

Balboa Terrace Homes Association

Window Design and Replacement Policy

New and replacement windows require approval by the Association's Architectural Review Committee (ARC). These policies are to assist BTHA homeowners in replacing existing windows, or in installing new, enlarged or redesigned windows. Where possible, we encourage homeowners to maintain the home's original windows, and when replacement windows are needed, to ensure they are replaced "in-kind" as to the quality of materials and historical accuracy and architectural style of design. The unique architectural character of Balboa Terrace owes much to the preservation, restoration and maintenance of each home's unique architectural details. We rely on each homeowner to do their part to ensure that their window details reflect the quality and design of each home's original character. In the century since Balboa Terrace homes were built, time and weather have taken their toll on original windows. Technology and energy conservation standards have evolved. Some homes reflect these changes, but not always in ways that preserve or restore the architectural integrity of a home's design.

In applying the following rules, the ARC's goal is to assist homeowners in maintaining and improving the appearance and value of their homes. We recognize that in some cases it will not be possible to know the original design of the windows. In those cases, the goal will be to mirror the look of similar homes, taking into account the existing details of the home in question.

The Architectural Review Committee's (ARC) Window Application and Approval Process

The steps in the ARC Window Application/Approval Process are simple:

1. Homeowners considering any window changes should notify the Board prior to commencing design of their intent to the Board's email address (bthaboard@balboaterrace.org).
2. The ARC Chair(s) will appoint 1-2 ARC members as "leads" to arrange an on-site meeting with the homeowner for an advisory discussion of the homeowner's plans.
3. Subsequently, the ARC will discuss the homeowner's interests and plans and confirm the lead's advisory recommendations to the homeowner by email or letter.
4. The homeowner and/or their agent may proceed to finalize and submit window design and material plans to the ARC by email.
5. Within thirty days of receipt of a complete application, the ARC will consider the application and notify the homeowner/agent by email or letter of its action.
6. If the homeowner wishes to appeal the ARC decision, they may request that their application be placed on the Board Agenda at its next monthly meeting.

ARC approval shall be based on architectural compatibility considering such features as location, overall size, glazing, operation, finish, exterior profiles, setback of frames and sashes, and arrangement vis-à-vis other features of the home.

Required Window Features:

- Wood windows when facing or significantly visible from public rights-of-way or common area walkways; or
- Wood windows clad in a durable, color coated or paintable material (Clad Windows) that have the appearance of wood windows.
- Exterior muntins that replicate the window's original design, or when that cannot be identified, replicate a design that enhances the historic architectural style of the home.
- Where an "undivided light" is verifiably or likely the original pattern or style of a window, an undivided light may be used for a replacement window.

Window Materials and Features Prohibited:

- Windows of inharmonious design with a home's original windows, or if the original windows cannot be determined, inconsistent with the architectural style of the home.
- "Sliders" or "glider" windows.
- Windows containing simulated divided light with muntins that are only on the inside face of the window glass or that are of material inharmonious with the window structure.
- Vinyl, vinyl clad, aluminum, aluminum clad or other non-paintable material if visible from a public walkway, street, or common area walkway, or would be visible if shrubbery, garden walls or fencing were removed.

Windows and Window Features Exempted from the Design and Material Standards

- Existing windows that were installed prior to these Association window requirements are exempt from these policies and are "grandfathered." The replacement of "grandfathered" windows is subject to this Policy.
- Windows, regardless of materials or design, that are not visible from a public right of way whether walkway or street, or common area easement and would not be visible if shrubbery, walls or fencing were removed.

Windows and Window Features Requiring Architectural Review Committee (ARC) Approval:

- Any window, whether replacement, redesign, newly located, relocated or altered, that is visible from a public right of way, whether street or sidewalk, or from a common area easement, or would be visible if shrubbery were removed.
- Any visible dormer windows, attic windows, balcony windows and skylights.
- Windows for which an application for City permit is pending submission or approval.

Definitions of Window Characteristics:

1. **"Clad windows"** Wood windows clad in a durable, color coated or paintable material with exterior muntins that correspond to the original muntins design.

2. **“True Divided Light”** Windows in which each pane is separately installed and held in place by muntins. This is the style of many original Balboa Terrace homes.
3. **“Undivided Light”** A window in which in which the glass pane or insulated double pane is not divided by muntins. Where an “undivided light” is verifiably or likely the original pattern to the style of the specific window, undivided light may be used for a replacement window.
4. **“Simulated Divided Light”** Windows in which double insulated panes give the appearance of true divided light by virtue of muntins interior and exterior to the glass pane(s).