

**ALCC request for replacing WINDOWS/SCREENS & SLIDING DOORS**

Failure to complete this form and obtain approval **PRIOR to starting** project will result in a minimum \$100 fine

This procedure must be followed for deposit return

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

- \_\_\_\_\_ Adams
- \_\_\_\_\_ Burnham
- \_\_\_\_\_ Clark
- \_\_\_\_\_ Dearborn
- \_\_\_\_\_ Evanston

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Can we email approval paperwork? Y/N**

**Date Submitted:** \_\_\_\_\_ **\$250.00 security deposit is required.**

**Signature:** \_\_\_\_\_

**PLANNED IMPROVEMENTS:**

\_\_\_\_\_ Windows                      \_\_\_\_\_ Screens                      \_\_\_\_\_ Sliding Door

**Describe style and exterior color of windows/screens and doors. Include photo brochure**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Removal of sliding doors on Dearborn and Burnham balconies require removal of balcony.**

**\*\*\*\*\*WINDOW/DOOR EXTERIORS MUST BE DARK BROWN\*\*\*\*\***

**Name, Address, & Phone of CONTRACTOR:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor email:** \_\_\_\_\_ **can we email you approval paperwork? Y/N**

**DATE APPROVED: #1** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**                      **#2** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**

**APPROVED WORK *MUST* BE STARTED WITHIN 40 DAYS OF APPROVAL OR A NEW APPROVAL WILL BE NECESSARY.**

## ACACIA ASSOCIATION NEW WINDOW INSTALLATION GUIDELINES

The following are recommended procedures for removing existing windows/screens or sliding doors and installing new units as replacements.

1. Properly remove any drapery or shade treatments.
2. Properly protect interior from demolition and construction debris.
3. Remove all storm windows, window sash, interior trim and window frames.
4. Remove all exterior trim.
5. Inspect structural framework for rot, water damage or bug infestation.
6. Replace damaged framing and add framing to size for new windows/doors.
7. Cover framing with exterior sheathing and building wrap.
8. Properly install window/door frames to be plumb, level and square.
9. Install new window/door sash. (Dual-pane insulated glass is recommended.)
10. Install new exterior siding and wood trim to match existing style. (Exterior cedar trim may be requested of the Operations Manager.)
11. Completely insulate new framing and around new window frame.
12. Install drywall to cover new framing (as necessary).
13. Tape and finish-coat new drywall.
14. Install new trim to match existing style.
15. Clean-up all construction debris and tools.
16. Reinstall any removed window/door treatments.

### **ONLY SLIDERS & CASEMENT WINDOWS ARE ACCEPTABLE REPLACEMENTS**

Have your installer quote from these guidelines and follow this program. This will ensure a good installation of whatever type windows/sliding doors you purchase.

Some window/sliding door installers are not completely removing the existing frames. They are covering the frames and outside brickmold with aluminum. When windows and sliding doors are done this way, it is impossible to inspect a home's framework for rot, water damage, or bug infestation.

New window/sliding door replacements should be installed with inspected and repaired (as needed) structural framework and new frames. Anything less than "INSPECTED and REPAIRED" will be less than a complete job.

I have received read and understand these guidelines and modifications (pages 2&3) and will do my installation in accordance with these guidelines.

Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Modification/Variations RE Windows/Screens or Sliding Doors

1. **Window/door exteriors must be dark brown.**
2. **Window screen replacements must conform to window color specifications.**
3. **Slider windows may be replaced with swing-out [casement] windows, or in some cases, with fixed glass picture windows.**
4. **Awning-type windows are not to be permitted.**
5. **End-unit Clark and Evanston units having end wall narrow slide windows may be replaced with double-hung or fixed-glass picture windows.**
6. **Slider patio doors may be replaced with French doors, but without built-in mullions. Removable mullions may be installed only if their color visible exterior color is the required dark brown.**
7. **Only one set of lower-level slider patio doors facing the back side of townhomes may be removed and replaced with the following alternative window designs:**
  - a. **Slider windows with two or three glass panes;**
  - b. **Swing-out windows with two or three glass panes;**
  - c. **A garden bay window which does not protrude much beyond the mansard roof overhang with appropriate roofing and flashing to prevent water damage to the interior.**
8. **Garden bay windows may not be installed on street-side walls.**
9. **Please check with the Village of Indian Head Park to determine if a permit is required.**