



# Pelican Landing Community Association Policies & Procedures

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<b>Section:</b>	<b>Board of Directors</b>	
<b>Number:</b>	<b>150.02</b>	<b>Effective Date: March 1, 2020</b>
<b>Department:</b>	<b>PLCA</b>	<b>Date of Previous Issue: 11/19/03, 11/21/07</b>
<b>Distribution:</b>	<b>Board of Directors, Director of Covenant Enforcement, Design Review Committee</b>	
<b>Reference:</b>	<b>Declaration of Covenants, Article XI: Sections 1-9</b>	

## A p p r o v a l

	1/23/20
PLCA Board	Date

**Policy:** Design Review Committee (DRC) Appeal Process

**Purpose:** Sets forth the procedures to be followed by a resident who wishes to appeal a decision by the DRC

**Procedures:**

- A resident who wishes to appeal a decision by the DRC must do so in writing to the Board within 15 days following receipt of a written decision from the DRC.
- Appeals must be mailed to the PLCA office, 24501 Walden Center Drive, Bonita Springs, 34124. Attention: General Manager. Email is not acceptable.
- Appeals must be made only by the resident who has made a request to the DRC in connection with an architectural or landscaping standards issue.
- The Board will arrange a special meeting to hear the issues not more than 45 days following receipt of the appeal.
- The resident initiating the appeal must be present at the special appeal meeting with the Board. If not, the appeal may be denied without recourse to the party appealing.
- The DRC will provide the Board with full and complete information, including the reasons for denial of the request, at least five business days prior to the special meeting.
- The DRC Chairperson will be requested to attend the special meeting.
- If additional information is required by the Board, the resident will be given a reasonable period of time, not to exceed 30 days, to supply such information.
- Not more than 30 days after the appeal meeting or upon receipt of the additional information that the board has requested the board will make a final decision and notify the resident in writing. If the Board fails to respond within this period, the appeal shall be deemed to be granted. All hearings and deliberations shall be open to all Owners/Members.
- The decision of the Board in such cases is final.