

**Compass Pointe**

**Community Association, Inc.**

707 Rochester Drive, West Melbourne, FL 32904

# **Architectural Review**

## **Committee**

### **RULES**

AND

### **FORMS**



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

# ARCHITECTURAL REVIEW COMMITTEE (ARC) RULES

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

## ARCHITECTURAL REVIEW COMMITTEE

**In accordance with the Covenants, all new construction and changes to the exterior of any unit shall have prior approval of the ARC.** The ARC, composed of five permanent members and alternates, shall meet regularly on the second and fourth (2<sup>nd</sup> and 4<sup>th</sup>) Wednesday of each month 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.

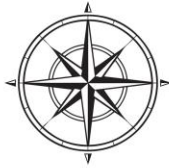
A notice of all committee meetings shall be posted at least forty eight (48) hours before the meeting, except in an emergency. Committee members may not vote by proxy or secret ballot. A record of all votes shall be maintained as part of the Association official records.

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, landscape, etc. Direct any questions to the ARC Chairperson listed in the newsletter.

### **CITY APPROVAL OF A PERMIT DOES NOT CONSTITUTE APPROVAL BY THE ARC.**

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 driveway or yard.
  - f. New installations or changes to **over-the-air-reception-devices** must 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.
  - J. All outdoor installed clotheslines must be approved by the ARC.

**FOR ANY QUESTIONS OR FURTHER INFORMATION, CONTACT FOR THE CHAIRMAN OF THE ARCHITECTURAL REVIEW COMMITTEE. You will find the chairman’s information in the newsletter.**



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## ARC 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. **ALL EXTERIOR UNIT PAINTING- and inside screened in areas, shall receive prior ARC approval.** See Painting Rules (page 10) for further information.
  - b. **Exterior Colors:** Approval of exterior colors shall be based upon the approved color books.
  - c. **Additions:** Adding two-story additions to Units is prohibited as not conforming to the community.
  - d. **Awnings:** No awnings shall be permitted.
  - e. **Gutters:** **Prior approval by the ARC is required for new installations or changes to existing gutters.** To match fascia and soffit colors, white is the ARC standard color for gutters. See Gutter Rules (Page 8).
  - f. **Storm shutters:** **Prior approval by the ARC is required for new installations or changes to existing shutters.** Storm shutters shall be permitted only as approved by the ARC as conforming to Association Rules. See Storm Shutter Rules (Page 12) for further information.
  - g. **Garage Doors:** **Prior approval by the Architectural Review Committee is required for any/all new installations or changes to garage doors.**
  - h. **Garage Door Screens:** **Prior approval by the ARC 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 ARC standards. **Stack screens are not allowed.** With prior ARC approval, ivory, white, or beige are permitted colors for the framework if they are aesthetically acceptable on the house. White, charcoal, ivory, gray, stucco and beige are the ARC approved colors for the screen mesh if they are aesthetically acceptable on the house.
  - i. **Windows/Entrance Doors/Storm Doors:** **Prior approval by the ARC is required for new installations or changes to existing windows/entrance doors/storm doors.** For windows and storm doors white framework is the ARC standard color. For entrance door's accent color, refer to the Paint Rules (Page 10).
  - j. **Screened/Enclosed Lanai/Sunroom or similar additions:** **Prior approval by the ARC is required for new installations or changes to existing screened/enclosed/lanai/sunroom or similar structures.** White/dark brown/Bronze is the ARC standard color for approved framing and respective gutters.
  - k. **Landscaping:** **Prior approval by the ARC is required for most landscape additions, changes, etc.** See Landscaping Rules on Page 9.
  - l. **Landscape Curbing:** **Prior approval by the ARC Committee is required for landscape curbing installations and/or changes.**
  - m. **Driveway and Walkway Pavers:** **Prior approval by the ARC is required for new installations or changes to driveway and walkway pavers.** See Driveway and Walkway Paver Rules (Page 4) for details.
  - n. **Driveways and Walkways Coating:** **Prior approval by the ARC is required.** See Driveway and Walkway Coating Rules (Page 5). In no case shall community sidewalks or Miami curbs (adjacent to roadways) be coated, painted or changed in any way.

**COPIES OF THE CONTRACTOR'S CURRENT LICENSE AND LIABILITY INSURANCE  
ARE REQUIRED FOR ALL WORK ON UNITS IN COMPASS POINTE.**



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## ARC Continued

- o. **Roofing:** Prior approval by the ARC is required for ALL ROOF CHANGES. Contact chairperson for specifications. See Roofing Rules (Page 11) for details.
  - p. **Patio:** Prior approval by the ARC 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.
  - q. **Gas Lines, Vents, etc.:** New installations or changes to existing lines, vents, etc. must have prior approval of the ARC Committee.
  - r. **Flag poles – Outdoor flag displays** – Prior approval by the ARC is required for all flag poles and outdoor flag displays. See Flag Rules on page 6.
  - s. **Exterior Wall Décor:** Prior approval by the ARC is required for all exterior wall décor additions, changes, etc.
3. **Requests for changes shall be submitted to the ARC using the Forms and Procedures “Request for Permission to Change a Property” (green form, F-1) or “Request for Permission to Do Exterior Painting” (gold form, F-2) located in the rack in the clubhouse. Requested changes shall not be initiated prior to approval by the ARC.**
  4. Request forms shall be submitted three (3) days prior to the next scheduled ARC meeting. The request shall contain detailed information pertaining to the addition/change for which approval is being requested.
  5. The above paragraphs reference the Covenants and Association Rules. Consult the Covenants and Amendments for additional rules and in-depth details.
  6. The ARC shall refer rule violations to the Board of Directors for appropriate action.

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## **DRIVEWAY/WALKWAY PAVERS**

**PRIOR APPROVAL BY THE ARC 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-1).**

1. See approved Paver Sample Boards in clubhouse for color choices. 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-1).
4. The form must be entirely completed to include a choice of 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.
  - e. **Sand used for new paver driveways/walkways must be dumped in the existing driveway area.** Sand cannot be dumped on the street.
  - f. New pavers shall be sealed after installation and periodically as recommended by the manufacturer.
  - g. 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.



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## **DRIVEWAY/FRONT WALKWAY COATING**

**PRIOR APPROVAL BY THE ARC COMMITTEE IS REQUIRED FOR NEW INSTALLATIONS OR CHANGES TO DRIVEWAY AND WALKWAY COATING.**

**Copies of the contractor's current license and liability insurance are required with the completed "Request for Permission to Do Exterior Painting" (Gold Form, F-2).**

1. In no case shall the Community Sidewalks or Miami curbs (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" (Gold form, F-2). 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 Gull Gray.  
Richards BondCrete© #513 Sahara Tan & #521 Concrete.

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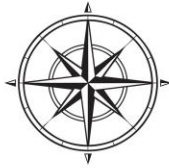
## **FLAGS**

**Prior approval by the ARC is required for all installations or changes to flag displays.**

Up to two flags are permitted on portable or permanent pole structures.

Submit the approval request using the Green Form F-1.





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## **GENERATORS**

1. **Prior approval by the ARC is required for all permanent generator installations or changes to existing installations.** Submit the required form for permission to change a property (Form F-12).
2. All permanent installations must be on the owner's plotted property.
3. All permanent installations must have a city of West Melbourne building permit and must be inspected by the Building Department.
4. **Portable generators shall be stored in garages and used outside during periods of power outages.**
5. No exterior above or below ground fuel storage tanks shall be within Compass Pointe.
6. Running of generators for testing and maintenance shall only be performed after 8:00 AM and before 8:00 PM.
7. Fuel (propane and gasoline) for units shall only be stored in approved containers, shall be periodically recycled to ensure its quality and shall not be stored outside of the unit.

## **INFORMATION**

**Owners need to be aware that piped gas units may not operate after a hurricane, due to shut-off of gas flows.**

**All generators will require periodic running and service.**

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## **GUTTERS**

**Prior approval of the ARC is required for new installations or changes to existing gutters. Submit the approval request on the Green Form F-1.**

**Prior approval by the ARC is required for repainting existing gutters, even if the same color is being used. Submit the Form F-1 or F-2 if painting or re-painting gutters.**

6" seamless gutters and downspouts is the standard, with white being the standard color. With prior ARC approval, ivory, beige or the same color as the body of the house is permitted if aesthetically acceptable on the house.

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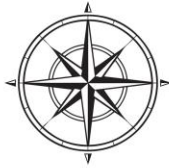
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## LANDSCAPING

Prior approval by the ARC is required for landscape additions and changes. Contact the ARC Chairperson with questions and for further information. The Chairperson's contact information is in the newsletter.

**Copies of the contractor's current license and liability insurance are required with completed Green Form F-1.**

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, F-1).
7. Removal or Maintenance of all trees:
  - a. **Tree Removal - The homeowner must 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.** A Request to Change a Property Form (green form, F-1) shall be completed for each tree removal and returned to ARC. ARC approval shall determine whether the requested tree removal is an HOA or a homeowner responsibility.
  - b. **Tree Maintenance: Unit/Lot owners are responsible for proper tree maintenance on their property.** Proper maintenance of trees that are shared by two properties will be the equal responsibility of both unit owners.



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## PAINTING

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.

Approval of the paint colors shall be based upon the approved color books located inside the clubhouse. Contact the chairperson of the ARC (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” (Gold form, F-2)**

**\*\*\*\*\* CAUTION! DO NOT PURCHASE PAINT (except for samples) OR CONTRACT WITH A PAINTER to schedule painting until FINAL approval from the ARC has been acquired. \*\*\*\*\***

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**APPROVAL PROCEDURE:**

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

**SECOND:** A completed form (F-2) must be returned to the clubhouse at least three (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-2. If they are the same as in your application, the two (2) ARC members will then give you the final approval to proceed.



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## **ROOFING**

### **PRIOR APPROVAL BY THE ARC COMMITTEE IS REQUIRED FOR ALL ROOFING CHANGES OF ANY KIND.**

**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-1).**

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 ®, GAR Barkwood ®, Landmark Pro Certain Teed Shenandoah ®, Landmark Certain Teed Weatherwood ®, Landmark Certain Teed Heather Blend ®, Landmark Certain Teed Driftwood ®.
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 the entire building.

**COPIES OF THE CONTRACTOR'S CURRENT LICENSE AND LIABILITY INSURANCE  
ARE REQUIRED FOR ALL WORK ON UNITS IN COMPASS POINTE.**



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## **STORM SHUTTERS**

**Prior approval by the ARC is required for new installations  
or changes to existing storm shutters.**

**Copies of the contractor's current license and liability insurance are required with completed  
"Request for Permission to Change a Property" (Green Form, F-1).**

1. All new installations or changes to existing storm shutters require the approval of the ARC prior to the work being performed. Requests for changes shall be submitted to the ARC using the Forms and Procedures "Request for Permission to Change a Property: (Green Form, F-1). Disapproval may be solely on the grounds of aesthetics. Reference the ARC for process to follow.
2. Shutters shall conform to one of the following four (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 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 (2) 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. **Only 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 twenty four (24) hours after the storm passes.

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## REQUEST FOR PERMISSION TO CHANGE A PROPERTY (GREEN FORM F-1)

As a deed restricted community, Compass Pointe requires member owners to get PRIOR approval by submitting this form to the **Architectural Review Committee (ARC)** before making any external improvements, repairs or modifications to their properties; house structure, driveway, walkways, patios and landscaping, etc. (Use Gold Form F-2 for exterior painting requests.)

**Refer to the ARC Rules and Forms booklet and Compass Pointe Covenants and Restrictions Article VIII.**

Please submit your request no later than 3 days prior to the next scheduled ARC meeting. ARC meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.

**Contact the ARC Chairperson if you have any questions or need further information.**

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

Lot No. \_\_\_\_\_ at \_\_\_\_\_

Detailed description of work: (use back of form if needed)

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Include a layout, drawing or photos to show where the work will be done AND a complete material description.

Name of Contractor \_\_\_\_\_

**\*Attach a copy of the contractor's current License and Proof of Liability Insurance.**

Upon approval, the Unit Owner will: obtain all required government agency permits; be responsible for the work being done as approved and within a reasonable time period; assume all liability for any damage resulting from this change as well as any additional maintenance costs that might be incurred.

Owner(s) Signature(s): \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Note: Rule violation will result in non-compliance procedures being initiated.**

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

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

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Date: \_\_\_\_\_ ARC Chairperson: \_\_\_\_\_



Compass Pointe Community Association, Inc.  
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## REQUEST PERMISSION TO DO EXTERIOR PAINTING (GOLD FORM F-2)

As a deed restricted community, Compass Pointe requires member owners to get PRIOR approval by submitting this form to the Architectural Review Committee (ARC) before painting or repainting the exterior and inside screened in areas of their units.

**Refer to the Rules and Forms booklet and Compass Pointe Covenants and Restrictions Article VIII.**

**FIRST:** Owners should check out the "Color Sample Books" (which are the only acceptable colors) located in the clubhouse. Contact the ARC Chairperson to access these books. The Chairperson's phone number is in the monthly newsletter. A \$50 deposit is required to remove the books and will be refunded upon return of the **undamaged** books.

**SECOND:** Attach the paint chips or actual painted samples to this form and return it to the clubhouse at least three (3) days prior to the next ARC meeting for conditional approval. Note on this form and the samples which color is the BODY, TRIM and ACCENT color. ACCENT color is the front door only. ARC meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.

Body color # \_\_\_\_\_ Trim color # \_\_\_\_\_ Accent color # \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

**\*\*Attach copies of the contractor's current license and proof of liability insurance.**

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

Owner(s) \_\_\_\_\_ Signature(s) \_\_\_\_\_

Address \_\_\_\_\_ Lot# \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Request: \_\_\_\_\_

**THIRD:** You will be notified with your conditional approval after the ARC meets. You are then required to paint (or attach) a 2' X 2' sample of both the BODY and TRIM colors on the exterior of your unit in a visible location. Contact the ARC Chairperson and two (2) ARC members will come to the property to confirm the colors match the sample on this request form and will then authorize final approval.

**Note: Rule violation will result in non-compliance procedures being initiated.**

\*\*\*\*\*

**Architectural Review Committee action:**

( ) Conditional Approval – to proceed to the THIRD part noted above.

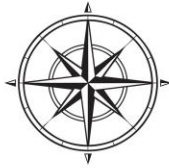
ARC Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL APPROVAL SIGNATURES:**

Approval of painted samples by ARC member \_\_\_\_\_ Date \_\_\_\_\_

Approval of painted samples by ARC member \_\_\_\_\_ Date \_\_\_\_\_





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## ARC INSPECTION – WORK COMPLETED

Date: \_\_\_\_\_

Name: \_\_\_\_\_

LOT # \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Please list the work completed:

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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.**