



Compass Pointe Community Association, Inc.

707 Rochester Drive, West Melbourne, FL 32904

RULES

&

FORMS

APPROVED 03/16/2020



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ASSOCIATION RULES

TABLE OF CONTENTS

Rules	Approved	Page
Clubhouse Rules for Private & Community Events	03/16/2020	1
Pool & SPA Rules	03/16/2020	2
Parking Rules	03/16/2020	3
Resident Renting or Leasing Rules	03/16/2020	4
Bi-annual Census for Housing for Older Persons	03/16/2020	5
Bulletin Board Rules	03/16/2020	6
Architectural Review Committee Cover and Rules	03/16/2020	7-7h
Generator Installation Rules	03/16/2020	8
Enforcement Process (Non-parking Violations)	03/16/2020	9
Landscaping Rules	03/16/2020	10
Association Schedules	03/16/2020	11
Parking Rule Enforcement Process	03/16/2020	12
Property Inspection Process	03/16/2020	13
Budgeting Process	03/16/2020	14
Reimbursement & Invoice Processing Process	03/16/2020	15
Gate Operations	03/16/2020	16
Estate Sales	03/16/2020	17
Garage Sales	03/16/2020	18
Open Houses	03/16/2020	19
Wildlife	03/16/2020	20
Yard Decorations	03/16/2020	21



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Clubhouse Rules for Private and Community Events

1. Clubhouse main room, kitchen and bathrooms are available for private rental by Compass Pointe residents and their accompanied guests. **Private parties may not use the card room, library, exercise room, outside games, pool, spa or chairs and chaises surrounding the pool & spa, but these will be available for residents.**
2. The Clubhouse Manager shall maintain the schedule for Clubhouse use in order to minimize scheduling conflicts. Regularly scheduled Community Activities shall be given priority over private parties.
3. Only residents of Compass Pointe may rent the Clubhouse for private functions. Form F-1, "Request for Private Party" must be submitted to the Clubhouse Manager. Contact information is in the Newsletter.
4. Upon Board approval, the Clubhouse may be used for commercial events wherein the principle purpose is the sale of products or services. No "Open to the Public" events will be allowed.
5. No religious events shall be permitted in the Clubhouse.
6. Political events in the Clubhouse shall be limited to those which invite all candidates for an office or all views on measures on the ballot and limited to those sanctioned by the Board.
7. Each community unit may reserve the Clubhouse for private use two (2) times during a calendar year. Additional reservations may be allowed upon Board approval.
8. No furniture shall be moved from the card room or library during event.
9. The maximum number of people attending a private event shall be limited to eighty (80).
10. SMOKING IS NOT PERMITTED inside the Clubhouse, Pool or Spa area, bocce or shuffleboard courts, putting green, deck, horseshoe pit, or the parking area around the Clubhouse. All posted pool and clubhouse rules and restrictions are applicable and shall be observed at all times.
11. A deposit of **two hundred fifty dollars (\$250.00)** and the non-refundable Clubhouse Rental Fee of **seventy-five dollars (\$75.00)**, shall be paid at the time of reservation for all private events. This must be paid separately. **Two hundred fifty (\$250.00) dollars will be refunded after it is determined that the reserved areas are left in their clean, undamaged state and ALL rules have been followed.** The Clubhouse Manager shall make the inspection. Resident renters have the option of forfeiting the \$250 deposit if they desire the Clubhouse Manager to arrange for cleaning. Any cost for cleanup exceeding the deposit of \$250 shall be assessed to the renter. The cost for any damage will be assessed to the renter.
If the deposit is withheld for any reason, the Board may revoke Clubhouse rental privileges for the renter.
12. **Private events should be concluded and the reserved area cleaned by 10:00 PM. Private events at the clubhouse, including decorating and cleaning, shall not exceed six (6) hours.**
13. Bereavement receptions will be permitted at no charge. However, all clubhouse rules shall apply. In no circumstances shall remains or cremains (urns) be present.
14. The renter shall be responsible to ensure the reserved areas, furniture, and appliances are left clean, trash taken from the Clubhouse and placed in outside trash containers and all lights and fans are turned off both inside and outside. The setup and taking down of the chairs and folding tables shall be the responsibility of the renter. All furniture shall be placed in its original location. The renter shall furnish all disposable supplies (paper goods, trash bags, etc.)
15. The Clubhouse Manager will advise which doors to keep locked. Renter and guests must comply.
16. The Clubhouse thermostat shall be set to 78 degrees during the day and 82 degrees from 10:00 PM until 7:00 AM. It may be manually lowered during Clubhouse events.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Pool and Spa Rules

1. The Pool and Spa are for the use of Compass Pointe residents and their guests only.

For purposes of rule, "guests" is defined as:

- *Visiting relatives at any time
- *Overnight visitors
- *Non-overnight visitors who are escorted by resident hosts

Persons who do not meet at least one of the above criteria are not permitted access to clubhouse facilities, including the pool and spa. Hosts should provide their unescorted visitors with the host phone number should the visitor be questioned by a resident. Any Board Member should be notified when a challenge is ignored or not otherwise resolved.

2. Pool and Spa hours: Pool open 24 hours.
3. Pool capacity: 23 persons.
4. Spa capacity: 8 persons – Adults Only.
5. Spa maximum temperature: 104 degrees Fahrenheit.
6. Spa maximum use: 15 minutes.
7. No food or drink within 4 feet of the pool.
8. No glass containers in or around the pool deck area.
9. No running allowed in pool area.
10. Shower before entering pool or spa.
11. No diving into pool or spa.
12. No smoking in pool enclosure.
13. No loud music or noise.
14. All children must be accompanied by an adult when they are in the pool area.
15. No children under the age of 18 are allowed in the Spa.
16. No diapered persons are allowed in the pool or spa, per the Health Department.
17. No floats allowed.
18. The noodles should be returned to the storage barrel after use.
19. The chairs and tables must be returned to their original positions when moved.
20. Pregnant women and people with health problems should not use the spa without first consulting their doctor.
21. No animals allowed in pool or spa area.
22. Swim at your own risk. **There are NO lifeguards.**
23. All posted rules must be followed.
24. Pool water is maintained at 84 degrees for the period between October 1 and May 1 only.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Parking Rules

1. Parking of vehicles shall be permitted in driveways and garages only, except as follows:
 - a. Vehicles may not be parked on streets overnight, unless approved in advance, by an officer of the Board of Directors.
 - b. Only vehicles belonging to **guests** may be parked in the clubhouse common area overnight, and this may not exceed seven (7) days. Residents' vehicles may not be parked in the clubhouse common area unless approved in advance by a member of the Board of Directors.
2. Parking of vehicles must be in compliance with the following:
 - a. Vehicles must not park on grass or sidewalks. No tires may be on any sidewalk.
 - b. Vehicles must not block sidewalks nor driveways.
 - c. No vehicle containing visible commercial equipment, including advertising signage, may be parked outside overnight in Compass Pointe Community Association.
3. Parking of RV's, boats, trailers, moving vans/trailers in driveways, yards, or on streets in the Compass Pointe Community is not allowed except as follows:
 - a. Recreation vehicles may be parked for two (2) nights before and after trips for the purpose of loading and unloading.
 - b. The RV may not block any adjacent driveways.
 - c. Moving vans/trailers may be parked in the clubhouse common area for two (2) nights for the purpose of moving in or out of the Community. No vehicles/trailers may be left in the clubhouse parking lot before or during tropical storms/hurricanes.
4. Violations of this rule will be enforced as defined in the "Parking Rule Enforcement Process"



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Resident Renting or Leasing Rules

Per Covenants and Amendments to Covenants: Section 8.1, Leases. Article I provides that all persons who are present in the community must comply with the Covenants. In order to enforce this provision, all Owners leasing or renting their Units shall be required to incorporate the following provision in their lease or rental agreements (Substantially in the following form):

The Leased Premises are a part of Compass Pointe Community.

All persons occupying property in Compass Pointe are required to observe the Covenants and Restrictions of Compass Pointe Community Association, Inc.

Copies of the Covenants and Restrictions are to be obtained from the Landlord.

In addition, all Owners leasing their Units are required to provide the Association with a copy of the lease and the names and addresses of the Landlord and the Tenant unless they are contained in the lease or rental agreement.

All leases shall be for a term of not less than seven (7) months nor shall there be more than one (1) lease per Unit for any given twelve (12) month term. Subleasing shall not be permitted.

All leased premises shall be rented to persons Fifty- Five (55) years of age or older. Further, no children under eighteen (18) years of age shall be permitted to reside within Compass Pointe.

No person under the age of 55 may be allowed to reside in a rented property in Compass Pointe.

1. There will be a non-refundable \$200.00 Rental Application Fee for all new rentals, to be paid at the time of application. Tenant application is in the Forms Section (Page F-2) and in the Clubhouse.
2. A background check will be required of each rental occupant. The background check will be performed by an independent third party. The fee is \$50.00 per occupant and must be paid at the time of application.
3. All applicants and those residing in the rental will be required to provide a photocopy of their current drivers license or government issued I.D.
4. A copy of the lease agreement is required to be provided to the Compass Pointe Board of Directors every time it is renewed.
5. Under no circumstances will sublease/room rentals be allowed.
6. Tenant Application (Page F-2 of the Forms section and with the forms in the Clubhouse) must be completed by the Owner(s) and Lessees or renters, notarized, and submitted to the Board of Directors prior to occupancy by the tenant.
7. The authorized representative of the Compass Pointe Board of Directors shall review and approve the application prior to occupancy by the tenant.
8. Tenant Application approval will be conditional on that lease not exceeding the maximum of 10% limit of rental units.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Bi-annual Census for Housing for Older Persons

Compass Pointe Community qualifies for, and is registered as, Housing for Older Persons and is permitted to deny application for occupancy based upon age. This exemption to the Fair Housing Act is defined under Section 760.29(4) of the Florida Statutes. To meet the requirements for this exemption, **Compass Pointe must have at least 80% of the occupied units occupied by at least one person 55 years of age or older.**

Documentation must be submitted biannually on the first day of the month or up to seven days thereafter of the anniversary of the initial registration, which was October 5, 2001. (This is done every odd-numbered year, by October 5th.)

Any community that knowingly submits false information, will be assessed a \$500 fine.

Filing may be done online but requires appropriate census and/or maintenance of documentation proving the ages of the residents on file.

To meet these requirements, Compass Pointe has distributed a Resident Information sheet to be filled out by all residents of Compass Pointe for collection of their birth date information. This information will be entered into the master Compass Pointe database and maintained by the Secretary. Each time there is a change in residence or residents, the information will be collected from the new residents.

Reports and percentages of age information can be provided by this database and used to prepare the required documents.

The Secretary shall (when requested) extract the required data and submit a **certified letter**, on Compass Pointe Community Association letterhead, and signed by the President of the Association, to:

Florida Commission on Human Relations
Post Office Box 3388
Tallahassee, Florida 32315-3388.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Bulletin Boards

1. The Association bulletin boards are to be used for the posting of social or special events, meetings, and for matters of interest for the good of the community.
2. The locked bulletin board is strictly for social or special events, meeting notices and Board of Director's news and information.
3. To use the locked bulletin board, contact the Clubhouse Manager.
4. The Official Business bulletin board is for Board use and Board approved material and notices.
5. The other indoor bulletin boards, and the poolside bulletin board, are available for other material of interest to members of the community and there is no need to contact anyone prior to posting.
6. All items placed on the bulletin boards must have the date of posting noted on them.
7. Items will be removed from the boards after the date of the event, or 30 days after posting, whichever is later.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Architectural Review Committee (ARC) Rules

Table of Contents

Rules	Page
ARC Rules in Covenants	7
ARC Additional Rules	7a-7b
Storm Shutter Rules	7c
Landscaping Rules	7d
Driveway/Walkway Paver Rules	7e
Driveway/Front Walkway Coating Rules	7f
Roofing Rules	7g
Painting Rules	7h

Approved 03/16/2020 BoD



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Architectural Review Committee (ARC) Rules

In accordance with the Covenants, all new construction and changes to the exterior of any unit shall have prior approval of the Architectural Review Committee (ARC). The ARC, composed of five permanent members and alternates, shall meet regularly and requires a majority vote with a minimum of three (3) to carry any decision of the committee. The ARC may make a decision “solely on the grounds of aesthetics.” Members and alternates serve at the pleasure of the Board of Directors and its decisions may be appealed to the Board.

A notice of all committee meetings shall be posted at least 48 hours before the meeting, except in an emergency. Committee members may not vote by proxy or secret ballot. A record of all votes shall be maintained as part of the Association official records.

An application shall be made to the ARC for any change, repair or renovation to the exterior of the structure of the house, driveway, walkway, patio slab, etc. Direct any questions to the ARC Chairperson listed in the newsletter.

1. Rules, as specified in the Covenants include:

- a. Construction on a Unit shall have ARC approval of plans submitted and shall be completed only as approved.
- b. Units shall not have detached auxiliary buildings.
- c. No fences shall be permitted.
- d. No unit shall have signs, except for the sale of the Unit and the sale signs shall not exceed four (4) square feet or 36 inches in height.
- e. No basketball backboards or goals shall be permitted on a Unit.
- f. No antennas of any kind shall be permitted on any Unit, except as may be approved by the ARC.
- g. Solar panels to be installed shall be approved by the ARC.
- h. No window mounted air conditioners shall be permitted.
- i. Small front entrance ways (but not porches) may only be enclosed with screening and vinyl at the discretion of the ARC.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Architectural Review Committee (ARC) Rules Continued

2. The following additional rules have been established and approved by the Board of Directors to preserve the aesthetic value and provide for proper maintenance of the Community.

A FINE OF \$500.00 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

- a. City approval of a permit does not constitute approval by the Architectural Review Committee.
- b. **ALL EXTERIOR UNIT PAINTING- and inside screened in areas, shall receive Architectural Review Committee approval.** See Painting Rules (Page 7h) for further information.
- c. **Exterior Colors:** Approval of exterior colors shall be based upon the approved color books.
- d. **Satellite dish antennas: Prior approval by the Architectural Review Committee is required for new installations or changes to all Over-The-Air-Reception Devices. Copies of the contractor's current license and liability insurance are required.**
- e. **Plantings:** In order to access the irrigation system valves and strainers, a three (3) foot clearance shall be maintained free of plantings.
- f. **Additions:** Adding two-story additions to Units is prohibited as not conforming to the community.
- g. **Awnings:** No awnings shall be permitted.
- h. **Gutters: Prior approval by the Architectural Review Committee is required for new installations or changes to existing gutters. To match fascia and soffit colors, white is the Architectural Review Committee standard color for gutters. Copies of the contractor's current license and liability insurance are required.**
- i. **Storm shutters: Prior approval by the ARC Committee is required for new installations or changes to existing shutters. Storm shutters shall be permitted only as approved by the Architectural Review Committee as conforming to Association Rules. See Storm Shutter Rules (Page 7c) for further information.**
- j. **Garage Doors: Prior approval by the Architectural Review Committee is required for any/all new installations or changes to garage doors. Copies of the contractor's current license and liability insurance are required.**
- k. **Garage Door Screens: Prior approval by the Architectural Review Committee is required for any/all new installations or changes to garage door screens. Only solar roll-up or flip-up screened enclosures of garage doors shall be permitted per Architectural Review Committee standard. Stack screens are not allowed. White is the Architectural Review Committee standard color for the framework, etc. With prior Architectural Review Committee approval, ivory/beige is permitted if aesthetically acceptable on the house. White or charcoal is the Architectural Review Committee standard for the screen mesh. With prior ARC approval, ivory/beige is permitted if aesthetically acceptable on the house. Copies of the contractor's current license and liability insurance are required.**
- l. **Windows: Prior approval by the ARC Committee is required for new installations or changes to existing windows. White window framework is the Architectural Review Committee standard color. Copies of the contractor's current license and liability insurance are required.**
- m. **Screened/Enclosed Lanai/Sunroom or similar additions: Prior approval by the Architectural Review Committee is required for new installations or changes to existing screened/enclosed/lanai/sunroom or similar structures. White/dark brown/Bronze is the Architectural Review Committee standard color for approved framing and respective gutters. Copies of the contractor's current license and liability insurance are required.**



Architectural Review Committee (ARC) Rules Continued

- n. **Landscaping:** Landscaping rules are also provided in ARC Rules (Page 7d). **Prior approval by the Architectural Review Committee is required for most landscape additions, changes, etc.** Contact Architectural Review Committee Chairperson for further information. Contact information is in the newsletter.
- o. **Landscape Curbing:** **Prior approval by the Architectural Review Committee is required for landscape curbing installations and/or changes. Copies of the contractor's current license and liability insurance are required.**
- p. **Pavers:** **Prior approval by the Architectural Review Committee is required for new installations or changes to existing pavers.** Contact chairperson for specifications. See Association Rules (Page 7e) for details.
- q. **Driveways and Walkways:** **Prior approval by the ARC is required for all driveway or walkway changes, including coating or painting applications.** Driveways and walkways shall only be installed and/or coated together as per Association Rule, "ARC Driveway/Front Walkway Coating Rules" (Page 7f). However, in no cases shall sidewalks (adjacent to roadways) be coated, painted or changed in any way.
- r. **Roofing:** **Prior approval by the Architectural Review Committee is required for ALL ROOF CHANGES.** Contact chairperson for specifications. See Association Rules (Page 7g) for details.
- s. **Patio:** **Prior approval by the Architectural Review Committee is required for any patio additions or changes.** Homeowner shall submit detailed specifications for patio addition or modification to existing patio such as size, walls, walkways, etc. **Copies of the contractor's current license and liability insurance are required.**
3. **A copy of contractor's current license and current liability insurance certificate shall be provided for all exterior improvements or modifications to homeowner unit property.**
4. **Requests for changes shall be submitted to the Architectural Review Committee using the Forms and Procedures "Request For Permission To Change A Property" (green form, Page F-6) or "Request For Permission To Do Exterior Painting" (yellow/gold form, Page F-7) located in the rack in the clubhouse. Requested changes shall not be initiated prior to approval by the ARC Committee.**

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

5. Request forms shall be submitted 3 days prior to the next scheduled ARC Committee meeting. The request shall contain detailed information pertaining to the addition/change for which approval is being requested.
6. The above paragraphs reference the Covenants and Association Rules. Consult the Covenants and Amendments for additional rules and in-depth details.
7. The Architectural Review Committee shall refer rule violations to the Board of Directors for appropriate action.
8. Change requests falling under these guidelines refer to homeowner unit property only. Other than requests for tree removal, requested changes involving common property shall be referred to respective managers.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC Storm Shutter Rules

Prior approval by the Architectural Review Committee is required for new installations or changes to existing storm shutters.

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Copies of the contractor's current license and liability insurance are required with completed "Request for Permission to Change A Property" (Green Form, F6).

1. All new installations or changes to existing storm shutters require the approval of the Architecture Review Committee prior to the work being performed. Requests for changes shall be submitted to the Architectural Review Committee using the Forms and Procedures "Request For Permission To Change A Property" (green form, Page F-6). Disapproval may be solely on the grounds of aesthetics. Reference the Architectural Review Committee for the process to follow.
2. Shutters shall conform to one of the following 4 options:
 - a.) Removable direct mount metal or Plexiglass panels
 - b.) Removable plywood (though discouraged)
 - c.) Permanently mounted accordion
 - d.) Permanently mounted roll down
3. Permanent mounted accordion/roll-down type shutters: White is the ARC Committee Standard Color. With prior ARC approval, ivory/beige is permitted if aesthetically acceptable on the house.
4. Putting up of the shutters, closing the accordion or letting down the roll-down shutters is only permitted when the National Weather Service Hurricane Center puts Melbourne in the path of a hurricane (or designated Melbourne as being under a Hurricane Watch status).
5. Storm shutters must be removed or opened within two weeks after a post-storm "all clear" is declared, providing that access into the community is allowed and that the community has not been declared to be in the path of another hurricane.
6. Any rear lanais and rear porches may be shuttered at any time with approved shutters.
7. In the event of a NOAA severe weather forecast for our area, storm shutters may be closed but shall be reopened again within 24 hours after the storm passes.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Landscaping Rules

A FINE OF \$500.00 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Prior approval by the Architectural Review Committee is required for landscape additions and changes.

****Contact the Architectural Review Committee Chairperson with questions and for further information.****

Chairperson's Contact information is in the Newsletter.

Copies of the contractor's current license and liability insurance are required with completed Green Form F6.

1. There shall be no planting in the swales. Swales shall be kept open to prevent flooding. There are two types of swales within Compass Pointe, those between homes where they exist and those larger swales behind rows of homes.

a) Property between homes – No flow obstacles inside of one foot of each side of the center line between homes.

b) Primary swales (behind rows of homes) – No flow obstacles on 3 feet of either side of the contour line. The contour line is defined as that low point along the swale where water tends to migrate.

2. **There shall be no hanging baskets, vines or shrubbery on the association fences. Any planting near the fence shall be maintained by the owner and trimmed, maintaining a (3) foot clearance from the fence for maintenance purposes.** If necessary, any plantings will be removed to allow maintenance. Removal will be done at the homeowner's expense.

3. Owners shall be aware of underground irrigation water pipes when planting trees, shrubbery, flowers, etc. and be aware that these plantings may be removed if there is a maintenance problem with the pipes.

4. In order to access the irrigation system valves and strainers, a three (3) foot clearance must be maintained free of planting. If necessary, any plantings will be removed to allow maintenance. Removal will be done at the homeowner's expense.

5. All plantings shall be positioned so as to allow for lawn maintenance.

6. Any enlargement or additional planting areas require a submittal of a "Request for Permission to Change a Property" (green form, Page F-6).

7. Removal or Maintenance of all trees:

a. **Tree Removal - Approval for removing of any tree, regardless of age, type, or location, comes under the purview of the Architectural Review Committee (ARC). Removal of any tree requires approval of the ARC.** A Request to Change a Property Form (green form, Page F-6) shall be completed for each tree removal and returned to ARC. ARC approval shall determine whether the requested tree removal is an HOA responsibility or a homeowner responsibility. If determined to be an HOA responsibility, an approved removal shall be referred to the Grounds Manager for action. Disagreements shall be referred to the Board for resolution.

b. **Tree Maintenance:** To maintain the health of the trees, trimming/pruning of trees will require prior approval of the Grounds Manager. Unit/Lot owners are responsible for proper tree maintenance on their property. If it is determined that a tree which is the responsibility of the homeowner needs proper trimming, the homeowner will be notified in writing and given 30 days to properly trim the tree. If this deadline is not met, Compass Pointe Community Association Board of Directors will arrange for the tree(s) to be properly trimmed at the homeowner's expense. Proper maintenance of trees that are shared by two properties will be the equal financial responsibility of both homeowners. If the two homeowners cannot agree on the need for proper tree maintenance, the Compass Pointe Community Association Board of Directors will step in to resolve the dispute.

8. **The homeowner shall have prior approval of the ARC Committee before planting or removing a tree. When a tree is removed, the stump shall be removed or ground below surface.**



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC Driveway/Walkway Paver Rules

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Prior approval by the Architectural Review Committee is required for new installations or changes to driveway and walkway pavers.

Copies of the contractor's current license and liability insurance are required with the completed "Request for Permission to Change a Property" (Green Form, F-6).

1. See approved Paver Sample Boards in clubhouse for color choices (**one color only**). A \$50.00 deposit is required if the samples are taken from the clubhouse.
2. Only licensed contractors shall be used. **No "Do-it-Yourself" installations will be approved.**
3. Request will be made using the form, "Request to Change Property Except Painting," (Green Form, F-6).
4. The form must be entirely completed to include a choice of **one** color, the pattern to be used and the name of the contractor doing the job. The request form must have a copy of the contractor's up to date license and insurance information attached. Before approval, an actual sample of the pavers shall be provided to the ARC Committee along with the approval request.
5. Guidelines for paver installation:
 - a. Complete driveway and front walkway shall be completed at the same time.
 - b. Homes with no sidewalks shall complete the driveway to the curb.
 - c. Homes with sidewalks shall complete the driveway up to but not including the community sidewalk.
 - d. Repair of any damage to common property is the responsibility of the homeowner/contractor.
7. New pavers shall be sealed after installation and periodically as recommended by the manufacturer.
8. Areas where pavers are installed shall be maintained in a safe and attractive condition by the homeowner.

Compass Pointe Approved Paver Colors and Sizes

BELGARD© pavers or equivalent shall be used.

Style/Size: Holland Stone© one size only (4" X 8" X 2 3/8") which current driveways have (page 60 (B), Appian-Stone 2 piece combo (6" X 6" X 2 3/8") (6" X 9" X 2 3/8") Page 46 (C) and Cambridge Cobble 3 piece combo (same as Appian-Stone with the addition of 6" X 3" X 2 3/8) Page 50 (A) as shown in the 2017 Belgard© Product Catalog on file. All sizes shall have smooth surface and square corners.

Colors: Adobe, Amaretto, Harvest Blend, Napoli, Old Chicago, Sandstone Camel, Sand Dune, Slate Gray and Tremron South Beach. If a single size is to be used, it shall be the 4" X 8". Two or three sizes may be used to form a pattern, subject to ARC approval.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC Driveway/Front Walkway Coating Rules

Prior approval by the Architectural Review Committee is required for new installations or changes to driveway and walkway coating.

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Copies of the contractor's current license and liability insurance are required with the completed "Request for Permission to Do Exterior Painting" (Yellow/Gold Form, F-7).

1. In no case shall the Community Sidewalks (adjacent to the roadways) be coated.
2. Both the driveway and front walkway must be completed at the same time.
3. Color must match the approved colors in CP Color Book 3. **Only Solvent Based Coatings shall be used.**
4. Requests shall be submitted using the CP form "Request To Do Exterior Painting" (Yellow/Gold form, Page F7). The form shall be entirely completed including, in the space marked "Body Color", all color information such as manufacturer, color number and color name. A sample of the color choice shall be attached to the form.
5. The homeowner will be notified of the ARC conditional approval based on the sample submitted. At this time, a 2' X 2' sample of the coating shall be applied to the driveway or front walkway. Next, the homeowner shall contact the ARC and two members of the committee will come and inspect the sample to ensure that the color is the same as on the request. Final ARC approval shall be provided if the color matches.

Approved Colors: Clear concrete sealer.

H&C© (Lowe's) Concrete Sealer Solid Color Solvent Based, HC 141 Cemented Deal & HC 132 Gray.
Richards BondCrete© #513 Sahara Tan & #521 Concrete.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC Roofing Rules

Prior approval by the Architectural Review Committee is required for all roofing changes of any kind.

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Copies of the contractor's current license and liability insurance are required with the completed "Request for Permission to Change a Property" (Green Form, F-6)

1. All roofing shall be Fiberglass Architectural Grade, minimum 240 pound. (GAF Timberline HD©, Owens Corning Duration© or equivalent)
2. Approved Colors are: GAF Weathered Wood©, Owens Corning Driftwood©, GAF Barkwood©, Landmark Pro CertainTeed Shenandoah© and Landmark Certain Teed Weatherwood©.
3. All Ridge Cap Shingles must be designed specifically for that purpose. Cut up 3- tab shingles will not be acceptable.
4. When re-roofing, all roof vents must be Ridge Type, Cobra Vent or equivalent.
5. Shingle replacement and/or repair to a unit roof must be uniform in color and standard on entire building.
6. A copy of the contractor's current license and liability insurance shall be submitted with the completed Green Request Form (F-6).



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC Painting Rules

As a deed restricted community, Compass Pointe requires the homeowner to get prior approval **BEFORE** painting or repainting the exterior and inside screened in areas of their homes.

****Contact the Architectural Review Committee Chairperson with questions and for further information. ****

A FINE OF \$500 WILL BE CHARGED IF WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

Approval of the paint colors shall be based upon the approved color books located inside the clubhouse. Contact the chairperson of the Architectural Review Committee (listed in the Newsletter) to access the color books.

A copy of the contractor’s current license and liability insurance is required and must be attached to the “Request Permission To Do Exterior Painting” (Yellow/Gold form F-7)

*******CAUTION! DO NOT PURCHASE PAINT (except for samples) OR CONTRACT WITH A PAINTER to schedule painting until approval from the Architectural Review Committee has been acquired*******

.....
Approval Procedure:

FIRST Owners should review the “Color Sample Books” (these are the only acceptable colors) by contacting the Architectural Review Committee Chairperson. His/her phone number is in the monthly newsletter. (A \$50 deposit will be returned to you upon return of the books, should you need to remove them from the clubhouse.)

SECOND A completed Form F-7 (from the forms section) must be returned to the clubhouse at least 3 days prior to the next scheduled ARC meeting. Paint chips or actual samples of the paint for the body, trim, and accent colors chosen must be attached to the form. ***Accent color is for front door only.**

THIRD After the ARC meets, and conditionally approves the samples submitted, you will be notified of the conditional approval. You must then paint (or attach) a 2’ X 2’ sample of both the body color and trim color on the visible exterior of your house.

FOURTH Contact the ARC and two (2) members will come and inspect the samples to ensure that the colors are the same as attached to Form F-7. If they are the same as in your application, the two (2) ARC members will then give you the final approval to proceed.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Generator Installation Rules

1. Portable generators shall be stored in garages and used outside during periods of power outages.
2. Generators manufactured for permanent exterior installation may be installed outside and shall be at least 15 feet back from the front line of the house.
3. All permanent installations must be on the owner's plotted property.
4. All permanent installations must have a city of West Melbourne building permit and must be inspected by the Building Department.
5. All permanent installations must be approved by the Architectural Review Committee via the Association standard form and procedures. (Green Form F-6, available in the Clubhouse or on the Residents Only section of the Compass Pointe Community Association Website.)

A FINE OF \$500 WILL BE CHARGED IF WORK COMMENCES PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE.

6. No exterior above or below ground fuel storage tanks shall be within Compass Pointe.
7. Fuel (propane and gasoline) for units should only be stored in approved containers, should be periodically recycled to ensure its quality and shall not be store outside of the unit.
8. Running of generators for testing and maintenance shall only be performed after 8AM and before 8PM.

INFORMATION

- 1) Owners should be aware that piped gas units may not operate after a hurricane, due to shut-off of gas flows.
- 2) All generators will require periodic running and service.



Rules Enforcement Process (Other than Parking)

Steps:

1. When a suspected violation of Association Covenants, Bylaws, or Rules is noted by any resident, the attached Non-compliance Report Form should be completed and mailed to the Board of Directors at the official association address or placed in the Official Mailbox in the library.
2. Upon receiving the form, the Board shall route appropriately for review and validation.
3. When a violation is validated, the Board shall notify the accused unit owner(s) via mail of any corrective action required. (Reference Letter 1)
4. If the unit owner disagrees with the finding, he/she shall respond, via mail by the date specified, to the Board requesting a review.
5. If the Board agrees with the unit owner, no further action will be taken.
6. If the Board denies the appeal or received no response from the owner, the Board shall set a date for initiation of the fine. Fines of \$10 per day per violation may be imposed up to a maximum of \$1,000 as set by Florida Statutes. This date shall provide the unit owner 14 days' notice for appealing to the CPCA Grievance Committee. (Reference Letter 2)
7. If the Grievance Committee does not block the fine, its accumulation shall begin on the day set for initiation.
8. If the owner does not take the required actions by the deadline, the Board shall notify the owner by certified mail of the initiation date and the amount of the fine being assessed. (Reference Letter 3)
9. All documentation associated with this process shall be maintained in the Rules Enforcement notebook until all actions are complete. Upon completion, the documents shall be filed in the Official Unit Records book for the applicable unit. Any documentation of the Association shall be made available to any owner of record with the property in Compass Pointe upon written request.

To be attached:

- Non-Compliance Form
- Form Letter/Boilerplate for Notification
- Form Letter/Boilerplate for Action
- Form Letter/Boilerplate for Legal Action



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

LANDSCAPING RULES

SEE ARCHITECTURAL REVIEW COMMITTEE RULES, PAGE 7d

**A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES
PRIOR TO GETTING APPROVAL BY THE ARCHITECTURAL REVIEW
COMMITTEE.**

**CONTACT INFORMATION FOR THE CHAIRPERSON IS IN THE
NEWSLETTER.**

To provide for proper maintenance of our Community, prior approval by the Architectural Review Committee is required for landscape additions and changes. Contact the Architectural Review Committee Chairperson with questions and for further information. Contact information for the Chairperson is in the Newsletter.

Copies of the contractor's current license and liability insurance are required with completed "Request for Permission to Change a Property" (Green Form, F6).



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Association Schedules

Written Notice of all membership (owner) meetings shall be posted at least 14 days prior.

- Board of Directors (BOD) meetings - Third Wed. of alternate months starting in February.
- Notice of each BOD meeting, including Special, shall be posted at least 48 hours prior.
- Special Meetings of the BOD require three days' notice given to each Director.
- Director Candidate forms must be received - No later than 30 days prior to Annual Meeting.
- Package to Printer - No later than 21 days prior to Annual Meeting.
- Collating and envelope stuffing - No later than 20 days prior to Annual Meeting
- Earliest Legal Mail of Owner Package for Annual Meeting - No more than 30 days prior.
- Begin Hand Delivery - No later than 20 days prior to Annual Meeting.
- Latest Mail Date, those not hand delivered - No later than 14 days prior to Annual Meeting.
- Meet the Candidates Meeting (if more than 3) - The week prior to the Annual Meeting.
- Annual Meeting - First Tuesday in February at 7:00 pm.
- Officers Election - See page C-6 Article VIII officers
- Annual Report / New Directors Reported to Florida Sec of State - May 1st
- Complete Annual Audit of Association Accounts and furnish to Members - No later than May 1st
 - Treasurer - Insurance Renewal - Oct 1st
 - Secretary - Adult Community Exemption Submitted - Oct 5th of odd numbered years.
 - Director of Irrigation - All required annual water measurements and forms submittal.
 - 1st Draft of New Year Budget based on Jan through Sept Actual data - No later than Oct 21st
 - First Financial Committee Budget Meeting - No later than Nov 1st
 - Committee Approve Draft Budget - No later than the second Wednesday of November.
 - Post Announcement of Directors Budget Review Meeting - No later than 30 days prior.
 - Mail Proposed Budget and Notice of BOD Meeting to Discuss - No later than 30 days prior.
 - Review/Approval of New Annual Budget - No later than December BOD meeting.

ANNUAL MAIL OUT or HAND-DELIVERED PACKAGE

- o Letter Announcing the Annual Meeting, Voting Procedures, etc.
- o Minutes of Last Annual Meeting
- o Approved Budget for Current Year
- o Appointment of Representative & Proxy Form
- o Sample Ballot with Director Candidates
- o Resident Background form for Director Candidates
- o Mailing Labels with "Legal" Owners/Addresses



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Parking Rule Enforcement Process

To ensure compliance with the Association Covenants and Rules, the following process is authorized by the Board of directors:

Steps:

1. When a suspected violation of Association Covenants and Parking Rule is noted by any resident, the attached Noncompliance Report Form should be completed and mailed to the Board of Directors at the official association address or placed in the Official Mailbox in the Library.
2. Upon receiving the form, a Board member shall immediately route for review and validation. Validation can be provided by any single Board member.
3. Where a violation is validated, the Board Secretary shall notify the accused unit owner(s) via mail, that corrective action is required. (Reference Parking Violation Letter 1)
4. If the unit owner disagrees with this finding, he/she shall correct the problem and respond, via mail, within 14 days to the Board, requesting an exception to the rule. Failure to correct the problem will result in fines. Only exceptions will be provided for "extreme" extenuating circumstances.
5. If the Board grants the temporary exception, no further action will be taken and prior fine will be forgiven.
6. Fines of \$10 per day per violation shall be imposed up to a maximum of \$1,000 as set by Florida Statutes, unless the Board grants an exception for extreme extenuating circumstances.
7. The unit owner will have 14 days from the first fine to appeal to the CPCA Grievance Committee. (Reference Letter 2). If the Grievance Committee does not block the fine, its accumulation shall begin on the date set for initiation.
8. If the owner does not take the required actions by the deadline, the Board shall notify the owner, by certified mail, of the initiation date and the amount of the fine being assessed. (Reference Letter 3)
9. All documentation associated with this process shall be maintained in the Rules Enforcement notebook until all actions are complete. Upon completion, the documents shall be filed in the Official Unit Records book for the applicable Unit. Any documentation of the Association shall be made available to any owner of record with property in Compass Pointe upon written request.

To be attached:

- o Non-Compliance Form
- o Form Letter/Boilerplate for Parking Violation
- o Form Letter/Boilerplate for Action
- o Form Letter/Boilerplate for Legal Action



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

PROPERTY INSPECTION PROCESS

The Covenants of Compass Pointe specify that "All units shall be maintained by the owner in a neat and attractive condition." To achieve this the Board of Directors assigned the responsibility to accomplish this to the Architectural Review Committee (ARC).

The following process has been defined to meet this objective:

1. Early each year, the Architectural Review Committee shall conduct an annual review of all properties, including common property, and prepare a list of properties that are not in a neat and attractive condition. This includes properties that have excessive mildew on exterior or that may need painting.
2. The list of properties needing attention shall be provided to the Secretary.
3. The Secretary shall prepare and mail a letter to each of the affected homeowners, and the Board of Directors for common property, specifying the condition that needs to be remedied within a time limit of 90 days.
4. Upon completion of the necessary work, the owner must submit the Inspection Work Reply form (F-14) to the Architectural Review Committee in the location specified on the Work Reply Form.
5. At the end of 90 days from the mailing of the letters, the Architectural Review Committee shall do a reinspection of any appropriate properties and shall provide a list of still nonconforming properties to the Secretary.
6. The Secretary shall prepare and mail a certified copy of the first letter of noncompliance to each of these owners.
7. If no action or response has been provided at the end of 14 days from the mailing of this letter, the Architectural Review Committee shall again reinspect the subject property and notify the Secretary in writing of noncompliance.
8. The Secretary shall prepare the second and final letter of noncompliance and submit it to the Board of Directors for review and approval, to include approval to begin assessment of fines.
9. Upon approval by the Board, the Secretary shall send a certified copy of the second letter of noncompliance to the homeowner and notify the Treasurer to begin assessment of the fines.
10. The Treasurer shall notify the Board of Directors once the accumulation of fines reaches \$1,000.
11. Once the accumulation of fines reaches \$1,000, the Board shall then pursue corrective actions with the Association Attorney.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

BUDGETING PROCESS

The budgeting process shall be conducted in two phases. The first will be done in the May/June timeframe and address the Reserves portion of the budget. The second will be done in the November timeframe and address the Operating portion of the budget with adjustment to the Reserve portion that may have arisen in the intervening time span.

*In the May/June timeframe, the Budget Chairman shall schedule an open meeting of the Association's Members.

*A first draft of the following year's Reserve budget shall be prepared and provided based on the current year's budget by incrementing yearly numbers and adding any known or planned expenditures for any of the line items.

*The members shall review in detail, line item by line item, the Reserve items projected costs and associated data and document any suggested changes or actions.

*This data shall be provided to the Budget Committee to prepare the second draft of the budget.

*In the mid-October timeframe, the Budget Chairman shall schedule another open meeting of the Association members.

*The third draft of the following year's budget shall be prepared and provided by adding the Operating budget based on the prior year's actual expenditures through September and pro-rated through December, noting any unusual or one-time expenditure.

*The members shall review in detail, line item by line item, the operating costs and document any proposed changes for the following year.

*They shall also review any noted or required changes to the Reserve budget.

*The data provided by the third draft review will be used to prepare the fourth draft of the Budget. Any deviances from the recommendations provided by the committee shall be noted and reasons provided.

*This fourth draft shall be emailed to the community, including all Board members, for review and any recommendations forwarded back to the committee.

*The committee shall review all recommendations and prepare a final Proposed Budget and send it out to all owners no later than 30 days prior to the December Board Meeting.

*The committee shall present the final Proposed Budget to the Board in the December Board meeting along with the documentation and reasons for any recommendations not accepted.

*The Board shall review, amend where necessary, and approve the Budget at the December Meeting.



Compass Pointe Community Association, Inc.

707 Rochester Drive, West Melbourne, FL 32904

Reimbursement & Invoice Processing Rules

Reimbursements for Authorized Expenses:

- Reimbursements for out of pocket expenses are authorized only for Board assigned managers.
- A single reimbursement request shall not exceed \$1,000 without Board approval
- Notice of a reimbursement request exceeding \$200 shall be coordinated with available Board members by email.

Process for Reimbursement Requests:

1. Obtain and fill out a Check Request Form (Page F5).
2. Attach the receipt for out of pocket expenses to the completed Check Request Form, with brief detail of purpose.
3. Either scan the 2 documents and forward to the Treasurer for review or deliver to his/her residence.
4. The Treasurer will review and identify the appropriate expense category before forwarding to Compass Pointe' management company for executing a reimbursement.
5. The combined actions of the Treasurer and the management company provides reimbursement within approximately two weeks.
6. Reimbursement request forms may contain reimbursement requests for multiple expenses as supported by one or more receipts as long as the total does not exceed \$1,000.

Process for out of pocket fuel expenditure reimbursements:

1. Mileage reimbursements are authorized for Board members for use of private vehicles for the sole purpose of carrying out their Compass Pointe responsibilities.
2. Managing Board members may also approve use of private vehicles for supporting staff when used for the sole purpose of carrying out their Compass Pointe responsibilities.
3. Mileage reimbursements shall be at the current IRS approved rate.
4. The vehicle driver shall document both the trip start and stop mileage using a copy of the mileage documentation form (See Pg. F5a). The trip must be a minimum of 20 miles. Each trip requires a separate request.
5. A reimbursement request form shall be initiated using the Process for Reimbursement Requests enumerated above.
6. The mileage documentation form shall be attached to the reimbursement request form along with the receipt(s) if said receipt(s) exist.

Invoice Processing Rules:

- All invoices shall be forwarded to the Treasurer for review and validation.
- Invoices may be hand delivered, mailed, or attached to an email. Mailed documents should be sent to Compass Pointe, 707 Rochester Drive, West Melbourne, FL 32904
- The Treasurer will validate the invoice with the respective manager.
- If approved, the Treasurer will assure timely payment to avoid late charges



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Gate Operations

1. Management and Maintenance of the Gates will be provided by the Gate Committee.
2. Entrance gates will be kept closed at all times except as follows:
 - a. Entrance gates may be opened for open houses, estate sales, or private functions at the Clubhouse.
3. All requests for gate openings must be made at least 48 hours prior to the requested date.
4. Gate Manager contact information is in the Newsletter.

NOTE: Upon power failures, the gates automatically open.

Compass Pointe Management reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Estate Sale Rules

1. Estate Sales may be held on Saturdays and Sundays only, from 8:00 a.m. until 4:00 p.m.

2. The Estate sale company shall be responsible for paying a \$250.00 deposit. Said deposit is to be returned one week following the last day of the sale, provided the following:
 - The person holding the estate sale notified the Gate Manager of the dates and hours of the sale at least 48 hours prior to the sale, or as per the Gate Operations Rule, Page 16. Gate Manager contact information is in the Newsletter.
 - Directional signs to the property were clearly displayed
 - Signs showing how to exit the community were clearly displayed
 - Signs to stay off grass and not to block driveways were clearly displayed and adhered to
 - A person was provided to ensure all above items were enforced.

Compass Pointe Management reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

GARAGE SALES

There shall be a limit of two garage sales within Compass Pointe Community Association per calendar year.

NO PRIVATE GARAGE SALES WILL BE ALLOWED in Compass Pointe Community Association.

Compass Pointe Management reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

OPEN HOUSES

Entrance Gates will be kept closed at all times, except as follows:

Entrance gates will be opened from 1:00 PM to 4:00 PM on **either Saturday or Sunday** for open houses at the request of the homeowner or the homeowner's representative.

All requests for gate openings must be made at least 48 hours prior to the requested date by contacting the Gate Manager.

Gate Manager contact information is in the Newsletter.

Compass Pointe Management reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

WILDLIFE

Florida State Statute 379.412 outlines penalties for feeding wildlife and freshwater fish.

Therefore, there shall be no feeding of any wildlife within Compass Pointe Community Association.

There shall be no fishing within Compass Pointe Community Association.

There shall be neither swimming nor wading in the Compass Pointe Community Association ponds.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

YARD DECORATIONS

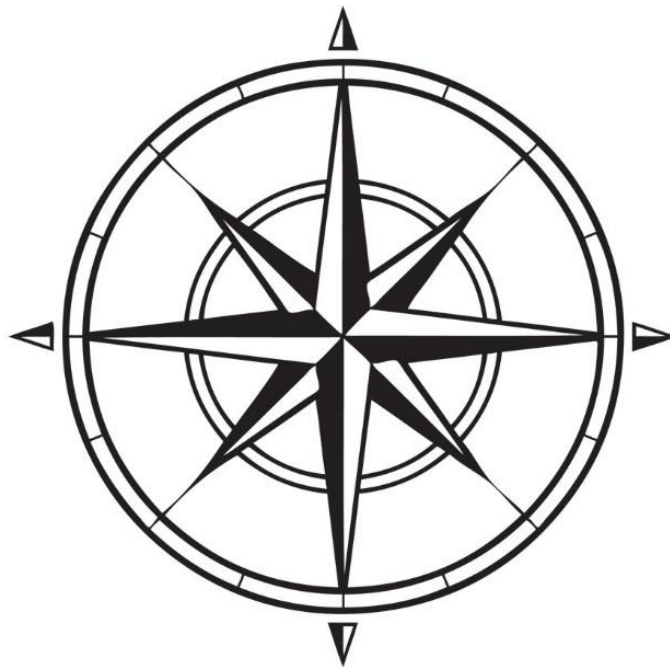
No yard ornamentation, nor loose objects may be left outside when the National Weather Service Hurricane Center designates our area as being under Hurricane Watch status.

If homeowners are away from Compass Pointe for an extended period of time, any time of the year, yard decorations and loose objects must be taken inside.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ASSOCIATION FORMS





Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

FORM	APPROVED DATE	Page
Request for Private Party in Clubhouse	03/16/2020	F-1
Tenant Application	03/16/2020	F-2
New Resident Information Summary and Disclosure	03/16/2020	F-3
Work Request	03/16/2020	F-4
Reimbursement Request Form	03/16/2020	F-5
Mileage Documentation Form	03/16/2020	F-5a
Request for Permission to Change Property Except Painting (Green form)	03/16/2020	F-6
Request for Permission to do Exterior Painting (Yellow/Gold Form)	03/16/2020	F-7
Sign-In Schedule for Clubhouse Staff	03/16/2020	F-8
Resident Background for Community Responsibilities	03/16/2020	F-9
Appointment of Representative and Proxy	03/16/2020	F-10
Reporting Non-Compliance with CP Covenants, Bylaws, Rules	03/16/2020	F-11
Parking Violation Warning	03/16/2020	F-12
Parking Ticket	03/16/2020	F-13
ARC Inspection Work Reply Form	03/16/2020	F-14



Compass Pointe Community Association, Inc.

707 Rochester Drive, West Melbourne, FL 32904

Request for Private Party in Clubhouse

Resident/Group Leader Name: _____

The refundable Deposit of \$250 and non-refundable Fee of \$75 is attached and received by: _____

I request the use of the Main Activity Room, Bathrooms, and Kitchen of the Clubhouse for an Event

on _____ from: _____ to: _____, in accordance with the following:

1. Clubhouse and amenities are available for Compass Pointe residents and their guests. The resident sponsor must be present at the private event. The Clubhouse Manager shall approve proposed events and maintain the schedule for Clubhouse and Association events in order to minimize schedule conflicts.
2. Upon Board Approval, The Clubhouse may be used for commercial events wherein the principle purpose is the sale of products or services. No "Open to the Public", religious or political events will be allowed.
3. Each community unit may reserve these areas for private use two (2) times during a calendar year. Additional reservations may be allowed upon Board approval. No furniture shall be moved from the Card Room or Library for any event. During private events, residents shall have access to and the use of all areas except the main activity room and kitchen.
4. The maximum number of people attending a private event shall be limited to eighty (80).
SMOKING IS NOT PERMITTED inside the Clubhouse, Pool or Spa area, bocce or shuffleboard courts, putting green, deck, horseshoe pit, or the parking area around the Clubhouse.
5. Residents may reserve the main activity room, bathrooms, and kitchen **only** of the clubhouse for private events, by submitting this form to the Clubhouse Manager ***(There may NOT be any use of the card room, library, exercise room, TV, outside games, spa, pool, chairs, chaises, nor outside tables surrounding the pool)*** _____ (initial). Regularly scheduled Community Activities shall be given priority over Private Parties. A copy of approved requests shall be returned to the requestor.
6. A deposit of **two hundred fifty dollars (\$250.00)** and the non-refundable Clubhouse Rental Fee of **seventy-five dollars (\$75.00)**, shall be paid at the time of reservation for all private events. This must be paid in two separate transactions. **Two hundred fifty (\$250.00) dollars will be refunded after it is determined that the reserved areas are left in their clean, undamaged state and ALL rules have been followed.** The Clubhouse Manager shall make the inspection. Any cost for cleanup exceeding the deposit of \$250 shall be assessed to the resident sponsor. The cost for any damage will be assessed to the resident sponsor. Private events should be concluded and the reserved areas cleaned by **10:00 PM and shall be of a duration not to exceed six (6) hours.** Resident sponsors have the option of forfeiting the \$250 deposit if they desire the Clubhouse Manager to arrange for cleaning. Any cost for cleaning in excess of \$250 will be assessed to the Resident Sponsor.
7. The resident sponsor for any group function shall be responsible to ensure the reserved areas are left clean, trash is taken from the clubhouse and placed in the outside trash containers, and all lights and fans, both inside and outside are turned off. The setup and taking down of the folding tables and chairs shall be the responsibility of the renter. All furniture shall be placed in its original location. The resident making the reservation shall furnish all disposable supplies (paper goods, trash bags, etc.).

Within 24 hours of completion, the Clubhouse Manager, or designated alternate, shall inspect the facility and authorize refund of the deposit (if applicable).

I agree to comply with all rules for use of the Clubhouse (Rules Page 1) and I am aware that Compass Pointe Community Association, Inc. assumes no liability for any activity during or after the event.

Signature: _____ Date: _____

Approved: Clubhouse Manager

_____ Date: _____



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

Tenant Application

Note: All lessees shall meet the requirements of Section 8.1 of the Declaration of Covenants and Restrictions for Compass Pointe as amended by the Sixth Amendment. Rules page is attached to this application. Lessees are to be provided with a copy of the Association of Covenants and Restrictions and other applicable Association Rules.

All leased premises shall be rented to persons Fifty- Five (55) years of age or older. Further, no children under eighteen (18) years of age shall be permitted to reside within Compass Pointe. No person under the age of 55 may be allowed to reside in a rented property in Compass Pointe Community Association.

UNIT OWNER(S): _____

Owner(s) Address _____ Phone: _____

Unit Street Address: _____ Site No: _____

Lease From/To: _____

Applicant(s) Name: _____

Applicant(s) Date of Birth: _____

Applicant(s) Address: _____ Phone: _____

Applicant(s) Emergency Contact: _____ Phone: _____

Applicant(s) Reference 1: _____ Phone: _____

Applicant(s) Reference 2: _____ Phone: _____

I (we) the undersigned, under penalty of Law, do hereby agree to and verify all the above information and do agree to abide by the Association Covenants, Conditions and Restrictions and other applicable Association Rules as long as we are tenants in Compass Pointe Community.

Signed Applicant 1: _____ Date: _____

Signed Applicant 2: _____ Date: _____

Signed Owner: _____ Date: _____

Notarized by: _____ Date: _____

Notary Stamp

Approved By: _____ Date: _____

Title: _____

Attached:

- Copy of Applicant(s) and all occupants' Drivers License or Government issued I.D
- Rental Application fee of **\$200.00**, Background Check fee of **\$50.00 per occupant**
- Resident Renting or Leasing Rules, (Association Rules, Page 4). Applicant must be given a copy.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

NEW RESIDENT INFORMATION AND DISCLOSURE SUMMARY

The Compass Pointe (CP) Community Association maintains a database of information about the residents of the community in order to maintain communications with them, to help others provide emergency assistance and to meet government requirements. Below is a questionnaire to be filled out for all resident(s). For verification of the HUD Adult Community exemption, the Law requires complete birth dates. Only Names, Address, Phone Numbers and Email Addresses will be distributed unless specified otherwise.

Lot # _____ **Street Address:** _____ **Landline #** _____

Seasonal Address: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR THE STATE MANDATED CENSUS.

YEAR OF BIRTH WILL BE KEPT PRIVATE.

Name	DOB m/d/y	E-Mail Address	Cell Phone #

Pet(s): _____

Newsletter mailing address if resident has no E-mail: _____

Emergency Contact Name/Phone Number: _____

Emergency Contact Name/Phone Number: _____

****RETURN THIS FORM TO THE BOARD OF DIRECTORS OR TO THE WELCOME COMMITTEE****

DISCLOSURE SUMMARY FOR COMPASS POINTE, WEST MELBOURNE, FLORIDA

1. As a Purchaser of property in this community, you will be obligated to be a member of a Homeowners' Association.
2. There have been recorded restrictive covenants governing use and occupancy of properties in this community.
3. You will be obligated to pay assessments to the Association, which assessments are subject to periodic change.
4. You are required to pay a one-time Capital Contribution Assessment of \$300 upon closing.
5. Your failure to pay these assessments could result in a lien on your property.
6. Compass Pointe is an approved adult community intended for occupancy by persons 55 years of age or older and no children 18 years of age or under are allowed on a permanent basis. (reference FL Statute 760.29 for further details).
7. The statements contained in this disclosure form are only summary in nature and as a prospective purchaser you should have been provided and refer to the "Declarations of Covenants and Restrictions, By-Laws, and Articles of Incorporation for Compass Pointe" and the "Compass Pointe Association Rules and Forms", for community services, processes and restrictions.

The undersigned hereby acknowledges receipt of a copy of the above documents, this day of _____, 20_____.

Purchaser/Renter: _____ **Purchaser/Renter** _____



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

BLANK WORK REQUEST FORM

Please fill out this form and place in **FILLED OUT Work Request Form FOLDER** in the rack to the **RIGHT**. 

(For additional space, use the back of this form.)

Date: _____

Homeowner: _____

Street Address: _____

Telephone Number: _____

Problem _____

Response: _____

Completion Date: _____

Is more information continued on the back of this form? Y or N



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

CHECK REQUEST FORM FOR REIMBURSEMENT

Date form is being completed: _____

Pay To: _____

Address: _____

Amount: _____

Purpose: _____

Requested by:

(Print) _____

(Sign) _____

(Date) _____

Account: _____

Approval: _____ Date: _____

Treasurer or Designated Alternate



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

MILEAGE DOCUMENTATION FORM

Purpose of Trip: _____

Starting Mileage: _____

End Mileage: _____

Date of Trip: _____

Signature: _____ Date: _____

(Certifying that this single purpose trip was essential and solely for Compass Pointe needs.)

Print: _____

Account: _____

Approval: _____ Date: _____

(Treasurer or designated alternate)



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904
(Green Form)

Request For Permission To Change A Property Except Painting

As a deed restricted community, Compass Pointe requires member owners to get prior approval before making any external improvements or modifications to their properties.

****Contact the Architectural Review Committee Chairperson with questions and for further information. ****

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES BEFORE GETTING APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE

Before submitting a request to the Architectural Review Committee (ARC), owners should review the covenants and restrictions, especially Article VIII Use Restrictions and Architectural Control. Article VIII Section 8.6 specifies the preparation of a request. Copies of this request form and a depository for completed forms with the required attachments can be found in the clubhouse. Owners should allow a minimum of 14 days for the committee to review the request and to respond.

An application must be made to the ARC for any change, repair, or renovation to the exterior of the structure of the house, driveway, walkway, or patio slab, etc. (See the ARC Rules for additional information. Refer to the website or contact the ARC Chairperson listed in the newsletter.)

I, _____, hereby request Compass Pointe Community Association approval to make the changes(s) described below and on the attached plans to my property.

Lot No. _____, at _____

Name of contractor _____

Detailed description of work: (Use the back of this form, if needed.)

Upon approval of my request for this change, I/We will obtain any permits that may be required by any and all governmental agencies, will be responsible for the work being done as approved and within a reasonable time period, and will assume all liability for any damage resulting from this change as well as any additional maintenance costs that might be incurred.

Copies of current contractor's license and liability insurance is required and must be attached to this form.

Owner(s) Signatures(s): _____

Owner phone number: _____ Date of request: _____

.....
The above request for modification to Lot No. _____ has been:

- () APPROVED () DISAPPROVED
- () APPROVED WITH THE FOLLOWING CHANGES

Date: _____ ARC Chairperson: _____



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904
(Yellow/Gold Form)

Request for Permission To Do Exterior Painting

As a deed restricted community, Compass Pointe requires member owners to get prior approval before painting or repainting the exterior and inside screened in areas of their homes.

****Contact the Architectural Review Committee Chairperson with questions and for further information.****

A FINE OF \$500 WILL BE CHARGED IF ANY WORK COMMENCES BEFORE GETTING APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE.

FIRST Owners should check out the "Color Sample Books" (these are the only acceptable colors) from the Architectural Review Chairperson. His/her phone number is in the monthly newsletter. (A \$50 deposit will be returned to you upon return of the undamaged books.)

SECOND This form must be returned to the clubhouse at least 3 days prior to the next scheduled ARC meeting with paint chips or actual samples of the paint for the body, trim, and accent colors you want to use attached to the form. ***Accent color is for front door only.**

THIRD After the ARC meets, and conditionally approves the samples you submitted, you will be notified. You must then paint (or attach) a 2' X 2' sample of both the body and trim color on the visible exterior of you house. Next, contact the ARC and two (2) members will come and inspect the samples to ensure that the colors are the same as in your application. If they are, the two (2) ARC members will then give you the final approval on this form to proceed.

Body color # _____ Trim color # _____ *Accent Color # _____

Copies of current contractor's license and liability insurance are required and must be attached to this form.

Owner _____ Signature _____

Address _____ Lot # _____

Phone # _____ Date of request _____

*******CAUTION! DO NOT PURCHASE PAINT (except for samples) OR CONTRACT with a painter to schedule painting BEFORE GETTING APPROVAL FROM ARC *******

Architectural Review Committee action

() Conditionally Approved (subject to the above visual review and approval of the 2'x2' square samples painted on or attached to owner's house.

() Owner should contact the ARC to discuss this request.

ARC Chairperson: _____ Date: _____

_____ Date: _____

Approval of painted samples: Architectural Review Committee Member

_____ Date: _____

Approval of painted samples: Architectural Review Committee Member



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

RESIDENT BACKGROUND FOR COMMUNITY ASSOCIATION RESPONSIBILITIES

NAME: _____

CP ADDRESS: _____

TELEPHONE: _____

1. Have you ever been a member of a Homeowners, Condominium or Townhouse Association?

2. Have you been involved with clubs or associations that would have similar responsibilities?

3. What experiences have you had that you believe would be helpful in the management and operation of your Community Association.

4. Are you willing to commit the time and effort for an active Community Association?

5. Are you a full-time resident? If not, how long are you away?



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

APPOINTMENT OF REPRESENTATIVE & PROXY

Annual Meeting

(Date of Annual Meeting)

New form created every year and included in the Annual Mail out Packet

The undersigned _____
(PRINT NAMEs)

being the owners of _____
(PRINT ADDRESS)

in Compass Pointe, West Melbourne, FL 32904

do hereby appoint _____
(PRINT NAME)

to attend the meeting of the Compass Pointe Community Association, Inc. on (Date of Annual Meeting) at 7:00 p.m. in the Compass Pointe Clubhouse and in our stead to vote and to exercise all power and authority which we as homeowners have the right to exercise under the Declaration of Covenants and Restrictions of the Association, and to exercise such power and authority at any rescheduled meeting concerning matters of

(INSERT Date of Annual Meeting).

All owners on the title must sign.

_____ Date _____
(HOMEOWNER)

_____ Date _____
(HOMEOWNER)

_____ Date _____
(HOMEOWNER)



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

REPORTING of NON-COMPLIANCE

WITH COMPASS POINTE COVENANTS, BYLAWS OR RULES

This is NOT for a Parking Violation. The Parking Violation Form is F-11

(This will be made available to any Association member requesting it.)

Date: _____

Location of Non-compliance: _____

ONE NON-COMPLIANCE REPORT PER FORM

Rule being violated: _____

Description of violation: _____

Submitted by: _____

(Resident's Name and Address (Optional))

SIGNATURE (Optional)

**MAIL COMPLETED FORM TO THE BOARD OF DIRECTORS
AT THE ABOVE ADDRESS**

Official use only – do not write below this line

Date Received: _____ Routing: _____

Disposition: _____



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

PARKING VIOLATION WARNING

This "Parking Violation Warning" Form is the first Notice of a Violation of the Community's Covenants and Rules. The dated form should be placed on the vehicle (under the windshield wipers). No name or signature is required on the Form. The resident who uses this form is responsible for following-up on the parking violation. If the violator continues to violate the "Parking Rules", it is the responsibility of the resident who initiated the "Parking Violation Warning" to follow-up with the next step, which is: Submit the Form "PARKING TICKET/REPORTING NON-COMPLIANCE WITH COMPASS POINTE COVENANTS and RULES" to the Board of Directors.

Location of vehicle: _____ Type of vehicle _____

Date notice posted on vehicle: _____ Tag # of vehicle _____

**Cut at the dotted line and place the lower half on the vehicle's windshield. **



Compass Pointe Community Association, Inc.

PARKING VIOLATION WARNING

Compass Pointe Community has a Covenant Rule, based upon a requirement from the City of West Melbourne, to NOT ALLOW parking on the community streets overnight. Parking on the sidewalks is never allowed. **Overnight parking on our streets could impede the progress of emergency vehicles.** Owners with guests should ensure all vehicles are parked in their driveway or in the clubhouse parking area (on a limited time basis).

Fines of \$10 per day may be assessed for overnight parking. Please take the necessary action to ensure that this rule is not violated in the future.

Date posted on vehicle: _____



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

PARKING TICKET

REPORTING NON-COMPLIANCE WITH COMPASS POINTE COVENANTS, BYLAWS OR RULES

(This is available to any association member requesting to use it.)

Date: _____

Location of Non-compliance: _____

Rule being Violated:

- Overnight Parking
- Parking on Sidewalk
- Parking on Grass
- Blocking Sidewalk
- Extended Parking at Clubhouse

Vehicle Description:

Vehicle Tag Number: _____

Date(s) of Violation: _____

Witnessed by: _____

Signature

Approved by: _____

Board of Director's Name

Signature

****Submit this form to the Board of Directors.****

Copies to be placed in Unit File, mailed to Owner, placed on vehicle if available, and provided to Treasurer for implementation of assessment.



Compass Pointe Community Association, Inc.
707 Rochester Drive, West Melbourne, FL 32904

ARC INSPECTION WORK REPLY FORM

DATE: _____

NAME: _____

LOT # _____

ADDRESS: _____

PHONE # _____ E-MAIL: _____

PLEASE LIST THE WORK

COMPLETED: _____

DATE OF COMPLETION: _____

OWNER'S SIGNATURE: _____

Please Return this form by placing it in the box located on the table under the work orders in the main room of the clubhouse. You may also mail it to 707 Rochester Drive, West Melbourne, FL 32904. ATTN: Architectural Review Committee.

THE ARCHITECTURAL REVIEW COMMITTEE INSPECTORS WILL DO A FOLLOW-UP INSPECTION AFTER RECEIVING THIS FORM.