

**The PROPRIETORS, STRATA PLAN 146 - TROPICAL HAVEN (“The Strata Corporation”)**

**EXTERIOR MODIFICATION REQUEST – Hurricane Shutters**

As per Tropical Haven Strata 146 bylaws and regulations, the addition, maintenance, installation and any required removal are at the expense of the unit owner and are not covered by strata fees. In addition, high standards and uniformity to exterior property is required to maintain the continued value of each owner’s property. As such, modifications that affect the Exterior Strata Lot such as hurricane shutters require the written approval of the Executive Committee in advance as per Strata 146 Bylaws:

*Proprietors Obligations / 33.11 A proprietor shall not make any external alterations in the Strata Lot without the approval in writing of the Corporation to the plans and specifications thereof and make such alterations only in accordance with such plans and specifications when approved.*

**Current Strata 146 guidelines for hurricane shutters includes:**

- (a) For front facing windows and door – shutters must be the aluminum accordion sliding type, fitted to OUTSIDE of window or door frame, only white in colour
- (b) Accordion type shutters as well as any tracks to be installed above and below windows
- (c) Rear glass door and rear facing windows – as per front facing windows, additionally the roll-down type shutters may be used, only white in colour
- (d) Accordion type shutters should be mounted on outside of windows.
- (e) Any other type or style of shutter (ie removal panels) are not permitted. No owner shall deface the buildings by applying temporary shutters such as plywood.

**Directions: 1. Fill in requested information. 2. Attach additional required material. 3. Sign Form 4. Submit to Strata Manager in person or by email**

Date Submitted:	
Unit Number:	
Owner's Name(s):	
Mailing Address:	
Email:	
Phone:	
<b>A.</b>	<b>Name and Contact Number of Contractor / Installer</b>

<b>B.</b>	<b>Scope of work for hurricane shutters and type of shutter for each window or door (ie front windows, back windows, patio door, front door, or all)</b>
<b>B</b>	<b>Contractor License Number (attach copy of license to application)</b>
<b>C.</b>	<b>Approximate anticipated start date of modification:</b>
<b>D.</b>	<b>Required attachments: Please attach copies of quotes and plans, the scope of work, and photos of shutters that confirm accordion fitted on outside of door or window frames. Sizes, product number, colour of aluminum all must be included.</b>

**D. UNIT OWNER'S AGREEMENT**

I have read or otherwise understand the By-laws and Rules and Regulations of The Proprietors, Strata Plan #146 and agree to abide by them. I understand and, in return for approval if granted, I agree to be responsible for and swear to the following:

- For all costs arising from the installation, and continued maintenance, and repair, and removal / reinstallation if required for Strata to maintain common property beneath shutter.
- To comply with conditions of approval (if any) by the Executive Committee of the Strata Corporation;
- To notify Strata Manager within 7 days of completion of project for inspection and final approval, and to make any required modifications to align with above guidelines, within 7 days.
- For all injury, damage, or losses (including external leaks) including attorney's fees caused to the Common Property, strata lot, or person as a result of this undertaking.

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Unit Owner Signature

Date

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Unit Owner Name (Printed)

APPROVED BY EXECUTIVE COMMITTEE AS SUBMITTED WITH NO ADDITIONAL CONDITIONS

APPROVED BY THE EXECUTIVE COMMITTEE SUBJECT TO THE FOLLOWING CONDITIONS:

DENIED, INSUFFICIENT INFORMATION. Resubmit requested information along with your application for. Be sure to include the following:

DENIED, for the following reasons:

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By: Executive Committee

Date

Policy implemented: April 2022