

Palm Colony at Pelican Landing

Replacing Exterior Windows

General Overview of Procedures and Specifications for Replacing Exterior Windows

To assist owners who are considering replacing any of the exterior windows of their unit, the following summary of procedures and specifications to be followed have been developed.

1. Unit owners who are simply having cracked or broken window glass replaced do *not* need the prior approval of Palm Colony.
2. With the *prior written approval* of Palm Colony *and* the Pelican Landing Community Association (PLCA), unit owners may replace any or all of the exterior windows of their units, as long as these specifications are adhered to and the project satisfies all building codes and permit requirements set by the State of Florida and/or by the local government agency having jurisdiction over this type of project.
3. Please note that the enclosure of a lanai with Wind Resistant Windows requires *separate authorization* by both Palm Colony and the Pelican Landing Community Association. Contact Alliant Property Management, LLC or visit the Palm Colony website (www.palmcolonyatpelicanlanding.com) for more information on lanai enclosures.
4. Unit owners desiring to replace exterior windows should first seek the approval of Palm Colony. Once this approval is given, the unit Owner will notify PLCA's Director of Covenant Enforcement of this decision to request approval for the proposed project.

The form to be completed and sent to PLCA is a "Non-Structural Change Form" and can be obtained at the Pelican Landing Community Center or from their website at pelicanlanding.org (and clicking on the section called the Design Review Committee).

5. These procedures and specifications pertaining to the replacement of exterior windows should be read carefully by the unit owner(s) and shared with the contractor to be used. This same information is also posted on the Association's website under the section labeled "documents" or is available from our property manager at Alliant Property Management, Inc.
6. In general:
 - The windows, including all framing and window glass to be installed, must satisfy all pertinent building codes and permitting processes set by the State of Florida and/or local government agency having jurisdiction over construction or work of this type in the Association.
 - Impact-resistant laminated glass, including glass with "thermal enhancements" (Argon Gas), may be used when replacing windows, subject to meeting any wind load or other requirements set by the State of Florida and/or local government

- agency having jurisdiction over construction or work of this type in the Association.
- The appearance and size of the replacement windows and screens to be used must closely match the size and appearance of the windows and screens that are being replaced.
 - The framing for windows being replaced (except any “egress”/fire-resistant windows- see below) can be either aluminum or vinyl.
 - The exterior color of the framing for any new window(s) must be white.
 - Window glass used in replacement windows may be clear or tinted. If tinted, the color of the window glass should closely match the color of the window glass used in the same and other similar buildings in the Association.
 - The window framing must be firmly attached and properly sealed to the building to prevent damaging water leakage from occurring.
7. Some units within the Association were originally built with a special “egress”/ fire-resistant window, as required under State of Florida building codes and/or codes set by a local government agency. Such windows are located in the second bedroom (*not* the den near the front entrance) of units 101 and 201 in the 6 unit buildings, and address specific sill height, opening, and other size requirements in order to (a) facilitate emergency escape and rescue efforts, and (b) resist fires. These are steel-framed windows fitted with Pyrostop glass. If such a window exists and will be replaced, the replacement window must also fully satisfy all requirements under State of Florida building codes and/or related codes and permitting set by a local government agency for “egress”/ fire-resistant windows. Please discuss this need carefully with your contractor.
8. In seeking approval from the Association, the unit owner(s) must provide the Association with the information outlined below (and any more detailed specifications adopted by the Association from time to time). These include:
- A copy of an Occupational License and a Certificate of Competency or Contractor’s License valid in Bonita Springs, Florida for the contractor to be used by the unit owner(s).
 - The contractor selected by the unit owner(s) must at all times be covered by Public Liability Insurance in an amount not less than \$500,000.
 - The contractor shall also provide written evidence that that they Workers Compensation coverage in place.
 - All required insurance coverage shall contain a clause requiring a minimum of ten (10) days prior notification to the Association in the event a policy is to be cancelled.
 - A color sample of the exterior framing for the windows to be used must be submitted.
 - A reasonably detailed work order prepared by the contractor describing the work to be performed and the product(s) that will be used.
9. **Unit owners are strongly encouraged to have this document attached to, and become a part of, any work orders or contract with the contractor selected.**