



To Be Completed by the Owner

**APPLICATION FOR APPROVAL AND INSTALLATION OF HURRICANE SHUTTERS
TERMS AND CONDITIONS**

Carrington At Stonebridge, A Condominium

The Carrington Board of Directors at its meeting on March 28, 2005 adopted a resolution "establishing specifications and procedures for installing hurricane shutters." (**Resolution and Specifications attached**). This Resolution establishes the minimum requirements for the approval process and installation of Hurricane Shutters. The following shall apply to all request / approvals.

1. Shutters shall be installed as per specifications as adopted by the Board. The shutter type, material, colors and installation shall conform to the resolution adopted by the Board of Directors.
2. All costs in connection with the installation and materials shall be borne by the unit owner and not by the Association.
3. The unit owner will be responsible to maintain the unit's hurricane shutters, indemnify and hold the Association harmless from any costs or liability involved in the installation, maintenance or restoration of the hurricane shutters.
4. The Association has the right to demand that the owner maintain and repair the hurricane shutters 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 unit 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, and to pay the costs of that work, including attorney fees, should the Association be required to bring an action to enforce the provisions of the document.
6. The Application for Approval and Installation of Hurricane Shutters shall be completed by the unit owner. The completed application shall, together with the required exhibits, be submitted to the Board. The unit owner shall be notified of action taken and a copy of the approved request shall be placed in the unit's files. **No shutters may be installed until the Application for Installation has been approved by the Board of Directors.**
7. Attach to this application: a) Drawings of proposed hurricane shutter installation. b) Occupational License of installer. c) Certificate of Competency or Contractor License valid in Collier County d) Certification the product to be installed complies with applicable building codes. e) Certificate of Public Liability Insurance \$1,000,000 minimum & Workers Compensation Insurance \$500,000 minimum & Automotive Liability Insurance \$500,000 minimum.

By signing below you agree to abide by the above Resolution of the Carrington Board of Directors, Establishing Specifications and Procedures for **Installing HURRICANE Shutters** on your Condominium and further agree to indemnify, defend and hold harmless the Association from any and all claims, actions, costs or expenses of any nature whatsoever, including but not limited to attorney's fees, construction liens and/or claims arising from such work.

Please fill out the information below:

Name _____
Address _____ # _____
Phone Number _____

Hurricane Shutter location you are requesting approval for:

Lanai _____ Windows _____ Entrance Door _____ All _____ (Check all that apply)

Homeowner Comments:

Please complete the **REQUEST FOR REVIEW OF ARCHITECTURAL MODIFICATIONS** form and mail this signed agreement to Vesta property Services., 27180 Bay Landing Drive #4, Bonita Springs, Florida 34134.
Phone (239) 947-4552

Carrington Board of Directors Use Only

Date Approved _____

Date Denied _____

Reason for Denial

Signed Carrington Board

_____ Date _____

**CARRINGTON AT STONEBRIDGE, A CONDOMINIUM
SPECIFICATIONS FOR HURRICANE SHUTTERS**

March 28, 2005

1. The materials, equipment, installation and construction shall conform in all respects to the requirements of construction established by the local government agency having jurisdiction over construction in the Condominium related to the hurricane shutter wind load requirements.

2. No hurricane shutter shall be permitted or approved, unless it is determined that the product has been tested by a licensed Florida engineer to meet local wind load requirements of construction established by the local government agency having jurisdiction over construction.

3. No hurricane shutter shall be permitted or approved, unless the materials used, at a minimum, is as follows:

A. Type of Shutter: Only ***Roll Down*** hurricane shutters are acceptable for installation in Carrington. Accordion, Storm Panels and other forms of hurricane shutters are not acceptable and will not be approved for installation.

B. Material: Only ***aluminum or PVC*** material with interlocking slats may be used, no other material is allowed.

C. Color: The slat color shall be ***white*** (factory finished), no other color is permitted. The hood and track color on window and entrance door installations shall be painted to ***match the trim or body color of the condominium, so as to blend in with the exterior color of the building.*** Hood and track color may remain white on lanai installations. (Go to local Sherwin-Williams store located on Mercantile Street, Naples, Phone 643-6686 and ask for paint color under Carrington-Card Date 6/23/03. If you have any problems, call Sandcastle).

D. Installation: Hurricane shutter installation over windows and entrance doors must be done on the exterior of the building. Hurricane shutters on lanais must be done on the inside of the lanai screens or over sliding glass doors inside of the lanai; outside installation is not permitted and will not be approved.

E. Fastener/Attachment/Specifications: Only non-corrosive or stainless steel fasteners may be used to install hurricane shutters.

**A RESOLUTION OF THE CARRINGTON BOARD OF DIRECTORS
ESTABLISHING SPECIFICATIONS AND PROCEDURES
FOR INSTALLING HURRICANE SHUTTERS**

March 28, 2005

WHEREAS, the Board of Directors of Carrington at Stonebridge, a Condominium, (hereinafter the "Association") is responsible for the operation and maintenance of said condominium; and WHEREAS, Section 718.113(5), Florida Statutes and the Carrington at Stonebridge, Declaration of

Condominium documents, section 12.6, require the Association to adopt hurricane shutter specifications

that include color, style and other factors deemed relevant by the Board, and to allow unit owners who

wish to install such shutters at their own risk and expense to do so;

NOW THEREFORE BE IT RESOLVED by the Carrington Board of Directors as follows:

1. General Rule:

The installation of hurricane shutters will only be approved in strict conformity to plans and specifications approved by the Board.

2. Definition:

"Hurricane Shutter" means a device, installation, equipment or appliance, affixed or attached to the exterior of a building or any portion of a building so as to be visible from the exterior of the building, with its primary purpose and function being to provide protection to the unit and the property within the unit against storm damage, water penetration by driven rain, wind damage or damage from physical objects or projectiles carried by wind or storm.

3. Installation Request:

A. Any unit owner desiring to install hurricane shutters shall apply to the Association by completing an "Application for Approval to Install Hurricane Shutters," attached hereto.

B. The application shall be accompanied by the following items regarding the installing contractor, if there is not a valid copy of each currently on file with the Association: a copy of an Occupational License and a Certificate of Competency or Contractors License valid in this city or county, and a written certification that the product to be installed complies with applicable building codes.

C. Within thirty (30) days after receipt of the written request and accompanying documentation, the Board shall either approve or disapprove the proposed installation.

4. Insurance Requirements:

A. No Contractor shall begin work or install material unless the contractor carries Public Liability Insurance, including completed operations, in an amount not less than \$1,000,000.00, Workers' Compensation Insurance in an amount not less than \$500,000.00, and Automobile Liability Insurance (including non-owned automobiles) in an amount not less than \$500,000.00. Notwithstanding any minimum amount required herein, no insurance coverage shall be less than the minimum amount required by law.

B. No contractor or proposed hurricane shutter installation shall be approved unless and until appropriate Certificates of Insurance are received by the Association from the insurance agent of the installing contractor.

5. Unit Owner Responsibilities:

A. The unit owner is responsible for all costs of installation, maintenance and continued first class upkeep of hurricane shutters and for insuring them against property damage. The unit owner shall permit the Association to inspect the shutters, as necessary, to ensure compliance with the Association's specifications and rules.

B. The unit owner is responsible for obtaining all necessary building permits and for adherence to and compliance with all applicable building codes.

C. The unit owner must install and maintain the hurricane shutters referred to herein in a first-class manner. If the unit owner fails to maintain the hurricane shutters as required herein after fifteen (15) days written notice from the Association to the unit owner, the Association shall have the right to perform, or have performed, any required maintenance or repair work or to have the hurricane shutters removed and the property restored to its condition prior to their installation, at the expense of the unit owner.

D. The unit owner must indemnify, defend and hold harmless the Association from any and all claims, actions, costs or expenses of any nature whatsoever, including but not limited to attorney's fees, constructions liens and/or claims arising from such work.

6. The unit owner is responsible for any damage to the common elements or other property or unit within the Condominium, which is caused as a result of the installation or maintenance of the hurricane shutters described herein.

ADOPTED by the Carrington Board of Directors the 28th .Day of March 2005.

President
Carrington at Stonebridge, A Condominium