

Bayway Isles Homeowners Club, Inc.

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POLICY: BUILDING REVIEW PROCESS

This policy outlines the process the Bayway Isles Homeowners Club, Inc. (the “Association”) will use for the review and approval of applications for projects that affect the exterior appearance of properties, in compliance with the Association’s Deed Restrictions and the provisions of Chapter 720, Florida Statutes (the “Florida Statute”),

Association approval is required prior to making any changes to the exterior of a property. In order to discharge our obligation in a fair, consistent and effective manner the Association’s Board of Directors has established an Architectural and Building Review Committee (the “Committee”), created a set of Architectural Standards and Guidelines (the “Standards” or “Restrictions”), and established this Policy.

Submittal of Building, Renovation, and Other Improvement Plans

Instructions for completion and submittal of application forms are incorporated into the Standards document.

Review Period

The Committee will review the plan documents within thirty days after submission and the Association will provide the applicant with written approval or disapproval of the submitted plans. Incomplete submittals or the need for additional information may extend the approval period beyond thirty days. Written notice of incomplete submittals will be made to the applicant within 10 days of receipt.

Conditions for Automatic Approval

Automatic approval of applications takes place when a submitted project’s plan is compliant with our Restrictions. Written notice of approval, signed by the Committee Chair or their designate, will be sent to the applicant.

Continuance of grandfathered conditions and renewal of previous approved variances are eligible for automatic approval.

Building Review Committee Meeting Required

In the event that approval of an application would require a variance from our Restrictions, written notification of the applicant and the immediately adjacent (bordering property) owners, along with notice of the requirement for a Committee and/or Board meeting. Any required meeting will be properly noticed and conducted in accordance with the Florida Statute.

The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with the requirements of this Policy. Nothing in this Policy shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. The invalidation by any court of any of the conditions, requirements, or provisions herein contained shall in no way affect any of the other elements of the Policy but they shall remain in full force and effect.

The President of the Association, or their designate, shall have the authority to interpret and implement the provisions of this Policy and make decisions and judgments arising hereunder without need for Board approval on a case-by-case basis.

The Association reserves the right to modify or amend this **BUILDING REVIEW PROCESS POLICY** at any time.

Adopted by unanimous vote of the Building Review Committee and attending Board Members at a properly noticed Committee meeting, with the modifications to be effective on January 12, 2019.