOME OWNERS ASSOCIATION**

**INTENT:** The following is a standard, the compliance of which is mandatory for the replacement of any window. Homeowners must submit a specification of work along with an Architectural Approval Request Form to the Board for approval when replacing windows.

**THE PURPOSE** of these specifications is to guide the selection and installation of replacement windows. Improper window installation can cause air leakage, sound leakage, and water leakage. Water leakage is a serious concern because it deteriorates building components around the window, decking membrane and insulation.

## **WINDOW REPLACEMENT:**

The existing condition of the window and trim are the most important consideration.

If the existing window is moisture-damaged or has other problems, the existing window should be completely removed to expose the rough opening. New windows must be installed per manufactures specifications.

1. Installer must use whatever shimming assembly is necessary to support the replacement window on a solid, level, and water-resistant sill surface.
2. The new window must be flashed around its perimeter with approved flashing, installed from bottom to top like shingles in a way that doesn't permit water, flowing downhill with gravity, to enter any joint.
3. Installer must install caulking and/or butyl putty tape on the window flange before installing the window. Follow the manufacturer's recommendations on sealant and its application.
4. When caulking is the window sealant, the window must be installed immediately after caulking application before the caulking becomes contaminated or forms a skin.
5. The heads of fasteners must be wide enough in diameter to span the holes or slots in the window flange.
6. Installers should avoid deforming the window flange during fastening, by over-driving the fasteners.
7. Installers must air-seal the space between the window frame and the rough opening or old window jambs and sill. One-part foam and foam back rod with caulking are approved methods. Stuffing this gap with fiberglass insulation is not permitted.

**WINDOW SPECIFICATIONS:**

1. Replacement must be similar in appearance to the existing window.
2. Windows must be installed by a general contractor licensed and insured in the State of North Carolina.

**WINDOW ACCESSORY SPECIFICATIONS:**

Accessories are extra components used by installers to attach the window, seal the window into the home's weather-resistant barrier, and complete the window installation.

1. Windows must be shimmed as necessary using flat shims of the correct thickness to give the proper support at the sill and where fasteners are installed.
2. All fasteners used for window installation must be corrosion resistant.
3. Flashing for new windows must be reinforced, coated flexible flashing, designed for exterior water protection.
4. Sealants should be compatible with the materials they seal and applied in accordance with the manufacture's specifications. Sealant must meet or exceed the recommendations of the window manufacturer.
5. When repairing existing trim, all sides of exterior wood must be primed with exterior primer or other equivalent wood sealer and two coats of paint applied to visible surfaces. The use of PVC board is recommended when replacing trim boards.

**Note:** Homeowners may select a general contractor, licensed and insured within the State of North Carolina, to install their new windows. They must submit proof of the above along with the Architectural Review Request Form. In an effort to assist homeowners, the Board has conducted a competitive bidding process and selected Coastal Windows and Door Center to provide and install new windows. Contact: 6752 Gordon Road, Wilmington NC 28411, 910-392-9954 ext. 26