The Village at Mount Hope Bay Condominium Association

Window Replacement Policy

As the buildings within The Village at Mount Hope Bay continue to age, we recognize that window replacements may become necessary to maintain comfort, energy efficiency, and overall aesthetics. To ensure consistency and compliance with association standards, the following policy provides a clear roadmap for homeowners seeking to replace their windows.

Purpose

This policy is designed to:

a. Maintain architectural uniformity across the community.
b. Ensure replacements meet quality and safety standards.
c. Provide homeowners with a transparent process for approval and installation.

Policy Guidelines

1. **Office Approval Required:** All window, patio slider and door replacements must be submitted to the Office for approval prior to installation. No work may begin without written authorization.
2. **Matching Specifications:** Replacement windows must match the original style, color, grid pattern, and frame material to preserve the building's exterior appearance
3. **Approved Vendors**: Two vendors have been approved based on the quality of their products and overall cost-effectiveness:
    a. **Window World** (401-336-6815) supplies vinyl windows, patio doors, front doors, and storm doors.
    b. **Prime Touch** – Contact: Tom Leverone (800-767-8910) – supplies all of the above, plus Pella aluminum-clad wooden windows.
4. **Installation Guidelines:**

    a. **Townhouses:** Only *Pella aluminum-clad wooden windows* from Prime Touch are permitted to ensure aesthetic consistency.
    b. **Midrise Units:** Only *vinyl windows* from either vendor are allowed to match existing installations.
    c. **All Units:** Patio sliders, front door enclosures, and storm (screen) doors are available from both vendors in a range of materials including aluminum-clad wood, vinyl, composite, and metal.
5. **Pre-Installation Condition Reporting:** Homeowners must notify the office prior to beginning any window or slider replacement if rot or structural damage is evident or suspected. This allows the association to assess and address necessary repairs before installation proceeds.
    a. Failure to report such conditions in advance may result in delays, additional costs, or complications with the installation process.
6. **Permits & Compliance:** Homeowners are responsible for insuring that their vendor has obtained all necessary permits and ensuring compliance with local building codes.
7. **Responsibility for Costs:** All costs associated with window and slider replacement—including labor, materials, and any required permits—are the responsibility of the homeowner.
8. **Inspection Post-Installation:** The association reserves the right to inspect completed work to ensure compliance with approved specifications.

Submission Process

1. Complete and submit an ARC Request Form to the office with detailed specifications, including manufacturer, style, color, and proposed installation date.
2. Await written approval before scheduling installation

ARC Approval Not Required

1. **Warranty Coverage**
    a. Many windows and doors in Tiverton Partners units are still under warranty. For warranty-related issues, residents may contact the **Pella Service Center in Fall River** directly at **1-800-888-7355**.
2. **Glass or Sash Repairs**

    a. If window glass or sash issues arise, please use one of our two approved vendors. This ensures that replacements are comparable, matching, and professionally installed.

3. **Hardware Replacements**
    a. Items such as window locks, handles, and door parts may be replaced by the owner at their discretion. These are available at multiple retailers.

Notes

- Emergency replacements must still follow the ARC process but may be expedited.