

**PROCEDURES FOR LMI, AND
THE ARCHITECTURAL REVIEW BOARD
BOARD APPROVED SEPT. 22, 2015**

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Reference: Declarations 8.22: “Architectural Control for Exterior Changes: “Any improvement within the limited common area or to the exterior of the unit is expressly prohibited without prior written consent of the Association. The Association may, at its discretion, remove any improvement not receiving prior written consent or repair, and maintain any improvement not in first class condition and, at the Association option, charge the unit owner for such repair, maintenance, or removal.”

Warning: the City of Indian Harbour Beach will not issue a building permit unless/until they have received approval from Parkside Place, via Leland Management, an approved Architectural Review Form. If any contractor begins any work without a building permit, the City may shut down the site.

Preamble: All unit owners (and the Board President for HOA property such as the clubhouse) must submit an Architectural Review Form prior to performing any work to anything anywhere on the exterior of or immediately outside a unit. This applies not only to roofs, but also to any other work (like replacing an A/C unit, windows, doors, garage doors, hurricane shutters, gutters) for which the City requires a building permit.

Architectural Review Board Procedures:

The Board receives a completed form from Leland Management and accepts or rejects it within 3 business days:

- a. if rejected, they will return it to Leland Management who will forward it to the unit owner for correction.
- b. if accepted, they will electronically sign their approval and return the form via email to Leland Management.

LMI Procedures:

Within 1 business day, Leland Management will forward an approval via email and US Post Office Mail to the owner. The owner will then submit this approval along with a building permit application to The City of Indian Harbour Beach Building Department, prior to the start of any work on the unit.

Indian Harbour Beach Building Department Procedures:

Following their own review, this Department will either:

- a. issue a building permit to the owner/contractor; or,
- b. return the application to the owner for correction.