



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

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

**APPLICATION TO REPLACE ROOF**

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

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

**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 Restrictions".

**This application is necessary for ANY replacement roof, even if it matches the existing material and color.**

**1. Application Timetable - expires after one (1) calendar year**

Applications for construction permits must be submitted to the Homeowners' Association Manager's Office located in the Pavilion not later than 3pm Thursday, 5 days prior to 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.

**2. Fees**

A **\$750 refundable deposit** will be required. 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 Re-Roof. **Any changes made without prior ARC approval will result in the forfeiture of deposit.**

**3. Material Sample**

All roof materials must be approved by the ARC prior to any removal and installation and a sample of the proposed material must be supplied to the ARC with this Re-Roof Application. Per the WFM Deed Restrictions, all roofs structures shall be composed only of materials that are approved in advance by the ARC. The ARC shall consider the extent to which the color plan is consistent with the homes surrounding areas and the extent to which the color plan conforms with the color scheme of WINDOVER FARMS OF MELBOURNE and the surrounding environment.

**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 non-reflective finish  
Copper  
Standing Seam, 5V Crimp, or other system as approved by ARC

**d. Unacceptable Metal Roofing**

No corrugated materials  
No White color

**4. Stacks and Vents**

All stacks and vents on the roof must be painted to match the re-roofing material.

I/We request permission to put the following new roof on my home:

Material \_\_\_\_\_ Fastening System \_\_\_\_\_

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

Color \_\_\_\_\_

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

Signed \_\_\_\_\_ Lot Owner

**Please be advised that the project must be completed as per the above stipulations. Non-compliance could result in the WFM Homeowners Association, Inc. taking corrective action. Any construction and/or work changes made without prior ARC approval will result in forfeiture of the deposit.**

### 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 \_\_\_\_\_