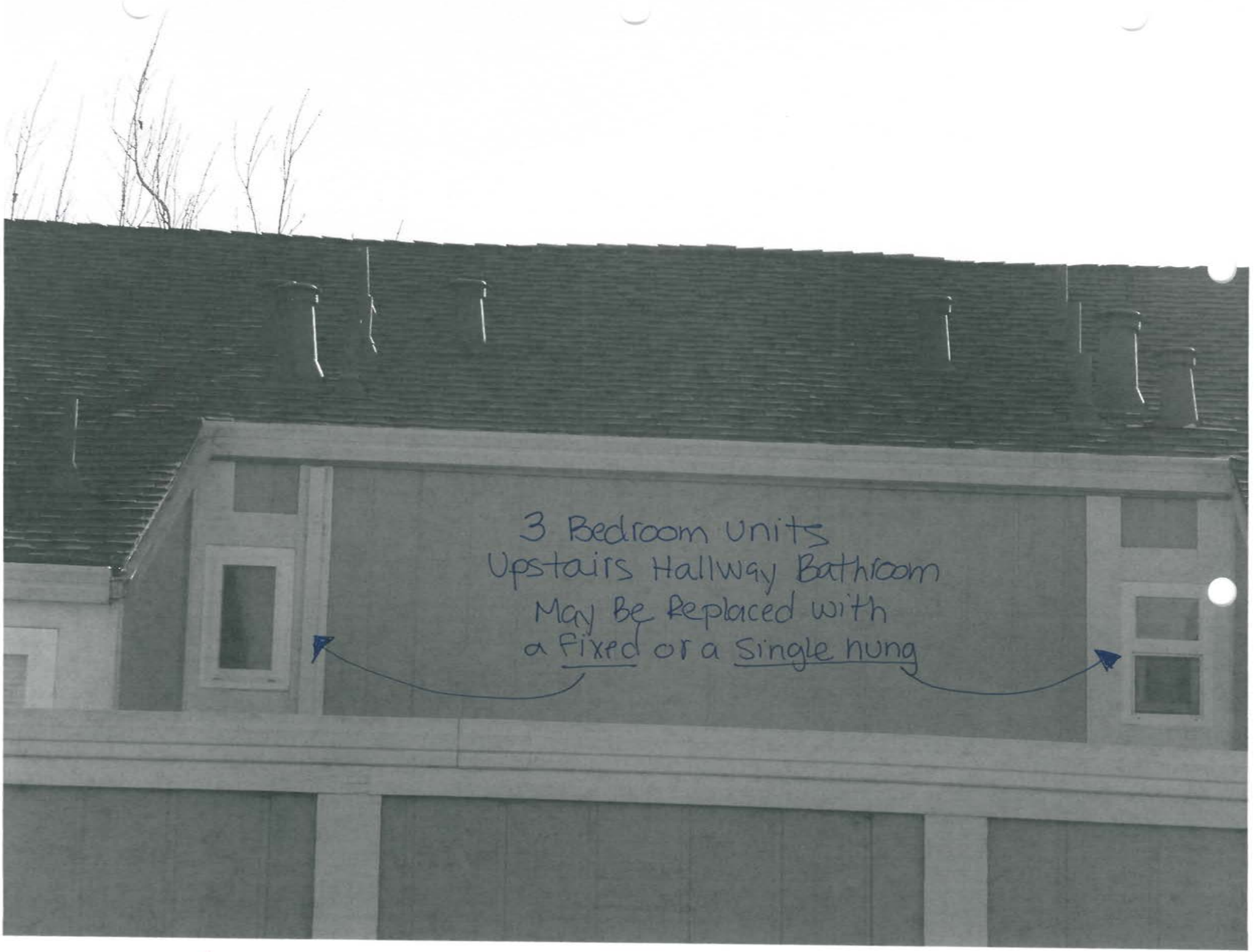

3 Bedroom Units
Upstairs Hallway Bathroom
May Be Replaced with
a Fixed or a Single hung

COMMUNITY MANAGEMENT SERVICES, INCORPORATED

January 25, 2013

Kohar Kojayan, Sr. Planner
City of Foster City
610 Foster City Blvd.
Foster City, CA 94404

Re: EDGEWATER HOMEOWNERS ASSOCIATION (EHA)
825 Rigel Lane and all 3 BDR units -- Letter of approval for replacement vinyl windows - *Clarification*

Dear Kohar:

I am writing at the request of the Board of Directors of the Edgewater Homeowners Association regarding Phil and Pearl Symonds request to install vinyl windows in their home at 825 Rigel Lane in Foster City and specifically their request to have the City of Foster City approve their request to install a vinyl frame, single hung bathroom window.

Phil Symonds has advised me today that he spoke with you about this request and he said that you need a letter from the Edgewater HOA Board of Directors stating that the Board of Directors approves of homeowners having the 'option' of installing a vinyl frame, single hung bathroom window. Mr. Symonds advised that once you receive this letter that you will approve his contractor's request to obtain a permit for installation of windows.

The Edgewater HOA Board of Directors has approved the installation of a vinyl frame, fixed single pane bathroom window, which is consistent with the original window configuration and also approves *the option of installing a vinyl frame, single hung window in the upstairs hallway bathroom for the 3 bedroom floor plan units in our Edgewater HOA complex. Homeowners of the 3 bedroom floor plan units in our complex also have the option of installing an additional window in their upstairs Master bathroom and this option is already detailed in the Edgewater HOA prototype on file in your office. The upstairs bathroom window(s) in the 3 bedroom units are the only bathroom windows in this unit and the window(s) are on the front elevation of the unit.* Please refer to the attached photo showing 760 Orion Lane which has a vinyl frame, original configuration upstairs hallway bathroom window and 758 Orion Lane which has the *optional* vinyl frame, single hung window in the upstairs hallway bathroom. For your convenience, also attached is a photo showing 2 Edgewater HOA 3 bedroom units where in one unit (737 Apollo Lane) the upstairs bathroom window is a vinyl frame, single hung window and this unit also has the additional vinyl frame slider window in the upstairs Master bathroom; and the second unit (739 Apollo Lane) has in the upstairs hallway bathroom the original configuration aluminum frame window plus the additional bathroom window in their Master bathroom which is a casement style window.

If you have any questions regarding this matter, please do not hesitate to contact either me or EHA Board President Judy Kennedy.

Sincerely,

Enrique Chombo
Association Manager – Edgewater Homeowners Association
Community Management Services, Inc.

Attachments: Photos of bathroom windows referenced in letter

CC: Edgewater HOA Board of Directors

City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

CITY OF FOSTER CITY
COMMUNITY DEVELOPMENT DIRECTOR'S ACTION
NOTICE OF DECISION

APPLICATION RECEIVED: December 8, 2004

APPLICATION COMPLETE: December 14, 2004

ACTION DATE: December 14, 2004

CASE NO.: UP-71-056L

OWNER: Edgewater Townhouses Homeowners' Association

OWNER ADDRESS: c/o Franciscan Property Management, 570 Price Ave., Suite 200, Redwood City, CA 94063

APPLICATION FOR: Prototype for Window Replacements and End Unit Window

LOCATION: Edgewater Townhomes Planned Development

ZONING: RT/PD

ACTION TAKEN: Approved with Conditions

On the date listed above, the Community Development Director of the City of Foster City, took the action described above on the subject Architectural Review application based on the following findings:

1. That the proposal is consistent with the Foster City General Plan and Title 17, Zoning, and Chapter 2.28, Planning, of the Foster City Municipal Code because the prototype for window replacements will result in an attractive appearance for the townhouse development and will be consistent with the residential use of the subject property.

2. That the design of the proposal is appropriate to the City, the neighborhood and the lot in which it is proposed because the prototype for window replacements will be compatible with the architectural style, character and proportions of the existing townhouses and will be in keeping with similar improvements in the neighborhood.

3. That the design of the proposal is compatible with its environment with respect to use, forms, materials, colors, setbacks, location, height, design, or similar qualities as specified in Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code because the prototype for

window replacements will complement the size, shape, size, colors and materials of the existing doors and windows of the townhouses in this planned development.

4. That the proposal will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the City because the prototype for window replacements will be compatible with the design of the house and the neighborhood and will not have any detrimental visual or privacy impacts on the adjacent properties and/or the streetscape as required by Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code.

This action is subject to any conditions contained in Exhibit A, attached.

Expiration

Any Architectural Review or Use Permit Modification approval shall, without further action, become null and void if not used within two (2) years from the date of approval thereof, or within any shorter or longer period of time if so approved by the Community Development Director.

Appeal

Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed using the appeal form available in the Community Development Department or by letter. There is a fee for filing an appeal. All appeals must be filed in accordance with Section 17.06.150.

Acknowledgment by Applicant

Pursuant to Section 17.58.040.E of the Foster City Municipal Code, any Architectural Review or Use Permit Modification decision shall not be effective until the permittee acknowledges acceptance of any conditions of approval and any appeal period has lapsed, or if there is an appeal, until a final decision has been made on the appeal.

In order to demonstrate that you are aware of and understand the Architectural Review or Use Permit Modification conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised that a Building Permit **will not** be issued until the Planning/Code Enforcement Division has received the signed Notice of Decision.*

Sincerely,

Lesli Jamison

Richard B. Marks
Community Development Director

_____
(Applicant's Name) (Please Print)

_____
(Applicant's Signature)

Planners Initials: ECF

EXHIBIT A
EDGEWATER TOWNHOUSES HOMEOWNERS' ASSOCIATION
Prototypical Design Guidelines for Window Replacements

The following guidelines shall govern the installation and replacement of windows in the Edgewater Townhouses Planned Development:

CONDITIONS OF APPROVAL

1. All construction shall be designed, constructed, installed, and maintained in a professional manner and appearance.

2. All materials and colors shall be as approved. Once constructed or installed, all improvements shall be maintained in accordance with the approved plans. Any changes which affect the exterior character of the work shall be resubmitted for approval. The construction or placement of unapproved features or unapproved changes to buildings or structures which were a part of approved plans can and will result in the issuance of a "Stop Work Order" by the City, the need to revise plans and obtain City approval for all changes prior to recommending work, and the possibility of penalty fees being assessed for unauthorized work.

3. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.

4. Prior to any final building inspection approval, imposed conditions and all improvements shall be completed to the satisfaction of the City.

5. All architectural elements such as soffits, screens, etc. not shown or detailed on the plans shall be finished in a material and color in harmony with the exterior of the building.

6. The fixed end unit bedroom window may be replaced with a casement window with a fixed window below. The replacement shall conform to Exhibit B, attached.

7. The fixed stairwell window may be replaced with an operable slider window, shall be the same size as the existing stairwell window, and shall conform to Exhibit C, attached.

8. A new bathroom window may be added on the front elevation, consistent with Exhibit D, attached

9. New windows and replacement window inserts shall have a narrow white vinyl frame and clear glazing and shall be installed pursuant Exhibit E, Installation Instructions, and Exhibit F, "Photo Examples of Approved and Not Approved Windows."

10. The use of grids on replacement windows shall not be allowed.

11. If any window or patio door on an elevation is added or replaced, then all the windows on that elevation shall be replaced to match.

12. This approval supercedes the prototypes approved by UP-71-056K.

13. There shall not be any change in configuration or framing of all windows and sliding doors, except as provided herein or as approved by the Edgewater Townhouses Board of Directors and the Foster City Community Development Department pursuant to an Architectural Review permit.

APPROVAL PROCESS

1. The homeowner or contractor shall apply for a Building Permit from the Building Inspection Division and shall submit any required drawings and fees.

2. The Planning/Code Enforcement Division staff will review the Building Permit application to confirm that the proposal is consistent with the prototypical design approved for replacement of windows in the Edgewater Townhouses Planned Development.

3. The Homeowner or applicant shall submit the following:

   - A letter from the Edgewater Townhouses Homeowners Association (HOA), indicating their action on the proposal.
   - Three copies of photographs or elevations indicating the location and size of the window(s) to be replaced.
   - Manufacturer's brochure or catalogue cut sheet indicating the proposed replacement windows including the frame color and width and glazing of the proposed replacement window(s).

_____ _____

Dave Esty. Managing Agent
Franciscan Property Management Company for
Edgewater Townhouses Homeowners' Association

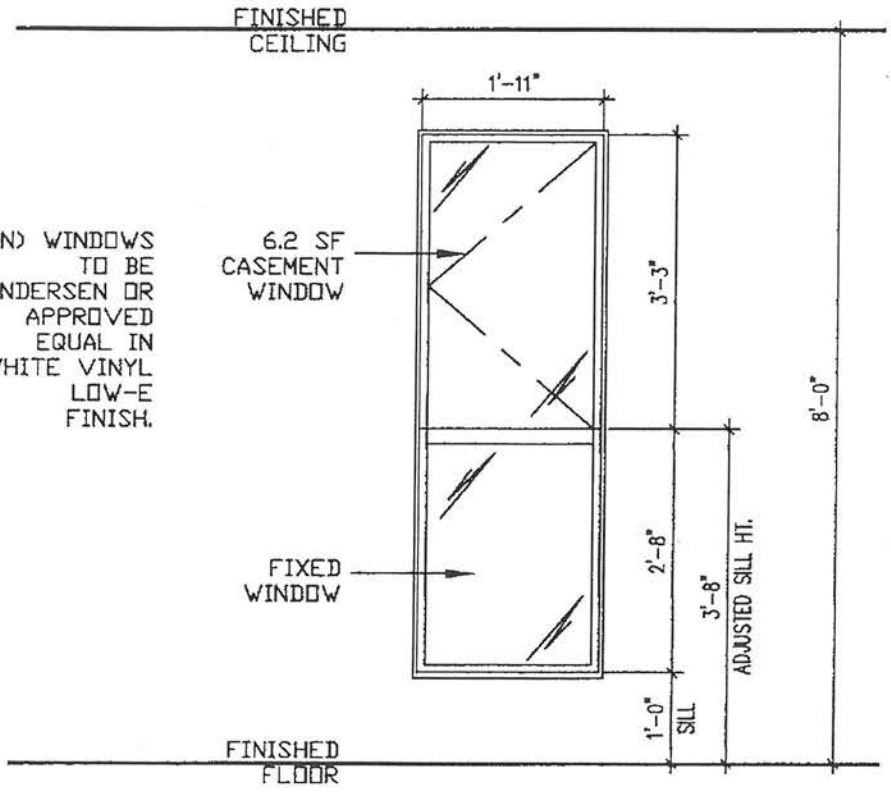
Date

_____ _____

Richard B. Marks, Community Development Director
City of Foster City

Date

EXHIBIT B



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WITH CONDITIONS See

FOSTER CITY
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DEC 09 2004
PLANNING
DIVISION

0 1 2 4

SCALE IN FEET= ½" = 1'-0"

Mamis Remodel		SK-1		Yoho Interiors
661 Cygnus Lane - Foster City, CA.				KELLY L. YOHO
10-12-04	Issue for HA Review			P.O. Box 11304
11-15-04	Issue for Permit			OAKLAND, CA. 9461
12-01-04	City Comments	12-08-04	City Comments	510-655-8098 PH
				510-217-9600 FAX

XREFS: x-Abor/ x-01 DATE: [Dec 08, 2004 - 5:14pm] COPYRIGHT YOHO INTERIO
[$(TXT)?? A21.dwg]

B1

EXHIBIT C

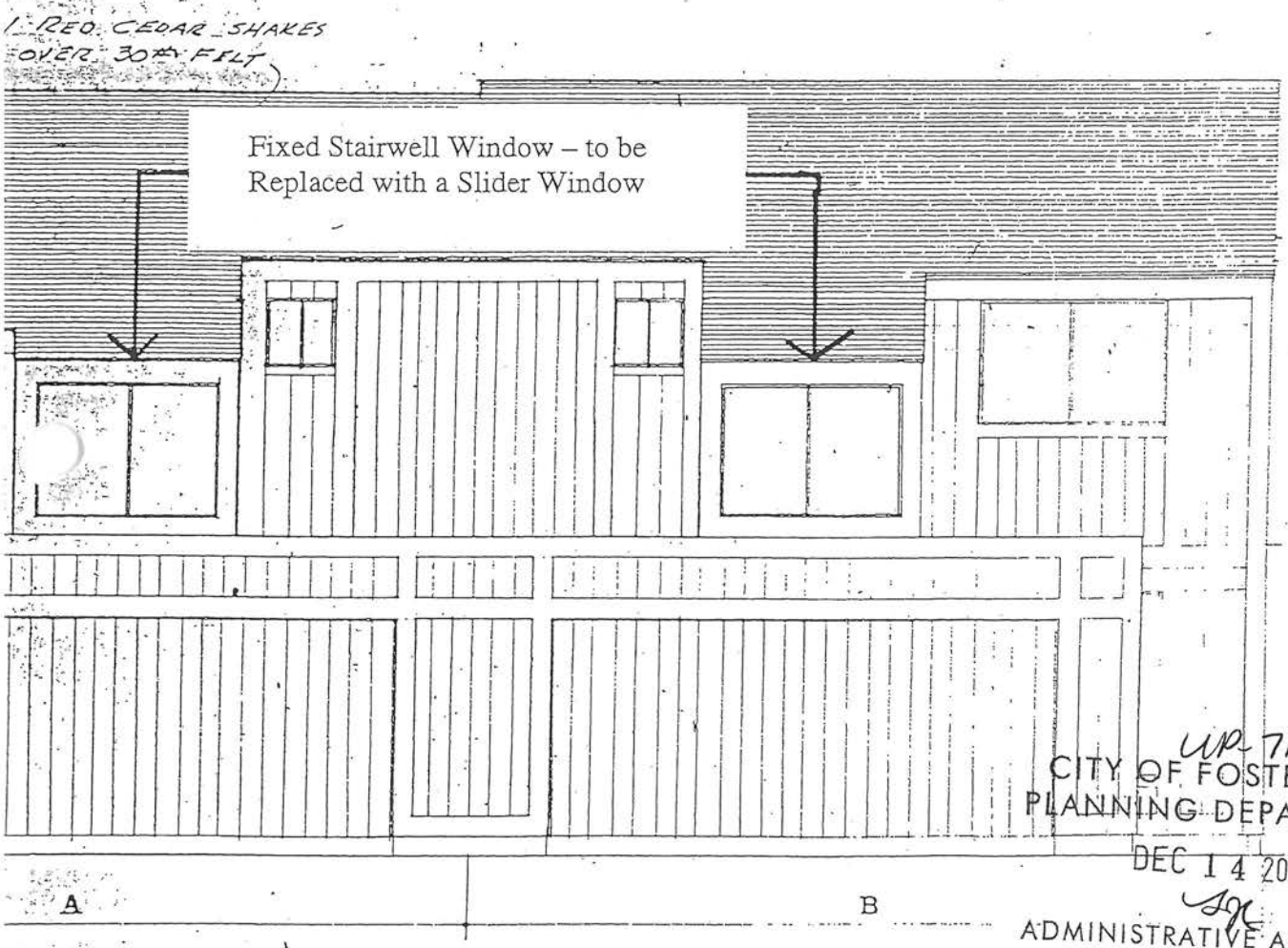

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Exhibit F: Photo Examples of Approved and Not Approved Windows

3

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PLANNING DEPARTMENT
MAR 31 2004
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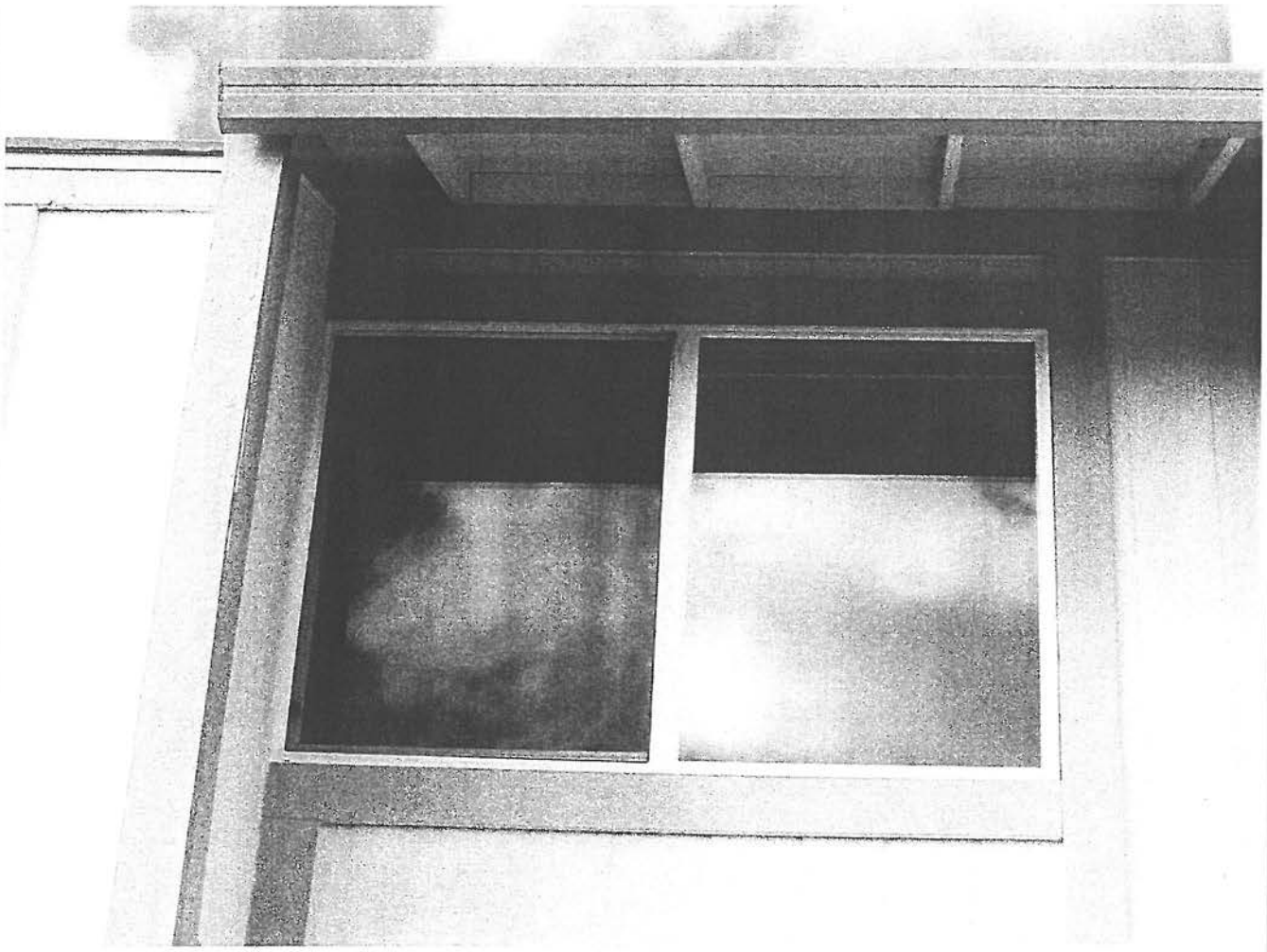
Not Approved.jpg

Exhibit F: Photo Examples of Approved and Not Approved Windows

1



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MAR 31 2004
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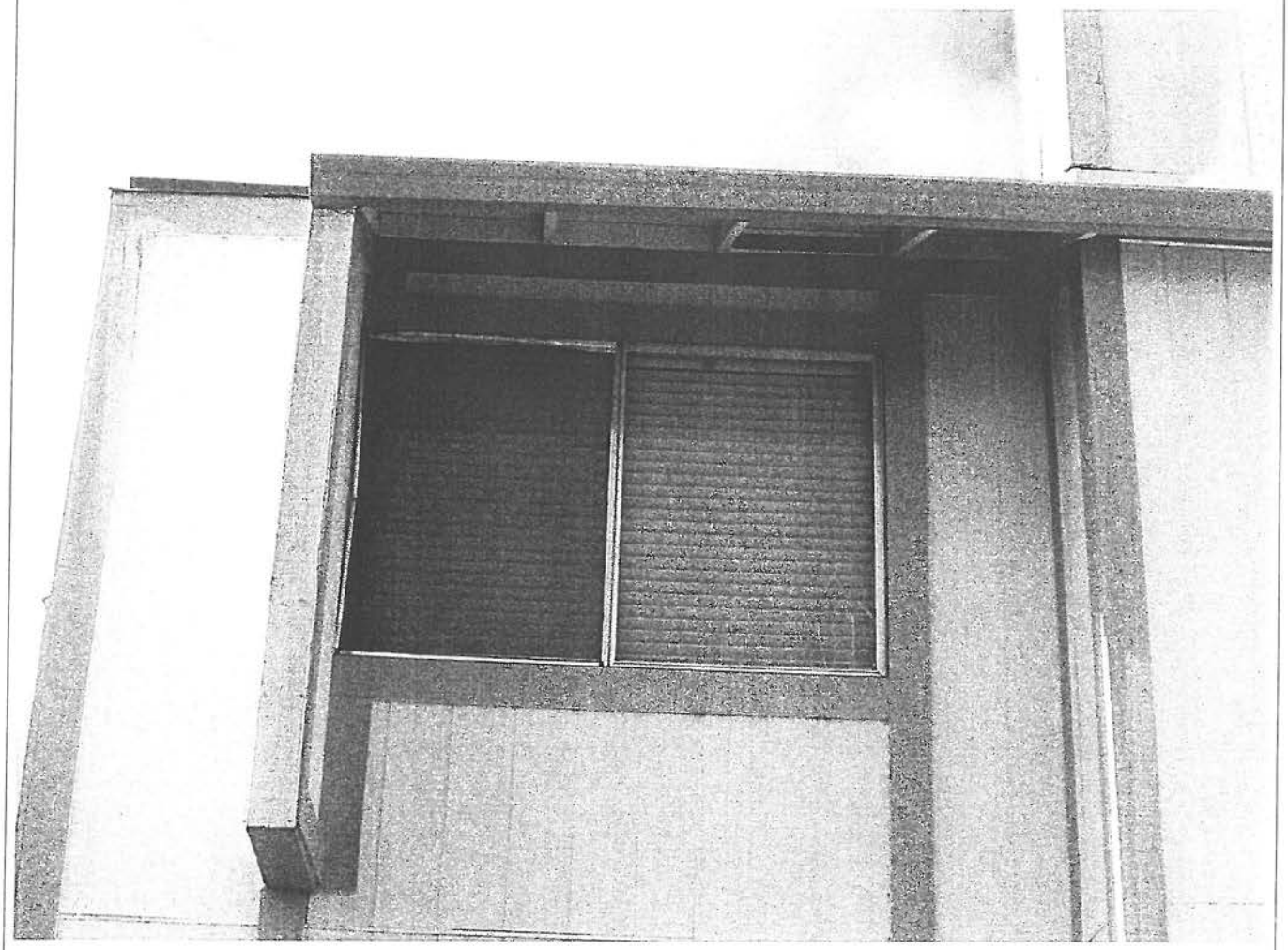
Approved.jpg

3/13/04

Exhibit F: Photo Examples of Approved and Not Approved Windows

2



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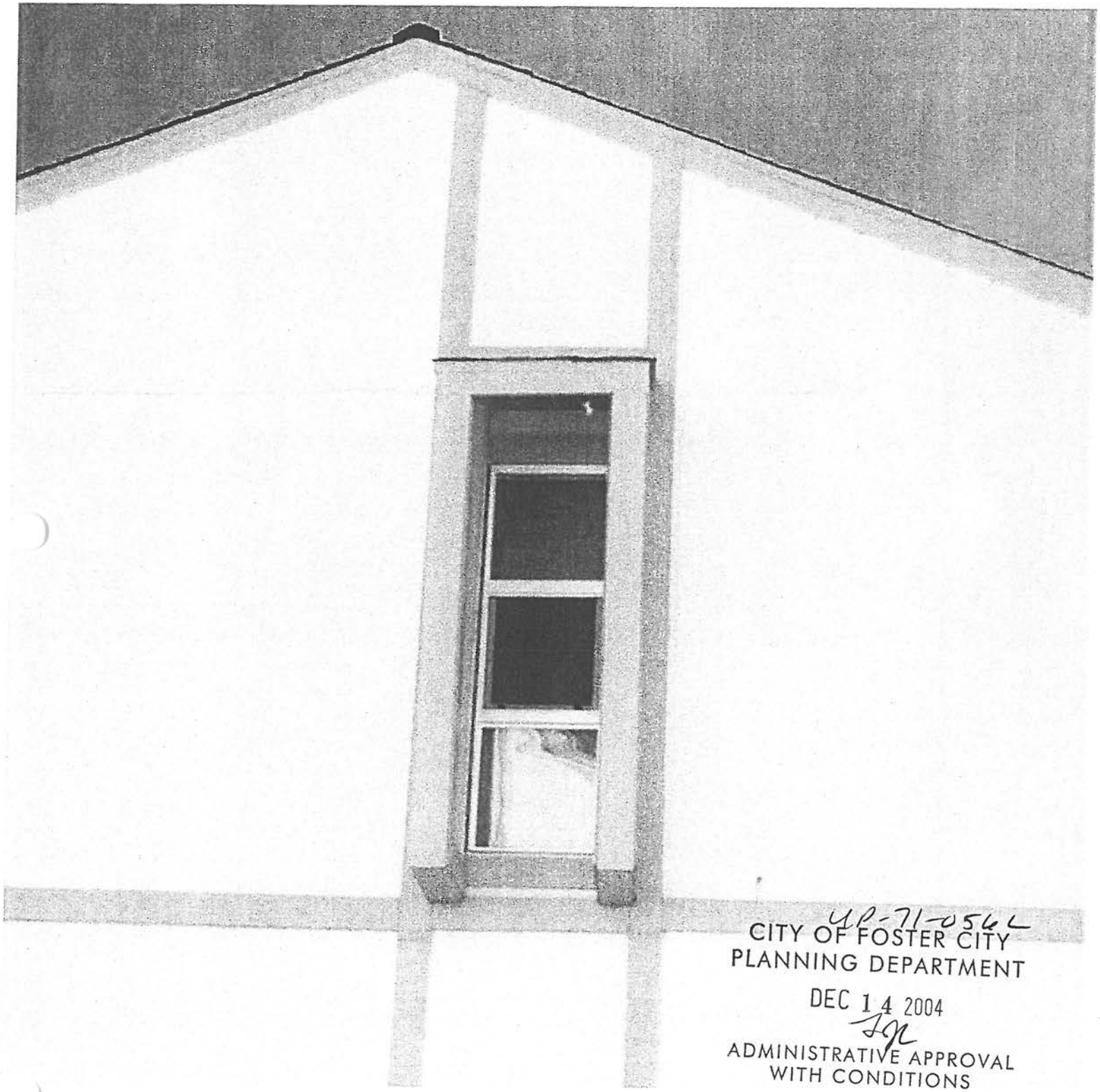
Existing.jpg

3/13/04

EXHIBIT F



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WITH CONDITIONS

FIXED END UNIT BEDROOM WINDOW

EXHIBIT E

Installation Instructions for nail on fin (new construction) Patio doors at the Edgewater Townhomes:

Any manufacture will be allowed as long as the replace window is a narrow frame window.

The window frame on the outside of the building when complete must not cover any wood trims boards and must conform to the prototype.

Remove the wood trim boards around the patio door.

Remove the screen and all parts of the door and frame down to the rough opening.

Begin by measuring the rough opening of the door to insure a proper fit. The opening should be no more than ¾ inch greater in width and ½ inch greater in height than the actual unit. The sill plate must be level.

Apply a generous bead of silicone caulking along the sill of the rough opening.

Apply a continuous 3/16 inch- ¼ inch bead of silicone caulk on the inside perimeter of the nailing fin, covering all of the pre-punched installation holes.

Note: Slaters felt must not be applied until the unit is installed.

Lift the assembled frame by the jambs and set it into the rough opening, so the operable sash will be on the inside of the house.

From the outside, place a 1-1/4" roofing nail in the top corner of the nailing fin. Use wood shims if necessary and ensure the unit is level. Once the unit is level, place a roofing nail in the opposing top corner of the nailing fin.

Make sure the unit is still plumb, level and square before securing the frame in the rough opening. Measure from corner to corner on the frame to ensure the frame is square (upper left to lower right and upper right to lower left). Add shims if necessary making sure to leave a 1/8-inch to 1/4inch space between the frame and the rough opening.

Begin securing the frame in the rough opening by placing a roofing nail through every other pre- punched hole on the nailing fin. Make adjustments in nail size for different sheathing.

Note: Some patio doors may have different methods of securing screws along the jambs. Follow the manufactures instructions.

Follow the manufactures instructions for the handle set.

With the frame secured n the rough opening, operation of the operable sash can be fine-tuned. Open and close the sash to check operation. Also, check to see if any of the perimeter seals are exposed. The operable sash rollers can be adjusted up or down at the outside corners of the operable sash.

Insert insulation between the doorframe and the rough opening. Avoid bowing the frame by over packing the insulation. Trim around the interior of the head and jambs.

Apply felt paper or equivalent to the jambs of the door, starting 6 inches above the head of the door. Run a continuous strip of felt along the jamb. The felt strip must cover the nailing fin. Extend to the bottom.

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WITH CONDITIONS

After the jamb paper is applied, run a strip of paper across the head. Be sure to cover the nailing fin and over lap the felt on the jambs at least 6 inches on each side.

Finish off by returning the exterior trim boards and make sure to leave a ¼ inch gap around the entire door frame to allow for expansion of materials.

Be sure to use the proper grade of silicone caulk to seal the entire perimeter of the door. Do not leave any gaps where water or outside elements can penetrate into the home.

Make certain that the weeps on the outside of the door are open and that water can drain from the sill and out of the weeps.

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WITH CONDITIONS

Installation Instructions for nail on fin (new construction) windows at the Edgewater Townhomes:

Any manufacture will be allowed as long as the replace window is a narrow frame window.

The window frame on the outside of the building when complete must not cover any wood trims boards and must conform to the prototype.

The removal of the old window begins with removal of existing exterior wood trims around the old windows.

Remove the existing window frame and glass.

Measure the rough opening to ensure that it is no more than ½ inch larger that the window.

Check the sill plate to ensure it is level.

Apply 8 to 12 inches of felt paper to the bottom face of the opening.

Position the felt so that approximately 1inch can overlap the sill.

Run the felt 12 inches past each side of the opening.

Fold and staple the excess felt to the sill.

Wait to attach the felt to jambs and head of the rough opening until the window has been set and the nails inserted.

Run a continuous bead of silicone caulk around the inside perimeter of the nailing fin where the nail fin engages the window receptor. Do not caulk the weep holes.

If the rough opening is larger than the window by ½ inch or more, apply silicone caulk to the sheathing, making sure the bead is no more than ¼ inch form the edge of the opening.

Place shims at each corner of the rough opening where the jamb meets the sill plate. With the sash closed and locked, insert the window from the outside and rest it on the shims.

Make sure there is gap between the sill plate and window frame to allow for fluctuations of the wood.

Place a roofing nail in the top corner of the nailing fin.

Check that the window is centered plumb, level and square, and then nail the other corner of the widow head.

Measure the unit diagonally in both directions to ensure the square ness of the window.

If the widow is out of square or the sill is bowed, the meeting rail may not seal properly even if the sash lock.

Check the sash where they meet the jambs to be certain the reveals are even. If there are any uneven reveals (gaps), adjust the shims to bring the jambs squarely against the sash. The weather stripping should touch the jambs but should not be compressed to tightly against them. Look for an even gap between the sash and the jamb for the top to the bottom.

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Note: if the jambs are adjusted to far in or out the sash pivot bar could bind and cause the sash to become inoperative.

Finish putting nail into the fin on the exterior of the window. The nails must penetrate the stud at least 1 inch. Pack insulation around the window frame, on the interior, between the frame and the opening.

Apply felt paper or equivalent to the jambs of the window, starting 6 inches above the head of the window. Run a continuous strip of felt along the jamb. The felt strip must cover the nailing fin. Extend 6 inches below the sill, and overlap the paper at the base.

After the jamb paper is applied, run a strip of paper across the head. Be sure to cover the nailing fin and over lap the felt on the jambs at least 6 inches on each side.

Finish off by returning the exterior trim boards and make sure to leave a ¼ inch gap around the entire window frame to allow for expansion of materials.

Be sure to use the proper grade of silicone caulk to seal the entire perimeter of the window. Do not leave any gaps where water or outside elements can penetrate into the home.

Make certain that the weeps on the outside of the window are open and that water can drain from the sill and out of the weeps.

Finish off the interior of the window. Check the window to be sure it operates properly.

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Installation Instructions for Retrofit Windows at the Edgewater Townhomes:

Please note: read all instructions thoroughly before beginning the installation of windows.

1. Prepare the opening by removing the sash and glass from the existing window. Remove the center stile or rail by unscrewing the fasteners that hold it to the frame. If the screws are not accessible use a hacksaw or reciprocating saw to cut the center stile or rail.

2. Even the edges of the remaining frame by cutting down high edges with a reciprocating saw.

3. Insert the replacement window in the opening and measure the amount of fin to be removed. The fin, when trimmed should similar to the prototype in the complex. Under no circumstances should the fin extend over the trim boards. *Note: to remove a portion of the fin, cut along the scores with a saw and sand rough edges.*

4. Remove the window and apply a bead of electrometric caulking to the exterior of the existing window frame along the head, down the jambs, and across the sill. Leave a 6-inch gap across the sill to allow moisture to escape. Caulk should be applied under the screw heads to prevent water leakage.

5. With the sash closed and locked and the weep holes on the bottom, center the window in the opening. Shim the bottom at a minimum of 12-inch intervals along the entire sill. Make sure the vinyl window frame does not rest directly on the original window frame at any spot.

6. Shim the window to hold it secure while inspecting it for being plumb, level and square.

7. Secure the window into the opening with 2 ½ inch or longer non-corrosive flat head screws. Screws should be placed through the jambs and head at appropriate intervals according to the manufacturers' instructions. Do not place screws in the sill.

8. Fill the cavity between the frame of the replacement window and the interior jamb space with insulation (do not use any expandable foam).

9. Apply a light bead of electrometric caulking along the perimeter of the head and jambs. Do not apply caulking to the sill area so that moisture can escape.

10. Make certain that the weeps on the outside of the window are open and that water can drain from the sill and out of the weeps.

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MAR 31 2004
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WITH CONDITIONS

11. Finish off the interior of the window if necessary. Check the window to be sure it operates properly.

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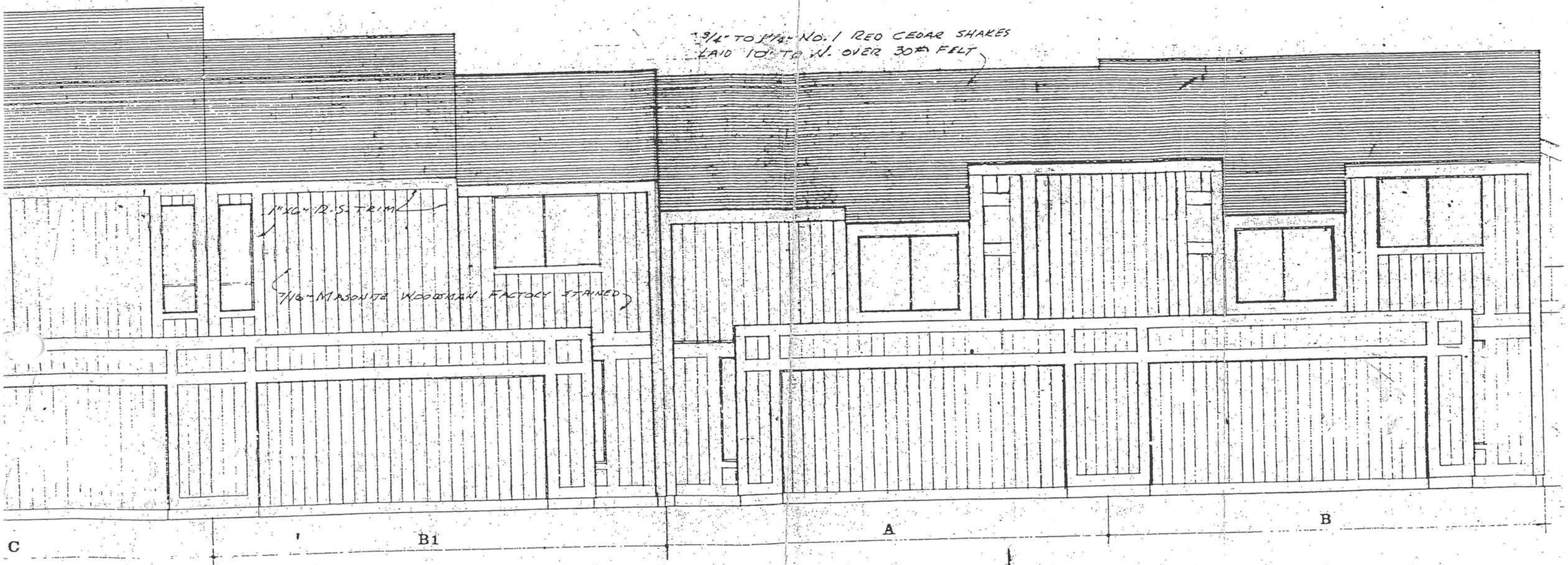
EXHIBIT D – Page 1 of 2



EXISTING NORTH ELEVATION (FRONT) reduced from SCALE 1/4":1'-0"

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DEC 14 2004
ADMINISTRATIVE APPROVAL
WITH CONDITIONS

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MAR 31 2004
ADMINISTRATIVE APPROVAL
WITH CONDITIONS

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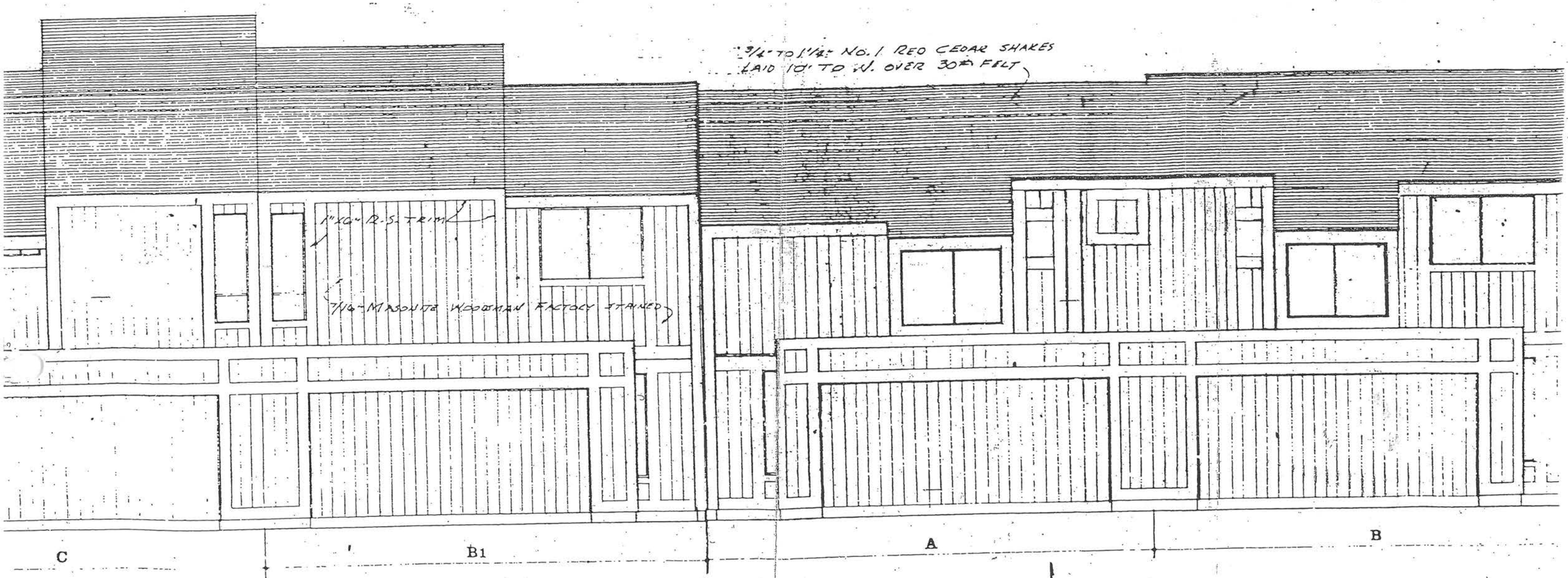
EXHIBIT D – Page 2 of 2



PROPOSED NORTH ELEVATION (FRONT) reduced from SCALE 1/4":1'-0"

window opening = 16 3/4" x 22 1/4"

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