

BRIDGEPOINT HOMEOWNERS ASSOCIATION
7055 SW Miller Drive Miami, FL 33155

C/o CARIBBEAN PROPERTY MANAGEMENT, INC.
12301 SW 132 Court Miami, Florida 33186

Date: ____/____/20____ RE: Your request for "Roof Repairs/Replacement"

Folio: ____ - ____ - ____ - ____

Homeowner(s) Name - Please Print

We have not received a fully executed "Request for Changes" (RAC) form for your townhome at _____ Miami, FL 33155

In order for our "Architectural" committee to review your RAC and forward a recommendation for approval to the board for signature we need you to complete & return to us this form with the information requested in # 1 & 4 below and also to receive from you a copy of the requested documents and tile sample:

1) A copy of your contractor's license (# _____) & a copy of their "Certificate of Liability Ins." naming the "Bridgepoint HOA" as an additional insured: expiration date: _____ & a copy of their "Declaration of Workman's Compensation Ins." expiration date: _____.

2) A copy of the work proposal and or invoice you received from your contractor. This proposal or invoice must specify the materials to be used & identify the type, name/code & color of the tile.

3) A sample of the actual tile (concrete/flat tile "Broom Swept" natural-light grey) that will be installed on your roof. Please leave a sample with the guard/gate.

4) Proposed start date _____ and proposed completion date _____. Roofs should take no longer than 2 months to complete. We expect all approved work, in our community, to be complete within 3 months. Please let us know if you are having difficulty meeting the work completion date.

Last, after we receive the information requested & approve your RAC please forward a copy of the Miami-Dade County "work permit" to our management co. As well, we will need to receive a copy of the final permit _____ that show inspection was passed, to close your request file.

We believe that as a homeowner in our community you will agree that maintaining the integrity of the townhomes in a unified manner results in a pristine and beautiful environment for all to enjoy, where property values are maintained. We await your reply. Thank You!

For the "Bridgepoint HOA"

C/o Caribbean Property Management, Inc.