



Hurricane Shutter Application

Unit Number: _____

Date: _____

*Complete & submit this form 14 days prior to commencement of any condominium renovations, remodeling and/or exterior modifications.
Submit to: ARC@keysenterprise.com*

Unit Owner: _____

Telephone #: _____ Cell #: _____ E-mail: _____

Contractor/Handyman: _____

Telephone #: _____ Cell #: _____ E-mail: _____

Contractor License #: _____ Start Date _____ End Date: _____

Description

Describe product being installed:

All work that may cause a disturbance must be done between Monday through Friday between 8:00AM and 5:00PM. Drilling into concrete must be approved by the Board of Directors prior to work commencing. All work must be done in compliance with Shorewood Documents, Rules and Guidelines, and Material Specifications and Installation Requirements. All debris must be removed by the Contractor, it cannot be left onsite or in the property dumpster.

1. Contractor licensed to perform work? Yes No
2. Proof of Insurance? Yes No
3. Materials certified and meet all Codes? Yes No
4. Installation methods conform to Specifications? Yes No
5. Any part of Installation electrically operated? Yes No
6. Are permits required prior to Installation? Yes No

Attach the following documents (as applicable):

- ✦ _____ Proof of Liability Insurance..... Expiration _____
- ✦ _____ Proof of Workers Compensation policy... Expiration _____
- ✦ _____ Copy of License..... Expiration _____
- ✦ _____ Proof of Auto Insurance..... Expiration _____
- ✦ _____ Material Specifications/Testing Certificate
- ✦ _____ Required Permits

I hereby agree to adhere to the current Shorewood rules regarding Renovations, Remodeling and/or Exterior Modifications as documented in the Shorewood Rules, Guidelines and Information, Section D. Work must be approved prior to work commencing. Submit completed Installation Application Form to Shorewood property management. Incomplete form, missing documents, or documents missing information will be rejected.

Unit Owner Signature

Date

Contractor Signature

Date

SPECIFICATIONS FOR THE INSTALLATION OF STORM SHUTTERS

The Association has adopted storm shutter specifications and will permit the installation of storm shutters for any balcony and shutters for windows provided that the color is white, and that the installation of shutters complies with all applicable building codes. The installation of storm shutters is highly recommended in order to protect the building from damage during storms. The Association must approve the installation or replacement of storm shutters prior to the installation. If Shorewood property management fails to act within a thirty-day period, the plans and specifications shall be deemed approved.

Only Roll-up Shutters and Accordion Shutters are approved for installation at Shorewood. ALL windows must use Roll-up Shutters; panels are NOT to be installed. For balconies, both Accordion Shutters and Roll-up Shutters are permitted. Accordion shutters shall be installed inside the balcony railing and Roll-up shutters shall be installed against the wall at the balcony doors.

Shutter Installation is subject to the following rules, requirements and regulations:

- 1.0 Contractors who install storm shutters within the property, known as Shorewood Community Association, must comply with all requirements of the Florida Building code and the City of Cape Canaveral building code including permitting. The successful Contractor shall at all time keep the premises free from accumulations of waste materials or rubbish caused by his work, employees or sub-contractors. Upon completion of each project, the Contractor shall be responsible for the removal of all unused materials, equipment, scraps and debris resulting from the work done. The work areas shall be left clean in a manner acceptable to the Shorewood Community Association.
- 2.0 All contractors shall be properly licensed and insured. A certificate of insurance will be required before any work begins.
- 3.0 Unit owners must ensure that their contractor follows the requirements of the rules and regulations, by-laws and other regulating documents of Shorewood Community Association.
- 4.0 Knowing that the installation is on the common property converts the liability and responsibility for the installation and maintenance to the unit owner and not the Shorewood Community Association.
- 5.0 Unit owners are responsible for:
 - 5.1 Completing the Installation Application Form and submitting the form to Shorewood property management for final Board approval.
 - 5.2 Giving the Board 21 day's notice of the proposed installation.
 - 5.3 Noting that the Board will have the installation inspected. They may inspect the balcony deck under and over the track for deterioration. Repairs may have to be made prior to installation
- 6.0 In the event that the inspection by the Professional Engineer finds deficiencies in the installation, the unit owner is the responsible for timely resolution of the issue(s) with the contractor, and not the Shorewood Community Association.
- 7.0 **Storm Shutter Specifications**

All storm shutters shall be white. A sample color must be shown to the Board for approval. All roll-up shutters shall comply with Notice of Acceptance (NOA) 07-1218.01. All accordion shutters shall comply with NOA 07-0508.04. Complete specifications for both are available on www.miamidade.gov

8.0 Storm Shutter Installation Specifications - Overview

All walkway panel edges and corners shall be rounded with no sharp edges. All bracket or track installations will be with stainless steel, using non-corrosive hardware. Screws cannot penetrate more than 2 inches or be smaller than #12. Damage done to the deck, ceiling and/or walls by the use of longer screws or improper hardware or installation will be the responsibility of the unit owner. Tracks must have a space between the deck and the bottom of the track to allow for water drainage. All holes must be sealed with a butyl or urethane caulk sealant to prevent water intrusion into the concrete. An Agree Gator 300 bimetal fastener is suggested. Aluminum extrusions shall be 6063-T6 alloy with a minimum that Agree Gator 300 (P/N EML 325) stainless steel bimetal fasteners at least 2" in length be installed. Choice of a stainless steel bonded EPDM/neoprene washer OR a non-metallic washer such as nylon shall be used with the yield strength of $F_y = 31.0$ ksi. Screws must be stainless steel 304 or 316 series with 50 ksi yield strength and 90 ksi tensile strength. Aluminum pop rivet material will be 5052 aluminum alloy with an aluminum mandrel.

9.0 Removal of Existing Shutter Assemblies

- 9.1 Where shutters have been previously installed, all existing fasteners shall be removed from the deck surface by drilling only. The use of pneumatic hammers or other equipment is prohibited, they may damage the deck.
- 9.2 Clean holes shall be filled with a two-part epoxy compound or hard setting urethane caulk.
- 9.3 The deck/wall stucco and coating shall be repaired to seal all penetrations.

10.0 Installation of Shutter Assemblies

- 10.1 Anchor bolt locations shall be adjusted as required to avoid reinforcing steel. Locate reinforcing bars using a Pachometer or similar instruments. The contractor shall adjust anchor holes to avoid hitting rebar. The contractor is responsible for confirming the soundness of the structure where the shutter will be attached.
- 10.2 The bottom track of accordion type shutter assemblies shall be raised 1/8" – 1/4" above the concrete floor for drainage. Shim the track with aluminum plate, non-absorbing plastic (i.e. Delrin, PVC, ABS) or other suitable weather resistant material. Shims shall be the width of the shutter track and shall be located beneath each anchor bolt.
- 10.3 The flanges and brackets of vertical guides for roll-up shutters do not require drainage shims. If shimming is necessary for proper fit, it shall be done with an aluminum plate or non-absorbing plastic.
- 10.4 Fastener holes shall be pre-drilled, debris blown out, and holes filled with urethane caulk sealant. Anchor bolts shall be stainless steel, expansion type or "tapcon" self-threading type and of the diameter and quantity recommended by the shutter manufacturer. Non-metallic washers must be used to minimize galvanic corrosion. Shims and bolts shall be generously coated with Sikaflex 1a, (or equal) polyurethane sealant. After installing the track or bracket, fastener heads shall be caulked with sealant.
- 10.5 Where shutters require reworking to allow for the raised track, such work shall be done in accordance with the shutter manufacturer recommendations.
- 10.6 If tile has been installed (grandfathered), the tile must be a minimum of 1/2" back from the shutter track. Do not caulk or seal the space between the track and the tile.
- 10.7 The manufacturer's Notice of Acceptance (NOA) must be provided as well as having the product approval labels installed on product as required by law.

11.0 **Shutter installation must conform to the latest Florida Building Code Section 1609.1.2 and the City of Cape Canaveral requirements**

12.0 **Section 1609.1.2 - Protection of openings:** Glazed openings in buildings located in wind borne debris regions shall be protected from wind-borne debris. Glazed opening protection for windborne debris shall meet the requirements of SSTD 12, ASTM E 1886 and ASTM E 1996, ANS/DASMA 11 (for garage doors and rolling doors) or TAS 201, 202 AND 203 or AAMA 506 referenced therein.

12.1 Glazed openings located within 30 feet (9144 mm) of grade shall meet the requirements of the Large Missile Test.

12.2 Glazed openings located more than 30 feet (9144 mm) above grade shall meet the provisions of the Small Missile Test.

13.0 **Compliance**

After the effective date of this specification, all new installations of storm shutters must meet and comply with these specifications. Failure to comply with Florida Building Code and the City of Cape Canaveral Building Code and/or these specification requirements will require the removal of the installation and repair of the holes at the unit owner's expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owners expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, at a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

APPROVED? Yes No **Date:** _____, _____

By: _____ Title: _____