

Brook Hollow Community Association, Inc. (BHCA)

P.O. Box 500377 Malabar, Florida 32950-0377

Lot:

# ARC Change Request Form – Part 1 – Why?

This form addresses the BHCA Declaration of Covenants and Restrictions (DCR) requirement for property owners to obtain Architectural Review Committee (ARC) approval of a change prior to implementing that change

As stated in DCR ARTICLE VI - ARCHITECTURAL CONTROL:

**Section 1. Review by Architectural Review Committee.** No building, fence, wall, pool, landscaping, or other structure shall be commenced, erected, or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made unless it is in compliance with the zoning code of The Town of Malabar and other applicable regulations and unless and until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Architectural Review Committee (ARC).

**Section 2. Procedure for Review.** Any Owner needing the approval of the ARC shall deliver an application or request for action to the ARC by certified mail with return receipt requested or by hand delivery with signed receipt together with a floor plan, elevation plan, landscaping plan, site clearing plan, and abbreviated specifications, including exterior material and colors. As soon as reasonably possible, but not later than thirty (30) days after receipt, the ARC shall indicate its approval or disapproval of the matters required to be acted upon by them by a written instrument, and served personally or by certified mail upon the Owner and all interested parties, identifying the proposed building or structure and either stating approval or giving and making recommendations for changes to gain approval.

Please complete the requested information on the next page and submit completed form to: [ARC@brookhollowmalabar.org](mailto:ARC@brookhollowmalabar.org) (or mail to address at top of page). Your completed request will be logged in a central queue and request copies will go ARC for review.

If you have questions, you may contact an ARC member...

Name	ARC	Phone (321)	Email	BH Address
Jim Richmond	Chair	728-8414	jrichmond@cfl.rr.com	1035 Steeplechase Cir
Christopher Eastwood	Mbr	544-9468	christophereastwood1@gmail.com	1140 Hollow Brook Lane
Joe Mancini	Mbr	693-8381	joeanddonnamancini@gmail.com	940 Falls Trail

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## ARC Change Request Form – Part 2 - Info

Please complete the requested information below and submit completed form to BHCA  
(please attach additional information, such as plans, color pallets and/or permits, if applicable)

<b>Date of Request:</b>		<b>Name of Requestor:</b>	
<b>Property Address:</b>		<b>Mailing Address:</b>	
<b>Contact Phone:</b>		<b>Contact Email:</b>	
<b>Summary of Request:</b>			
<b>Site Clearing Plan</b>		<b>Building Plan</b>	
<i>please be specific, removal of trees requires a Town of Malabar Permit</i>		<i>please submit all associated plans and, if already obtained, copy of required Town of Malabar permit</i>	
<b>If Paint involved...</b>	<b>Brand:</b>	<b>Color Name:</b>	<b>Color Pallette Ref:</b>
<b>Main surface areas</b>			
<b>Trim surfaces</b>			

**STOP!** This section is reserved for ARC sign-off regarding status outcome of review...

<b>Date:</b>	<b>Request Approved:</b>	<b>Need More Info:</b>	<b>Request Denied:</b>