

ARC GUIDELINES

Prior to changing anything to the outside of the home, per Article 5 of the covenants, an ARC form must be submitted to the Architectural Review Committee and approved before the work is started.

Please ensure this process is followed:

1. Retrieve the ARC form from the Barrington website located at <http://www.barringtonofrockledge.com>. If unable to retrieve, contact a member of the ARC or Board via the contacts located on the website.
2. Complete the form in its entirety providing any/all drawings, sketches, etc. to ensure the request is very clear to the ARC. For example;
 - a. Painting – Hard copies of sample colors from the company the paint is being purchased from must be provided. For example, Sherwin Williams paint is the paint selected. The color and number of paint must be provided for all colors being requested via a hard copy sample. Door, trim, garage door, body of home etc. This method is necessary to ensure there is no doubt of the colors requested.
 - b. Landscaping – Details of what is being requested. A sketch or drawing showing what is being requested. What is being removed and/or planted etc. For example, planting a tree. Has the city provided a permit? What type of tree is being planted? Is it a tree that is approved or listed in the covenants? A hand written sketch is acceptable as long as it's clear.
3. When complete, mail form and any additional information to our HOA Post Office Box. **Barrington of Rockledge Homeowners Association, PO BOX 560054, Rockledge, FL 32956-0054**. Should you have any questions, contact a member of the ARC.
4. The request is due 5 days prior to the meeting date so the ARC has enough time to review so if there is any missing information it may be obtained prior to the meeting. This will assist in not having delays in decisions.
5. As long as schedules permit meetings are held the **third Monday** of each month.
6. At the meeting the ARC will review the request and determine if it's approved or denied.
7. If approved or denied, the ARC will sign off on the form and provide to the homeowner a letter either by mail or email.
8. Upon receipt of the approved form, the homeowner, per the covenants, has 6 months to complete what was requested. If not accomplished within 6 months, a new request must be submitted.
9. If a request is denied, the homeowner is provided the reason for the denial.