

# CORDOVA SQUARE OWNERS' ASSOCIATION

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## Information for Submitting an Application for Approval

Owners must obtain prior approval by the Board of Directors, also known as the Architectural Review Board before any exterior work begins. An application must be submitted in writing for all repairs, replacement, improvements, or installations on exterior of buildings or common areas.

The application must include all required documentation. Incomplete applications will delay the review and response process. Please review the Exterior Specifications page for detailed information.

Applications must include:

- Application form to be completed and signed by Owner of building.
- Certificate of Insurance for General Liability with Cordova Square Owners Association endorsed as Additional Insured. If the certificate indicates coverage only by written contract/agreement, then the contract between the owner and contractor must have the wording in the contract found on page 4 of the Exterior Specifications document.
- Certificate of Insurance for Workman's Compensation with a list of services identified as approved.
- Copy of Contractors license
- Copy of Permit, work cannot begin, nor are materials delivered prior to a permit.
- Detailed scope of work with pictures of each elevation
- Calculation of the percentage of each elevation for siding replacement
- Detailed specifications on exterior siding
- Detailed specifications on painting (manufacturer and colors)
- Detailed specifications on windows
- Detailed specifications on fabric shield
- Detailed specifications on gutters
- Detailed specifications and location of inground grease traps
- Detailed specifications, design and location for cable, wiring, generators, all utilities, meters, and HVAC units
- Detailed specifications on exterior signage

Standard Contingencies will apply along with any other contingencies listed on the approved form by the Board of Directors for CSOA.

## Standards

Contractors must meet, at least one day prior to commencing work, with management for direction of placement of dumpster/trailer.

Construction fencing must be placed around the perimeter of the building prior to any work or materials on site. Management must approve installation of the fencing; and if metal footings extend out from fencing, then safety cones must be placed in each foot.

All equipment and materials must be placed within the construction fencing.

Tarps must be placed on the ground around the building.

Landscaping must be protected and if damaged the cost for replanting will be the responsibility of the owner of the building.

Magnet sweepers must be used around the building and in the parking lot at the end of each day for nails, etc.

All scaffolding and ladders on site must meet all OSHA requirements, rules, and regulations for use. In the event the scaffolding is leased, the leasing company must provide General liability insurance with CSOA endorsed as an additional insured.

The construction dumpster may not be over filled. It must be immediately emptied upon it being filled. Labors must park their vehicles in the large employee parking lot on the westside of the complex.

No supervisor vehicles may park in the drive areas while visiting the job site. Contractors may not use any of the dumpsters owned by CSOA.

All equipment and materials **MUST** be removed from the job site upon a hurricane warning, including dumpsters.

APPLICATION FOR BOARD OF DIRECTORS APPROVAL  
FOR EXTERIOR REPAIRS AND EXTERIOR SIGNAGE

**CORDOVA SQUARE OWNERS' ASSOCIATION**

c/o J Stewart Realty Co  
220 S Palafox Street  
Pensacola, FL 32502  
PH: 850-434-7747 FX: 866-639-8490  
cordovasquare@gmail.com

ADDRESS OF BUILDING \_\_\_\_\_

NAME OF BUILDING OWNER \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR PULLING PERMIT \_\_\_\_\_

CONTRACTOR MAILING ADDRESS & PHONE NUMBER \_\_\_\_\_  
\_\_\_\_\_

CONTRACTORS GENERAL LIABILITY INSURANCE CERTIFICATE ATTACHED  \_\_\_\_\_

CONTRACTORS WORKMANS COMP CERTIFICATE ATTACHED  \_\_\_\_\_

CONTRACTOR HAS BEEN INFORMED THEY MUST MEET WITH MANAGEMENT FOR  
DUMPSTER PLACEMENT:  \_\_\_\_\_

LEASING COMPANY'S INSURANCE CERTIFICATES ATTACHED  \_\_\_\_\_

SUBMITTAL REQUEST FOR, CHECK ALL THAT APPLY

SIGNAGE

EXTERIOR REPAIRS

WINDOWS

ROOF

DOORS

GUTTERS

PAINTING

AWNING

Attach separate page for scope of work: Describe in detail, the proposed improvements in which you are requesting approval. Include color(s), size(s), specifications of siding, materials, location of window replacements, the details of installation, the elevation calculations with pictures of which elevation on the building, and any other pertinent information needed by the Board of Directors in order to make a decision.

Attach separate page for specifications on windows and fabric shield, if applicable.

Attach separate page for specifications on roofing

APPLICATION WILL NOT BE PROCESSED WITHOUT ALL REQUIRED INFORMATION ABOVE.  
NO WORK MAY BEGIN WITHOUT A PERMIT DISPLAYED ON THE BUILDING.

Please refer to the Covenants and Restrictions along with the Exterior Specifications and Exterior Signage Specifications for details on what is permitted and not permitted in your Association. You will be notified in writing of the decision of the Board of Directors. The Association's website, [www.cordovasquarebiz.com](http://www.cordovasquarebiz.com) has many of the documents you will need to review. The link for the documents is located on the bottom of the website home page.

Signature of Building Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

DO NOT FILL OUT BELOW, FOR USE BY CORDOVA SQUARE ASSOCIATION ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Cordova Square Owners' Association

By: \_\_\_\_\_ Date: \_\_\_\_\_