

PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.

ARCHITECTURAL REVIEW APPLICATION FOR UNIT ALTERATIONS INSTRUCTIONS

1. Complete entire form, 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 Architectural Review Committee (ARC) 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 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. Work affecting existing roofs requires work to be completed by a licensed roofing contractor.
6. 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.
7. Unit owner will be responsible for any rule violations or other problems caused by their contractor or sub-contractors 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 sub-contractors.
8. **A deposit of \$250** 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.
9. 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.
10. **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).**
11. Parking of construction vehicles, to include trailers, for unit renovation shall adhere to guidelines as outlined in the accompanying Contractors Acknowledgement of Guidelines for work at PLA 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 Building Committee 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 Building Committee. Permission must be in writing from the Building Committee. Should the Building Committee deny the request, the owner, on behalf of the contractor, may appeal to the Board of directors seeking approval from a majority of the Board.**

- 12. **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 Building Committee.** Should the Building Committee deny the request, the owner, on behalf of the Contractor, may appeal to the Board of Directors seeking approval from a majority of the Board. Use of elevators to move appliances, including water heaters, or furniture shall be allowed without prior approval.
- 13. All cigarette butts must be properly disposed and not left anywhere on the common area.
- 14. Contractor to sign "Contractors Guideline Form" (Please attach to this application) acknowledging that the contractor is aware of the rules and agrees to adhere to all guidelines.
- 15. **No in unit on demand water heaters are allowed to be installed at Pelican Landing.**
- 16. **No penetration (drilling or cutting) through building floors allowed under any circumstances.**
- 17. Denied applications may be appealed to the Board of Directors.

I/We _____, the 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:** _____

SUNSTATE ASSOCIATION MANAGEMENT REVIEW:

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|---|----------|
| 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? | YES / NO |
| 5. ARC Deposit Received? | YES / NO |

Date forwarded to Architectural Review Committee: _____

ARCHITECTURAL REVIEW COMMITTEE:

___ APPROVED ___ DENIED Comments: _____

SIGNATURE: _____ **DATE:** _____