



Pelican Landing Community Association Policies & Procedures

Title: APPROVAL PROCEDURE FOR CHANGES, UPDATES OR REPLACEMENTS OR REPLACEMENTS TO RESIDENTIAL PROPERTIES		Page #: 1 Of: 3
Section: DESIGN REVIEW COMMITTEE (DRC)		
Number: 300.01	Effective Date: 10/1/23	
Department: Design Review Committee	Date of Previous Issue: 05/21/03, 10/16/13 03/16/16, 11/1/19, 1/20/22	
Distribution: Department Head, CAM, DRC, PLCA, BOD		
Reference: Pelican Landing Declaration & Covenants Article XI		

Approval

	9/21/23
PLCA Board	Date

Purpose:

- To assure that all changes made to residential properties adhere to Architectural Standards as described in Article XI of the PLCA Declaration and Use Restrictions as described in Article XII.
- To assure that Owners adhere to Neighborhood standards where applicable.
- To provide guidance to Owners who are considering modifications to the exterior of their Unit or to their landscaping.

Policy:

This policy defines the approval process all Owners must follow before making any changes, replacements, updates and or modifications which affect the exterior appearance of their Units or their landscaping.

Procedures:

All proposed changes, replacements, updates, and or modifications to a Unit’s exterior or landscaping, as further explained in the Policy, must be submitted to and approved by the Pelican Landing Community Association Design Review Committee (DRC) prior to starting work. If in doubt of the need for DRC approval, contact the Director of Covenant Enforcement (DCE) at the Pelican Landing Community Association (PLCA) office. This requirement may be waived in exceptional circumstances as determined by the DRC.

Owners contemplating modifications should review DRC Policy and Procedures 300.01, 300.02, 300.03, 300.04, 300.05, and other guidelines which are located on the PLCA website under the DRC tab. These documents contain detailed information on procedures and a general explanation of the principles governing landscape, architecture, and style choices.

Applications from Owners living in Neighborhoods with a Condominium Association or HOA must be approved by that Neighborhood's authorized individual before being submitted for DRC review. A Neighborhood's exterior and landscaping design rules can be obtained from that Neighborhood's Condominium or Homeowner Association (HOA). If a Unit is in a Neighborhood which does not have a Condominium Association or HOA, the Owner should contact the DCE for specific design standards and restrictions for that Neighborhood.

DRC approval is not required for planting annual flowers; changes, modifications, or updates to the interior of a home; or changes, modifications or updates inside a lanai or pool cage unless such changes may be visually intrusive to neighboring properties in which case a DRC application may be required. Owners should contact the DCE for guidance.

The PLCA Design Review Application ('Application') can be completed electronically, downloaded from the PLCA website or obtained at the PLCA office. The Application states the specific documentation needed by project type and indicates what samples are required.

When completing the Application, the Owner should describe all projects in detail and include required photographs, sketches, or drawings. It will expedite the review process if the Owner attaches a written statement explaining the nature of the proposed modification if it is not obvious. An Application that lacks any required information will not be considered by the DRC until it is complete.

DRC meetings are held on the second Thursday of each month and are open to all Owners. Applications must be submitted by 5:00 pm on the first Thursday of each month by hand delivery to the PLCA office, email to the DCE, or through the online Application system. Applications sent by regular mail must be received by the deadline. Late submissions will be held for the following month's meeting. Owners may check the posted DRC meeting agenda to confirm their Application is listed for consideration.

After each DRC meeting, the DCE sends a letter of Approval, Conditional Approval, more info needed, or disapproval to each Applicant. Approved projects must be completed by the project completion date assigned by the DCE in the Approval letter. If this is not possible, the Owner must contact the DCE to request an amended project completion date.

When the DRC disapproves an Application, the DCE will send a letter to the Owner stating the reason for disapproval and may suggest modifications. Owners who choose to modify their project must submit a revised Application for DRC consideration.

Approval by the DRC is limited to what appears on the Application and what is stated in the Approval letter. If an Owner needs to amend an approved Application, they must contact the DCE.

Emergency Applications may be submitted to the DCE for consideration. Contact the DCE for further information.

Owners contemplating a Unit addition or major exterior renovation projects must contact the DCE for more detailed information about specials procedures, deadlines, covenants, restrictions, Surety Bond requirements, and Design/Build Guidelines unique to their Neighborhood. Upon receipt of a Design Review Application for a Unit addition or major exterior construction project, the DCE will notify the neighbors adjacent to the proposed construction project as to the nature of the Application and the date when the DRC will consider the Application.

All Applications and supporting material submitted to the DRC become the property of the DRC and PLCA.

The DCE reserves the right to inspect work in progress, review completed work, and require that a new Application be submitted for work performed that differs from the Application or for work that has not been approved by the DRC.

PLCA is not responsible for any loss or damage caused by or resulting from the approval or disapproval by the DRC of an Application.

The Owner is responsible for assuring that all work meets code requirements and that the required permits are obtained prior to the start of the project. All professional fees incurred by the Owner or the DRC, if deemed necessary in connection with its review of the requested changes, are the responsibility of the Owner.

An Owner who wishes to appeal a DRC decision to deny approval of an Application must do so in writing to the PLCA Board within 15 days following receipt of a written decision from the DRC (see Article XI Section 1 of the Declaration and Policy and Procedure 150.02). If the Board rules in favor of the Owner, work may commence when written approval is received from the DCE. The Board's decision on any appeal is final.

An Owner who undertakes exterior or landscape projects or modifications before obtaining DRC approval will receive written notice from the DCE to stop work on the project until DRC approval is obtained. Owners receiving such notice must file an Application for the unapproved modifications accompanied by a \$200/\$500 late application fee. Projects completed without DRC approval are a violation of Article XI of the PLCA Declaration. The DRC or DCE may require the Owner to modify, remove, or restore unapproved modifications.

An Owner who violates DRC Policies and Procedures of PLCA Covenants may be subject to a fine imposed by the PLCA Board of a \$100.00 per day not to exceed \$1000.00. Additional remedies may also be imposed in the PLCA Covenants and Florida State Statue 720.305 which may include, but are not limited to, an injunction or the loss of amenity usage, and other member privileges including loss of bar code access.