

UPDATED INFORMATION ON BAYCREST ROOF REPLACEMENTS

New **tiles** have been approved for Baycrest roof replacements. They have already been posted on the website.

New **forms** for both Baycrest and Pelican Landing are included in this email as separate attachments and will be posted soon on the Baycrest website:
www.baycrestonline.org

Old forms will no longer be accepted.

Both must be completed. They are two separate documents:

Baycrest Application for Roof Replacement revised 7/18 (4pages) AND Pelican Landing Community Association Request for Design Review (2pages)

Both forms must be completed by each unit homeowner in a building. Completed applications must be submitted as a building package, not separately. We have found it is wise to have one of the homeowners in a building be a coordinator for all the homeowners in the building.

Application packets should be delivered (or mailed, if you are out of town) to Kelley Kissiah at 25353 Galashields Circle. Do not email applications.

Kelley will acknowledge receipt of the application package to the building coordinator if an email address is included to do so.

Kelley will be responsible for getting the required committee and board signatures and for turning the application packet into the Pelican Landing DRC (Design and Review Committee)

Each homeowner should receive a letter of approval from Pelican Landing which the building coordinator can copy to the contractor . Work can then begin.