



## 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)