

CORDOVA SQUARE OWNERS ASSOCIATION

EXTERIOR SPECIFICATIONS
OCT 2016

ANY AND ALL REPAIRS, REPLACEMENT, OR
IMPROVEMENTS OUTLINED BELOW MUST BE
PRESENTED TO THE ARCHITECTURAL REVIEW BOARD
FOR APPROVAL **BEFORE** ANY WORK BEGINS

Written, detailed submittal package to the Board will be the only approval process allowed.

- *APPROVAL REQUEST FORM COMPLETED AND SIGNED*
- *DETAILED SCOPE OF WORK*
- *DETAILED SPECS ON PAINTING*
- *DETAILED SPES ON WINDOWS*
- *DETAILED SPECS ON FABRIC SHIELD*
- *DETAILED SPECS ON SIDING*
- *CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY*
- *CERTIFICATE OF INSURNACE FOR WORKMANS COMP*
- *COPY OF CONTRACTORS LICENSE*

VISIT WWW.CORDOVASQUAREBIZ.COM FOR THE FORMS

EXTERIOR SIDING

IF YOU REPLACE 25% OR MORE OF AN ELEVATION, THEN THE ENTIRE ELEVATION SHALL BE REPLACED USING HARDIE PLANK

DEFINITION OF AN ELEVATION: Square Footage of entire side of a building minus doors and windows area.

SIDING MATERIALS:

Lap Siding – James Hardie Building Products (Hardie Plank Lap siding) Item #215603 – **smooth texture** – width 6 ¼” – 5” exposure. Length – 12’; Use the non- painted product and paint with the approved colors

Trim - Hardie Trim 5/4 x 4” boards, **smooth**, non- painted, Item #216694 5/4 x 3 1/2” x 10’ length, match exiting colors

Scaffolding: Must meet all OSHA regulations

REPLACING LESS THAN 25% OF AN ELEVATION

DEFINITION OF AN ELEVATION: Square Footage of entire side of a building minus doors and windows area to calculate the area. Then calculate total s.f. of replacement boards.

The ASSOCIATION BOARD requires a submittal package for APPROVAL even if you are replacing a couple of exterior boards or less than 25% of an elevation. Please provide detailed dimensions on your calculation’s for the 25%.

Siding: If less than 25% of an elevation you may use the same pressure treated siding that originally exist with the same surface finish.

Trim: Any trim replacement around windows must be Hardie Plank or the same original trim product that exist.

PAINT

Paint is oil base primer – Please contact Pensacola Hardware. They have the original color formulas for the paint and trim. (850 438 3186). The paint for the siding of the building is Porter Canon Grey Base: Light 3729 and the trim is Teal Trim Porter Base U DP 6024. PLEASE NOTE THAT MATCHING THE EXISTING COLOR IS NOT APPROVED.

WINDOWS

If you are replacing the exact window OR replacing with a different window, you MUST present your detailed proposal for approval to the Association Board.

All windows MUST meet the Florida wind load requirement.

The larger windows may not be replaced with two windows to get around the wind load requirements.

The larger windows may not have mullions.

The Board will allow fixed glass meeting the required wind load requirements or with fabric shield shutters.

Only white fabric shield will be allowed. Please make sure the detailed information on the fabric shield is attached to your submittal.

If installing fabric shield the fasteners on the trim must be painted the color of the trim.

Windows must be permitted and meet code. No mirrored glass is allowed. Only light grey tint will be allowed

ROOFING

The approved shingle is Timberline 30 yr. dimensional shingle. The color is Shakewood

DOORS

Commercial storefront doors, standard full lite doors, or fiberglass doors will be acceptable. Approved colors only.

AWNINGS

Awnings are not automatically allowed. Some existing awnings were erected prior to new requirements.

All specifications of the frame, material, placement and proposed colors have to have Board approval. The frame will have to be engineered for wind load and this will need to be presented to the Board. Also you will need a drawing of the common area indicating the location of the posts and how they will be secured. Colors and material details of the awning and frame will be required for review.

SIGNAGE

Please refer to the Cordova Square Owners Association Handbook for specifications of signage. This may be found at www.cordovasquarebiz.com

SUBMITTAL INSTRUCTIONS

All submittal shall be sent to the management company, J Stewart Realty Co, 220 S. Palafox Street, Pensacola, FL 32502 or email: cordovasquare@gmail.com

The Association's goal is to ensure the look of the complex is maintained for all exteriors including windows, roofs, siding, stairways, HVAC enclosures and signage.

VENDOR REQUIREMENTS -

All Contractors and Sub-Contractors must have the following insurance prior to entering any common areas. This includes Owners of Units acting as their own Contractor within the requirements of the City of Pensacola, Building Department. An Owner doing repairs themselves without hiring a Contractor is NOT excluded from the liability insurance requirements.

An Owner may perform work and pull permit ONLY IF THE LEGAL ENTITY OF THE BUILDING OWNERSHIP IS AN INDIVIDUAL. If the legal entity of ownership is a corporation, a Commercial Contractor licensed in the State of Florida and the City of Pensacola may pull the permit AND perform the work. It is not allowed for a Contractor to pull a permit for an owner and then the owner hire labors under a leasing company to perform the work.

LIABILITY INSURANCE 1M with an endorsement showing Cordova Square Owners Association as an ADDITIONAL INSURED. Must have an endorsement number noted on the certificate. THE CERTIFICATE HOLDER DOES NOT CONSTITUTE AN ADDITIONAL INSURED.

Workman's Compensation Insurance - All Contractors and Sub-Contractors must have \$100,000. of workmen's compensation insurance and a certificate must be given to Cordova Square Owners Association.

A workmen's compensation exempt status will not be allowed at Cordova Square except for an Owner of the Construction Company. All his labors will be required to have coverage unless the labor has an exempt status and will be the only one performing the labor. In the event the Contractor uses a labor company to perform the work, the Labor Company must note on its insurance certificate the names of the labors that will be performing the work and the address of the work site must also be on the certificate.

CONTRACTOR REQUIREMENTS

All Contractors and Sub Contractors must have a current business license in Escambia County and the City of Pensacola.

SIDING Repairs/Replacement and WINDOW replacement/install must be done by a licensed Contractor and meet all OSHA requirements.

PAINTING does not require a contractor's license but must meet the insurance requirement of Cordova Square Owners Association and must meet all OSHA requirements

An company not licensed to perform siding repair/replacement or window install, that brings in a Licensed Contractor to pull the permit and have the insurance, may not perform the work and be paid by the Owner of the building.

To confirm whether a company is licensed properly you may call the Escambia County Competency Board at 850 595 3509 or rkyles@myescambia.com.

All submittals shall be sent to J Stewart Realty Co at cordovasquare@gmail.com

PRIOR TO ANY VENDOR COMING ON SITE OR OWNER DOING THE REPAIRS, THEY MUST SET UP A MEETING WITH J STEWART REALTY CO cordovasquare@gmail.com TO GO OVER THE REQUIREMENTS FOR DUMPSTER PLACEMENT, RESTROOM NEEDS, ETC. NO VEHICLES SHALL BE ALLOWED ON ANY SIDEWALKS OR COURTYARD AREAS.