

**EXTERNAL ARCHITECTURAL ALTERATION REVIEW COMMITTEE APPLICATION (ARC)**

**for: SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION**

Mail ARC Request to: SBHOA c/o ARC Committee, P.O .Box 410914, Melbourne, FL 32941 or email to SBHOAFL1@summerbrook.info

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email \*: \_\_\_\_\_ Cell: \_\_\_\_\_

\* = ARC & Board of Directors use email to expedite the ARC process by sending questions, remarks, answers between each other and the final approved ARC Form back to homeowner

**IMPORTANT !!! PLEASE READ THE EXTERNAL ARCHITECTURAL ALTERATION RULES/GUIDELINES THAT SERVE AS THE RULES & GUIDELINES FOR MAKING EXTERNAL PHYSICAL CHANGES TO YOUR RESIDENCE. THEY CAN BE FOUND ON SUMMER BROOK'S WEB PAGE "summerbrook.info" UNDER "ARC INFORMATION"**

**Description/Explanation of Alteration:** Please refer to Declaration of Covenants & Restrictions-Article VII plus the Rules/Guidelines. Description should include attached plans, drawings, sketches, color samples, specifications, permits required, etc. If additional space is required, please staple attachments to back of ARC request if mailing, make a scan if possible & electronically attach to email.

**Note:** No alteration change(s) shall commence until this ARC application has been submitted thru the US Post Office, email or hand delivered to a Board or ARC member and approved in writing by the ARC committee & the SBHOA Board of Directors as evidenced below and subsequently received back by the homeowner. **NOTE: DO NOT FORGET TO SEND/ATTACH PAGE 2 OF THIS APPLICATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Painting House Please Fill In Following Data:**

Color Book (X): \_\_\_\_\_ American Heritage \_\_\_\_\_ Southern Shores & Beaches \_\_\_\_\_ Northern Shores & Seaports

\_\_\_\_\_ Suburban Modern \_\_\_\_\_ Suburban Traditional \_\_\_\_\_ Desert & SW Style

BODY Color \_\_\_\_\_ SW Code \_\_\_\_\_

TRIM Color \_\_\_\_\_ SW Code \_\_\_\_\_

Front Door Color (BODY or TRIM or ACCENT) \_\_\_\_\_ SW Code \_\_\_\_\_

Garage Door Color (BODY or TRIM **ONLY - NO ACCENT**) \_\_\_\_\_ SW Code \_\_\_\_\_

I, home owner, understand that approval of this ARC Request is NOT to be construed as a substitute or alternative for my requirement to obtain the required City, County, State permits nor is it to be considered that any plans or specifications meet City, County, or State Code Requirements. The ARC Committee or Board of Directors of SBMHOA shall have NO liability or obligation to determine whether such Alteration complies with City, County, or State laws, rules, regulations, codes, or an ordinance.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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for: SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION**

Date Alteration Request Received by B.O.D.: \_\_\_\_\_ B.O.D. Tracking # \_\_\_\_\_

Date Alteration Request Sent To ARC & Board: \_\_\_\_\_

**A.R.C. Recommendations to Board of Directors:** [ ] Approved [ ] Disapproved Date: \_\_\_\_\_

ARC Chair Approval: Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reason/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Board-of-Directors Disposition To Applicant:** [ ] Approved [ ] Disapproved Date: \_\_\_\_\_

SBMHOA Director: \_\_\_\_\_  
Print Name Signature Title

Date of B.O.D. Action \_\_\_\_\_ Date Forwarded to Applicant \_\_\_\_\_