

**CASTLE REEF CONDOMINIUM ASSOCIATION, INC.**  
**ARCHITECTURAL SUBMITTAL FORM**

**NO WORK IS TO BE PERFORMED WITHOUT APPROVAL OF BOARD:**

The Board of Directors (BOD) has sixty (60) days from the date of this application being received by the Board of Directors to either approve or disapprove the request. Failure of the BOD to respond within that time period is deemed to be approval. An appeal of disapproval may be filed, in writing, by the owner with the Board of Directors within ten (10) days of receipt of the disapproval.

**REQUIREMENTS**

- \*Architectural Submittal Form must be signed by Owner.
- \*Permit (if required) must be submitted when received.
- \*Scope of work to be done must be attached to Submittal Form.
- \*BOD may inspect job site prior to all approvals.
- \*BOD member must sign application.
- \*All final Submittal Forms to be provided to Management, along with attachments, mailed to:  
Castle Reef Condominium Association, 4175 S. Atlantic Ave., New Smyrna Beach, FL 32169 or emailed to:  
manager@castlereef.com

**PLEASE COMPLETE ALL BLANKS**

Owner Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Address/Unit: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Submittal:

Door: \_\_\_\_\_ Window: \_\_\_\_\_ Other (please be specific): \_\_\_\_\_

Specifications: \_\_\_\_\_

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

**FOR BOD USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Explanation/Recommendations: \_\_\_\_\_

\_\_\_\_\_  
BOD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY MANAGER SIGNATURE

\_\_\_\_\_  
DATE

**Rules and Regulations dealing with what modifications unit owners can make in or about their units**  
**(authorized by "Rules & Regulations for the occupancy of the Units and the use of the Common Elements"**  
**(Adopted 3/13/99) (Amended 3/10/01) (Amended 6/8/02) (Amended 2/23/04) (Amended 8/30/04) (Amended 12/18/04).**

**APPLICATION FORM** (Rev 6/19/99): This form must be completed and submitted to the Management Office to secure a written approval from the Board of Administration for the work to be done, as required by ARTICLE X, Paragraph B of the Association's By-Laws.

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

To: BOARD OF DIRECTORS, Castle Reef Condominium Association

From: NAME: \_\_\_\_\_ Unit No: \_\_\_\_\_

Please describe in detail the work to be performed. Use a separate sheet if necessary. \_\_\_\_\_

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Please identify the manufacturer, model number, etc., of the items you wish to install.

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Name of Installer(s) you plan to use: (NOTE: Installers must register with the Management Office when they come on the property and must provide a copy of a valid New Smyrna Beach or Volusia County License and a Certificate of Insurance for Workers Compensation [or a valid waiver] and for \$1,000,000 [1 Million dollars] of Liability Insurance.)

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Date Work is to begin: \_\_\_\_\_ Date work is to be completed: \_\_\_\_\_

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**APPLICATION FORM (Rev 6/19/99):**

It is understood and agreed that the naming of any person or firm in the Rules and Regulations of the Castle Reef Condominium Association or by the Management Company as an "Approved Installer" is meant only to identify an individual or firm which has performed work in their trade which the Board of Directors or Management Company believes was performed in a manner acceptable to the unit owner for which the work was performed and/or to the Association (if the work performed involved the Common or Limited Common Elements of the building or grounds).

It is strongly recommended that any unit owner considering the employment of any individual or firm to do work in or about his/her unit should confirm that the person or firm has the required licenses from the City of New Smyrna Beach or Volusia County and proper insurance as required by the Board of Directors to perform the work. In addition, the Board suggests it would be prudent to check with references of the individual or firm, or with the New Smyrna Beach Chamber of Commerce, Better Business Bureau, etc.

The Castle Reef "Approval Form" provided by the Association for the work you have outlined above will be issued to you and a copy will be issued to the contract worker you hire when said worker signs in at the office. This copy of the "Approval Form" must be posted in the kitchen window of your unit so long as the work is being performed.

CERTIFICATION: I/we hereby request written approval to have the above described work done to my/our condominium. I/we certify that the above information is true and correct to the best of my/our knowledge and that the products to be used conform to the Rules and Regulations of Castle Reef Condominium and to the Southern Building Code as approved by the City of New Smyrna Beach, FL. If I/we hire a contractor to perform any of the herein described work, I/we will require them to have Workers Compensation Insurance, and General Liability Insurance of at least \$1,000,000.00, and have them submit proof of such insurance to the Management Office before they begin work. I/we understand this insurance requirement is to protect me/us, the Board of Directors and the Association from claims arising from work they do on the property.

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Owner \_\_\_\_\_ Date \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_

**INDEX TO RULES AND REGULATIONS**

**Rules and Regulations dealing with what modifications unit owners can make in or about their units**  
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**APPLICATION FORM**

Request to perform work 2

**DOORS:**

Balcony, Sliding Glass 6  
Entry 8  
Patio, Sliding Glass 6  
Screen 5  
Storm 5

**FLOOR COVERINGS, INSIDE:**

Carpeting 11  
Ceramic Tile 11  
Linoleum 11  
Wood Flooring 11

**STORM PROTECTION**

Storm Shutters 9-10

**WALLS**

Balcony 12  
Patio 12

**WINDOWS**

7

"SPECIAL NOTE: Any other work in, on or about a unit which an owner contemplates doing or having done which will in any way alter the physical surface or surface appearance of any common or limited common elements of the building for which there is not an existing rule, regulation or By-law must be approved in writing by the Board of Administration." (added 6/19/99)

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**Doors: Screen or Storm**

Color                      Dark Bronze  
Material                  Aluminum  
Specifications:        The door must have two openings for screens and/or glass panels, one over the other. The bottom section of the door, beneath the bottom "opening", must have a plain horizontal panel.

*All doors must meet or exceed the requirements of the Southern Building Code as adopted by the City of New Smyrna Beach, FL.*

The following amendment to this section was adopted by the Board of Directors on 3/10/01:

"Where installed, these doors will meet the same requirements as stated for balcony sliding doors pertaining to surface condition and mechanical operation. Special emphasis is placed on the safety aspects of the operation of such doors. Because of the high wind condition present in the beach side environment it is especially important that the latching, closing and safety restraint mechanisms of these doors be maintained in proper condition." (Refer to Page 6.)

**NOTE 1:** All installation of storm or screen doors must include a spring loaded safety chain to keep the door from blowing freely in a wind.

**NOTE 2:** It is recommended that rental units also have a protective aluminum "grate" installed on the inside of the door in front of the lower screen panel to protect it from being "pushed" by persons opening the door.

**INSTALLATION NOTE:**

- 1) All holes drilled into the walls, floors or ceilings of the exterior of the building must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
- 3) All brackets, screws, bolts or fasteners to be fitted into a hole in the wall, floor or ceiling must be encapsulated in polyurethane sealant.

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**Doors: Balcony or Patio, Sliding Glass or Screen**

Color                      Dark Bronze  
Material                  Aluminum  
Specifications Replace with a 2 or 3 panel door assembly, as is currently installed in the unit.

*All doors must meet or exceed the requirements of the Southern Building Code as adopted by the City of New Smyrna Beach, Fl.*

The following amendment to this section was adopted by the Board of Directors on 3/10/01:

"All such doors will fit their opening in such a manner that will prevent the entry of wind driven moisture into the unit or common elements of the building. All glass must be intact and unbroken. All sealing, glazing, gaskets and trim shall be maintained in functional condition."

"All mechanisms, latches, locks, rollers and tracks shall function smoothly and not bind, stick, fail to engage, or become dislodged with use."

"The metal surfaces of said doors should be smooth and uniform in color and finish, the finish shall be consistent with the color scheme of the building. These surfaces must be free of cracking, peeling, blistering, checking, chalking, staining or dents over at least 95% of their surface area. Such percentage area to be determined by measuring the area of affected surface. If a blemish is within one inch of an adjacent blemish the measurement will be made from that point at which the blemish appears and extend to that point at which the adjacent blemish or blemishes disappear and will include that area between the blemishes as part of the measured area."

**NOTE 1:** Owners may want to consider a sliding door assembly which has the sliding screen door mounted on the inside of the frame. With the glass door closed, the screen is inside the unit and not subject to deterioration from the salt and moisture in the air.

**NOTE 2:** Owners may want to have stainless steel roller assemblies on the sliding glass door and screens. These assemblies have a very slow deterioration rate and thus may last longer than the standard type roller assemblies. Corroding slider assemblies tend to expand as they corrode and to damage the portions of the doors in which they are mounted.

**INSTALLATION NOTE:**

- 1) All holes drilled into the walls, floors or ceilings of the exterior of the building must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
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**Windows**

Color	Dark Bronze	
Material	Aluminum	
Specifications	Single hung or double hung, with the top and bottom panels being one (1) panel of glass, without muttons (framing work in a window to divide a of glass into smaller panels.	I large panel

*All doors must meet or exceed the requirements of the Southern Building Code as adopted by the City of New Smyrna Beach, Fl.*

Some styles of windows may include a "tilt" feature in the bottom section to allow for easier cleaning of the outside glass.

The following amendment to this section was adopted by the Board of Directors on 3/10/01:

"Window units will meet the same requirements as balcony sliding glass doors. Where installed, screens on window units will meet the same requirements as sliding screen balcony doors." (Refer to page 6)

**NOTE 1:** Windows in units used for rentals are required to have screens on the windows.

**INSTALLATION NOTE:**

- 1) All holes drilled into the exterior walls of the building must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
- 3) All brackets, screws, bolts or fasteners to be fitted into a hole in the wall, floor or ceiling must be encapsulated in polyurethane sealant.

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**Doors; Entry**

Color                      Dark Bronze  
Material                  Fiberglass  
Specifications Slab (no windows or panels) Door

*All doors must meet or exceed the requirements of the Southern Building code as adopted by the City of New Smyrna Beach, FL.*

Fiberglass doors are available on the market for use as entry doors. Fiberglass doors tend to withstand salt and corrosion better than wood doors.

The following amendment to this section was adopted by the Board of Directors on 3/10/01:

"The mechanisms and exterior surface of entry doors will meet the same standards as outlined for balcony sliding doors." (Refer to Page 6)

"The requirements for condition will extend to the installed hardware, frame, and jamb of entry doors, including any hinges, knockers, knobs, locks, peep holes, and unit numbers. Special note is made of the deterioration of unit numbers and knockers. These surfaces will be judged unacceptable when corrosion has affected over twenty five percent of their surface area. With respect to numbers and knocks, the salt corrosion usually attacks these surfaces from the edges. When such corrosion extends over one fourth of the width of a number or other hardware it will be judged unacceptable."

**NOTE 1:** It is recommended that brass hinges be used on entry door as they will stand up to the weather better than steel hinges. Deteriorated hinges allow a door to get out of alignment and to bind when someone tries to open it.

**INSTALLATION NOTE:**

- 1) All holes drilled into the exterior walls of the building must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
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**Storm Shutters**

Color	To match "Cream" Color on building
Material	Metal or Fiberglass
Specifications	<i>All storm shutters must meet or exceed the requirements of the Southern Building Code as adopted by the City of New Smyrna Beach, Fl.</i>

From the Minutes of the Board of Directors Meeting of February 23, 2004:

"A motion was made by Bill Dickinson, seconded by Gon Bullen, to adopt Rolladen shutter model # 1116, or its successor model(s), with the beveled edge configuration, in the beige color and with manual operation, per the Rolladen Inc. letter of February 16, 2004. The motion was approved unanimously and adopted this date as the Hurricane Shutter Standard for Castle Reef.

During discussion of the motion it was noted that this shutter model is available, AT EXTRA COST, with an electric motor to open and close the shutters. An owner may wish to install a shutter with the electric motor but the Association Standard would require that the shutter be manually operated and that the electric motor would be an addition, not a replacement, for the manual operating system. The reason for this is that in the event of a power outage the shutter could still be manually operated.

With regard to the use of impact resistant glass in windows and sliding glass doors, in place of storm shutters, the New Smyrna Beach building codes have been changed to reflect Dade County (FL) hurricane standards which have been accepted state-wide. This means that the building code requires that when any windows or sliding glass doors on the Castle Reef building are replaced, the new windows or sliding glass doors must meet the requirements of Section 1606.1.4 of the code. These requirements may be satisfied in one of two ways: (1) Install new windows and sliding glass doors using impact resistant glass, or (2) install new windows and sliding glass doors using non-impact resistant glass (regular glass) and, in addition, install an impact resistant covering (shutters) over the non-impact resistant glass windows and sliding glass doors.

An owner who needs to replace a window or sliding glass door must get a permit for the replacement. The city will issue a permit if the replacement windows or sliding glass doors are to incorporate impact resistant glass. If the owner wishes to use plain (non-impact resistant) glass the city will NOT issue a permit UNLESS the owner also purchases a storm shutter to put over the window or sliding glass door being replaced (now at Castle Reef this means the Rolladen Model 1116). Both permits are issued at the same time and will not be issued separately.

Cost estimates have been obtained from two companies and it is noted that the cost to replace a window or sliding glass door using impact resistant glass is substantially less than the cost to replace the same window or sliding glass door with regular glass AND THE REQUIRED shutter. Thus, it is less expensive to use impact resistant glass as storm protection rather than shutters which have continuing maintenance cost.

**A NOTE ABOUT THE PRESENTLY INSTALLED ACCORDION STORM SHUTTERS:** The Association points out that there have been problems in the past with this style shutters when maintenance personnel have attempted to close the shutters to protect a unit from a coming storm.

Continued next page

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This style shutter slides in tracks on the floor and ceiling and the tracks quickly become fouled with sand, grit, rust, etc., which render the shutters very difficult, if not impossible, to operate, and they then provide little protection.

**NOTE 1:** It is recommended that Storm Shutters receive regular maintenance to make sure the units are in working order when they are needed. On the accordion style, the bottom track in particular needs regular cleaning.

**NOTE 2:** "Roll down" type storm shutters may be installed next to the exterior side of the sliding glass doors on the patio or balcony, or next to the exterior side of windows. They may also be installed at the exterior end of the patio or balcony, with the mechanism attached to the ceiling or the section of vertical wall attached to the ceiling. On balconies, these shutters need to be on the Unit side of the railing. These units may also be mounted on the exterior wall of the building to cover bedroom windows.

**INSTALLATION NOTE:**

- 1) All holes drilled into the exterior walls of the building must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
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**Floor Coverings within Units, "Carpeting"**

Carpeting within units may be replaced at will. The original carpet tack strips may have rusted and be unusable and new strips may be placed where the deteriorated strips have been.

**Floor Coverings within Units, "Ceramic Tile" or "Wood Flooring" (Amended 6/8/02)**

Ceramic tile and wood are hard surfaces and walking on them causes more noise to transfer through the floor to the unit below than does walking on carpet or linoleum. Article X, Paragraph E of the By-Laws of the Association say that an owner shall "Not permit or suffer anything to be done or kept in his Unit .... which will obstruct or interfere with the right of other Units Owners or disturb them by unreasonable noises or otherwise or permit any nuisance, immoral or illegal act in his Unit or upon the Common Elements." See also Article 2, Paragraph D of the Declaration of Condominium, as Amended 8/30/04.

**Floor Coverings within Units, "Linoleum"**

Linoleum within units may be replaced at will.

**Ceramic Tile and/or Wood Flooring. (Added 6/8/02)**

There are Industry Standards for ceramic tile and wood flooring installations which are established to measure the amount of sound that will travel through ceramic tile or wood installed over an underlayment of cork, rubber or other materials. The two standards most commonly used are the Impact Insulation Class (IIC) and Sound Transmission Class (STC). A minimum rating of "50" in either of these standards should be sufficient to adequately protect a unit below yours from undue noise transmission through your floor.

You should work with your contractor to select an underlayment which will meet, or exceed, this standard of "50". The higher this number, the less noise that will be transmitted through your floor.

The various underlayments available are generally glued down to the floor. Ceramic tile is then attached with mortar to the underlayment. Some wood flooring is glued to the underlayment and some is "floated" on the underlayment.

NOTE: A first floor installation need NOT use any underlayment for noise suppression but a rubber underlayment may be appropriate in order to reduce or eliminate water vapor from seeping up thru the concrete slab floor and harming the adhesive used to attach the tile to the floor.

**Installation Requirements:** (Added 6/8/02) For installation of ceramic tile or hardwood flooring you should consult the manufacturer for the correct adhesive and specific installation instructions.

The purpose of this requirement is to substantially minimize the sounds created by persons walking on the ceramic tile and wood flooring from being carried through the floor and being a disturbance to the people below. However, since no sound barrier is 100% effective please be advised that if the use of ceramic tile or wood flooring in a unit causes a disturbance to the people in the unit below, you may be required to take further steps to reduce the sounds being carried through your floor.

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**Walls, Balcony and Patio**

If an owner wishes to hang something on the wall of their patio or balcony they must follow the following rules:

**INSTALLATION NOTE:**

- 1) All holes drilled into the walls of the patios or balconies for must be filled with polyurethane sealant to keep moisture from penetrating the exterior protective surface and doing damage to the "limited common element" walls.
- 2) All brackets, screws, bolts or fasteners used must be of Grade 316 or better (the lower the grade number the better the product) stainless steel alloy.
- 3) All brackets, screws, bolts or fasteners to be fitted into a hole in the wall must be encapsulated in polyurethane sealant.