

CARRARA AT TALIS PARK

Condominium Owners' Association, Inc.

REQUEST FOR APPROVAL OF INSTALLATION OF HURRICANE SHUTTERS ON EXTERIOR WINDOWS AND DOORS

INSTRUCTIONS: In order to process this application, the following items must be submitted at least 14 business days prior to the scheduled commencement of any work:

1. This completed application.
2. Detailed description and specification of the proposed modification (Example: Type, Location, Materials, Color, Dimensions, Plans, Survey, Pictures and other information pertinent to your request.)
3. Copy of Proposal Agreement made with Contractor, which includes the Description of the Services being provided.
4. Copy of the Contractor's License or Professional Trade Certification.
5. Copy of the Contractor's Certificate of Liability Insurance naming the Association.
6. Copy of County Permits (if applicable)

To: Board of Directors and/or Architectural Review Committee

From: Owner(s) Name: _____

Property Address: _____

Phone: _____ Email: _____

I/We hereby request approval to install Hurricane Shutters for Exterior Windows and Doors as described below (attach additional page if needed):

Contractor Information:

Company Name:	
Address:	
Phone:	Email:
License #	Liability Co. Name & Policy#:
Contractor Signature:	

By submitting this Application, we agree to the following terms and conditions as described below:

Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be fined. All installations, alterations and modifications shall be of professional design, quality and materials.

The Board of Directors/Architectural Review Committee reserves the right to require additional information & request modifications to the plans.

Any approval granted herein is subject and conditioned upon obtaining the necessary approval/permits required from any City and/or County Building or Zoning Departments, as may be required in accordance with the local codes, laws and ordinances, prior to the commencement of work. It is the Owner's responsibility to provide said information to the Association to validate the Architectural request.

The owner shall be ultimately responsible for any damages incurred to common property, other property and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred as a result, violation of the rules and regulations and/or negligence on his behalf and/or his contractors and vendors. The Association has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.

During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in an orderly condition always. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the building, unit, and limited and /or common areas daily.

Abide with the Association's authorized days and approved hours for construction and modification as provided in the Rules and Regulations.

All contractors must be properly licensed and insured for liability. Proof of such, and naming of the Association in said policy, is REQUIRED prior to the commencement of any work or modification.

Abide by and agree to the rules and specifications adopted by the Board of Directors regarding the installation and use of Hurricane Shutters for

Exterior Windows and Doors as more fully set forth below:

Unit owners should be aware of the following language contained in Paragraph 20 of the Declaration of Condominium General Rules: "All windows and sliding glass doors in the Condominium will contain a special architect-approved laminated glass and have been designed and installed to meet or exceed the wind load and windborne debris impact standards of the hurricane shutters".

Regardless of this fact, F.S. 718.113(5) mandates that the Board of Directors adopt hurricane shutter specifications that shall include color, style and other factors deemed relevant by the Board. A unit owner is not required to install hurricane shutters but must follow these specifications should they decide to do so. The Association will not install hurricane shutters. Accordingly, as required by Florida Statute 718.113(5), Carrara at Talis Park Condominium Owners' Association hereby adopts the following hurricane shutter specifications:

- a) All hurricane shutters and their installation shall conform to all codes including building codes as may be required by law. The Association shall not be responsible for ensuring that a hurricane shutter or its installation conforms to those codes. If these specifications or any part thereof are inconsistent with an applicable code or building code, the code or building code will apply.

- b) The shutters and all observable hardware shall be a matching color to the wall of the building to which they are attached.
- c) The material used must be Extruded Aluminum with anodized finish.

- d) The style of the shutter must be removable panels.

- e) General Specifications:
 - a. The hurricane shutters and their installation must conform to the provisions in the Association governing documents that pertain to exterior improvements, provided that those provisions are not inconsistent with the requirements of F.S. 718.113(5).
 - b. Before installation the unit owner must receive the written approval of the Board of Directors and the Talis Park Architectural Review Committee (ARC). The unit owner shall submit to the Board the plans, specifications, proposed contract, and any other matter that the Board may request. Installation cannot begin until the Board has provided its written approval to the unit owner. Approval will not be unreasonably withheld. As a part of this application the unit owner will sign a document assuming sole responsibility for all aspects of the installation, use, maintenance and removal of the hurricane shutters and releasing the Association from any liability or responsibility thereof.
 - c. The Board may, in its discretion, require the unit owner to obtain from an independent professional having qualifications suitable to the Board a writing certifying that the hurricane shutters and their installation meet all applicable codes, and conform to the plans and specifications approved by the Board.
 - d. In its deliberations the Board may consider any factors whatsoever, which may include, but which shall not be limited to, exterior appearance, structural integrity, and uniformity.
 - e. The overall costs as well as the protection these shutters provide vary significantly with the quality of material and manufacturer; The Board does not recommend any manufacturer or contractor over another.
 - f. A licensed, insured contractor shall perform the installation, maintenance, repair and modification under all required building permits. As a condition of its approval the Board may require proof of insurance having coverage limits suitable to the Board. All costs of installation, maintenance, repair and modification of the shutters shall be the sole responsibility of the Unit Owner. No hurricane shutters may be installed on the outside of the Lanai. If they are installed inside of the Lanai, they may only be attached to cover the sliders and windows and be mounted on the walls immediately adjacent to and above them. For hurricane shutters that are installed on a window that is located outside of the Lanai the installation must provide for all holes and other mounting material remaining on the building after the hurricane shutter is removed to be covered in a fashion so that they are not visible from outside of the building and blend in with the color of the building. Under no circumstances may this installation damage or otherwise interfere with any existing architectural aspect of the Building.
 - g. The unit owner shall be responsible for any loss or damage to the condominium property, association property, or other property over which the Association has maintenance authority that is caused during the installation, maintenance, repair, modification or removal of the shutters.
 - h. The unit owner shall obtain instructions from the contractor or manufacturer concerning the proper maintenance, operation, and removal of the shutters. Shutters and hardware shall be removed at the expense of the unit owner upon request of the Board, for the purposes of permitting the proper maintenance and repair of the building. The cost of reinstallation shall be the responsibility of the unit owner.
 - i. Shutters installed pursuant to these specifications shall be utilized or deployed only in the event the condominium is included in an area subject to a hurricane watch or warning issued by the National Weather Service. They shall not be used or closed for general security purposes, or simply to avoid rain, dirt, sun, etc. The choice to use or not use these shutters is up to the unit owner and the Association assumes no responsibility thereof. The unit owner must remove all shutters within 72 hours after the watch or warning is cancelled or such time as a named storm is no longer directly threatening the condominium. In the event storm damage prevents this, then within a reasonable time when it becomes safe to do so. The Board may remove the shutters at the unit owner's expense if necessary, to ensure compliance with this requirement of timely removal or opening. The deployment of shutters on windows that are located outside of the Lanai and the removal of those shutters shall only be done by a licensed, insured contractor. All shutter panels and hardware shall be stored within the Unit Owner's storage room or otherwise within their Unit or at an off-site location at the Unit Owner's expense. At no times may shutter panels and hardware be stored within any of the Common Areas.

Signature of Owner(s) _____ / _____ Date: _____

Deliver completed form and supporting documents to: management@naplesservicegroup.com
 PMI Gulf Coast
 1004 Collier Center Way, Suite 105
 Naples, FL 34110

For Board of Directors and/or Architectural Review Committee Use Only:

Date Application Received: _____ Date of Disposition: _____
 Approval Granted: _____ Date delivered to Talis Park Community Association for their approval: _____
 Approval Denied: _____ Explanation: _____

Member of the Board of Directors and /or Architectural Review Committee:

Signature: _____ Printed Name: _____

For Talis Park Community Association Use Only:

Approval Granted: _____ Date: _____
 Approval Denied: _____ Date: _____
 Explanation: _____

Board Member/Authorized Representative of Talis Park Community Association Architectural Review Committee (ARC):

Signature: _____ Printed Name: _____