

Oak Hollow Homeowners Association, Inc.

c/o Keystone Property Management Group
780 US Highway 1, Suite 300
Vero Beach, FL 32962
(772) 569-7928 (772) 778-9273 (Fax#)

August 19, 2022

TO: All Oak Hollow Homeowners Association Owners
FROM: The Board of Directors
RE: Adoption of changes to building requirements under the Rules and Regulations
ARC Guidelines

Dear Oak Hollow Owners:

As per the July 14th special meeting for the Rules and Regulations ARC Guidelines Adoption Meeting, in this packet you will find the adopted Rules and Regulations with a few minor adjustments.

Respectfully Submitted at the Direction of the Board.



Angie Prieto, LCAM
Property Manager and Agent for Oak Hollow Homeowners Association
Enclosures

Oak Hollow Rules and Regulations under the ARC Guidelines

- New Builds and Remodifications require a \$5,000 deposit.
- New Builds cannot have the same or similar exterior elevations or color palette. (5 lot separation across or adjacent)
- All Violations are multiplied per each occurrence. For Example, 1st notice without correction is \$200 2nd notice without correction is \$400, 3rd notice without correction is \$800 etc....
- Prime contractors must be properly licensed and have liability insurance. A copy of the license and COI must be submitted with this application.
- Driveways must be able to accommodate a minimum of 2 vehicles. Approved Driveway Pavers on the East side of the community are Adobe.
- Any changes must be submitted before work is to be done.
- The Board has the right to deny an ARC.

The adjustments will take in effect 9/1/22

Oak Hollow Estates

Architectural Review Application

Rules and Regulations

Thank you for submitting your ARC. Please keep in mind that we will strictly adhere to our governing documents. Below you will find some of our Rules and Regulations regarding Architectural Modifications at Oak Hollow.

- New Builds and Remodifications require a \$5,000 deposit. Any damages made to the common areas must be repaired within 30 days.
- New Builds cannot have the same or similar exterior elevations or color palette. (5 lot separation across and adjacent)
- All Violations are multiplied per each occurrence. For Example, 1st notice without correction is \$200 2nd notice without correction is \$400 3rd notice without correction is \$800 etc....
- Prime contractors must be properly licensed and have liability insurance. A copy of the license and COI must be submitted with this application.
- Driveways must be able to accommodate a minimum of 2 vehicles 20 feet wide. (Approved Driveway Pavers on the east side of the community are Adobe.)
- Any changes must be submitted before work is to be done.
- The Board has the right to deny an ARC.
- Approvals expire exactly a year from approval date. For Example, approved 9/1/2022 Expires 9/1/2023.

Date Received:

(Office use only)

Points of Contact

Keystone Property Management Group

780 US-1, Suite 300

Vero Beach, FL 32962

(772) 569-7928

Brittany King

Administrative Specialist

Brittany@keyirc.com

Angie Prieto

Property Manager

Angie@keyirc.com

This form is to take effect 9/1/2022

Oak Hollow Estates

c/o Keystone Property Management Group
780 US Highway 1, Suite #300 Vero Beach, FL 32962
Office – 772-569-7928 Fax – 772-778-9273
Email to: brittany@keyirc.com

ARCHITECTURAL REVIEW APPLICATION

By signing this form, the owner acknowledges that the contractor and/or subcontractor has read and is aware of all rules listed in the full ARC guidelines for work within the neighborhood. This includes compliance with acceptable work hours. The owner is subject to any resulting fines that may be imposed for violations by the contractor. A summary applicable fines is listed in the full ARC documents. Any documentation of pre-existing conditions of damage to HOA property must be provided by the applicant.

Date Submitted: _____, 20____

Applicant/Homeowner's Name: _____

Address: _____

Day Time Phone: _____ Fax: _____ Email: _____

Type of Improvement

Expected Commencement Date: _____ Expected Completion Date: _____

Contractor(s): _____

- **All contractors must be properly licensed and have liability insurance. A copy of the license and COI must be submitted with this application.**
- **Please include along with this Application a description of the work to be completed, drawings, pictures, or other means of identification. A footprint drawing of where the work will be located on your lot in relation to your lot lines and home. Please list the types of materials you plan to use as well as colors.**

- Brief description of work to be done: _____

Note that all construction and installation of any improvements shall comply with local, county, state, federal building or land use regulations. Compliance with these regulations is the responsibility of the owner. This review and approval are not a review, nor an approval, for compliance with any local, county, state, federal building, or land use regulation.

Building, electrical, or plumbing permits may be required. Any determination as to the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is also the responsibility of the homeowner.

Changes to the proposed plan necessitated by permits or compliance with local, county, state, federal or land use regulation, or otherwise, are subject to additional review(s) by the Architectural Review Committee.

Please submit this application to the Management Company (at the address set forth above) at least Thirty (30) days prior to beginning your project. The ARC will do all it can to have your application reviewed in a timely manner so as not to impede the timely completion of your project.

NOTWITHSTANDING THAT YOUR PROJECT MAY COMPLY WITH ALL APPLICABLE LOCAL, COUNTY, STATE, FEDERAL BUILDING OR LAND USE REGULATIONS, YOUR APPLICATION MUST STILL COMPLY WITH THE TERMS OF YOUR ASSOCIATION'S GOVERNING DOCUMENTS.

Signature of Homeowner: _____

Homeowners please do not write below this line.

Architectural Review Decision		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions	<input type="checkbox"/> Disapproved
Comments or Conditions to Approval: _____		

Signatures: ARC _____ Date: _____		
Board Member _____ Date: _____		