



To: All Unit Owners, Colonial Village III

From: George Hedrick, Association Manager

Date: August 30, 2002

**Re: Amended Guidelines For Replacement Windows In
The Colonial Village Historic District**

*Corporate
Headquarters*

Olney, MD

Maryland

Germantown

Virginia

Arlington

The Arlington County Historical and Landmark Review Board (HALRB) ratified on July 17, 2002 amended guidelines for replacement windows. These amended guidelines supersede the standards for replacement windows in Colonial Village III that the HALRB approved on June 21, 2000. Unit owners of Colonial Village III who wish to replace their unit's windows must comply with these criteria. Failure to adhere to these criteria when installing replacement windows will result in the imposition of penalties by Arlington County and Colonial Village III's Board of Directors.

Enclosed are the ten (10) criteria that must be complied with in order to receive a letter of approval from the Village III Board of Directors and HALRB approval under the Master Certificate of Appropriateness (MCoA) process.

The amended criteria were developed by the HALRB with input from the Village III Board of Directors over the past year.

The Board has met with several window suppliers and installers that can provide a variety of windows that will meet the ten criteria and provide unit owners with choices within different budgetary constraints. Please contact the Colonial Village Site Office at (703) 525-5557 if you desire the names of suppliers and installers that have been identified by the Board.

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Before undertaking window replacements in your unit, please submit a written request, including a copy of your contract with your installer, product cut-sheets and your installers statement that the window selected meets the ten criteria established by the HALRB.

Failure to obtain the Village III letter of approval and HALRB approval prior to installation of windows will lead to severe consequences as described in the Village III Declaration and Bylaws. Please review Article XI, Section 12 of the Declaration and Article VI, Section 7 of the Bylaws to determine Village III's approval authority and sanctions available to the Board of Directors.

Additionally, Arlington County has the ability to assess up to \$1,000 per individual window violation through the criminal court system for all violations where the HALRB MCoA has not been previously secured.

Please contact me at (703) 525-5557 should you have any questions or require additional information.

GUIDELINES FOR REPLACEMENT WINDOWS IN THE COLONIAL VILLAGE HISTORIC DISTRICT

Replacement windows in the Colonial Village Historic District must first be approved by the Board of Directors of the Colonial Village III Condominium Association. A letter of approval from the CVIII Board is then taken to the County's Historic Preservation Program staff. The replacement window request will be treated under the Master Certificate of Appropriateness (MCoA) process. The MCoA process was developed to expedite approval of routine, less complicated CoA requests for exterior modifications. The County Historic Preservation Coordinator and Planner are authorized to review, approve and issue MCoAs

CRITERIA FOR REPLACEMENT WINDOWS

- The replacement technique must be “complete frame,” not “replacement frame” or “sash pack.”
- The exterior color of the replacement window must be white.
- The replacement window must be of the same dimensions as the window installed when CVIII was converted to a condominium community.
- The replacement window must be a double hung sash window.
- Capping must be done with a pre-finished aluminum coil and must match the dimensions and design of the capping installed when CVIII was converted to a condominium community.
- The replacement window must have the same number of lights (glass panes) as the window installed when CVIII was converted to a condominium community.
- The replacement window must have either true divided lights or simulated divided lights (SDL), and the division of the lights must be identical to that of the window installed when CVIII was converted to a condominium community.
- The replacement window must have narrow muntin bars or external grids, no less than 3/4” and no more than 7/8” inch wide and a minimum of 3/8” deep.
- The replacement window must be made of wood with its exterior side clad in metal or vinyl.
- The replacement window cannot be made entirely of metal, vinyl, or any other synthetic material.

These Guidelines for Replacement Windows in the Colonial Village Historic District were approved by the Historic Affairs and Landmark Review Board on July 17, 2002