

# WINDOW AND PATIO DOOR REQUIREMENTS

**IMPORTANT: Check with your condo board to find out if there are any additional requirements specific to your individual condo association before getting started.**

**If you are considering changes in window size, shape or location, it is essential that you make sure your condo board will approve these changes before you order windows or sign installation contracts. For help in determining if this is necessary, consult your condo's Community Manager in the Management Office.**

Installation of new windows and patio doors anywhere in LBS must follow certain guidelines regarding placement, style, type and color. Detailed information about choosing and installing windows and patio doors is described in the pages that follow. Make sure that your installer receives a copy of the window installation requirements in Section III on pages 8-11, and provides you with the necessary documents you will need for your application. Approval by your condo board and a Building Permit from the Village of Lake Barrington are required for all window installations. The Management Office and your condo's representative to the LBS Architectural Commission will be happy to assist you through this process.

In general, your new windows must conform as much as possible to the originals you are replacing. They should match the existing ones in size, shape and configuration. The exterior frames must match others in the building, no exceptions. Proposed changes in style, size and location of individual windows may be considered by your condo board providing lateral symmetry is maintained. Essentially what that means is when viewing the building as a whole, all of the visible windows should line up. If someone else in your building has been allowed to replace their windows in a different configuration (such as a different number of glass panels or a different spacing of the panels across a window), your new windows must follow that same pattern.

**Failure to comply with any of these requirements with respect to aesthetics, or any installation defects and structural damage, will result in corrections at the unit owner's expense. Any work done without approval of the unit owner's Condo Board may result in undoing and making whole at the unit owner's expense. Unit owners assume full responsibility for any damage to the exterior of the unit.**

## **SECTION I: UNIT OWNER'S BASIC CHECKLIST**

- 1. Select a window supplier and an installation contractor and provide them with a copy of these requirements. Your contractor must be bonded and insured.
- 2. Obtain a signed proposal from the contractor you have chosen to do the work and make a copy of that proposal. The proposal must state that work will conform to LBS requirements. Additionally, the proposal must include the following specific installation requirements:
  - Remove existing windows and frame from rough opening
  - Cut back siding and install new window into rough opening using fins where possible
  - Install flashing tape
  - Insulate around new window with low expansion foam insulation
  - Replace exterior trim, new wood primed on all six sides first
  - Caulk and seal exterior
  - Paint trim to match siding
  - Haul away old windows and job debris
- 3. Obtain product specifications or a brochure for the replacement windows or doors you have chosen. Indicate the exterior frame and sash color and material.
- 4. Obtain neighbors' signatures of approval for your project on the page provided in the Application Form.
- 5. Complete the Application Form and all its required documents and hand it in to the Management Office. They will make sure the application is complete, and then forward it to your condo board for final approval.
- 6. Wait to hear that your project has been approved by your condo board.
- 7. Once you have been notified by the Management Office that your project has been approved, you or your contractor must obtain a Building Permit from the Village of Lake Barrington to display at your unit before installation can begin.

### **Your Application must include:**

1. First page of Application for Architectural Review
2. Completed contractor information form
3. A copy of the signed contractor's proposal

4. Completed neighbor approval sheet
5. Detailed original product literature or brochure describing the replacement windows or patio doors you plan to use. This literature must include information regarding the manufacturer, model, type, style, materials, construction and warranty for the replacement products you wish to install. Exterior sash color and materials must be indicated on product specification sheet or brochure.
6. For condo 6 unit owners, include the LP Trim Instruction Contractor Agreement form

## SECTION II: CHOOSING WINDOWS OR PATIO DOORS

**Your contractor(s) must be given a copy of these requirements, and must indicate on your contract that LBS procedures will be followed.**

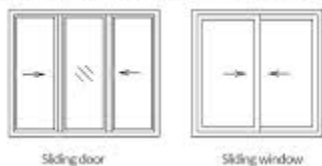
Since changes have occurred in window and patio door construction since the original windows were installed here many years ago, it will likely not be possible to replicate them exactly now. In addition to manufacturing changes, there have been important advances in energy standards which are now required. Still, unit owners must match their new windows and patio doors as closely as possible to the originals. For example: an existing two-panel sliding window that is no longer readily available in the width of the existing opening can be replaced by a new three-panel sliding window with the same general dimensions.

### **Permitted Replacement Window Types**

- Fixed



- Sliding



- Casement



Glass panes on any type of window cannot be subdivided into smaller panes by means of either fixed or removable grids or muntins.

## **Permitted Window Materials**

Replacement windows and patio doors of the following materials are permitted. Note that these are listed in descending order of preference, based on quality and performance considerations.

- Fiberglass composite or pultruded fiberglass
- Wood and vinyl composite
- Wood with exterior cladding of extruded aluminum
- Wood with exterior cladding of vinyl
- Extruded aluminum with an integral thermal break continuous through all frame and panel (sash) members
- Vinyl or insulated vinyl

Integral mini-blinds sandwiched between glass lites within insulating glazing units are permitted.

All windows must have factory-installed weather-stripping to minimize air and water infiltration.

### **The following types of replacement windows are NOT permitted:**

1. Single Hung
2. Double Hung
3. Awning
4. Jalousie
5. Projecting windows, including bay windows, bow windows, and box or garden windows are not permitted, except in the following circumstances:
  - As replacement for an existing projecting window of the same style that was part of the building as originally designed and constructed.
  - Box or garden windows may be considered to replace existing non-projecting windows only when intruding into a fully enclosed Limited Common Element courtyard bounded on all sides by the same dwelling unit.

### **Windows and Patio Doors of the following materials are NOT permitted:**

1. Wood with exterior painted or stained finish
2. Aluminum with no continuous thermal break
3. Roll-formed aluminum with or without thermal break
4. Steel of any kind

Decorative glazing of any kind, including etched, beveled, stained, tinted or patterned glass, is not permitted.

**Storm Windows:** External storm windows of any type, whether permanent or temporary, are not permitted.

### **Permitted Replacement Patio Doors:**

1. Sliding doors
2. French or folding-style glass doors (As a general rule, the number of panels in the replacement French door should be the same as the number of panels in the original sliding door. Where this is not possible because the original slider is wider than a standard French door, e.g., 4' wide, the following table shows the recommended door panel configurations. In all cases, the replacement doors must have equal-width panels.)

Overall Width of Opening	Original No. of Panels	Replacement No. Of Panels
6'	2	2
8'	2	3
8'	3	3
9'	3	3
12'	3	4
Two 6'-wide units side-by-side	4	4

3. Glass panels may not be subdivided into smaller panes by means of either fixed or removable grids or muntins.

### **Window and Patio Door Frame and Sash Color:**

1. The permitted replacement exterior frame colors are dark brown or bronze. Exterior window and patio door frame and sash color must match as closely as possible that of windows remaining in the building, and/or in neighboring buildings of the same condo association.
2. The following exterior colors are not permitted:
  - Natural (or clear) anodized aluminum
  - White
  - Black
  - Other colors inconsistent with the intent of the previous paragraph (no dark green, red, blue, etc.)
3. All fiberglass windows must have a durable baked on or powder coated finish. All aluminum-clad and aluminum windows must have a factory-applied exterior finish of color anodizing, or a high quality organic or powder coated finish. All wood-vinyl composite, vinyl-clad, and vinyl windows must have an integral color throughout the entire cross section of the material. Colors must conform to the requirements set forth above. Exposed wood on any exterior window surface is not permitted.

4. Interior finish is homeowner's choice. It may be pre-finished, factory-primed, natural wood for staining, or tinted vinyl on the interior surfaces.
5. Operating hardware for operable panels, including handles, latches, hinges, cranks, etc. exposed to the exterior must be corrosion-resistant and must be finished to match the window exterior. Contemporary style hardware and architectural bronze (or equivalent) color are recommended.
6. All operable panels must be equipped with factory-furnished removable fiberglass or coated aluminum wire mesh insect screens finished in a dark bronze color.

### **Additional Replacement Requirements:**

Emergency egress windows: Window openings required by applicable building codes to provide a means of emergency egress must conform to all provisions of such codes regarding clear opening dimensions and proportion, sill height, hardware type and identification, in conformance with requirements of the authority(s) having jurisdiction, other provisions of this standard notwithstanding.

Casement windows: If another unit in your building has switched from sliding window panels to casements or from old-style casement windows to the newer style casements, then that has set the standard for the rest of the similar or comparable windows for other unit owners in the entire building. In other words, if anyone in your building has replaced windows similar to yours as casements instead of sliding panels, then you must follow suit and replace yours to match.

However, your unit may have windows or patio doors currently installed that conflict with the present LBS standards. In general, this does not constitute a precedent for future replacements in your own unit, your building, or within your condo that are not consistent with the original design and current standards.

## SECTION III: SPECIAL INSTALLATION REQUIREMENTS FOR LBS

### IMPORTANT:

**Installation must follow the specific instructional diagram on Page 10 for all units except those in Condo 6, which have LP engineered wood siding.**

**Special instructions for Condo 6 are covered in a separate contractor agreement page at the end of this packet.**

### **General installation instructions:**

1. **Width:** If necessary to accommodate a slightly narrower standard-size replacement window or patio door, an opening may be made narrower by means of solid wood shims or fillers symmetrically installed at both jambs (sides) of the existing opening. The maximum allowable reduction in opening width is 1-½ inches at each jamb, or 3 inches total. Such shims or fillers must be covered with exterior trim boards and/or siding as required to match the surrounding wall surface.
2. **Height:** If necessary to accommodate a slightly shorter standard-size replacement window or patio door, an opening may be made shorter by means of solid wood shims or fillers installed at the sill (base) of the existing opening. If necessary to accommodate a slightly shorter standard-size replacement patio door, an opening may be made shorter by means of solid wood shims or fillers installed at the head (top) of the existing opening. The maximum allowable reduction in window or patio door opening height is 1-½ inches. Such shims or fillers should be covered with exterior trim boards and/or siding as required to match the surrounding wall surface. Under no circumstances can the structural header of the window or patio door opening be altered or disturbed.
3. Exterior trim required to be removed to permit window or patio door replacement must be reinstalled or replaced with new material identical in dimension, appearance, color and finish to the original material removed.
4. Materials removed as part of window or patio door replacement which are not to be reinstalled as part of the finished installation must be removed from the premises and disposed of in a manner consistent with the requirements of Lake Barrington Shores and the authority(s) having jurisdiction.
5. Replacement windows and patio doors must be anchored to surrounding framing as recommended by the window or patio door manufacturer's most recent published installation instructions and specifications, using the appropriate number, size, and type of corrosion-resistant fasteners. Window and patio door units must be leveled and held in place with shims, and any voids between the frame and surrounding rough opening must be filled with expanding foam or stuffed with fiberglass batt insulation.
6. Provide proper flashings at the head of all window and patio door openings, and at sills of window and patio door opening as warranted by the details of the particular installation.



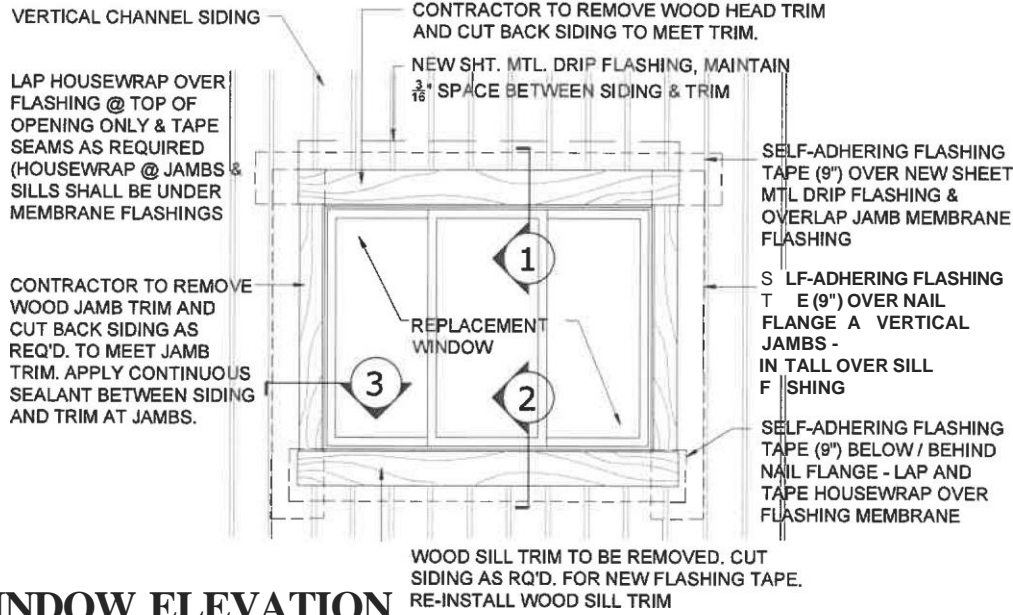
7. Seal all perimeter joints using a high-quality caulking suitable for the substrate materials, as required to ensure a weather tight finished installation impervious to the infiltration of air and moisture. Ensure that weep holes integral to the window or patio door frame are not obstructed by sealant. Separate dissimilar metals using a coating of bituminous mastic or a layer of 15# asphaltic roofing felt. Sealant materials must have an integral color matching the surrounding finished surfaces.
8. Interior finishing and trim of replacement windows and patio doors must be completed as appropriate to the specific installation and the existing interior wall finish material(s) adjoining the opening.

# WINDOW FLASHING DETAIL

## LAKE BARRINGTON SHORES

NOTE:  
WHEN REPLACING WINDOW,  
CONTRACTOR SHALL CUT SIDING TO  
MEET HEAD AND JAMB TRIM,  
TRIM SHALL NOT BE INSTALLED ON TOP  
OF SIDING.

ALL METAL RIGID CAP FLASHING SHALL  
BE PRE-FINISHED GALVANIZED TO  
MATCH COLOR OF SIDING STAIN.



## WINDOW ELEVATION

CONTRACTOR TO CUT WOOD SIDING TO SIT ON TRIM BOARD

EXISTING HOUSEWRAP- TAPE OVER TOP OF DRIP CAP FLASHING

NEW PRE FINISHED GALVANIZED METAL RIGID DRIP CAP W/ HEMMED

EDGE- SLOPE TO SHED WATER AWAY FROM BLDG.- BACK SEAL SEAMS

NEW FLASHING TAPE OVER WINDOW FLANGE OR LAP WINDOW FRAME

NEW PRE FINISHED GALVANIZED METAL RIGID DRIP CAP W/ HEMMED EDGE- SLOPE TO SHED WATER AWAY FROM BLDG.- BACK SEAL SEAMS

WOOD TRIM BOARD TO BE INSTALLED DIRECTLY OVER BUILDING WALL SHEATHING. TRIM SHALL NOT BE INSTALLED OVER SIDNG.

NEW FLASHING MEMBRANE TO WRAP ROUGH OPENING FRAMING

REPLACEMENT WINDOW

NEW FLASHING MEMBRANE TO WRAP ROUGH OPENING FRAMING

NEW CONT. BEAD OF SEALANT

NEW PRE FINISHED GALVANIZED METAL RIGID DRIP CAP W/ HEMMED EDGE- SLOPE TO SHED WATER AWAY FROM BLDG.- BACK SEAL

WOOD SILL TRIM TO BE REMOVED. CUT SIDING AS REQ'D. FOR NEW FLASHING TAPE. INSTALL WOOD SILL TRIM OVER SIDING -BLOCKING AS REQ'D. NEW FLASHING TAPE OVER WINDOW

FLANGE OR LAP WINDOW FRAME

EXISTING HOUSEWRAP

NEW FLASHING MEMBRANE TO WRAP ROUGH OPENING FRAMING

REPLACEMENT WINDOW

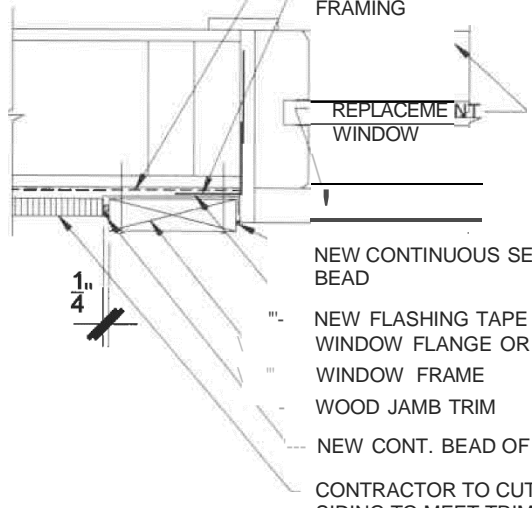
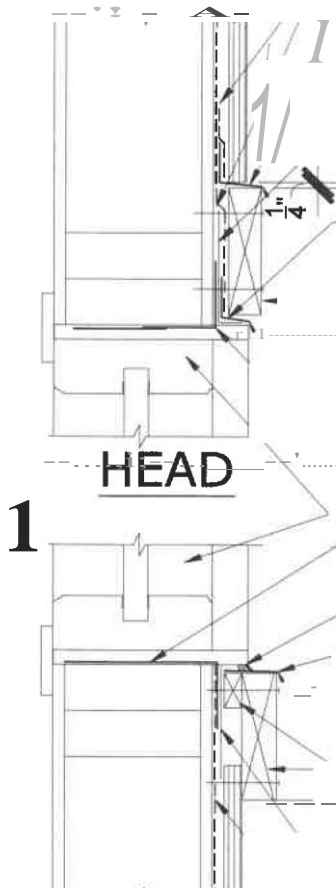
NEW CONTINUOUS SEALANT BEAD

NEW FLASHING TAPE OVER WINDOW FLANGE OR LAP WINDOW FRAME

WOOD JAMB TRIM

NEW CONT. BEAD OF SEALANT

CONTRACTOR TO CUT WOOD SIDING TO MEET TRIM BOARD

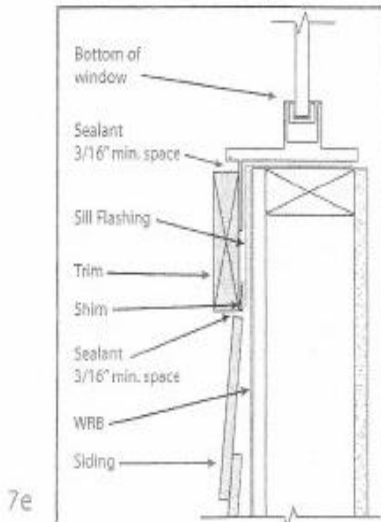
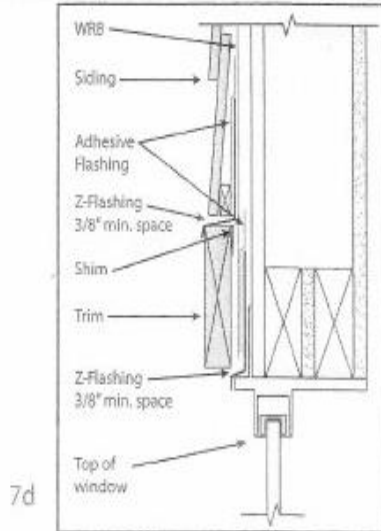
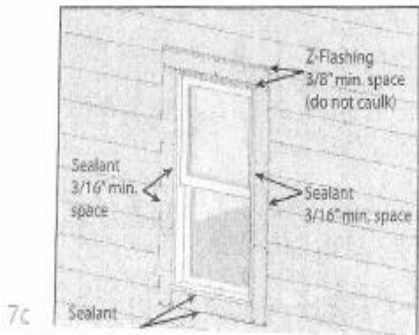
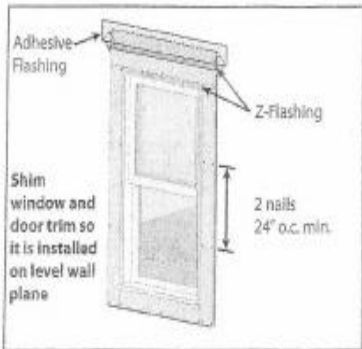
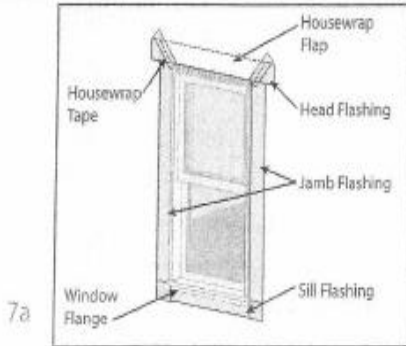


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# INSTALLATION

## WINDOWS, DOORS AND OPENINGS

- Trim ends may lightly touch adjacent trim edges around windows and doors only. Re-prime and paint all cut ends.
- When installing trim around windows and over window flanges, be sure to follow the window manufacturer's installation instructions.
- All openings must be properly sealed and flashed in a manner that prevents moisture intrusion or buildup. Flashing may be sealed to the water-resistive barrier by using adhesive flashing or housewrap tape. (See ALL diagrams)
- When trim is installed adjoining vinyl siding, install Z-flashing with a 4 inch upper leg between horizontal trim and J-channel. (See diagram 8a)
- Horizontal trim or bands shall be flashed with a sloped metal Z-flashing to redirect water away from the wall assembly.



# Lake Barrington Shores Condo 6

## LP TRIM INSTRUCTIONS

### CONTRACTOR AGREEMENT FORM

Homeowner Name: \_\_\_\_\_

Condo: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Brief Description of the Work: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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I, \_\_\_\_\_, the contractor for \_\_\_\_\_ agree to abide by the attached Trim and Fascia Instructions.

Contractor Signature

Date