

Window Memo  
2024 June 21

Dear Willits Townhomes Homeowners:

The Board of Directors has updated the window replacement requirements. These requirements are updated to reflect changing design interests of homeowners, to keep costs flexible for homeowners, and to account for changing window styles and colors throughout the coming years.

### **Design Guidelines (see next pages for illustrations)**

- Windows must be aluminum-clad
  - Exterior finish color needs to match existing and be approved by the Board
  - Interior finish color is at the discretion of the owner
  - The bottom frame and sash of a double-hung window must be between 3" – 4 ¼"
- No divided lights in new windows
- Second-level, second-tier, courtyard-side windows must be picture or awning
  - This applies to the equivalent elevation of homes not facing a courtyard
- Single- and double-hung windows can be replaced with single- or double-hung windows
- Buildings 6 and 7 third-level windows can be single-hung, double-hung, or casement
- End Units
  - Owners of end units can propose new window operability at the end walls in the following locations:
    - Shingled, bump-outs or similar
    - Triple window units (vertical or horizontal)
    - Isolated windows above the first-tier of second-level windows
  - Proposed windows must maintain all vertical elements (e.g. two mulled-together windows cannot be combined into one window)
    - The exception is at triple vertical units where homeowners may propose a picture window at the top that is the same dimension as adjacent mulled-together units
- Windows will need to meet current International Energy Conservation Code Guidelines (2021 IECC guidelines: windows have a maximum U-value of 30)

### **Installation Requirements**

- When replacing windows, homeowners are responsible for finding bonded, insured installers and providing the installer's information to the board. The recommended window manufacturers listed below have qualified installers.
- Homeowners are responsible for returning the exterior of the building to the original condition at project close. The Association's management has to approve completion of the project.

### **Board Approval**

For any window replacement, **HOA approval** is required, and a **Town of Basalt Building Permit** is required. For HOA approval, the Association requires:

- Color sample chip, if it differs from an approved color below
- Manufacturer's proposal

- Overview of which windows the owner is replacing, either through a diagram, drawing, or photos
- Installation information (installer contact information, warranty, insurance, etc.)
- Project timeline
- Review and documentation of the exterior's condition with the Association's management before the project begins

**Recommended Window Manufacturers:**

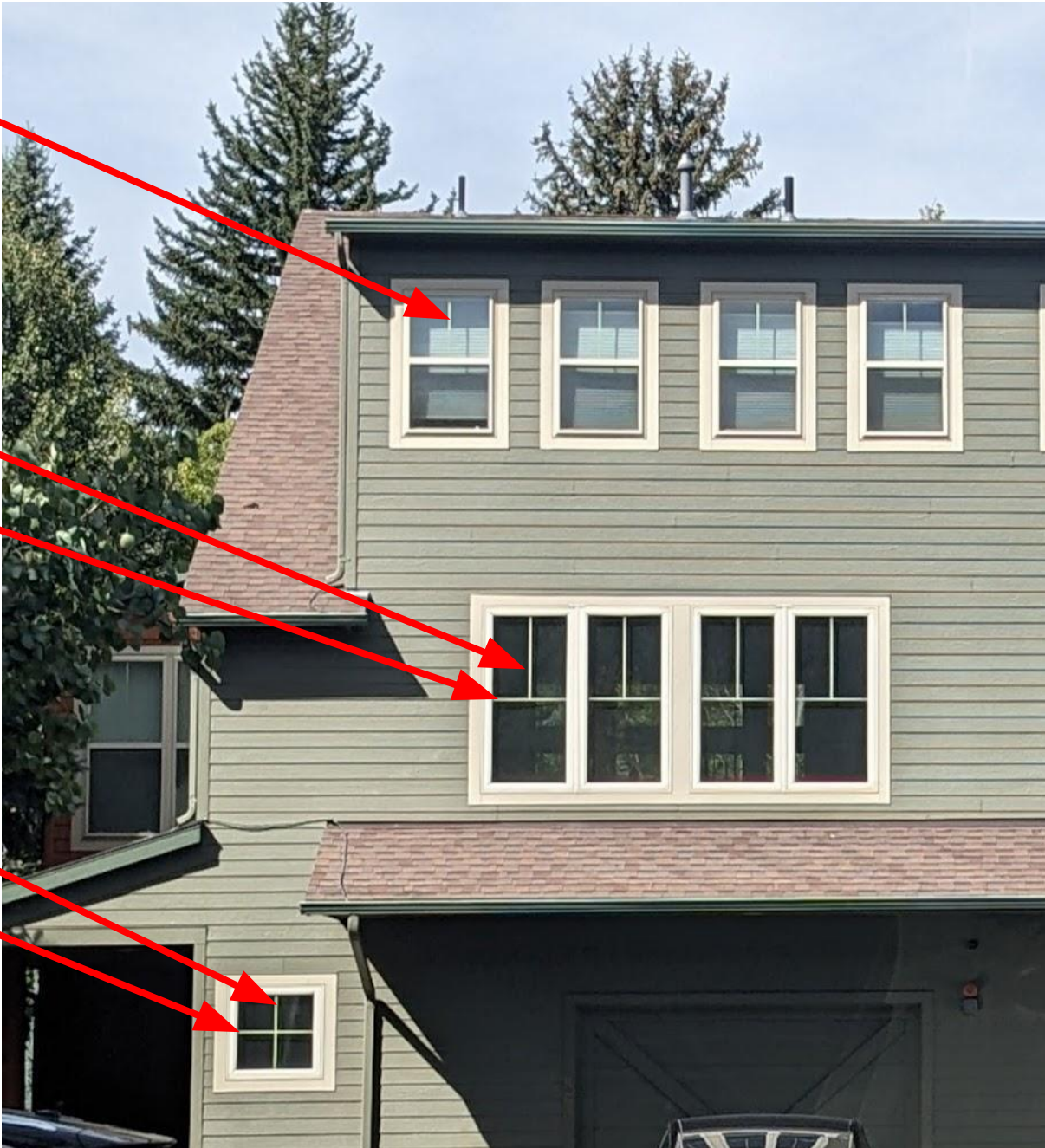
The following windows were researched the beginning of 2024, and meet the requirements:

- Window: Pella, "Lifestyle" series or "Reserve" series  
Color: Almond  
Local Installer: Saw Horse, Inc. Glenwood Springs, 970.928.8277
- Window: Weathershield, "Signature"  
Color: Tan  
Local Installer: Mountain View Window & Door, Grand Junction, 970.314.2329

Any questions can be directed to the board for clarification.

Thank you,  
Willits Town Homes Association

**Design Requirement:** No divided lights in new windows





**Design Requirement:** Second-level, second-tier, courtyard-side windows must be picture or awning (this applies to the equivalent elevation of homes not facing a courtyard)





**End Units:** Owners of end units can propose new window operability at the end walls in the following locations:

- Shingled, bump-outs or similar
- Triple window units (vertical or horizontal)
- Windows above the first-tier of second-level windows

Shingled,  
bump-out



Shingled,  
bump-out



Vertical triple



Horizontal triple



**End Units:** Owners of end units can propose new window operability at the end walls in the following locations:

- Shingled, bump-outs or similar
- Triple window units (vertical or horizontal)
- Isolated windows above the first-tier of second-level windows

Isolated  
window above  
first-tiered of  
second-level  
windows





**End Units:** Owners of end units can propose new window operability at the end walls at specific locations (see previous pages).

- Proposed windows must maintain all vertical elements (e.g. two mulled-together windows cannot be combined into one window)
  - The exception is at triple vertical units where homeowners may propose a picture window at the top that is the same dimension as adjacent mulled-together units



Vertical  
element must  
be maintained



Upper portion (red  
rectangle) may be  
replaced with  
picture window as  
long as it matches  
the size of adjacent  
mulled- together  
units (blue  
rectangle)