

Pelican Bay **Construction Guidelines**

The Pelican Bay Foundation has prepared the following guidelines for individual property owners and for Neighborhood Associations. The guidelines apply to exterior and interior modifications. Because the guidelines are all-inclusive, not all apply to all projects. It is the responsibility of the individual property owners and Neighborhood Associations to ensure a copy of these guidelines is made available to all contractors and others working on the construction site. Questions about these guidelines should be directed to the Covenant Enforcement Department (239) 596-8081, ext. 237.

Responsibility - It is the responsibility of the individual property owner or Neighborhood Associations to ensure that all contractor personnel are qualified, properly licensed, and insured. The property owner or Neighborhood Association is also responsible for adhering to design plans approved by the Foundation, notwithstanding acts of contractors, subcontractors, laborers, and materialmen who are involved in the project. In addition, the property owner or Neighborhood Association is responsible for fees associated with the design review process and for costs incurred by the Foundation in enforcing the Policy Governing Architectural and Design Review.

Any infraction of this policy or of these guidelines may result in penalties as provided in the Amended and Restated Declaration and Protective Covenants and in the policies of the Foundation. At the discretion of the Foundation, the property owner or Neighborhood Association may be held monetarily accountable for damage to any Foundation common area resulting from construction on the owner's property.

Pre-Construction - Prior to starting construction, whether interior or exterior, the owner or his representative should contact the Foundation to discuss construction parking, dumpster and port-o-let locations, location of underground utilities, and other relevant information. Owner should use a line locating service to locate underground utilities prior to trenching or digging on the site.

Working Hours - Working hours within Pelican Bay is 7:00 a.m. to 5:00 p.m., Monday through Saturday. No construction activity is permitted on Sunday or holidays. Owners or Association should ensure contractor personnel do not arrive prior to the approved starting time.

Clean Building Sites - Contractor sites must be maintained in an orderly fashion, and be policed and cleaned daily for dirt in the street, gutter or sidewalk. Litter is to be picked up immediately and materials are to be neatly stockpiled. Dumping, burying or burning of debris anywhere on the property is prohibited. The owners or Associations will be responsible for cleaning and or replacing damaged or stained pavers, asphalt or concrete, at the discretion of the Foundation.

Runoff due to inclement weather must be cleaned immediately in order to keep the storm water system in a workable condition and to avoid inconvenience to existing residences. If an excessive amount of debris collects on a construction site, the owner or the Association will be notified to remove it within 24 hours. Upon failure to comply, the Foundation reserves the right to remove the debris and charge the owner or the Association for costs incurred.

Fencing - Perimeter fencing is only required for those construction activities that are designated as "major projects."

Barrier Fence - Owners or Associations are required to install a black or green 42" high mesh silt fence at drip-lines of any existing trees or vegetation to be preserved. This fencing should be properly staked at intervals not to exceed fifteen (15) feet and securely fastened with a backing strip. The fencing may be removed when beginning the final exterior landscaping.

Safety Fence - Owners or Association are also required to install a fence around exposed pool areas, demolition sites, and those areas in which children could be injured. Fencing for these areas will be of the chain-link type with green opaque material with a minimum height of 6', and installed in such a manner to withstand high wind and be child proof. This fencing is required when the perimeter fence described below does not surround the entire property.

Perimeter Fence - Owners or Associations are required to install a 6' high chain-link opaque green mesh fence around the perimeter property line of all construction site when the project is designated a major project. The fence is required for all sites in which construction equipment and materials, dumpster and/or a port-o-let is located in excess of (15) fifteen working days which will designate the construction activity as a major project. The purpose for this fencing is to clearly identify the site limits for construction activity and prevent wind drive construction debris from scattering throughout the neighborhood. This fence will also limit the view of neighbors from construction activity and the unpleasant view of a construction site and the associated debris that routinely occurs. If any length of the above fencing has to be removed or is damaged, it is to be repaired by the end of the day. The above fencing must be installed prior to any construction activity.

Construction Trailers - No Construction trailers (office, sales or storage) are permitted without prior written approval of the Foundation.

Dumpster - A 10 or 20 cubic yard dumpster must be positioned on the site behind the 6' high chain-link opaque green mesh fence as soon as possible after the start of construction. Do not overfill the dumpster and empty it without delay when full. Any spillage must be placed in the dumpster immediately.

Landscaping and Irrigation - Setbacks and adjacent properties may be landscaped with trees and sod that are irrigated by sprinkler lines. It will be the owner's or Association's responsibility to protect these trees, sprinkler lines and heads. To avoid potential damage to trees or sprinklers, the owner or Association

will not allow anyone to park in these areas. Vegetation selected for preservation within an approved building site must be flagged and encircled with protective black or green construction silt fencing installed on four (4) by four (4) inch posts. This fencing must extend beyond the full spread of the tree's branches to reasonably ensure successful protection and extend at least four (4) feet above grade. Excavation in and around protected trees must be done by hand to avoid damage to the roots.

Nuisances - To respect the peace and privacy of residents, contractor personnel may not play music without using headphones, and may not wander around the neighborhood or the common areas. Fishing in lakes is prohibited and construction traffic is not to exceed the posted speed limit.

Parking - Owners or Associations will designate contractor-parking areas on their site. Parking if at all possible should not be in front of adjacent properties or in the common areas without Foundation approval. At no time should anyone park on the street in a manner which blocks traffic.

Port-O-Lets - The owners or Associations are responsible to ensure adequate sanitary facilities for contractor personnel. Position port-o-lets behind the 6' high chain-link opaque green mesh fence when required or in areas where it cannot be seen from adjacent property or the roadway. Cleaning trucks are not to be scheduled to clean out the port-o-lets before 8:30 a.m. This will minimize the disturbance to residents. Port-O-Lets shall be maintained in a clean, sanitary, and odorless condition.

Signage - No signs of any kind can be installed on the owners or Association's construction site without prior written approval of the Foundation.

Storage of Equipment, Supplies and Materials - The construction site cannot be utilized as a temporary storage facility for construction equipment, trailers, vans or materials that have no planned immediate use. Materials and supplies delivered to the construction site must be limited to the site under construction. Construction materials are to be stored on-site behind the construction fencing in an orderly manner that will not interfere with pedestrian or roadway traffic. Parking of all equipment if possible should be in an area not seen from the roadway or adjacent properties. Please be considerate of adjacent property owners.

Pelican Bay Design Review Process Information

The following information is provided to assist in the Design Review and approval process:

Information required for approval will vary depending on the subject area. Attach sufficient information with your request in order for the Foundation to make a decision. In addition, check your specific Neighborhood Covenants for any restrictions that may apply. Most approval requests other than those for commercial and single family properties will require a signature by the President of the condominium or Homeowner's Association. Since most if not all requests by Associations will involve the common areas, Board approval actions by the individual Associations are required before processing by the Foundation. Request by individual Board and committee members, as well as Association managers will not be considered.

- 1) Antennas – Location of the antenna needs to be in areas that are not readily visible from adjacent streets and properties. Commercial properties and condominium associations who lease roof space for commercial antennas, will not be approved if the antennas are visible from adjacent properties and streets. Site and roof plan is required showing exact location of antennas and other ancillary equipment in relation to adjacent properties and streets. Generally, only 18” diameter satellite dishes will be considered for residential properties.
- 2) Color change, exterior – Information provided with request must indicate existing color and the proposed new color by manufacturer and code. Recommend owners and Association select two or three choices and paint samples on a small area of the structure to be painted. This will speed up the approval process and assist in the proper color selection.
- 3) Driveway and parking areas – No gravel or blacktop will be permitted except for commercial properties and Association roadways. All material changes including color will require a sample of each. Contractor plan and product literature/specifications is also requested.
- 4) Flags and Poles - Only the American flag is permitted. All flagpoles must be approved prior to installation and cannot be used as an antenna. For temporary flag requests other than the American flag submit date, time and type of flag to be temporarily flown. For flagpole request, submit design with full specifications and product literature. In addition submit site sketch to show the exact location where the pole is to be installed in relation to adjacent properties and streets.
- 5) Landscaping – Major changes to original landscaping will require a landscape plan which will be reviewed by a Florida registered landscape

- architect. Minor changes may not require a complete plan or an architect's review, however information provided must be complete and state types, quantity, and at-planting sizes of new material and what plants they are replacing.
- 6) Lighting, exterior – Major changes to exterior lighting particularly commercial properties and mid-rise condominium Associations will require a lighting plan, which will be reviewed by a Foundation, architect. Roadway and parking area lighting will also require a lighting plan as well as literature/specifications of all new fixtures.
 - 7) Roof - Asbestos or fiberglass shingles are not acceptable. Check neighborhood covenants for other restrictions. Any change to roof involving color or material requires approval. Submit sample of new material to include any color change. Product literature on new material is also requested.
 - 8) Signs - All signs regardless of type, whether commercial or residential, require prior written approval before installation. This includes temporary, as well as permanent signs. Replacement of existing Association signage is routine. A request to change existing entry signage must include schematic drawings with all dimensions, copy, color and exact location. The sign company can provide these details. On all commercial signage it is recommended owners contact Covenant Enforcement for details on restrictions as they vary depending on type.
 - 9) Solar collectors - Typically mounted on roof and where solar system will not be visible from adjacent streets or properties. A roof and or site plan is required showing proposed location in relation to adjacent properties and streets.
 - 10) Temporary structures, tents/trailers – County permit is required in addition to Foundation approval. Approval for use is normally associated with special events and time restrictions will be mandated by the Foundation. Requests should include date, time, reason, and contact information for tent provider as well as parking and bathroom facilities.
 - 11) Tree removal - Requires County permit and Foundation approval except for dead trees. This is a sensitive issue to many residents and therefore, we suggest adjacent property owners and Association residents be informed of any tree removal project. Request must include reason for removal, type of tree(s), and description of replacement tree to include type, height, span, etc. Association Board approval is required.
 - 12) Vehicular parking - There are a number of restrictions, but basically no commercial or recreational type vehicles including motor homes, trailers, boats, etc., can be parked overnight within residential areas. In addition, a limit of three vehicles can be parked overnight in a driveway of a single-family neighborhood. Parking is not permitted on the lawn or street. For

temporary authorization to park any vehicle(s) that would not be authorized, submit full details of date, time, reason, type of vehicle, owner, license number, etc.

- 13) Walls and fences - Chain link fences are not permitted and other fences or walls cannot exceed six feet in height above the ground level of adjoining plot. All requests must include height, length, type, design, composition, material and location. Most walls and fences will be required to be planted on the exterior with appropriate shrubs and/or vines.
- 14) Shutters - Specify storm or decorative. Indicate whether electric or manual operation. Submit schematic showing window location, size and color of shutters. Provide specifications and product literature.