

# CLUB CORTILE CONDOMINIUM ASSOCIATION

Dear Owner,

Each unit contains a fire window which is the window closest to the front door facing the street. Incorrect installation during construction has resulted in water intrusion which is visible by the black/green mold staining the stucco. The seals around the windows have failed to provide a water-tight exterior. The water intrusion has damaged the interior supports of the windows and possibly the surrounding wall area. This damage has compromised the structural integrity of the buildings. The windows must be replaced with new fire windows that meet the current county building code. The damaged supports and wall area must also be repaired. This will involve removing the window and the damaged areas. A new window will be installed and any damaged supports or wall area will be replaced. New stucco will be applied after the installation is completed.

As the condominium association's declaration allocates the responsibility of the windows to the owner, each owner will be responsible for this replacement and repair. The condo association has negotiated on behalf of the owners and obtained a bulk price proposal that will cover the entire scope of the work except for exterior painting. The painting is budgeted to be performed by the association when the fire window installations are completed. The cost to each owner will be a **one-time charge of \$2,670 per each fire window**.

Access to each unit will be necessary. The on-site manager will require a key or code on file prior to the beginning of the contracted work. A work schedule by building will be mailed and will also be available at the on-site office. This will be provided once the contractor is scheduled.

Please contact the association manager, MaryJo LoCascio with any special requirements or concerns at **maryjo@sigmgmt.com or (407) 379-1455 ext. 102**.

Please do not address this with the on-site manager as she will only be responsible for obtaining access to the unit.

Please do not call the emergency after hours line for this issue. The answering service will not be able to assist you.

If you wish to replace the fire window independently of the negotiated proposal, the following must be presented in writing to the Club Cortile Condominium Association Board of Directors for approval:

1. Proof that the window meets the county requirement for FIRE WINDOWS.
2. Proposal for work to be performed by a licensed general contractor to include a copy of the current license and proof of 2.5 Million Liability Insurance.
3. Proposal for work must include any needed mold remediation, reconstruction of window supports and damaged wall area if necessary and stucco repair.
4. Certificate of Insurance naming Club Cortile Condominium Association as an additional insured.
5. Valid county permit and proof of payment with the inspector's signature.
6. Application with signed board approval.

7. Proof of county approval upon final inspection.

**You will have 30 days from this letter's postmark to submit items 1-5 for board approval.**

**You will have 30 days from board approval to complete the entire proposed work including submitting a copy of final county approval with the closed permit.**

**Fire Window Requirements:**

- FYRE-TEC Series 925 Single Hung, Self-Closing Steel Window
- 3/4 or 1 hour UL rated protection

On behalf of the Board of Directors,

MaryJo LoCascio, PCAM  
Association Manager

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An additional letter will be sent to all owners with the proposed work schedule in 2019.  
A payment coupon will be mailed for remission of the window cost.  
Access to your unit will be required.

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