

# **297 CLAY CONDOMINIUM SPECIFICATIONS FOR WINDOW REPAIR, MAINTENANCE & REPLACEMENT**

**version: 13 June 2022**

The building currently has the following classifications of windows:

1. Wooden, double-hung sash windows with storm windows
2. Wooden, fixed pane windows, some with arched tops
3. Aluminum, double-hung sash, and fixed pane windows (thermo pane)
4. Aluminum sliding patio doors (thermo pane)
5. Vinyl, double-hung sash replacement windows

Under the Second Amended and Restated Master Deed, windows are a General Common Element; however, the responsibility for the repair, maintenance, and replacement of the windows appurtenant to a Unit within the Condominium falls to the Unit co-owner. That repair, maintenance, and replacement must be conducted as determined by the Owners Association. This Window Specification is intended to provide co-owners with a guide to fulfilling that responsibility.

In order to assure uniformity among the Units, any co-owner intending to perform any repair, maintenance, or replacement of windows appurtenant to his/her Unit, must request approval of the Board of Directors before any work is undertaken. The request submitted to the Board must comply with the details contained within this Window Specification, specify the contractor to be hired, and provide for the removal of all debris from Condominium property by the contractor or the co-owner; no debris is to be put into the common trash container used by residents.

## DETAILS REGARDING EACH CLASSIFICATION OF WINDOW

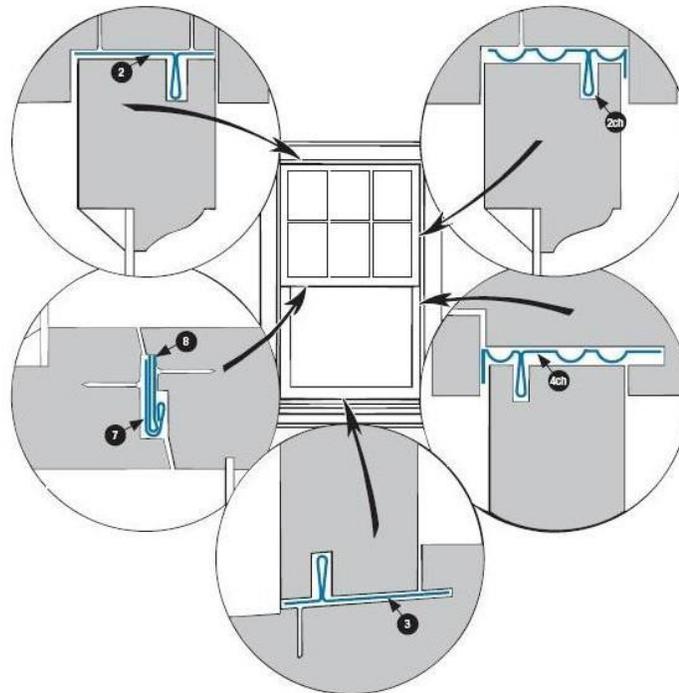
### 1. *Wooden, double-hung sash windows with storm windows*

These windows are neither energy-efficient nor functional. Many upper sashes are painted shut. Most of these windows are on the Clay Avenue and Second Street elevations of the building, although some face the courtyard. The Board has determined that these windows should be managed in a way that preserves the historic character of the building, while providing improved energy efficiency. Therefore, the goal of any modifications to these windows will be to preserve these windows, but to update them for better performance.

The repair and maintenance of these windows may include the following methods of updating:

- a. Paint may be stripped chemically or mechanically from the sashes and all other parts of the window, but the exterior surfaces must be repainted to match the current color. Interior surfaces may be finished in any manor so long as the wood is protected from deterioration.
- b. Chains (but not ropes) may be installed to re-attach the sash counterweights, believed to still be present inside the window side panels.
- c. Locking latches and handles may be added.
- d. Weather stripping may be added to the sashes as illustrated below, but is limited to the following specifications, unless expressly authorized by the Board of Directors in writing:

The weather stripping shall be zinc or bronze, not plastic or rubber. The weather stripping along the top of the bottom sash where it meets the top sash will be a “J-strip” as illustrated below.



This illustration indicates the location and type of metal (zinc or bronze) weather stripping that is authorized at the various locations around the two sashes. This type of weather stripping is available from:

Accurate Metal Weatherstrip Co.  
725 S. Fulton Avenue  
Mount Vernon, NY 10550-5013  
Toll Free: 800.536.6043; or 914.668.6042; Fax: 914.668.6062  
[www.accurateweatherstrip.com](http://www.accurateweatherstrip.com)  
E-mail: [Info@AccurateWeatherstrip.com](mailto:Info@AccurateWeatherstrip.com)

See Appendix A for a detailed description of the experience of one Unit co-owner with updating the windows.

- e. The current storm window may be replaced with a new aluminum, maintenance-free storm window. The approved model is the Series 500, in the Standard Bronze Paint-08 (or alternatively, the Standard Bronze Anodized Finish: 305M Dark Bronze Aacrondic 0.4 mil Anodized) supplied by Mon-Ray, Inc:

Mon-Ray, Inc.  
7900 Excelsior Blvd., Suite 140  
Minneapolis, MN 55343-3454

Toll Free: 800.544.3646; Fax: 763.546.8977

[www.monray.com](http://www.monray.com)

E-mail: [info@monray.com](mailto:info@monray.com)

- f. The Board of Directors recognizes that some co-owners may want to be able to raise the wooden sash and have them stay up, but do not want to install weather-stripping or counter-weight chains. In this situation, the Board would approve the addition of a sash tension spring similar to the one illustrated below.



These sash tension springs attach to the top of the sash and extend down within the side rail track, where the weather-stripping would otherwise go; so, the sash tension spring is not compatible with weather-stripping approved by the Association. These sash tension springs are available from various suppliers, including:

House of Antique Hardware

802 N.E. Davis Street

Portland, Oregon 97232

Toll Free: 888.223.2545; or 503.231.4089

Fax: 503.233.1312

[www.houseofantiquehardware.com](http://www.houseofantiquehardware.com)

**Note:** Two acceptable replacement windows have been approved by the Board for owners along Clay Avenue and Second Street that prefer to replace, rather than repair, this classification of window.

The preferred replacement window in these locations will be constructed with a wood-composite frame that is clad in aluminum on the exterior to match the existing color scheme. Interior finishes may be selected at the discretion of the co-owner.

1. The Pella® – Architect Series® Traditional model, in the brown exterior color, has been determined to be an acceptable replacement for this classification of window. The option replaces the sashes and the window frame.
2. The Jeld-Wen® Sitrine® Pocket window, in the bronze exterior color, has also been determined to be an acceptable replacement for this classification of window. This option replaces the sashes while retaining the original window frame.

When the existing window is removed, the contractor must examine the existing lintel and determine, in consulting with the Board of Directors, whether the lintel should be replaced before a replacement window is installed. If the lintel is replaced, the Association will pay that portion of the installation cost.

The replacement window must be installed such that the exterior plane of the new window is positioned to match the exterior plane of the existing window.

The installation of the replacement window will include adequate and appropriate caulking that matches the color of the exterior surface of the replacement window. The caulking shall not obstruct existing weep holes or other architectural drainage features.

## 2. *Wooden, fixed pane windows, some with arched tops*

These windows are architectural and add significantly to the historic character of the building. They must be preserved, but they are single pane glass which provides poor energy efficiency.

Individual co-owners are not permitted to modify these windows except that interior “insulating” windows may be added so long as the interior window is approved in writing by the Board of Directors. In order to be approved, the window will be required to be designed so as to minimize the damage to the existing window frame when installed and to be constructed so as to minimize the visibility of the new storm window frame from the exterior of the building. Exterior-facing surfaces must be approved by the Board to assure compatibility with the existing exterior appearance of the windows.

### 3. *Aluminum, single-hung sash, and fixed pane windows (thermo pane)*

These windows are present primarily on the elevations of the building facing the alley, the parking lot, and the center courtyard. They add nothing to the historic or architectural character of the building. Many have lost the seal of the thermo panes, resulting in a permanent haze between the panes of glass. Also, the lift springs in most are non-functional, resulting in the inability to raise the sash. The thin aluminum frames provide a thermo-bridge between the outside cold air and the interior space, resulting in excessive condensation of room humidity on the frames, which causes damage to the interior finishes around the window. These windows should be replaced. Any replacement window proposed by an individual co-owner must be specifically approved in writing by the Board of Directors.

The replacement window in these locations must provide an exterior finish that is maintenance-free and that is a color match to the exterior of the existing window.

The preferred replacement window in these locations will be constructed with a wood-composite frame that is clad in vinyl or aluminum on the exterior to match the existing color scheme. Interior finishes may be selected at the discretion of the co-owner. The recommended replacement window is the Pella – Impervia<sup>™</sup> model.

When the existing window is removed, the contractor must examine the existing lintel and determine, in consulting with the Board of Directors, whether the lintel should be replaced before a replacement window is installed. If the lintel is replaced, the Association will pay that portion of the installation cost.

The replacement window must be installed such that the exterior plane of the new window is positioned to match the exterior plane of the existing window.

The installation of the replacement window will include adequate and appropriate caulking that matches the color of the exterior surface of the replacement window. The caulking shall not obstruct existing weep holes or other architectural drainage features.

As an alternative to the replacement of the entire window, a co-owner may instead rehabilitate the existing windows as follows:

- a. Replace the thermo-pane units. These units can be supplied by a glass company (such as Muskegon Glass) and are put into the existing frames.
- b. Replace the felt insulation strips along the face and edge of the movable sash.
- c. Caulk around the exterior of the window where it joins the masonry but being careful not to block any drain or weep holes. Also, the space between the lentiil and the masonry above it must not be covered by caulk.

These measures will address the visual and thermal defects in the existing windows.

4. *Aluminum sliding patio doors (thermo pane)*  
*- in units 202, 206, 211, 402, 403, 406*

These windows are present on the elevations of the building facing the center courtyard. They add nothing to the historic or architectural character of the building. Many have lost the seal of the thermo panes, resulting in a permanent haze between the panes of glass. The thin aluminum frames provide a thermo-bridge between the outside cold air and the interior space, resulting in excessive condensation of room humidity on the frames, which causes damage to the interior finishes around the window. These windows should be replaced. Any replacement window proposed by an individual co-owner must be specifically approved in writing by the Board of Directors.

The replacement window in these locations must provide an exterior finish that is maintenance-free and that is a color match to the exterior of the existing window.

The preferred replacement window in these locations will be constructed with a wood-composite frame that is clad in vinyl or aluminum on the exterior to match the existing color scheme. Interior finishes may be selected at the discretion of the co-owner.

When the existing window is removed, the contractor must examine the existing lintel and determine, in consulting with the Board of Directors, whether the lintel should be replaced before a replacement window is installed. If the lintel is replaced, the Association will pay that portion of the installation cost.

The replacement window must be installed such that the exterior plane of the new window is positioned to match the exterior plane of the existing window.

The installation of the replacement window will include adequate and appropriate caulking that matches the color of the exterior surface of the replacement window. The caulking shall not obstruct existing weep holes or other architectural drainage features.

5. Vinyl, double-hung sash replacement windows

- installed by individual co-owners in units 201, 301, 304, 405, 406

These windows currently exist in units where the individual co-owner has decided, with the approval of the Board of Directors, to replace the previous 1980-era Acorn brand windows. The Owners Association has not inspected the installation of any of these windows. Therefore, their performance and need for maintenance and/or replacement is not known. However, it has been suggested to the Board of Directors that vinyl replacement windows are not appropriate in a commercial, masonry building due in part to the difference in thermal expansion coefficients between the masonry and the vinyl window. Therefore, it is possible, if not likely, that these vinyl windows will eventually need to be replaced.

The replacement window in these locations must provide an exterior finish that is maintenance-free and that is a color match to the exterior of the existing window.

The preferred replacement window in these locations will be constructed with a wood-composite frame that is clad in vinyl or aluminum on the exterior to match the existing color scheme. Interior finishes may be selected at the discretion of the co-owner.

When the existing window is removed, the contractor must examine the existing lintel and determine, in consulting with the Board of Directors, whether the lintel should be replaced before a replacement window is installed. If the lintel is replaced, the Association will pay that portion of the installation cost.

The replacement window must be installed such that the exterior plane of the new window is positioned to match the exterior plane of the original, 1980-era Acorn brand window.

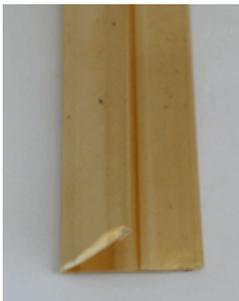
The installation of the replacement window will include adequate and appropriate caulking that matches the color of the exterior surface of the replacement window. The caulking shall not obstruct existing weep holes or other architectural drainage features.

## APPENDIX A

### Renovating/Restoring Wooden Sash Windows and the attendant Storm Windows

The following process has been used by one co-owner to renovate and restore the 1926-era wooden sash windows and the 1982-era storm windows over them. He reports that this process resulted in no further air or water infiltration around the windows. And the wooden sashes are operating as they should.

1. Remove all sashes - many were “painted into the jambs” requiring removal of the “parting bead” that fits in the jamb and is between the upper and lower jamb.  
**NOTE:** It is necessary to remove the parting bead in order to remove the upper sash. The lower sash can be removed by unscrewing the trim around the inside of the window frame.
2. Remove all the old paint layers and sanded each sash prior to refinishing.
3. Re-glaze all the sashes.
4. Prime and paint the sashes. Condominium Bylaws requires the color for the outer sides of the sashes to be approved by the Board of Directors.
5. Replace all the wool pile weather stripping on each removable storm window sash. This was particularly difficult. Determining the proper thickness for the wool pile may be difficult because the existing pile is so old and compressed. But generally, the 3/16 inch pile will provide very tight fit. The storm sashes should move in their channels but should provide an air-tight fit. The product used was purchased online at [www.Swisco.com](http://www.Swisco.com). The product description was: Wool Pile, 3/16" X 3/16" .....58-002..... Qty (1) for \$5.30 plus shipping - which should be enough to do 8 sets of storm windows.
6. Spring bronze weather-strip purchased online from Kilian Hardware (Philadelphia) was installed in the sash tracks before re-installing the window sashes. This should eliminate air infiltration along the sides of the window sashes. Each window will require four strips: left and right, top sash and bottom. These strips will need to be drilled for nail holes. Use a 1/16-inch bit and place the holes approximately 2 inches apart. The product purchased was:



[V-shaped Spring Bronze Weather-strip 3/4 Inch Wide](#)

Regular price: \$9.86

You will also need plenty (several hundred) copper-coated nails, also available from Kilian's to install the strips: **Coppered Nails 3/4" x 17** (Copper plated steel nails suitable for weatherstripping.) 1-1/2 oz. package. Contains about 150 nails. Product No. 51758 **\$1.19, 5/\$4.50**

7. Install sash cords, connecting to the existing, old sash weights, which should be inside the window frame. Be sure to keep each pair of weights associated with each sash. Cut the sash cord length for each weight individually and leave a few inches of excess to attach to the window and to the weight.

The sash cord used was purchased online at Amazon.com: Sash Cords - #8 spot 1/4" x 100' cotton sash cord manufactured by [Samson Rope](#). The cost is about \$36.00 for a hundred feet.

# JELD-WEN®

SITELINE® POCKET  
& SASH PACK  
QUICK REFERENCE GUIDE



# SITELINE® QUALITY FOR REPLACEMENT PROJECTS

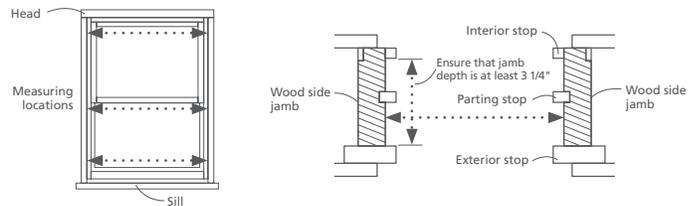
Easy to install with a wide range of finishes available, JELD-WEN® Sitrine® pocket and sash pack options bring the versatility, innovation, and heightened aesthetics of Sitrine® to any replacement project.

Sitrine® is one of the most popular and comprehensive wood window lines available today. The addition of double-hung pocket, casement pocket, and double-hung sash pack options gives our customers more flexibility than ever when selecting the best wood windows for their building projects.

## MEASURING INSTRUCTIONS

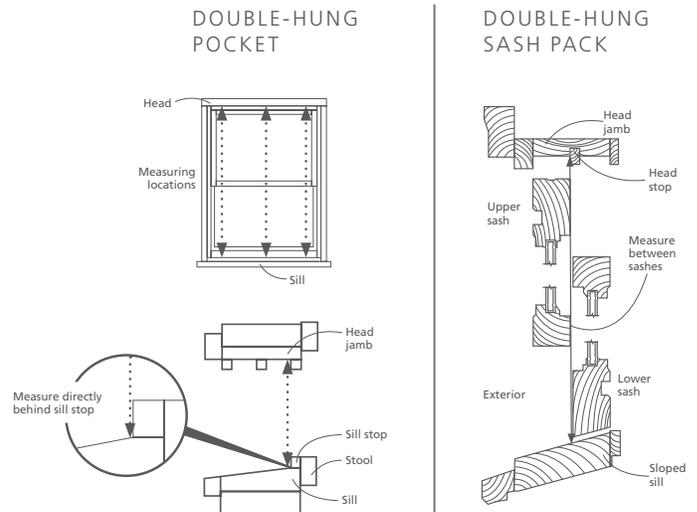
### 1 . MEASURE THE WIDTH

- Measure the width between the side jambs (wood surface to wood surface) in three places: top, middle, and bottom. Pick smallest measurement.
- Temporarily remove jamb liners, if necessary, and avoid any stops, weatherstripping, balance cords, pulleys, etc.
- Ensure that jamb depth of the window frame is at least 3-1/4".



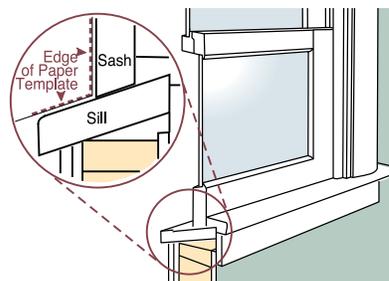
### 2 . MEASURE THE HEIGHT

- Measure the height from the head to the sill in three places: left side, middle, and right side. Pick smallest measurement.
- At the head, measure directly from the wood header, avoiding any stops, weatherstripping, and liners.
- At the sill, measure on the exterior side directly behind the sill stop at the highest point of the sloped sill.
- For sash pack replacement, measure from the exterior side of the central head stop straight down to the sill, as shown in the diagram. (This will be the area between the upper and lower sash.)



### 3 . CHECK YOUR SILL ANGLE

- If installing your replacement window into an opening with a sloped sill, determine the slope angle. If dashed red lines on paper template match the angle of your sash and sill, your sill slopes at 14° or 7°.



14°

7°

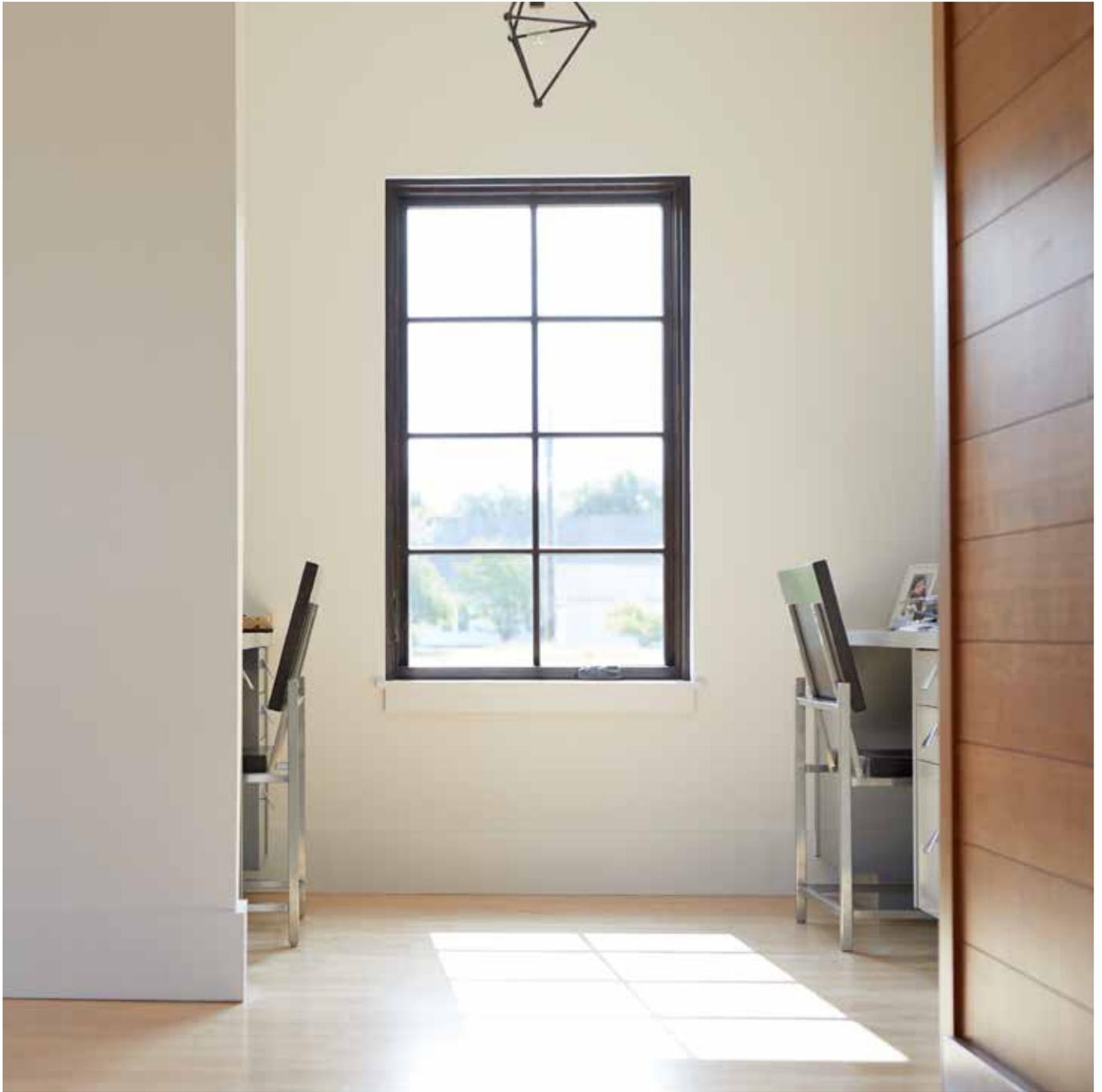


## POCKET INSTALLATION GENERAL INSTRUCTIONS

1. Confirm measurements (you don't want to remove the old window just to find the new window is the wrong size).
2. Prep original frame (remove sash, blind stops, interior/exterior stops depending on whether you're installing from the interior/exterior).
3. Remove sash, head parting stop, and jamb covers of replacement window (for casement, don't remove sash to install window).
4. Install the pocket window frame.
5. Shim frame. Check for plumb, level, and square (very important).
6. Fasten the frame through the pre-drilled jamb.
7. Re-install the jamb covers, head parting stop, and sash (applies to double-hung only).
8. Check operation.
9. Seal the interior against air infiltration.

These instructions are meant as a general guide only. For complete installation instructions, please visit [jeld-wen.com](http://jeld-wen.com) for downloadable files.





For more information, contact your JELD-WEN sales representative today.

**JELD-WEN**

For a complete copy of JELD-WEN's Limited Warranty and care and maintenance information, please visit [jeld-wen.com](http://jeld-wen.com) or [jeld-wen.ca](http://jeld-wen.ca) or contact JELD-WEN at 1-888-JWHelpU (1-888-594-3578).

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