

SANDALWOOD CLUB ASSOCIATION, INC.

10800 us Highway 19 North, Pinellas Park, FL 33782

PROCEDURE AND SPECIFICATIONS FOR INSTALLING OR REPLACING WINDOWS, DOORS AND PATIO SCREEN ENCLOSURES.

On June 20, 2011, The Board of Directors approved the following revised specifications and procedures for replacing or installing windows, unit entry doors and balcony/patio screen enclosures.

Section I (Scope of Work)

The unit owner desiring to replace or install items addressed under this specification MUST take the following actions to obtain approval for change or alteration.

1. Submit a written request to the Board of Directors which includes:
 - a) A quote or contract for the work to be done from the Contractor doing the actual work. The Contractor MUST be licensed and insured (both liability and workers compensation).
 - b) Copies of the Contractor's insurance coverage MUST be included with the request.
 - c) Design, style and general specifications MUST be provided that show compliance with the association's specifications and requirements.
 - d) Unit Owner or Contractor MUST obtain and post all required permits for the work being done.
 - e) All work done MUST be code compliant.
 - f) Unit Owner or Contractor MUST completely cleanup all materials and remove all material waste from the property (not discard in the dumpster).
 - g) Unit owner is responsible for any and all damage to the association's property.

Failure to comply with the any of the conditions and specifications contained herein may result in the withdrawal of an approval which has been given or the disapproval of a request.

Section II (Windows)

1. Window Specifications
 - a) All framing MUST be white in color.
 - b) Framing must be Vinyl.
 - c) Glass may be clear or tinted gray. Film is acceptable.
 - d) Screen material shall be Black or Dark Gray in color.
 - e) Windows shall be single or double hung and conform to the existing style (no mull bars, see appendix "A").
 - f) Window frames MUST fit inside of the existing window opening (no window size alterations are allowed).
 - g) Window framing MUST be caulked where it mates with the building structure with a white silicone-latex calk to insure a weatherproof seal.

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Section III (Entry and Screen Doors)

1. Door Specifications

- a) All frame material shall be consistent with existing materials and colors.
- b) Screen doors shall be aluminum material and White or Brown in color.
- c) Screen materials shall be Black or Dark Gray in color.
- d) Glass maybe one piece solid or two (2) section. A sliding pane is acceptable.
- e) Door shall have a latch and closure device.

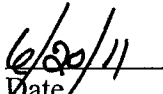
Section IV (Balcony and Patio Enclosures)

1. Balcony Specifications

- a) All framing shall be aluminum and White in color.
- b) Glass may be clear or tinted gray. Film is acceptable.
- d) Enclosure systems MUST provide for adequate drainage of water.
- e) Screen material shall be Black or Dark Gray in color.
- f) Any new or replacement windows installed MUST have a White or Brown frame to match the color of the existing or new enclosure framework.
- g) Al building attachments MUST be caulked and have a weatherproof seal.

The specifications and procedures contained in this document are subject to change without notice by the action of the Board of Directors. Therefore, it is important that unit owners obtain a written approval from the board prior to attempting to make any alterations to a unit.


Attested: Association Secretary


Date

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APPENDIX "A"

(to windows, screens and doors)

