



BERMUDA GREENS CONDOMINIUM ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE GUIDELINES AND PROCEDURES

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS

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These Guidelines and Procedures may be amended or revised at any time by the Architectural Review Committee and Bermuda Greens Condominium Association Board of Directors

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ARCHITECTURAL REVIEW COMMITTEE

MISSION STATEMENT

The Architectural Review Committee (ARC) was established by the Bermuda Greens Condominium Association Board of Directors in 2014. Its mission is to assist the elected Board of Directors in improving and maintaining the architectural quality of Bermuda Greens, preserve home equity value, maintain a safe environment and ensure that any and all modifications or improvements do not jeopardize the safety and soundness of the community buildings and infrastructure.

It is further tasked with the specific responsibilities of reviewing all requests and plans submitted by owners wanting to undertake alterations, modifications and/or improvements to their individual units; to review the qualifications, licenses and insurance coverages of contractors and/or vendors that will be employed in accomplishing the planned work; and to make recommendations to the Board of Directors as to the approval or disapproval of each of the requested projects. The ARC is established as an advisory committee and has no approval authority or vote on the Board of Directors unless a member of the ARC committee is also an elected member of the Board of Directors.

RESTATEMENT OF PARAGRAPH 11.4 OF THE BERMUDA GREENS DECLARATION OF CONDOMINIUM

The following is an extract of the current declaration and is provided as a reminder to all owners contemplating any interior or exterior alteration, change, improvement or renovation of his/her individual unit.

“11.4 Alteration to Units and Limited Common Elements by Unit Owner. No owner shall make or cause the making of any structural modifications or alterations to his unit or its appurtenant limited common elements without first obtaining the written consent of the Association, which consent shall be denied if a majority of the Board of Directors determines that the proposed modifications or alterations might adversely affect, or in any manner be detrimental to, the Condominium in part or whole. If any unit owner requests approval of an alteration or modification involving the removal of any interior partition, the Association may permit such removal if the partition to be removed is not a load-bearing partition and so long as the removal thereof would not materially affect or interfere with the utility services constituting common elements; if any located there in. No owner shall cause his porch or lanai to be enclosed or cause any changes, structural or non-structural, to be made to the unit or building, including painting or other decoration outside of the unit, or the installation of any electrical wiring, television or radio antenna, appliance or Jacuzzi, or in any manner change the exterior appearance of any portion of the Condominium, without the prior written consent of the Board of Directors. Any glass, screen, curtain, blind, shutter, awning or other item which may be installed on any porch or lanai is subject to regulation by the Board of Directors.”

PROJECTS REQUIRING ARC REVIEW AND BOARD OF DIRECTOR APPROVAL

This following is a list of projects that require ARC review and Board of Director approval. No work is to be started until owners have received written notification that their application for said work has been approved. If there are questions concerning if a project you are considering requires ARC approval and Board approval, contact the Property Manager at the Clubhouse before starting any work.

1. Any proposed structural change to any interior walls.
2. Any proposed work involving electrical, plumbing, air conditioning refrigerant line changes, and/or other fixture(s) or elements, including utility elements, supplied by a source outside the unit
3. Any proposed work involving the installation and/or replacement of existing floor coverings to include wood, tile, carpeting, vinyl, etc.
4. Any proposed work involving the installation or replacement of screen/storm doors, garage doors, exterior doors, windows, sliding doors, awnings, and/or hurricane shutters.

CHANGES THAT ARE NOT PERMITTED

The following is a list of projects, changes, alterations, and modifications that are not permitted:

1. Any changes outside a unit, except for hurricane shutters that require prior approval (See above)
2. Changes to/replacement of any landscaping
3. Changes to /replacement of outside walls, walkways, driveways
4. Changes to / replacement of roof, gutters, downspouts
5. Installation of skylights or light tubes
6. Changes or alterations to parking spaces or carports
7. Changes to any other common areas or limited common areas in and/or around the exterior of buildings.

SUMMARY OF DISCUSSION WITH COLLIER COUNTY BUILDING CODE COMPLIANCE OFFICE CONCERNING WINDOWS AND DOORS

The following is a summary of a March 13, 2019 discussion between Mr. Gibbons of the Collier County Code Compliance Office and a member of the Bermuda Greens Architectural Committee concerning current building code requirements as it pertains to the installation of replacement windows and sliding glass doors. This information was used by the Bermuda Greens Board of Directors in developing the guidelines set forth below, recognizing that it may be necessary to change these requirements from time to time as the Collier County building and fire code requirements change.

1. All replacement windows and sliding glass doors must be hurricane impact resistant unless the opening is already protected by code compliant hurricane shutters.
2. All sleeping rooms must have a window/door that meets minimum requirements for an emergency escape and rescue (egress window) as required by the current fire code.
3. Windows facing the Gulf of Mexico or the ocean must have “turtle glass” ---- dark glass to prevent the exfiltration of light which negatively impacts wildlife. Since Bermuda Greens is not ocean or Gulf facing, it is exempt from this requirement.
4. Both building and fire permits are required and both building and fire code inspections are required after the work is completed to ensure compliance with applicable codes.
5. Currently the following items are left to the discretion of a community’s individual condominium board of directors as governed by the association’s Declarations, ByLaws and established documents.
 - a. Window tinting and use of low emissive glass
 - b. Type of window casing; i.e. vinyl, aluminum
 - c. Type of window, i.e. single-hung, double-hung, or casement, etc.
 - d. Style of mullions
 - e. Insulated or non-insulated glass
 - f. Size and/or color of screens.
6. Finally, the code compliance office strongly recommended that owners deal only with local contractors who are reputable, licensed, insured, and familiar with Collier County building codes and install quality products to reduce the likelihood of problems.

DISCUSSION OF SPECIFIC PROJECT AND REQUIREMENTS

The following provides minimum requirements for the individual projects identified below:

1. **General:** All changes/improvements to a unit that can be viewed from the outside must conform to the existing shape, form, design, and style.

2. Flooring:

- a. Floor soundproofing material of at least the equivalent of Proflex 90 or better must be used under all 2nd story flooring except those areas that are carpeted.
- b. The concrete floors of all 1st floor units must be water-proofed prior to the installation of any flooring.
- c. All materials for all projects must be inspected and approved by an ARC member, Board member, and/or the property manager once delivered on site and prior to any/all installation
- d. When installing tile or hardwood flooring, a ¼ inch expansion space must be left between the flooring material and the wall to allow for product expansion. Expansion space may be covered with baseboard or quarter-round as desired.

3. Windows:

- a. All replacement windows and their installation must meet current Collier County Building Code hurricane/impact glass requirements and specifications.
- b. Clear glass or light grey glass tint is permitted. No other glass tints or colors permitted. Mirrored glass is not permitted.
- c. Windows frames may be vinyl or aluminum
- d. Windows and grids must be white.
- e. Window screens must be light charcoal grey in color.
- f. Double hung windows are required in second floor units in buildings with garages. Single hung windows not permitted in these units.
- g. Either single hung or double hung windows are permitted in all first floor units, of all buildings and in second floor units in only buildings which do not have garages. Only windows that open and close vertically are permitted (no casement or sliding windows).
- h. Grid patterns and designs must be identical to the original windows.
- i. Low E glass is also an option in single hung windows, arch windows and fixed windows, but only if a light grey tint is added to the glass light grey tint is to obscure the green appearance).
- j. Insulated window glass (argon gas) is an option in all windows.

4. Sliding Glass Doors:

- a. All replacement glass doors and their installation must meet current Collier County Building Code hurricane/impact glass requirements and specifications.
- b. Clear glass or light grey glass tint permitted. No other glass tints or colors permitted. Mirrored glass not permitted.
- c. Sliding glass doors may be vinyl or aluminum.
- d. Sliding glass doors must be white in color.

- e. Insulated glass doors (argon gas) are an option.
- f. Low E glass is an option, but only if a light grey tint is added to the glass (to obscure the green appearance).
- g. No screens or grids are permitted on sliding glass doors.

5. Hurricane / Storm Shutters:

- a. All storm shutters on windows and lanais must be reviewed by the ARC and approved by the Board of Directors **BEFORE** installation
- b. All shutters and their installation must meet current Collier County Building Code hurricane protection requirements and specifications
- c. Shutters and frame must be White in color
- d. Shutters on the lanai are to be mounted on the inside of the existing screen
- e. **No channel or other barricade designed to secure the bottom of any shutter, panel, awning, etc. is permitted to be installed on the lanai floor which could act as a dam thereby restricting the egress of any water entering or accumulating on the lanai floor.**

6. Garage Doors:

- a. Garage doors must be hurricane rated and must meet current Collier County and building code requirements as specified.
- b. The replacement door must match the original doors in design and style.
- c. The top section of the door must have a Sunray 4 light Polycarbonate window
- d. The door must be White in color.
- e. Attached at the end of this document is a photograph of an Amarr Stratford 1000, Colonial Panel garage door which is an acceptable replacement.

7. Storm/Screen Doors:

- a. Entry storm and screen doors installed at the front entry doorway must be full view glass doors with full screen or self-storing screens.
- b. Entry storm/screen doors must be White in color.
- c. Hardware may be Nickel or Brass in color.
- d. Attached to this document are photographs of acceptable storm doors models.

8. Lanai Screen and Frames:

- a. Lanai screening will be Charcoal in color
- b. Frames are to be White in color
- c. Bottom channel of frame will have weep holes a minimum of 3/8" drilled/installed a minimum of 3 in every screened panel to allow water on the lanai floor egress to the outside.
- d. When replacing existing lanai screen frames, aluminum flashing material must be installed under the frame on the outer edge of 2nd floor lanai floors to redirect water beyond the edge of the lanai floor and away from the building structure.

CONTRACTOR REQUIREMENTS

1. Any company, vendor, contractor or other entity engaged to perform work in any unit must provide the property management office proof of all legally required licenses, insurance, and other documents.
2. All contractors must carry a minimum of \$2M of General Liability Insurance in the aggregate, with \$1M coverage per occurrence.
3. All contractors must also provide proof of auto insurance and Workers Compensation insurance coverage.
4. All contractors must have proof of Florida State Certification for Competency of Trade, if necessary.
5. All contractors must register with the property manager inside the Bermuda Greens Club House whenever entering Bermuda Greens property.
6. Work will be conducted only within the hours and days permitted by Association Policies, which is Monday through Saturday from 8:00 AM to 5:00 PM and that there will be no excessive noise that would be offensive to other residents in the Bermuda Greens community.

COLLIER COUNTY PERMITTING

No work will be undertaken within the Bermuda Greens community without a Collier County permit if said work requires such a permit. When required, Collier County code compliance permits will be obtained and posted in a visible area when work is underway.

PROCESS AND PROCEDURES FOR REQUESTING BOARD APPROVAL

The following outlines the application, review, approval and follow-up process. Each qualifying individual project requires a separate application. **In cases of an emergency, the advance submission of an ARC application is temporarily waived, but immediately after the emergency portion of the repair is addressed, the ARC paperwork must be submitted with an explanation of the reason for the emergency circumstances.**

- **Step 1:** Owner completes the Bermuda Greens Architectural Change Application form and with all relevant attachments/enclosures, including sketches, detailed drawings with measurements, architectural plans, pictures, brochures and sample materials, etc. and sends it to the Property Manager at least 30 calendar days before work is to begin.
- **Step 2:** Property manager logs in application, reviews it to ensure administrative correctness and forward the application and all attachments to ARC for their review. Incomplete applications will be returned to owner for correction and/or missing critical information.
- **Step 3:** The ARC will review all materials, evaluate compliance with the local building codes, and confirm all contractor's licenses and/or certifications. The ARC may also ask for

additional information or clarification as needed. Upon completing its review, the ARC will send its advisory recommendations back to the Property Manager no later than 14 calendar days after receipt from the Property Manager.

- **Step 4:** Property Manager sends application to Board for Approval/Disapproval. Board approves / disapproves, signs off, and in turn, returns application to Property Manager.
- **Step 5:** Property Manager makes a copy of the completed application with required approvals / disapprovals for Association files, and sends a copy to the owner no later than 5 business days after receipt from the Board. Disapprovals will be accompanied with an explanation as to why the project was disapproved.
- **Step 6:** Prior to the start of the approved project, the owner will contact the property manager and advise him/her of the date when all materials for the project is scheduled to be delivered and when work is scheduled to begin. Subsequently, the property manager will advise all Board Members and ARC members of the date of the scheduled delivery of materials and commencement of work.
- **Step 7:** Prior to the start of any work, an ARC member, a Board member or the property manager will make an on-site inspection of the worksite, examine all the material/equipment staged for installation, and confirm that the materials/equipment to be installed conform with the approved application. Additionally, the project is subject to periodic inspections by the ARC, Board member, and/or property manager while it is underway.
- **Step 8:** No later than 5 business days after the project is completed, owner will notify property manager.
- **Step 9:** Property manager logs in “Project Completed” and advises Board/ARC committee.
- **Step 10:** Board/ARC committee/property manager conducts follow-up inspection to ensure project was completed according to approved application.

Attachments:

- 1. Questions You Should Ask Before Signing A Contract**
- 2. Photographs of Referenced Items**
- 3. Bermuda Greens Architectural Change Application**

Questions You Should Ask Before Signing A Contract

Licenses

- Is the contractor licensed in the category of work you are requesting?
- Verify that the license is still current and in good standing.
- Verify that the holder of the license legally qualifies the company you are hiring.

Insurance

- Does the contractor have liability and workers compensation insurance?

Experience

- Does the contractor have at least 5 years of experience replacing windows and doors in South Florida or any other type of work you plan to undertake?

Installation

- Ask if all of the contractor's installers are employees or subcontractors.
- If they use subcontractors, be sure to get proof that the subcontractors are all licensed and fully insured.
- Be sure you are hiring them to do a complete installation so that you won't need someone else to finish any details such as stucco or drywall repair.
- Be sure that the window replacement will include replacement of any rotted wood.
- Find out their policy about replacement of broken window sills.

References

- Can the contractor provide the name, phone number, and addresses of their most recent past customers? References from a window installation company will show the type of work and customer service they actually provide.
- Does the contractor's written contract detail every aspect of the installation?
- Be sure to check that the contractor's license number is printed on the contract that you are asked to sign.
- Make sure the installation contract explains when payments are due.

Other Important Topics of Discussion For Your Installation Professional

- Check to see if the contractor is an authorized dealer for the products that are to be installed.
- Be sure that everything is done with a permit.
- How much does the contractor charge for permitting?
- Verify the name of the contractor you hired is the same as the contractor named on the permit.
- When the installation is completed be sure that the contractor will schedule the final permit inspection with the county.
- Before you sign a contract verify the warranties on both the products and the installation work.
- Be sure to find out how long the warranties will continue to be in effect.
- It is best to find a contractor that will also service the products they install.
- How long has the contractor been in business?
- Be sure that there is a written contract that outlines all of the details of the work to be done



Eastern Architectural Systems Double Hung Vinyl Insulated Impact Windows w/ Light Gray Tint

Note about screens that come with Eastern Windows: Single-hung windows come with half screens that cover only the bottom sash. Double-hung windows come with full screens that cover both upper and lower sashes. The screens for both style of window can be removed for cleaning but neither one slides up and down.



Full View Storm Door with no Screen



Self-Storing Storm Door with Screen In Place



**Full View Storm Door with Screen
Stored**



Amarr Stratford Garage Door