



**Compass Pointe
Community Association, Inc.**

707 Rochester Drive, West Melbourne, FL 32904

**RULES
AND
FORMS**

August 9, 2022



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

WELCOME TO COMPASS POINTE COMMUNITY

Compass Pointe is a deed-restricted, active and friendly community for persons over the age of 55.

Life in a homeowners' community can be very peaceful, rewarding and enjoyable. However, the full cooperation of all owners and residents is invaluable. All homeowners and residents have an obligation to ensure their full compliance with all published restrictions, rules and regulations. The Association is more successfully managed with the ongoing support of homeowners and residents alike.

All Compass Pointe documents can be accessed on our website (www.compasspointe.org).

These include:

- Declaration of Covenants, Conditions and Restrictions
- Articles of Incorporation and By-Laws
- Architectural Review Committee Rules and Forms
- Compass Pointe Community Association Rules and Form



Compass Pointe Community Association, Inc.
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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 two locked bulletin boards are strictly for social or special events, meeting notices and Board of Director's notices and information.
3. To use the locked bulletin boards, contact the Clubhouse Manager.
4. The Official Business bulletin boards are for Board use and Board approved material and notices. These boards are the two locked boards outside and the one across from the gym.
5. The other indoor bulletin boards 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. Bulletin boards will be monitored by the Chairman of the corresponding committees.
8. Items will be removed from the boards after the date of the event, or 30 days after posting, whichever is later.

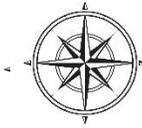


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CLUBHOUSE RULES FOR PRIVATE EVENTS

The following clubhouse rules and regulations must be observed at all times.

1. Compass Pointe homeowners may rent the clubhouse for private functions. Form F-10, "Request for Private Party" must be submitted to the Clubhouse Manager. For contact information, please refer to the newsletter.
2. Private rentals include the clubhouse main room, kitchen and bathrooms which are available for private rental by Compass Pointe residents. **Private parties may not use the card room, library, exercise room, outside games, pool, spa or chairs and chaises surrounding the pool and spa, but these will be available for residents.**
3. 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.
4. Each household may reserve the clubhouse for private use two (2) times during a calendar year. Additional reservations may be allowed upon Board approval.
5. Soliciting for business will not be allowed in the Clubhouse.
6. No "open to the public" events will be allowed.
7. No religious events shall be permitted in the Clubhouse.
8. Political events in the Clubhouse shall be limited to those which invite all candidates for an office.
9. No furniture shall be moved from the card room or library during event.
10. The maximum number of people attending a private event shall be limited to eighty (80).
11. SMOKING IS NOT PERMITTED inside the Clubhouse, Pool or Spa area, bocce or shuffleboard courts, putting green, observation deck, horseshoe pit, parking area or areas around the Clubhouse.
12. 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. These fees must be paid separately in **two (2) checks payable to Compass Pointe Community Association, Inc.**
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 or his/her designee shall make the inspection in daylight hours. 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.
13. 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.).
14. **Private events shall be concluded and the reserved area cleaned by 11:00 PM. These events, including decorating and cleaning, shall not exceed six (6) hours.**
15. Bereavement receptions for the passing of Compass Pointe residents only will be permitted at no charge. However, all clubhouse rules shall apply. Under no circumstances shall remains or cremains (urns) be present.
16. The Clubhouse Manager will advise which doors to keep locked. Renter and guests must comply.
17. The Clubhouse thermostat shall be set to 78 degrees. **DO NOT TAMPER** with the thermostat temperature. With permission, the Clubhouse Manager or his/her designee can adjust the thermostat according to a request.



Compass Pointe Community Association, Inc.
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ESTATE SALES

1. **Estate sales must be approved by a Board Officer at least two (2) weeks in advance, along with the application to hold the sale. (Use Form F-4.)**
2. Estate sales may be held on Saturdays and Sundays only, from 8:00 a.m. until 4:00 p.m.
 - The person holding the estate sale shall notify 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.
 - If you have any questions or need further information, contact the Gate Manager by email.
 - The Gate Manager contact information is in the newsletter.
3. The estate sale company shall be responsible for paying a **\$250.00 deposit made payable to the Compass Point Community Association, Inc.** Said deposit is to be returned one week following the last day of the sale, provided the following:
 - **Directional signs to the property must be clearly displayed.**
 - **Signs showing how to exit the community must be clearly displayed.**
 - **Signs to stay off grass, sidewalks and not to block driveways must be clearly displayed and adhered to.**
 - **A person from the estate sale company must be on hand to ensure all above items were enforced.**

Compass Pointe Board of Directors reserves the right to cancel any public event if deemed necessary.



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GARAGE SALES

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

The sales will be held on Saturday from 8:00 AM to 2:00 PM

There will be a preview available to residents on Friday evening.

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

Compass Pointe Board of Directors reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
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GATE OPERATIONS

1. Management and maintenance of the gates will be provided by the Gate Manager.
2. Entrance gates will be kept closed at all times except as follows for:
 - Open houses
 - Estate sales
 - Community garage sales
 - Private functions at the clubhouse
3. All requests for gate openings must be made at least 48 hours prior to the requested date.
4. If you have any questions or need more information, please contact the Gate Manager by email.
The Gate Manager contact information is in the newsletter.

NOTE: Upon power failures, the gates automatically remain open until power is restored.
When under hurricane warning, gates will be secured in the open position.

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OPEN HOUSES

Open houses must be approved by a Board Officer.

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 by email.

The Gate Manager's contact information is in the newsletter.

Compass Pointe Board of Directors reserves the right to cancel any public event if deemed necessary.



Compass Pointe Community Association, Inc.
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PARKING

Violations of these rules will be enforced as defined in the “Parking Rule Enforcement Process” on Page 8.

Any exception(s) to these rules must be approved in advance by a Board Officer.

1. Parking of vehicles shall be permitted in driveways and garages only, except as follows:
 - a. Vehicles may not be parked on streets overnight without the prior approval of the Architectural Committee Chair or a Board officer.
 - b. Only vehicles belonging to guests may be parked in the clubhouse common area overnight, and this may not exceed seven (7) days.
 - c. 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.
 - b. No tires may be on the sidewalks.
 - c. Vehicles must not block sidewalks nor driveways.
 - d. No vehicle containing visible commercial equipment, or commercial advertising signage, may be parked outside overnight.
 - e. Parking on the street must be in the direction of traffic.
 - f. No signage will be permitted on personal vehicles.
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. Only residents’ 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.
 - d. No vehicles/trailers may be left in the clubhouse parking lot before or during tropical storms/hurricanes.



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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 Rules is noted by any resident, a Noncompliance Report Form, including a photo or proof of the non-compliance, shall 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 via mail, that corrective action is required.
4. The unit owner must respond, via mail, within 14 days to the Board stating correction of the violation or requesting an exception to the rule. Only exceptions will be provided for "extreme" extenuating circumstances.
5. If the homeowner continues with the parking violation, he/she is subject to fining per Florida Statute 720.305.



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POOL AND SPA

1. The Pool and Spa are for the use of Compass Pointe homeowners and their guests.
 - Guests must have a wristband supplied by the homeowner.
 - A Board Member should be notified when a warning of a violation is ignored or not otherwise resolved.
2. Pool and Spa are open 24 hours.
3. Pool capacity: 23 persons.
4. Spa capacity: 8 persons.
5. No food or drink permitted in the pool or spa, or on the pool deck..
6. No glass containers in or around the pool deck.
7. No running or horseplay are allowed in pool area.
8. No diving is allowed in the pool or spa.
9. Shower before entering pool or spa.
10. No loud music or noise.
11. All children must be accompanied by an adult when they are in the pool area.
12. No diapered persons are allowed in the pool or spa, per the Health Department.
13. No floats allowed except noodles which must be returned to the storage container after use.
14. The chairs and tables must be returned to their original positions when moved and never moved outside the screened area.
15. People with health problems should not use the spa without first consulting their doctor.
16. No animals allowed in pool or spa area.
17. Only appropriate clothing (bathing suits) are to be worn when using the pool and spa.
18. No smoking in the pool enclosure.
19. Swim at your own risk. **There are no lifeguards.**
20. All posted rules must be followed.
21. Pool water is maintained at 84 degrees for the period between October 1 and May 1 only.



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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 ARC.

The following process has been defined to meet this objective:

1. Early each year, the Architectural Review Committee (ARC) 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 Board 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 ARC Inspection - Work Completed Form (F-3) to the ARC in the location specified on the form.
5. At the end of 90 days from the mailing of the letters, the ARC shall do a re-inspection of any appropriate properties and shall provide a list of still non-conforming properties to the Secretary.
6. The Board 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 ARC shall again re-inspect the subject property and notify the Secretary in writing of noncompliance.
8. The homeowner may be subject to fining as per Florida Statute 720.305.



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RESIDENT RENTING OR LEASING

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 homes 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 period. Subleasing shall not be permitted.

All leased premises shall be rented to persons Fifty- Five (55) years of age or older.

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

KEYSTONE MANAGEMENT HANDLES ALL LEASE APPLICATIONS.

Keystone Property Management Group
780 Highway 1, Suite 300
Vero Beach, FL 32962
(772) 569-7928



Compass Pointe Community Association, Inc.
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RULES ENFORCEMENT PROCESS (Other than Parking)

STEPS:

1. When a suspected violation of Association Covenants, Bylaws, or Rules is noted by any resident, the Non-compliance Report Form F-7 should be completed with documentation and mailed to the Board of Directors at the official Association address (707 Rochester Drive, West Melbourne, FL 32904) or placed in the Official Mailbox in the library.
2. Upon receiving the form, the Board Secretary shall route appropriately for review and validation.
3. When a violation is validated, the Board of Directors shall notify the accused unit owner(s) via mail of any corrective action required.
4. If the unit owner disagrees with the finding, he/she shall respond, via mail by the date specified, to the Board of Directors requesting a review.
5. If the Board of Directors agrees with the unit owner, no further action will be taken.
6. If the Board of Directors disagrees or received no response from the owner, the homeowner may be subject to fining as per Florida Statute 720.305.



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WILDLIFE

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

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

There shall be no fishing in ponds within the Compass Pointe Community.

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



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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.

Keep lawn décor a minimum of 8" within the landscape beds to prevent any maintenance equipment from damaging the object(s).

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



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ARC INSPECTION – WORK COMPLETED

Date: _____

Name: _____

LOT # _____

Address: _____

Phone # _____ Email: _____

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.



Compass Pointe Community Association, Inc.
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ESTATE SALE REQUEST

Date(s) of Sale: _____

Estate Sale Company: _____

Contact Person: _____

Phone: _____

The homeowner representative or the estate sale company should contact the Secretary of the Compass Pointe Board of Directors. The estate sale company shall be responsible for paying a **\$250.00 deposit made payable to the Compass Pointe Community Association, Inc.** Said deposit is to be returned one week following the last day of the sale, provided the following:

- **Directional signs to the property must be clearly displayed.**
- **Signs showing how to exit the community must be clearly displayed.**
- **Signs to stay off grass, sidewalks and not to block driveways must be clearly displayed and adhered to.**
- **A person from the estate sale company must be on hand to ensure all above items were enforced.**

\$250 Deposit Received: _____

Date / Check Number

The Gate Manager must be contacted to arrange for gate opening during the estate sale hours. The Gate Manager contact information is listed in the newsletter.

Gate Manager Contacted on (date): _____

Authorized by: _____

Compass Pointe Representative

Date: _____

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



Compass Pointe Community Association, Inc.
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PARKING TICKET
REPORTING NON-COMPLIANCE WITH
COMPASS POINTE COVENANTS, BYLAWS OR RULES

Date: _____

Location of Non-compliance (with photo): _____

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: _____

Place this ticket, with photos, in a sealed envelope, and put in the clubhouse folder marked "Non-Compliance Violations"



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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 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 (with permission and on a limited time basis).

Fines of \$100 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: _____



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REPORTING of NON-COMPLIANCE

WITH COMPASS POINTE COVENANTS, BYLAWS OR RULES

This is NOT for a parking violation. Parking violation form is F-6.

Date: _____

Location of Non-compliance: _____

Rule being violated: _____

Description of violation (with photo): _____

Submitted by: _____

(Resident's Name and Address (Optional))

Signature : _____

(Optional)

**MAIL COMPLETED FORM TO THE BOARD OF DIRECTORS,
COMPASS POINTE COMMUNITY ASSOCIATION
707 ROCHESTER DRIVE, WEST MELBOURNE, FL 32904**

Official use only – do not write below this line

Date Received: _____ Routing: _____

Disposition: _____



Compass Pointe Community Association, Inc.
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REIMBURSEMENT FOR ITEMS PURCHASED

Date: _____

Pay To: _____

Address: _____

Amount: _____

Item(s): _____

Purpose: _____

Requested by:

Print: _____

Sign: _____

Date: _____

Approval: _____ Date: _____
Treasurer or Designated Alternate



Compass Pointe Community Association, Inc.
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REIMBURSEMENT FOR MILEAGE (WITH DOCUMENTATION)

Date of Trip: _____

Purpose of Trip: _____

Starting Mileage: _____

End Mileage: _____

Print Name: _____

Signature: _____ Date: _____

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

Approval: _____ Date: _____

Treasurer or designated alternate



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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. The Clubhouse may NOT 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 resident 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, observation 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 or his/her designee shall make the inspection in daylight hours. 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 **11:00 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.
8. **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 2) 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: _____



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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?



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WORK REQUEST

**Please fill out this form and place in
FILLED OUT Work Request Form Folder
(For additional space, use the back of this form.)**

Date: _____

Homeowner: _____

Street Address: _____

Contact Number: _____

Problem: _____

Response: _____

Completion Date: _____

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