

**Bay Harbor Club of Bonita Beach
Condominium Association, Inc.**
c/o Sutor Middleton Cox & Associates
15751 San Carlos Blvd., Suite 8
Ft. Myers, Florida 33908
Office: (239) 437-0340 / Fax: (239) 437-9378

Information regarding the Application for Approval to
Install Hurricane Shutters

All applications must be accompanied by an Architectural Design Modification Request.

The application for Hurricane Shutters consists of the following documents:

1. Application for Approval to Install Hurricane Shutters
2. Hurricane Shutters General Information
3. Hurricane Shutters Specifications
4. Work Done For Unit Owners Form

All shutters must be horizontal style and ivory color with bronze track.

Companies that have installed hurricane shutters at Bay Harbor Club include:

Rollsecure Shutters
Rolsafe Storm & Security Protection
Bee Safe Shutters

It is the owner's responsibility to provide the "Work Done for Unit Owners" form to the contractor. The contractor must sign in with the Bay Harbor Club maintenance manager between 8:00 am and 12:00 noon before starting any project.

It is the owner's responsibility to insure their contractor has proper license and insurance.

The request will be reviewed by the Bay Harbor Club Board and the owner must receive written approval before proceeding with the installation.

Attachments:

Application for Approval to Install Hurricane Shutters General Information
Hurricane Shutters Specifications
Work Done For Unit Owners Form

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**Application for Approval to Install
Hurricane Shutters**

TO: The Board of Directors of Bay Harbor Club of Bonita Beach Condominium Association, Inc.

I/We, the undersigned unit owners at Bay Harbor Club of Bonita Beach Condominium, hereby apply for approval to install Hurricane Shutters and submit the following information:

Owner's Name(s): _____

Unit Number: _____ Building: _____

- 1.** The name, address and telephone number of the Contractor who will install the hurricane shutters is as follows:

Name: _____

Address: _____

Telephone: _____

- 2.** The locations of the hurricane shutters on my/our unit will be:

- 3.** I/We are providing or will have the Contractor provide the following documentation which we understand is necessary to complete this application for The Board review.

- One set of design and installation drawings for the hurricane shutters certified by a licensed Florida engineer that the product complies with all applicable building codes.
- A copy of the Contractor's license, certificate or other authorization required by all applicable governmental authorities for the installation of the hurricane shutters.
- A certificate(s) of insurance from the Contractor's insurance agent verifying that the Contractor carries public liability insurance, including completed operations in an amount no less than \$1,000,000.00; Worker's Compensation insurance in an amount

not less than \$500,000.00; and an Automobile liability insurance, including non-owned automobiles, in an amount not less than \$500,000.00. The certificate(s) must also provide:

- (1) a clause naming the association as an additional insured; and
- (2) a clause requiring a minimum of ten (10) days prior written notification to the association in the event such policy is to be canceled, terminated or modified in any manner.

- Any additional information regarding the hurricane shutters which the Association may request.

Terms and Conditions

1. I/We have received, fully read and completely understand the Bay Harbor Club Hurricane Shutter Regulations ("Regulations") and have provided a copy of the Regulations to our Contractor.
2. I/We shall be responsible for all costs and expenses incurred in the installation, re-installation, maintenance and repair of the hurricane shutters and assume all responsibility for obtaining the necessary building permits and complying with all applicable building codes. I/We acknowledge that the Association is not responsible, directly or indirectly, for all or any portion of the installation, re-installation, maintenance or repair costs of my/our hurricane shutters.
3. I/We agree that the hurricane shutters installed to my/our unit must meet all of the installation, insurance and technical requirements of the Regulations. After installation, I/We shall continuously maintain my/our shutters in a first class manner at my/our expense. I/We shall permit the Association to inspect the hurricane shutters from time to time to ensure compliance with the Regulations and to hereby grant to the Associations agents access to my/our unit, during reasonable hours, for this purpose. I/We acknowledge however that the Association has no affirmative obligation to inspect, maintain or repair my/our hurricane shutters and hereby release the Association from any such obligation.
4. If I/We fail to properly install, re-install, maintain or repair the hurricane shutters as required by the Regulations, I/We agree that after fifteen (15) days written notice from the Association to me/us (excluding in the event of an emergency), the Association shall have the right but not the obligation to enter our unit and perform or have performed, any required installation, re- installation maintenance or repair work or to have the hurricane shutters removed and the hurricane shutters properly restored to its condition prior to installation. Upon such work having been performed, the Association may levy the costs of such work as an assessment to me/us for work performed upon a limited common element of the condominium and shall thereafter have such lien and other rights which the Association may exercise under its governing document and applicable law.
5. I/We shall be responsible for any damage to persons or property, including the common elements to the condominium building, caused as a result of the failure to properly install, re-install, maintain or repair the hurricane shutters, and I/We shall continuously maintain reasonable insurance coverage with respect to any damage or

loss to persons or property caused by the hurricane shutters. I/We hereby indemnify, defend and hold harmless the Association from any and claims, actions, costs or expense of any nature whatsoever, including but not limited to attorney's fees, arising out of the faulty or defective installation, re-installation, maintenance or repair of the hurricane shutters.

This request will be reviewed by the Bay Harbor board and the owner must receive written approved before proceeding with the installation.

Unit Owner: _____ Date: _____
Signature

Print Name

Unit Owner: _____ Date: _____
Signature

Print Name

Please deliver the completed application to the Association's manager.

Attachments:

- Architectural Design Modification Request
- Hurricane Shutters General Information
- Hurricane Shutters Specifications
- Work Done for Unit Owner

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Hurricane Shutter General Information

Any changes to the exterior of the unit must have the approval of the Board of Directors. (Tile, Shutters, Glass, Sun Shades, Painting, etc.)

To obtain Board approval, an application must be submitted in writing, and will be acted upon at the next scheduled Board meeting.

All work MUST meet the following specifications and MUST meet or exceed all LEE COUNTY CODE requirements including, but not limited to, wind shear and placement of glass at slab edge.

All shutters must be of the horizontal style and ivory in color with bronze track.

All master bedroom shutters MUST have three (3) vertical bronze storm bars whether functional or not is required to conform to other existing shutters.

Modifications to existing hurricane shutters require approval.

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Hurricane Shutter Specifications

Hurricane Shutters may be installed by any unit owner upon those portions of the common elements or limited common elements serving the individual unit with Board Approval. The installation of Hurricane Shutters shall be in conformance with specifications adopted by the Board of Directors as amended from time to time. A unit owner who installs Hurricane Shutters and his successors and assigns, shall be liable for any damage caused to the building by the installation or ongoing maintenance of the Shutters. Should the Association be required to remove and/or re-install Hurricane Shutters in connection with building maintenance, or otherwise, the owner of the unit which is serviced by the shutters shall be responsible to the Association for all cost incurred by the Association in connection with such removal and /or reinstallation, with the costs being secured by a lien equal in dignity to the common expense lien created by the Declaration of the Condominium. The Association shall not be liable to a unit owner for damage to Hurricane Shutters or other Association-approved unit owner installations occasioned by the Association's performance of Association maintenance, unless caused by the negligence of the Association, its contractors, or agents. Hurricane Shutters once installed shall be deemed limited common elements Pursuant to Florida Statutes 718.113(l)(1997), and as the same may be amended from time to time, approved Hurricane Shutters may be maintained, repaired and replaced by the Association. However, the owner of the unit benefiting from the installation of the Shutters shall be assessed the cost of the expenses of maintaining, repairing or replacing Shutters serving that individual unit. Said expenses may be through a line-item budget or by special assessment levied against the individual unit when necessary work is to be performed.

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Hurricane Shutter Specifications

PART 1 – GENERAL

1.1. RELATED REQUIREMENTS

- 1.1.1. Requirements of the Construction Documents, Detail Plates, General Supplemental Conditions, Part 2 – General Requirements of this project manual and modifications by addendum or Change Order, apply to work of this section.

1.2. QUALITY ASSURANCE

- 1.2.1. Fabrications: Conform to AAMA Standards as applicable.
- 1.2.2. **CONTRACTOR** shall be responsible for maintaining a clean working environment. Any damage to adjacent surfaces caused during performance of work of this section will be corrected by **CONTRACTOR** with no charge to the **ASSOCIATION**. The **ASSOCIATION** may, at its discretion, have any damaged area repaired and charge the **CONTRACTOR** for such work.

1.3. SUBMITTALS

- 1.3.1. Submit drawing to the **ASSOCIATION** for review prior to start of fabrication.
- 1.3.2. Submit samples of types of fasteners to be used.
- 1.3.3. Indicate unit size profiles, dimension assembly technique and connection devices, devices, hardware, accessories and finished and spacing of drainage slots.
- 1.3.4. Include design calculations indication systems conformance to latest in use edition of ABC “Wind Loads” current “Railing” and Life Safety Code, “Guard Details” signed and sealed by a Professional Engineer registered in the State of Florida (copies acceptable).

PART 2 – PRODUCTS

2.1. HURRICANE SHUTTERS FRAMES

- 2.1.1. Aluminum extrusions, tracks and bulkheads designed specifically to receive motorized horizontal style and ivory in color only, with bronze track, to withstand the structural loading to which it will be subjected.
- 2.1.2. Finish: Paint, electrostatically applied, ivory in color only.
- 2.1.3. Fasteners and Accessories: Type 304 stainless steel bolts, washers, and nuts, size and type recommended by fabricator to meet loading requirements. No “pop rivets” allowed.

PART 3 – EXECUTION

3.1. INSTALLATION

3.1.1. SHUTTER FRAMES

- 3.1.1.1. Set frames against existing substrate. Anchor with stainless steel fasteners and neoprene washers dipped in single-component sealant.
 - 3.1.1.2. Fasten sills utilizing stainless steel anchors with neoprene washers. Fasteners shall be dipped in single-component sealant prior to anchorage.
 - 3.1.1.3. Spacing and size to be determined by loading requirements.
 - 3.1.1.4. At re-installation of storm shutter sill stack, provide oversized stainless steel spacers between substrate and sill track anchors.
- 3.1.2. ANCHORING DEVICES (size, type and quantity): Comply with applicable regulations and governing authorities.

3.1.3. PERIMETER SEAL:

- 3.1.3.1. Seal interior and exterior perimeter of frame/wall and frame/ceiling junction; sealant color to match frame color.

3.2. CLEANING

- 3.2.1. All frames shall be cleaned after sealants have been applied and cured.
- 3.2.2. Marred finishes shall be “touched up” with material furnished by the manufacturer or fabricator. Replace damaged, stained material prior to final payment submitted.

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Work Done for Unit Owners

These requirements pertain to the renovation of a condo unit, tile work, cabinet installation, shutters, glass, and other work that is not a minor repair, or simple delivery and installation of appliances or furniture.

Owners Responsibilities

- Owners must provide contractors a copy of this regulation before any work begins.
- Contractors must sign in with the Bay Harbor Maintenance Manager before beginning a project and provide an insurance certificate and the contractor's license.
- Unit owners are responsible for their contractors having proper licenses and insurance.
- Unit owners are financially responsible for any damage to persons or property that is a result of contractor actions that is not paid by contractor's insurance.
- Working hours are Monday through Saturday 8:00 a.m. to 5:00 p.m.

Access to owner unit must be obtained from the unit owner.

Specifications and Restrictions

Bay Harbor has specifications that apply to tile on lanais, new or existing shutters, shades and glass enclosures and boat lifts. These specifications must be complied with completely. Owner must have Board approval before any of these may be installed.

- No load bearing wall may be altered. The telephone conduit must not be altered.
- Nothing may be installed on lanais without Board approval.

Parking

- Contractors may use unloading zones for unloading materials and tools and then must park in the parking lot (not in reserved parking places).
- During the months of November, December, January, February, March, and April contractors must park in the guest and contractor lot.
- Doors may be propped open for unloading from the unloading zone and then must be closed before the vehicle is moved to the parking lot.

Elevators

If elevators are needed for longer than "a trip up or down", please contact the Bay Harbor manager Monday through Friday 8:00 a.m. to 12:00 p.m. for assistance.

- Elevator pads (wall and floor) must be used at all times to prevent damage to the elevators.
- **Resident is responsible for installation and removing pads when finished.**
- Pads are located in air conditioning room in lobby.
- Do not block elevator doors or hold elevators open.

Halls and Lobbies

- Shopping carts and luggage dollies that are located in the lobbies are not to be used by contractors.
- **Do not use halls or lobbies for material or tool storage.** All materials must be stored in unit being worked on or in your vehicle in parking lot.
- Use a drop cloth, if necessary, to keep floor or carpet clean.
- **Do not use halls or lobbies for work area.** All work is to be done in unit being worked on or in the parking lot.
- Clean up after work. Clean halls, lobbies, elevators and parking lot at the end of each day and at the end of the project.
- Grout, paint, wall mud, etc. must not be poured down building drains, sinks, toilets or bathtubs. Contractor must dispose of these materials from the premises.

Trash and Debris

- Trash chutes and trash rooms are for the exclusive use of the residents and must not be used by contractors.
- The contractor is responsible for removal of trash and debris from the premises at the end of each day.

Contractors Sign Off

Building: _____ Unit: _____ Date: _____

Unit Owner Name: _____

Unit Owner Signature: _____

Contractor Name: _____

Contractor Signature: _____