

STONEWOOD TOWERS PROCEDURE NO. 19

Subject: Hurricane Shutters Installation

**Background:**

Many owners desire the added protection afforded their units by the installation of hurricane shutters on balconies and windows. The Stonewood Towers Condominium documents as amended allows for the installation of hurricane shutters by owners but does not specify either the authorization procedure or the specifications, both of which are contained in the following paragraphs.

**Procedure:**

1. Unit owners shall request in writing to the Board of Administration authorization to install hurricane shutters on balconies and windows of designated unit with the statement that planned installation will follow specifications outlined in paragraph 3 herein.
2. All expenses associated with installation, removal and maintenance of hurricane shutters shall be the responsibility of the unit owner.
3. Hurricane specifications and installation requirements are as follows:

**TYPE:**

Roll down or accordion hand or electrically operated on balconies. Roll down on windows and front doors.

**INSTALLATION:**

Balcony shutters will be installed immediately inside railings. Enclosed roll down shutters will be installed above front door and windows. Stainless steel hardware will be utilized for all shutter installations.

**COLOR:** - To match existing building and shutters.

**BUILDING CODES:**

State and City Requirements: Must comply with current Florida State and Cocoa Beach City Emergency building codes.

**HURRICANE PRECAUTION:**

When a hurricane is expected, the Board of Administration hereby authorizes the installation by owners at their expense, of 3/4" plywood or corrugated aluminum screwed into the wall to protect sliding glass doors. This material will be removed immediately after hurricane passage at owner's expense. Owners will obtain written approval from Manager prior to work.

- a. Owner's contractors must submit to the Board proof of liability, workman's compensation, current Brevard County Business License and a building permit.
- b. The Board will respond in writing to the unit owner with authorization to install the requested hurricane shutters and specify installation working hours.

FOR THE BOARD OF ADMINISTRATION  
Board Secretary