

**Bay Harbor Club of Bonita Beach  
Condominium Association, Inc.**

9001 Highland Woods Blvd, Suite 2  
Bonita Springs, Florida 34135  
Office: (239) 249-7000 / Email:  
micheller@cambridgeswfl.com

**Information regarding the Application for Approval to  
Install Lanai Sun Shades**

All applications must be accompanied by an Architectural Design Modification Request.

The application for lanai sun shades consists of the following documents:

1. Application for Approval to Install Lanai Sun Shades
2. Sun Shade Regulations
3. Work Done For Unit Owners Form

It is the owner's responsibility to provide the "Work Done for Unit Owners" form to the contractor. The contractor must sign in with the Bay Harbor Club maintenance manager between 8:00 am and 12:00 noon before starting any project.

It is the owner's responsibility to insure their contractor has proper licensing and insurance.

The request will be reviewed by the Bay harbor Club Board and the owner must receive written approval before proceeding with the installation.

Attachments:

- Application for Approval to Install Lanai Sun Shades
- Lanai Sun Shade Regulations
- Work Done For Unit Owners Form

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**Application for Approval to Install Lanai Sun  
Shades**

TO: The Board of Directors of Bay Harbor Club of Bonita Beach Condominium  
Association, Inc.

I/We, the undersigned unit owners at Bay Harbor Club of Bonita Beach  
Condominium, hereby apply for approval to install Sun Shades and submit the following  
information:

Owner's Name(s): \_\_\_\_\_

Unit Number: \_\_\_\_\_ Building: \_\_\_\_\_

- 1.** The name, address and telephone number of the Contractor who will  
install the Sun Shades is as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

- 2.** The location of the sun shades on my/our unit will be:

\_\_\_\_\_

\_\_\_\_\_

- 3.** I/We are providing or will have the Contractor provide the following  
documentation which we understand is necessary to complete this  
application for The Board review.

- A copy of the Contractor's license, certificate or other authorization  
required by all applicable governmental authorities for the installation  
of the sun shades. (See Sun Shades Regulations)
- A certificate(s) of insurance from the Contractor's insurance agent  
verifying that the Contractor carries public liability insurance, including

completed operations, in an amount no less than \$1,000,000.00; Worker's Compensation insurance in an amount not less than \$500,000.00; and an Automobile liability insurance, including non-owned automobiles in an amount not less than \$500,000.00. The certificate(s) must also provide:

- 1) A clause naming the association as an additional insured; and
  - 2) A clause requiring a minimum of ten (10) days prior written notification to the association in the event such policy is to be canceled, terminated or modified in any manner.
- Any additional information regarding the sun shades which the Association may request.

### **Terms and Conditions**

1. I/We have received, fully read and completely understand the Bay Harbor Club Sun Shade Regulations ("Regulations") and have provided a copy of the Regulations to our Contractor.
2. I/We shall be responsible for all costs and expenses incurred in the installation, re-installation, maintenance and repair of the sun shades and assume all responsibility for obtaining the necessary building permits and complying with all applicable building codes. I/We acknowledge that the Association is not responsible, directly or indirectly, for all or any portion of the installation, re-installation, maintenance or repair costs of my/our sun shades.
3. I/We agree that the sun shades installed to my/our unit must meet all of the installation, insurance and technical requirements of the Regulations. After installation, I/We shall continuously maintain my/our sun shades in a first class manner at my/our expense. I/We shall permit the Association to inspect the sun shades from time to time to ensure compliance with the Regulations and to hereby grant to the Associations agents access to my/our unit, during reasonable hours, for this purpose. I/We acknowledge however that the Association has no affirmative obligation to inspect, maintain or repair my/our sun shades and hereby release the Association from any such obligation.
4. If I/We fail to properly install, re-install, maintain or repair the sun shades as required by the Regulations, I/We agree that after fifteen (15) days written notice from the Association to me/us (excluding in the event of an emergency), the Association shall have the right but not the obligation to enter our unit and perform or have performed, any required installation, re- installation maintenance or repair work or to have the sun shades removed and the sun shades properly restored to its condition prior to installation. Upon such work having been performed, the Association may levy the costs of such work as an assessment to me/us for work performed upon a limited common element of the condominium and shall thereafter have such lien and other rights which

the Association may exercise under its governing document and applicable law.

5. I/We shall be responsible for any damage to persons or property, including the common elements to the condominium building, caused as a result of the failure to properly install, re-install, maintain or repair the sun shades, and I/We shall continuously maintain reasonable insurance coverage with respect to any damage or loss to persons or property caused by the sun shades. I/We hereby indemnify, defend and hold harmless the Association from any and claims, actions, costs or expense of any nature whatsoever, including but not limited to attorney's fees, arising out of the faulty or defective installation, re-installation, maintenance or repair of the sun shades.

This request will be reviewed by the Bay Harbor board and the owner must receive written approved before proceeding with the installation.

Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Print Name

Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Print Name

**Please deliver the completed application to the Association's manager.**

**Attachments:**

- Architectural Design Modification Request
- Lanai Sun Shades Regulations
- Work Done for Unit Owner

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**Lanai Sun Shades Regulations**

**GENERAL:**

Any changes to the exterior of any unit must have the prior written approval of the Board of Directors. (Tile, Shutters, Sun Shades, Glass, Painting, etc.)

To obtain Board approval an application must be submitted in writing and will be acted upon at the next scheduled Board meeting.

All work must meet the following specifications and must meet or exceed all Lee County Code requirements.

The exterior appearance of all sun shades must not unduly overshadow the look of our uniform lanai screening. Acceptable exterior colors include but are not limited to charcoal, ivory/off white, and silver. Frames and guides if any are to be bronze in color.

**Fasteners and Accessories:**

Type 304 stainless steel bolts, washers, and nuts, size and type recommended by fabricator to meet loading requirements are to be utilized. No "pop rivets" are allowed.

Set frames against existing substrate. When fasteners are inserted into concrete, anchors are to be type 304 stainless steel fasteners with neoprene washers dipped in single-component sealant.

Installation of non-motorized sun shades on a lanai does not require a Building Permit or a licensed contractor.

Installation of electrically operated sun shades **does** require a Building Permit and for electrical work to be performed by a licensed electrician.

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**Work Done for Unit Owners**

These requirements pertain to the renovation of a condo unit, tile work, cabinet installation, shutters, glass, and other work that is not a minor repair, or simple delivery and installation of appliances or furniture.

**Owners Responsibilities**

- Owners must provide contractors a copy of this regulation before any work begins.
- Contractors must sign in with the Bay Harbor manager before beginning a project and provide an insurance certificate and the contractor's license.
- Unit owners are responsible for their contractors having proper licenses and insurance.
- Unit owners are financially responsible for any damage to persons or property that is a result of contractor actions that is not paid by contractor's insurance.
- Working hours are Monday through Saturday 8:00 a.m. to 5:00 p.m.
- Access to owner unit must be obtained from the unit owner.

**Specifications and Restrictions**

Bay Harbor has specifications that apply to tile on lanais, new or existing shutters, shades and glass enclosures and boat lifts. These specifications must be complied with completely. Owner must have Board approval before any of these may be installed.

- No load bearing wall may be altered. The telephone conduit must not be altered.
- Nothing may be installed on lanais without Board approval.

**Parking**

- Contractors may use unloading zones for unloading materials and tools and then must park in the parking lot (not in reserved parking places).
- During the months of November, December, January, February, March, and April contractors must park in the guest and contractor lot.
- Doors may be propped open for unloading from the unloading zone and then must be closed before the vehicle is moved to the parking lot.

## Elevators

If elevators are needed for longer than "a trip up or down", please contact the Bay Harbor manager Monday through Friday 8:00 a.m. to 12:00 p.m. for assistance.

- Elevator pads (wall and floor) must be used at all times to prevent damage to the elevators.
- **Resident is responsible for installation and removing pads when finished.**
- Pads are located in air conditioning room in lobby.
- Do not block elevator doors or hold elevators open.

## Halls and Lobbies

- Shopping carts and luggage dollies that are located in the lobbies are not to be used by contractors.
- **Do not use halls or lobbies for material or tool storage.** All materials must be stored in unit being worked on or in your vehicle in parking lot.
- Use a drop cloth, if necessary, to keep floor or carpet clean.
- **Do not use halls or lobbies for work area.** All work is to be done in unit being worked on or in the parking lot.
- Clean up after work. Clean halls, lobbies, elevators and parking lot at the end of each day and at the end of the project.
- Grout, paint, wall mud, etc. must not be poured down building drains, sinks, toilets or bathtubs. Contractor must dispose of these materials from the premises.

## Trash and Debris

- Trash chutes and trash rooms are for the exclusive use of the residents and must not be used by contractors.
- The contractor is responsible for removal of trash and debris from the premises at the end of each day.

## Contractors Sign Off

Building: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_