

Specifications

**For Installation of
Hurricane Shutters &
Hurricane Screens,
Replacement Windows,
Sliding Glass Doors and
Lanai Glass Enclosures**

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Resolution of the Board of Directors

WHEREAS, THE BOARD OF DIRECTORS OF Sea Grove at the Dunes Condominium Association, Inc. the “association” is responsible for the operation and maintenance of the Association.

WHEREAS, Section 718.113 (5), of the Florida Statute requires the Association to adopt specifications that include color, style and other factors deemed relevant by the board and to allow all unit owners who wish to install such windows, lanai glass enclosures and hurricane protection systems at their own risk and expense to do so,

NOW THEREFORE BE IT RESOLVED by the Board as follows:

1. GENERAL RULE

The installation of hurricane protection, window replacement, lanai glass enclosures, and sliding glass doors is prohibited, except in strict conformity to plans and specifications submitted to the management company – Dunes Site Management.

No work may commence until application process is complete and approved by Association and Management.

2. DEFINITION

“Replacement” shall mean any device, installation, equipment or appliance, whether permanently or temporarily affixed or attached in any manner to any portion of the exterior of the buildings or any portion of the building so as to be visible from the exterior of the building, used, either directly or indirectly, as its main purpose or incidental to its main purpose, as protection against storm damage, water penetration by driven rain, wind damage or damage from physical object or projectiles carried by the wind.

3. INSTALLATION REQUEST/PROCESS

(a) Any homeowner desiring to install hurricane shutters, replace windows, install lanai glass enclosures, and sliding glass doors shall apply to the Association in writing.

(b) The request shall be accompanied by the following items regarding the installing.

1. A copy of the Occupation License
2. Certificate of General Liability Insurance
3. Certificate of Workman’s Compensation Insurance
4. Certificate of Competency or Contractors License valid in state of Florida, Collier County, City of Naples.
5. Copy of blueprint prepared by licensed engineer and approve by state of Florida, Collier County Building Guidelines.

(Contractor may not use information from one unit and submit it for another ex. licenses, all insurances, permits, etc.)

(c) Application must also include a description of the areas being replaced or installed.

(d) Within twenty days after receipt of the written request and accompanying documentation the Board shall either approve or disapprove the proposed installation.

(e) No work may commence on property until approved permit(s) by Collier County/City of Naples is posted on the unit door. A copy of all permits must be submitted to the management office prior to work commencing.

(f) No contractor will be allowed on property until proper application process has been completed.

(g) Each unit must go through application process. Contractor **may not** use approval of one unit to perform work on another.

4. INSURANCE REQUIREMENTS

No contractor shall begin work or install material unless the contractor provides management a Certificate of Insurance for General Liability indicating no less than \$1,000,000.00 coverage per occurrence and no less than \$500,000.00 aggregate.

A) Certificate of Insurance – Certificate Holder – information must be completed as follows:

Indicate the building/association name and address – see example below.

Sea Grove at the Dunes Condominium Association

B) **In the description block** please state: “For work to be done in unit address and unit # and owners’ name.

C) Proof of Worker’s Compensation coverage must also be provided.

5. HOMEOWNERS RESPONSIBILITY

- (a) The homeowners are responsible for all costs of installation, maintenance and continued first class upkeep of windows. The homeowner shall permit the Association to inspect the windows as necessary to ensure compliance with the Association’s specifications.
- (b) The homeowner is responsible to ensure that the installing contractor has obtained the necessary Collier County building permits and for adherence to and compliance with all applicable Collier County building codes, along with State of Florida Guidelines.
- (c) The homeowner is responsible for any damage to the common elements or other property or units within the development which is caused as result of the installation or maintenance of the windows described herein.

Terms and Conditions for Approval

In addition to technical requirements, which may be adopted by the Board, the following shall apply to all such requests and approval thereof.

1. Installation of hurricane shutters, replacement windows, installation of lanai glass enclosures, and sliding glass doors shall be installed as per specifications as adopted by the Board. The material and installation shall conform to said resolution.
2. All costs in connection with the subject installation of materials shall be borne by the homeowner and not the Association.
3. If the owner fails to undertake any of his obligations under these terms and conditions, the owner and his successors in title agree to allow the Association access to the unit for maintenance, repair or restoration, to pay the cost of that work, including attorney fees should the Association be required to bring action to enforce the provisions of the documents.
4. **THE APPLICATION FOR APPROVAL TO PROCEED WITH** shall be completed by the homeowner. The completed application together with the required exhibits must be submitted to the Board. The homeowner shall be notified of action taken and a copy of the approved request shall be placed in the homeowners’ file. No replacement window/windows may be installed until the application for installation has been submitted and approved by the Association.

Hurricane Protection Specifications

Aluminum Roll Down Hurricane Shutters

- A. **Extruded Aluminum** are to be manufactured with extruded aluminum 6063-T6 with a factory finished baked on paint or powder coated system with UV inhibitors to prevent fading. Only 50mm or 55mm extruded aluminum slats are permitted, PVC and Aluminum Foam Filled Slats are not acceptable. Slats shall be white in color.
- B. **Side Tracks** are to be manufactured with extruded aluminum alloy 6063 T-6 and must be white. Tracks are to be lined with commercial grade tightly woven high-density nylon pile weather stripping felt.
- C. **Manual Operation** to be gear type, sealed enclosed casing, permanently lubricated. Detachable handle and universal assembly to be stainless steel or equivalent non-corrosive material.
- D. **Motorized Operation** must use only UL listed motors and switches. Motors must be tubular with protected non-corrosive casing, and have thermal cut-off protection.
- E. **Reel** to be octagonal galvanized steel or aluminum roller tube 6063-T6 for strength and durability.
- F. **Housing Box** must be four or five-sided in shape using the end cap/modular system. Six sided housings are not allowed. Bracket system roll-downs are also not allowed. The housing cover is to be made from smooth aluminum coil and the end cap is to be made from cast aluminum. Housing size for lanais must be either 10" or 12" and white in color.
- G. **Build Out/Framing** if necessary is to be extruded aluminum 6063-T6 and white in color on lanais and custom painted to match the wall surface the shutter is being mounted on for windows.
- H. **Storm Bars** must be used in accordance with the code requirements and must be aligned with the solid mullions of the window being shuttered. Storm bars must be made of extruded 6063-T6 and must have a white color factory based on paint system. Storm bars are not permitted on the lanais, the slat must be able to span the opening without the use of storm bars.

FASTENERS: All fasteners used for attaching the components of any shutter system are to be corrosion resistant. Proper spacing combined with allowable stress and shear factor of fasteners will comply with the applicable building codes.

Fabric Roll Down Hurricane Screens

Owners are permitted to install Storm Catcher system hurricane screens or screens of similar specifications, make and appearance, that have been approved by the Board and are designed and tested in accordance with Florida Building Codes.

Storm Catcher system has been designed and tested in accordance with Florida Buildings Code (FL #11291)

- A. Extruded Aluminum casing are to be manufactured with a factory finished baked on paint or powder-coated system and must be white and installed on the interior of the lanai.
- B. Side Tracks, if necessary are to be manufactured with extruded aluminum and must be white.
- C. Hurricane Barrier Screen must be white in color when viewed from the exterior of the building they should look white like an aluminum shutter.

- D. Manual Operation to be gear type, sealed enclosed casing, permanently lubricated. Detachable handle and universal assembly to be stainless steel or equivalent non-corrosive material.
- E. Motorized Operation must use only UL listed motors and switches. Motors must be tubular with protected non-corrosive casing, and have thermal cut-off protection.
- F. Build Out/Framing if necessary is to be extruded aluminum and white in color on lanais.

FASTENERS: All fasteners used for attaching the components of any shutter system are to be corrosion resistant. Proper spacing combined with allowable stress and shear factor of fasteners will comply with the applicable building codes.

Lanai Glass Enclosure Specifications

- Extruded aluminum with a minimum thickness of 80 thousands.
- Paint to be white only applied electro statically with a wet application consisting of a minimum 2 mill finish.
- Glass to be 9/16 impact glass if hurricane shutters are not installed.
- White aluminum extrusions
- Charcoal screen
- Single panel opening ONLY
- NO MULL BARS

Window and Sliding Glass Door Specifications

1. The materials, equipment, installation and construction used shall conform in all respects with the requirements of construction established by the local government agency having jurisdiction over the construction in the development related to the replacement windows wind load requirements.
2. No replacement window/windows permitted or approved unless it is determined that the product has been tested by a licensed Florida engineer to meet local window load requirements of construction established by the local government agency.

Window Types: Fixed Windows and Single Hung Windows

- Frame Color: Bone White, Kynar finish, White Coastal Hardware
- Glass Type: Large Missile Impact-rated, Single Pane, Low E Coating Hardware, White Coastal Hardware; No Muntins on west facing windows
- Thermal Performance: Solar Heat Gain Coefficient .25 or less; U-Factor 0.65 or lower;
- Condensation Resistance 50; Visible Transmittance .45;
- Acoustical Performance: Sound transmission (STC) Less than 38; Outdoor-Indoor Transmission Class Less than 30

Sliding Glass Door Type:

- Frame Color: Bone White, Kynar finish, White Coastal Hardware
- Glass Type: Large Missile Impact-rated, Single Pane, Low E Coating, White Coastal Hardware; No Muntins on west facing windows.

- Thermal Performance: Solar Heat Gain Coefficient .25 or less; U-Factor 0.65 or lower;
- Condensation Resistance 50; Visible Transmittance .45;
- Acoustical Performance: Sound transmission (STC) Less than 38; Outdoor-Indoor Transmission Class Less than 30

NOTE: All windows must be installed by a State of Florida licensed and insured commercial window installer.

Please Note:

All contractors' activities will be monitored during the day. Please be advised that if any contractor or subcontractor is not in compliance with the preceding guidelines, rules, and regulations, it may result in the company being banned from the building/property.

**Please complete in full the following page of "Acknowledgements"
to be submitted with ALL REQUIRED paperwork.**

Acknowledgement of Association Guidelines

I acknowledge and accept the guidelines and specifications outlined in this document.

Owner: _____

Unit Address: _____

Cell: _____ Phone Number: _____

Email: _____

Owner Signature: _____ Date: _____

Contractor: _____

Cell Phone Number: _____ Email: _____

Contractor Signature: _____ Date: _____

****Please list additional contractors/subcontractor's information on a separate piece of paper and submit with this application****

☐ Estimated start & finish dates _____

☐ Scope of work being done: _____

With this application, contractor must submit the following:

- ☐ Proof of licensing – Collier County
- ☐ Certificate of General Liability Insurance
- ☐ Certificate of Workman's Compensation Insurance
- ☐ Copy of ALL Permits and Drawings

Please return completed application with all required paperwork to:

Dunes Site Management

310 Dunes Blvd, Naples, FL 34110

or email to sitemanagement@dunesofnaples.com

Office (239)593-8060

Approved: _____ Denied: _____

Managing Agent: _____ Date: _____