

**JANSEL COURT CONDOMINIUM (JCC)
ALTERATIONS AND UPGRADES GUIDE**

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1-PROCEDURE

1. Before initiating any changes to the property, residents are required to refer to the following procedure to ensure all actions are in accordance with community guidelines and gain proper authorization. Each step in the process has been established to maintain consistency, protect building integrity, and uphold the aesthetic standards of Jansel Court Condominium
2. Any Unit Resident who plans to make alterations or upgrades to its Unit must first obtain JCC Board approval before starting any work. Owners may obtain a Unit Alterations/Upgrades Approval Form from the JCC office. This form is also available on the JCC web site.
3. The approval form must be submitted along with the Contractor Endorsement, detailed plans of the proposed alterations or upgrades, including sketches, descriptions of materials, and any other relevant documentation. Owners are encouraged to consult the JCC guidelines thoroughly and share them with their contractor to avoid delays during the approval process. Furthermore, it is imperative that all work on the Unit be conducted by licensed professionals to ensure compliance with safety standards and local building codes.
4. Once submitted, the JCC Board of Directors will review the plans to ensure it meets the JCC standards and conformity requirements and will issue the requisite approval within 30 days of the submission of the application. Except that all non-conformant items identified by JCC will be communicated to the requester who may amend his application to meet the requirements to get approval.
5. Once approved, the requesters will be allowed to proceed with the approved modifications and upgrades.
6. For their own protection and that of JCC, it is recommended that Owners:
 - a) contact the Grand Bahamas Port Authority's Building & Zoning Department to secure License information on their contractor prior to service;
 - b) require that their contractor has at least \$250,000 in public and general liability insurance before commencing any contract worth \$5,00 or more.

**JANSEL COURT CONDFOMINIUM (JCC)
UNIT ALTERATIONS/UPGRADES APPROVAL FORM**

NOTE: This form is to be used by JCC owners to request JCC Board approval for alteration/upgrade work to be performed on their Unit in conformity with JCC Bylaws and Rules and Regulation.

UNIT # _____ UNIT OWNER(S) _____

Email: _____ Tel. _____ Fax _____
WORK DESCRIPTION, PLANS, MATERIALS, CONTRACTORS, SCHEDULE ...

IF ABOVE SPACE IS NOT SUFFICIENT, PLEASE ATTACHE ANOTHER PAGE

PLANS ATTACHED: (YES/No) _____
Materials Specifications Attached: (Yes/No) _____
Contractors(s) Names and Phone Numbers: _____

Schedule Attached: (yes/No) _____
Additional Descriptive Documentation Attached: (yes/No) _____

I understand that JCC assumes no responsibility for the above described work to be performed by me and/or contractors hired by me. I further understand that I have the responsibility for the enforcement of the JCC Bylaws and Rules and Regulations for the work to be performed on my unit. Finally , I understand that the cost related to infringements and/or events that require JCC to intervene to remedy the situation will be invoiced as part of and along the portion of the JCC common expenses invoiced for that Unit and are due on the reception of the statement.

Authorized Unit Owners Signature: _____

Printed Name _____ Date _____

JCC Office Signature _____ Date _____

JCC Board Approval _____ Date _____

JCC Comments: _____

Jansel Court Condominium

CONTRACTORS ENDORSEMENT

As a contractor doing work at unit _____ of Jansel Court Condominium (JCC), you must:

- 1) Identify yourself and your employees at JCC office and sign the register every time you or one of your employees enter the premises.
- 2) Obtain permission from JCC office if construction material needs being left overnight on a walkway and supply the office a list of such material, indicating where it will be left and for how long. Jansel Court reserves the right to refuse such permission if said material represents a hazard for the residents.
- 3) Not use JCC electricity.
- 4) Not throw any construction material in the garbage chutes or in the container strictly reserved for JCC business.
- 5) Take away all construction debris and responsibly dispose of it
- 6) Clean all common areas (walkways, elevators, stairways, hallways, etc....) used for the realization of the contract every day before departing and at the termination of said contract.
- 7) Ensure the contract is realized in conformity with JCC's specifications. In doubt, verify with JCC's authority.

I, _____ the undersigned, recognizes having read the
NAME IN BLOCK LETTERS

above instructions and agree to work in conformity with JCC requirements. I also recognize that, in case of nonconformity, JCC may impose a fine and/or add my name and that of my company on the list of contractors prohibited from carrying work at Jansel Court.

Company: _____

Person responsible _____ Function _____
NAME IN BLOCK LETTERS

Contractor's signature _____ Date _____

Unit owners' name _____
IN BLOCK LETTERS

Unit owners' signature _____

2-ENTRY DOORS

Hurricane Resistant Rated doors are recommended but not mandatory

- a. **COLOR:** the color must be white (Off-whites Not Acceptable)
- b. **MATERIAL:** Doors must be made of steel, aluminum, fiberglass, or steel re-enforced PVC.
- c. **WINDOW SIZE:** the glass portion of the door must represent a minimum **5%** and a maximum of **40%** of the surface of the door. (Solid doors Not Acceptable)
- c. **GLASS TINT:** the glass must be clear, frosted or tinted grey or bronze. (Beveled glass, pane window and windows comprising pieces of different shapes or colors joined by retaining profile are Not Acceptable).
- d. Door **HANDLE:** The door handle finish must be nickel, brush nickel, aluminum, brushed aluminum or white. (Other finishes are Not Acceptable)

3-WINDOWS

- a. Resistant Rated
- b. **COLOR** must be white (Off- whites Not Acceptable).
- c. Windows can be Single Hung, Double Hung or Sliding.
- d. Pane windows are Not Acceptable.
- e. **GLASS TINT:** the glass must be clear, frosted, or tinted grey or bronze.

4-LIVING ROOM AND BEDROOM SLIDING DOORS

- a. Sliding doors must be Hurricane Resistant Rated
- b. **COLOR** must be white (Off-whites Not Acceptable).
- c. **GLASS TINT** must be clear, frosted, grey or bronze.

5- SCREEN/SECURITY DOORS

- a. **ONLY** aluminum full screen doors with diamond pattern or retractable screen doors **are accepted.**
- b. **COLOR** must be white (Off-whites Not Acceptable).
- c. Steel security doors with pin holes are **Not Acceptable.** They are not aesthetic; they rust easily and can become eyesores.

6-STORM PROTECTION

6.1 ENTRANCE DOORS WINDOWS AND SLIDING DOORS

- a. **COLOR** must be white (Off-whites Not Acceptable).
- b. Shutters must be mounted directly over windows and doors only. The Owner is responsible for maintaining the shutters in operation.
- c. The Unit Owner is responsible to inform the bidding or installing contractor that they must contact JCC Office prior to arriving on the job to ensure proper installation.
- d. Any improper installation will have to be corrected at the expense of the Unit Owner.
- e. The approved shutters are:
 1. **Accordion Shutters:** These are pre-installed. They often are housed in a box at the side of the window or door, are pulled out to close them, and are locked either in the middle or to the other accordion panel.
 2. **Rolldown Shutters:** These are pre-installed. PVC or metal louver shutters. They are housed in a box above the window and roll down along a set of tracks on either side and lock at the bottom.
 3. **Storm Panel Shutters:** These steel or aluminium shutters must be stored away when not in use. They usually require a steel or aluminium channel at the bottom and bottom of the window that must be anchored prior to the installation of the shutters.
- f. **Barricades** such as but not limited to boards, plywood or sheet metal attached to the building structure are Not Acceptable.
- g. **Tape on windows** must be removed as soon as the risk of Hurricane or Storm is gone or by November 30th at the latest, and any glue mark must be removed.

6.2 BALCONIES

6.2.1 ROLL-UP STORM SHUTTERS

- a. **COLOR** must be white (Off-white is not acceptable).
- b. 2-bedroom configuration. (3 or 4 panels).
- c. 1- bedroom configuration (4 or 5 panels).

6.2.2 HURRICANE RESISTANT GRADE SLIDING DOORS

- a. **COLOR** must be white (Off-white is not acceptable).
- b. **COLOR** must be white.

Configuration four (4) panels, (a fixed panel on each side and 2 SLIDERS in the center) or four panels (1 fixed and 3 sliders.).

- c. **GLASS TINT** must be clear, grey, or bronze.

d. **TRANSOM** with the same glass type as the doors is acceptable.

7-AC UNITS

7.1 WALL-MOUNTED AC UNITS

It is not permitted to cut or modify a wall to install a new Wall AC unit. Existing AC Wall Units can only be replaced by units of the exact same dimension.

7.2 SPLIT AC UNITS

7.2.1 SPLIT UNITS INSTALLED ON THE WALKWAY SIDE.

a. The unit must be installed either between the bedroom window and the entrance door or between the entrance door and the kitchen window.

b. There should be a minimum clearance of seventy-eight (78) inches between the bottom of the AC unit bracket and the floor.

c. Unless the unit is equipped with an evaporating system, the drain must be taken down to the ground, first through the floor, then along a column with a white PVC pipe with white PVC clips and rustproof screws i.e., aluminum, or stainless steel (any other color pipe or clips not acceptable).

d) The concrete walls and floor must be repaired and painted with the exact same material and paint currently used by Jansel Court. To avoid the holes being sealed with any kind of other material or putty, we recommend it be done by the JCC Maintenance Team at the owner's expense.

e) Wires and conduit must be hidden behind the unit.

f) To protect it from harsh weather and give it a more aesthetic and better appearance, the unit can be covered with a white aluminum AC louvered cover.

7.2.2 SPLIT UNITS INSTALLED ON THE COURTYARD SIDE

a. The unit must be installed two feet above and in line with the existing AC unit. Installation.

b. Unless the unit is equipped with an evaporating system, the drain must be taken down to the ground, first through the floor, then along a column with a white PVC pipe with white PVC clips and rustproof screws i.e., aluminum, or stainless steel (any other color pipe or clips not acceptable).

c. The concrete walls and floor must be patched and painted with the exact same material and paint currently used by Jansel Court. To avoid the holes being sealed with any kind of other material or putty, we recommend it be done by the JCC Maintenance Team at the owner's expense.

d. Wires and conduits must be hidden behind the unit.

e. To protect it from harsh weather and give it a more aesthetic and better appearance, the unit can be covered with a white aluminum AC louvered cover.

8-IMPORTANT GUIDELINES

8.1 BALCONY AREA

When resurfacing the **balcony area**, outdoor carpeting is prohibited. Tiles are the only acceptable material, properly sloped away from the building.

8.2 WATER HEATERS

Water Heaters must be connected to a dedicated breaker and equipped with a shut off valve (ball valve lever type). Hot Water Tanks must be equipped with a drain pan piped through the outside wall and the pressure relief valve must be piped to the drain pan. Hot water tank that are over 10 years old (based on date or serial number on the tank) must be changed.

8.3 PLUMBING FIXTURES AND DRAINS

8.3.1 PLUMBING FIXTURES

Every plumbing fixture must be supplied with its own valve (1/4 turn ball valve type). Every speedway (water supply line) must be braided type or chrome, NOT PLASTIC. If a fridge requires water supply, the 1/4" supply line must be braided type or copper with its own accessible 1/4 turn ball valve. Dishwasher water supply 3/8" line must be braided type or copper with its own accessible 1/4 turn ball valve. Washing machine supply valves must be 1/4 turn ball valve.

8.3.2 DRAINS

A "Y" with a clean out plug must be installed under the kitchen sink for drain cleaning purpose. P-traps for kitchen sink and lavatories must be adjustable. P-traps for showers, tubs and washing machine must be glued type, NOT ADJUSTABLE. When installing a shower, a membrane must be installed prior to tiling. The membrane must come a minimum of 8 inches on the walls and be connected to an appropriate type of shower drain.

8.4 ELECTRICAL

When a unit is being fully renovated and the walls are down; it is recommended to change all accessible wires. Should the breaker panel be changed or relocated, such change must be indicated in the renovation plan submitted for approval.