



430 Cove Tower Drive, Office Naples, FL 34110
239-566-1976
covetowers@kwpmc.com

**ARCHITECTURAL REVIEW FORM
REQUEST FOR WINDOW, SLIDING GLASS DOOR or SWING LANAI
DOOR REPLACEMENT**

WINDOW & GLASS DOOR REPLACEMENT – Each unit owner who elects to replace their current windows, sliding glass door or lanai door must install the with identical design currently in place. Windows and doors must meet the building code as per Florida and the City of Naples. Requirements are listed below.

Each owner is required to submit for approval to the BODs or its representative, with the proposed replacement material. Written approval for the proposed materials is required prior to work beginning and must be inspected and approved prior to installation of the final finished product.

Owner's Name: _____ Date: _____

Email: _____ Phone #: _____

Aruba Bequia Caribe Unit #: _____

Contractor Information

Company Name: _____ Phone #: _____

Address: _____ Email: _____

Installation/Scope of Work

Area(s) to be installed (Please include as much details as possible): _____

Waterproofing Product Name: _____

Installation Date: _____

Please include the following info with your ARC Form:

- Drawing of your installation area
- Contractor information
 - Workers Comp Insurance (Naming KW Property Management, LLC & Cove Towers COA as Certificate Holders, ADDT INS & SUBD WVD)
 - Business License
 - General Liability Insurance (Naming KW Property Management, LLC & Cove Towers COA as Certificate Holders, ADDT INS & SUBD WVD)
- Complete window/doors Specs/Data Sheet
- Images for sample
- Attached Contractor Certification Form



CONTRACTOR CERTIFICATION FORM

I/We _____ (company name)
as Contractor for the installation of the windows/doors at Aruba / Bequia /
Caribe (circle one) Unit Number _____, hereby certifies that the
window(s)/door(s) was installed in accordance with the procedure stated in the
Cove Tower Condominium Rules and Regulations.

Authorized Representative:

Signed Name: _____

Printed Name: _____

Position: _____

Date: _____



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RULES FOR VENDORS, DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

1. The unit owner must pre-register with the Property Manager or appropriate representative of the Management Company providing the name, address, telephone number and fax number of the unit owner's representative who will be overseeing any work being done in the unit.
2. Prior to commencing work, the unit owner's representative must submit to the Property Manager a list of names, addresses and telephone numbers of all contractors and sub-contractors who will be working in the unit, together with a schedule for their work.
3. Repair, construction, decorating or re-modeling work shall be carried out only on Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. and Saturday between the hours of 8:30 a.m. and 12:30 p.m., except major holidays, no work shall be performed on major holidays. The rules for decorators, contractors and sub-contractors set forth herein must be complied with.
4. The contractor and all sub-contractors must have Type "B" licenses in Collier County and submit proof of same for the Property Manager's file.
5. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate and provide proof of Worker's Compensation coverage for the Property Manager's file.
6. Workers will be allowed to unload their materials and equipment close to the elevator designated for their use. The Property Manager will designate the elevator that workers are to use and only that elevator shall be used for such purposes.
7. After unloading, workers must park their vehicles in the designated area specified by the Property Manager. Under no circumstances are workers allowed to park in garage spaces or the numbered spaces in the car ports.
8. Work preparation will not be allowed on the ground floor, i.e., mixing of paints, mud, grout, etc.
9. Building trash chutes are not to be used, nor is any trash to be left in units or hallways. The Property Manager will provide information on disposal of trash.
10. The workers daily shall haul all trash and debris off premises. Contractors and other vendors are not permitted to use Association dumpsters.

11. Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets or bathtubs.
12. Contractors and sub-contractors are to supply their own carts and are not to use the carts belonging to Association buildings.
13. Breaks and lunches, if taken inside the building, should be confined to the owner's unit.
14. No radios will be allowed in the building common areas without headphones, which should also be used for radios being used within an individual unit.
15. Access to the individual condominium units must be coordinated through the owner, decorator, or other designee.
16. Sprinkler heads must not be tampered with or used in any way. Cabinets or any other structural material cannot cover sprinkler heads, if this is done, they will need to be relocated at the owner's expense.
17. Unit smoke alarms are to be left in place. They are to be properly protected during any interior finish work generating heavy airborne particles, i.e., sanding and painting.
18. Workers are not to wander around areas other than the specific area or unit to which they are assigned.
19. **Bathroom remodeling** – Each unit owner who elects to remodel, upgrade or repair their bathroom tub, tile or shower area must install the proper waterproofing protective material. Requirements are listed below. Each owner is required to submit for approval to the BODs or its representative, with the proposed waterproofing material. Written approval for the proposed materials is required prior to work beginning and must be inspected and approved prior to installation of the final finished product.

Bathroom Remodeling/Upgrades
Cement board behind all wall tile of 4' X 8' or 3' X 5' with ½ inch thickness or greater
½ inch moisture/mold resistant drywall
Shower pan liner installed, not less than 3 inches beyond or around the rough jabs, and not less than 3 inches above the finished thresholds.
CPVC Pipes must be replaced during remodel/upgrade

20. **Hurricane shutters** must meet or exceed standards set forth by Florida State Law and in the Standard Building Code (applicable to Collier County) for buildings in the coastal zone and in excess of 60 feet in height including the wind tunnel test criteria results and are the only approved application for hurricane protection. A copy of these specifications is maintained by the Management Company. Non-balcony condominium residence windows are a special architect approved laminated glass and have been designed and installed to meet or exceed the wind load and windborne debris impact standard of the hurricane shutters. Consequently, such windows in the condominium residences, as built, meet or exceed the requirements of the applicable building code for hurricane protection. For this reason and for the purpose of preserving the aesthetic appearance of the building, hurricane shutters shall not be installed on non-balcony windows in condominium residences. If such non-balcony windows in the condominium residences are replaced, they must be replaced with laminated architectural glass equal to or exceeding the specification of the original glass and which comply with the applicable building code.
21. **Flooring** – Each unit owner who elects to install in any portion of his unit hard surface flooring materials (i.e. marble, wood) shall first be required to install an approved sound underlayment material equivalent to ¼ inch of cork and perimeter sound isolation material installed in accordance with the procedures as generally provided below. Each unit owner is required to submit for approval to the Board of Directors or its representative the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of the hard surface flooring, and then the installed sound

proofing must be inspected and approved prior to installation of the hard flooring.

Installation procedures shall meet or exceed the following:

21.1. Isolation Barrier

21.1.1.

At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within ¼ inches (6.35 millimeters) of the finished surface.

21.1.2.

Closed cell polyethylene foam (2.7 – 9 pcf) not less than ¼ of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.

21.1.3.

The fiberglass board of the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within ¼ inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

21.2. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between tile or setting bed and the wall, or a penetration protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.

21.3. A sealant is required at the perimeter of the entire floor and the periphery of all protrusions of that floor.

21.3.1.

This joint shall be ¼ inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.

21.3.2.

This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.

21.3.3.

If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.

21.3.4.

Dow-Corning and G.E. Silicone sealants come in variety of colors to harmonize with the color of the tile.

22. The unit owner is responsible for his decorator's, contractors' and sub-contractors' actions and inactions while on the premises. Decorators, contractors and sub-contractors are on the premises at their own risk and must agree to indemnify and hold harmless the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.

23. Should a decorator, contractor or sub-contractor discover a defect in a unit, they must notify the Property Manager immediately so the defect may be verified and corrected prior to doing any work that might be impacted by the defect.
24. Smoking, while discouraged, will only be allowed in the individual units with the owner's permission.
25. It is the responsibility of the unit owner to ensure that the building is kept clean during and after work is done on his/her unit.
26. Activities will be monitored during the day. Non-compliance may result in the decorator, contractor or sub-contractor being barred from the building.
27. Major interior unit renovations are prohibited during the months of **December 1 through April 30**. Major renovations include tile or hardwood floor removal and replacement and bathroom/kitchen renovations. Any work that will require sawing or any chipping, jackhammering, and hammering with a chisel/crowbar/prybar work is also prohibited. Emergency repairs due to flood or fire will be permitted with Board of Directors approval.
28. Owners are required to ensure that the vendor is adhering to all restrictions contained in Section II or be subject to violations and fines in accordance with Section I, paragraph 12 (RULES AND REGULATION - ENFORCEMENT).

All questions regarding these Rules should be directed to the Property Manager.

To Be completed by the Owner:

I, _____ Read, Understand and agree to abide by the rules set forward in the Kitchen Remodeling ARC application for the Cove Towers Condominium Association, Inc.

Owner Signature: _____

Owner Print: _____

Date: _____

To be completed by Management office:

STATUS OF REQUEST: Contractor has met the association requirement and has been granted approval to proceed with the scope of work described when signed.

Approved by: _____ Date: _____
Property Manager or Board Member

Notes:
