

Marina Village Condominium Associate of Brevard, Inc.

Policy & Procedure Title:	Florida Condo Hurricane Protection Policy Hurricane Shutters – Specifications, Standards, and Procedures				
Document Number:	MV-101 & 101A	Revised:	12/24	Effective Date:	12/31/2024

Approved By: BOD

Date Approved: 12/31/2024

Overview:

Description:

The Board of Directors (BOD) is required by House Bill 293, effective May 28, 2024, to establish a Hurricane Protection Policy, including Standards and Specifications (S&S) for hurricane shutters. An initial Standard and Specification was established by the Developer as a part of the original Association established by the Developer. This policy will build upon and update the existing S&S (Declaration, Section 11, Page 29.)

Purpose/Rationale:

Several units within the complex have either partially or fully installed hurricane shutters. The S&S for installation were established by the developer prior to the assumption of the Association by residents. Hence, the general standard for hurricane shutters has been established.

To retain the architectural and appearance uniformity of the complex, any further delineation of standards and specifications should conform to the appearance standards established by the developer.

Hurricane Shutters shall always be fully operative, and shall not appear broken or inoperative, nor shall they appear substantially worn or faded. (Declaration, Section 11, page 29-30).

Standards and specifications should conform to the code and ordinance requirements of the State of Florida and of Brevard County in force at the time of application.

Applicability:

This policy applies to all residents and the BOD for areas which are not under the guardianship of an individual resident. This policy will supersede previous S&S for hurricane shutters, as of its effective date.

Failure to Comply:

Residents who install hurricane shutters not in compliance with this policy and its procedure will be required to remove the installation, at their expense, and restore the common and/or limited common area(s) to the original condition existing prior to the installation. If a resident fails to restore the area(s), the BOD will cause the removal and the resident will reimburse the Association for all costs incurred.

Policy:

The BOD of the Marina Village Condominium Association of Brevard, Inc. adopts the following policy with respect to the installation of hurricane shutters across any opening in any of the buildings of the complex:

New Install: (Declaration , Section 11, pages 29-30.)

1. Each proposed installation shall be submitted, as defined by the Hurricane Shutter Procedure, to the BOD for review.
2. BOD approval must be obtained prior to installation.
3. All installations shall be made by a licensed and insured (per R-08-11) contractor.
4. A permit is required and shall be obtained prior to approval by the BOD.
5. Each installation proposed must be architecturally in accord with existing installations to retain appearance uniformity throughout the complex.
6. There must be a certificate of compliance with state and local building codes, for the manufacturer and model proposed for installation, prior to installation. Of specific concern is the current State of Florida Building Code requirement for Hurricane Shutters and Windows.
7. Color: White, conforming to existing installations, is the only approved color for hurricane shutters.
8. Window Openings: Windows shall use the framed “roll-down” type of hurricane shutters. Framed accordion shutters are not allowed. These shutters may be manually or electrically deployed. If electrically deployed, there must be an ability to override the motor mechanism to allow for manual operation.
9. Door Openings including those on Balconies: Doors shall use the framed “roll-down” type of hurricane shutters. These shutters may be manually or electrically deployed. If electrically deployed, there must be an ability to override the motor mechanism to allow for manual operation. If electrically deployed, there must be a key for the front door provided to the Association.
 - a. All masonry holes drilled must be treated with silicone caulk prior to installing screws.
10. The application will be reviewed by the BOD within ten (10) days from its receipt. If the BOD discovers any deficiency(s) in the application, it will notify the applicant of the deficiency(s) and help the applicant to make corrections.
11. The BOD will notify the applicant in writing of the disposition of their application.

Maintenance on Installed Shutters:

1. Maintenance and electrical maintenance, repair or replacement on previously installed shutters must be done by a licensed and fully insured vendor. If a new vendor is desired, the requisite information must be submitted to the BOD to allow the vendor to be placed on the list of approved vendors.
2. Shutter replacement must use materials in compliance with the State Building Code standards at the time of replacement and require an application as if a new installation is being requested

Procedure:

Approval to install hurricane shutters on any opening (window, door, etc.) requires conformance with this procedure and BOD approval **prior** to initiating any work beyond getting a firm estimate for the work. Any party wishing to install hurricane shutters shall follow this procedure.

Hurricane Shutter Installation Checklist & Application Form:

The attached form shall be used for any shutter installation. Petitioners should complete all information, as described below, and attach all information that is necessary to process the application. If questions arise, please contact a BOD member for clarification.

The following guidance is provided to assist in completing the application form:

- Provide your name, the location unit # where the installation is to be made. (Check list item 1) Provide the name, address contact and phone number for the contractor that will be doing the work. (Check list item 2)
- The shutter description should include the manufacturer and model numbers that will be installed by location (i.e., balcony, window, door, etc.). The model number, by site, should be shown in the schematic that will be attached. (Check list items 3&4).
- This checklist conforms to the policy document which lists the requisites for installation. You should check the box if you believe you have complied with the requirements. An unchecked box should be explained at the bottom of the form (please use Line Number you are referring to). An unchecked box will slow the approval process until the issue is resolved. Also, please note the requirement for additional information should be attached to the “NOTES” section of the check list. If you have questions, please contact the Property Management Company for an answer.
- Please review the check list for the required attachments and confirm the information is attached or add other notations in the “Notes” section you believe is appropriate. The installation schematic is critical to the process. There are diagrams of each unit type on the web site that may be useful to you.
- You should sign and date the form on the “Application Submitted By:” line when you are ready to submit your application. The remaining lines will be signed during the approval process and, when completed, a copy will be returned to you to allow installation to begin.
- After you have completed the application, please hand deliver or via email to the Property Management Company to expedite the review and approval process. Once approval is granted, it may be necessary to follow up to complete the process. For example, if permits are required, your application will indicate a need to provide assurance that the permits were obtained prior to work being performed. If you decide to install a shutter in front of your entry door that is mechanically locked or electrically controlled, you are required to provide a key to the Association.

Reference(s):

1. Declaration of Condominium; (Declaration, Section 11, pages 29-30)
2. Florida Building Code, current Edition

Marina Village Condominium Association of Brevard, Inc.
Hurricane Shutter Installation Checklist & Application
MV – 101A - Shutter Installation Application

1. This application applies to Bldg/Unit: _____ Owners Name: _____
2. Contractor(s): _____
Address: _____
City, State, Zip: _____ Phone # _____
3. Description of Shutters: _____
4. (Manufacturer & Model #): _____

5. Check list of Required Attachments:

(Explain if not checked in "NOTES" below)		Check
a	Copy of Contractor Certificate of Competency License	
b	Are Shutter(s) Certified to meet building code Requirements?	
c	Copy of Florida Bureau of Professional Regulation Product Approval for Proposed shutter installation.	
d	Copy of American Shutter Systems Association with (State of Florida Licensed Professional Engineer seal)	
e	Copy of Shutter Testing Certificate.	
f	Are any shutters to be electrically operated? If yes, indicate which ones on schematic (g).	
g	Attach schematic of installation plan indicating any that are electrically operated.	
h	Does shutter material and Installation method conform to Marina Village policy?	
i	Copy of Contractors Proof of Liability Insurance showing Marina Village Condominium Association of Brevard, Inc. as additionally insured.	
j	Copy of Contractors Vehicle Insurance showing Marina Village Condominium Association of Brevard, Inc. as additionally insured.	
k	Copy of Contractors Workers Compensation coverage showing Marina Village Condominium Association of Brevard, Inc. as additionally insured.	

Application Submitted By: _____ Date: _____

Date Property Management Company Submitted to BOD for approval: _____

Board of Directors Action: _____ Date: _____

Notes: (Add additional sheets if needed) _____

Appendix:

1. Definitions:

- **Hurricane Protection System:** Defined as the approved method of securing exterior openings against hurricane-force winds, including shutters, impact-resistant windows/doors, etc.
- **Hurricane Watch:** A notification from the National Weather Service that hurricane conditions are possible within a specified time frame.
- **Hurricane Warning:** A notification from the National Weather Service that hurricane conditions are expected within a specified time frame.

2. Association Responsibilities:

- **Adoption of Standards:** The condominium association must adopt specific hurricane protection standards for the community, including approved types of shutters, installation requirements, color schemes, and compliance with Florida Building Code.
- **Communication Plan:** Establish clear communication channels with residents regarding upcoming storms, including updates on storm warnings, and necessary actions. Any resident that chooses to remain on site when a mandatory evacuation is ordered, does so at their own volition and agrees to hold the Association harmless of all liability.
- **Maintenance and Inspections:** Regularly inspect common areas and common area hurricane protection systems for proper functionality and maintenance
- **Contractors and Vendors:** Maintain a list of pre-approved contractors for repairs and replacements related to hurricane protection systems.

3. Unit Owner Responsibilities:

- **Installation and Maintenance:** Unit owners must install and maintain hurricane protection systems according to the association's standards. Note: The entire complex was constructed using impact resistant windows and doors which are also considered hurricane protection systems. The installation of hurricane shutters, while recommended, is not mandatory.
- **Inspection and Certification:** Allow association representatives to inspect their hurricane protection systems for compliance.
- **Deployment:** Deploy hurricane protection systems promptly upon a hurricane warning.

4. Emergency Procedures:

- **Power Outage Procedures:**
 - i. If power is lost, back up emergency lighting is provided in the stairwells and garages. However, as this back up lighting is provided by battery, it will not last unconditionally. Remember to always carry emergency lighting with you.
 - ii. Elevators will not function. If you need to leave your unit, use the stairwell to exit the building. Carry your key with you for reentry back into the building.
- **Damage Assessment:**
 - i. If your unit is damaged by the storm, please report it to the Property Management Company, within 48 hours after the storm has passed. Take pictures, video, and catalog all damage for assessment.
 1. Please note that any water intrusion through windows and/or doors is an owner responsibility and is not the responsibility of the Association. Please contact your insurance company as soon as possible.
 - ii. External damage: The BOD and Property Management Company will walk the property to assess any damage. However, if you are aware of any exterior damage, please report it with pictures and a detailed description through AppFolio.