



CLOVER KEY

Village Square

VILLAGE SQUARE of TITUSVILLE CONDOMINIUM ASSOC, INC.

1685 – 1795 Harrison St, Titusville, FL

c/o Clover Key, Inc.
110 Imperial Street,
Merritt Island, FL 32952
E-Mail: office@cloverkeyservices.com

Community Association Management
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Office: 321-735-7624

SPECIFICATIONS FOR HURRICANE SHUTTERS (ACCORDIAN at Balconies Edges or ROLL DOWN over Windows ALLOWED), SLIDING GLASS DOORS, GLASS ENCLOSURES, WINDOWS AND SCREEN ENCLOSURES

The Village Square Board and Management have the responsibility to review, in advance, all hurricane shutter installations, all sliding glass door installations, all window, door, and all screen enclosure installations.

Owner's contractor must submit to the Board:

1. Application for Installation form (last page) signed by Owner & Contractor
2. Installation Plan Detail (with photo if possible)
3. Proof of General Liability and Workman's Compensation insurance
4. Current Brevard County Business License
5. For shutters, proof that the City of Titusville has given Engineering Approval of the shutters.
6. Written approval from Village employee or Board member that the color of the shutters matches the color of the building.
7. Copy of Building Permit

Owner must give the Board sufficient WRITTEN notice of intent to install these items.

At the time of your notice of intent to install, a Board member or Manager, along with Maintenance Personnel, will inspect the balcony deck and sills for deterioration or a need for concrete work. At that time, the Association's concrete contractor will be notified of the needs assessed and will work with YOUR contractor to ensure a smooth process of work.

If balcony deterioration of any kind occurs after installation of your sliders, doors or enclosures, the Board has the obligation and the right to repair the balcony, and will do so at Association expense. The Association will not pay for the removal or re-installation of your shutters or enclosure, and will not pay for any damage to any shutter system or enclosure caused by defect in the balcony that may occur after installation. Village Square Condominium will not be responsible for any damage incurred to your installed items, as this is the owner's responsibility.

The unit owner shall be solely responsible for damage caused to the building by water intrusion resulting in damage due to improper installation by you or your contractor. Installation, repair, replacement and maintenance of shutters, sliding glass doors or enclosures, in accordance with the procedures set forth herein, shall not be deemed material alteration to the common elements within the meaning of the Condominium Act, as long as the unit owner obtains written permission to install these items before the work is started.

**Owner Application for Installation of Hurricane Shutters, Sliding Glass Doors,
Glass Enclosures, Windows, Doors or Screen Enclosure**

Village Square of Titusville Condominium Association, Inc.
1685 - 1795 Harrison Street Titusville, FL 32780
c/o Management: Clover Key, Inc. 321-735-7624

FROM: Name: _____ Unit # _____

Type of **Shutter** to be installed: () Accordion at Balcony Edge or () Roll Down

Manufacturer of Shutter: _____

Contractor Company Name/Phone: _____

Type of **Sliding Glass Door / Glass Enclosure / Window** to install:

() *Impact Glass* or () *Regular* (Check One)

Manufacturer: _____

Contractor Company Name/Phone: _____

- Or -

Manufacturer of **Screen Enclosure** Aluminum: _____

Contractor Company Name/Phone: _____

ESTIMATED DATE OF INSTALL: _____

It is requested that I (we) be permitted to install the above item(s) for the subject unit. I (we) agree to be in accordance to the specifications set by the ASSOCIATION.

- ✓ Attach copy of contract / estimate, showing specifications of installation, type and manufacturer of shutter being installed and color ordered.
- ✓ Contractor must use non-rusting fasteners and caulk ALL holes and around outside of housing.
- ✓ Owner & Contractor understand and agree to abide by the specifications set forth in this specification form.
- ✓ Owner understands that from time to time, Association MUST require the removal of owner-installed items to maintain the building. Owner further understands that all costs for removal /reinstallation are an Owner Responsibility.
- ✓ Copy of permit must be returned to the management office for inclusion in your file after final approval by city.

The undersigned agree to the terms above:

Owner signature _____ Date: _____

Contractor Signature / Company Name: _____ Date: _____

Board Representative Signature _____ Date: _____

Shutter Color Approved by Board Representative: _____

Approved Hurricane Shutter Types

- **Automatic Rolldown Shutters**

These are permanently installed, Extruded Aluminum / chromium phosphate dipped louver shutters. They are housed in a box above each window and roll down along a set of tracks on both side and lock at the bottom. If they are motorized they can be closed with the flick of a switch. For large windows and doors, reinforcing rods are usually inserted after deployment to insure shutter strength. Materials and Labor must meet Dade County Hurricane Specifications. (These are the only allowed type of WINDOW and DOOR coverings)

- **Accordion Shutters**

These are also permanently installed. They often are housed in a box at the side of the building, are pulled out to deploy them, and are locked either in the middle to the other accordion panel, or on the other side of the balcony wall. Materials and Labor must meet Dade County Hurricane Specifications. (This type of shutter is only allowed on the PERIMETER of the BALCONY or patio)

INSTALLATION:	Shutters may be installed on the back porch patio or the windows on the front walkway side of the unit, as well as over side windows at the ends of the buildings.
	All shutter fasteners shall be corrosion-resistant, such as stainless steel, and bedded in with Sikaflex 1a sealant or equal. All shutters shall be installed in strict accordance with the Notice of Approval.
	Shim bottom track up 3/16th of inch for water drainage using aluminum shim, not wood.
COLOR:	Color of all installations must match building.
	Box housing and tracks of accordion, roll down, and pull down shutters to be same color as the building. The supports and guides must be BRONZE in color in accordance with the rules of the Association.

Approved Sliding Glass Door Installations

Please ensure that your contractor will coordinate with the Association in regard to any concrete work that might be needed beneath the new slider door tracks before installation. The Association expects that if concrete work is needed below the old track, your contractor will not level with wood, but will allow the Association, at the Association's expense, to bring in concrete contractors to perform leveling & repairs. This action helps to prevent water intruding into the unit below.

We need to make you aware of certain rules with regard to installing the new door tracks:

1. All sliding glass doors shall be installed in strict compliance with the Dade County Notice of Approval. All tracks, holes and fasteners shall be sealed, bedded and caulked with SIKA Flex 1a or equal.
2. Any repairs needed underneath your current sliding door will be repaired before the new door is installed.
3. Please ensure your contractor is responsible for making repairs to any common areas, especially the concrete, disturbed by the installation of the doors and that these areas are re-painted with paint provided by the Association. Please contact the Management Company if paint is needed.
4. Lastly, there is a special coating system on the balcony deck. Please require your contractor to use a drop cloth on the balcony deck whenever work is performed.

INSTALLATION OF SHUTTER ASSEMBLIES, SCREEN ENCLOSURES AND SLIDING GLASS DOORS

1. Place tarp or covering over balcony floor before beginning work.
2. All debris from the job to be removed from property. On site dumpsters are NOT to be used.
3. Anchor bolt locations shall be adjusted as required to avoid reinforcing steel. Locate bars using an pachometer or similar instruments. No "HILTI" or power-actuated devices are to be used.
4. The bottom track of accordion-type shutter assemblies shall be raised 1/8" to 1/4" above the concrete floor for drainage.
5. The flanges and brackets of roll-up type shutters do not require drainage shims, however, if shimming is necessary for proper fit, it shall be done with aluminum plate or non-absorbing plastic.
6. Anchor bolts shall be stainless steel expansion type. Stainless steel isolation washers are recommended to minimize galvanic corrosion. Bolt holes shall be drilled to the required depth, vacuumed out, and the holes saturated with "CorTec MCI 2020" impregnating corrosion inhibitor or Sikaflex urethane sealant. Shims and bolts shall be bedded-in with Sikaflex 1a urethane sealant. After installing the track or bracket, exposed fastener heads shall be caulked with Sikaflex 1a sealant, and the use of plastic "caps" over the screws or nylon "hat washers with sleeves" used to prevent corrosion is recommended.
7. Where shutters require re-working to allow for the raised track, such work shall be done in accordance with the shutter manufacturer recommendations.
8. Accordion shutters will require reinforcement on the side walls of the building since some of the walls are only wood. Aluminum posts are preferred, but Titusville building department specifics will apply.
9. Use Bonding Sika 1CSL for door tracks in conjunction with the screws.
10. The entire perimeter of the shutter housing must be caulked with Sikaflex caulk to avoid the intrusion of wind-driven rains.
11. The contractor must repair any damages made to the common areas, especially the concrete, and re-painting with paint provided by the Association. Please call the Management Company if paint is needed

REMOVAL OF EXISTING SHUTTER ASSEMBLIES

1. Place tarp or covering over balcony floor before beginning work.
2. Where shutters have been previously installed, all existing fasteners shall be removed from the deck surface; the use of pneumatic hammers or other equipment that may damage the concrete deck must be closely watched.
3. Un-used holes shall be filled with a two-part epoxy compound or hard-setting urethane caulk.
4. The deck coating shall be repaired to seal all penetrations. Maintenance and Board or management agent will inspect work before, during and after the job is complete and if any damage is found, Association will have knowledgeable contractor make the repair and bill owner / contractor.