

Somerset Condominiums Association Window Replacement Policy Guidelines for Owners

Window Replacement Approval Process

All proposals by owners to replace windows on their condominium unit require review and approval by the Somerset Board of Directors.

The Board usually meets monthly and considers window replacement proposals at that time.

You should send a proposal and supply as much detail as possible to the Board about the proposed window(s) replacement, including:

1. Specific location(s) and description of window(s) you intend to replace. (Please supply photos to help the board make better decisions).
2. Specific information about the type, color, materials, and pane/panel configurations and dimensions of replacement windows you propose to install. (Photos of proposed replacement windows could assist Board's understanding and decision making).
3. Any special requirements that must be considered for replacement window removal/installation service (such as proposed dates of replacement, if normal access to any common areas may be restricted, etc.).

As general guidelines for replacement window specifications in your building, here are some suggestions:

- New window frame colors should match other window frame colors on the side of the building where you are proposing replacement.
Note that "white" window frames should be white (not off-white, cream, ivory, or some other variation).
- Configuration/dimensions of window panes/panels should be similar to the window you are replacing and other adjacent windows above/below on the side of the building where your windows are being replaced. If you are requesting an exception, please be specific and provide rationale.
- Your window replacement contractors should be professionally qualified and insured. By contracting for window replacement in your unit, you are accepting liability for injuries and consequential damages. It is your financial responsibility for work site clean up, as well as any harm that occurs to Somerset Condominiums' common elements, exterior building components, finishes, or siding during window replacement by your contractor.

**Send your window replacement proposals to: office@somersetcondominiums.org
or mail with photos to Somerset Condominiums, PO Box 3796, Boulder, CO 80307**