

**IGNACIO CREEK HOA**  
**Window Replacement Authorization Form/Agreement**

Revised February 25, 2016

- **Owners must attend the Board Meeting at which this Form is submitted to for approval to ensure a full and complete understanding of all of the provisions for approval.**
- **The window installation contractor must sign this Agreement before any work is performed.**

**By signing this Agreement, the owner (and Window Installation Contractor) agree to abide by all of the terms outlined below.**

**This Agreement is not effective until it is signed by the Owner, Contractor and an HOA Board Representative. NO WORK MAY PROCEED UNTIL THIS AGREEMENT IS FULLY EXECUTED BY ALL PARTIES.**

\*\*\*\*\*

By this Agreement, the Ignacio Creek Homeowners Association has conditionally accepted your proposal for window replacement to your unit, subject to the requirements outlined below.

The Owner is responsible for the Contractor's compliance with these provisions, and is ultimately responsible for any costs to remedy any deviation from the existing architectural standards, including the type of glass (color, coating, obscure or clear) and type, color, material, texture and appearance of window frame, type of installation. The Owner hereby agrees to the following requirements:

1. You are required to obtain any necessary building permits from the City of Novato.
2. Window installations must be performed by a California licensed contractor.
3. No "retrofitted" type window replacements are permitted. Rather, the existing window trim must be removed and the entire window and frame replaced. **Installation of a new assembly within the existing window frame is not permitted.**
4. The Contractor must provide a copy of their insurance certificate naming the Ignacio Creek HOA as an additional insured *prior to beginning any work*. Insurance certificates can either be e-mailed to Contact@IgnacioCreek.com or mailed to our office (300 Indian Way, Novato, CA 94949).
5. **The Contractor is not permitted to install the window trim after the installation is complete.** (This provision is necessary because the HOA has a continuing responsibility to maintain the trim in the future, and it affords the only means by which the Association can ensure that the proper building code requirements (see attached) have been followed.

**The Owner agrees to reimburse the HOA for the cost of the installation and painting of the siding and trim (unless the trim has already been scheduled for replacement during the current year).**

The cost of any siding and/or trim that needs to be replaced in connection with your window installation - including siding or trim broken or previously damaged - is your responsibility. All replacement siding is to be T1-11 plywood (5/8" thick) and all replacement trim is to be S3S primed cedar as per original dimensions. In accordance with Building Code standards, the top of the trim board must be capped with metal z-flashing to prevent water infiltration behind the trim

board. All siding and trim replacement must be painted the existing color of the building at the Owner's expense.

6. All debris created during the project must be hauled away and disposed of by the Owner or Contractor.

7. The Owner must conclude this project in a timely manner (not to exceed 14 days' duration without prior written permission).

8. The Owner understands that any nonconformity must be corrected at the Owner's expense. Should the Owner fail to correct the nonconformity within 30 days, the HOA will make the necessary changes and charge the Owner for the cost of any required remediation.

10. The Owner agrees to contact the HOA for final approval upon completion of the project (including painting). The project is not considered complete until the Owner has received final approval in writing

The signatures of the Owner and Contractor below indicate acceptance of these conditions. The Owner further agree to make any and all changes at your expense required by the Board of Directors to ensure that the project conforms to current Building Code standards, as well as the original architectural specifications.

\_\_\_\_\_ Date \_\_\_\_\_  
Owner

\_\_\_\_\_ Date \_\_\_\_\_  
Contractor

\_\_\_\_\_ Date \_\_\_\_\_  
HOA Representative