



Compass Pointe Community Association, Inc.

707 Rochester Drive, West Melbourne, FL 32904

**ARCHITECTURAL
REVIEW
COMMITTEE
RULES**

APPROVED 03/16/2020



Compass Pointe Community Association, Inc.
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Architectural Review Committee (ARC) Rules

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Approved 03/16/2020 BoD



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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.



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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.**



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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.

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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.



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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.



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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.**



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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 Point 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.



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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.

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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.



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ARC Roofing Rules

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

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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).



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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*******

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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.