



## Colonial Pointe Newsletter

May 2022

[matt@sandcastlePMB.com](mailto:matt@sandcastlePMB.com)

239-466-3330

All communications are by email or blast. Please make sure Matt has your correct information to stay informed.

### HOW TO SAVE \$100 A DAY...

**YOUR ARC REQUEST NEEDS TO BE SUBMITTED AND APPROVED BEFORE THE PROJECT STARTS.**

We, as your Architectural Committee (ARC), want to Thank You for submitting your ARC Requests properly which in most cases made it possible for the Committee to make the decision in a timely manner.

If you are anticipating making improvements and/or **ANY material changes** to your property, please refer to the Colonial Pointe ARC Guidelines. This **requires** an **ARC REQUEST**. Submit your ARC Request form (both are found on Colonial Pointe Website: [colonialpointe.org](http://colonialpointe.org)) with any/all drawings, sample paint colors, sample roof colors, etc. as well as all other detailed information of your desired improvements/changes. Don't forget we do need a copy of your Vendor's Certificate of Insurance and State License.

The Committee has up to 30 days to make the decision, the sooner you submit your request and the more information we have make it possible to complete the process in an efficient and timely manner.

**Please do not ask a neighbor or board member if you need an ARC Request. Any and All material changes need an ARC Request. If you are unsure, call Matt, our property manager. The fine for any unapproved alteration is \$100 a day. (Fining Schedule attached)**

Please feel free to contact the ARC Committee through the Management Company ([matt@sandcastlePMB.com](mailto:matt@sandcastlePMB.com) or [ColonialpointeARC@gmail.com](mailto:ColonialpointeARC@gmail.com)) if you have any questions.

**Hurricane Season is here.** Don't wait for a storm to be in the Gulf before you prepare. **Amendment #1., 5.7 says:** bare metal hurricane shutter can be deployed five (5) days before and must be removed five (5) days **after** a storm. Others including clear, painted and fabric may remain deployed. If you are leaving for the summer and putting up your shutters, they must be painted the color of your house.

### COLONIAL POINTE WEBSITE

If you have not signed up for the website, here are the directions: To enter the website, go to [colonialpointe.org](http://colonialpointe.org). This will bring you to the home page. On the left-hand side of screen, you will see the menu button. Click on this button. It will bring up the menu. Click - Resident Registration. This will bring you to a page for you to register your username, email etc. Follow prompts. Once completed click the **"add user"** button. An email will be sent to the address you listed. Check your spam folder if you do not see it in your inbox. There is a link in the email to complete your registration. Once you click the link you will be registered. Web Master email: [colonialpointhoa83@gmail.com](mailto:colonialpointhoa83@gmail.com). On the webpage you will see a box on the right side with "If you want to receive notifications of new post by email add your email" --- add your email if you want to receive the post, meeting reminders, minutes, etc. The website has ARC Guidelines, ARC Form, Covenants, Rules and Regulations, and much more!

**COLONIAL POINTE COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE REQUEST**

DATE: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_ (PLEASE PRINT)

ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WORK BEING REQUESTED (please describe in detail, also material and colors to be used as well as size)

\_\_\_\_\_

**PLEASE CHECK & ATTACH THE FOLLOWING:**

\_\_\_\_ Name of company performing work: \_\_\_\_\_

\_\_\_\_ Phone Number of Company performing work: \_\_\_\_\_ (Required)

\_\_\_\_ Copy of Site Plans, if applicable

\_\_\_\_ Copy of Occupational License/Certificate of Insurance (Required)

\_\_\_\_ Permits - where applicable\*

Email or mail your application (Architectural Request Form) and any supporting information to the HOA Management Company, address below AND send a copy of the ARC Request via email to [ColonialpointeARC@gmail.com](mailto:ColonialpointeARC@gmail.com). The 30-day review period will begin when the application is received by the ARC or the HOA Board from the Management Company. It is the responsibility of the applicant to ensure the application is received by the ARC. If you do not receive a confirmation via email or letter, please do not assume your application has been received. If the ARC has any questions, or needs clarification, the questions will be sent to you via email or letter. When the final result has been determined, you will receive your official letter via email or letter.

**\*Any expense incurred due to City/County Code changes will be responsibility of the applicant.**

• DRAWINGS ATTACHED: YES \_\_\_\_\_ NO: \_\_\_\_\_

I/WE HEREBY MAKE APPLICATION TO THE ARC FOR THE ABOVE-DESCRIBED ITEM/S TO BE APPROVED IN WRITING BY THE 'REVIEW COMMITTEE' AND THE BOARD OF DIRECTORS. I/WE UNDERSTAND THAT APPROVAL OF OUR REQUEST MUST BE GRANTED BEFORE I/WE CAN HAVE THE JOB STARTED. I/WE ALSO ACKNOWLEDGE THAT I/WE COULD BE FORCED TO HAVE THE ITEM REMOVED/CHANGED IF IT IS INSTALLED WITHOUT PRIOR APPROVAL.

APPLICANT SIGNATURE: \_\_\_\_\_ APPLICANTSIGNATURE \_\_\_\_\_

**RETURN FORM AND ALL INFORMATION TO BOTH:**

Colonial Pointe Community Association  
c/o Sandcastle Property Management & Brokerage  
16266 San Carlos Blvd., Suite 10, Fort Myers, FL 33908  
EMAIL: [Matt@sandcastlePMB.com](mailto:Matt@sandcastlePMB.com)

Colonial Pointe Community Association  
c/o Colonial Pointe ARC Committee  
EMAIL: [ColonialpointeARC@gmail.com](mailto:ColonialpointeARC@gmail.com)

Approval Date: \_\_\_\_\_ Denied Date: \_\_\_\_\_

Reason/Response: \_\_\_\_\_

Signature on Behalf of Board \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_

# Colonial Pointe Homeowners Association Fining Schedule

Used in the Above Rules and Procedures

(Approved and sent to homeowners July 26, 2018)

The amount of the fine is based upon the type of violation as indicated:

Violation	Fine	Cap	Definition included but not limited to)
Vehicle Parking	\$40 /day	\$1000	Overnight on street parking, parking on lawns for >2 hours
Boat, RV Parking	\$40 / day	\$1000	As listed in documents
Animal Nuisance	\$40 / day	\$1000	Loose animals, Excessive barking, Animal Waste
Damage to Commons	\$100/day or incident	\$1000	Actual cost of repair/replacement. Fine added if delay in payment or repeated
Safety issues	\$100/day or incident	\$1000	Unsafe conditions or actions (speeding, reckless operation of a vehicle, etc.)
Yard Issues	\$20 / day	\$1000	As listed in documents: trash cans, loose trash, vehicles, play sets, unapproved decorations, etc.
Unightly Conditions, Minor	\$50 / day	\$1000	Mold on walks and driveways, dead or missing landscaping, etc.
Roof Cleaning, Repair	\$100 / day	\$1000	Black mold, obvious deterioration, severe staining and/or discoloration
House Clean / Paint/Cracks	\$100 / day	\$1000	Paint peeling, faded, stained, mildew, patches a different color.
Unapproved Alteration	\$100 / day	\$1000	ARC unapproved installation, modification or removal.
Disapproved alteration	\$100 / day	\$1000	Each alteration done against docs or ARC denial.
Rentals	\$100/day & possible access denial for renter	\$1000	Rental terms not per CP Association documents or state, county, city ordinances
Reconstruction	\$100 / day	\$1000	See section 11 CP Master Declaration
Signs	\$100 / day	\$1000	See section 5.28(Ah 5.34, etc. cp Master Declaration