

**PERMIT REQUIRED**

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Trustee Approved:

Date: March 6, 2013

**REPLACEMENT WINDOWS**  
For **ENCORE MODELS**  
**Victoria, Pickford, Waldorf, Ritz, Savoy, Roxy**

**SPECIFICATION FOR INSTALLATION OF NEW CONSTRUCTION WINDOWS**

***\*All Contractors Must Contact the Maintenance Manager Before Any Product is Ordered.***

**General**

Replacements must be new construction style window with an exterior nailing flange and nailed directly to sheathing and sealed with a rubber membrane. All trim to be removed and then replaced

**Color and Style**

The specification is planned to preserve uniformity of color and style for units under one roof and for individual models within different sections of the Village. As a general rule new construction must match the windows being replaced and maintain the exterior trim color.

**Window Grids.** Double hung windows may be installed with or without grids but must follow these guidelines. All windows, per unit side, must be matching either all with grids or all without.

**Kitchen and Bathroom Windows**

Where smaller size windows are located above sinks and counters the replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must take account of safety considerations.

**Garden Windows**

These windows were installed in some Encore models. They may be replaced by single or double hung sash new construction windows with grids to match the existing windows of the unit in color and style.

**DIMENSION & INSTALLATION**

The following installation guidelines must be observed:

- 1) All sills and heads are to be level, with jambs plumb, and shims used where necessary.
- 2) Squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing are to be filled with loose insulation.
- 4) An allowance of 1/4 inch caulking is to be used between the perimeter of the window unit and exterior finish. Caulking application is to be neat and clean.
- 5) Protection of the window opening during construction is required. Also, protect and finish-paint exposed wood trim members promptly.
- 6) Installation and operation of the window should be checked before application of interior trim.

**SPECIFICATION NO. 2\_9**  
**NEW CONSTRUCTION REPLACEMENT WINDOWS**

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The unit owner shall notify the Permits & Inspection Division Volunteer (name and phone number show on face of PERMIT) when work has been completed.

**INSTALLER**

Window installation must be made by a contractor who is registered with the Division of Consumer Affairs. Such Contractor must furnish the Leisure Village West Association Office with a current certificate of insurance before unit owner can apply for a permit, and before any work can begin.

**TERMS & CONDITIONS**

A copy of the TERMS & CONDITIONS, as attached to the resident's permit applies to all of the above.

This building improvement Permit will be filed with the Ocean County Clerk's Office.

RESPONSIBILITY FOR THE MAINTENANCE, REPAIR OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE UNIT OWNER, OR SUBSEQUENT OWNER, AND NOT THE LEISURE VILLAGE WEST ASSOCIATION.

Amended: April 21, 2021