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May 3, 2024

TO: UNIT OWNERS FOR OMEGA VILLAS

Re: Communications and directions from Engineer for Construction Project

Dear Unit Owners:

In an effort to minimize confusion during this project, we respectfully request that ALL UNIT OWNERS who have questions relating to this project ONLY speak to the Omega Villas Project Manager, Larry Alcendor from S&D Engineering. Larry Alcendor's contact information is:

Email: Larry@ s-deng.com; Phone number is 754-465-4665.

The Construction crew takes their direction from the Engineer who is the special inspector for the City. As such, only the Engineer will provide directions on the course of this project so please do not communicate with the construction crew. We received documentation from the Engineer's office relating to the upcoming steps and what needs to be done and considered by each unit owner(s) and attached those direction hereto.

Should you have questions relating to the enclosed, the Engineering representative Larry, and the owner of Austro Construction will be available on **Saturday, May 11, 2024 between 10 a.m. and noon** to answer any questions at the clubhouse. Alternatively, please forward any questions to Larry via email so that he can respond, or contact him via his cell phone number listed above. Please ensure all communications are sent **ONLY TO LARRY** as the workers for Austro construction do not have authority to speak to the unit owners and are taking direction from the special inspectors team.

Very Truly Yours,

RHONDA HOLLANDER,

RHONDA HOLLANDER, ESQ.
For the Firm
RH/bmsc: Board of Directors

**ENGINEERING AND
CONSTRUCTION, INC.**

INSPECTION

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ENGINEERING

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CONSTRUCTION

COA# 28388 - QB# 52647

**PROCEDURE FOR REMOVAL OF EXISTING WINDOWS AND
INSTALLATION OF NEW WINDOWS**

- All window installations shall be permitted through the applicable Building Department.
- All new windows shall be hurricane impact rated.
- All new windows shall match the glass tint and the frame size, style and color of the other existing windows. Samples must be submitted to the Association for approval prior to placement of the order, fabrication, delivery and / or installation.
- All new windows shall have a current valid *Miami-Dade County NOA*. All installation parameters and procedures shall strictly follow the relevant Miami Dade NOA.
- All glass and glazing shall meet or exceed the calculated wind pressures as required by the current Florida Building Code in effect at the time of the new window installation.
- The contractor shall be familiar with the type of building construction and masonry opening for window installation.
- The Window Installation Company – or their sub-contractors – shall allow for the inspection of and performance of any required concrete repair to the interior of the window opening.
- Contractor shall allow for the inspection and performance of any and all necessary repairs to the masonry walls at the fastener attachment points for each new window in order to ensure secure fastener attachment. No loose or spinning fasteners shall be accepted.
- All masonry openings shall have a flat & smooth surface for the full width of the window frame installation.
- All wood bucks shall be new Pressure Treated wood.
- Continuous caulking shall be applied between the window buck and the masonry opening.
- All buck and window flange (behind the flange) caulking shall be applied in a continuous 1/4 inch or greater bead. All caulking and/or silicones to be used by the contractor shall be submitted to the Association and the Engineer for approval prior to installation.
- All excess caulking shall be removed from the masonry wall, frames, and glass.
- All new windows shall be installed level, square and plumb within the masonry opening. The frames shall not be deformed by the fasteners.
- All wood bucks shall be mechanically attached to the masonry walls with fasteners.
- All new windows shall be installed with the use of wood bucks and shall be shimmed in



place to ensure a snug fit between the frame and the buck.

- Contractor shall use all stainless-steel fasteners (or fasteners of a similar corrosion-resistant material to be approved by the Association and the Engineer prior to installation), the size and style of which shall meet or exceed NOA specifications. Contractor shall use all stainless-steel hardware; similar corrosion-resistant materials may be applied for to obtain approval.
- All fasteners shall be dipped in silicone prior to insertion; all fastener heads shall be completely covered with caulking / silicone once in place.
- All window weep holes shall be free from any obstruction to ensure proper water drainage.

WARRANTIED INSTRUCTIONS PROCEDURE FOR REMOVAL OF EXISTING WINDOWS AND REINSTALLATION OF EXISTING WINDOWS

Rough Opening Preparation

- A. The opening of windows should be framed in accordance with the required standards for the size of window used in order not to apply any loading to the window which may hamper its operation. The prepared rough opening should allow 1/8" clearance on each side, the head, and the sill, including the thickness of pre-finished paneling, shims, liners, etc., where used.
- B. Window rough opening should be level, plumb and square: Check width, height, and diagonal measurements for squareness. There should be no more than 1/8" variation between these measurements, Avoid the use of warped, twisted, or knotted framing members. It is recommended that the sill of the rough opening be straight and level. Bowed or warped sill framing members can result in a crowned sill of the window.
- C. Make certain all mounting surfaces (siding included) are securely fastened and flat around the perimeter of the window opening, Check the opening for correct size. It's recommended adding 1/4" to the actual window width and 1/4" to the actual window height for the rough opening size,
- D. According to Federal Manufactured Home Construction and Safety Standard, the bottom of an Egress window shall not exceed 36 inches above the floor, nor shall any latch or other device for the window, screen, or storm window which needs to be



operated in order to permit exiting, be located in excess of 54 inches from the finished floor.

- E. Flashing. It is not the responsibility of the window manufacturer to design or recommend a flashing system appropriate to each job condition.

Window Installation

- A. It is recommended to apply a 1/8" thick, suitable, good quality, non-hardening, water resistant sealant tape (putty or butyl type) to the back of the window mounting flanges in order to provide a good seal with the home's weather-proof envelope. If a gunable sealant is used, a 1/4" bead should be applied centered over the mounting holes on the back of the window mounting flange.

CAUTION:

- For vinyl windows, do not use a sealant that contains solvents which may chemically attack vinyl.
 - The use of foam tape is not recommended for window installation.
- B. Do not remove any shipping dips (if provided on the window series being installed) and always keep operating sash closed and locked during installation.
- C. Always handle windows properly. Always pick them up by both side jambs using both hands. Never pick up and handle windows by the header only, sill only, or by one side jamb only. This can damage the windows and possibly rupture the glazing seal and/or joint caulking, thus resulting in a possible leak.
- D. Carefully insert the window into the opening. Center the window in the rough opening with the sill of the window resting on the sill of the rough opening.
- E. Drive the first fastener at approximately the center of the vertical frame jamb. Drive the second fastener on the opposite jamb at the approximate center. Drive the third fastener at the center of the sill member. [Note: When installing windows check the windowsill for straightness. If the windowsill is crowned, apply light pressure at the center of windowsill until it is level. While holding the sill level, drive the third fastener into the center of the sill) Drive the fourth fastener at the center of the head. Run fasteners, from one of the above fasteners, to the end of each frame member). Repeat this step until all fasteners have been inserted from the center of the vertical frame



jamb outward to both ends of each member. Finish installing the fasteners from the center of the Frame Head and Sill outward to the ends of each member. See attached drawing for visual guide to fastener placement of assorted window types.

Note: All fasteners should be driven straight into the window frame.

This sequence of fastener installation applies to both vertical and horizontal sliding windows, flush mount and recessed fin mount, for both metal and vinyl windows.

After the initial fasteners are placed, it is important that the installer does not run the remainder of the fasteners in a continuous clockwise (or counterclockwise) fashion around the window.

- F. Avoid damage to the seal between the glass and the window glazing member. Power drivers should be adjusted so as not to cause excessive dimpling of the window flanges. Careless mounting procedures could negate window certification.
- G. If the exposed surfaces of the rough inside opening are to be trimmed out with pre-finished paneling. It must be done in such a manner so as not to distort or twist the window frame members and make the operating sash tight or inoperable. If interior trim is installed prior to window installation, ensure that enough room is left to allow the window to fully seat against the exterior wall surface. Do not obstruct tilting sash operation or locking mechanisms with inside trim, wood molding, etc.
- H. Windows should be checked after installation to make sure that all moving panels, mechanisms, latches, and other hardware function properly. Any shipping clips must be removed prior to operation of the window. All windows should be checked for out-of-square or bowing of frame members. If any of the above problems are present, the window should be removed and re-installed properly. Double-hang windows require extra care during installation. Double hung windows do not have fixed glass, which offers additional frame stability.
- I. The window's exterior mounting Ranges should be checked after the installation to assure an all-weather seal. It is recommended to seal the outside top of window (full width) with a good quality sealant for additional insurance.
- J. For vinyl windows, leave an appropriate gap between the edge of the siding material and the window frame to allow for siding expansion and contraction.



- K. For vinyl horizontal sliding & fixed windows 72" in width and greater, it's recommended a sill support (minimum 1" thick) or angle bracket support, dependent on exterior home finish, to be installed underneath the projected frame sill on the outside.
- L. The use of any appurtenance system not approved for the Egress window, or any alterations of an approved appurtenance system negates the window certification. The operating instructions and certification label are a permanent part of the Egress unit and must not be removed.
- M. There should not be any obstruction placed, attached, or located inside or outside an Egress window which would hamper direct access to Egress Devices or encroach on the minimum dimensions for horizontal, vertical, and square feet of, area required for exiting. Caution: Flammable fabrics could prevent access to the exit devices.
- N. An operational check of each installed Egress Window or Device shall be made at the installation site. For HUD manufactured homes it is recommended that the Manufactured Home Factory record and retain a permanent record of the serial number of the Egress unit in direct correlation with the serial number of the Manufactured Home in which it is installed. This will facilitate correction, recall and notification for non-compliance defects and/or imminent safety hazards.
- O. Do not install vinyl windows on top of vertical or horizontal metal siding. Flanges may be damaged, and leaks may occur. Warranty is void.

Fasteners

- A. #8 screws, must be used as fasteners for your installation into wood framing and for window installation into meta home framing. The fastener must penetrate the stud at least one (1") inch, allowing for exterior sheathing. The pre-punched mounting holes in window flanges are to assist in installing the screw fasteners.

Note: Screws that are left exposed to the weather should be of a plated type that will not corrode.

- B. In Wind Speed Zones 90 mph and less (HUD -Wind 'Zone I): on uneven corrugated siding, a fastener should be placed in or near every hole to ensure a proper weather seal around the perimeter of the window. On smooth wood finish siding, a fastener in or near every other hole for aluminum windows and every hole for vinyl windows is



recommended. When installing a window in this fashion, the installed window should be checked to ensure that there are no excessive dents or rises in the fin that would allow a water or air leak. Exterior type trim could then be placed over the window. When using screws, they do not have to be in the hole, just in the general location.

- C. In Wind Speed Zones 100 mph and greater (HUD-Wind Zones II & III): one fastener should be placed in or near every mounting hole to meet structural strength. Except for the required number of fasteners, follow all instructions listed above. The mounting location is as follows, end holes will start no more than 1" from the end of the frame and will be spaced apart no more than 4'- 1/2" evenly spaced between the end holes.

IMPORTANT NOTE:

"In the event that any of the above listed requirements should come into conflict with a Miami Dade NOA, the approved NOA shall govern the installation."