

Pelican Landing Protocol for the Processing of ARC Forms

1. 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 Board of Directors has been received by the Unit Owner(s).
2. A Contractor's Acknowledgement Form signed by the contractor must accompany all applications.
3. 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 Board of Directors for their review.
4. Once the BC receives the ARC request, it will review the application to confirm that it conforms to all requirements set forth by the Association Documents. If additional information or clarification is deemed necessary, a Board Member 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, the Board will approve or reject the application and forward the file to the Property Manager. The Board of Directors 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.
5. The Property Manager will then record the application into the PL official records and will subsequently inform the property owner of the Board's decision. If the application has been approved, the Unit Owner(s) may proceed once they have received the written Board approval.
6. An ARC approval is required for the following Unit alterations:
 - a. All new flooring in all upper units except for new carpet installation
 - b. 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)
 - c. Reconfiguration of plumbing piping and/or electrical wiring. (not necessary for replacement of plumbing or electrical fixtures)
 - d. Installation of new Hurricane protection
 - e. Any renovation affecting any structural component of the building
 - f. Replacement of the AC system
 - g. Replacement of the electrical panel
 - h. Any replacement of a bathroom shower pan
 - i. The Unit Owner should consult with a member of the Board of Directors for any other alteration to a unit where the Unit Owner(s) is not sure whether or not an ARC Form is necessary.

PELICAN LANDING ARC SUBMISSION CHECKLIST

Please ensure all required documents and information are submitted together and completed in their entirety to avoid delays in processing. This form **MUST BE** completed and signed.

OWNER INFORMATION

Name: _____

Unit Number: _____

Phone Number: _____

Email Address: _____

REQUIRED SUBMISSION ITEMS

Complete list/detail of owner's scope of work

Properly filled out Pelican Landing ARC Form

Signed by Owner and Contractor

NOTE: This is a total of TWO forms. One from the owner and one from the contractor.

Contractor's License (Must be current)

Insurance Certificate naming BOTH:

Pelican Landing and Sunstate Management as additionally insured

Proof of current Workers' Compensation Insurance

Application Fee – \$250 paid by owner

APPLICANT ACKNOWLEDGMENT

I acknowledge that all required documents listed above have been included with this submission. Incomplete applications may delay review and approval.

Owner Signature: _____ Date: _____

1. Complete all forms in their entirety or it will be returned, attach all applicable documents including drawings, blueprints, licenses, certificates of insurance, etc. to Sunstate Association Management allapplications@sunstatemanagement.com or PO Box 18809, Sarasota, FL 34276.
2. Work shall **NOT** commence until the Pelican Landing Condominium Association's (ARC) Board of Directors has approved the application and permit(s) are acquired, if required. Licensed contractors must be utilized as required by county code to include, but not limited to, work on HVAC, plumbing, and electrical.
3. Approved applications shall **NOT** be altered.
4. **Contractors employed must provide Certificate of Liability insurance naming Pelican Landing Condominium Association and Sunstate Management as additional insured, proof of Workers Compensation insurance, and current license. Please attach these documents to application. (Application cannot be processed or approval granted without these required documents attached).**
5. **If Contractors employed intends on using 3rd party subcontractors, those subcontractors must also provide Certificate of Liability insurance naming Pelican Landing Condominium Association and Sunstate Management as additional insured, proof of Workers Compensation insurance, and current license. Please attach these documents to application. (Application cannot be processed or approval granted without these required documents attached).**
6. Work affecting existing roofs requires work to be completed by a licensed roofing contractor.
7. New flooring (other than carpet replacement) for 2nd story units must have adequate sound barrier. Attach manufacturer's specifications for new flooring sound insulation, and wind ratings for the installation of sliding glass doors which must meet building code.
8. Unit owner will be responsible for any rule violations or other problems caused by their contractor or subcontractors for work done at Pelican Landing Condominium Association. All areas outside the unit must be returned to a clean undamaged condition at the end of each day workers are on site including any work done by subcontractors.
9. **A deposit of \$250.00 made payable to Pelican Landing** must accompany this application to be used to offset the cost to clean up messes left by contractors and/or repair damage caused by contractor(s) to common elements of the association. The property owner(s) shall also be responsible for any cost above the \$250 deposit for clean up or repair of damage exceeding the \$250 deposit. The \$250 deposit will be refunded if there is no cleanup or repair required once the project is completed.
10. Use of common area outside of unit by contractor:
 - a. There shall be no work performed or tools and materials stored on common sidewalks, walkways, or asphalt areas. Work may be performed in gravel areas under buildings at least 20 feet from any vehicle provided that at the end of each day area is left clean and free of any evidence of work being performed there.
 - b. Area utilized must be swept clean and washed down at the end of each workday.
 - c. No cement-based material such as, but not limited to, thin-set, grout, drywall mud, or other such materials can be introduced to the gravel area. The tools utilized to work such materials must be cleaned off site and not on Pelican Landing grounds.
11. **All construction debris shall be removed from common area each day. NO construction debris shall be left on site at the end of each day to include, but not limited to, the common trash rooms or trash containers (Except as exempted in item 11 below).**
12. Parking of construction vehicles, to include trailers, for unit renovation shall adhere to guidelines as outlined in the accompanying Contractors Acknowledgment of Guidelines for work at PL form. For circumstances where a Contractor feels a need to leave a trailer or dumpster on site overnight, that contractor must make a written request to the Board of Directors stating how long the trailer or dumpster will be left on site and the reason for the need. No Trailer or dumpster may be left on site prior to approval of a majority of the Board of Directors. Permission must be in writing from the Board of Directors.

13. **Use of elevators by contractors can be utilized to move construction debris, construction materials, or tools only after receipt of written approval by a majority of the Board of Directors.** Use of elevators to move appliances, including water heaters, or furniture shall be allowed without prior approval.
14. All cigarette butts must be properly disposed and not left anywhere on the common area.
15. Contractor to sign "Contractors Acknowledgement of Guidelines for work at PLA form" (Please attach to this application) acknowledging that the contractor is aware of the rules and agrees to adhere to all guidelines.
16. No in unit on demand water heaters are allowed to be installed at Pelican Landing.
17. No penetration (drilling or cutting) through building floors allowed under any circumstances.
18. **Policy for Attachment to any Exterior Building Area on Pelican Landing Property**
 - a. Drill hole to minimum depth possible. Note – Minimum Depth is dictated by fastener type and/or load requirements
 - b. Blow the hole out to completely remove any dust or debris
 - c. Fill hole with only a polyurethane sealant (**not construction adhesive**)
 - d. Insert plastic or other salt/sulphate resistant anchor sleeve
 - e. Insert only a salt/sulphate resistant (minimum 316 stainless) fastener and tighten as necessary
 - There are no exceptions to this standard. If any contractors do not follow this standard, they will be brought back on site to make any corrections so that their attachment meets this requirement.
 - If owners hire contractors to perform work, it is their responsibility to ensure that this standard is followed and if not, the owner will be held liable for any damage and/or repair required.
19. **Requirements for Patching Any & All Holes from Removed Hurricane Shutters or any other Hole Patching:**
 - a. Any and all holes shall be sure that any sleeves or anchors are completely removed from every penetration
 - b. Any and all holes are to be thoroughly cleaned and blown out with an air compressor to remove any remaining dust or smaller debris
 - c. Any and all holes are to be filled in tightly with Sika-Flex NP-1 Polyurethane sealant, all the way to the surface and leave the exterior finish of the sealant spread around to match the surrounding stucco wall areas
 - d. Once completely dried, paint the sealant & surrounding stucco with Sherwin Williams LOXON Water Blocking Primer then 2 additional coats of LOKON XP in color to match the existing.
 - This needs to be sent out to **every owner as they are responsible** for the above repairs to be properly completed or they will be liable for any future damage caused from not following this policy. Note this liability will follow any future owners as well.
 - **Also, the stainless specified is 316 stainless, which is marine grade stainless steel must be used on any exterior fasteners.**
20. The use of a Man Lift truck, of any size, will need to be approved by the Board of Directors prior to the start of the project.

**PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL APPLICATION FOR UNIT ALTERATIONS**

I/We _____ Owner(s) of Unit # _____ at address
_____, Phone #s: _____ Email: _____

hereby request approval to make the proposed changes or alterations to my/our unit: -----

Contractor or Company: _____

Contractor's Phone# _____, EMAIL: _____

By this request, we as owners assume full responsibility for conformity, permitting, installation, maintenance, replacement and costs of the above work. We further agree to indemnify and hold harmless the Pelican Landing Condominium Association, Inc. for any claims arising out of this action.

SIGNATURE: _____ **DATE:** _____

HOMEOWNER CHECKLIST MUST BE COMPLETED & MARKED YES. If not, it will be returned.

- 1. Application for Unit Alteration completed and signed? YES / NO
- 2. Drawing(s), blueprint(s), plans attached? YES / NO
- 3. Contractor's Guidelines for Working at Pelican Landing COA completed and signed? YES / NO
- 4. Contractor's Certificate of Insurance and Business License attached? MUST include YES / NO
- 5. 3rd Party Contractor Guidelines for Working at Pelican Landing COA Completed and signed? YES / NO

- 6. *If applicable* 3rd Party Contractor Certificate of Insurance and Business License attached? YES / NO
- 7. ARC Deposit Submitted? Check Number: _____ YES / NO

ARCHITECTURAL REVIEW COMMITTEE:

..... APPROVED DENIED Comments: _____

SIGNATURE: _____ **DATE:** _____

Contractor's Acknowledgement of Guidelines

for work at Pelican Landing Condominium Association

1. Submit copies of any drawings or blueprints to be approved by the ARC.
2. Work shall **NOT** commence until application is approved and permit(s) are acquired if required. Licensed contractors must be utilized as required by county code, to include but not limited to HVAC contractors, plumbers, and electricians.
3. Approved applications shall **NOT** be altered.
4. Contractors employed **must provide Certificate of Liability insurance, proof of Workers Comp insurance, and current license.**
5. Contractors employing a 3rd party subcontractor **must provide that subcontractors Certificate of Liability insurance, proof of Workers Comp insurance, and current license.**
6. Work affecting an existing roof requires a licensed roofing contractor.
7. New flooring (other than carpet replacement) for 2nd story units must have adequate sound barrier.
8. Use of common area outside of unit by contractor:
 - a. There shall be no work performed or tools and materials stored on common sidewalks, walkways, or asphalt areas. Work may be performed in gravel areas under buildings at least 20 feet from any vehicle provided that at the end of each day area is left clean and free of any evidence of work being performed there.
 - b. Area utilized must be washed down at the end of each work day.
 - c. No cement-based material such as, but no limited to, thin-set, grout, drywall mud, or other such materials can be introduced to the gravel area. All such materials and the cleaning of tools or other equipment must be done off site and not on Pelican Landing grounds.
9. All construction debris shall be removed from the common area each day. **NO construction debris shall be left on site at the end of each day to include, but not limited to, in the common trash rooms or trash containers.**
10. Parking of construction vehicles shall be as follows (November 1 through April 30th):
 - a. Trucks with trailers must park along street. (Access to parking area allowed for loading and unloading only).
 - b. From November 1 through April 30, other construction vehicles allowed in "visitor parking" only. From May 1 through October 31, other construction vehicles allowed in parking area but not under buildings.
 - c. **All vehicles related to the renovation must display on the vehicle dashboard the unit # of the property being renovated.**
11. Use of elevators can only be utilized to move construction debris, construction materials, or tools after prior written permission from a Board member. Use of elevators to move appliances, including water heaters, or furniture shall be allowed without prior approval.
12. **All cigarette butts must be properly disposed and not left anywhere on the common area.**
13. No in unit on demand water heaters are allowed to be installed at Pelican Landing.
14. **Policy for Attachment to any Exterior Building Area on Pelican Landing Property**
 - a. Drill hole to minimum depth possible. Note – Minimum Depth is dictated by fastener type and/or load requirements

Contractor's Acknowledgement of Guidelines

for work at Pelican Landing Condominium Association

- b. Blow the hole out to completely remove any dust or debris
 - a. Fill hole with only a polyurethane sealant (**not construction adhesive**)
- c. Insert plastic or other salt/sulphate resistant anchor sleeve
- d. Insert only a salt/sulphate resistant (minimum 316 stainless) fastener and tighten as necessary
 - There are no exceptions to this standard. If any contractors do not follow this standard, they will be brought back on site to make any corrections so that their attachment meets this requirement.
 - If owners hire contractors to perform work, it is their responsibility to ensure that this standard is followed and if not, the owner will be held liable for any damage and/or repair required.
- e. **Requirements for Patching Any & All Holes from Removed Hurricane Shutters or any other Hole Patching:**
 - a. Any and all holes shall be sure that any sleeves or anchors are completely removed from every penetration
 - b. Any and all holes are to be thoroughly cleaned and blown out with an air compressor to remove any remaining dust or smaller debris
 - c. Any and all holes are to be filled in tightly with Sika-Flex NP-1 Polyurethane sealant, all the way to the surface and leave the exterior finish of the sealant spread around to match the surrounding stucco wall areas
 - d. Once completely dried, paint the sealant & surrounding stucco with Sherwin Williams LOXON Water Blocking Primer then 2 additional coats of LOKON XP in color to match the existing.
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 - **Also, the stainless specified is 316 stainless, which is marine grade stainless steel must be used on any exterior fasteners.**
- f. The use of a Man Lift truck, of any size, will need to be approved by the Board of Directors prior to the start of the project.

By signing below, the Contractor acknowledges that they have read the above guidelines and agrees to adhere to all requirements while working at Pelican Landing Condominium Association and they are responsible for the behavior of all employees, including any sub-contractor's workers.

Name Printed: _____ Unit Working In: _____

Signature: _____ Date: _____

Company Name: _____

Mobile Phone: _____ Office Phone: _____