

# ***Architectural Committee Policy: Window Replacement or Retrofit***

Last updated March 21, 2024 by the Architectural Committee

## **BACKGROUND & APPLICATION PROCESS**

Article IX, Section 1 of the Association's CC&Rs specifically requires that all owners obtain approval from the Association prior to any modification, change, or alteration to the Residence.

The intent of this policy is for the Architectural Committee to pre-approve certain types of modifications, so that owners do not need to wait for the monthly meetings to obtain approval. **Please note that owners still need to submit an Architectural Application even if the modification is deemed pre-approved;** the difference is that, for pre-approved applications, the General Manager can approve the application upon receipt.

## **“LIKE FOR LIKE” REPLACEMENT**

Owners who wish to replace existing windows and/or frames in a “like for like” manner, meaning the new or replacement material will look identical or visually indistinguishable from the existing material, **do not need to submit to the Association for approval.** The Architectural review process only applies to owners who are making visual changes or alterations to existing property.

Please note – if your current window frame, sash, rail, grille, or any other visible component is changing color – i.e., the current frame is black but the new frame is white – that is **not considered a like-for-like replacement and you must submit an Architectural Application.**

## **PRE-APPROVED WINDOW REPLACEMENT OR RETROFIT**

An application proposing to replace or retrofit existing windows may be considered pre-approved and can be approved by the General Manager upon receipt **so long as it complies with the following guidelines:**

- All dimensions/sizes must remain the same as your existing windows and frames – if the window size is changing, **your application will not be considered pre-approved and must be reviewed by the Architectural Committee at a regular meeting.**
- The overall visual style must remain the same - no additional decorative framing or adornments may be added around the windows, and the grille design must match the existing design to quality for pre-approval.
- The window trim/frame components must either be white or match the trim color of the residence.
- All windows that can be seen from the street or common area must be the same style.

**Even if your project falls within the above pre-approval guidelines, you must still submit an Architectural Application.** The Association (including its General Manager) may, at its sole discretion, make a determination as to whether the proposed modifications fall outside of the above guidelines and will require approval from the Architectural Committee.