

Park Square Homeowners Association Window Replacement Guidelines

Many of us are remodeling and making other home improvements to our aging town homes. One common improvement is the replacement of windows. Not only is the replacement of windows an aesthetic improvement, but new dual-pane windows also provide greater energy efficiency and a reduced noise level from the outside.

In order for you as a home owner to replace your windows according to regulations established by Park Square Home Owners Association, we have provided some guidelines to assist you in the process.

All external changes to your unit must be approved by Modification Committee (MC) and the Park Square Home Owners Association Board.

The process is as follows:

- All of the windows in the home or all windows on one side must be replaced at the same time. The Board will not authorize a partial side replacement of windows.
- The home owner **MUST** complete a Modification Form. This form can be downloaded from the, Park Square HOA website.
- The applicant must wait for approval from the Park Square HOA Board before going forward with an installation. MC and the Board has 45 days to review request.

Without prior approval from the Board, you run the risk of installing non-acceptable windows that do not conform to the characteristics established by the Park Square Home Owners Association Board by mistake, and you will be responsible for the cost of replacing them.

Note About Exterior Trim Boards:

At the time of replacement, you may want to assess the condition of your trim boards around each window.

- If they are rotting, this would be an excellent time to replace them.
- If they are in good condition but are damaged during the installation process, you as the homeowner are responsible for replacing them.
- If replaced they must be the identical size and painted the trim color of your home.

Acceptable Window Replacement

Characteristic	Acceptable	Not Acceptable
Frame Material	Vinyl or Aluminum	All others
Frame Color	White	All others
Glass Color	Untinted or Low-e	Tinted or reflective coating
Style	Identical to original windows – Single Hung or Double Hung	All others, including: Casement Awning Swing-out French Door (to Patio) Grille or Grid (“divided lights”)
Size	Identical to original windows	All others
Reveal	The reveal (the white or vinyl part) must be no wider than 1.25 inches. Several brands of windows make some styles that meet this requirement. Milgard and AMSCO are two that make these but be sure that you discuss this requirement with your supplier since not all models are compliant.	All others

Board Approved Window Replacement

Model / Manufacture	Features
Standard Aluminum / Milgard	Cardinal 366 Low-E glass; Double Strength Glass; Argon Gas filled for enhanced noise reduction; Lifetime Warranty
Restoration Vinyl / AMSCO	Cardinal 366 Low-E glass; Double Strength Glass; Argon Gas filled for enhanced noise reduction; Lifetime Warranty

Suggested Retailer:

Houston Window Experts
467 W 38th Street
Houston, TX 77018
832-975-0847