



ARC APPLICATION PROCEDURE

To apply for an exterior alteration to your property, the homeowner, the Club or any Committees, will need to first submit a written Architectural Review Application Form. The steps to a successful review by the Architectural Review Committee (ARC) are presented here to assist you in the completion of this application. Please be sure to read the entire application procedure as well as the Architectural Standards and Guidelines document that pertain to your specific request. As you move through the application process, think of us as a partner in your home improvement projects.

The homeowner, Club or Committee member will need to fill out the first page of the form as completely and as detailed as possible to assist the ARC in processing the application without delay.

Please submit only one request per application. This will speed up the processing cycle and will reduce confusion by those reviewing the application.

Applications for standard pre-approved items, as defined in the ARC Guidelines and Procedures, do not require any additional documentation.

All other applications require a description of the work to be done including bids, specifications, construction, size, type, colors and material samples, indication of locations, brochures, sketches or any other pertinent information to expedite processing. Incomplete information will result in a delay of the review and approval process, the application being rejected or re-dated and the time constraints for review to be measured from the new date.

Applications are first forwarded to the neighborhood for their review. The neighborhood may be stricter, but not less strict than the ARC Guidelines and Procedures. Under no conditions may work be started until this application has been approved by the Pelican Sound ARC.

The ARC has thirty (30) days (after your neighborhood review) and receipt of the completed application to approve or reject the application or to request additional information.

Anticipated Completion Date: Please allow for contingencies in projecting your completion date. This may include delays due to weather, materials or contractor availability.

4561 Pelican Sound Boulevard, Estero, Florida 33928

Exhibit B

It is important that the homeowner, Club or Committee read and sign this second page. If you are not clear on any points on this page, do not hesitate to contact the Club Administration Office or a member of the ARC.

CONDITIONS FOR ARC APPLICATION APPROVAL

It is understood and agreed that the Pelican Sound Golf & River Club, Inc. and/or the neighborhood association is not required to take any action to complete, repair, or maintain any approved change, alteration, or addition to the original structure or any other property. Nor is it required to complete, repair, or restore any damage, regardless of reason, to the existing structure or any other property. The homeowner assumes all responsibility and cost for any addition or change and its future maintenance and repairs.

As a condition of granting approval of any request for a change, alteration or addition, to an existing basic structure, the applicant, heirs, and assigns thereto, hereby assume sole responsibility for completion, repair, maintenance or replacement of any such alteration or addition.

It is understood that time is of the essence and that the authority to perform an alteration granted by the ARC will automatically expire if the work is not completed within 90 days of the anticipated completion date. The ARC may consider requests for time extensions as a result of extenuating circumstances.

It is understood that any approval is contingent upon the completion of alterations in a workmanlike manner and in strict accordance with the approved plan and specification submitted.

For your own protection, when hiring a contractor, you should insure that the contractor is licensed and can provide proof of insurance. Failure to do so may transfer liability for any injuries or damages, to the homeowner, your neighbors or the Club.

It is the homeowner's responsibility to secure all necessary building permits and to meet Lee County Building Codes. You may wish to assign this responsibility to your contractor. The homeowner should contact Lee County (239-332-2737) if you are in doubt about permits or building codes.

Owner Signature(s): Lack of at least one Owner signature will cause the application to be returned and a delay in processing.

Once all information on the first two pages has been completed, the homeowner will mail or deliver the Application to:

Pelican Sound Golf & River Club, Inc.
ATTN: ARC
4561 Pelican Sound Blvd.
Estero, FL 33928

Exhibit B

Upon receipt of the application, the Pelican Sound Club Administration Office will log and date stamp the application. If this application is a re-submitted application, a new date will be stamped on the application and this will be the date that will be used to monitor the time parameters.

Club Administration places any applications in the appropriate neighborhood folder for pickup.

The neighborhoods (Gleneagles and The Masters) pick up their applications for review and recommendation. The neighborhood may be more restrictive, but not less restrictive than the Pelican Sound ARC.

After review of the application, the neighborhood will return the application to the Pelican Sound Club Administration office.

Club Administration will notify the Pelican Sound Architectural Review Committee (ARC) that applications have been received and are available for review. The ARC will meet at least monthly to review and make decisions on applications.

The Committee will be required to reject or return any application that is incomplete or does not give the ARC enough information from which to make a decision. A new approval period begins when the Pelican Sound Club Administration office receives the application with all of the required information.

Applicants are strongly advised not to obtain building permits or other permits before obtaining Pelican Sound ARC approval in the event there are required changes to the application.

If any County department or other regulatory agency required the plans to be changed in any way that affects the exterior appearance, the applicant must submit these changes for ARC review and approval. In such cases, the ARC will make every effort to expedite the review process.

The Pelican Sound ARC reviews the application and either rejects, approves as requested, or approves subject to some conditions or modifications.

Once the homeowner receives the approved Pelican Sound ARC application, they are now cleared to start the project. Any required permit and building code compliance must be applied for and obtained from Lee County (239-332-2737). For homeowner protection, you should use a licensed, bonded and insured contractor. They will be able to assist you in the permitting process.

We thank you for your continued support of Pelican Sound. If you have any questions or need further information, please do not hesitate to contact Pelican Sound Architectural Review Committee or Pelican Sound Club Administration at 239-948-5242.