

Pelican Landing Protocol for the Processing of ARC Forms

As of May 1, 2023

- Unit Owner(s) wishing to perform renovations to their unit should fill out an ARC Form together with ALL attached required additional requested information. Any submission submitted without all required documents will not be acted upon until said information is received. Lack of all required documents with submission will slow the approval process. The Unit Owner(s) may not proceed with any physical work on the property until the signed approval of the BC has been received by the Unit Owner(s).
- **A Contractor's Acknowledgement Form signed by the contractor must accompany all applications.**
- Once all the information for the ARC request is compiled, the owner/applicant will send it to the property management company who will properly record the application into their computer system. The Property Manager for PL will then forward the ARC application and all accompanying documents to the Pelican Landing's Building Committee (BC) for their review. No file will be forwarded to the BC unless all required additional documentation is attached to the application.
- Once the BC receives the ARC request, it will review the application to confirm that it conforms to all requirements set forth by the Board of Directors, the BC, and the Association Documents. If additional information or clarification is deemed necessary by the BC, they will reach out directly to the Unit Owner(s) and/or the contractor to resolve any questions they may have. After the review is completed by the BC, they will approve or reject the application and forward the file to the Property Manager. The BC may approve an application subject to certain conditions which become part of the approval and must be complied with as an integral part of the approval.
- The Property Manager will then record the application into the PL official records and will subsequently inform the **property owner of the BC's decision**. The Board will be informed simultaneously. If the application has been approved, the Unit Owner(s) may proceed once they have received the written BC approval. If the BC rejects the application of the Unit Owner(s), they may appeal directly to the Board of Directors.
- An ARC approval is required for the following Unit alterations:
 - All new flooring in all upper units except for new carpet installation
 - All renovation requiring a permit from the county except the installation of a new replacement hot water heater. (Instant electric hot water heaters are not allowed in Pelican Landing units under any circumstances)
 - Reconfiguration of plumbing piping and/or electrical wiring. (not necessary for replacement of plumbing or electrical fixtures)
 - Installation of new Hurricane protection
 - Any renovation affecting any structural component of the building
 - Replacement of the AC system
 - Replacement of the electrical panel
 - Any replacement of a bathroom shower pan
 - The Unit Owner should consult with a member of the BC for any other alteration to a unit where the Unit Owner(s) is not sure whether or not an ARC Form is necessary.