

**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 sample 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*
- Sample Paint Chips, including Company and Paint ID#

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. 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: _____ APPLICANT SIGNATURE _____

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

Colonial Pointe Community Association
c/o Colonial Pointe ARC Committee

EMAIL: ColonialpointeARC@gmail.com

Approval Date: _____ Denied Date: _____

Reason/Response: _____

Signature on Behalf of Board _____

Signature of Board Member: _____