



Remodeling at Ocean Sands

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Purpose

This document serves two purposes:

1. it describes the Responsibilities of Ocean Sands Owners, and the Contractors that work on their behalf, *whenever work is being performed* (see Section 1).
2. in addition, it describes the process for requesting Board of Director approval of modifications per the Ocean Sands Governing Documents (see Section 2).

Scope

Hiring a licensed and insured professional contractor is strongly recommended whenever work is to be performed inside your unit to ensure it is performed in accordance with Florida Building Codes. A shattered sprinkler tube or an improperly fitted toilet bowl may result in costly water remediation in other units. Please refer to Section 1 for the responsibilities of unit owners and contractors.

Ocean Sands Governing Documents specify that a unit owner is not permitted to make any modification which would damage the integrity of the structure or physical appearance of any of the common areas, including the building exterior, walkways or the garage.

Pre-approval from the Board of Directors prior to commencement is required whenever a modification affects

- the building aesthetics
- the integrity of the reinforced concrete (building exterior or the unit shell)
- common utilities or chase ways.

The pre-approval process is described in Section 2.

Section 1 Applies to all work onsite

Owners' Responsibilities

When anticipating a large delivery (merchandise, remodeling supplies or contractor equipment), contact the Ocean Sands office to schedule the installation of elevator padding. This protects our elevators from costly damage. The delivery or contractor will be delayed until the protective padding is installed.

It is the owners' responsibility to ensure the following:

- construction is performed by a licensed and bonded contractor
- building permits are obtained and displayed as appropriate. All work must comply in all respects with the building codes of the State of Florida, Pinellas County and City of Madeira Beach that are in effect on the day of installation.

- the contractor policies (liability insurance) are current. Note: Worker's compensation not needed.
- the security of the lobby is maintained by not providing access codes: use the intercom directory door release instead.
- work is scheduled Monday through Saturday 8:00 AM to 5:00 PM. Working on Sundays or holidays is not permitted.

The Building Inspector will confirm compliance with the local building code as part of the permitting process. Failure to meet current code requirements results in rejection by the Madeira Beach building inspector and removal at owner's expense, regardless of condo approval.

Contractors' Responsibilities

Before Beginning Work

- Sign-in at the Ocean Sands Office (Tower 1, 2nd floor) before beginning the first day of work.
- The lead contractor must share these contractor responsibilities with their crew and any subcontractors that they hire.
- If the work requires a permit, it should be presented to the Admin Office at this time.
- Provide licensing and insurance documentation to Admin Office.

While Working On Site

- When transporting large items, an elevator equipped with padding must be used. If elevator padding is needed, visit the Tower 1, 2nd floor Admin Office, (727) 391-0944
- Important! Do not prop-open elevator doors. The door mechanics will jam and warrant a service call. You will be charged for this service call.
- Use caution when moving heavy loads on or off the elevator. If the door is bumped, it can be moved off track which warrants a costly service call. You will be charged for this service call.
- Do not park work vehicles and equipment trailers onsite overnight. Park in visitors' parking spaces in front of the building during the day. Do not take up more parking spaces than needed.
- Do not use Ocean Sands luggage racks and grocery carts. Contractors must provide their own bins, buggies, carts, and hand trucks.
- Do not use Ocean Sands dumpsters, trash chutes and refuse area. Remove all debris from the property daily. Keep all areas swept and clean.
- All construction must be confined to the interior of the unit, e.g., tile cutting, sawing, cabinet assembly. Any exception must be approved by the onsite maintenance manager and the common area left clean. Precautions must be taken while working on balconies to prevent dust and debris from settling on balconies below.
- No contractor supplies may be left in the garage, outside a unit, or in any common areas. Storage of contractor materials in garages may be allowed for large contractor jobs like building painting, utility piping installations, and utility electrical installations.
- Roll-off boxes or dump trailers may be brought on site for debris removal. The contractor must coordinate with the admin office for placement of the box and the amount of time it can remain on site.
- When tiling interior rooms, install sound control underneath and around the perimeter in accordance with *FL Building Code, Section 1207*.
- Visit the Ocean Sands Admin Office for access to the roof or to schedule water shutoff for sprinkler repair or incoming water shutoff repair.

Respect our property. Be polite to our staff. Thank you!

Consequences of Contractors Not Following Rules

Any disruption to our elevator service caused by a contractor blocking a door open or bumping a door off track, will result in that contractor (or owner) being charged for the service call. Service calls are very expensive.

Section 2 Alterations not permitted or which require pre-approval

Rationale for this Procedure

Provided below are excerpts from our Governing Documents.

Declaration, section XVI, *Alterations, Additions and Improvements (Paragraph A.)*

No Unit Owner shall make or cause to be made any structural modifications or alterations to its Unit or in any utility or air conditioning equipment therein without the consent of the Association, which consent may be withheld in the event the Board of Directors determines that such structural alterations or modifications would in any manner endanger the structure.

If the modification or alteration desired by the Unit Owner involves the removal of any permanent interior partition, the Association may permit same if the partition is not a load-bearing partition and such modification or alteration does not interfere with any common utility source.

No Unit Owner shall cause any improvements or changes to be made to the exterior of the Building, including, but not limited to, painting, installation of electrical wires, TV or other antennas, or air conditioning units which may protrude through the doors, windows, walls or roof of the building, or in any other manor change the appearance of the exterior of the Building or any portion of the Building not totally within the Unit without consent of the Association.

No Unit Owner nor any other person shall install upon the roof or exterior of the Condominium Building, upon the Condominium Property, or upon the Common Elements of the Condominium Property any device, antenna of any type or decorative item without the consent of the Association.

By-Laws Article X, Obligations of Members, Section 2. *Unit Maintenance*

[Obligations are...] To maintain, repair and replace, at its own cost and expense and in accordance with the Rules and Regulations promulgated by the Association pursuant to the By-Laws, all portions of its unit requiring maintenance, repair, or replacement, including, but not limited to, air conditioning and heating equipment, hot water heaters, and all other appliances and equipment (including any facility and connections required to provide utility service to serve the Unit and no other), paint, decorate and finish the interior surfaces of perimeter walls, interior walls, ceilings and floors of the Unit, the concrete floors and interior surfaces of the exterior walls of the balcony/terrace and/or patio serving the Unit and replace all doors, screens, windows and plate glass installations (including glass doors) forming a portion of the perimeter of the Unit, and pay for any utilities which are separately metered to the Unit; ***provided, however, that no Unit Owner shall make any alterations, decoration, repair, replacement, change or paint, nor place any doors, screens, windows, glass panes, jalousies or other enclosures on balconies/terraces or patios or any other parts of the Unit or Common Elements without the prior written approval of the Board of Directors.***

Process

Before scheduling any work in your unit which requires pre-approval, complete and submit the approval form. This form, and a link for electronic submission, are available on the *Our Investments* page of the OurOceanSands.com community website.

Complete the form (2 options):

- (1) Open the online version of the form labeled “.docx”, fill in the information and save, or export it, as a PDF file or (2) open and print the online version of the form labeled “PDF.” Complete the form. If electronic submission is desired, scan the completed form as a PDF.

Submit the form (2 options):

- (1) Submit your completed PDF form, and any required attachments, electronically by attaching it to a Work Request using the link provided online or (2) provide the completed form, and any required attachments, and your contact information, including an email address to the Ocean Sands office administrator who will electronically submit it on your behalf using the online link.

Note: copies of any required documents may be submitted electronically.

Note: A member of the Board of Directors may not approve modifications to their, or a family member's unit.

Window and Sliding Glass Door

The following requirements are described in detail below:

- Building permit
- Configuration, alignment, and color scheme
- Manufacturer's data
- Wind-borne debris protection
- Sea turtle protection (gray turtle glass)

Requirement for Building Permit

A building permit issued by the Madeira Beach Building Department is required for any installation of replacement windows and sliding glass doors. This is typically acquired by the contractor working on your window/sliding glass door project. Most likely it is included in the cost of the replacement. Please understand that no work can begin on a condo until the Madeira Beach Building Department issues a work permit.

To Meet the Requirement for Building Permit:

A copy of the building permit (usually acquired by the window/sliding glass door contractor) shall be attached to the Remodeling Approval Form. This can be done at some point before the installation work begins and is not required for initially approving the window/sliding glass door purchase.

Requirement for Configuration, Alignment, and Color Scheme

All external windows, screens, and sliding glass doors shall be bronze in color as viewed from the building exterior. Interior color is the owner's discretion. Please note that some window manufacturers may sell a bronze exterior finish, but window screens come with a white frame, which is unacceptable since it can be seen from the exterior of the building.

For windows and sliding glass doors that are visible from the beach, the glass shall be tinted/coated a gray color. The gray coating must conform to sea turtle conservation code requirements. (See below.) The glass of replacement windows facing Gulf Blvd. does not require tinting/coating.

All window/sliding glass door components must be consistent with the configuration and alignment of all existing windows and sliding glass doors of the building:

- 4-foot, 2-pane windows shall be a horizontal sliding design.
 - From the unit interior, facing the window, 4-foot windows shall have a movable pane on the right. The left pane shall be stationary.
- 6-foot, 3-pane windows, shall be a horizontal sliding design with unequal panes.
 - From the unit interior, facing the window, 6-foot windows shall have a $\frac{1}{4}$, $\frac{1}{2}$, $\frac{1}{4}$ configuration with the middle pane stationary. The end panes shall slide.
- 145" x 80" and 109" x 80" sliding glass doors shall have three equal sections. Two sections shall be movable. The stationary section shall be in the same location as the original door.

To Meet the Requirement for Configuration, Alignment, and Color Scheme:

A copy of the owner’s purchase agreement (without prices) listing the brand and model number along with a definition of the model number of the windows and sliding glass doors being replaced shall be attached to the Remodeling Approval Form. For the products ordered, the purchase agreement must confirm that configuration, alignment, and color meet Ocean Sands specifications as described above.

Requirement for Manufacturer’s Data

For the windows and sliding glass doors being installed, the manufacturer brand and model number, along with a definition of that model number, must be specified so that what is being ordered can be documented.

To Meet the Requirement for Manufacturer’s Data:

A copy of the owner’s purchase agreement (without prices) listing the brand and model number along with a definition of the model number of the windows and sliding glass doors being replaced shall be attached to the Remodeling Approval Form.

Requirement for Wind-borne Debris Protection

Ocean Sands is in a High Velocity Hurricane Zone (HVHZ). This means windows and sliding glass doors require special protection for wind-borne debris crashing into a window/sliding glass door during a hurricane per the Florida Building Code.

From the document “Protecting the Building Envelope Under the 6th Edition (2017) Florida Building Code (FBC)” windows and sliding glass doors shall be products that meet at least one of the following specifications for wind-borne debris protection:

- ASTM E1886 and E1996
- FBC (Florida Building Code) Test Protocols TAS 201, 202, and 203 for impact resistant windows in a High Velocity Hurricane Zone (HVHZ)
- Miami-Dade County Product Approval or NOA (Notice of Acceptance)
- Florida Building Commission approval showing compliance with one of the above
- Local product approval showing compliance with one of the above

To Meet the Requirement for Wind-borne Debris Protection:

A manufacturer’s sales brochures for the products being installed can be included, or linked, with the Remodeling Approval Form. These brochures typically show the results of all testing and certifications that their products have achieved. This is proof enough that the purchased windows/doors meet the specifications for wind-borne debris protection. In addition, if Ocean Sands business files contain such brochures from previous work performed, these brochures may be used as documentation. If a sales brochure for the windows and sliding glass doors does not show the required data, the owner must acquire from the manufacturer written documentation that their products meet this requirement.

Requirement for Sea Turtle Protection (Gray Turtle Glass)

Ocean Sands is in a Sea Turtle Conservation Zone designated by the Environmental Protection Agency (EPA) as requiring protection for nesting sea turtles. This zone mandates that a minimum amount of light reaches the beaches at night so that nesting mothers and hatchling sea turtles are not disoriented while heading toward the water. This protects the baby turtles from moving toward the artificial light, which would be away from the water.

Per Part II of Madeira Beach Code of Ordinances Section 110-505 - Lighting Within the Sea Turtle Conservation Zone, paragraph 13 states that:

Tinted glass at 45% transmittance or less shall be installed on all windows and glass doors of single or multi-story structures.

Windows and sliding glass doors that can be seen from the beach must be tinted gray so that minimal light from within the condo reaches the beaches at night. These windows/doors must not allow no more than 45% of light to pass through.

For Ocean Sands, replacement windows on the Gulf Blvd. side of the building do not require tinting.

To Meet the Requirement for Sea Turtle Protection:

A copy of the owner's purchase agreement (without prices) showing that windows and sliding glass doors (where required) are turtle glass compliant shall be included with the Remodeling Approval Form.

Exterior Door

- color to match stucco (paint is available from the maintenance shop)
- Exterior door to be fire-rated (20-minutes) and approved for use in a High Velocity Hurricane Zone (HVHZ)
- current code requirements for Wind-Borne Debris impact resistance

Storm Shutters

The following must closely match the building stucco color (e.g., ivory):

- shutter slats
- walkway and end unit window and door slat guide rails
- walkway and end unit exterior roll cover (box housing)

Lexan panels - used as corner pieces for end units, may be clear or smoked

Specification for Installation – Exterior roll shutters are to be installed on the outer part of the balcony, just inside the balcony railing.

Replacement or permanent removal - Any holes left in the exterior of the stucco must be patched in a manner that prevents water ingress.

Interior Wall and Spaces

Pre-approval is needed for any modifications to any load-bearing interior wall, or any wall/space that houses any pipes, wires, conduits, air ducts or utility lines that service another unit, such as air conditioning. [defined as *Common Elements* per **Declaration** Section V (D 2)].

Concrete Structures

Pre-approval is needed for any modification which would compromise the integrity of perimeter walls, ceiling, floor or balcony walls, ceiling or slab of each condo unit, since they are solid concrete, reinforced with rebar (steel rods). It is imperative that this structural steel rebar is protected from exposure to water or air, so cutting or drilling into the concrete are permitted only by exception. Include plans for remediation if rebar is exposed.

Guidance or Questions

Contact the Ocean Sands Board of Directors with questions or concerns by leaving a message with the Office Administrator, (727) 391-0944. Someone will respond to you.