



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

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

**EXISTING HOME CONSTRUCTION APPLICATION**

Date: \_\_\_\_\_ Lot Number \_\_\_\_\_ Project: \_\_\_\_\_

**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  
**Existing Home Construction** including **Additions; Attached or detached buildings; Swimming Pools and Screened enclosures (separate application); Fence Construction (separate application); Garages; Potting Sheds; Gazebos** or **significant modifications to the property** - Applications for construction permits must be submitted to the Homeowners' Association Manager's Office located in the Pavilion not later than **10 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 **\$1000 refundable deposit** will be required for certain construction, not considered “new home” construction. 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 construction. **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. Building additions to residence
2. Attached or detached buildings
3. Garages
4. Potting sheds
5. Gazebo or special circumstances which the ARC deems as significant modification to the property.
6. Pavers
7. 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.
- \_\_\_\_\_ C. Site plan by a licensed surveyor showing exact location of construction modification/addition
- \_\_\_\_\_ D. Landscape plan showing existing vegetation that will remain as well as what will be added by name, size, and quantity. For trees, diameter/caliper must be shown.
- \_\_\_\_\_ E. One (1) copy of final construction plans showing front, side, and rear elevations as well as sections. **Note:** These plans will be retained by the ARC.
- \_\_\_\_\_ F. Samples of exterior colors for paint, brick, siding, etc. Note: Color should not be the same as any of the surrounding existing homes.\*
- \_\_\_\_\_ G. Samples plus information on roof materials indicating type, weight, color, and manufacturer. ARC requires the use of architectural roof shingles with a minimum grade of 240 (no three-tab style). **Note: White and other very light colored roofs are NOT allowed** in Windover Farms of Melbourne. This includes several light shades of gray. Check with the Association Manager if you have questions.
- \_\_\_\_\_ H. Initials here indicate that barricades as prescribed by WFM Deed Restrictions have been installed around trees that are to be saved. **(see attach #1)**
- \_\_\_\_\_ I. Completed "Approved Builder Requirements" form.
- \_\_\_\_\_ J. Copies of County permits (Septic, Building, Landscaping and County drainage plan) **\*Prior to ARC approval for clearing.**
- \_\_\_\_\_ K. Pool plans.
- \_\_\_\_\_ L. 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.
- \_\_\_\_\_ M. Initials here indicate that all above described documents which are applicable and all the following questions have been answered. Items which are not applicable have been so noted.

**\* A minimum of 2” paint chips required for colors.**

**APPLICATION DETAILS** (Answer **ALL** questions or write in "**NA**" if the question does not apply to your situation.)

**Note:** All outside buildings must be of the same materials and architectural design as the house, must not exceed the height of the house, and must be shown on the site plan. Provide plans that meet the same specifications as the house plans.

- A. Building addition to the residence? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- B. Garage? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- C. Potting Shed? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- D. Gazebo? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- E. Workshop? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Note:** Workshops, garages, additions must be constructed of the same material and in the same architectural style as the main dwelling.

- F. Other installations – A/C units, Pool Equipment, Generators (Play sets - deposit not required, but ARC review/approval required)

\_\_\_\_\_

Where located \_\_\_\_\_

How will it be screened? \_\_\_\_\_

**Note: A/C Units, Pool Equipment, and Generators must be screened from view. They must not be able to be seen from the street or from a neighbor’s yard.**

- 1. **SQUARE FOOTAGE** of construction modification [exclude porch(s), and patio(s)]  
\_\_\_\_\_ Square feet

- 2. **GARAGE DOORS** face: Side \_\_\_\_\_ Front \_\_\_\_\_ Back \_\_\_\_\_

**Note:** The ARC will only approve garage doors facing the street (front) under very unusual circumstances. Any related conditions will be recorded with the deed.

**3. LANDSCAPE PLANS**

- A. Number of trees over three (3) inches in diameter to be removed \_\_\_\_\_

Reasons for removal \_\_\_\_\_

Number of replacement trees \_\_\_\_\_

**Note:** WFM Deed Restrictions require 25% replacement value for all Pine trees over three (3) inch diameter that are removed and 50% replacement for all hardwood trees over 3 inches. These replacement trees must be hardwoods and at least three (3) inches in diameter. ***If no trees are on the lot, the ARC requires that a minimum of 3 hardwood trees be planted and they must be a minimum of 3 inches in diameter.***

B. Other vegetation to be removed

\_\_\_\_\_  
\_\_\_\_\_

Reasons for removal

\_\_\_\_\_  
\_\_\_\_\_

C. Upon completion I will have \_\_\_\_\_% of the lot natural as indicated by the accompanying plans. (Every effort must be made save as many trees and as much natural vegetation as is reasonable and possible. The ARC requires a minimum of 20 %.

**Note: All areas cleared must be sodded.**

**4. SITE PLAN**

A. Front set back (in feet) \_\_\_\_\_ (Minimum of 40 feet)

**Note:** In addition to the minimum of 40 feet, the front setback must be within 10% of any existing adjoining home.

B. Left side (facing property) setback \_\_\_\_\_ (in feet)

C. Right side (facing property) setback \_\_\_\_\_ (in feet)

D. Back/Rear setback (in feet) \_\_\_\_\_ (Minimum of 40 feet)

E. Type of foundation: Monolithic slab \_\_\_\_\_ Stemwall \_\_\_\_\_

F. Planned finished floor elevation with respect to the crown of the road \_\_\_\_\_ (in inches) **Note:** Finished floor elevation must not be more than 36 inches for a monolithic slab or more than 44 inches or a stemwall and must be within 10% (plus or minus) of any adjoining home.

**G. Power lines**

1. Will power lines be buried? Yes \_\_\_\_; No \_\_\_\_

Note: The ARC will only approve buried power lines. Exceptions may be made to this policy under **very unusual** circumstances. Buried lines should not be located within 10 feet of any 3” (or greater) diameter trees. Specific justification for the inability to bury power lines must be provided. Any related conditions will be recorded with the deed.

2. If not buried, why not? \_\_\_\_\_

3. Where will lines be located?

**H. Driveway Note: All lots adjacent to the road must have concrete/paver driveways.**

1. Where will it be located? \_\_\_\_\_

2. Material (Check all material which apply) (Colored or painted driveways are permitted, see “Driveway Painting” application for approved colors.)

Concrete: \_\_\_\_\_; Other \_\_\_\_\_ (describe)

\_\_\_\_\_

3. Culverts are required per WFM Deed Restrictions.

I. Sidewalk(s) and Walkway(s)

1. Where will it (they) be located? Please be specific.

\_\_\_\_\_

2. Material (Check all material which apply)

Concrete \_\_\_\_\_; Brick \_\_\_\_\_

Other (please specify)

\_\_\_\_\_

If material other than concrete or brick is to be used, indicate the material

Wood Bark \_\_\_\_\_; Pine Needles \_\_\_\_\_;

Other (Describe) \_\_\_\_\_

5. **Exterior walls** - material and color – must match existing home in architectural design and material

A. Exterior wall material \_\_\_\_\_

Note: Must be stucco, brick, wood, vinyl siding, or stone. No "false" materials or scored/struck stucco to simulate brick or stone permitted.

B. Exterior colors (Please be specific and attach color samples)

**Note:** Color *should not* be the same as any of the surrounding existing homes.

1. Walls \_\_\_\_\_

2. Trim \_\_\_\_\_

3. Front Door \_\_\_\_\_

4. Fascia \_\_\_\_\_

5. Window Frames \_\_\_\_\_

6. Shutters \_\_\_\_\_

7. Garage door(s) \_\_\_\_\_

6. **Roof** - material and color:

**a. Acceptable Asphalt shingle: (color approved by the ARC)**

Must be laminated "Architectural" grade dimensional shingle. Architectural shingles are thicker than 3-tab and have a distinctive "textured" appearance that provide a 3-dimensional appearance. They start with a heavier mat base and then multiple layers are overlapped and laminated together to create the distinctive texture. The actual shingle tabs have various sizes and shapes and it is these various sizes and shapes give the shingle a more "dimensional" look.

**b. Unacceptable Asphalt shingle:**

No standard 3-tab or "3-tab appearance"  
No White color

**c. Acceptable Metal Roofing: (color as approved by ARC)**

Metal/alloy or aluminum with a factory applied painted finish.  
Finished roof surface will have a "specular gloss value" of a maximum of 35 at an angle of 60 degrees, or 10 or less at an angle of 85 degrees, when measured in accordance with ASTM D523.

Copper

Attachment methods: Standing Seam, 5V Crimp, or other system as approved by ARC

Alternate Styles: metal slate, metal tile, metal shake, metal shingle, or other style as approved by the ARC

**d. Unacceptable Metal Roofing**

- No corrugated materials
- No White color or variation unacceptable to the ARC
- No “non-painted” mill-finish or galvalume

Material \_\_\_\_\_ Color \_\_\_\_\_

Manufacturer \_\_\_\_\_ Style \_\_\_\_\_

Metal Roof Fastening System \_\_\_\_\_

Metal Roof Specular Gloss Value: \_\_\_\_\_

Type of roof vent \_\_\_\_\_ (“Wind turbine” type not allowed)

Note: **All metal on roof must be painted to match roof.** Minimum acceptable roof slope for the primary roof is **6/12**.

7. **LOT CLEARING** - Lot clearing cannot commence until your complete application package has been reviewed and approved by the **ARC and the ARC permit posted**. Any variation from the approved plan must be submitted to and approved by the **ARC** before these changes can be initiated. **ANY DEVIATION FROM THIS PROCEDURE IS CONSIDERED A VIOLATION OF THE WFM DEED RESTRICTION.**
  
8. **ON-GOING CONSTRUCTION** - As construction progresses, periodic inspections will be made by members of the ARC to assure compliance with the approved plans, with WFM Deed Restrictions, and other approved policies of Windover Farms of Melbourne. Under **NO** circumstances can any exterior changes be made without the prior approval of the ARC. This includes changes in exterior siding materials, roofing materials or color, house colors or styling, landscaping, or any other exterior feature. Note: Non-compliance can result in construction delays and fines.

**County Permit required:**

All new construction, additions or detached structures will require the Homeowner to submit to the ARC an as-built ‘location survey’ immediately upon completion of foundations and/or slab installation. This is a normal part of the Brevard County Permit process and the ARC requires a copy of that as-built ‘location survey’.

**County permit NOT required:**

Structures less than 100sf will require a ‘location survey’ to be submitted at completion of the project. The survey is to be performed by a registered land surveyor and submitted to the ARC to confirm the ‘as-built’ location is in accordance with ARC approved Building Construction Application. If the ‘as-built’ location survey differs from the approved Construction Application on file with the ARC, the Homeowner will be required to modify said location in accordance with the ARC approved Building Construction Application prior to requesting final approval. All cost of the location survey is to borne by the Homeowner.

9. 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.

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. \_\_\_\_\_

10. I/We agree that for this application to remain valid, construction must commence within three (3) months of the ARC approval date listed on this application and be completed within **nine (9) months** of the start date of construction on my property (start date being defined as the date lot clearing is begun.) My/Our initials here signify my/our agreement with this condition. \_\_\_\_\_

11. I/We the owner(s) of Lot Number \_\_\_\_\_ have received a copy of the WFM Deed Restrictions and acknowledge having read and understood all requirements. I/We further agree to protect all trees and "natural areas: as shown on this application. If, for any reason, trees or natural areas designated for preservation are destroyed, I/we agree to replace same (as specified in the WFM Deed Restrictions) and provide a bond to the Windover Farms of Melbourne Homeowners Association, Inc. as a guarantee. \_\_\_\_\_

12. 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. **Final inspection must be performed by the 90<sup>th</sup> day after receipt of the certificate of occupancy.** 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 \_\_\_\_\_

<b>THIS SECTION FOR USE BY ARC ONLY</b>	
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 Mail Box 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 \_\_\_\_\_

**WINDOVER FARMS OF MELBOURNE  
APPROVED BUILDER REQUIREMENTS**

This form is to be attached to and returned with the Application for Construction approval.

1. I/We the undersigned hereby agree to comply with the Declaration of Covenants, Conditions, and Restrictions of Windover Farms of Melbourne.
2. I/We agree that no work shall commence until the following documents are posted on the proper lot:
  - a. Windover Farms of Melbourne ARC Permit.
  - b. Land Clearing Permit.
  - c. Building Permit
3. I/We agree to submit copy of the finished floor elevation survey to the ARC prior to any framing and/or block work.
4. I/We agree that all existing trees that are to be saved must be properly barricaded and remain barricaded from prior to LAND CLEARING through FINAL GRADING and LANDSCAPING.
5. I/We understand that access through adjacent properties is expressly prohibited without prior written permission from the property owner(s). If such access is needed, I/we agree to file this written permission with the ARC prior to accessing the property.
6. I/We agree to maintain any and all construction trash by a proper enclosure and to have this trash remove from the property on a regular basis. Example: Every 10 days.
7. I/We agree that in the event it becomes necessary to fill in a swale for access to a lot, a temporary culvert will be placed in a manner as to allow for proper drainage. [10-12" Pipe per BC Road & Bridge]
8. I/We understand that construction equipment, machinery, and/or vehicle overnight parking in the front right of way is prohibited.
9. In an effort to ensure the property rights and safety of the residents of Windover Farms of Melbourne, I/We agree to the following:
  - a. No dogs allowed.
  - b. No loud music.
  - c. Observance of the posted speed limits.
10. As the Contractor, I/We assume all responsibility and liability for any and all actions of my/our subcontractors and suppliers.

AND FINALLY. I/WE UNDERSTAND THAT VIOLATION OF THESE RESTRICTIONS WILL RESULT IN THE STOPPING OF MY/OUR CONSTRUCTION BY THE ARC UNTIL THE MATTER IS CLEARED UP.

FURTHER, I/WE AGREE THAT CONTINUING VIOLATIONS WILL RESULT IN THE TERMINATION OF MY/OUR "APPROVED BUILDER STATUS".

CONTRACTOR NAME (PLEASE PRINT) \_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

EXHIBIT B. ARCHITECTURAL PLANNING CRITERIA, Paragraph 9. SIGNS, is hereby amended by adding the following subparagraph D:

"D. Any sign not conforming to the above sign restrictions can be **removed by the ARC**, after giving the Owner three (3) days' verbal notice. Each Owner or Owner's assigns, by purchasing property in WINDOVER FARMS OF MELBOURNE, hereby gives permission to the ARC, or its representative, to obtain access to Owner's property to remove non-conforming signs at a reasonable time and manner so as to assure conformity with their guidelines and restrictions."

EXHIBIT B. ARCHITECTURAL PLANNING CRITERIA, Paragraph 15, is hereby amended by adding the following additional paragraphs:

"To insure the preservation of trees not to be removed during construction, all lot Owners shall comply with the following requirements before receiving final approval from the ARC to start clearing and construction. The ARC may adjust those requirements depending upon current government regulations and new effective methods:

- A. Install barricades around each tree or tree group. Barricades shall be located at the 'Drip Line.' Barricades will be constructed of 2" x 2" posts 6' on center with a 1" x 4" top rail no lower than 4' above ground level.

The Owner or Owner's agents shall not conduct any construction activities within the barricaded area which will endanger the tree(s). Any tree on Owner's property which dies, either directly or indirectly, as a result of any construction activities carried on by Owner or Owner's agents, shall be considered 'destroyed,' and subject to the penalty imposed in ARCHITECTURAL CONTROL SECTION 5, even if the death of the tree(s) occurs as long as six (6) months after the completion of construction.

The above requirements shall apply to trees on neighboring properties, or rights of way, if the 'Drip Line' extends over the property line.

In situations where trees are significantly beyond the construction area on the lot, the ARC may waive the barricades, but not relieve the Owner or Owner's agents of penalties for trees which die directly or indirectly due to construction, even if the death of the tree(s) occurs as long as one year after completion of construction.

Owners who have trees next to or in a 'to be filled' area, shall construct a 'Tree Well' around such trees. The well will be of sufficient size to protect and preserve. A barricade as described in subparagraph A above shall be installed."

