



**WINDOVER FARMS OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.**

4025 Windover Way Melbourne, FL. 32934 (321) 259-2216

**DRIVEWAY REPLACE OR EXTENSION APPLICATION**

Date: \_\_\_\_\_

Lot Number \_\_\_\_\_

**HOMEOWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Note: In order to prevent delays, the contractor and property owner are expected to attend meeting unless prior arrangements have been made with the association office.**

**CONSTRUCTION PERMIT INSTRUCTIONS**

Note: The Windover Farms of Melbourne Homeowners Association, Inc. Architectural Review Committee is herein referred to as the "ARC". The Windover Farms of Melbourne Homeowners' Association Declaration of Covenants, Conditions, and Restrictions are herein referred to as "WFM Deed Restriction".

1. **Application Timetable** - expires after one (1) calendar year  
Applications must be submitted to the Homeowners' Association Manager's Office located in the Pavilion not later than **5 days** before the ARC meeting. **Incomplete applications will not be considered.** ARC meetings are held on the **3rd Tuesday** at the Pavilion Office at **7:30 p.m.** (Meeting dates subject to change, please contact the office to confirm date). Association Manager's Office Telephone: (321) 259-2216, Fax: (321) 259-0552, E-mail [windoverfarms@cfl.rr.com](mailto:windoverfarms@cfl.rr.com)

2. Fees

A \$500 refundable deposit will be required for your driveway extension or replacement. This fee will be deposited into an escrow account and will be fully refundable upon satisfactory completion and final inspection by the ARC of the driveway. Any construction and/or work changes made without prior ARC approval will result in the forfeiture of deposit. This construction shall include the following items:

- 1. Pavers or concrete for lots adjacent to streets
- 2. Drive-way extensions

3. Actions Required Prior to Submitting Application

Note: This is a checklist for both the applicant and the ARC. Prior to submitting this application, the applicant shall review each item and initial in the space provided to indicate compliance. Proof of these actions or the instruments involved must accompany this application. If ALL items are not completed, the application will NOT be considered, and your application will be delayed.

- \_\_\_\_\_ A. Lot plan by licensed survey.
- \_\_\_\_\_ B. Tree survey by licensed surveyor showing all trees three (3) inches in diameter or greater in the area of the driveway extension. A "Tree Removal" application will need to be submitted.
- \_\_\_\_\_ C. The ARC requires a copy of the County permit prior to the commencement of work.
- \_\_\_\_\_ D. I/We the applicant(s) have read and understand the WFM Deed Restrictions, the SIGN POLICY for Windover Farms of Melbourne, and the COUNTY ORDINANCE as it pertains to Construction activities.
- \_\_\_\_\_ E. Sample or Photo of stamped concrete design and color

Driveway Material:

(Painted driveways are permitted, see "Driveway Painting" application for approved colors.)

Concrete: \_\_\_\_\_; Stamped Concrete \_\_\_\_\_ Other \_\_\_\_\_  
(Describe) \_\_\_\_\_

Culverts are required per WFM Deed Restrictions.

Walkway(s) Material:

Concrete: \_\_\_\_\_; Stamped Concrete \_\_\_\_\_ Other \_\_\_\_\_  
(Describe) \_\_\_\_\_

4. I/We understand that a final inspection will be required to ensure the property is in complete compliance with the approved construction application and the WFM Deed Restrictions. This inspection will take place prior to the return of the refundable portion of the construction deposit. Upon final completion of the project, the Homeowner will be required to notify the ARC that the project is complete. The ARC reserves the right to obtain the services of a licensed Construction Contractor to visit the Homeowners site to confirm the completed project conforms with the approved Building Construction Application. Should the services of an licensed Construction Contractor be required, all cost of said services will be deducted from the Homeowners Building Construction Application Fee.

5. Upon completion of the inspection and correction of any compliance issues, the Association Manager will send us a letter stating that our property is in compliance. My/Our initials here signify my/our agreement with this procedure. \_\_\_\_\_

6. I/We agree that construction will be completed as per submitted plans. I/We also agree that the ARC shall be the final interpreter of the WFM Deed Restrictions and this application. My/Our initials here signify my/our willingness to abide by these statements. \_\_\_\_\_

This application is complete and accurate to the best of my/our knowledge.

**(TO BE CONSIDERED, THIS APPLICATION MUST BE SIGNED BY THE LOT OWNER AND THE CONTRACTOR)**

Lot Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION FOR USE BY ARC ONLY**

Application approved \_\_\_\_\_ Date \_\_\_\_\_

ARC Chair Stipulation(s) which apply:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Application not approved \_\_\_\_\_ Date \_\_\_\_\_

ARC Chair

Reasons denied: \_\_\_\_\_

**CONSTRUCTION VIOLATIONS AND PENALTIES**

The following penalties will be assessed and withheld from the refundable portion of the building deposit

<u>Violation</u>	<u>Occurrence</u>	<u>Penalty</u>
Encroachment	1st Offense	\$700/Stop Work/Legal
Over-clearing	1st Offense/Stop Work	\$700/Stop Work/Legal
Barricading of Trees	1st Offense	\$100
	2nd Offense	\$200
	3rd Offense	\$300
No Temporary Culvert	1st Offense	\$100
	2nd Offense	\$200
	3rd Offense	\$300
Construction Debris/Trash Not Contained or Removed	Each Occurrence	\$100
Landscape Plan/Not Followed	At Completion	\$700*
House/Roof Colors	At Completion	\$700*
A/C & Pool Equipment Not Screened	At Completion	\$700*
Unpainted Metal Vents	At Completion	\$700*
Staining Mailbox Posts	At Completion	\$700*
Builders Sign Policy Not Observed	Each Offense	\$200
Construction Parking	1st Offense	\$100
	2nd Offense	\$200
	3rd Offense	\$300
Dogs/Loud Music	Each Occurrence	\$100

The items with an {\*} indicates the deposit will be held until completion of construction. If the violation has been corrected, 75% of the deposit will be refunded. In terms of the time frame that will be used for compliance and corrections, the ARC has agreed to a maximum of 5 days for remedies except in the case of changing house or roof colors. As with all the violations, penalties and schedules contained herein, the ARC reserves the right to change or amend any of the requirements as appropriate depending on the circumstances of each individual homeowner or builder. However, it is the intent of the ARC to follow these requirements to the maximum extent possible in order to maintain consistency and fairness to all Windover Farms of Melbourne property owners.

Lot Owner/s (signature) \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Contractor (signature) \_\_\_\_\_ Date \_\_\_\_\_

Contractor (printed) \_\_\_\_\_

Self-performed by Lot Owner \_\_\_\_\_