

# OCEANS EIGHT CONDOMINIUM ASSOCIATION, INC.

## Policy Manual (Amended and Adopted February 9, 2005)

**Policy: 99-2**

**Title: Hurricane Shutter Policy**

To fulfill the obligation of the Board as set in Florida Statute 718.113: and to provide for the safe and proper installation of hurricane shutters at Ocean Eight.

### **Scope:**

The intent of this policy is to fulfill the minimum requirements as mandated by State Statute. All specifications below are deemed to be relevant factors by this Board. These specifications are provided so as to allow unit owners on election to install hurricane shutters on their unit, at their own expense. This policy is not intended to commit the Association itself to install shutters in the common areas.

### **Definitions:**

Hurricane Shutter ("shutters") is intended to mean the folding or collapsible protective device which parallels the plane of the wall and protrudes beyond the plane of the wall only by virtue of its own thickness plus its required installation clearance, and which satisfies all codes. Reference to "shutters" will include the installation itself and the related anchoring accessories.

Codes – refers to all City, County, and State guidelines and mandates dealing with hurricane shutters and wind-load requirements.

Balcony Enclosure – a collapsible wall system that is mounted on tracks, which follow the perimeter of the balcony railing. **Note: Balcony Enclosures are prohibited as Hurricane Shutters per this policy.**

### **Specifications:**

#### **A. Exterior Shutters - Balcony Sliding Glass Doors and Windows Accessible From the Balcony**

1. Shutters must satisfy all codes and be approved by the City of Daytona Beach Shores' Building Department and conform to any requirements of the Southern States Building Code both for the shutter and its installation.
2. The exterior color of the shutter and tracks shall substantially match the color of the building. The surface must be smooth, with no decorative features. Parallel support tracks for roll-down shutters shall match the color of the sliding glass doorframes.
3. The interior color (that is, for the sides of the shutter which are not visible from the outside) may be chosen by the unit owner.
4. The style shall be that of an "accordion" collapsible door, which divides and retracts to each side of the door opening or a "roll-down" shutter that mounts to the ceiling and has vertical tracks on either side of the door opening.
5. The shutters shall be mounted on tracks which run the length of the door and glass which it protects. The tracks must be mounted to the balcony ceiling (concrete slab) using fasteners or anchors satisfying the codes. In no instance shall tracks or vertical supports be mounted to the building or be mounted to the building exterior wall finish

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when such mounting requires the penetration of the wall system. The crank for the roll-down shutters may penetrate the exterior wall, but the penetration hardware must be mounted and caulked according to standards set by the exterior wall system manufacturer. The unit owner is responsible for any water penetration damage caused by leaks through the wall penetration.

6. The supervising engineer is responsible for locating and avoiding the post-tensioned steel cable imbedded in the concrete slabs. The installation must be performed by a contractor licensed for such work. The installation must be supervised and certified by a Professional Engineer licensed in the State of Florida who is qualified for such work.
7. Balcony enclosures are specifically excluded as a hurricane shutter regardless of their conformance to the Codes and are not permitted at Oceans Eight.
8. If shutters are ever removed, the unit owner of record at time of removal is responsible for restoring the exterior of the building to its original condition using licensed contractors.
9. At any time there is any building painting or renovation and shutters must be removed, the unit owner of record at that time is responsible for all costs involved in their removal and replacement.
10. In case of failure of the shutter for any reason, the record unit owner is responsible for any damage done to the common areas or other units by shutters.

#### **B. Windows Not Accessible from the Balconies**

No interior hurricane shutters may be attached to windows or doors. Refer to Section "C" below. In no instance can shutters be mounted on the windows not accessible from the balconies.

#### **C. Alternative Window Protection**

##### **1. Safety Film**

Windows and sliding doors may have a safety film applied as additional hurricane protection. The quality shall be not less than that of 3M Scotch shield. Limitations are as follows:

1. Installation must be on the interior of the glass.
2. The unit owner is responsible for maintenance of the film and for removing the film if it cracks, peels or bubbles.
3. The film shall be clear (not tinted) and non-reflective, SO AS NOT TO ALTER the exterior appearance of the building.

**Note: Approval and certification is not required on safety film installation.**

##### **2. Compression Windows**

Compression windows, as approved by the Board of Directors, may be installed.

## **Approval Procedure. (Prior to award of Building Permit)**

Unit owner shall provide the following to the Board of Directors

- A. An application fee in the amount of \$200.00. This application fee will be utilized by the Board to have the final installation inspected by the engineer for Oceans Eight to ensure it complies with the above specifications and has not in any way damaged the building. The application fee may change from time to time according to the cost of the engineer.
- B. A drawing with applicable specifications of the shutters. Drawing shall be certified by a Professional Engineer licensed to practice in the State of Florida that the design and installation specification is in conformance with all applicable building codes.
- C. A copy of the following documentation from contractor and engineer:
  1. Contractor and engineer's licenses.  
Contractors must be licensed to perform all work contracted.
  2. Copy of Declaration Sheet of contractor(s) and engineer's insurance policy(s).  
This shall include:
    - a. Liability \$1,000,000 minimum
    - b. Personal Injury \$1,000,000 minimum
    - c. Workers Compensation

The building manager will meet, within 14 calendar days, with unit owner and contractors for preliminary approval. (Copy of preliminary approval letter attached.)

## **Approval Procedure (After award of Building Permit)**

Unit owner shall provide to the Board of Directors the following:

- A. Copy of the Building Permit
- B. A copy of the drawing as used for the Building Permit
- C. A Certificate (ACCORD format) from the insurance companies with Oceans Eight condominium Association being the designated Certificate holder. Insured amounts shall be as a minimum the above amounts.
- D. A signed agreement from unit owner(s), contractor and supervising engineer that they will obey all provisions of this policy (copy attached).
- E. Payment & Performance Bond in the amount of \$10,000, as provided by the installing company, for the benefit of Oceans Eight Condominium Association, Inc.

A member of the Board of Directors will approve/disapprove within 3 working days (Saturdays, Sundays, Holidays excluded.)

The unit owner/contractor shall co-ordinate a starting date with the manager prior to commencement of work.

## **Housekeeping during the job,**

Housekeeping is per the policy on "In Unit Construction" (See Policy 99-1).

## **Upon Completion of the Job**

Unit owner shall Provide Board with Certification from the Supervising Engineer that the installation has been made in accordance with all specifications and codes.

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## Agreement

Unit Number: \_\_\_\_\_

The following agree to the provisions of this policy while performing work on the above unit.

Name	Date	
_____	_____	Unit Owner
_____	_____	Supervising Engineer
_____	_____	Contractor
_____	_____	Contractor

**OCEANS EIGHT CONDOMINIUM ASSOCIATION, INC.  
2937 S. ATLANTIC AVE.  
DAYTONA BEACH SHORES, FLORIDA, 32118**

To: The City of Daytona Beach Shores Building Department

Preliminary Approval Letter

\_\_\_\_\_ is permitted to do shutter work at Oceans Eight, providing that they comply with all of our requirements. A copy of these requirements is attached to this preliminary authorization letter.

\_\_\_\_\_  
Manager  
Oceans Eight