

## **MERIDIAN ON SAND KEY PROCUREMENT AND INSTALLATION OF HURRICANE SHUTTERS**

The Board of Directors (Board) of the Meridian on Sand Key Owner's Association, Inc. (Association) has adopted hurricane shutter specifications in accordance with Florida Statute 718.113(5). All storm shutter contractors and installation plans must be approved by the Association prior to the commencement of work on the shutter installation.

Note that Storm shutters may only be installed over sliding glass doors on unit balconies. They must be installed so that they are flush against the exterior surface and do not protrude in any way. In no event shall storm shutters be installed over any fixed glass windows. These windows are made with laminated glass and have a 60-mil interlayer. They are designed to function without shutters and, in fact, shutters could have a negative effect on these windows.

The unit owner is exclusively responsible for all costs including, but not limited to: procuring, buying and/or obtaining all materials as well as for costs of installation. The unit owner is also responsible for ensuring that necessary building or zoning permits applicable to the storm shutter installation are obtained prior to commencement of installation activities. A copy of the permit (if any) must be submitted to the Building Manager and will be retained in Association files.

Any installations that do not comply with these specifications, regardless of whether approval for the installation was granted, will either be made to comply or removed at the sole cost of the Unit Owner or the contractor.

### **UNIT OWNERS AND THEIR CONTRACTORS ARE JOINTLY RESPONSIBLE FOR ADHERENCE TO THESE SPECIFICATIONS:**

- 1.0 OWNER RESPONSIBILITIES: Owners wishing to install storm shutters will submit an alteration approval request form along with all required documentation as stipulated on the alteration approval request form and in these shutter specifications. Association approval and the required deposit must be received prior to the start of installation.
  - 1.1 Only contractors that have been approved by the Association may be used.
  - 1.2 The Association Manager can provide a list of approved contractors. If the contractor being considered by the owner is not on the current approved list, and the owner would like to seek approval for that contractor then the documents in Section 2.0 must be submitted to the Association Manager for review and approval.
  - 1.3 The approved contractor is to procure a permit from the City of Clearwater and submit it to the unit owner, who shall provide a copy to the Association Manager.
  - 1.4 The approved contractor must have insurance binders on file with the Association Manager with limits as detailed in Section 2.0. All binders are to show the Association as a named insured.
  
- 2.0 DOCUMENTS NEEDED FOR CONTRACTOR APPROVAL:
  - 2.1 General liability coverage of at least one million dollars (\$1,000,000).
  - 2.2 Worker's Compensation Insurance of at least the statutory minimum.

- 2.3 Auto liability coverage of at least fifty thousand (\$50,000).
- 2.4 Drawings / Specifications of the shutter housing, drive assemblies, shutter slats, shutter tracks, materials, coating and any other applicable specifications and or drawings.
- 2.5 Test data, reports and installation requirements certified by a professional engineer registered in the State of Florida indicating that the shutters to be installed have been designed and tested to comply with applicable State and Local Building Codes.
- 2.6 An affidavit certified by a professional engineer registered in the State of Florida stating that the hurricane shutters for the proposed location in the building meet the wind load and missile impact requirements of the Florida Building Code, as amended by the local jurisdictions, effective at the time of permitting. The affidavit shall state specific details of the installation that are critical to code compliance including shutter track configuration, shutter span lengths, anchor selection, anchor embedment and anchor spacing.
- 3.0 The Association recommends that Unit Owners not enter into any agreement with shutter contractors until the contractor is approved by the Association
- 4.0 Approvals will not be granted to new owners prior to settlement on the condominium. If a contractor has not been approved by the Association it will be necessary to obtain such approval.
- 5.0 GENERAL SPECIFICATIONS:

The following specifications are required and approval is contingent on them being part of the contractor proposal.

- 5.1 Slats – White
- 5.2 Shutter Assembly Casing & Tracks – White
- 5.3 U-Channel for cabling – white.
- 5.4 Paint: An electrostatic paint process suitable for an exterior, salt water environment is to be used on all painted aluminum components including the hood, tracks, storm bars (purlins) posts and slats and U-channel.
- 5.5 Material: All shutter slats to be made of extruded aluminum; high impact, UV stabilized PVC shutters are no longer approved. Those in place at the time that this specification is published (March 18, 2022) are grandfathered and are not required to be upgraded. Where slat reinforcements are used, they are to be made of aluminum. All tracks, mullions, storm bars, headers U-channel and hoods are also to be made of aluminum.
- 5.6 Shutters shall have horizontal motor driven slats. Accordion shutters are not permitted. A battery back-up is highly recommended so that shutters can be operated in the event of a power failure.

5.7 Electric motors shall be rated for 120 volts/60 hertz power. All electrical components shall be UL listed and electrical work shall be completed by a licensed electrician in accordance with all applicable codes and standards.

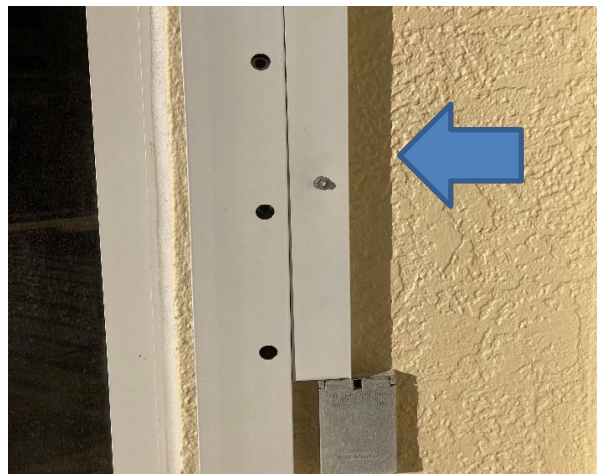
6.0 INSTALLATION REQUIREMENTS:

6.1 No more than two (2) shutter assemblies may be connected together electrically. Associated electrical cabling connection between the 2 assemblies must be run through U-channel which must be installed flush with the terrace ceiling. Connections more than (12) inches in length will not be acceptable. If more than (12) inches the assembly requires a separate cable connection.



View looking up at ceiling showing u-channel connecting 2 assemblies

Electrical cable connection to a power point or switch inside the condo must be covered using a vertical U-channel abutting the shutter track. There must not be any gaps.



View looking at wall showing u-channel abutting shutter track

- 6.2 Shutters that were installed prior to the date of these specifications (March 18, 2022) are grandfathered and are not required to be upgraded.
- 6.3 Shutter hoods are to be installed flush with the terrace ceiling and may not project outward more than twelve (12) inches.
- 6.4 Shutter Hood gaps of more than ¼ inch are not acceptable. If a gap exceeding ¼ inch cannot be avoided then an appropriate L channel or backer rod must be used to fill the gap prior to caulking. Caulking must be white and applied in a uniform bead of appropriate thickness to completely seal the hood.
- 6.5 The valance shall be made of aluminum sheet with a thickness of not less than thirty-five hundredths (0.035) inches. PVC valances are no longer approved. Those in place at the time that this specification is published are grandfathered and are not required to be upgraded.
- 6.6 All vertical tracks are to be plumb and secured by fasteners installed as specified in the affidavit prepared by the engineer of record for the project.
- 6.7 Only stainless steel or coated fasteners as designed for installation of the shutters at the desired location and certified as such by a professional engineer registered in the State of Florida may be used.
- 6.8 The following procedure is to be followed for all balcony wall or slab penetrations:
  - 6.8.1 Drilling of concrete slabs shall be limited to a three quarter (3/4) inch depth. Both contractor and owner understand that all structural slabs between floors contain post-tension cables and both the contractor and the unit owner will be held responsible for any damage to the cables or the slab that results from penetrations associated with shutter installation. Both the contractor and the owner will be liable for all costs incurred by the Association to correct any such damage.**
  - 6.8.2 Before installing anchors, screws or other hardware in walls or slabs, the installer will remove all residual dust from the drilled hole. The anchor will then be installed as specified in the affidavit prepared by the engineer of record for the project.
  - 6.8.3 Wall penetrations used for the installation of manual cranks or electrical conduit shall be cleaned of residual dust from drilling and filled with one part polyurethane caulking material after installation of conduit or sleeves to ensure a watertight seal and preserve the structural integrity and energy efficiency of the wall.
  - 6.8.4 The maximum deflection of the shutter shall not exceed two (2) inches for the proposed installation.

- 7.0 POST INSTALLATION INSPECTION: 2-step requirement:
- 7.1 The Owner is responsible to contact the Association Manager to schedule an inspection of the shutter components after full installation, including the cable connections BUT prior to the Caulking Process.
  - 7.2 The Owner is also responsible to contact the Association Manager to schedule an inspection after completion of caulking.
- 8.0 City inspection: The owner is responsible to arrange for the City of Clearwater as required by local building codes and Clearwater City ordinances. The contractor will normally arrange for this and will provide instructions on how to coordinate with the inspector. The owner is responsible for obtaining a copy of the PASS status from the city and submitting it to the Association Manager within 30 days of completion of the inspection.
- 9.0 Unit owners are responsible for their contractors and must ensure that materials are carefully carried in and out of the building and that both common areas and neighboring balconies are properly cleaned up as needed.
- 10.0 Unit owners are also responsible to comply with Meridian Rules and Regulations with respect to work hours and noise and must provide notice of intent to start the work at least 48 hours ahead of time