



# Ignacio Creek Homeowners Association

## Window Replacement Authorization Form/Agreement June 25, 2026

Homeowners requesting HOA approval to install or modify windows at their residence are required to apply for approval using this form.

**NO WORK MAY PROCEED UNTIL THIS AGREEMENT HAS BEEN FULLY EXECUTED AND THE FOLLOWING CONDITIONS HAVE BEEN MET**

- 1) Meeting with Board - Owners must attend the Board Meeting at which this Form/Agreement is submitted for approval to ensure a full and complete understanding of all of the provisions for approval.
- 2) The window installation contractor must sign this Agreement before any work is performed.
- 3) Permit – Owner must obtain a permit from the City of Novato.
- 4) Deposit – The owner must submit a 50% deposit toward the reimbursement for labor & materials associated with siding and trim removal and installation for the project.
  - a. Note: The HOA will pay the contractor upon the successful completion of work.
- 5) HOA Preparation - The HOA will remove the existing trim and prepare the siding for the installation.

By signing this Agreement, the Owner and Window Installation Contractor agree to abide by ALL of the terms of this agreement.

This Agreement is not effective until it is signed by the Owner, Contractor and HOA Board Representative.

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**Required Project Information:**

- Owner Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Contractor Name: \_\_\_\_\_
  - Contractor License Number: \_\_\_\_\_
  - Certificate of Insurance: **PLEASE ATTACH BELOW**

- Details of the type of window (e.g., frame color, dimensions, type of glass, etc.) – Please attach the specifications provided by the window vendor.
  - Note: The windows must conform to HOA architectural standards, including but not limited to the following:
    - Frame must be dark bronze or black
    - No grid-like dividers that break the window into multiple panes
    - No “retrofit” windows that are custom-fitted and designed to be installed directly into the existing frame
- Specific location of the installation (e.g., 2<sup>nd</sup> floor south bedroom, kitchen, etc.)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

**Additional Project Details:**

- HOA will provide the owner with a quote for labor & materials for trim removal, siding preparation, waterproofing, and trim installation.
  - Painting – HOA will schedule this for an appropriate time when there are optimal conditions for paint adherence to the wood. (Owners are not charged when this work can be scheduled in conjunction with other painting tasks.)
  - Actual Costs – Owner reimbursement to the HOA will be based on the HOA’s *actual costs* for labor and materials and will not include any administrative or additional charges.
- Site Cleanup – Window installation contractor must remove all debris and complete the project within 10 business days of HOA’s completion of site preparation (see page 1, Item #5). Owner agrees to pay liquidated damages to the HOA in the amount of \$25 per day until this condition has been satisfied.

The homeowner, contractor and HOA representative must sign off on the application indicating that the owner understands the terms and conditions for the project.

**Upon completion of the project and finalization of the city permit, the owner will be invoiced for the remaining 50% of the project costs advanced by the HOA. Payment will be due within 10 business days after delivery of the invoice.**

By this Agreement, the Ignacio Creek Homeowners Association has conditionally accepted your proposal to install or modify windows for your unit, subject to the requirements outlined above.

**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, and type of installation.**

The signatures of the Owner and Contractor below indicate acceptance of these conditions. The Owner further agrees 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 HOA's architectural specifications.

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

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

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

**Required Attachments:**

\_\_\_\_ Window Specifications from Vendor

\_\_\_\_ Contractor's Certificate of Insurance (COI)