



Compass Pointe Community Association, Inc.

707 Rochester Drive, West Melbourne, FL 32904

**ARCHITECTURAL
REVIEW
COMMITTEE
FORMS**

APPROVED 03/16/2020



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