

**Sandy Point Condominium Association**  
**WINDOW REPLACEMENT POLICY**  
**Effective 08/25/2016**

Windows are Limited Common Elements under the Declaration. However, the By-Laws suggest the Association shall authorize expenditures to repair and replace exterior windows and doors, except if the repair or replacement necessary is caused by the unit owner.

In the past, the Association policy has been to replace, at its expense, single glass panels of windows that showed signs of leaking.

Due to the age of the windows, and new developments in technology and energy efficiency, the Association has updated its policy to permit the total replacement of windows and doors with Alside Vinyl windows and doors, using, and ClimaTech D ELITE glass for all elevations.

**CRITERIA**

**The Association will bear the cost of replacing leaking Windows as follows:**

1. Windows that are leaking water as evidenced by water leaking into the unit with photos and or window frame rot will receive the highest priority. Once reported in written form to the Association and verified by Association inspection, they will typically be replaced within one year of notice.
2. An annual window budget will be allocated to replace all windows leaking water each year. Any annual deficit or surplus will be taken from or deposited to the Association's Capital Reserve Fund.
3. Subject to the remaining budget, any windows with broken seals but **not leaking water** may be replaced on a priority basis as follows:
  - a. Priority 1: Units with 4 or more broken seals
  - b. Priority 2: Units with 2-3 broken seals
  - c. Priority 3: Units with 1 broken seal.

**Annual Review:** Annually in March, the Association will circulate a window inventory update requesting unit owners to identify windows with leaking seals and/or water leaks prior to a professional inspection in April.

Standard operating procedures (SOP) will be followed to direct the unbiased inspection of units. The procedures will outline how to confirm leaks, determine necessary replacements and repairs.

Charges for repairs to damages caused by the Unit Owner, replacement screens, and muttoms will be billed back to the Unit Owner at 100% of actual cost.