



PELICAN COVE CANAL OWNERS ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE APPLICATION PROCEDURE AND PROCESS

- 1. Homeowners are to submit their application(s), construction rendering(s) and applicable fees directly to the PCCOA office. This can be done by bringing them to the office at 119 Goodnight, Aransas Pass during office hours, mailing them to PCCOA, PO BOX 1655, ARANSAS PASS, TX 78335, or emailing the application and renderings to pelicancovecoa@gmail.com and mailing the check to the PO BOX address.***
- 2. The PCCOA office will send them directly to our Architectural Control Committee (ACC). They are not to be reviewed by any Board member before going to our ACC or at any time during the process of review.***
- 3. The ACC will review the application and construction renderings.***
- 4. After reviewing the ACC will send the application back to the PCCOA office. If there are any questions from the ACC, the office will contact the homeowner whether they need to include more documents, i.e.; measurements, certificates such as windstorm, certificates of construction, city permits if needed and get those back to the ACC for continued review.***
- 5. If the construction application is approved, the PCCOA office emails the homeowner the approved application signed by the ACC and construction may begin.***
- 6. If the construction application is not approved, the homeowners are sent a letter, with explanation, and, they have a chance to make the changes requested by the ACC, or, they have up to 30 days to request an appeal before the Board. If the homeowners request the appeal, the application, renderings, ACC findings and anything else is sent to the Board for their review. The Board decides whether to uphold the denial or to over-turn and approve. If they decide to over-turn the decision the homeowner can begin construction.***
- 7. If they decide to uphold the denial the homeowner has the right to a hearing in front of the Board at a formal Board meeting. If the next Board meeting is within the 30-day grace period it will be at the next formal Board meeting and will be placed on the Agenda. If the time frame is not within the next formal Board meeting a special meeting will be called for the homeowner to have their hearing. If the homeowner does not want their item to be placed on the Agenda to be heard in front of other homeowners, they can request for it to be heard during Executive Session.***

8. If after an inspection has occurred and a homeowner receives a failed letter of inspection, the same procedures apply for steps 6 and 7. With the exception the Board, not the ACC will send the failed letter with the recommended changes and time frame expected for the violation to be corrected.