

Unit #: _____

Date: _____



Bermuda Greens Condominium Association
13136 Castle Harbour Drive, Naples FL 34110
Phone (239) 514-0722
Email - Bgoffice@bermudagreensnaples.com

Bermuda Greens Architectural Change Application

Name: _____ Date: _____

Address/Unit# _____

Email: _____ Phone: _____

Reference: Current Bermuda Greens Condominium Association Rules & Regulations

Purpose: This form is submitted by owners who want to alter the existing INTERIOR structure of their condominium. Such changes could include modifications of the following:

- Interior unit wall, floor, or ceiling,
- Installation or removal of any tile, wood, or laminate floor covering,
- Installation, removal or modification to any awnings,
- Installation or removal of any hurricane shutters,
- Installation or replacement of exterior windows or doors,
- Electrical or plumbing, changes to air conditioning refrigerant lines, and
- Utility work requiring a Collier County permit.

For a complete discussion of requirements and restrictions, refer to Bermuda Greens documents including the current Rules and Regulations. Prior approval is not required for routine/periodic interior painting, decorating, or carpet installation.

1. Restrictions:

- a. No changes are permitted to any exterior walls, walkways, parking areas or any common areas.
- b. Each qualifying individual project requires a separate application.
- c. All changes/improvements to a unit that can be viewed from the outside must conform to the existing shape, form, design, and style.

2. Window Replacements:

- a. All replacement windows and installations must meet current Collier County Building Code hurricane/impact glass requirements and specifications. Only windows that open and close vertically are permitted (no casement or sliding windows).
- b. Clear glass or light grey glass tint is permitted. No other glass tints or colors permitted.
- c. Windows 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, only in buildings which do not have garages.
- h. Grid patterns and designs must be identical to the original windows.
- i. Low E (energy efficient) glass is an option in double hung windows with full screens. (Full screen will obscure the green color.)
- j. Low E glass is also an option in single hung windows, watch 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.
- k. Insulated window glass (argon gas) is an option in all windows

3. Sliding Glass Door Replacement

- 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.**
- 4. 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 Polycarbonite 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.**
- 5. Floors**
- 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. **Must leave a ¼" space between wood type flooring and walls for expansion purposes**
- 6. Shutters: All hurricane shutters must be white and be located inside the screens when installed on the lanais**
- 7. Emergency Repairs: In case of emergency, the ARC application being submitted in advance is 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 circumstance**

Contractor Requirements:

- 1. **Any company, vendor, contractor or other entity engaged to perform work in any unit must provide the management office proof of all legally required licenses, insurance, and other documents.**

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2. **All contractors must carry a minimum of \$2M of General Liability Insurance in the aggregate, with \$1M 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 when entering Bermuda Greens property.**

Collier County Permits:

1. **No work will be undertaken without a Collier County permit if said work requires such a permit.**
2. **When required, Collier County code compliance permits will be obtained and posted in a visible area when work is underway.**

The Process: Here is the process to be followed:

- **Step 1: Owner completes form & sends to 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 sends to ARC Committee member. Incomplete applications will be returned to owner for correction.**
- **Step 3: ARC Committee reviews, recommends approval/disapproval and returns application to property manager no later than 14 calendar days after receipt of the application 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 owner a copy of Approvals 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.**

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- **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.**

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I have read, understand, and agree to all the requirements and restrictions as outlined above as well as those set forth in the Bermuda Greens Condominium Association Rules and Regulations.

Signature: _____ Date: _____

Printed Name: _____

Project Description: (Provide a detailed description of the improvement to be made. Attach any plans, drawings or specifications including blueprints, contracts, if applicable, and types of materials to be used.)

Additional Information/Requirements for Solid Surface Flooring Projects:

Unit area, e.g. kitchen, master bedroom, lanai,
etc.: _____

Type/Description of flooring to be installed:

Square footage:

Type of underlayment, thin-set, grout, soundproofing, moisture barrier to be used:

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Prior to the installation of any hard surface floor coverings, e.g. tile, wood, laminate, etc., a Board or ARC member must also inspect the installed underlayment to assure compliance with the approved application.

Contractor Information:

Name: _____	Florida Lic #: _____
Address: _____ _____	License Expiration Date: _____
Phone: _____	Fax: _____
Proof of general liability insurance attached: Yes: _____	Email: _____
Proof of Auto and Workers Compensation Insurance attached: Yes _____ No _____	Proof of Florida State Certification for Competency Trade attached (if necessary): Yes _____ No _____

Owner's Certification/Agreement: I, _____, Owner of the above referenced unit, do hereby certify that this improvement, materials, and installation, will be in full compliance with all applicable Collier County and Bermuda Greens community rules and regulations and that I understand and agree that if this application for improvement is approved either in whole or in part, that I and subsequent owners of said unit, shall be fully responsible for all maintenance, repair, removal and replacement costs associated with this change and for any damage caused to my or any other unit(s) or BG Association property or structures.

Owner's Signature

Date

