



VILLA TOWERS

CONDOMINIUM ASSOCIATION

Notice of Contract Work

Date _____

Owner: _____ Unit _____

Please complete all areas relevant to your contract work and return to the Board of Directors for review.

Note: All Permits, if required, are the responsibility of the owner. Major renovations, such as wall removal or relocation of plumbing require Board approval. Please allow at least 30 days.

Villa Towers Rules & Regs re: Workmen, Contractors, Movers, Cleaners, etc.

- Work and moving can only be scheduled between the hours of 8:00am and 5:00pm Monday through Friday, unless specifically approved by the Board of Directors.
- Owners must accompany ALL Tradesmen and Workers to and from their unit. If owners are not on site, they must plan for supervision of workers.
- No noise-generating work is permitted in the building on weekends, holidays or between the hours of 5pm and 8am, unless approved by the Board. Quiet work, such as painting, is permitted.
- If transporting items via the elevator, protection pads must be installed. Owners must submit a request to the Board 48 hours prior to large deliveries. Only the north elevator can be used.
- Owners are responsible for any damage caused by their movers, contractors, guests, and renters.
- Trash chutes, condominium garbage bins and dumpsters are NOT to be used for construction debris.
- Upon entering the building all visitors MUST SIGN THE REGISTRATION SHEET in the Lobby.
- Contractors are NOT permitted to store supplies, tools, or materials in any common areas or walkways.

Acknowledge Rules & Regs above. Signature: _____

1. Inside Unit - Description of Work:

Contractor: _____

Est. Start Date: _____ Est. Completion Date: _____

Check if drawings, specifications, or other information is attached.

Board Approval (if required): _____ Date _____



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2. Outside Unit - Description of Work:

Approval Request for Doors, Windows, and Shutters

Doors (See Replacement Door Specifications on Pg. 3):

- Type: Fiber glass composite for front and kitchen doors
- Sizes: Kitchen door: 30 x 80 inches
Living room: 36 x 80 inches
- Fixtures: Nickel or chrome locks with lifetime warranty or equal
Stainless steel hinges with brass screws

Windows/Sliding Glass Doors:

- Specs: Must meet code requirements for Miami-Dade & Broward Counties
May be single-hung or double-hung windows
May be tinted (gray or bronze) or not tinted
Exterior must be aluminum with baked-on white enamel
- Sizes: Vendor/contractor must measure for accuracy

Shutters (See Shutter Specifications on Pg. 4):

- Type: Vertical slat folding shutter, heavy gauge extruded aluminum
Baked-on white enamel

Note:

- All doors, windows, and shutter replacements require a Permit from the City of Riviera Beach.
- Contractor and stucco repairs are the responsibility of the contractor. The standard should be to leave the building in as good as, or better, condition. If this standard is not met, the Board can hire a repair person and the owner will be assessed.

Selection: Kitchen door _____
 Living room door _____
 Windows _____
 Sliding doors _____
 Shutters _____

Vendor/Contractor: _____

Est. Start Date: _____ Est. Completion Date: _____

Board Approval: _____ Date _____



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Replacement Door Specifications

Doors installed prior to January 1, 2011, do not have to be changed to meet the new specifications but all replacement doors must meet the following criteria:

- Contractors shall obtain permits from local authority.
- Approval by the Board of Directors must be obtained prior to replacement.
- Door shall meet Florida Building Code Design, chapter 17, for Miami/Dade product approval.
- All work shall be performed by a Florida licensed general contractor or as required by the local authority.

Main Entry Door Replacement

1. Main entry door shall swing in toward living space.
2. Door shall be 36" x 80" x 1-3/4" fiberglass composite.
3. Door and frame shall have smooth white finish.
4. Weather stripping and threshold shall conform to Florida Building Code.
5. Exterior of door frame shall be caulked to building stucco.
6. Exterior of door and door frame shall be painted by the Association with approved building color.
7. Door shall have stainless steel hinges.
8. Exterior door and frame wind loads shall conform to Florida Building Code.
9. Door locks shall be nickel or chrome with lifetime warranty or equal. Dead bolts are acceptable.

Kitchen Door Replacement

1. Kitchen exit door shall swing out toward the corridor.
2. Door shall be 36" x 80" x 1-3/4" fiberglass composite, with a single double hung window, as approved by Florida Building Code and the Board of Directors.
3. Door and frame shall have smooth white finish.
4. Weather stripping and threshold shall conform to Florida Building Code.
5. Exterior of door frame shall be caulked to building stucco.
6. Exterior of door and door frame shall be painted by the Association with approved building color.
7. Door shall have stainless steel hinges.
8. Exterior door and frame wind loads shall conform to Florida Building Code.
9. Door locks shall be nickel or chrome with lifetime warranty or equal. Dead bolts are acceptable.

Keys: A copy of all door keys must be provided to the Board of Directors for access in case of emergency or building inspector access.



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Hurricane Shutter Specifications

Shutters or high impact windows meeting current code are mandatory.

Shutters must cover the following:

- Living room windows (south)
- Living room and kitchen doors (south) covering entire opening
- Bedroom sliding glass doors (north)
- Living room sliding glass doors (east and west)
- Bedroom windows in 27 and 30 stacks

Permits: Permits are required for all new shutter, window, and door installations.

Fines: In the case that shutters, windows, or doors are not installed or maintained by the Owner, the Board of Directors has the right to inspect and enforce this policy with 30-day notice. If the Owner does not comply, a fine of (maximum according to law) will apply and the Owner will pay for labor, materials, and administration costs.

Shutter Specifications:

Owners may arrange to install hurricane shutters on any, or all, doors, and windows of their unit.

Shutters on unit-owned balconies may be mounted directly on individual doors and windows or may be mounted on the balcony wall to form a complete enclosure of the balcony.

All new or replacement shutters shall conform to the following specifications:

Color White, to match building color

Finish Must be pre-finished backed-on enamel finish

Style Vertical slat folder shutters over windows and doors with hardware and accessories.

One door shall remain easily accessible in case of emergencies. Do not lock shutters.

Owners must apply for Board of Directors' approval prior to entering a contract to install hurricane shutters as require by the Declaration of condominium. The Board cannot refuse to approve the installation, replacement, or maintenance of hurricane shutters, which conform to this specification and comply with applicable building codes.

Concrete and stucco repairs are the responsibility of the contractor. The standard should be to leave the building in as good as or better condition. If the standard is not met, the Board can hire a repair person and the Owner will be assessed.