

# **Specifications**

## **For Installation of Hurricane Shutters or Sliding Glass-Enclosure Doors**

**Grande Preserve at The Dunes**

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## **Resolution of the Board of Directors**

**WHEREAS, THE BOARD OF DIRECTORS OF THE GRANDE PRESERVE AT THE DUNES COMMUNITY 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 hurricane shutter specification that include color, style and other factors deemed relevant by the board and to allow all unit owners who wish to install such shutters 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 shutters is prohibited, except in strict conformity to plans and specifications submitted to the management company – Dunes Management

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

### **2. DEFINITION**

“Hurricane Shutter” 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 shall apply to the Association in writing.
- (b) The request shall be accompanied by the following items regarding the installation.
  - 1. Proof of Licensing- Collier County
  - 2. Certificate of General Liability Insurance
  - 3. Certificate of Workman’s Compensation Insurance
  - 4. Copy of Hurricane Shutter/ Lanai Glass Enclosure drawings.
  - 5. Copy of **ALL** permits.

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

- (c) Application must also include a description of the areas being shuttered, a description of the shutter type and color of all the exposed shutter materials.
- (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 met.
- (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 \$1,000,000.00 aggregate.

A) Certificate of Insurance – Certificate Holder – information must be completed as follows:  
**Indicate the building/association name and address** – see example below.

**Grande \_\_\_\_\_ at the Grande Preserve Condominium Association  
\_\_\_\_\_ Grande Way or Indies Way Address, Naples, FL. 34110.**

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

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

#### 5. WORK HOURS

Work hours are 8:00am - 4:30pm, Monday through Friday and 8:00am – 1:00pm on Saturday. **No** decorators or contractors will be permitted to work on Sundays or Holidays.

#### HOMEOWNERS RESPONSIBILITY

- (a) The homeowners are responsible for all costs of installation, maintenance and continued first class upkeep of hurricane shutters. The homeowner shall permit the Association to inspect the shutters 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 must install and maintain the hurricane shutters referred to herein in a first class manner. If the unit owner fails to maintain the shutters as required herein after fifteen days of written notice from the Association to the homeowner, the Association shall have the right to perform, or have performed any required maintenance or repair work or installation, at the expense of the homeowner. If any hurricane shutter must be partially or entirely dismantled or moved in order to allow the Association access to other parts of the home for which the Association is responsible, the cost of such dismantling or removal shall be borne by the unit owner.
- (d) 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 hurricane shutters described herein.

Thank you,  
Board of Directors

## Terms and Conditions for Approval

The Board of Directors at its meeting has adopted a resolution, entitled “**HURRICANE SHUTTER SPECIFICATIONS**”. These specifications establish the minimum requirements for the approval process and installation of Hurricane Shutters. In addition to technical requirements which may be adopted by the Board, the following shall apply to all such requests and approval thereof. (See section 11.15 Declaration)

1. Hurricane Shutters/Glass enclosures 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. The homeowner will be responsible to maintain the hurricane shutters/lanai glass enclosure, indemnify and hold the Association harmless from any costs or liabilities involved in the installation, maintenance, or restore the area to its original condition in the event that the hurricane shutters/lanai glass enclosures are ever removed.
4. The Association has the right to demand that the owners maintain and repair the hurricane shutters/lanai glass enclosure and mechanism for operating same, and restore the area to its original condition in the event that the shutters are ever removed.
5. 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.
6. **THE APPLICATION FOR APPROVAL TO PROCEED WITH INSTALLATION OF HURRICANE SHUTTERS/LANAI GLASS ENCLOSURE** 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 hurricane shutters/lanai glass enclosure may be installed until the application for installation has been submitted and approved by the Association.

### **Technical 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 hurricane shutters/lanai glass enclosure wind load requirements.
2. No hurricane shutter or lanai glass enclosures shall be 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.
3. The installation of a glass enclosure must be inside the existing screened in area. Contractor shall be responsible for the determination of the existence of buried post tension cables where work is to be performed. If post tension cable does exist contractor shall provide written certification by a recognized professional firm or engineer that they have located the buried post tension cables by x-ray detection and marked their location. Contractor shall notify management prior to commencing any construction.

## **Roll-Down Shutter Specifications**

### **ROLL-DOWN**

- 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 area 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. Storms 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.

## **LANAI GLASS-ENCLOSURE DOOR 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.**

**Glass is to be Evergreen in color.**

**Please be advised....**

**It is the responsibility of the owner and/or contractor to arrange for County Inspectors access to units.**

**County Inspectors will not enter a unit unless escorted.**

**It is the responsibility of the owner and/or contractor to arrange for that escort.**

**The escort will not be Grande Preserve Maintenance Staff or Dunes Management.**

**Grande Preserve Hurricane Shutters/Lanai Glass Enclosure**

**For:** \_\_\_\_\_  
(Homeowner)

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Subject:** Approval to Install Hurricane Shutters/Lanai Glass Enclosure for residence located at:

\_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractors Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Will the Concierge Center be issuing a key to the contractor(s):**     YES     NO

**\*\*Please list additional information on the back of this page\*\***

**Glass Enclosure Type**    **Shutter Type and Color**    **Estimated start & finish dates**

\_\_\_\_\_  
\_\_\_\_\_

**With this application, contractor must submit the following:**

- Proof of licensing – Collier County**
- Certificate of General Liability Insurance**
- Certificate of Workman’s Compensation Insurance**
- Hurricane Shutters/Lanai Glass Enclosure drawings**
- Copy of ALL Permits**

**Please return completed application with ALL required paperwork to:**

**Grande Preserve Management  
280 Grande Way – Naples, FL 34110  
Office: (239) 592-0989 – Fax: (239) 592-5174  
Email: [grandepreserve@dunesofnaples.com](mailto:grandepreserve@dunesofnaples.com)**

**Approved:** \_\_\_\_\_    **Not Approved:** \_\_\_\_\_

**Managing Agent:** \_\_\_\_\_    **Date:** \_\_\_\_\_