

## Exhibit A

### **HOW TO FILE A COMPLETED APPLICATION**

An application for pre-approved items, as defined in the ARC Guidelines, does not require any additional documentation.

An application which requires further documentation should include the General Description of the Proposed Alteration, as well as an attached detailed proposal which includes all of the following that are pertinent to the request:

- A complete description of the work to be done, including construction specifications
- A copy of the bid on the work
- A copy of contractors certificate of insurance and state of Florida business license
- A sketch or photograph of the location of the work which indicates the proposed changes
- Details of and samples of the materials to be used including manufacturers' brochures
- The name of the manufacturer and the product model (specific name) or number
- Colors to be used; Color chips or color brochures, as well as the current color schemes and color numbers, must accompany each application for house or door color changes
- Any other information which will expedite processing of the application

**Anticipated Project Start Date:** The starting date is defined as the date when work will actually begin. Be cognizant of the thirty (30) days allowed for the Pelican Sound ARC approval.

**Anticipated Completion Date:** Please consider contingencies in projecting your completion date. These can include delays due to weather, material, or contractor availability.

**Owner Signature(s):** Lack of at least one owner signature on all pages of the document which require signatures will cause the application to be returned and the processing to be delayed.



**CONDITIONS FOR ARC 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 to 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 ninety 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 submitted specifications and approved plan.

Prior to the commencement of any work, it is an applicant's responsibility to obtain all necessary permits and to meet the Village of Estero Building Codes. To insure compliance, the applicant may wish to assign this responsibility to the contractor. Questions about permitting and codes should be referred to the Village of Estero (239-221-5036). Applicants are strongly advised not to obtain building permits or other permits before receiving ARC approval. If any County/Village department of other regulatory agency requires 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.

It is strongly recommended that any contractor be licensed and able to provide proof of insurance. The use of an unlicensed, uninsured contractor could result in a homeowner's being held liable for any injuries, unpaid subcontractors, or damages to the homeowner's, the Club's or a neighbor's property.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

**ACTION by the NEIGHBORHOOD REVIEW COMMITTEE**

Reviewed with the following conditions/modifications:

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**ACTION by the PELICAN SOUND ARCHITECTURAL REVIEW COMMITTEE**

This application is:

Approved as requested

Approved subject to the following conditions/modifications:

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Rejected for the following reasons:

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Signature of Pelican Sound ARC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Pelican Sound ARC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to Club Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Approved by Club Administration: \_\_\_\_\_ Date: \_\_\_\_\_