

Brook Hollow Community Association – ARM List = How You Can Help

“ARM List” (Areas of Responsibility Management)

To keep costs down and make our community a nicer place, **VOLUNTEERS** are needed to address the following BHCA responsibilities via direct efforts and/or coordination of vendors pre-authorized by the BOD

Please contact a member of the BHCA BOD if you can help with ANY of the following.

Location = Port Malabar Rd. & Briar Creek Blvd.

- **Entrance Sign** - sign maintenance, lighting, & plant replenishment & weeding
- **Entrance Irrigation System** – 4 circuit solenoids via deep well
- **Entrance Landscaping Maintenance** – mow, blow, and palm trimming
- **Briar Creek Blvd. – before Brook Hollow** (Port Malabar Rd. to Hollow Brook Lane)

Location = Briar Creek Blvd., between Hollow Brook Lane and Holloway Trail

- **Common Area Irrigation System** – 13 circuit solenoids via deep well & remote control
- **Common Area Sign** - sign maintenance, lighting, & plants replenishment & weeding
- **Common Area Landscaping Maintenance**
- **Common Area Picnic Area & Benches** – maintenance & safety monitoring
- **Common Area Trees & Shrubbery** – periodic tree trimming and pulling vines, leaf collect
- **Common Area Sidewalk** - pressure washing

Location = all Brook Hollow

- **Property Management Firm Management** - (A&M Management Partners– A&M) by Pres
- **Legal Fronts Management**– DCR & Assessment escalation handled by VP
- **DCR Monitoring & Enforcement** – A&M handled & ARC review of A&M Inspection Report
- **ARC Change Request Form Processing** – Review, database, communications by ARC
- **Website Management** (Hostgator & WordPress)
- **Pond Common Areas “Pond 1” & “Pond 2”**
- **Chemical Vendor Management** – incl: largeflower pusley (FL Snow) treatments
- **Pond Chemical Vendor Management** – aerator maint (Pond 1), invasive herbicides
- **Preservation Committee** – common area Spring Spruce-Up & October Tune-Up (**restart?**)
- **Nominating Committee for AMM BOD Election** (Committee members and Chairperson)
- **Lawn mowing & Seasonal Services Vendor Management** - RFPs, contracts by Pres
- **Association Records** (A&M records & prepares meeting minutes – read by Secretary
- **Treasury & Fiscal Operations** – A&M does bookkeeping, AP checks, billing, collections - BHCA Treasurer prepares annual budget, posts financials at website, monitors spending
- **Plan, Document, Manage Cyclical Capital Projects** – current is signage by Pres
- **BHCA General Coordination** – community leadership & representation, including periodic meeting preparation / coordination, newsletters, emergencies - Pres
- **BHCA Coordination Alternate / Assistance** (Vice President)
- **Town of Malabar (TOM) Representation** (Districts 1 & 3) Representation for BHCA
- **TOM Road & Sidewalk Revitalization within Brook Hollow Committee**
- **Crime Watch Committee**
- **Gator Watch Committee**
- **Streetlights Repair Coordination**
- **Block Captains** – disseminate high priority BHCA communications to BH residents
- **Stormwater system** – maintenance / coordination