

Overlook Lakes Condominium Association

Request Form for Changes to Windows for Buildings and Units

Version 01/21/2026

The OLCA Declaration, Article 8, prohibits alterations in the external appearance of our buildings. Replacing windows with Low-E [low emissivity; energy-efficient] windows is potentially prohibited because of colorization or “tinting” issues that invariably occur. Unfortunately, the more energy-efficient new windows are, the more “colorization” results, changing external appearances. The good news is that energy-efficient windows can still be used, though with limitations. This form allows Unit Owners to request permission to replace windows with windows that are acceptable. Share the following with your potential vendor: (1) Our VT [visible transmittance] rating limit is in the 0.5 range[or higher], (2) we allow only 2 panes of glass, (3) we allow Low E 2, but not Low E 3 or higher rated windows, (4) the exterior color and grid styles must remain the same as the original, and (5) [if the vendor and specific window model have not been previously approved], we ask to speak with a vendor agent, view a specification sheet and sample (if possible) of the proposed window before giving approval.

Date of Request:			
Building Number:	(On property map on the website)		
Address:			
Unit Owner Name:		Phone:	
Email Address:			

Please provide a detailed description below along with attached manufacturer and installer specifications or descriptions that apply to the proposed changes.

Email completed forms to the Board (board@overlooklakescondos.com), and/or to the Overlook Lakes Office (office@overlooklakescondos.com). You can also drop off hard copies at the Overlook Lakes Office, located at 8601 Westlake Drive.

B & G Committee:	Approval (Circle or Check):	Approved	Not Approved
	Date:		
	Committee Member Signature:		

Board of Directors:	Approval (Circle or Check):	Approved	Not Approved
	Date:		
	Board Member Signature:		
	Board Member Title:		