
LEDGEMERE COUNTRY CONDOMINIUM ASSOCIATION

Window and Skylight Upgrade/Replacement Request Form

1. GLASS-ONLY REPLACEMENT NOTE: Unit Owners are permitted to replace the glass panels within existing window frames without making a request of the association. This may be due to a desire to increase the insulation value, to replace a failed seal, or broken glass. *All other window modifications/replacements require the written permission of the Board of Governors and submission of this request form.*
2. Upgrading or replacing exterior windows/skylights is only permitted after receiving written permission of the Board of Governors. The Board of Governors may deny this request if they, in their sole discretion, determine the request to be unsightly and/or incompatible. The unit owner will comply with all of the conditions established by the Board of Governors. “Unit Owners” shall include any successors in title, in perpetuity.
3. Unit owners shall be responsible for all costs and damages associated with the construction, erection, and installation of windows. Exterior routine maintenance (i.e. painting trim) will continue to be performed by the Association.
4. Replacement windows shall match the size and style of previous windows unless express written permission of the Board of Governors is granted. Unit owner shall submit information, make/model/color/example photos of replacement windows along with this request form.
5. Installation must be performed by a licensed professional installer. Installer must carry worker’s compensation and (minimum) \$1,000,000 general liability insurance. Installer must provide copies of insurance certificates with *Ledgemere Country Condominium Association, C/O FirstService Residential, 3000 Davenport Ave Suite 201, Canton MA 02021* listed as an additional insured. Unit owner must submit a copy of the professional installer’s license and insurance documents to the Board of Governors along with this request form. Submit all documents as an Architectural Modification request at <https://ledgemerecountry.connectresident.com/>
6. Window replacement requires a Town building permit to be issued before work begins. The Installer is responsible for procuring a permit from the Town, and a copy of the permit must be submitted along with this request form. The installation shall meet or exceed all Town and State Building Codes.
7. After installation, inspection and painting shall be performed at the discretion of the Board of Governors and the site superintendent. **A \$35 painting/inspection fee shall be paid by the unit owner with this application for each window replaced.** Unit owners will not be permitted to self-paint their replacement windows.
8. The authority for final inspection for compliance is retained by the Board of Governors of Ledgemere Country Condominium and its managing agent or site superintendent. Unit owner agrees that any common areas upgraded areas shall remain common areas of the Ledgemere Country Condominium Association, subject to the rule making authority of the Board of Governors. Unit owners shall be responsible for any damage to the building, as well as any air/water penetration caused by the installation. Unit owner agrees to remove and restore the area to its original condition upon the request of the Board of Governors if the installation becomes unsightly or inoperable in the future.

Window Specifications and Replacement Procedures

All windows must be:

- Non-wood. Aluminum or vinyl on the exterior.
- Style shall be unchanged from original construction. This means a double sliding window stays a double sliding window. No awnings, casement or other style changes are allowed.
- The window must have a nailing flange all around, which is welded or molded within the frame.
- The exterior color shall be Aztec Bronze or similar to existing color.

Contractors/Installers are required to:

- Remove, and then responsibly and professionally dispose of the old window frame, insulation and related debris. These materials may not be disposed of as municipal waste.
- Stop work and contact management if there is rotted wood or other safety or structural issues uncovered during removal of the window being replaced.
- Remove wood, texture, trim, T1-11 siding, clapboards, etc. to allow the nailing flange to be installed into the framing or sheathing.
- Ensure compliance with latest building codes, see below for example from 5th edition, Massachusetts Building Code:
 - 3404.3.5.2 Weather resistant membrane: Asphalt Saturated felt free from holes and breaks and weighing not less than fourteen (14) pounds per one hundred (100) square feet or other approved weather resistant membrane shall be applied over studs or sheathing or all exterior walls as required by table 3404-7. Such felt or membrane shall be applied at horizontal joints and not less than six (6) inches at vertical joints.
 - 3403.3.5.3. Flashing: Approved corrosion-resistive flashing shall be provided at top and sides of all exterior window and door openings in such manner as to be leak proof. Contractors must cross-reference the latest edition of the code to stay in full compliance. Flashing installed over window casing shall run up the sidewall a minimum of three (3) inches). Flashing should also be installed over the T1-11 below the casing at the bottom of the window. Caulking used to G.E. paintable silicone, Butal, or Geocell. Blind caulking and flashing will be installed, where possible, to provide maximum watertightness.
- On buildings with T1-11, the vertical trim must be cut (i.e. rabbet or ship lap) to overlap the T1-11 panel. To make this wood to wood intersection water tight, blind caulk ship lapped trim board, extend the header flashing over the vertical trim. This technique eliminates the need for vertical flashing. L units have 1x2 on the sides in most cases.
- Azack or similar (NON WOOD) window trim will be installed. The azack trim will be 1 x 3, with an actual size of 3/4 by 2 ". Rabbet back of window trim so it will lie flat against flange and nails where window is fasted to framing. This rabbet shall be primed with an exterior primer.
- Shimming of the jamb of the window shall be done in compliance with the Manufacturer's installation instructions.

The undersigned Unit Owner(s) of address _____
within the Ledgemere Country Condominium Association, in accordance with the rules and regulations, do hereby
request the consent of the Board of Governors to upgrade/replace windows.

Number of Windows to be replaced/upgraded: _____

Fee of \$35 per window shall be paid at the time of the request.

_____	_____	_____
Print Unit Owner’s Name	Unit Owner’s Signature	Date of request

The undersigned authorized representative of the installation company/contractor agrees to adhere to the
specifications and procedures laid out in this request form.

_____	_____	_____
Print name of contractor or authorized representative of contractor	Signature of contractor or authorized representative of contractor	Date of Signature

_____	_____
Print Business Name of contractor	Business Phone # of Contractor

Adopted August 2024