

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 – hannahm@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: **(Initials are REQUIRED in the section below for all which apply.)**
(Using a "√" or "X" will not be accepted.)

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 - **(If you use a contractor, this section must be initialed.)**

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