Village IV Condo Renovation Information Package

Revised October 7, 2023

Information Package Contains

- Requirements Prior to Renovations
- Which Renovations require City of Scottsdale Permits
- Window / Door Replacement Guidelines
- Second Story Flooring Replacement Guidelines
- Property Management Contact Information

Introduction

In order to maintain the architectural integrity of the Villages IV community, and to ensure compliance with our registered CC&R's, the Villages IV HOA Board has established the following guidelines to assist homeowners prior to any renovations being undertaken.

As homeowners in Village IV each of us has a responsibility to ourselves and the community at large to ensure any modifications to our condos do not negatively impact the common property we all share.

The Village IV CC&R's together with the City of Scottsdale building department form the governing bodies that oversee alterations made to our community.

Requirements Prior to Undertaking Renovations

1. An **Architectural Change Application** (located at www.village4az.com) must be submitted to the Village IV Board, who meet monthly to review and approve applications.
2. Upon approval homeowners must obtain all applicable permits from the City of Scottsdale and co-ordinate any necessary inspections.
3. All work must be completed using good practices performed by licensed professionals with demonstrated qualifications to perform the work.
4. **Structural changes of any kind are not permitted.** (Section 6.08 CC&R's - No alterations are to be made that would impair structural soundness).

Renovations which DO NOT Require a City of Scottsdale Permit

- Minor repairs or replacement of non-structural items such as glass, doors, hardware, kitchen cabinets, trim work, carpeting, flooring (except flooring changes on the second floor, which are subject to required acoustic specifications.)
- Paint (interior); repair drywall, plasterboard.
- Repair or replace existing plumbing fixtures in the same location

Renovations that require a City of Scottsdale MINIMUM Permit

- Replace gas water heater
- Plumbing for a water softener
- Sewer line repair
- Replace electric water heater
- Relocate panel box or replace main breaker
- Electrical re-wire
- Ceiling fan
- **Minimum permits can be obtained online**

Renovations that require City of Scottsdale Building, Electrical, Plumbing & Mechanical Permits

- Window & Sliding Door Replacements
- Mechanical changes to alter/repair any furnace, air conditioning equipment
- Electrical changes to alter /repair electrical wiring on building or mechanical equipment
- Plumbing changes to install/alter/reconstruct any plumbing system, water heater replacement

*This is not a complete list and permit restrictions change from time to time. It is the homeowners' responsibility to contact City of Scottsdale to obtain the most up to date information.

The City of Scottsdale website is provided for reference:

- https://www.scottsdaleaz.gov/planning-development/permit-services

Let's remember permits are accompanied with inspections which protect all of us and ensure work is done safely and according to code.



Village IV Window & Door Replacement Guidelines

In order to maintain the architectural integrity of the Villages IV development, and to ensure compliance with our registered CCR's, the Villages IV HOA Board has established the following guidelines to assist homeowners in their selection and installation of replacement windows and doors.

Requirements Prior to Ordering Windows & Doors

- Obtain an **Architectural Change Application** form located at; www.village4az.com or from NPS. Homeowners are required to obtain written approval from the HOA board **before** purchasing windows or doors, or entering into a contract with a supplier or contractor.

- Provide the following information with the application, to allow the board to confirm that the proposed windows or doors comply with architectural requirements: including window or door manufacturer, detailed product dimensions and specifications, frame and glass color. Window tinting or reflective coatings are not permitted.

- Ensure the replacement windows or doors meet improved energy standards, which will change from time to time. Village IV HOA standards are at / below U- factor 0.5 and SHGC- 0.25 as per Scottsdale Planning Department . The COS planning department has issued a **Window Admin Variance** located at; www.village4az.com in order to approve the slightly lower factors. This document will need to be submitted to the city at the time of acquiring your permit.

- The correct installation of windows (Block Frame or Nail Fin) may require repair and painting of the stucco around window and sliding door openings and must match the stucco color. Should fading of the paint occur; the color will have to be color matched at time of installation.

- Homeowners must obtain a building permit from the City of Scottsdale, and co-ordinate the inspection with the City of Scottsdale before the installation. Copies of the building permit and inspection report must be submitted to National Property Services.

Board Accepted Windows & Doors

To assist home owners, the original manufacturer of the existing windows; **Milgard Windows** will be the only manufacturer accepted in the approval process. This is to ensure consistency throughout our Village IV buildings.	
Milgard: *Standard Aluminum* SunCoat Max Windows	
	Horizontal Slider 1110; Vertical Hung 1510; Patio Door 450
Milgard: *Thermal Improved* Aluminum SunCoat Max Windows	
	Horizontal Slider 1120; Vertical Hung 1520; Patio Door 420
Note: With any of the above window series, there are additional technical specifications to be confirmed by the supplier for compliance, such as grid pattern, flange setback, etc.	

Security / Screen Doors are the responsibility of the homeowner. The design is at the discretion of the homeowner; however the color must match exactly with the existing door color at the time of replacement.

Installation Method

Following is a description of the installation methods, only two of which are acceptable and will meet the Architectural Guidelines. The last method described "Z- bar" is not acceptable.

- **Nail Fin installation** removes the stucco around the existing window to allow complete removal of the existing window frame and repair to the building moisture barrier. This method of installation is considered the best, however is slightly more expensive than the Block Frame installation.

- **Block Frame installation** requires the least amount of stucco repair however it does not remove the entire existing window frame or allow the building moisture barrier at the window sill to be repaired. In this installation the gap between the window and opening in the wall is only caulked.

- **Z-Bar installation** is not acceptable as this method results in a wide frame around the perimeter of the window that is visually different from the existing windows.

Note: The block frame results in the exact same visual look as the nail fin. The window frame width will be exactly the same with either installation. The difference is nail fin install replaces the vapor barrier while in the block frame install it is caulked.

For your convenience, here is a list of a few Milgard dealers in no particular order. Please note that the Village IV Board does not recommend any particular vendor.

R& K Building	480-926-1749	K&J Window	602-942-0954
California Windows	480-483-0643	Lowes Home Improvement	480-874-8120
Lasting Impression	602-508-0800	Bunkers Glass of Phoenix	602-242-4565
Freelite Inc.	602-233-1981	Roadrunner Glass Co	602-269-2543

Second Story Flooring Replacement Guidelines

Homeowners who reside on the second floor impact the owners below with their selection of flooring material and must take precautions when replacing carpet with hard surface flooring.

While you do not need a COS permit to change flooring you do however require HOA board approval through an **Architectural Change Application** located at **www.village4az.com** if you reside on the second floor.

While the City Of Scottsdale does not have airborne sound transmission standards for existing construction it has indicated that HOAs should provide guidelines similar to those provided for new construction.

Therefore the Village IV HOA Board has implemented the following standards for acoustic mat which must be installed prior to any hard flooring.

- STC (Sound Transmission Class) Minimum of 50
- IIC (Impact Insulation Class) Minimum of 50

These sound ratings are generally accomplished using an acoustic mat (underlayment) that is at least 2mm thick. Home owners are required to install acoustic mat that adheres to these standards prior to any hard surface flooring installation.

Here is an example of an acoustic mat that is acceptable "Mapesonic 2". An alternate manufacturer would be acceptable providing the specifications are equal or better.

It is worth noting that no hard surface flooring together with acoustic mat will provide the same impact noise control as the existing underlay and carpet. Therefore any homeowner who changes from carpet to any other flooring does so at his/her own risk and will not hold the HOA board responsible for any disputes arising as a result of such alteration.

Property Management Company

All communication regarding renovations should be directed to the property manager.

When in doubt of any alterations, please call NPS for clarification prior to work being undertaken or products being ordered.

Arizona Community Management Services, LLC
15300 N 90th Street, Scottsdale AZ 85260

Phone: 480-355-1190
Email: support@azcms.com
Website: www.azcms.com

Visit the NPS website where you can:

- View your account status and history, or update your contact information.
- View approved board meeting minutes, CC & R's, and Rules & Regulations
- Access association documents like Architectural Applications, Window Guidelines
- View Board approved meeting minutes and financials.
- View up to date insurance information
- Submit Service requests
- Review Activities on the calendar

If you are new to the website, be sure to complete the Registration Form to receive a password to access the private **Members Area** located at the top right corner. This will allow you to view private documents available to Village IV homeowners only.

Refer to the Village IV Website www.village4az.com for the latest news, brochures, newsletters project updates and photos of our warm and friendly community.