

# Maple Forest Window and Door-wall Replacement Guidelines

The replacement of windows, door walls and entry doors are the co-owner's responsibility and like all exterior modifications requires board approval. This guideline document serves as you request for board approval and must be reviewed with your contractor before signing your contract as there are some very specific directions that must be followed.

## Approval Process

- Your request for approval should be returned to the management company and include:
  1. The name of the window manufacturer:  

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  2. The name of the installing contractor:  

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  3. Specific windows being replaced (State "All" if all)  

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  4. A copy of these guidelines signed by the unit co-owners and contractor.
- The management company will forward your request to the board for review.
- You will receive an email or mailed reply from the management company within a week or so.

## Mandatory Requirements for Window Replacement

- Any new window or door-wall replacement **unit must match the existing design in size, profile and operation.**
- **Window colors must match building siding color as close as possible.** The siding color is much easier to closely match and is more esthetically appealing.
- All window replacements **must include a new sill and brick mold** which can be made of wood, solid PVC or wood with cladding. Covering of rotted or deteriorated sills or mold will not be allowed.
- All sealant materials used for installation must be of a polymer material. An approved product like NPC Solar #900. No latex, silicone or urethane caulk will be allowed.
- **All side and front elevation windows must have grids like the original windows and the color must be dark brown or black.** Removable grids mounted from the inside are acceptable as long as the dark brown or black side faces outward.
- Finish painting of all exterior surfaces, not factory finished, will be done by Association approved painters at no cost. You must notify the association if this service is needed.
- Insulating glass replacement should be dual paned, low E and argon gas filled for maximum efficiency.

- Your contractor must contact the Wixom Building Dept to obtain a Building Permit.
- You and your contractor are responsible for any and all damage that may occur to the exterior and interior of the unit. This includes but not limited to wood trim, brick veneer, sills, siding, shrubs and trees.
- The job site must be kept clear and clean of all debris at all times.

**Specific Window Replacement Options Available (Reference Only)**

The following available options are offered to assist you in making your decision:

- Wood windows and door-walls, similar to those originally installed, are available from quality manufacturers. This type of window will have factory sealed and primed wood on the exterior with the interior wood surface finished by the co-owner or installer. The exterior will be finish painted by the Association approved painter at no cost to the co-owner.
- Wood windows and door-walls with cladding of vinyl or aluminum on exterior exposed surfaces/components. The interiors are usually of wood and available in the owner's choice of finishes. Must include sub sills (nosing) to match existing sills.
- Windows and door-walls made of fiberglass is another option. Over the years many companies have made improvements in fabrication that once was an issue. As with other windows these must include sub sills (nosing) to match existing sills.
- Windows and door-walls fabricated of vinyl is another option that has had issues in the past with warping due to high heat (sun) exposure. While products are always being improved it is wise to investigate the warranty and to discuss such things as heat exposure and the affect on sash and frames that can ultimately lead to poor operation and the breakdown of insulating glass seals.

**I accept the requirements and responsibilities as stated above:**

**Co-Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Owner Address:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit completed guideline to:  
Leadership Management, P.O. Box 307, Hartland, MI 48353 or  
dawn@leadershipmanagement.us

Rules and Regulations  
Addendum Document 101.5  
Board Approved: July 1, 2012  
Revised: Sept 3, 2020 (revisions are underlined)