

# BRIDGEPOINT HOMEOWNERS' ASSOCIATION

## REQUEST FOR APPROVAL OF CHANGES TO A TOWNHOUSE (RAC)

Owners who want to make changes or repairs to the exterior of their townhouse "Architectural" features, including the "Landscape" must first submit this completed form & necessary attachments to the HOA or appropriate committee (Architectural or Landscape) who will review the request and make a recommendation to the "Board of Directors" which has final authority to approve or reject the request. Work may not begin until you receive written approval. Also note that any/all changes to the interior of your townhouse that would materially affect the structural components or alter the exterior features of the home must also be submitted for approval.

You may leave the REQUEST papers in an envelope with 1) the guard on duty at the guard house: attention Caribbean Property Management c/o Architecture/Landscape committee. 2) Or email to Caribbean Property Management, Inc. We will strive to review your request within 2 weeks of receipt but note that pursuant to the BRIDGEPOINT "Declaration Document" (Article VII, Section 1) the board has 60 days in which to respond.

STATE BELOW YOUR REQUEST AND ATTACH A SET OF DRAWINGS AND DETAILS SUFFICIENT TO FULLY EXPLAIN THE SCOPE OF THE WORK, AND WHERE REQUIRED, ATTACH A COPY OF THE BUILDING PERMIT. (For example; for storm shutters, describe the type and materials, for patio trellis; solid roof & screen enclosures you will need a sketch or drawings certified by an architect; for awnings, a sketch from the supplier showing the dimensions, frame style and approved material detail, etc.). As most of these construction products (such as shutters; the replacement of doors/windows or the townhome roof and patio structures) require product approval you must attach a copy of the "Miami-Dade County Product Control Approval" and the contract or proposal to your request, (including the company's license & certificate of insurance). As well if a building permit was required, forward a copy of the actual permit(s) upon receipt and of the final approval/release permit. Work should be completed within 3 months of approval.

### OWNER HEREBY REQUESTS THE FOLLOWING APPROVAL - Please Check ONE item per RAC Form

*Please Check ONE Item Per RAC & Circle Each Area That Applies*

<input type="checkbox"/> AWNINGS ( FRAME / CANVAS )	<input type="checkbox"/> DRIVEWAY AREA REPAIR	<input type="checkbox"/> DOOR (FRONT IMPACT-RESISTANT)
<input type="checkbox"/> FENCE ( METAL BACK-PATIO )	<input type="checkbox"/> FENCE (WOOD / PATIO-PRIVACY)	<input type="checkbox"/> GARAGE DOOR
<input type="checkbox"/> GATE ( FRONT ENTRANCE)	<input type="checkbox"/> GUTTERS	<input type="checkbox"/> HURRICANE SHUTTERS
<input type="checkbox"/> LAKE DOCK	<input type="checkbox"/> LANDSCAPING ( FRONT AREA )	<input type="checkbox"/> LIGHTING ( HOME/EXTERIOR )
<input type="checkbox"/> LIGHTING ( LANSCAPE )	<input type="checkbox"/> PATIO SURFACE	<input type="checkbox"/> PATIO STRUCTURE
<input type="checkbox"/> PATIO SCREEN	<input type="checkbox"/> ROOF ( REPAIR / REPLACEMENT)	<input type="checkbox"/> WINDOWS & DOORS (REPLACEMENT IMPACT-RESISTANT)

Other \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Email: \_\_\_\_\_

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"Architectural" / "Landscape" Committee ACTION: Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ (see attached)

Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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"BOARD OF DIRECTOR'S ACTION: Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ (see attached)

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes /

Once a RAC has been approved you must not deviate from your request. This may create a situation for further requirements or legal recourse to enforce our "By-Laws" & "Laws & Regulations".