

**CORONADO CONDOMINIUM OWNER'S ASSOCIATION  
APPLICATION  
FOR HURRICANE SHUTTERS**

**Procedure for Approval**

- The Board of Directors and the Master Association must approve, in writing, all proposed hurricane shutters prior to their installation.
- All required documentation must be furnished along with this Application.
- Requests will not be considered if any documentation is missing.
- This Application and the required attachments should be sent to the Property Manager:  
    Suitor and Associates, Inc.  
    15751 San Carlos Blvd. Suite 8  
    Fort Myers, FL 33908
- Requests will be considered at the next regularly scheduled board meeting of the Coronado Board of Directors.
- Following approval by the Board, approval will be requested from the Master Association Architectural Review Board. Their approval must be received prior to installation.
- Upon final approval, the Property Manager will return the application to the applicant with the signature of an authorized representative.

**Required Attachments**

- Plans/proposal from contractor
- Contractor information:
  - Copy of Contractor's Occupational License
  - Written certification that product to be installed complies with applicable building codes
  - Insurance certificate demonstrating required minimum coverage
    - General Liability Insurance - \$ 1,000,000
    - Workers' Compensation Insurance - \$ 500,000

## Definition

“Hurricane shutter” means a device, installation, equipment or appliance, affixed or attached to the building or any portion of a building with its primary purpose and function being to provide protection to the unit and the property within the unit against hurricane force storm damage including water penetration by driven rain, wind damage or damage from physical objects or projectiles carried by wind or such storm.

## Responsibilities

The installation of hurricane shutters is not a Coronado Condominium Owners Association requirement. All installations of this type, including contracting with an installer, obtaining permits, all associated expenses for installation, maintenance, repair, replacement, and repairs to the common and limited common properties and Unit exteriors resulting from installation and/or maintenance, or any damage resulting from the installation or removal of the shutters or damage resulting from parts of the installation being blown off in a storm are the sole responsibility of the Unit Owner.

All installations will be maintained to the normal standards of the Coronado Condominium Owners Association. All products used and installations made must be in full compliance with the current State of Florida and Lee County Building Codes. Only hurricane protection products approved by such codes will be considered.

## Installation Specifications

### Materials

- |                         |   |
|-------------------------|---|
| • Shutter type          | Roll Down – electrically or mechanically operated   |
| • Material              | Aluminum (all windows except 2 <sup>nd</sup> floor street facing arched windows) and lanai<br>or Hurricane Abatement Screen (on lanai only) |
| • Shutter/Screen Color  | Aluminum – white only<br>Hurricane Abatement Screen: lanai only – black   |
| • Box Color             | Beige   |
| • Supports/Tracks Color | Beige or Bronze – inside lanai<br>Beige – building exterior   |

- Applicable openings
  - Lanai Roll Down
  - All windows except street facing 2nd floor arched windows Roll Down
  - 2nd floor street facing arched windows Hurricane resistant glass only. No Roll Down shutters are permitted
  
- Manual Cranks Mounted inside the Unit

#### Installation

- Shutter frame must be mounted on the inside wall, inside the existing screen enclosure.
- Sufficient room must be left for replacement of screens on 2nd floor units.
- All vertical supports must be aligned with the existing vertical screen structure.
- All paint must be factory finished.

#### Items Not Permitted for Storm Protection

- Wood
- Manually hung shutters or screen
- Corrugated panels
- Accordion panels
- Impact glass enclosures on lanais (due to weight restrictions on second floor Unit lanais and height restrictions on first floor lanais)
- Roll down shutters on 2nd floor street facing arched windows

#### Additional Requirements

- Unit Owner is responsible for the full cost of installation and the cost of any repairs or modifications necessary for installation.
- All work shall meet Florida and Lee County Building Codes that exist at the time of installation or permitting.
- Proper permits will be obtained at Unit Owner's expense.
- Unit Owner is responsible for the installation and cost of any safety devices required by the codes.

- Unit Owner is responsible for any care, maintenance and replacement of the installation.
- Unit Owner is responsible for any insurance coverage for the installation.
- Unit Owner is responsible for the cost of removing, repair and re-installation of the enclosure if removal becomes necessary for any reason.
- Unit Owner is responsible for any damage caused to other persons or property due to the installation, whether direct or indirect and whether or not caused by act of God.

## ACKNOWLEDGMENT

I hereby apply for approval to install hurricane shutters as outlined in this document. I acknowledge, understand and agree to abide by the terms of this document and will make the installing contractor aware of same. I hereby indemnify, to the fullest extent lawful, the Coronado Condominium Owner's Association for any damage caused, directly or indirectly, by this installation or the parts of the installation, for whatever reason such damage occurs.

Unit Owner Signature: \_\_\_\_\_  
Name

Unit Owner Signature: \_\_\_\_\_  
Name

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

Date: \_\_\_\_\_

Approval to Proceed with Installation

Signed: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

# Master Association Access Agreement

**Contractor:**  
**Address:**

**Telephone:**

Date:

During the construction process at the residence of

Client:

Address:

City: Ft Myers, FL 33908 Phone:

The Property of: "Gulf Harbour Master Association" will have to be used for access during construction.

By signing this agreement, I am giving my permission to the above contractor to use the Master Association's Property and the above-mentioned property to have access for construction purposes. I am also aware that the owner, for whom the construction is being built, will assume all responsibility for any damages during the normal construction.

Board Member's Signature: \_\_\_\_\_

I do hereby agree to assume all responsibility for any damages that occur during normal construction to both my own and others property.

Resident Signature: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

We will take all precautions and do not anticipate damaging the area. Work begins at 7:00AM and ends at 6:00 PM Monday – Saturday (No work can be done on Sunday)

Mail to: Sutor & Associates  
15751 San Carlos Blvd. Ste 8  
Fort Myers, FL 33908  
Attn: Sheila Ullmann

## Request for Design Review Master Association

Date: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Owner's Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Builder's or Contractor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

**Please Attach: Access and Responsibility Form Signed By Owner and contractor**

### Requesting Approval of:

- Addition(s) or Modifications to an Existing Home (must include survey, site plan, floor plan, front, rear and side elevations and roof plan)**
- Changes to Existing Landscape (include planting plan with plant list: types, quantities, sizes, common and botanical names – show existing plants and proposed changes)**
- Changes to Exterior Materials and/or Colors (color samples must accompany request)**
- Other Modifications or Additions (such as fence, play equipment, etc.)**

Attach all pertinent information in duplicate including drawings, photographs and/or catalog cuts. You may expect a written response to the request for review within 30 days of our receipt.

Mail to: Sutor & Associates  
15751 San Carlos Blvd. Ste 8  
Fort Myers, FL 33908  
Attn: Sheila Ullmann  
Phone: (239) 437-4306 Fax: (239) 437-5192