

KINGSWOOD VILLAGE PROPERTY OWNERS ASSOCIATION

Architectural Application for Window and/or Sliding Glass Door Replacement

Complete this application and transmit with the supporting material described below to:

Kingswood Village Property Owners Association

Post Office Box 815

Kings Beach, California 96143

kingswood.tahoe@gmail.com

SECTION 1: General Information:

Name of Property Owner(s) _____

Property Address: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Contact Person: _____ Daytime # _____ Evening # _____

Email Address: _____

Contractor/Owner's Representative: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Daytime #: _____

SECTION 2: Scope of Work:

Please provide a brief description and location of the window(s) and/or sliding glass door(s) you would like to replace.

SECTION 3: Submittal Materials:

- A. _____ A description of the scope of work (above) and supporting documentation (as listed below). The Association will advise if further information is needed to complete your application. If further information is requested, the Association response time shall be extended on a day for day basis to allow time to review the additional information.
- B. _____ Evidence the proposed installer is a licensed and insured contractor.
- Proof of a minimum one (1) million dollar liability insurance or bond naming KVPOA as additionally insured.
 - Proof of workman's compensation insurance.
 - Proof of auto insurance for any company vehicle.
- C. _____ Professionally drawn construction drawings. The drawings shall be to scale and should clearly show all elevations, extent of removal of trim and siding, assembly, and attachment to the building structure. The drawings are incorporated by reference and become part of your application. All other requirements that apply to the specific installation of a window or sliding glass door shall also be provided as defined in **Attachment A**.
- D. _____ Photographs or brochure of the proposed replacement window(s) and/or sliding glass door(s).
- E. _____ A stamped-self-addressed envelope and an email address with which the Association can notify the applicant of the date the application was received.

Upon submission of an Architectural Application (or additional information as required by the Association whichever occurs latest), you will be notified of approval or disapproval within sixty (60) days of the latest date.

SECTION 4: Architectural Approval Preliminary Conditions

Applicant understands and agrees that:

1. No improvements shall commence until approved in writing by the Association. Failure to obtain the prior written approval of the Association may result in removal or modification of the unapproved improvement or change and owner will be responsible for any and all related costs.

2. Association approval does not constitute waiver of any requirements of applicable governmental agencies.
3. Association assumes no responsibility or acceptance of any technical or engineering specifications.
4. An oversight of an Association covenant, condition, restriction or rule does not constitute a waiver and must be corrected upon notice.
5. Equipment and materials may be located in common area immediately adjacent to Applicant's residence, for the time reasonably needed for completion of the project, subject to notice from Association that removal or relocation is necessary.
6. Streets may not be obstructed with objects that are hazardous to pedestrians. Items and building materials being used may not be stored in the streets, on the sidewalks, or on Common Area, except as Association may in writing approve.
7. Owners are responsible for obtaining necessary permits.
8. By approving the plan, the Association does not assume any responsibility or liability for any defect in construction of approved plans.
9. All improvements approved by the Association must be completed within one hundred eighty (180) days after approval. Failure to complete work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the Association for Board approval.
10. Permitted work times: Weekdays 8:00 a.m. to 5:00 p.m.
11. Upon completion of improvements (within 30 days), Owner must submit a Notice of Completion and a copy of the signed final building inspection to the Association. The Association will then make its inspection to verify compliance with approved plans and specifications.
12. Owner is obligated to comply with all requirements set forth in this Application and understands that Owner is responsible for any damage, expense, attorneys' fees and costs which may be incurred by the Association in connection with this application or the work contemplated by the application.
13. Owner understands and agrees that notwithstanding Kingswood Village Property Owners Association's obligations under the Declaration of Covenants, Conditions and Restrictions Owners, conditions of approval for this Application include, and are not limited to the Owners agreement that they and all future owners of the subject property shall be responsible for all future maintenance, repair and

replacement of the replaced window(s) and/or sliding glass door(s); they shall be responsible for any increased costs to maintain the exterior of their home resulting from the installation of the replacement window(s) and/or sliding glass door(s); and, they shall be responsible for the costs of repairing any damage resulting from defective replacement window(s) and/or sliding glass door(s) or the improper installation of the same.

I have read this Architectural Application on my own behalf and on the behalf of my co-owners, if any, and I agree to the terms and conditions of this Application. I further agree additional terms may be imposed as a condition of approval, including but not limited to the execution of a recorded document memorializing my and all future owners' financial responsibilities set forth in this Application.

Proposed Starting Date: _____

Proposed Completion Date: _____

Application Date: _____

Owner: _____

(Print Name)

Owner: _____

(Signature)

Notes for Use by Association and Architectural Committee

[] Application Denied for the following reasons:

[] Application Approved with the following additional terms and conditions:

Dated: _____

KVPOA Architectural Committee

By: _____

Architectural Committee Chair

By: _____

KVPOA Architectural Committee

Kingswood Village Property Owners Association

Schedule A

Architectural Requirements for Window and Door Replacement

NOTE: Inspection and approval by the Property Manager is required during demolition, installation, and at work completion. Manager must be notified of the start date.

Certification Requirements:

Product must comply with Title 24 Building Energy Efficiency Standards as measured by the NFRC(National Fenestration Rating Council). Product must have NFRC label.

Product must comply with AAMA(American Architectural Manufacturers Association) Gold Certification. Product must have AAMA gold label.

Style and Appearance Requirements:

Windows frames must be dark bronze in color. Matte or Satin finish.

Revealed portions of the window frame must not exceed 2.5 inches in width.

Frame contour option must be identified.

No grids are allowed in windows.

Extensive use of black or heavy tint glass, mirrored or reflective glass, or brightly colored glass or polycarbonate panels are not permitted.

Window must be of like size and shape.

Any changes to window operation must be noted and approved.

Installation Requirements:

Installation method must conform to AAMA guidelines for new style installation such as FMA/AAMA 100-12 Standard Practice for the Installation of Windows with Flanges or Mounting Fins in Wood Frame Construction for Extreme Wind/Water Conditions.

Retrofit installation utilizing existing window frame are prohibited.

Any exterior trim or siding removed must be replaced with new wood of like size, primed and painted to KVPOA specifications (specs available from the Property Manager).

Questions: kingswood.tahoe@gmail.com