

## **Stony Ridge Condominium Association Policy Statement**

**Policy Number:** SR04  
**Policy Title:** Egress Windows  
**Policy Adopted:** September 2010  
**Policy Revised:** February 2019, November 2020

### **Policy Statement:**

1. **New Egress Window:** Co-owners are responsible to ensure that a new Egress Window installation complies with all State and City Building Codes and that the necessary permits have been secured. Before installing an Egress Window, co-owners must receive the prior approval from the Board of Directors by submitting the required modification documents. Submit the Modification Request to the Management Company. Approval of the Modification Request must be obtained before any work is started. Modification documents include a completed Modification Request and minimally Detailed Design Drawing of the following:
  - A top view specifying location and measurements relative to the existing Unit.
  - Side view specifying location, measurements and depth.
  - Cross section views of the proposed installation detailing Egress Window Well Manufacturer, the materials used, proposed drainage design and materials, method of attachment to the Unit, method of waterproofing the attachment, any structural reinforcements of the existing basement wall, the well depth and well height relative to the existing lot grade and existing basement window opening.
  - Top view of detailing any changes to the components or the location of the existing sprinkling system components [water lines, electrical lines, sprinkler head changes and locations]. All new or changed sprinkling system components must be identical in brand name and quality to the existing sprinkling system components. All sprinkling system metal component/clamps must be made of stainless steel.
  - Detailed drawing of any other changes to existing General or Limited Common Elements of the Association.

The Egress Window must meet the following specifications:

- The Egress Window must be installed in a location determined by the Rochester City Inspector.
- The Egress Window Well outer structure must not protrude more than 6 inches above the current existing grade of the side lot.

- The Egress Window must have a flat cover over the well, no Domed Covers are allowed. See pictures for specific example of flat covers.
  - The Egress Window must provide for adequate internal and external drainage so that water does not accumulate in the Egress Window Well, surrounding the well or the existing lot.
  - The opening in the basement wall must be created by cutting the basement wall; jack hammering or other impact producing installations are not allowed.
2. Maintenance: Egress Windows must be maintained periodically by the co-owners to maintain the appearance, ensure the Egress Window is functional, that there is proper drainage and the installation does not cause any damage to the Common Elements. The Association reserves the right to determine when the condition or appearance of the Egress Window requires maintenance, replacement or the Egress installation is damaging any Common Elements that must be repaired by the co-owners at the co-owner's expense. Co-owners are responsible to ensure that the Egress Window is safe for use, is of sound structure, is securely attached to the building, does not cause drainage issues and continues to comply with all State and City Building Codes.
  3. Egress Window Modifications: Before making any modifications to an existing Egress Window the co-owners must submit the required Modification Request documents [which include a completed Modification Request and Detailed Design Drawings].
  4. Egress Window Replacement: Before replacing an existing Egress Window the co-owners must submit the required Modification Request documents [which include a completed Modification Request and Detailed Design Drawings as specified above for a New Egress Window]. The replacement of an existing Egress Window must comply with all existing City and State building codes and comply with the Stony Ridge Association Requirements for a New Egress Window [Section 1 above].

**IMPORTANT NOTE: Co-owners must always submit a completed Modification Request Form to our Management Company and receive approval by the Stony Ridge Board of Directors PRIOR to any work beginning on the project.** Modification forms are available online at our website: [www.stonyridgecondos.net](http://www.stonyridgecondos.net), at the top of the menu on the left side of the home page or under printable documents or by calling the Management Company.

Flat Top



Flat Top



Looking from the basement through the egress window into the egress well.