

Villas West Architectural Specification

Specifications for Installation of Skylights

Specification No:.....VWAS 09
Issue Date:.....3/11/02
Revision Date:.....5/20/02
Revision Level:.....A
Board Approval Date:.....5/21/02
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General:

An Architectural Alteration Application, Form No. AAA, requesting the installation of a skylight, must be submitted to the Architectural Committee for review. The Architectural Committee will submit its recommendation to the Board of Directors for final approval.

Responsibility:

1. The skylight dome, frame, and installation workmanship shall always be the villa owner's responsibility and any leak, damage, repair or replacement from/of same, including the entire skylight replacement if necessary, shall be at the villa owner's expense, both current and future owners. Additionally, any required skylight upgrade due to any subsequent building or roof upgrade shall be the owner's responsibility and expense.
2. Skylights installed on existing asphalt roofs are the responsibility of the villa owner and if any leaks develop after installation that are a result of the skylight-to-roof seal, the villa owner will be billed for all costs to fix the leak and repair the resulting damage. This shall remain in effect until the roof is replaced with a Duro-Last Roof. Then the skylight-to-roof seal will be the responsibility of the Association and Duro-Last Inc. Item #1 above shall apply to all other elements of the skylight.
3. Skylights installed on a Duro-Last Roof must be done under the supervision of a representative of Duro-Last Inc, Progressive Roofing Co. The final skylight-to-roof seal will be completed by Progressive Roofing Co. to ensure the roof warrantee. The cost of this supervision and work is to be paid by the villa owner. Item #1 above shall apply to all other elements of the skylight.
4. In cases of villa sale, any new owner must be informed of their skylight responsibility and he/she must agree to it in writing by signing this document in the space provided. Additionally, the name of a designated person who will routinely check the skylight/s for leaks in cases of the owner's absence must be provided.

Specifics:

1. Approval must be obtained from the Board of Directors. The Architectural Alteration Application shall include:
 - a. Name and specifications sheet of proposed skylight.
 - b. Location of skylight on the roof.
 - c. Name of installer.
2. Installation to be done by a licensed and insured contractor.

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3. Only curb mount frame type skylights and tubular frame type skylights may be installed. Self-flashing frame type skylights are not suitable for our application and therefore not allowed.
4. The skylight installation must be scheduled during normal working hours. The maintenance supervisor or designate must supervise the installation.
5. All curb mount frame type skylight installations must provide an 8 inch minimum curb height from top of roofing material to top of curb to accommodate the Duro-Last flashing. This applies to existing Duro-Last roofs and also the asphalt roofs for they will be replaced with Duro-Last roofs in the future and the prep work at this time will be beneficial then.
6. All tubular frame type skylight installations must provide a 6 inch minimum flashing height from top of roofing material to top of flashing to accommodate the Duro-Last membrane. This applies to existing Duro-Last roofs and also the asphalt roofs for they will be replaced with Duro-Last roofs in the future and the prep work at this time will be beneficial then.
7. I have read, understand and agree with the responsibilities, and will comply with above stipulations. Additionally, I have designated _____, residing at: _____, phone no.: _____ to check the skylight/s for leaks at a minimum of once per week, in cases of my absence.

Signed _____ Date _____

Architectural Chairperson Date

CCM Administrator Date

Association President Date