



Pelican Bay Foundation, Inc.

February 3, 2006

Mr. Dick Ward, President
Bay Villas Association
527 Bay Villas Lane
Naples, Florida 34108

Dear Mr. Ward,

The Pelican Bay Foundation is in receipt of the new proposed tile for replacement within Bay Villas. The Foundation is approving the replacement tile, based on the specifications provided in the memorandum dated by the Board of Directors, dated January 10, 2006. In addition, as discussed all exterior alterations must first be approved by your association, and then the Foundation.

Enclosed for your use during the review process is a miscellaneous design form. It is also important that copies of the construction guidelines (also enclosed) are provided to all owners performing replacement of their roofs, since they should be aware of hours when workers can be present, and cleanliness of sites.

In addition, as discussed, it is the Foundation's position that because of the unique architecture of Bay Villas, where one roof structure contains two separate units, it will necessitate that when one side of the structure replaces the roof the "sister" structure should also replace theirs to maintain a uniform replacement pattern throughout the community.

As always, the Foundation appreciates Bay Villas participation in the design review program, and if upon receipt of this correspondence there are any comments or questions, please do not hesitate to contact me.

Sincerely,

Mireya Agnoli, Director
Covenant Enforcement

Enclosures: Miscellaneous Form
Construction Guidelines

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 architects 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 that owners contact covenant enforcement for details on restrictions as they vary depending on type.
- 9) Solar collectors - Typically mounted on roof and if at all possible attempt to locate 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 other information to include tent provider as well as parking and bathroom facilities
- 11) Tree removal - Also requires county permit and Foundation approval except for dead trees. This is a sensitive issue to many residents, and therefore we suggest that 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 however 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.