

**Bay Harbor Club of Bonita Beach
Condominium Association**

c/o Suitor 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

- 1. Install Interior or Lanai Tile**
- 2. Install Hard Surface Flooring**

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

The application to install lanai or interior tile, or hard surface flooring consists of the following documents:

1. Application for Approval to Install Tile or Hard Surface Flooring
2. Installation of Tile or Hard Surface Flooring Specifications
3. Lanai Tile Requirements
4. Work Done For Unit Owners Form

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 ensure 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 Tile or Hard Surface Flooring
Installation of Tile or Hard Surface Flooring Specifications
Lanai Tile Requirements
Work Done For Unit Owners Form

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**Application for Approval to
1. Install Interior or Lanai Tile
2. Install Hard Surface Flooring**

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 interior or lanai tile, or hard surface flooring and submit the following information:

Applicant's Name(s): _____

Unit Number: _____ Building: _____

1. Please Check:

_____ Interior Tile _____ Lanai Tile _____ Color of Lanai Tile
_____ Hard Surface Flooring

2. The name, address and telephone number of the Contractor who will install the interior or lanai tile, or hard surface flooring is as follows:

Name(s): _____

Address: _____

Telephone: _____

3. The location(s) of the interior or lanai tile, or hard surface flooring on my/our unit will be:

4. 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.

- A copy of the Contractor's license, certificate or other authorization required by all applicable governmental authorities for the installation the interior or lanai tile, or hard surface flooring.

- 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.

- After all approvals by the Board, either owner or contractor must provide a copy of a Building Permit issued by the City of Bonita Springs if applicable.

- Any additional information regarding the interior or lanai tile, or hard surface flooring which the Association may request.

Terms and Conditions

1. It is requested that I/We be permitted to install tile or hard surface flooring as indicated above for the subject unit. All work must meet the specifications and guideline in the Condominium Documents and meet or exceed all Bonita Springs Code requirements. I/We acknowledge, understand and agree to abide by the specification attached to this form and will make the installing contractor aware of same.

2. I/We shall be responsible for all costs and expenses incurred in the installation, re-installation, maintenance and repair of interior or lanai tile, or hard surface flooring 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 interior or lanai tile, or hard surface flooring.

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
- Installation of Tile or Hard Surface Flooring Specifications
- Lanai Tile Requirements
- Work Done for Unit Owner

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Installation of Tile or Hard Surface Flooring Specifications

GENERAL:

Any changes to the exterior of the unit including installation of tile, or installation of interior tile or hard surface flooring must have the approval of the Board of Directors.

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 comply with the following specifications.

- Specifications specific to Lanai Tile:
 - Prior to installing or re-installing tile on a lanai, the Association must conduct a pre-inspection of the lanai surface for integrity of the membrane, spalling, etc. Should there be need to repair the lanai surface, the work must be done prior to tile installation by an Association approved contractor at the Association's expense.
 - The only hard surface flooring that may be installed on a lanai is tile.
 - The attached Lanai Tile Specification applies to tile installed on the lanai and shall be met.
 - Tile colors permitted on the lanai are white, tan, or a shade in between, such as beige or off white.
- Specifications specific to interior tile and hard surface flooring:
 - Interior tile and hard surface flooring must have a sound abatement underlay with a IIC-STC 65 rating or better. Proflex 90 is a recommended product.
- All work must meet or exceed Bonita Springs code requirements.
- 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 manager before starting the project.
- It is the owner's responsibility to ensure their contractor has proper license and insurance.
- Should the Association be required to remove Lanai Tile in connection with building maintenance, or otherwise, the owner of the unit which is serviced by the lanai shall be responsible to the Association for all cost incurred by the Association in connection with such removal. The owner of the unit shall be responsible for the reinstallation of any lanai tile following such removal required for building maintenance or otherwise.

LANAI TILE

Over Urethane or Epoxy Waterproofing Toppings

PART 1: GENERAL

1.01 Submittals

- A. Submit product data indicating material specifications, characteristics, and installation instructions for mortars and grouts.

1.02 Quality Assurance

- A. Conform to Tile Council of America (TCA) handbook for Ceramic Tile installation, latest edition, for waterproof membrane, F121-96, F122-96.
- B. The Contractor shall be responsible for maintaining a clean working environment. Any damage to adjacent surfaces during tile installation will be corrected by the Contractor.

1.03 Qualifications

- A. Installer: Company specializing in applying the work of this section with minimum three (3) years documented experience.

1.04 Delivery, Storage and Handling

- A. Deliver packaged materials and store in original containers with labels and seals unbroken until time of use in accordance with manufacturers directions.

1.05 Environmental Requirements

- A. Maintain a temperature of not less than 50° F during tile installation and for seven (7) days after completion.
- B. Do not spread mortar in a closed, unventilated environment.

PART 2: PRODUCTS

2.01 Materials

- A. **ACCEPTABLE PRODUCTS** should meet or exceed the properties and performance standards of the products named herein. If there is any question, submit the products specifications to the association for approval.
- B. **CERAMIC TILE; PORCELAIN TILE; PAVERS:** Products by Unit Owner approved manufacturers. Care should be taken to select a product of appropriate thickness, which will not allow a build-up of water to occur at any entrance to an individual's unit and maintain drainage away from thresholds, and exterior walls.
- C. **TILE SIZE:** As selected by Owner.
- D. **SETTING MATERIALS**
 - 1. Latex-Portland Cement Mortar: ANSI A118.4, composition as follows:
Prepackaged dry mortar mix composed of Portland Cement, graded aggregate, and the following dry polymer additive in the form of a re-emulsifiable powder to which only water if added at job site.
 - a. Dry Polymer Additive: Manufacturer's standard.
 - b. Kerabond / Keralastic by Mapei Corporation.

c. Granny Rapidset by Mapei Corporation

E. GROUTING MATERIALS

1. Latex-Portland Cement Grout: ANSI A118.6, color as selected by Architect, composition as follows:
Prepackaged dry grout mix composed of Portland Cement, graded aggregate, and the following dry polymer additive in the form of a re-emulsifiable powder to which only water is added at job site.
 - a. Dry Polymer Additive: Polyvinyl acetate or ethylene vinyl acetate.
2. Grout by Mapei Corporation; Color – Ultra Color as selected by owner.

F. MIXING MORTARS AND GROUT

1. Mix mortars and grouts to comply with requirements of referenced standards and manufacturers including those for accurate proportioning of materials, water or additive content; type of mixing equipment, selection of mixer speeds, mixing containers, mixing time, and other procedures needed to produce mortars and grouts of uniform quality with optimum performance characteristics for application indicated

G. SEALANTS

General: Provide manufacturer's standard chemically curing, elastomeric sealants of base polymer indicated that comply with requirements of ASTM C 920 as referenced by Type, Grade, Class, and Uses.

1. Summitville: SL-15 Invisible Seal. Penetrating Grout and Tile Sealer.
2. Hydrozo: Silane 40V
3. Bonsal: Grout Sealer
4. CeramaSeal from Bostik: Grout Sealer

H. Mortar and grout for Sta power prep or Sonneborn Flextight weatherproofing, Mortar; Jamo Mater GTS with Laticrete acrylic additive.

I. COLOR: White or Tan

2.02 Preparation

A. EXAMINATION

1. Contractor shall examine substrates and areas where tile will be installed, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of installed tile. Verify that substrates for setting tile are firm, dry, clean, and free from all oil or waxy films and curing compounds.
2. Do not proceed with installation until unsatisfactory conditions have been corrected.

B. DECK SURFACE

1. Protect surrounding work from damage or disfiguration.
2. The surface shall be inspected for areas holding water and areas where positive drainage towards the existing scuppers and/or slab edge does not occur. The areas identified shall be filled in with the required thickness of mortar system(s) being used to place the tile as described in 2.01, 'C' and 'D'.
3. All surfaces must be sound, clean and free of all foreign matter, such as dirt, grease, wax soap film and paint.

4. The surface must be thoroughly cleaned using a pressure washer and a solution of water and trisodium phosphate (TSP) to remove all grease and residue that may be present.
5. After the surface has been allowed to dry completely, use Kerabond/Keralistic universal mortar system at full strength or Laticrete/Jamo GTS for STO/Sonneborn complying with manufacturer's specifications.

C. SCUPPER(S)

1. If the clear opening of the existing scupper is reduced by one half (1/2) the scupper shall be:
 - a. Replaced with a larger scupper that will have a minimum clear opening after the installation of tile or other finish material, of one inch (1") or more.
 - b. PVC Scuppers: The new tile or other finish material shall be stopped a minimum of 2" in front of the opening of the scupper and a minimum of ½" to either side of the scupper measured from the diameter of the scuppers. The area in front of the scupper opening shall be grouted and/or caulked sealed so that water is not trapped in the depression and is allowed to flow out through the scupper.

2.03 Installation

- A. Mix and spread mortar in strict accordance with manufacturer's instructions and latest edition of TCA.
- B. Re-comb mortar if surface film has formed due to warm air or direct sun rays.
- C. Do not set or grout tile after initial set has occurred.
- D. Layout and center tile on both directions or each space – balconies and walkways.
- E. Place the joints uniform in width, subject to variance to toleration allowed in tile size. Make joints watertight, without voids, cracks, excess material, or excess grout.
- F. Sound tile after setting. Replace hollow units. Verify workability of mortar prior to unit replacement (see item B, above).
- G. Provide minimum 3/8 inch joint at all intersections of vertical walls or dissimilar materials.
- H. Apply sealant at juncture of tile and dissimilar materials and junction of dissimilar planes (see item G).
- I. Clean tile while mortar is still wet.
- J. Allow tile to set for a minimum of 48 hours prior to grouting.
- K. Grout tile joints in accordance with manufacturer's instructions.
- L. Provide expansion joint to tile if such joint occurs in slab and as described by TCA Handbook, latest edition.
- M. Provide ¾ inch joint between tiles if such joint enclosure or storm shutter track. DO NOT apply sealant along this edge. Tile joint and edge shall be full so as to prevent water from back flowing under the tile.

2.04 Cleaning

- A. Clean tile Surfaces per grout manufacturer's latest instructions.

2.05 Protection

- A. Allow 48 hours cure time before placing balcony deck in use.

** Tile Council of American – Handbook for Ceramic Tile American National Standards Institute (ANSI) A108, A118, A136.1 and A137.1

** This Specification is applicable for Quarry Tile installation

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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 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(s): _____
Unit Owner Signature(s): _____
Contractor Name: _____
Contractor Signature: _____