



REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE (ARC) APPROVAL

Email to:
mcros@accessdifference.com

PROPERTY INFORMATION	
OWNER(S) NAME:	UNIT #
E-MAIL:	CONTACT PHONE:

BUILDER OR CONTRACTOR INFORMATION	
COMPANY AND/OR CONTRACTOR NAME:	COMPANY ADDRESS:
BUSINESS PHONE:	CONTACT PERSON:
BUSINESS LICENSE # Please submit copy with application	CERTIFICATE OF INSURANCE; Please submit with application Naming both THE HOMEOWNER <u>AND</u> THE MARINA BAY CLUB C/O Access Management

REQUESTING APPROVAL OF:	
___ ADDITION(S) OR MODIFICATIONS	PLEASE EXPLAIN:
___ FLOORING REQUIREMENTS FOR TILE, VINYL OR WOOD MUST MEET UNDERLAYMENT REQUIREMENT OF 70 MIL (2nd floor units do not need underlayment)	UNDERLAYMENT BEING USED:
___ CHANGES TO EXTERIOR MATERIALS AND/OR COLORS	MUST INCLUDE COLOR AND/OR STYLE IF APPLICABLE:
___ OTHER MODIFICATIONS OR ADDITIONS	PLEASE EXPLAIN:
___ INSTALL STORM SHUTTERS	Submit Color and Style
EXPECTED START DATE:	EXPECTED COMPLETION DATE:
PERMIT REQUIRED? ___ YES ___ NO	

Underlayment must be inspected by the Property Manager or a Board Member before flooring can be laid.

Inspected by _____ Date _____



Approval is requested to make the alterations/modifications to the unit as described above on this Architectural Review Request. (Unit owner to initial each statement)

_____ In requesting approval, I acknowledge full responsibility for the actions and inactions of my hired contractor while on the premises.

_____ Approval of this request does not constitute a representation or warranty of the quality of the work performed and that I am solely responsible for determining that the contractor's performance is satisfactory.

_____ Approval of this request does not in any way constitute an endorsement of the contractor (or sub-contractors) by the Board of Directors, their committees, or Agents.

_____ The purpose of any inspection by the property manager or the Board of Directors is only to determine if appropriate flooring underlayment is used as required, and the premises and common areas are left in good condition.

_____ That I have read and understand the Association's "Contractor Guidelines" and have provided a copy to my contractor.

Owner Signature _____ **Date** _____

BOARD APPROVAL/DENIAL: APPROVED _____ **DENIED** _____

Reason if denied _____

Board or Manager's Signature _____ **Date** _____



Contractor Guidelines

APPROVAL OF MODIFICATIONS TO UNITS (ARC REVIEW)

All unit Alterations/Additions and/or Modifications other than cosmetic or decorative, must receive prior written approval from the Board of Directors. There is a form available at www.marinabayclubnaples.com for this purpose. Contractors should not begin any work prior to being notified of this approval.

HOURS/DAYS:

Contractors working in the building are limited to the hours of 8:00 A.M. to 4:00 P.M., Monday through Friday from April 1st through December 15th, except on federal holidays. Work is not permitted at any other time, **including** Saturdays and Sundays.

PARKING:

There is no contractor parking allowed in the front of the building. Contractors may park in the Marina Bay Club lot adjacent to the Island Marina Office, or in the undesignated spaces in the back of the building. Workers may park **temporarily** (less than 15 minutes) in front of the building, **outside** the Porte Cochere to unload their materials and equipment.

Vehicles and Trailers should not be parked horizontally across multiple parking spots. Contractors should detach construction trailers from the towing vehicles, with each put in a separate parking space.

DON'T: Incorrect Parking



DO: Correct – Trailer Detached



ELEVATORS

The walls and floor of the elevator must always be protected when materials or equipment are being transported to a unit. There are elevator pads and a floor covering (carpet) inside the stairwell door directly opposite the elevator. **It is the responsibility of the contractor and the unit owner to ensure that elevator pads and floor coverings are in place.**

Elevator doors should not be forced open once they begin closing, held open by force, blocked by equipment to hold open, etc. Call buttons should be pushed by hand only, no tools or other devices should be used to push a call button.

TRASH & CONSTRUCTION DEBRIS:

All trash and construction debris shall be hauled off the property by the contractor daily, unless a dumpster specifically designated for the contractor's use is available on-site.

Dumpsters are allowed on the property only with prior arrangements with property management regarding placement. Dumpsters should be on property for no longer than 7-10 working days at a time, with removal on an as needed basis by the contractor. Dumpsters are not allowed to remain on property indefinitely until a project is deemed "complete". The Association retains the right to deny placement of a dumpster, or request that a dumpster be removed from the property due to space/parking constraints and/or general safety and aesthetic concerns.

The trash chutes and the condominium dumpsters are not to be used by contractors, nor is any trash to be left in units or hallways.

Grout, paint, wall mud or any other material must not be poured down building drains, sinks, toilets, or bathtubs.

WHILE ON-SITE:

Permits, if required, must be visible and affixed to the outside of the unit door.

Marina Bay Club is a non-smoking community. There is no smoking allowed in the common areas of the building, or on the Marina Bay Club grounds. Smoking is allowed ONLY in the owner's unit, and only with the permission of the unit owner. There is no smoking allowed on building walkways, unit balconies or lanais.

All smoke alarms are to be left in place. They are to be properly protected during interior finish work, which generates heavy airborne particles such as sanding and painting.

Contractors are not allowed to use the carts owned by the condominium for transport of materials to a unit.

Work Preparations (mixing of paints, mud, grout, etc.) are not allowed in the main lobby, the elevator lobbies, or on the walkways outside a unit.

The property manager will direct where equipment may be set up if required. As Marina Bay Club does not have a full-time on-site property manager, or the property manager may be absent from the community on any given day, ***special equipment set-up requirements must be addressed in advance of the start of work.***

Breaks and lunches, if taken ***inside*** the building and must be confined to the owner's unit.

No radios should be played at a volume that will disturb the peaceful enjoyment of any other unit owners.

Workers are not to wander around areas of the building or grounds other than the specific area or unit to which they are assigned.

RESPONSIBILITIES OF THE UNIT OWNER

The Unit owner is responsible for the contractor's actions and inactions while on the premises. Contractors and subcontractors are on the premises at their own risk and agree to indemnify and hold harmless to the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.

The Association requires all hired Contractors to be fully licensed and insured. (License and insurance information is required on the ARC form). The unit owner is financially responsible for any resulting damage to person(s) or property not paid for by the contractor's insurance.

The Unit owner is responsible for coordinating special requirements of their contractor with the property manager, including but not limited to; placement of dumpsters, set-up of equipment outside the building (such as table saws, paint booths, etc.), access through the second gate for parking in MBC undesignated spots if required, and any other requests and/or requirements of the contractor that may potentially disturb the peaceful enjoyment of the owners, compromise the safety of owners, or impact the appropriate care and maintenance of all Marina Bay Club property.

Received and Reviewed by Unit Owner: _____
Unit: _____

Received by Contractor: _____

Provided to Contractor on _____ **by:**
(date)

- ☐ Homeowner
- ☐ Property Manager

These contractor guidelines can be accessed at any time at www.marinabayclubnaples.com under the "Documents" tab.



APPLICATION - HURRICANE SHUTTER APPROVAL

TO; MARINA BAY CLUB OF NAPLES INC.
13105 VANDERBILT DRIVE, NAPLES, FLORIDA 33923-1430

FROM: name _____ UNIT NO. _____

IS REQUESTING PERMISSION TO PROCEED WITH THE INSTALLATION OF HURRICANE SHUTTERS, FOR THE SUBJECT UNIT, IN ACCORDANCE WITH THE BOARD RESOLUTION "HURRICANE SHUTTER SPECIFICATIONS"

I (WE) ACKNOWLEDGE, UNDERSTAND AND AGREE TO ABIDE BY THE "TERMS AND CONDITIONS FOR APPROVAL AND INSTALLATION OF HURRICANE SHUTTERS" TO WHICH THIS APPLICATION IS ATTACHED, AND WILL MAKE THE INSTALLATION CONTRACTORS AWARE OF THE SAME. I (WE) UNDERSTAND AND AGREE THAT I (WE) AM (ARE) RESPONSIBLE FOR MAINTENANCE, REPAIR, AND REPLACEMENT OF THE INSTALLED HURRICANE SHUTTERS, AS WELL AS FOR ANY EXPENSE OF REMOVING AND REINSTALLING THE SHUTTERS IF REMOVAL BECOMES NECESSARY FOR ANY REASON.

UNIT OWNER SIGNATURE _____

UNIT OWNER SIGNATURE _____

DATE OF SIGNATURES _____

* TO BE CONSIDERED THE APPLICATION MUST BE COMPLETED AND SUBMITTED WITH THE REQUIRED EXHIBITS.

DATE RECEIVED IN OFFICE: _____

MBC 104

TERMS AND CONDITIONS FOR APPROVAL AND INSTALLATION OF HURRICANE SHUTTERS

THE BOARD OF DIRECTORS 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 APPROVALS THEREOF:

1. SHUTTERS SHALL BE INSTALLED AS PER SPECIFICATIONS AS ADOPTED BY THE BOARD. THE SHUTTER MATERIAL AND INSTALLATION SHALL CONFORM TO SAID RESOLUTION "HURRICANE SHUTTER SPECIFICATIONS".
2. ALL COSTS IN CONNECTION WITH THE SUBJECT 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 THE 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, 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 TO PROCEED WITH 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 UNITS FILE. NO SHUTTERS MAY BE INSTALLED UNTIL THE APPLICATION FOR INSTALLATION HAS BEEN APPROVED BY THE ASSOCIATION.

MARINA BAY CLUB OF NAPLES INC.

**TECHNICAL SPECIFICATIONS FOR HURRICANE
SHUTTERS**

1. THE MATERIALS, EQUIPMENT, INSTALLATION AND CONSTRUCTION USED 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 SHUTTERS 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, INCORPORATED INTO OR A PART OF THE HURRICANE SHUTTER SHALL BE, AT A MINIMUM, AS FOLLOWS:
 - (A) **TYPE OF SHUTTER**
ROLL DOWN (MANUAL OR ELECTRIC OWNER PREFERENCE)
 - (B) **MATERIAL**
ALUMINUM OR VINYL (EXTRUDED VINYL ACCEPTABLE)
 - (C) **COLOR**
PURE WHITE (CURTAIN)
HOOD, TRACK, SIDE RAILS, AND OTHER PARTS ARE TO BE OFF WHITE OR YELLOW

(D) INSTALLATION

1. OVER WINDOWS AND SLIDING DOORS, SHUTTERS MUST BE ON THE EXTERIOR OF THE BUILDING.

2. ON PORCHES, LANAIS, AND BALCONIES SHUTTERS MUST BE ON THE INSIDE OF THE SCREENS.

(E) FASTENER/ATTACHMENT / SPECIFICATIONS

PER MANUFACTURERS RECOMMENDATIONS.

(F) OTHER SPECIFICATIONS/COMMENTS

MUST MEET ALL FLORIDA STATE AND LOCAL CODES

(G) DRAWINGS OF INSTALLATION

1. MANUFACTURER CATALOGS OR STANDARD DRAWINGS TO BE SUBMITTED WITH ALL APPLICATIONS.

****** ALL SUPPLIERS TO INCLUDE FROM THEIR INSURANCE COMPANY THE
PROOF OF INSURANCE, PRIOR TO ANY WORK BEGINNING. ******

**MARINA BAY CLUB OF NAPLES INC.
APPROVAL TO PROCEED WITH INSTALLATION
OF HURRICANE SHUTTERS**

TO: _____
(UNIT OWNER)

(ADDRESS)

SUBJECT: APPROVAL TO INSTALL HURRICANE SHUTTERS FOR UNIT

THE ATTACHED APPLICATION TO PROCEED WAS:

APPROVED _____ DISAPPROVED _____

ON THE _____ DAY OF _____ 19 _____

(AUTHORIZATION) (TITLE)