

**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 "Windows /Doors 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 & 3 below and also to receive from you a copy of the requested documents:*

- 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 (to include drawings) you received from your contractor. This proposal or invoice must identify that your windows & doors will be in the style used by our townhomes (including the divisions on the panels and the window egress / single panel windows are not allowed). Glass will be clear glass; no tinting, shading, frosting etc. is allowed.
- 3) Proposed start date \_\_\_\_\_ and proposed completion date \_\_\_\_\_. The work 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.**