

ARCHITECTURAL CONTROL COMMITTEE
OTHER THAN PAINT & HURRICANE SHUTTERS
FORM "B"

Owner's Name: _____

Daytime Phone: _____

Unit #: _____

Evening Phone: _____

Address: _____

E-mail Address: _____

The Pelican Cay Architectural Control Committee (ACC) meets on the fourth Monday of every month at 7:00 PM in the clubhouse. To be placed on the agenda, you must submit your completed Modification Form package to the Pelican Cay HOA no later than noon on the Thursday prior to the meeting. You can drop off the Modification Package at LABR HOA Office or in the box outside the LABR office.

All applications must be received during the week before the ACC meeting.

Please submit 2 (Two) sets of your Modification Form package to the Pelican Cay Homeowner Association. If you have any questions, please e-mail us at: PelicanCay@hotmail.com

An approval or denial of your request will be provided to you within 30 days of receipt of your completed Modification Form package. Once it is approved or denied, you will be notified in writing of such decision. If the application has been approved, the application will be submitted to the LABR ACC.

Description of proposed modification:

Four horizontal lines for describing the proposed modification.

Base Color _____ Trim Color _____ Garage Door Color _____

Front Door Color _____ Roof Type _____ Roof Color _____

Driveway Type _____ Driveway Color _____

INSTRUCTIONS FOR FILING FORM FOR MODIFICATION REQUESTS

- A. Modification categories are listed below. Select the categories for your modifications, and be sure to submit 2 (Two) full sets of plans for each item as specified in each category.
B. Structural modifications, including additions, must include a survey showing the exact location of the proposed change addition, landscaping, etc. Also, please note the placement of your current landscaping.
C. A structural addition must include an architectural rendering and a landscaping plan in your modifications package in order for the Committee to consider the request. All landscaping plans must include the type, height and quantity of the proposed landscape material.
D. An incomplete package will be returned to you. The Pelican Cay ACC will not be able to review your proposed modifications until such time as your package is complete.
E. The ACC will notify you in writing of its decision within 30 days of your submission of the complete Modifications Form package.

Pelican Cay Homeowners Association, Inc.
10551 Lakes at Boca Raton Drive
Boca Raton, Florida 33498
PelicanCay@hotmail.com

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F. If your modifications require access via the Common Area, a \$1,000 deposit is required before any approval will be granted. You will be responsible for the repair cost of any damage to the Common Area landscaping, irrigation, sidewalks etc. If Common Area access is required, the Association is to be notified well in advance to make a determination of access, at least two weeks prior to your modification.

MODIFICATION CATEGORIES

Driveways

- A. Survey / lot plan showing the location of the improvement
- B. Type of material
- C. Color
- D. Layout (driveway dimensions)
- E. Proposed Landscaping Plan

Fences

- A. Survey / lot plan showing the location of the improvement
- B. Type of Fence (description)
 - 1. Materials
 - 2. Drawings
- C. Color (Paint Samples)
- D. Drawing
- E. Proposed Landscaping Plan Surrounding Fence

Front Door

- A. Survey / lot plan showing the location of the improvement
- B. Type of Door (description)
 - 1. Materials
 - 2. Drawings
- C. Base Color (Paint Samples)
- D. Drawing

Garage Door

- A. Survey / lot plan showing the location of the improvement
- B. Type of Garage Door (description)
 - 1. Materials
 - 2. Drawings
- C. Color (Paint Samples)
 - D. Trim Color
 - E. Drawing

Landscaping

- A. Survey / lot plan showing the location of the improvement
- B. Diagram indicating placement of proposed landscaping
- C. Description of proposed landscaping including type and height
 - 1. Specify Quantities

Miscellaneous (patio - swing set - clubhouse - shed - playgrounds, etc)

- A. Survey / lot plan showing the location of the improvement
- B. Diagram indicating proposed item
- C. Proposed landscaping plan
- D. Description of Materials

Permanent Generator

- A. Type
- B. Survey showing location of generator
- C. Landscape plan
- D. Copy of PBC installation permit

Pools

- A. Survey / lot plan showing the location of the improvement
- B. Deck type

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- C. Enclosure plan (fence or screen)
- D. Plan for Fencing or Screening (see detail of fencing or screening)
- E. Architectural Rendering

Room Additions

- A. Survey / lot plan showing the location of the improvement
- B. Paint sample
- C. Landscaping plan
- D. One set of architectural plans (signed by the architect & sealed, or notarized)

Roof

- A. Type of roof material (actual sample tile must be provided. If multi-colored, a minimum of 4 sample tiles are required.)
- B. Color of roof material
- C. Attach color brochure of tile if possible

Screen Enclosures

- A. Survey / lot plan showing the location of the improvement
- B. Type
- C. Color
- D. Enclosure plan

Window

- A. Survey / lot plan showing the location of the improvement
- B. Type of Window (description)
 - 1. Materials
 - 2. Drawings
- C. Color
- D. Trim Color
- E. Drawing

SPECIAL NOTES

The following information must be provided with regards to the contractor who will perform the modification alteration:

Contractor name: _____

Contractor Address: _____

Contractor Telephone Number: _____

You must also provide proof of your contractor's current general liability insurance and workers compensation as required by the State of Florida. You must provide your contractor's current valid and active State of Florida license.

Additionally, the Association rules require it be named as an additional insured on contractor's insurance policies, and a security deposit in the amount of \$1000.00 against damages to the common elements be provided to the Association prior to commencement of any work.

I. Please be advised that if the alteration is to be a structural modification or the construction of it will result in modification to the structural integrity of the building, a certified report from a registered engineer that the design will in no way alter or affect the structural integrity of the building must be submitted with plans. The cost of the report will be borne by the homeowner.

II. The Committee reserves the right to charge for outside consultant services and for the Committee's review.

III. **LIMITATION OF RESPONSABILITIES:** The primary goal of the Committee is to review the application (plan and specifications) submitted to it to determine if the proposed modification/alteration complies with the deed restrictions and to determine if the proposed modification/alteration conforms in appearance with the Standards and

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Policy set forth by the Declaration in regards to the Architectural Control Committee. The Committee does **NOT** review and assumes **NO** responsibility for the following:

- a. The structural adequacy, capacity or safety features of the proposed modification/alteration.
- b. Whether or not the location of the proposed modification/alteration on the building site is free from possible hazards from flooding, or from any other possible hazard, whether caused by conditions occurring either upon or off of the property.
- c. Soil erosion, incompatible or unstable soil conditions.
- d. Mechanical, electrical or any other technical design requirements for a proposed project.
- e. Compliance with any and all building *codes*, safety requirements or governmental laws, regulations, codes or ordinances.
- f. Performance or quality of work of any contractor.

I understand that the Architectural Control Committee approval, for the requested changes to my home, does not at any time waive my responsibility to obtain or in any way substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work.

Please be aware that this application is valid for sixty (60) days after LABR HOA ACC approval, otherwise a new application will need to be submitted. This application has been read and understood.

**PLEASE DO NOT COMMENCE ANY WORK UNTIL YOU RECEIVE
WRITTEN APPROVAL OF YOUR MODIFICATION REQUESTS**

Owner's Signature _____ Date _____

Printed Name : _____

Do Not Write Below this Line

_____ Approved by Pelican Cay ACC

_____ Pending, insufficient information. Resubmit requested information.

_____ Denial, not approved for the following reason: _____

Signature _____
Pelican Cay ACC Member

Date _____

Printed Name _____