

POINTE WEST

A Traditional Community Vero Beach, Florida

POINTE WEST POA ARCHITECTURAL REVIEW REQUEST

c/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960
772-569-9853

DATE: _____

HOMEOWNER: _____ PHONE _____

ADDRESS: _____ LOT #: _____

CELL PHONE: _____ EMAIL: _____

Please note:

You **MUST** provide a description of the work in the space below.

A sketch, plan, drawing, photo, or sample is **REQUIRED** to be attached to this form showing your proposed exterior modification. Please refer to the Association Documents prior to filling out this application to avoid delay.

PLEASE ALLOW 14-30 DAYS FOR APPROVAL. THANK YOU.

Description of work to be done (REQUIRED):

APPROVED _____ CONDITIONAL _____ DENIED _____

By: _____ DATE: _____

Comments: _____

OWNER IS RESPONSIBLE FOR MAKING SURE THAT THE CONTRACTOR IS LICENSED AND INSURED.

Please submit this completed form to the Pointe West Property Owners Association
c/o Elliott Merrill Community Management, 835 20th Place, Vero Beach, FL 32960
Phone 772-569-9853 & Fax 772-569-4300 E-MAIL –jeanb@elliottmerrill.com

Reply will be e-mailed unless noted differently during submittal

ARC Checklist for Large Project

Property Owner _____

Property Address _____

Check Project Requested:

- Fence Pool Generator Patio
- Screened Enclosure Patio Screening Gutter Installation
- Landscape Changes Roof Replacement Exterior Painting
- Hurricane Shutters Driveway Widening Patio Installation

Initial Each Applicable Section:

- Survey included showing location of work (required for all except patio screening, gutter installation, exterior painting, hurricane shutters, and roof replacement).
- Contractor information supplied (required for all)
- Project adheres to guideline established by the ARC
- Material and color of project is supplied
- Landscaping required for the project will be completed
- Contractor will be informed advertising signs are not permitted

Signature of Owner _____

ARC Use Only

- _____ Date Request Received
- _____ Date Request Approved _____ Denied _____
- _____ Date Notified Project Completed
- _____ Date Completed Project Inspected
- _____ Date Returned for More Information