

August 9, 2017

Holly Springs
116 Silver Crest Drive NW
Calgary, AB T3B 4N9

To All Owners:


RE: SPECIFICATIONS

Please see the attached updated specifications and keep them for your records, however, please be advised that in order to update, renovate, replace, etc., Board approval is still required.

Should you require any renovations, please forward an email to the undersigned at judy.walker@ultimateproperty.ca detailing all intended renovations.

Thank you for your co-operation.

ULTIMATE PROPERTY MANAGEMENT INC.


Judy Walker, ACCI/ACM/FCCI
Condominium Manager
Alberta Real Estate Broker

JW/aa

c.c.: Board of Directors, File
Attachments

NEW FURNACE AND HOT WATER TANK INSTALLATION REQUIREMENTS FOR HOLLY SPRINGS CONDOMINIUM CORPORATION

Owners must obtain **prior written approval** from Ultimate Property Management for any furnace or hot water tank replacement you are planning.

You will be asked to provide:

1. The name of your furnace contractor and when they plan to do the work
2. A copy of the City of Calgary permit that your contractor obtained
3. Proof your job passed final City of Calgary inspection go to <https://vista.calgary.ca>, enter your Job Access Code (JAC from the permit) and print off proof job is inspected by the City and COMPLETED.
4. Proof you had Foothills Roofing (Mike – 403-669-6095) or Epic Roofing (403-366-3770) inspect the roof after your furnace was installed AND
5. Proof you had Hawks Construction (403-921-7785) inspect to ensure caulking along the siding is watertight if you are an end unit only.

Venting for new furnaces must go through the roof. The only exception is for end units where venting may be put through end walls of units. No venting may protrude from any long ends of buildings (i.e. not under decks, not on deck or patio sides of buildings).

Your contractor may install venting either directly beside the furnace flue or by way of a power vented hot water tank.

We recommend Action Furnace at 403-288-4004 or you may use any furnace contractor that follows these rules.

Failure to meet these requirements will result in the costs involved to redo your furnace venting to these standards being charged to you.

Please take this time to check your fire alarms and carbon monoxide detectors are in working order.

Please call Judy Walker at Ultimate Property Management with any questions:
judy.walker@ultimateproperty.ca or 403-287-3056.

Thank you for your co-operation.

COPY

HOLLY SPRINGS CONDOMINIUM Window & Door Replacement Policy

As our property ages, windows and doors need to be replaced. Your condo board encourages replacement as this helps maintain the integrity of our buildings. This document will review requirements for new doors and windows at Holly Springs Condos. The main goal is to maintain a consistent, attractive exterior appearance. Approval for all renovations including window and door replacement must be obtained in advance in writing through Ultimate Property Management.

All Bedroom Windows & City of Calgary Fire Code

All new bedroom windows at Holly Springs must adhere to current City of Calgary Fire Egress Code. You are responsible in case of fire.

Suppliers:

All door materials and windows can be purchased where owner chooses. Reliable suppliers include: Lux Windows & Supreme Windows. Quality, water-tight installation is the responsibility of the owner. If your windows or doors cause damage to the building envelope, repairs will be the owner's responsibility and expense.

Front Entry Door

- white steel clad and insulated to meet fire regulations
- solid white surface, six panel or four panel with optional small half moon window
- half moon window glass can be clear, beveled, frosted or etched
- half moon window can be plain glass or cut glass with silver inlay
- side panel to be frosted or etched, but not clear glass, for security/privacy
- no glass blocks

Back Entry Door

- steel clad and insulated to meet fire regulations
- solid surface, six panel or four panel and painted to match existing color (~~white~~
~~white~~ or use Glidden Ultra Interior SemiGloss, 94808
Med, colour Wright Stone, custom tint 1044 30/106, BLK 3 P38, YOX 2 P48,
OXR 1 PG)

Door Hardware

- door handle and dead bolt style of owners choice (must be silver colour)
- for security use a one inch throw in dead bolt (measure from the edge of the door to the centre of the key hole for the back set). You should have one inch going into the door frame when finished
- a 'bolt buddy' is recommended to reinforce the door and frame to prevent break-ins (silver colour)

Windows

- White vinyl or wood windows, clad to match existing exterior appearance
- J-Trim must be used to help protect building envelope

- Quality, water-tight installation is the responsibility of owner. If your windows or doors cause damage to the building envelope, repairs are the owner's responsibility and expense

Upper Floor Bedrooms

- three 47" X 41"
- one window in each bedroom must meet City of Calgary Fire Egress Code

Main Floor

- two 48" X 71"
- can be picture/ picture or picture/awning on each side
- awnings open out from bottom

Ground Level Bedroom

- one window in each bedroom must meet City of Calgary Fire Egress Code
- window bars must be easily removable & meet City of Calgary Fire Egress Code

Prior Approval Required: Please check with Judy at Ultimate Property Management (403-287-3056 or Judy.Walker@ultimateproperty.ca) for prior approval and assistance with any door or window questions.

Renovations that do not meet these standards or are done without prior written approval of Ultimate Property Management will be ordered redone at owners expense. Thank you kindly for your cooperation.

Holly Springs

Window Installation

Full frame window replacement

Remove and haul away existing

All flashing trims and insulation as required

Folding handles, multi locks and screens

3" x 5/8" MDF casing to interior

PVC extruded brick mould to exterior

Sill flashing and peel and stick membrane to rough opening as required

Size windows so PVC brick mould fits within the exterior metal battens – do not cut into battens

Sill flashing to extend past lower batten to provide drainage (end dams)

New windows will be +- 1 ½" smaller than existing to accommodate exterior brick mould

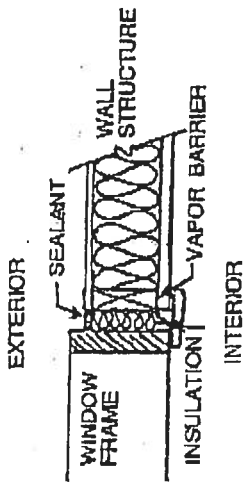
Peel and stick SAM membrane to tie into building envelope on 4 sides

All windows to have drop flashing

Windows in brick walls to be full frame with PVC brick mould

c/w sill flash and drip flash

Insulation

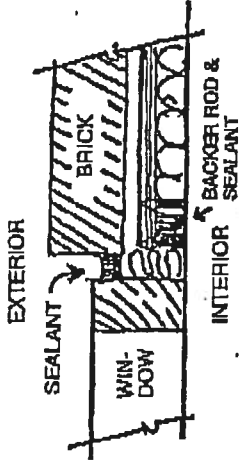


- ✓ The gap around the window should always be filled with insulating material.
- ✓ Use only products that will easily fill the gap, without producing any stress on the frame of the window.
- ✓ When applying foam insulation, care must be taken not to bow or twist the frame. When wool insulation is used, do not compact the product.
- ✓ A vapor barrier should be installed at the interior joint of the building wall and window frame (see illustration).

Why?

The use of insulation and a vapor barrier is an essential component of the thermal performance of the window. Combined with proper installation this improves occupant comfort.

Sealants



- ✓ After installation, the gap between the exterior wall and the window frame should be closed with a good quality sealant.
- ✓ Install a closed cell backer rod in the gap, in order to ensure proper two-sided adhesion of the sealant.

Why?

The exterior sealant is the primary weather seal for the window frame. It prevents wind-driven rain from penetrating the building envelope. The interior sealant prevents air leakage.

Maintenance

- ✓ Paint frames that need it as soon as possible. Follow manufacturer's instructions.
- ✓ Clean all moving parts as soon as installation is complete.
- ✓ Lubricate hardware as instructed by manufacturer.

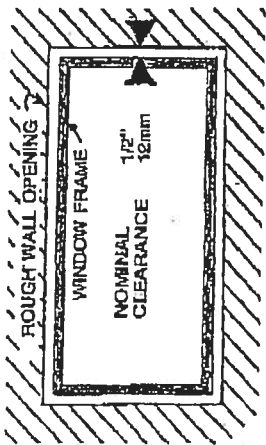
WINDOW INSTALLATION MADE EASIER

This document is a brief summary of window installation. CWDMA recommends that all window installations follow the methods set out in CSA A 440.4-98 "Window and Door Installation"

Canadian Window and Door Manufacturers Association
27 Colburn Avenue, Ottawa, Ontario K1N 6C7
613-233-9804 Fax 613-233-1929
e-mail: info@cwdma.ca



Dimensions



Check the dimensions of the opening at three points in each direction. Take the minimum value. Check for squareness by measuring diagonally in both directions. The measurement should not differ by more than 3 mm (1/8").

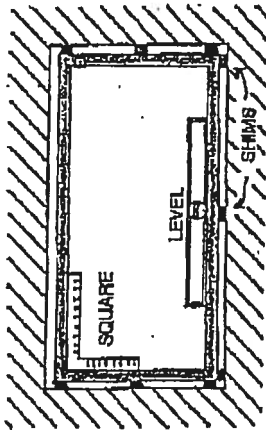
Check the dimensions of the supplied window. There should be a 9.5 mm to 19.0 mm gap. Generally a 12.7 mm (1/2") gap around the entire window is considered suitable.

Refer to section 6.4.2.2 of CSA A440.4-98 for more details.

Why?

The recommended gap will allow proper placement of shims, which may be required to level the window. The gap will also allow for movement between the window and the rough opening as well as for the proper placement of the insulation and backer rod for perimeter sealing.

Installation



First, check the manufacturer's installation instructions.

The window must be installed square, level and plumb.

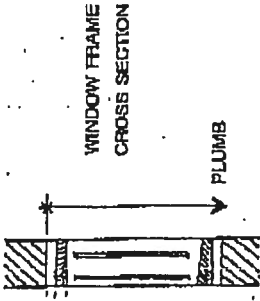
Why?

This prevents water infiltration to the building interior, and allows proper operation of window components.

Square: Frame joints will not separate, all components will operate properly.

Level: No water pockets will be created in the frame of operating windows, thus preventing water infiltration to the building interior.

Installation



Plumb: When the window is installed plumb, the design sill slope is maintained, which allows water to shed.

Note: Non-plumb windows may have operational, leakage, or durability problems.

SHIMS

Use shims to block windows at sill and jamb only. In most cases shims should not be used at the head, as normal building movement may affect the proper operation of the window.

Shims should be installed at locations where they will not compress the window frame, such as mullions or locks. The purpose of shims is to keep the window level.

Fastening: Use screws to fasten the window frame to the building. Pre-drilling holes is a good practice.