



Sandpiper Bay Homeowners Association  
1140 N. Bayshore Drive  
Wichita, KS 67212

## **Request For Windows & Door Installation**

Windows and Doors are the Owner's responsibility and deemed part of the interior space. However, they directly interface with the structure of the Unit which is a common (HOA) responsibility. In the past the HOA has suffered structural damage and related costs due to faulty window and door installation. Contractors are commonly in a hurry to get the job done (protect profits) and the installation suffers, to the detriment of both the Owner and the HOA. The HOA therefore requires that Owners work with us so that together we can get a better install. Contractors may damage exterior siding, install shoddy trim, and/or fail to correctly install the Window Units creating a burden for the HOA.

In order to coordinate the installation the HOA requires that Owner participate in this process of notifying the HOA and scheduling the install when we can be present to inspect and guide. Failure to cooperate in this process can result in increased costs for the Homeowner and/or fines from the HOA.

Homeowner making the request understands that this project must be approved by the Covenants Committee and any contractor must provide HOA with proof of Liability Insurance before work can begin. Covenants Committee/HOA Maintenance Personnel will oversee the project and the work will be done at homeowner's expense but to HOA standards. Homeowner must complete this Architectural Request Form in its entirety. Homeowner shall be responsible for any damage caused by contractor. Select your contractor wisely.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Brief description of the Windows & Doors to be replaced (Complete detail in Appendix A)

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**Please Return to: Attn: Covenants Committee, 1140 N. Bayshore Drive, Wichita, KS 67212 or you may put in the dropbox located on the outside of the storage shed located at the North end of Bayshore.**

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## **Window & Door Replacement Guidelines**

### **Section 4.01. window assemblies and door assemblies are Homeowners responsibility**

The overall idea here is we are trying to create a quality install that both the Owner and the HOA can love over the long term. So many crappy installs have been done that frame damage now exists that needs to be dealt with. Please see that this is important for the long-term health of your unit. Please cooperate ...

Description of the window(s)/door(s) to be replaced or installed must include the size & style. Pictures are very informative. Window(s)/door(s) shall match the size of existing window(s)/door(s) Rough Opening including the wall depth. Window frames and structural elements must be constructed of aluminum or vinyl. Bare, raw, or painted wood windows are not allowed. Replacement windows are to be full frame, sash, and glass. Partial replacement (sash and glass into an existing frame) are not allowed. The existing window is to be removed completely to inspect the rough opening for rot or damage. Rot discovered will stop the install unless the selected contractor is prepared to deal with it in a manner acceptable to the HOA.

Exterior molding or trim is to be replaced at owner expense at the time of the window replacement and will be according to the HOA standards. Use of other materials is not allowed. Window frame and outside trim must be White in color. Outside door(s) trim must be White in color.

It is CRUCIAL that the Owner share this document outlining the Window/Door Replacement Requirements with their Contractor. Failure to follow these requirements can result in considerable additional costs to the Owner. The HOA will be required to correct the installation to meet this specification and the Homeowner will be billed for the work. Many contractors are not prepared to work within these guidelines.

Contractors are required to meet this specification. Owners should be very careful to only employ contractors that are willing and able to meet these requirements. Owners are encouraged to use the HOA preferred contractor to eliminate these hassles. The HOA preferred contractor IS prepared to work within these guidelines.

The HOA Property Manager shall be notified by a confirmed email (confirmation reply received by the homeowner) 3 business days (minimum) before the window(s)/door(s) installation is to be begin. Failure to do so creates a violation of the agreement and can result in fines to the Homeowner.

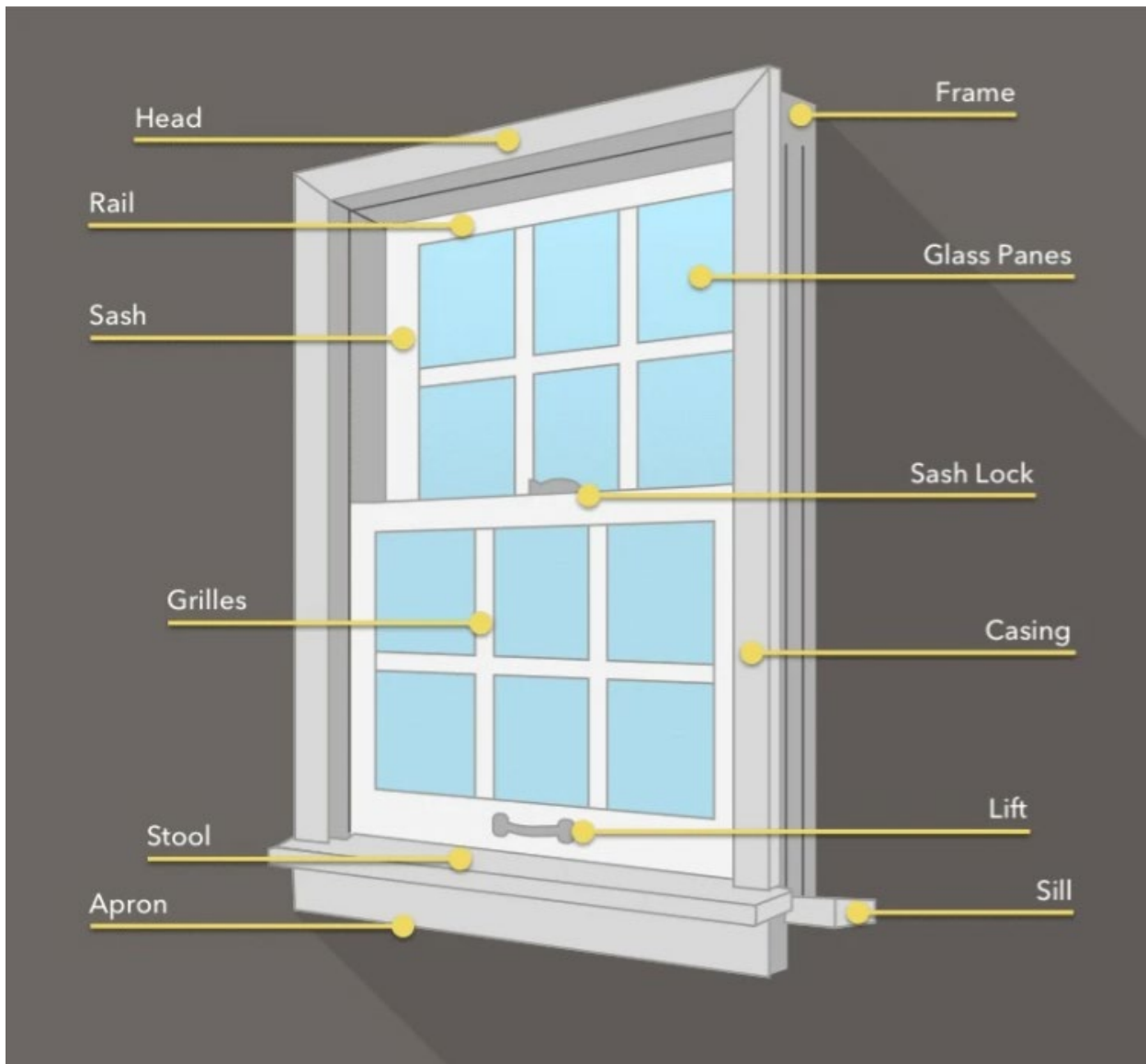
Please send completed and signed forms along with attached drawings to:

Sandpiper Bay Homeowner's Association  
1140 N Bayshore  
Wichita, KS 67212

Please use "spbaycommunications@gmail.com" for email communications. You must receive confirmation emails and all required approvals before proceeding with installation.

## Basic window elements

At Sandpiper Bay HOA, we define this as “the window”. They are built as a unit – frame, sash, and glass. All parts here are the owner’s responsibility

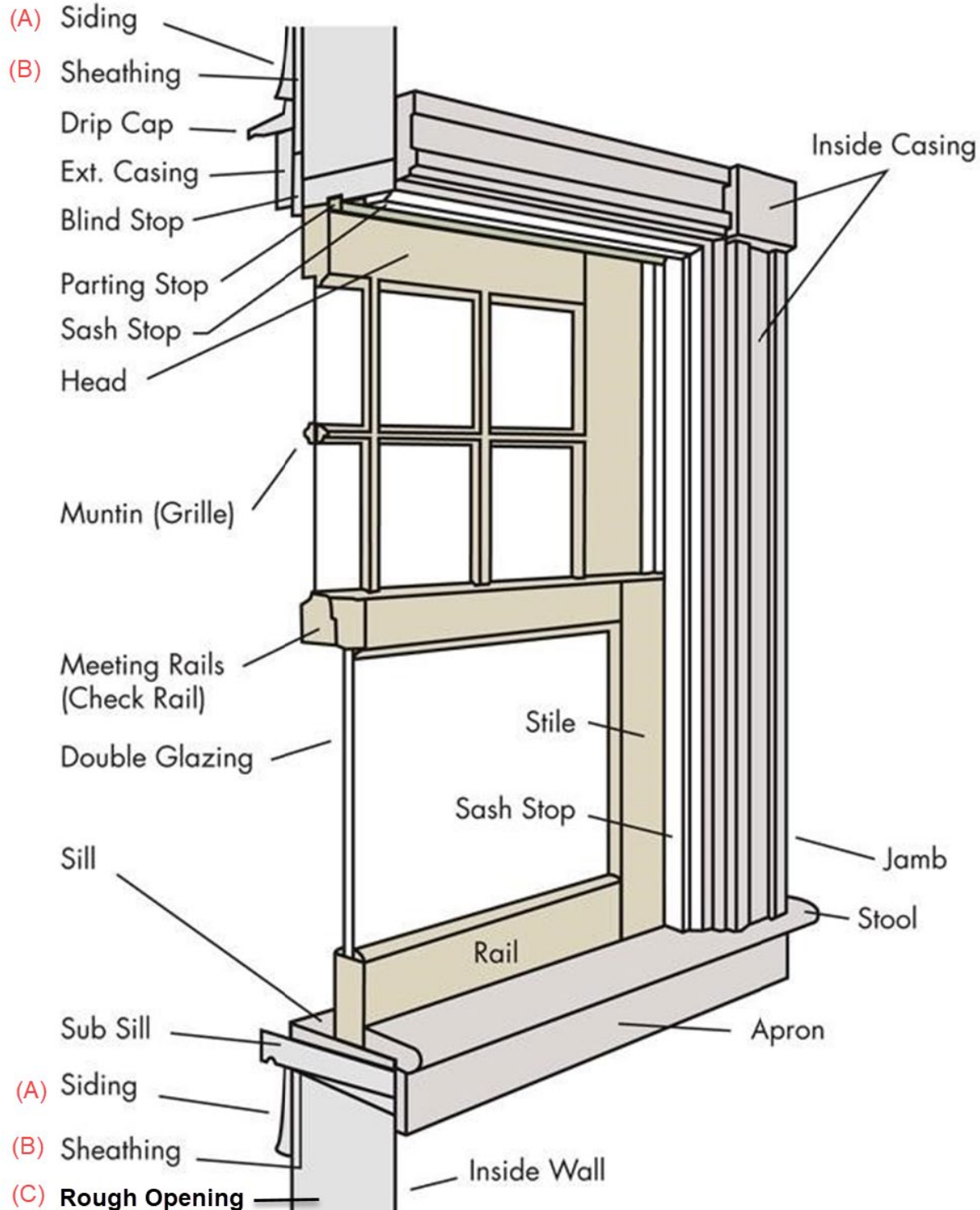


## Detail of window elements

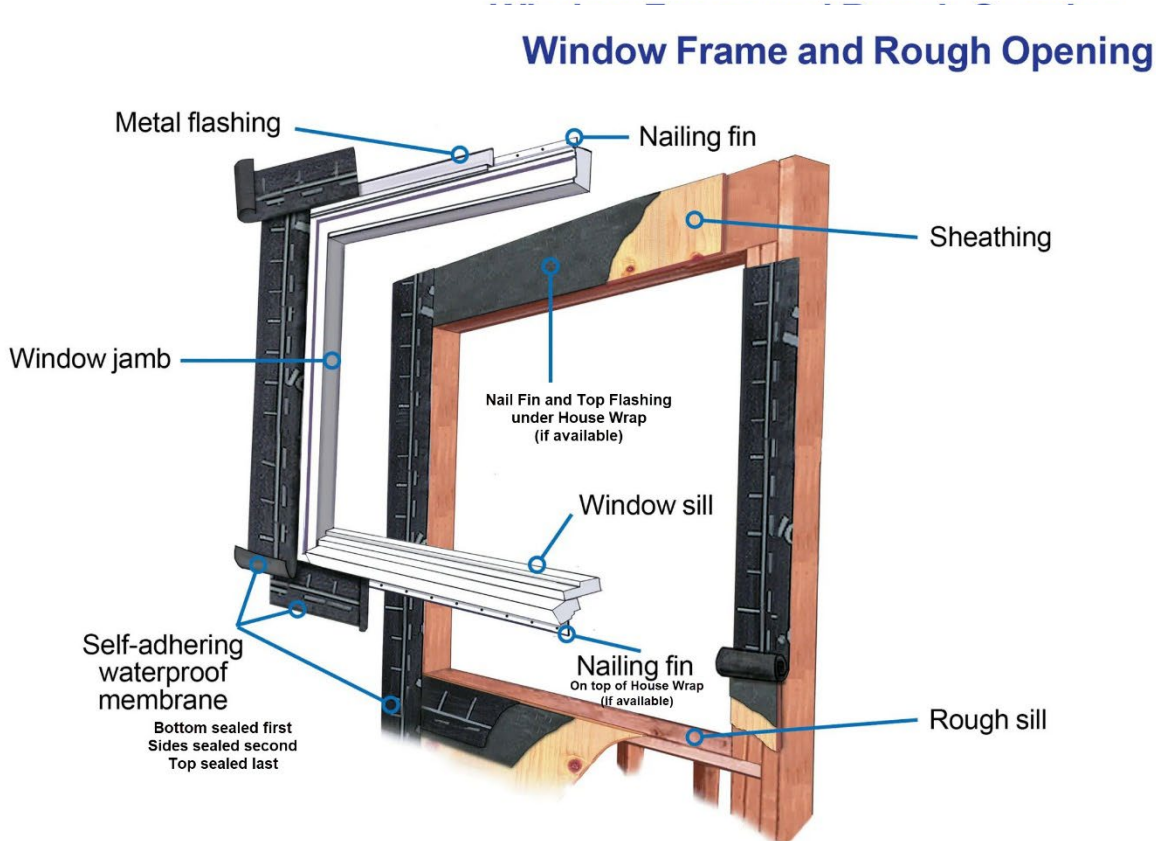
### (showing some of the surrounding parts and exterior elements)

HOA-responsible items: siding (A), sheathing (B), and rough opening (C). All other items are Owner responsibility.

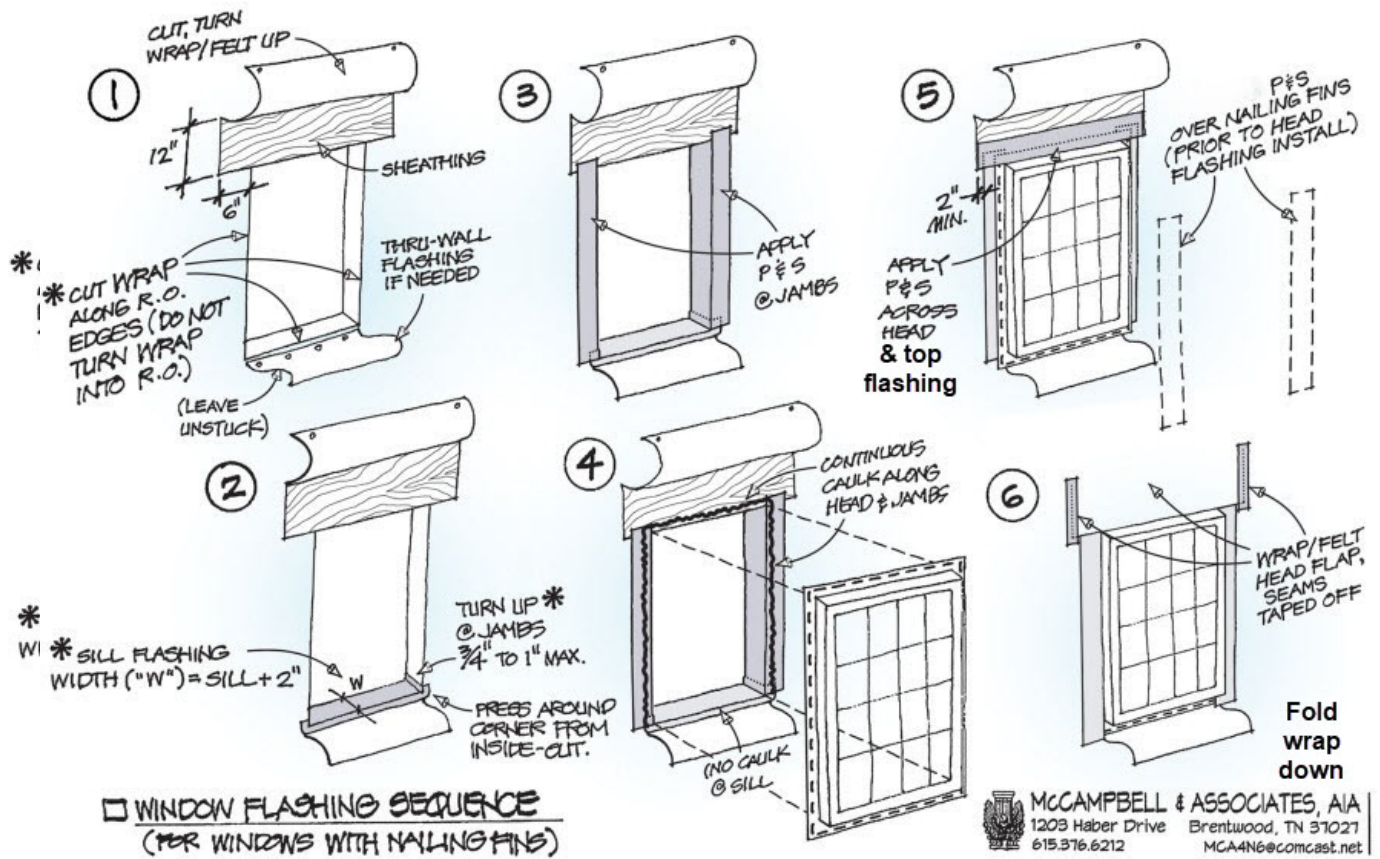
“Casing” is the same as “trim”. Owner is responsible for external trim replacement to HOA spec.



This is the Standard to be applied when siding is not being replaced at the same time as the window.



This is the Standard to be applied when siding is being replaced at the same time as the window



"P&S" is "protect & seal"

## Standard rider to be attached to Contractor's install agreement

Sandpiper Bay HOA has suffered considerably from poor installation and workmanship. To remedy this the HOA has developed a set of Installation Standards that will be applied to window & door installations. Contractors are required to meet these specifications.

Contractor is encouraged to remove interior trim when measuring the required dimensions for the replacement windows/doors. Existing windows and doors may not meet these specs and would be a poor/improper guide for proper fit of the replacement.

The window/door frame is to fit within 3/8" of the rough opening.

An HOA construction representative MUST inspect this gap during installation. Contractor will notify HOA in advance of the approximate time of the installation. Trim must not be installed until HOA approval is received.

Nail fin is to attach to the rough opening. The window/door is not allowed to rest freely within the space.

The remaining gap is to be filled with foam after shimming the window/door level & plumb.

Exterior trim is to be replaced with new material at the Owner's expense. The current specification for the exterior trim material is

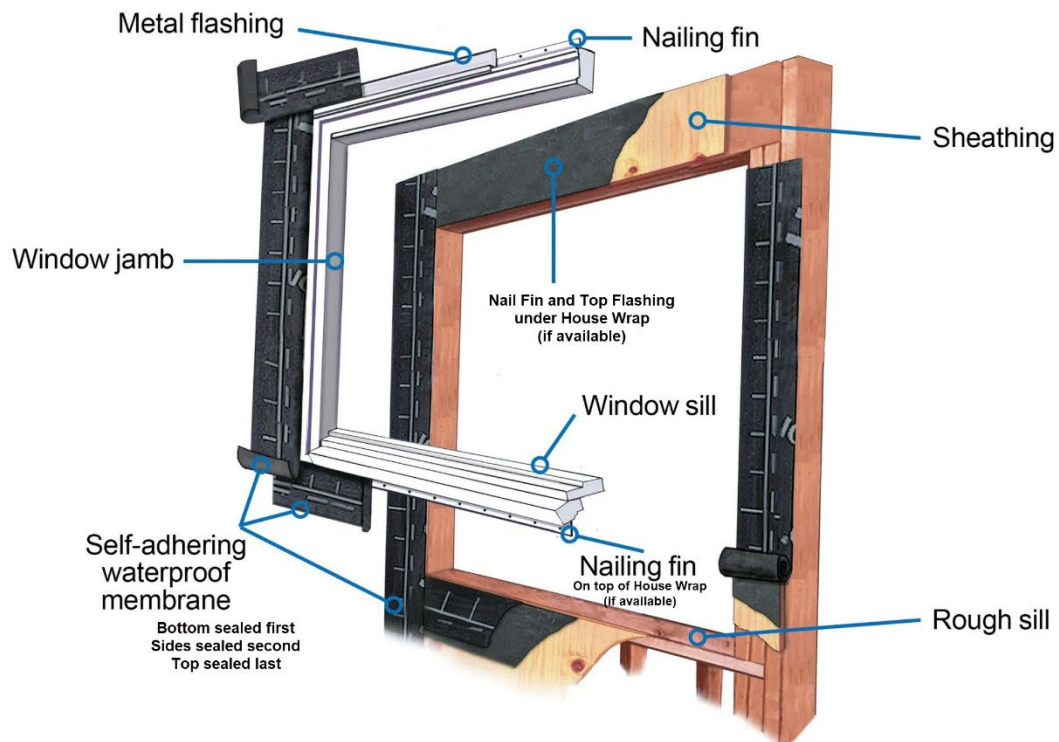
5/4 x 4 x (length) SmartStart Trim LP (Star Lumber part #544SS for the 16' piece)

The following drawing illustrates the window/door placement within the rough opening. Note the  
Metal flashing at the top

Waterproof membrane tape around the entire perimeter



## Window Frame and Rough Opening





## Appendix A

### Doors & Windows to be replaced

(Include drawings with dimensions as appropriate. Use additional sheets as necessary)

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# **RELEASE AND STIPULATION**

This Release and Stipulation is entered into by \_\_\_\_\_ (“Releasees”), who is/are Unit Owners in Sandpiper Bay Homeowners Association (“the Association”) by virtue of owning the unit located at \_\_\_\_\_ (“the Subject Unit”).

This Release and Stipulation applies to the components of the Subject Unit described in Appendix A, ("STRUCTURE").

**WHEREAS**, the Subject Unit is subject to and benefited by the Sandpiper Bay Amended and Restated Declaration of Condominium Dated March 14, 1996, recorded with the Sedgwick County Register of Deeds at Film 1886, Page 0660 on Feb. 17, 1999, as amended by the Sandpiper Bay Second Amended and Restated Declaration of Condominium, recorded with the Sedgwick County Register of Deeds at Doc.#/Flm-Pg: 29631233 on Aug. 19, 2016, and as may be amended from time to time (together, “the Declaration”);

**WHEREAS**, Section 2.02 of the Declaration sets forth the boundaries of each unit for which Unit Owners are entitled to exclusive ownership, use, and possession;

**WHEREAS**, by the terms of Section 2.02 of the Declaration, the STRUCTURE associated with the Unit are not included within the boundaries for which Unit Owners are entitled to exclusive ownership;

**WHEREAS**, the STRUCTURE qualifies within the Declaration’s definition of a Limited Common Element reserved to such Unit;

**WHEREAS**, the Board of Directors acting under authority of Section 3.13c.(17) of the Amended Bylaws of the Association has affirmatively designated the STRUCTURE appurtenant and adjacent to the Unit as a Limited Common Element reserved to such Unit, but upon certain restrictions and conditions;

**WHEREAS**, the Board’s designation of STRUCTURE as a Limited Common Element has been done on the conditions that (1) the Owner of such Unit acknowledge and accept responsibility for the maintenance, repair, replacement and insuring of such STRUCTURE, (2) the Owner release and discharge the Association from any and all claims, past, present or future, with respect to maintenance, repair, replacement of the STRUCTURE, and (3) such assumption of Owner responsibility and waiver and release be binding upon successors in interest to the Owner;

**WHEREAS**, the Releasees desire to construct, make alterations and/or improvements to the STRUCTURE accessible from the Subject Unit but the Association is unwilling to provide any maintenance responsibility for the STRUCTURE;

**WHEREAS**, the Association has incorporated this Release into its process of reviewing applications to construct, alter and/or improve the STRUCTURE and will consider granting such application if this Release is fully executed and submitted therewith;

**NOW, THEREFORE**, the Releasees hereby acknowledge and agree to be bound by the following:

1. **Release and Assumption of Responsibility for Maintenance.** Releasees hereby release and forever discharge the Association, its officers, directors, agents and assigns from any and all claims, demands, damages, actions, causes of action or suits on account of all issues related to the STRUCTURE repair, maintenance, and replacement in both its current state and any state which may develop in the future, for the STRUCTURE. Releasees, for themselves, their heirs, executors, administrators, agents, and successors in interest assume full responsibility for the maintenance and repair of the STRUCTURE.
2. **Architectural Control.** Releasees, for themselves and their heirs, executors, administrators, agents, and successors in interest hereby acknowledge and agree that the plans to construct, alter or improve the STRUCTURE are subject to the provisions set forth in Section 4.07 of the Amended Bylaws. The Board retains architectural control of the STRUCTURE including requiring approval for any future changes.
3. **Ownership.** This Release is not intended to change the ownership of the STRUCTURE, or any other part of the Unit or the adjoining other limited common areas.

The undersigned represents and warrants that he/she has read the foregoing Release and understands it.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ASSOCIATION:**

**RELEASEES:**

(signature)

(signature)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

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**Contractor Bid/Estimate Information**  
**for**  
**Architectural Requests**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact # & Email:** \_\_\_\_\_

**License #:** \_\_\_\_\_

**Liability Insurance Policy #:** \_\_\_\_\_

**Bid/Estimate Amount:** \_\_\_\_\_

**(Attach a copy or write in bid amount here)**

**Sandpiper Bay Condo Unit #:** \_\_\_\_\_

**Estimated Start/Completion Date:** \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Condo Owner or Contractors Signature**

\_\_\_\_\_  
**Date**