

REQUEST FOR APPROVAL TO INSTALL/REPLACE WINDOW(S) AND/OR EXTERIOR SLIDING GLASS DOORS

DATE SUBMITTED _____ (expect Board approval within 10 working days)

OWNER NAME: _____

PHONE CONTACT # _____ CONDO ADDRESS: _____

**Description of Installation: Number of Window Units, Location (front, back, side?) and
projected installation start/complete dates.**

- **No work can begin without prior written approval from Heronmere Association Property Manager on behalf of the Association Board.**
- **Attachments to this request must include all information requested in attached Rules.**

Contractors Name: _____

Business Name & Address: _____

Phone Contact #: _____, License #: _____

I hereby certify that the window(s) / door(s) units described herein meet all Florida and Sarasota County Building Codes currently in effect, and that I have read and will abide by The Heronmere installation protocol described in the "Rules for Replacement Windows".

Contractor Signature: _____ Date _____

Owners Signature: _____ Date _____

RETURN COMPLETED FORM & ACCOMPANIMENTS TO : **Heronmere Property Manager**

Allure Property Management Inc.

9040 Town Center Parkway

Lakewood Ranch, FL 34202

mtoler@mgmt-allure.com Ph: (941)-567-1654, Fax: (941) 378-5360

BOARD APPROVED BY _____ DATE _____

Owner Sent Copy of Approval On _____ (DATE)

Rules for Replacement of Window(s) and/or Exterior Sliding Glass Door(s)

The following additional information to be submitted with Request For Approval:

1. A copy of *Proposed Window/Door* installation contract along with :
 - A. A valid copy of Contractor's current State of Florida Certified General Contractors License and is licensed to operate in Sarasota County.
 - B. Contractor to submit copies of current insurance certificates for both Liability and Workers Comp coverages
2. A Window/Door Detail sheet declaring Florida State Bldg. Code Certification and design specifications for the replacement units to be installed. This information must also include:
 - Manufacturer's Name, window model, type, style, color, size and applicable warranties with *their expressed limitations clearly defined*.
 - Total number of units to be installed and their relative location (Front, Back, Side?)
3. Original window/door style, opening sizes, location and sight lines must be retained and not altered. Replacement Window(s) need to be the same "Double Hung" style of the original. If Glass is to be tinted it should be in a grey color.
4. Contract language is to clearly state that installation protocol will include agreement:
 - A. That contractor will remove all debris from premises on a daily basis and not by using community dumpster.
 - B. That caulking work will be of highest quality and performed only *after complete removal of old caulk and any loose stucco*. Contractor will re-caulk opening and replacement unit using a high grade Urethane type caulk and fill all voids completely.
 - C. The Contractor to provide adequate warranties and assurances that he will assume full responsibility for rectifying and remediating any future leaks or other issues attributed to faulty workmanship or noncompliance with above protocol, and to do so in a timely manner.
5. A copy of the **Building Permit** must be provided to Heronmere Property Manager *before* actual work begins.

6. Final work is to be inspected by an Association Board Member or the Property Manager, and Contractor to provide copy of a ***final inspection report*** upon completion.

7. Upon job completion and before final payment Contractor should provide Owner with a **signed copy of Lien Waiver**.

8. Estimated Project Duration: _____(Days); Estimated start date: _____

9. **IMPORTANT NOTE-** if any window(s) and/or exterior sliding glass door(s) are installed ***without*** approval the *owner* does so with full knowledge that they *may be held responsible and liable for any expense required for corrections deemed necessary by qualified inspection during or after the fact of installation*: This may include possible removal and restoration of affected area to its original condition *at the sole expense of the owner*. Failure to do so shall constitute a violation of this rule and result in Association seeking any/all relief available at law or in equity.

"I have read Rule pages 2 and 3 above and agree to accept and abide by the terms and conditions outlined therein":

Owner Signature _____ Date _____

Contractor Signature _____ Date _____