



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

Owner's Name: _____ Daytime Phone: _____
 Acct #: _____ Evening Phone: _____
 Address: _____ E-mail Address: _____

The Pelican Cay Architectural Control Committee (ACC) meets as required. **You must submit your completed Modification Form package, addressed to the Pelican Cay HOA, to the LABR HOA Office or drop in the green box outside the LABR office.**

Please submit 2 (Two) sets of your Modifications Form package to the Pelican Cay Homeowners Association. If you have any questions, please reach Pelican Cay HOA at **561-372-4625** and leave a message; a board member will return your call within 24/48 hours, or e-mail us at: Nicolas@2albion.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: _____

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.
- 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.

Pelican Cay Homeowners Association, Inc.
 Mailing address:
 Albion LLC
 c/o Pelican Cay HOA Inc.
 1101 S. Rogers Circle, Suite 4
 Boca Raton, Florida 33487
Nicolas@2Albion.com
 Phone# 561-372-4625



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MODIFICATION CATEGORIES

<p align="center"><u>Driveways</u></p> <p>A. Survey / lot plan showing the location of the improvement B. Type of material C. Color D. Layout (driveway dimensions) E. Proposed Landscaping Plan</p>	<p align="center"><u>Fences</u></p> <p>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</p>
<p align="center"><u>Front Door</u></p> <p>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</p>	<p align="center"><u>Garage Door</u></p> <p>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</p>
<p align="center"><u>Landscaping</u></p> <p>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</p>	<p align="center"><u>Miscellaneous</u> (patio - swing set – clubhouse – shed – playgrounds, etc)</p> <p>A. Survey / lot plan showing the location of the improvement B. Diagram indicating proposed item C. Proposed landscaping plan D. Description of Materials</p>
<p align="center"><u>Permanent Generator</u></p> <p>A. Type B. Survey showing location of generator C. Landscape plan D. Copy of PBC installation permit</p>	<p align="center"><u>Pools</u></p> <p>A. Survey / lot plan showing the location of the improvement B. Deck type C. Enclosure plan (fence or screen) D. Plan for Fencing or Screening (see detail of fencing or screening) E. Architectural Rendering</p>
<p align="center"><u>Room Additions</u></p> <p>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)</p>	<p align="center"><u>Roof</u></p> <p>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</p>
<p align="center"><u>Screen Enclosures</u></p> <p>A. Survey / lot plan showing the location of the improvement B. Type C. Color D. Enclosure plan</p>	<p align="center"><u>Window</u></p> <p>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</p>

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SPECIAL NOTES

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

Contractor name: _____ Contractor Telephone Number: _____

Contractor Address: _____

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.

The Association rules require it be named as an additional insured on contractor's insurance policies. If modifications require access via the Common Area, a security deposit of \$1000.00 against damages to the common elements is to be provided to the Association prior to commencement of any work.

I. Please be advised 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 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 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 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.

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**PLEASE DO NOT COMMENCE ANY WORK UNTIL YOU RECEIVE
WRITTEN APPROVAL OF MODIFICATION REQUESTS FROM PELICAN CAY & LABR**

Owner's Signature _____ Printed Name : _____ Date ____/____/____

Do Not Write Below this Line

Approved by Pelican Cay ACC : Yes / NO Pending, insufficient information. Resubmit requested information: Yes / NO

Denial, not approved for the following reason: _____

Signature Pelican Cay HOA Printed Name Date .../.../.....

Signature Pelican Cay HOA Printed Name Date .../.../.....

Signature Pelican Cay HOA Printed Name Date .../.../.....

IMPORTANT

**PLEASE DO NOT COMMENCE ANY WORK UNTIL YOU RECEIVE
WRITTEN APPROVAL OF MODIFICATION REQUESTS FROM BOTH
PELICAN CAY HOA
&
LAKES AT BOCA RATON HOA**

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