



## Neighbor Notification Form

(Confirming Notice(s) to Adjacent Neighbors)

### Attach to ARC Request Form When Relevant

#### **When is this necessary to include with your ARC Request Form?**

*In some cases, it is appropriate to notify adjacent neighbors of your proposed changes to your grounds or house. If your project may affect them in some way or you are seeking a waiver of an existing ARC Guideline, providing notice prevents delays in considering your Request.*

*“Adjacent” depends on the circumstances. In some cases, it means the neighbors on either side; sometimes it may also mean those across the street or a shared alley – those who can see your property from their own.*

*Here are some project examples where notifications are commonly useful or required:*

- *Fences;*
- *Landscaping that now or when mature will affect their view of Common Areas or grow over your shared property line;*
- *Building or extending your pool cage if it will affect their view of the Common Areas;*
- *Other projects that may materially affect their view of common areas – now or in the future;*
- *Re-roofing with materials different than your existing roof;*
- *Roof-mounted solar panels.*

***This does mean that your neighbors can veto your Request.*** *The Covenants and ARC Guidelines exist for your benefit as well as for your neighbors’. To fulfill our fiduciary obligations to you both, we will want to know the reasons for their objection. So while their consent is not required, the nature of your Request may require or make it wise that you notify them.*

#### **Acknowledgement:**

Attached are the signatures of our adjacent neighbors acknowledging that we have provided them with a copy of our ARC Request – by hand or by mail.

If we were unable to reach them in person, we have sent a copy to them by certified mail and have retained the mailing receipts in case they are requested by the ARC.

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**Rivendell Neighbors' Acknowledgement of Notice**

**ARC Request for Changes to:** \_\_\_\_\_ (street address)

**Neighbor 1:**

*I certify that my neighbors have had the courtesy to provide me with a copy of their ARC Request for changes to be made to the grounds or structure of their property referenced above.*

*If I have any objections to the project, I will describe the reasons for my objections in an email to the ARC at: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com) within seven (7) days.*

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Neighbor 2:**

*I certify that my neighbors have had the courtesy to provide me with a copy of their ARC Request for changes to be made to the grounds or structure of their property referenced above.*

*If I have any objections to the project, I will describe the reasons for my objections in an email to the ARC at: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com) within seven (7) days.*

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Neighbor 3:**

*I certify that my neighbors have had the courtesy to provide me with a copy of their ARC Request for changes to be made to the grounds or structure of their property referenced above.*

*If I have any objections to the project, I will describe the reasons for my objections in an email to the ARC at: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com) within seven (7) days.*

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Neighbor 4:**

*I certify that my neighbors have had the courtesy to provide me with a copy of their ARC Request for changes to be made to the grounds or structure of their property referenced above.*

*If I have any objections to the project, I will describe the reasons for my objections in an email to the ARC at: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com) within seven (7) days.*

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Date: \_\_\_\_\_