

# CORDOVA SQUARE OWNERS' ASSOCIATION

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## EXTERIOR SPECIFICATIONS

### Exterior Siding

Owners are required to submit an application 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 calculations for the 25%. A building permit will be required.

*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.

### **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.

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

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

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

### Exterior Painting

PLEASE NOTE THAT MATCHING THE EXISTING COLOR IS NOT APPROVED.

### **APPROVED COLORS AND MANUFACTURER**

(continued on next page)

PPG Paints  
120 Lurton Street  
Pensacola, FL  
They have the formula under name Cordova Square Owners Association

SIDING: PPG (only)  
NO MATCHING  
Canyon Gray 6-2110XI Line Speedhide Ext Satin  
Base: 6-2110XI Pastel

Trim: PPG (only)  
NO MATCHING  
Teal 78-811xi Line Sun-Proof Ext S/G I  
Base: 78-300XI Ultra Deep Color Number 919-40 ultra deep

### Windows

If you are replacing the exact window OR replacing it with a different window, you must present your detailed proposal for approval to the Board of Directors.

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.

Any window with wooden mullions being replaced must meet Board approval.

The larger windows may not have mullions.

The Board will allow fixed glass to meet 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 the current building code. No mirrored glass is allowed. **ONLY CLEAR OR LIGHT GREY TINT will be allowed.**

### Roofing

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

Contractors and Sub Contractors must meet all OSHA requirements.

Dumpster requirements MUST be discussed and approved with management prior to bringing it on site.

Any placement of trailers and materials must be approved by Management.

### Doors

Commercial storefront doors, standard **FULL LITE DOORS ONLY**. Fiberglass doors are acceptable. Approved colors only. No mirrored glass is allowed. **ONLY CLEAR OR LIGHT GREY TINT** will be allowed.

### Awnings

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

### Overhangs: Covered Walkways

Please reference the Covenants, Article IV, Section 3. This section will disclose the financial responsibility of owners of connecting buildings to overhangs regarding repairs and replacements.

Any building with a covered walkway attached shall be insured by the Owners policies for liability and casualty.

All lights under a covered walkway or stairway must be in good working order.

### Gutters

Submit pictures showing proposed location of gutter and downspouts and a drawing of how water run-off will be directed and how area will be affected by runoff. Please specify the color of the gutters that meet the CSOA requirement.

### Signage

Please refer to the Exterior Specifications for Exterior Signage, located on [www.cordovasquarebiz.com](http://www.cordovasquarebiz.com), bottom of home page under documents.

### Vendor Requirements

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

### Liability Insurance

Liability coverage of 1M with an **ENDORSEMENT** TO THE POLICY showing Cordova Square Owners Association as an additional insured.

Must have an endorsement number noted on the certificate if applicable.

The certificate holder does not constitute an additional insured. If the certificate for Additional Insured requires by written contract or agreement, then the owner must have in its contract between owner and contractor/subcontractor terms that read as follows:

" **contractors name** agrees to adhere to all the specifications, all requirements, and all rules and regulations of the Cordova Square Owners Association (see, <https://www.cordovasquarebiz.com>) including, without limitation, the requirement that Cordova Square Owners Association be made an additional insured on general liability policies as set forth in the Exterior Specification, which is attached to and incorporated by reference into the contract for **contractors name** and **building owners name** . In the event of a conflict between the Exterior Specifications and this agreement, the Exterior Specifications will govern."

The owner will need to attach a copy of the contract to the application form for Board of Directors consideration.

### Workman's Compensation Insurance

All Contractors and Sub-Contractors must have workman's compensation insurance and a copy of their current certificate of insurance with the workman's comp codes for type of work covered, must be given to Cordova Square Owners Association prior to performing services.

Cordova Square Owner's Association will **not allow labors for exterior repairs, that only have a workman's compensation exempt status**. The CSOA will accept a current exempt status from an Owner of the Construction Company who will be supervising only and NOT performing any labor. All his laborers and subcontractors will be required to have coverage.

**CSOA does not allow laborers of any kind to perform exterior repairs with a workman's comp exempt status. THEY MUST HAVE WORKMAN'S COMP INSURANCE COVERAGE.** 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.

The Association's goal is to ensure safety during construction and maintain the Architectural design of each building, together with maintaining all in good repair, including but not limited to: all exteriors, windows, roofs, siding, stairways, HVAC enclosures, outdoor lighting, fencing, covered walkways, and signage.

### CONTRACTOR REQUIREMENTS

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

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.

ROOFING Contractor's license and insurance must be for the exact scope of work.

SIDING Repairs/Replacement, Roofing, and WINDOW replacement/install must be done by a licensed Contractor and meet all OSHA requirements. Contractor's license and insurance must be for the exact scope of work. Roofing license does not allow exterior siding repairs/replacement on commercial buildings.

PAINTING may not require a permit with the city of Pensacola (must confirm) but must meet the insurance requirement of Cordova Square Owner's Association and must meet all OSHA requirements. Painters may NOT replace siding or trim.

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

Prior to any owner doing repairs or vendor coming on site, a meeting is required with the Management Company to discuss the requirements for dumpster placement, construction fencing, restroom needs, etc.

Applications for approval should be sent to the Management Company  
via email [cordovasquare@gmail.com](mailto:cordovasquare@gmail.com), or sent to  
J Stewart Realty Co, 220 S. Palafox Street, Pensacola, FL 32502.