



River's Walk Association, Inc.

riverswalkcondominiums@gmail.com 430D Gillette St. La Crosse, WI 54603

**River's Walk Window Replacement
Specifications and Guidance
August 2020**

This document was created by the River's Walk Board of Directors for the purpose of providing guidance to a River's Walk unit owner who is considering the replacement of a window(s) on their unit. It provides process and construction guidelines to meet River's Walk Association, Inc. uniform look, quality of construction, future maintenance requirements and conforming to the standards set by River's Walk governing documents. It does not however, include or negate any permits, inspections or requirements of the City of La Crosse, County of La Crosse, or State of Wisconsin, which are the responsibility of the unit owner and contractor.

Included in this document are:

1. Window Replacement Checklist
2. Window Installation Options
3. Window Replacement Requirements and Construction Standards
4. Sample Request Letter to the Board

1. Window Replacement Checklist

- Review all documents in the Window Replacement Packet.
- Identify a contractor.
- Have a detailed estimate of the cost for the work to be done.
- Connect with neighbors to identify any questions or concerns with your plan.
- Submit a request to the River's Walk Board of Directors at RiversWalkCondominiums@gmail.com for approval **prior** to any work being done. The Board may require modifications upon their review. The request shall include:
 - Detailed construction plans
 - Construction timeline
 - Project cost estimate
 - Contractor name and contact information
- Sign an agreement between the River's Walk Association, unit owner and contractor that all requirements will be met when project is approved.
- Obtain a certificate of insurance from the contractor and submit to the Association Board.
- Begin work and complete within 60 days.
- Notify and receive approval of the Association Board prior to the final settlement between contractor and the unit owner.

2. Window Installation Options

- a. Where practical, all siding surrounding the window should be removed and replaced with LP® SmartSide® brand siding (available at Menards or Home Depot) that butts up directly to the exterior frame of the window (i.e. no trim board). The SmartSide® siding must have a smooth surface (special order) and the same reveal as other buildings. SmartSide must be primed and stained on any cut or exposed end prior to installation and receive two coats on the outer side after installation. Caulking must be applied around the exterior of the window to ensure a proper seal between the window and the siding.
- b. Where removal of the siding is not practical, the existing siding may be cut back 3-1/2 inches around the perimeter of the window to allow for the removal of the old window and installation/sealing of the new window (via the nail fin). The 3-1/2 inch void around the perimeter must be finished using 1-1/4 x 4 inch (actual size 1" x 3-1/2") MiraTEC trim board (available through Menards® - SKU: 1432473). Caulking must be applied around the exterior of the window/trim, as well as the trim/siding to ensure a proper seal between the window, the trim and the siding.
- c. In certain situations, something other than cutting around the perimeter of the existing window may be more suitable. One example is a "bumped out" window style that exists on some units within River's Walk (e.g. on the east side of unit 408A).

The Board will review each plan and make a determination on the appropriate installation option before construction can begin.

3. Window Replacement Requirements and Construction Standards

- a. Window must be installed using exterior nail fins to properly secure it to the structure.
- b. The exterior nailing fins shall be properly sealed using self-adhesive seal flashing, with the bottom seal installed first, followed by the side seals, then finally the top seal.
- c. Trim/siding/caulking must be finished with exterior solid stain purchased from Sherwin Williams; the stain is from their Woodscapes collection and the color is Cypress Moss: SW 3041 Exterior Solid Stain. Stain must be applied per manufacturer's directions.
- d. The replacement window must be a standard Andersen® or EcoSmart® casement window in the color of Terratone. Windows must match the existing exterior style, color and quality used throughout River's Walk.

Unit owner and contractor shall:

- Repair any damage to the lawn, the building, landscaping that occurs during the project.
- Must use a licensed electrician for all electrical work (if any) associated with this project.
- Must obtain all permits from the city and other permits as necessary.
- Conform with any and all city and county building codes and rules.
- Ensure that the contractor is licensed, bonded, and will provide a certificate of insurance prior to starting the project.
- Not place or store any building materials, equipment, dumpsters, etc., on any common areas.
- Observe all parking rules and not impede traffic flow on any roads.
- Notify the Association Board of any changes in the plan before any work is begun.
- Conduct work no earlier than 7:00 am and, because of the close proximity of neighboring units, be respectful and keep noise to a minimum-especially in the early-morning hours.
- Shall complete the project within 60 days from the start of the project.
- Notify and receive approval of the Association Board prior to the final settlement between contractor and the unit owner.

River's Walk Association is not responsible for any damage resulting from poor design, materials, workmanship, or construction methods – particularly in regard to water damage.

4. Sample Request Letter to the Board

RiversWalkCondominiums@gmail.com or
430D Gillette St.
La Crosse, WI 54603

Dear River's Walk Association, Inc. Board of Directors:

Jane/Joe Doe of (Unit #) are seeking the Board's approval to replace a window on the front/side/back of our unit. It will be consistent in design, color and quality of materials as other River's Walk buildings. It will be installed by XX Construction at (contact information). Construction will begin on approximately (Date) and be completed by (Date). The estimated cost of the installation is \$xx, 000.

I understand that I may not start construction until I receive Board approval, have signed a construction agreement with the River's Walk Association, Inc., and provided a Certificate of Insurance from my contractor. I also understand that I am responsible for any and all accidental damage to common elements and for the cost incurred for such damage.

Thank you for your consideration.

Sincerely,