

APPLICATION FOR INSTALLATION OF REPLACEMENT WINDOWS

Replacement windows are permitted at **Hampshire Village** only upon completion, submission, and approval of this application by the **Hampshire Village Condominium Association Board**.

Please email to Jeanne Harlow: jlh@hpmgnoho.com or mail or deliver this application to:

Jeanne Harlow
Hampshire Property Management Group
150 Main Street, 3rd Floor
PO Box 686
Northampton, MA 01061

I. GENERAL INFORMATION

- a) Unit owner(s): _____
- b) Unit address: _____
- c) Owner's address (if different): _____
- d) Owner's telephone number: _____
- e) Resident's name (if different): _____
- f) Resident's telephone number: _____
- g) Contractor: _____
- h) Contractor's telephone number: _____

II. WINDOW SPECIFICATION

Required information (please attach with application)

- a) Description of work including information on the complete window system, framing system, installation, glass, trim and all anchors or accessories indicated or required.
- b) Manufacturer's literature including descriptive literature, manufacturer's detail specifications and sectional details, and drawings and/or photos of the specific proposed model of window.
- c) Drawings including Contractor-submitted shop drawings for the complete installation, indicating elevations, full-size sections, details, thickness and gauges of materials, anchors and fasteners, fittings, and accessories.
- d) Warranties for both the windows and the window installation, including glazing, shall cover defective materials and workmanship for a period of not less than two (2) years after completion.
- e) Certification submitted by the Contractor and bearing the signature of the Contractor shall certify that the windows and installation proposed meet all of these specified requirements.

Specific product requirements

- f) All windows are to fit existing openings and may be either roll-formed aluminum clad wood frame, solid metal frame, solid vinyl frame, or vinyl-clad frame windows.
- g) Exterior finish must be pre-finished white, vinyl or aluminum clad. No exterior wood surfaces permitted.
- h) Interior finish is the Unit Owner's option.

Autumn Lane, Amherst, MA 01002

- i) Design: The window type must be either horizontal slider or fixed/picture unless otherwise approved. The frame type must be flush flange, and must not cover over any exterior wood fascia beyond a flange width of 1" - 2" maximum (minimum width preferred). The overall frame width is defined as the distance between innermost edge of the frame material or glazing bead (adjacent to glazing) and the outer-most edge of the flange material (adjacent to exterior wood fascia) and must have a total width of not more than 3" - 4" maximum (minimum width preferred). The frame bevel height must be 0.25" - 0.375" maximum (low profile preferred) so that the exterior plane of the window is essentially flush with the exterior plane of the wood fascia. Options such as grids (faux windowpanes), obscure glass, and between-the-glass blinds, are prohibited. **See drawing on back of page.**
- j) Glazing must be double pane glass and the glass color must be clear or Low-E tint.
- k) Screens must be removable, have a rigid aluminum frame, with replacement mesh fiberglass screen cloth and baked-on finish coating in white. Screens must be full height, equal to window height.

Execution

- l) All proposed installations require prior approval by the Hampshire Village Board of Directors. The owner must submit the application with location of the work to be done, Manufacturer's Literature, Shop Drawings, and all Certification and Warranty information to the Board.
- m) The Board reserves the right to inspect the work during installation and after completion.
- n) Contractor is to repair/replace any damaged plaster on interior wall as required.

III. LIABILITY

By my signature below, I affirm the following:

- a) Both the windows identified herein and the manner of installation of the windows are in compliance with the requirements of this application and all applicable codes and ordinances of the Town of Amherst, Massachusetts.
- b) I understand that maintenance and repair of the windows installed by me is my responsibility, and that I am obligated for all expenses relating to their maintenance and repair.
- c) I understand that I am personally liable for any and all damages and expenses to my Unit, another Unit or Units and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such window, or malfunction of any window installed by me or at my direction.

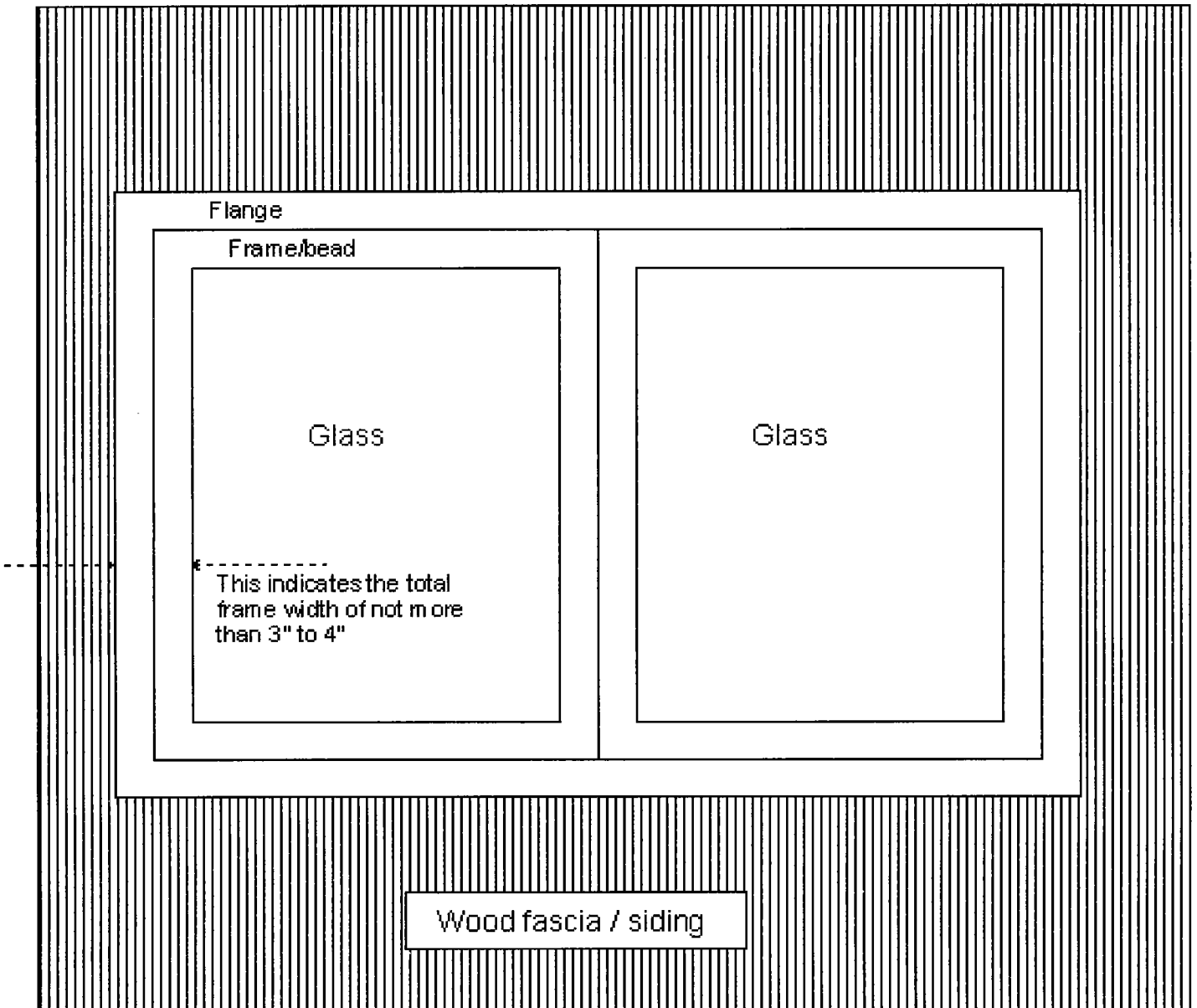
Signed: _____ Date: _____

Print Name: _____

Administrative Approval is granted _____ by Hampshire Village Condo Association.

Signed: _____

Print Name: _____



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