

## **WELCOME TO PELICAN REEF**



On behalf of the Pelican Reef Board of Directors and Coastal Realty & Property Management, we would like to welcome you to your new community!

To help your transition to the community we have included in this letter key Pelican Reef community contacts that are available to answer any questions you might have along the way as well as community web sites, St. Augustine and St. Johns County public works information and other local information we hope you find helpful.

We encourage you to reach out and make use of your board members and Coastal Realty should you have any questions with respect to Pelican Reef living.

Welcome to Pelican Reef, an oasis of living on Florida's Intracoastal Waterway!

Here at Pelican Reef, there are several readily available sources of information should you have any questions about or with respect to living in Pelican Reef (gate code procedures, security, property enhancements, dock access, car remotes or virtually any other community oriented question):

- **Laura Kelley, Licensed Community Association Manager at Coastal Realty Property Management** can be reached by phone at 904.471.6606, Ext. 115 or by email at [Laura.Kelley@coastalrealtyfl.com](mailto:Laura.Kelley@coastalrealtyfl.com). Laura's Office is located at 3842 A1A South, St. Augustine, FL 32080
- The **Pelican Reef HOA (PRHOA) web site** is located at [www.pelicanreefhoa.wordpress.com](http://www.pelicanreefhoa.wordpress.com) . On it you can find the latest community notices, HOA meeting minutes, Architectural Review Board's minutes and PRHOA financials and other pertinent information about the community.
  - Coastal Realty can provide the password to the Pelican Reef HOA web site so you are able to access the "members only" section of the site.

Your **Pelican Reef Homeowner's Association Board of Directors** can be reached through Laura at Coastal Realty above or at the contacts below. The Board Members are:

- **Chuck Steinell** – President
- **Rob Cerasi** – Vice President
- **Dom Vita** – Treasurer
- **Mariane Porecca** – Director
- **Marilyn Thornton** - Director

Your **Architectural Review Board** Chairperson is **Dom Vita**. There is a brief note following on page 4. Dom is always available to help or assist with questions regarding any changes or enhancements you may wish to make to your property. You can reach Dom through Coastal Realty.

**Pelican Reef Board Meetings** are open to all Pelican Reef members. Notice of Board meetings are posted at the front gate, on the Pelican Reef website and can be sent to you via email. You are encouraged to contact Coastal Realty or your Board of Directors President, Bob Masterson, to present issues for consideration to be placed on the Board's agenda. There will be opportunities for members to comment on issues that are on the agenda at the meetings – limited to three (3) minutes of commentary. The meeting minutes are posted on the Pelican Reef website along with the Covenants and Restricts and other community information.

There are other opportunities to participate in the improvement of Pelican Reef and you are invited to get involved. We have the Grounds and Facilities Committee, Community Relations and Outreach Committee, Security and Rules Committee and the Architectural Review Board in place. The community will welcome your involvement in any of the committees. It's a great way to meet your neighbors and to have an impact on your community.

**Gate Code Procedures / Security** are an important part of living in a gated community and Pelican Reef is certainly no exception. It is critical to preserve the integrity of the gate codes in order to help ensure the quiet enjoyment of our properties and facilities and the safety of the community.

- Your gate code is for you and your family. The fewer individuals you provide the code to, the fewer there are that have unrestricted access to the community. Please consider carefully before providing your code to another individual. If at any time you believe someone you have provided the code to is abusing its use, please call Coastal Realty immediately. They can deactivate that code and assign a new one.
- Please call Coastal Realty and provide the phone number you would like to use on the Pelican Reef Gate keypad so you can “buzz” in visitors. Your visitors can press select the Management call number as well. Coastal Realty will answer and can provide access through the gate. This will eliminate you having to give out the code to every visitor.
- Security of the code helps keep the neighborhood safe and free of uninvited parties. Coastal can also provide you with codes for your personal use. The code will be specifically identified to you and is recorded each time it is used.

Once again, a heartfelt welcome to the Pelican Reef community! We look forward to your involvement in the community. Please do not hesitate to contact any of the individuals above should you have questions or need assistance with anything in the community. They are all here to help.

## ARCHITECTURAL REVIEW BOARD

To: Pelican Reef Homeowners Association Members (Home and Lot Owners)

Re: ARB Guidelines and Requirements

Pelican Reef is a gated community and we are proud of the way our homes look and the feel of the community. It is with great effort that this excellent appearance has been maintained. This “standard of excellence” is due in part of the effort and use of the Architectural Review Board (ARB). Our goal is to maintain and enhance the appearance of the community overall, while still achieving a custom home appearance for the overall community. The CCRs and ARB Guidelines have been written and implemented to that goal.

This letter is intended to remind and inform members when ARB approval is required so as to preserve the appearance of the community we love.

**All of the guidelines and requirements for review on any changes to your property and new construction are outlined either in the CCRs or the ARB guidelines.** Both documents can be obtained on the Pelican Reef Website: <http://pelicanreefhoa.wordpress.com>. You must enter the website as a member with a password to access the documents. The password can be obtained from Coastal Realty. Their contact information is above.

The ARB is committed to making the review process as easy and fast as possible. We meet monthly (schedule posted on the website) to review any applications, which must be submitted at least one week in advance to Coastal Realty. The application for the ARB review consists of eight pages; please submit all eight pages. You only need to fill out the sections that are relevant to your intended work.

As a quick overview, **ARB approval is required on ANY change to the appearance of the exterior (front, sides and rear) of your home or lot.** This includes changes in roof, exterior finish, windows, exterior colors, paving/concrete materials or color, exterior lighting, landscaping plantings, home additions, screening, fencing, patios/porches, and pools, anywhere on your home or lot. Please note, if you are simply repairing or replacing something with the same materials and colors, then a review is not required.

As a note, city permits, including tree removal permits, and St. Johns Waterway approvals might additionally be required. The City may require ARB/HOA approval prior to their approval on projects prior to issuing permits, particularly new construction.

If you have any questions, please feel free to contact Coastal Realty or the Chairman of the ARB. We are happy to assist you in the process.

Sincerely,

Pelican Reef Homeowner's Association

Architectural Review Chairperson

#### **IV. KEY LOCAL INFORMATION**

- Gate Codes, Keys, Dock Access, Website Passwords, etc. – Please contact Laura Kelley at Coastal Realty
  
- **TRASH COLLECTION** – Place approved city trash receptacle curbside
  - Tuesday – Trash
  - Wednesday – Brush and Organic Materials (No Construction Materials)
  - Friday – Trash and Blue or Green Recycle bins
  
- **ST AUGUSTINE FIRE DEPARTMENT** – Emergency dial 911.
  - **Location:** 101 Malaga St.
  - **Mailing Address:** City of St. Augustine, 101 Malaga Street, St. Augustine, FL 32084
  - **Phone:** 904.825.1098 (non-emergency)
  - [www.staugustinegovernment.com/your\\_government/fire-department/fire-department.cfm](http://www.staugustinegovernment.com/your_government/fire-department/fire-department.cfm)
  
- **ST AUGUSTINE POLICE DEPARTMENT** – Emergency dial 911.
  - **Location:** 151 King St.
  - **Mailing Address:** City of St. Augustine, P. O. Box 1950, St. Augustine, FL 32085-1950
  - **Phone:** 904.825.1074
  - [www.staugustinegovernment.com/your\\_government/admin-police-dept.cfm](http://www.staugustinegovernment.com/your_government/admin-police-dept.cfm)

- **CITY OF ST AUGUSTINE (COSA) GOVERNMENT OFFICES**
  - [www.staugustinegovernment.com](http://www.staugustinegovernment.com)
  
- **ST JOHNS COUNTY SHERIFF** - Emergency dial 911
  - **Main Line:** 904.824.8304
  - **Toll Free:** 800.346.7596
  - [www.sjso.org](http://www.sjso.org)
  
- **ST AUGUSTINE PUBLIC WORKS** - (Trash, Water, Streets, Parks)
  - **Office Location:** City Hall, 75 King Street, (4th floor, Elevator "B")
  - **Office Hours:** 8:00am – 5:00pm, Monday – Friday
  - **Mailing Address:** City of St. Augustine, P. O. Box 210, St. Augustine, FL 32085-0210
  - **Phone:** 904.825.1040
  - [www.staugustinegovernment.com/your\\_government/admin-public-works.cfm](http://www.staugustinegovernment.com/your_government/admin-public-works.cfm)
  - **Don't Forget to Pick Up Your Anastasia Island Evacuation RE-ENTRY PASS**
  
- **FLORIDA POWER & LIGHT**
  - 800.226.3545
  - [www.fpl.com](http://www.fpl.com)
  
- **ST JOHNS COUNTY ANIMAL CONTROL**
  - **Emergencies Only** - Phone: 904.209.0746.
  - [www.co.st-johns.fl.us/AnimalControl/index.aspx](http://www.co.st-johns.fl.us/AnimalControl/index.aspx)
  
- **ST AUGUSTINE REGIONAL EMERGENCY VETERINARY CENTER**
  - **After Hours Clinic for Emergencies**
  - Phone: 904.797.5770
  - 2090 US 1 SOUTH, ST AUGUSTINE, FL 32086
  - [staugveter.com/contact.html](http://staugveter.com/contact.html)
  
- **ST. JOHNS COUNTY WATER RESTRICTIONS (Rules regarding yard watering)**
  - [www.sjcfll.us/Stormwater/media/Wheredoeswatergo.pdf](http://www.sjcfll.us/Stormwater/media/Wheredoeswatergo.pdf)
  
- **ST JOHNS COUNTY PROPERTY ASSESSOR**

- **Main Office at the County Service Center** –
- 4030 Lewis Speedway, Suite 203
- St. Augustine, Florida 32084
- Phone: 904.827.5500
- [www.sjcpa.us/Locations.html](http://www.sjcpa.us/Locations.html)

- **FLORIDA STATE PARKS – ANASTASIA STATE PARK**

- Immediate Access to Beautiful Beaches directly across A1A 5 minutes from Pelican Reef
- Purchase Florida State Parks Annual Entrance Pass for Unlimited Access
- [www.floridastateparks.org](http://www.floridastateparks.org)

- **FLORIDA DEPARTMENT OF MOTOR VEHICLES**

- 4030 Lewis Speedway
- St. Augustine, FL 32084
- M-Th 8:30-5PM, F – 8:30-6PM, Last Saturday in Month 8AM-12PM
- Phone: 904.209.2250
- [www.flhsmv.gov](http://www.flhsmv.gov)

- **FLAGLER HOSPITAL & EMERGENCY ROOM**

- 400 Health Park Blvd.
- St. Augustine, FL 32086
- Phone: 904.819.5155 (non-Emergency)
- [Emergency Room - 904.819.4300](http://www.flaglerhospital.org)
- [www.flaglerhospital.org](http://www.flaglerhospital.org)

- **ST JOHNS COUNTY SCHOOL DISTRICT INFORMATION**

- 40 Orange Street
- St. Augustine, FL 32084
- Phone: 904.547.7500
- [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)