Understanding Glencove’s and Pelican Bay’s Design and Alterations Review and Approval Process

The Design and Alterations Review and Approval Process differ with the type of Alteration the owner is planning to complete. The Glencove requirements are outlined in section 11.3 and 11.4 of the Glencove Declaration of Condominium Association documents. Pelican Bay Foundation has its own Design and Review Process requirements and separate forms. See Appendix B.

1. Completion of the The Glencove form as well as meeting the below requirements are necessary if the purpose of your alteration is **to replace existing fixtures and does not change the overall design of your unit and does not require relocating electrical or plumbing**:

   - Owner needs to obtain the description of work by the contractor (your bid description) with a copy of the contractor’s licenses and insurance.
   - Owner is responsible for obtaining and holding this information.
   - Owner and contractor are responsible for obtaining any necessary permits.
   - If replacing an air-conditioning unit, both a Collier County permit and “The Pelican Bay Design Review and Approval” form are required. The Pelican Bay form (Appendix B) is attached and must be sent to the Glencove Board president for signature.

**Glencove Approved Design Items** (predetermined designs and/or vendors) can be seen online at (not available at this time), “Glencove Approved Design Items.” Glencove’s “Architectural Design and Alteration Application” form (Appendix A) for all Glencove Approved Design Items must be completed and returned for Board approval. No work is to be started before approval is received.

   - Entrance doors (only new 6-panel design can be used)
   - Screen doors
   - Canopies
   - Lanai screen framing (framing design cannot be changed)
   - Screen material (charcoal gray)
   - No carpeting on open lanais
   - Hard floor surfaces prohibited on second floor except in kitchen and bathrooms

For more information, contact management at Jennifer@pmenaples.com

2. Specific forms are required by **both** Glencove and Pelican Bay if the purpose of your alteration is **to change the overall design of either the interior or exterior of your unit**. Examples of overall interior and exterior changes are:

   - Lanai enclosure (Lanai enclosures must follow the design of the screens.)
   - Structural Changes (Floor plan changes, additions and movement of electrical or plumbing)

*Both the Glencove “Architectural Design and Alteration Application” and the “Pelican Bay Design Review and Approval Program”* (outlining Pelican Bay’s requirements) are attached to this document for your use. Both completed forms with the required items are to be forwarded to the Glencove Board for Approval. Email or mail forms to management at Jennifer@pmenaples.com or Property Management Enterprises, Inc.8595 Collier Blvd. Suite 107, Naples, FL 34114. The owner and contractor are responsible for obtaining all the required Collier County permits. All plans, contractor’s license and insurance, and Collier county permits must be retained on-site and available for Glencove review.

*No work is to be started before approval is received.*
THE GLENCOVE IN PELICAN BAY CONDOMINIUM ASSOCIATION, INC.

ARCHITECTURAL DESIGN AND ALTERATION APPLICATION

Homeowner Name(s): ________________________________________________________________

Address / Unit #: _________________________________________________________________

Local Phone #: ______________________            Away Phone #: _______________________

Describe the nature of your alteration in detail:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
__________________________________________________________________________________________

Please include (via attachments if necessary) the following:

• Name of company performing work
• Certificate of Insurance
• Copy of Occupational License
• County Permits (electrical/plumbing/etc.)
• Drawings, plans, color or material samples

I (we) hereby make application to the Board of Directors of The Glencove Condominium Association, Inc. for the alteration described above. I/we understand that written approval of this request is in compliance with Association Declaration of Covenants and must be approved in writing by the Board of Directors prior to work commencement. I/we also acknowledge that we could be responsible for removal of the alteration items if installed without the written approval of the Association, or is deemed by the Board of Directors to be not in compliance with the Association Documents. I/we further acknowledge that any contractor damage done to Association common property or other homeowner property is my/our responsibility.

________________________________   _______        ______________________________   ________
(Signature of Applicant)          (Date)  (Signature of Co-Applicant)              (Date)

Board of Directors’ Decision                   Approved                     Disapproved                  Other
Comments:

Authorized Director Signature :                 Date:

Mail this application & materials to:  Property Management Enterprises, Inc.
8595 Collier Blvd. Suite 107, Naples, FL  34114
The Pelican Bay Foundation, along with your Homeowner’s Association is responsible for architectural controls for the Community. In order to maintain the high standards governing this Community, it is important to be aware of the Design Approval Process.

In accordance with the Design Approval Process, you must obtain both your Homeowner’s Association approval and the Foundation’s approval for any and all exterior alterations before any work may begin. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior alteration, please review your Association’s Covenant documents, check with your Association President, or feel free to call the Covenant Enforcement Office at the Foundation for clarification.

Attached is the “Pelican Bay Foundation Design and Review Application-for Minor Exterior Projects”. Please complete and return this Application along with a description of the work to be done to the Foundation Covenant Enforcement Office in order to begin the Design Review Process. Please anticipate your project by submitting for approval at least fifteen (15) days prior to your anticipated project start date. Again, no work may be commenced until written approval from your Homeowner’s Association and the Foundation has been granted.

**Minor Projects**: Minor projects include, but are not limited to: all exterior changes to properties, including exterior color changes; door and window replacement; roof replacement; driveways/parking area changes; paving projects; hurricane shutters; fences/wall additions or changes; flags and poles; antennas/dishes; exterior lighting; solar collectors; minor landscape changes including tree removal, irrigation or lighting changes; and temporary structures such as tents or trailers and signs. See attached application. All minor projects will be reviewed in-house by the Covenants Department. No design review fees are required for these minor projects. However, no work may begin until approval has been granted by the Covenants Department. If COA approval is required, it must be obtained prior to submission to the Covenants Department. (Excerpted from April 2009 Presidents and Property Managers of Properties of Pelican Bay)

If your project is anticipated to take longer than fifteen (15) days to complete it may be considered a “Major Exterior Project” and will be subject to different application process and specifications. Please be sure to review each of the Project types to determine which corresponds to your project, or call the Covenant Enforcement Office at the Foundation for clarification.

**Major Projects**: Major projects include, but are not limited to: any and all changes to existing site plans; any and all exterior renovations; structural changes; changes in floor elevations; changes in grade elevations and roof elevations; front entry changes; fountains; pool additions; lanai enclosures or additions; etc. See attached application. All major projects will be reviewed by a consulting architect. **An initial design review fee of $500 along with two sets of plans prepared by an Architect (including their signature and seal) must be provided** to the Foundation prior to the commencement of the Design Review Process. Additional fees may be incurred during the Review Process for changes and/or re-reviews and will be the responsibility of the Member. All fees must be paid prior to any approvals being granted or work started. If COA approval is required, it must be obtained prior to submission to the Covenants Department. (Excerpted from April 2009 Presidents and Property Managers of Properties of Pelican Bay)
The Pelican Bay Foundation Design Review Applications are also available on-line at our website www.pelicanbay.org under the Real Estate tab or you may come in and get a copy from our office. Each type of project under the Design Approval Process has different requirements, so please be sure to read and complete the appropriate application carefully, submit the required fees, obtain the required approvals from the COA, and submit the proper plans and documents to avoid delays. All Design Reviews will be completed within thirty (30) days. As a reminder, no work may begin until the approval process has been completed. In addition, please be aware there are strict construction guidelines for all construction within Pelican Bay. The Construction Guidelines are available in the Covenants Department Office or on the Pelican Bay website at www.pelicanbay.org. Please share a copy of these Construction Guidelines with your contractors and sub-contractors so they are aware what is required of them while working within Pelican Bay. These construction guidelines apply to all exterior and interior renovations.

If you have any questions concerning this application or the Design Review Process, please do not hesitate to call Frank Laney, Pelican Bay Covenants Manager, at 239-596-6180, ext. 237.
**THE PELICAN BAY FOUNDATION, INC.**  
**DESIGN AND REVIEW APPROVAL REQUEST**  
**MINOR EXTERIOR PROJECTS**

Property Owner’s Name:_________________________________________________Member Number:_____________________

Mailing Address:_____________________________________________________________________________________________

Home Phone:_________________________Cell Phone:_________________________Fax:____________________________

Email Address:_____________________________________________________________________________________________

Property Address:__________________________________________________________________________________________

Neighborhood Association:_________________________________________Is HOA Approval Required?  Yes_____ No_____

Date Submitted:______________________Member Signature:______________________________________________________

**Check the area required for approval and see attached for additional information.**

| ( ) Antenna or Satellite Dish          | ( ) Roof          |
| (please provide type and location)   | (please provide sample and/or brochure) |
| ( ) Painting or Color Change (exterior) | ( ) Air Conditioning Replacement |
| Once you select a color, please paint a sample test of your paint color be applied on an exterior wall for inspection prior to approval | This request is to only to verify placement of AC and buffering (fencing or landscaping) to ensure compliance with Covenants |
| ( ) Driveway (pavers or concrete)    | ( ) Shutters (Decorative) or (Storm) |
| ( ) Enclosing Lanai (with sliding glass doors/other material) | ( ) Windows/Sliders/Doors (Hurricane Impact Glass/Doors) |
| ( ) Exterior Lighting                | ( ) Garage Door Replacement |
| ( ) Fencing                         | ( ) Solar Collectors (please include location and specs) |
| ( ) Flag and Pole                   | ( ) Temporary Structures (tents, trailers, etc.) |
| ( ) Generator (please provide location and specs) | ( ) Signs |
| ( ) Minor Landscape Changes (no tree removal) | ( ) Walls/Gates/Pens/Buffers |
| ( ) Tree Removal (verify if permits required) | ( ) Other (specify) |

Notes:_____________________________________________________________________________________________

_____________________________________________________________________________________________

Start Date:_________________________Any dumpsters on site during project?  _____ Yes _____ No
Completion Date:_________________________Any Port-o-lets on site during project?  _____ Yes _____ No
Final Inspection Date:_________________________Approval Expires:______________________________

ASSOCIATION BOARD APPROVAL  
Yes _____ No_____

PELICAN BAY FOUNDATION, INC. APPROVAL  

Signature for Association – President Only  
Frank Laney, Covenants Manager

Date:_________________________________________________________Date:________________________________

Please return this completed form to:  
Pelican Bay Foundation, Inc. – Covenants Department  
6251 Pelican Bay Boulevard, Naples, Florida 34108  
Telephone: 239-596-6180 x 237  Fax: 239-597-6927  
Email: Flaney@pelicanbay.org