

Architectural Review Committee Guidelines

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SECTION A: Guidelines for Exterior Alterations

- **ANY CHANGE MADE TO THE EXTERIOR OF YOUR HOUSE OR YARD MUST BE REQUESTED AND APPROVED BY ARC BEFORE ANY ACTION IS TAKEN. THE HOME OWNER IS THE PARTY RESPONSIBLE FOR ADHERENCE TO ALL RULES, REGULATIONS AND RESTRICTIONS.**
- HOMEOWNERS MUST SUBMIT A SEPARATE APPLICATION FOR EACH PROJECT BEING CONTEMPLATED.
- ONLY COMPLETE APPLICATIONS (INCLUDING ANY REQUIRED PLANS, SPECIFICATIONS OR SURVEY) WILL BE ACCEPTED FOR CONSIDERATION.
- THE APPROVAL, REJECTION OR WITHHOLDING OF ANY APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE ON THE PLANS, PROPOSALS OR SPECIFICATIONS OR THE PROPOSED LOCATION OF ALL STRUCTURES, AND ANY ALTERATION OF ANY STRUCTURE OR LANDSCAPING, SHALL NOT BE CONSTRUED OR INTERPRETED AS A REPRESENTATION OR DETERMINATION THAT ANY BUILDING CODE OR OTHER APPLICABLE GOVERNMENTAL REGULATION HAS OR HAS NOT BEEN PROPERLY MET. THE APPROVAL OR DISAPPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE RELATES ONLY TO AESTHETICS OF THE IMPROVEMENTS PROPOSED, AND NOT TO THEIR SUFFICIENCY OR ADEQUACY.
- EACH INDIVIDUAL HOMEOWNER, AND/OR THEIR AGENTS, SHALL BE RESPONSIBLE TO OBTAIN ALL NECESSARY TECHNICAL DATA AND TO MAKE APPLICABLE APPLICATION TO, AND OBTAIN THE APPROVAL OF THE APPROPRIATE GOVERNMENT AGENCIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR LANDSCAPING.
- PLEASE CONSULT THE RIVENDELL WEBSITE FOR ALL CURRENT DOCUMENTS AND FORMS.
- **The guidelines in this document do not represent all rules in their entirety. Please refer the Documents section of the Rivendell website.**

A-1 Dwelling and Equipment

A. House Paint Colors

1. Body

- The body color of the dwelling must be in accordance with the architectural standard and polychromatic ambiance of the Rivendell Community.
- The entire house body must be painted the same color.
- Any repainting requires ARC approval in accordance with existing guidelines and procedures which can be found at the Woodlands website <https://www.rivendellcommunity.com>
- See **SECTION C** for more information on paint colors and procedures.

2. Trim

- The trim shall be complimentary to the house body, with slight variations in color and/or contrast to complement the architectural standards and polychromatic ambiance of the Rivendell Community.
- The same color should be used for the entire trim package

3. Accent

- Any accent feature must be painted to complement the architectural standards and polychromatic ambiance of the Rivendell Community.

B. House Materials / Siding

1. Body

- a. For The Cottages, horizontal siding must be no wider than 8 inches.
- b. For All other homes, finishes must be stucco.

- **Doors**

Overhead Garage Door

- a. Door color must be the same as house body or trim color.
- b. A maximum of one panel of windows is allowed.
- c. Garage door screens are not allowed.
- d. No garage door conversions are permitted.

Residence Front Door

- a. Paneled doors with or without glass inserts are permitted.
- b. Stained, beveled and etched glass is permitted.

- c. Doors may be finished with wood stains or paint to complement the architectural standards and polychromatic ambiance of the Rivendell Community.

C. Roofing

1. Only one roofing style and type is permitted per dwelling.
2. Roofing materials shall be consistent with the other homes in that unit.
3. Mansard roofs are not permitted
4. Roof colors should match the polychromatic ambiance of the Rivendell Community.

C1. Roof Coating Guidelines

1. Roof Sealing

- a. Color must be complimentary to the body of the house with slight variations in color and/or contrast and should be equivalent to the existing roof. Approval is at the discretion of the Architectural Review Committee.
- b. Colors must be neutral; light to mid-range: beiges, tans, grays, olives and corals. No blacks and no whites. (The property management company has samples of colors that have been compiled for your convenience. Home owners are not required to select a color from these samples, rather the samples are available as a reference tool.)
- c. Application of the sealant must be done by a certified contractor who has been vetted by the Architectural Review Committee. (The property management company has a list of vetted contractors or a description of the process for getting a contractor vetted.)
- d. Approval from the Architectural Review Committee is required prior to beginning the roof sealing process.

2. Vetting Process – Roof Sealing only

- a. All contractors must be fully licensed, insured, and in respectable standing with the both the State of Florida and Sarasota County
- b. All contractors must submit a list of references of their work. (Address must be included)
- c. All contractors must attend an ARC meeting to present the, aforementioned, references.
- d. At this meeting the contractor will also need to provide an explanation of their process and an example of the materials to be used. (To be

placed on the agenda for an ARC meeting notify the property management company of your interest and they will see that the chairperson of the ARC is informed.)

D. Lighting

1. Exterior lighting attached to the front of the dwelling must be of one style and or color, and be complimentary to the house style and color.
2. Artistic accent fixtures may be permitted.

E. Guttering / Venting / Meters

1. Guttering and venting stacks are to be painted to closely match the color of the surface from which they exit.
2. Meters are to be painted to closely match the surface to which they are attached

F. Propane Tanks

1. Tanks shall be 48 inches in height
2. Tanks shall be no wider than 15 inches or 48 inches in circumference
3. Tanks shall be installed upon a concrete pad
4. Tanks must be screened from the street and adjoining properties by approved fencing, walls or landscaping.
5. Above ground tanks should be located at rear or side of house.
6. Below ground tanks should be no larger than permitted by Sarasota County
7. All tanks must conform to the appropriate government regulations and must obtain all necessary permits.

G. Screening

1. All equipment shall be screened from the street and adjoining properties by approved fencing, walls or landscaping.
2. Screening walls, fencing or landscaping must be constructed to hide pool equipment, air conditioning units, trash receptacles and well pumps and should exceed the height of the screened equipment by 6 inches.
3. Screening walls must match the house body in color and materials.

H. Chimneys

1. Chimneys shall match the house or trim in color, finish and architectural style.

I. Additions

1. Architectural plans must demonstrate the addition will be consistent with the house body style and complement the architectural standards and polychromatic ambiance of the Rivendell Community.
2. Additions may not exceed required setbacks or unduly impede neighbor's views.

J. Decorative Shutters and Awning

1. Shutters shall be painted to match the front door, or to coordinate with the color of the house body.
2. Awnings are not allowed where they are visible from the street.

K. Hurricane Shutters (ADR 4.09)

1. The installation and operation of hurricane shutters shall be governed by the following:
 - a. All hurricane shutters or other protective devices visible from the outside of a home shall be approved for initial installation by the ARC, prior to placement on the home.
 - b. Regardless of who puts up or takes down an Owner's hurricane shutters or other protective devices, the Owner is the party responsible for adherence to these restrictions.
2. Hurricane shutters may be attached to the home as follows:
 - a. Clear shutters may remain up on the front of the home throughout the hurricane season (June 1 - November 30)
 - b. Clear shutters or those painted to match the home or trim may remain attached to the home throughout the hurricane season on other parts of the home that are visible from a street, alley or other home. Corner homes will treat the street side of the structure the same as the front.
 - c. All shutters or protective devices not included in this section, as stated above, that are visible from a street, alley, or other home may only be attached, removed, or closed on a home when a hurricane or named storm is forecast by the National Weather Service to affect the Tampa Bay area within the next ten days.
 - d. Any shutters or protective devices that are not visible from a street, alley or other home may remain attached to the home throughout the hurricane season.
 - e. All hurricane shutters not permitted to remain attached to the home throughout the hurricane season must be removed from the home, or

returned to an open position within two (2) weeks after a hurricane or named storm has passed through the area. In the event the shutters are not removed within the two (2) week time frame, the Owner will be in violation of these restrictions, unless a new named storm is forecast which meets the above criteria.

A-2 Exterior Landscape

A. Landscaping General

1. No landscaping addition may interfere with a drainage swale.
2. Plants must not have aggressive root systems, or seed products or be listed as not recommended by the Florida Exotic Pest Plant Council <https://www.fleppc.org/>.
3. Three (3) inches of wood bark mulch is required in all planting beds
4. Concrete, brick and paver bed borders are permitted
5. Plantings are permitted on the property line between houses, if both homeowners agree and drainage is not affected
6. Please refer to **Section B** for Plant Lists and sources for online assistance.

B. Lawns

1. Lawns must be sodded with St. Augustine grass or varieties thereof. No seeding, sprigging or plugging is permitted.

C. Hedges

1. Hedges and strategically placed plantings are encouraged for privacy
2. Hedges are permitted on the property line between dwellings if both homeowners agree and drainage is not affected
3. Planting along property lines must be placed so that, at maturity, branches and fronds will not overhang into neighboring properties
4. Hedges must not obstruct the view of common areas. Plantings must be kept trimmed to preserve neighbor's views.
5. Tall, continuous hedges must not interfere with drainage swales
6. Hedges must begin twenty (20) feet from the front corner of the dwelling, except in The Cottages, where they are encouraged in front yards

D. Trees

1. The removal or addition of any tree must be approved by the ARC in advance of any action being taken, unless required by Sarasota County.
2. The ARC request for removing a tree should include an explanation of what remediation work will be taken to mitigate the effect on the landscape, i.e. if a replacement tree, shrubbery or other landscaping measure will be used to maintain the landscape appeal and appearance of the property

3. There is a limit to three fruit trees per property
4. Planting along property lines must be placed so that, at maturity, branches and fronds will not overhang onto neighboring properties

E. Trellises and Arbors

1. Trellises and Arbors will not be permitted in Front yards.

F. Water Feature

1. Water features, such as fountains, bird baths, etc. are not permitted where visible from the street.

G. Lighting

1. Low level accent lighting may be placed in mulched areas.
2. Accent lighting must not be positioned to illuminate a neighbor's property.

H. Lamp Post / Mail Boxes

1. Each home site shall have installed a pre-designed, community-approved mailbox with lamppost unit.
2. If the mailbox lamppost is damaged or destroyed by any casualty, or if the light ceases to function, it shall be the duty of the owner to replace or repair it within 30 days of the damage or malfunction.
3. If the mailbox requires repainting only, the homeowner must have it repainted by doing one of the following:
 - Have the mailbox refurbished or replaced by the manufacturer - Nostalgic Lamppost & Mailbox Plus;nlp1677@yahoo.com; (941) 223-1677 using their proprietary paint color (Verde Black)
 - Have the mailbox repainted by a contractor, or by themselves using a commercially available paint such as:
 - Rustoleum Hammered Black Indoor/Outdoor Spray Paint
 - Krylon Dual Superbond Paint & Primer Black Hammered Indoor/Outdoor Spray Paint
4. Plantings must not interfere with lighting or operation of the mailbox
5. Colored light are permitted only during a holiday season

I. Out Buildings / Sheds / Guest Houses

1. No free standing structures are permitted.

A-3 Fences and Screening

A. Fence Specifications

1. Vinyl Fences

- a. Maximum height is generally 48 inches
- b. Color must be white or earth toned
- c. Can be picket or solid

2. Wrought Iron Fences

- a. Must be picket and Black

3. Heavy Duty Aluminum Fences

- a. Must be Powdered White or Powdered Black

B. Fence Requirements

1. An ARC Request Form. Available from the proper management company or the Rivendell HOA website, and a platted survey must be submitted to and approved by the ARC before a fence may be erected.
2. **Fences must conform with Board Order: Fences July 2004, Revised August 2016 and August 2017)**
 - a. Maximum height is 48 inches; vinyl fence can be picket or solid.
 - b. Acceptable fencing materials are white vinyl or wrought iron style heavy duty aluminum in white, black or earth toned.
 - c. Outside of fence must be substantially landscaped and maintained by the homeowner.
 - d. The proposed fence must not obstruct the view of common areas.
 - e. Surveys and landscaping plans must be of professional quality.
3. Side yard fencing shall be installed starting at least 20 feet from the front corner of any house.
4. Fencing on corner lots must additionally comply with local fencing ordinances so as not to present a traffic hazard by obstructing view.
5. The standard location for a fence is 4 feet inside the lot line of the requesting homeowner. The Cottages, The Villas, and Patio Homes may seek a variance, the approval for which shall be at the discretion of the ARC.
6. There shall be no signage or writing of any kind put on the fence.
7. Verification must be provided that the fence will comply with all County regulations.

8. Fence heights along Old Venice Road, behind those properties that abut the Palms of Casey Key Development, and the alleys of the Patios and Villas ONLY may be 6 feet tall; attached side fences must adhere to the 4-foot height restriction.
9. A fence can be placed on the property line between two houses if both homeowners agree and drainage is not affected. A fence can be placed on a rear property line if all affected neighbors agree, drainage is not affected.
10. (Also see Deed Restriction 4.01 (b) on Fences)

A-4 Exterior Decoration and Yard Art

A. Exterior Ornamentation

1. Exterior Ornamentation beyond the original architectural designs of the dwellings may be submitted for consideration.
2. Ornamental pieces should be consistent with the architectural themes of the dwelling and of materials consistent with the exterior construction of the dwelling.

B. Seasonal and Celebratory Decorations

1. Seasonal and Celebratory decorations are encouraged, for limited periods of time.
2. The prolonged display of decorations, displays, flags, pennants or banners is discouraged.

C. Yard Art

The list below is an abbreviation of the standing rules published on the Rivendell Website. Please refer to that document at <https://www.rivendellcommunity.com/documents> for more detail on Yard Objects

1. Size not to exceed 30 inches tall by 18 inches wide
2. Must be located in mulched areas
3. Only three items allowed per yard
4. Appropriate materials are: stone, metal, terra cotta cement and fabric.
5. Inappropriate materials are plastic, glass, inflatables and artificial plants.
6. Colors must be neutral or earth toned.
7. Artwork must not be offensive to community standards.
8. Cartoon characters, logos and other such caricatures are not permitted.
9. Art work must be placed in mulched areas and incorporated into the planting so as to be integrated into the landscaping.

All lawn and garden items must be removed or otherwise secured when a hurricane warning for this area is issued by the National Weather Service. Items not removed and deemed dangerous may be removed by the Association. Seasonal residents must remove yard items before they leave. Any damage done to, or caused by, yard art is solely the responsibility of the homeowner.

D. Signs

1. No sign or, advertisement or notice shall be permitted upon any unit or on the community common area without the prior written consent of the BOARD.
2. Political signs are not allowed on common areas or unit lots.
3. Contractor signs may not be displayed on job sites.
4. No signs will be allowed on common property, including Old Venice Road.

E. For Sale/Rent signs

1. Only one sign, which is BOARD approved, may be placed on the homeowner's property. (Contact the Property Management Company for information on acquiring the standard BOARD approved Rivendell sign.)
2. Sign shall be placed in a mulched area in the front yard.
3. No individual realtor signs will be allowed.
4. Flyer boxes may be attached to the "For Sale" sign.

A-5 Play Equipment

A. Front Yard

1. No basketball backboards, swing sets or other fixed or portable equipment, game or play structure shall be erected at any dwelling without BOARD approval.
2. Any portable basketball backboard, swing set or other equipment, game, or structure must be removed and kept out of sight within an enclosed garage / dwelling before sunset each night.

B. Backyard Play Equipment Guidelines

1. Requests for backyard play equipment installation must be submitted to the ARC.
2. ARC Request must include copies of letters from the neighbors consenting to the installation along with neighbor's comments.
3. Neighbor objections may result in the ARC's disapproval.
4. Play structures will not be visible from the street.
5. Play structures will be landscaped with a minimum of a six (6) foot hedge on both sides of the dwelling, which may not interfere with the neighbors sight lines.
6. Playground equipment shall not be visible from a neighbor's enclosed lanai.

A-6 Driveways and Walkways, Pools, Lanais and Cages

A. Driveways and Walkways

1. Driveway surfaces may be poured concrete, paved or coated. Materials should match walkways.
2. Colors should be neutral and coordinate with the dwelling. No black, white or brightly colored finishes should be used.

B. Pools

1. Swimming Pools must be enclosed in an approved cage or fence.
2. No side yard or front yard pools are permitted.

C. Lanai and Pool Cages

1. Structural elements shall be bronze for all cages facing water or preserve. Otherwise, white structural elements may be permitted in some cases.
2. Cages shall remain within easement lines.
3. Cages shall not obscure view of common areas.
4. Cages facing Oscar Scherer State Park cannot be white per covenants.

SECTION B: Plant Lists

Recommended Plant List (N) Denotes a Native Plant

Trees

Live Oak (N)
 Laurel Oak (N)
 Southern Magnolia (N)
 Sweet Gum "Palo Alto" (N)
 Red Maple (N)
 Drake Elm
 Camphor Tree
 Crepe Myrtle
 Ligustrum Tree
 Savannah Holly Photina Tree

Palms

Cabbage Palm (N)
 Washington Palm
 Windmill Palm
 Canary Island Date Palm
 Queen Palm
 Paurotis Palm
 European Fan Palm
 Pygmy Date Palm

Ground Cover

Cast Iron Plant
 Dwarf Jasmine
 Holly Leaf Fern
 Day Lilies
 Mondo Grass
 Gulf Muhly (N)
 Spartina (N)
 Heather

Shrubs - Medium

Azalea Varieties
 Viburnum
 Compact Pittosporum
 Dwarf Cornuta Holly
 Dwarf Buford Holly
 Yellow Iris (N)
 Thryallis
 Wax Privet
 Juniper
 Inkberry (N)
 Florida Privet (N)
 Saw Palmetto (N)
 Walter's Viburnum (N)
 Fetterbush (N)
 Podocarpus
 Jasmine Varieties
 Fountain Grass
 Camellia
 Dwarf Oleander

Shrubs - Accent

Coontie (N)
 Heavenly Bamboo
 Crinum Lily (N)
 European Fan Palm
 King Sago
 Philodendron
 Chinese Fan Palm
 Grafted Gardenia
 Bird of Paradise

Shrubs - Dwarf

Dwarf Chinese
 Parson's Juniper
 Blue Shore Juniper
 White Indian Hawthorn
 Yaupon Holly (N)
 Coontie (N)
 Liriope
 Mexican Heather
 African Iris
 Daylilies

Grasses

St. Augustine -Flor

Surana Cherry
Blue Daze
Gardenia
Holly Varieties
India-Hawthorn

Prohibited and/or Invasive Plants

The following plant species are prohibited due to their invasive tendencies and their ability to destroy native plant systems:

Earleaf Acacia	Downey Rose myrtle
Punk Tree	Chinese Tallow
Rosewood	Australian Pine
Ear Tree	China Berry
Brazilian Pepper	Carrotwood

Online Resources

Florida Friendly Landscaping Plant List

http://sarasota.ifas.ufl.edu/FYN/Pybs/FYN_Selection_Guide.pdf

University of Florida/Institute of Agricultural Sciences plant assessment

<http://assessment.ifas.ufl.edu/>

Florida Exotic Pest Plant Councils

<http://www.fleppc.org>

Other

<http://www.regionalconservation.org/beta/nfyn/plantlist.asp>

SECTION C: Suggested Paint Colors

Introduction

The following table lists the paint colors by Benjamin Moore that have been pre-approved by ARC. All homeowners must submit an ARC request using the **Paint Request Standard Operating Procedure** set forth in **Section D**. If the suggested paint list is used, the homeowner does not need to wait for an ARC approval notice to begin.

Binders, with sample paint schemes are available for loan from Lighthouse Management, or, from the Benjamin Moore stores located at 221 Tamiami Trl S, Nokomis, FL 34275 (941 244 2916) and 2525 Stickney Point Rd, Sarasota, FL 34231 (941) 953-1005.

If you decide to use Benjamin Moore paint, be sure to obtain the discount offered to Rivendell residents.

Other colors and/or manufacturers may be used but the homeowner **must include paint samples with their ARC request and wait for ARC approval.**

Homeowners may also suggest additional colors and manufacturers for inclusion into suggested paint list. Suggestions must include the manufacturer's name, Product Number, Name, Paint Samples, and suggested application, i.e. Body, Trim or Accent. Every effort will be made to review any suggestions received before the end of June, for inclusion into the following year's edition of the ARC Guidelines if approved by the ARC.

Paint Palette: Rivendell Suggested Paint Palette – Benjamin Moore

Scheme	BODY #	BODY COLOR	TRIM #	TRIM COLOR	ACCENT #	ACCENT COLOR	DOOR #	DOOR COLOR
1	2131-50	Nimbus Gray	OC-64	Pure White	2129-40	Normandy	AF-290	Caliente Gray
2	1473	Huskie	OC-57	White Heron	OC-24	Winds Breath	1462	Mountain
3	OC-52	Gray Owl	OC-61	White Diamond	AF-690	Metropolitan	AF-560	Flint
4	HR-172	Revere Pewter	OC-45	Swiss Coffee	HC-173	Edgecomb Gray	HC-175	Briarwood
5	HC-81	Manchester Tan	OC-17	White Dove	HC-111	Nantucket Gray	HC-105	Rockport Gray
6	HC-170	Stonington Gray	OC-54	White Wisp	1566	Stonybrook	1565	Mount Saint Anne
7	OC-95	Navajo White	OC-117	Simply White	HC-80	Bleeker Beige	AF-100	Pashmina
8	HC-165	Boothbay Gray	OC-68	Distant Gray	OC-56	Moonshine	2129-30	Blue Note
9	2129-50	Winter Lake	OC-64	Pure White	HC-180	Cliffside Gray	609	Temptation
10	1481	Half Moon Crest	OC-17	White Dove	OC-15	Baby Fawn	HC-145	Van Courtland Blue
11	1510	Dried Basil	OC-37	Glacier White	HC-80	Bleeker Beige	AF-720	Sparrow
12	HC-26	Monroe Bisque	OC-39	Timed White	1482	Sabre Gray	HC-100	Gloucester Sage
13	AF-100	Pashmina	AF-30	Deep in Thought	AF-95	Hush	AF-560	Flint
14	HC-83	Grant Beige	OC-60	Icicle	HC-103	Cromwell Gray	HC-112	Tate Olive
15	983	Smokey Taupe	OC-17	White Dove	985	Indian River	1302	Sweet Rose Brown
16	HC-30	Phila Cream	OC-130	Cloud White	HC-172	Revere Pewter	HC-167	Amerst Gray
17	HC-26	Monroe Bisque	HG-29	Dunmore Cream	HC-102	Clarksville Gray	HC-125	Cushing Green
18	HC-5	Weston Flax	OC-117	Simply White	OC-14	Natural Cream	AF-560	Flint

SECTION D: Standard Operating Procedures

Section 4.03 (e) of the Deed Restrictions requires prior written approval from the ARC in **ADVANCE** of commencing any exterior alterations or landscaping on Homeowners Property

Usual Process

Step 1. Homeowner (HO) decides to undertake a project that will materially alter the exterior of their home, or the landscaping on their lot.

Step 2. HO Completes the ARC Request Form (For residents of the Cottages, the Villas or the Patio Homes, the respective sub-HOA must approve the ARC Request for exterior alterations before it is submitted to the Property Management (PM) company office.) (Requests for landscaping projects will be returned to the appropriate sub-HOA for processing.)

Step 3. The PM scans the ARC Request and emails a copy along with any attachments to the ARC members and Board Liaison.

Step 4. After the respective monthly cutoff date, the ARC Chair picks up the original copies of the ARC Requests. The Chair then prepares the Agenda for the monthly working meeting, assigns inspection responsibilities to the ARC members and emails copies of the agenda containing the inspection assignments to the other members of the ARC and the Board Liaison.

Step 5. Prior to the monthly ARC working meeting, the individual ARC members contact the appropriate HO to schedule an inspection of the proposed project.

Step 6. At the ARC working meeting and using the proposed agenda, the ARC members report on their respective inspections and deliberate the merits of each request. The Chair will call for a motion and vote and the end of the deliberations. The results of the vote are then recorded in the Minutes for the meeting as the official record of the decisions of the ARC.

Step 7. As soon as possible, after the monthly working meeting the ARC Chair transcribes the Meeting Minutes into an electronic format and disseminates copies of the Minutes to:

1. each ARC Member and the Board Liaison for review;
2. the PM office for necessary action ; and,
3. Communication Committee Liaison for inclusion in the Woodlands Word.

Step 8. The PM prepares a communication via email, phone or letter to the HO to formally advise them of the ARC decision.

Step 9.

1. If the request has been approved the HO can now proceed with the project
2. If tabled, the HO must take action to satisfy the ARC's concerns and/or conditions before any additional consideration is granted by the ARC.
3. If disapproved, the HO may appeal the decision to the Board in accordance with the Board Order.

Painting Requests Process

Step 1. Homeowner (HO) decides to undertake a paint project that will materially alter the exterior of their home.

Step 2. HO Completes the Rivendell Painting Request Form

(For residents of the Cottages, the Villas or the Patio Homes, the respective sub-HOA must approve the ARC Request for exterior alterations before it is submitted to the Property Management (PM) company office.) (Requests for landscaping projects will returned to the appropriate sub-HOA for processing.)

Step 3. The PM scans the ARC Request and emails a copy along with any attachments to the ARC members and Board Liaison.

Step 4. So long as the proposed paint colors are listed in the Rivendell Suggested Paint Color Palette, HO can now proceed with the painting work, based upon the presumption of approval by the ARC. All palette colors in a group must be used to presume approval. Any variation needs an approval notice before work can commence.

Step 5. Painting requests are gathered at the same time the other ARC Requests are collected by the ARC Chair. They are included in the Monthly Agenda, but no inspection responsibilities are assigned, nor is an inspection conducted.

Step 6. At the ARC working meeting and using the proposed agenda, the ARC members report on their respective inspections and deliberate the merits of each request. The Chair will call for a motion and vote and the end of the deliberations. The results of the vote are then recorded in the Minutes for the meeting as the official record of the decisions of the ARC.

Step 7. As soon as possible, after the monthly working meeting the ARC Chair transcribes the Meeting Minutes into an electronic format and disseminates copies of the Minutes to:

1. each ARC Member and the Board Liaison for review;
2. the PM office for necessary action ; and,
3. A Communication Committee Liaison for inclusion in the Woodlands Word.

Step 8. The PM prepares a notice to the HO to formally advise them of the ARC decision.

Emergency Requests Process

Process for emergency Requests where the homeowner must take immediate action to protect the home from damage and/or make it habitable

Step 1. A catastrophic event occurs which causes the Homeowner (HO) to take immediate action to protect his property and make it safe for occupancy.

Step 2. Before or after dealing with the catastrophic event as best they may, the HO Completes the ARC Request Form (For residents of the Cottages, the Villas or the Patio Homes, the respective sub-HOA must approve the ARC Request for exterior alterations before it is submitted to the Property Management (PM) company office.) (Requests for landscaping projects will be returned to the appropriate sub-HOA for processing.)

Step 3. The ARC Request Form contains a check box that should be checked identify the request as an emergency. Painting requests are will not be considered an emergency.

Step 4. Upon receipt of the scanned copy of the emergency ARC Request Form, the ARC Chair polls the ARC members for their advanced approval. If a majority of the ARC members agree that an emergency has occurred for which the HO must take immediate remediation action, the ARC Chair notifies the PM to issue an approval notice. The ARC will also notify the HO of the ARC actions.

Step 5. These type of requests are gathered at the same time the other ARC Requests are collected by the ARC Chair. They are included in the Monthly Agenda, but no inspection responsibilities are assigned, nor is an inspection conducted.

Step 6. At the ARC working meeting and using the proposed agenda, the ARC members report on their respective inspections and deliberate the merits of each request. The Chair will call for a motion and vote and the end of the deliberations. The results of the vote are then recorded in the Minutes for the meeting.as the official record of the decisions of the ARC.

Step 7. As soon as possible, after the monthly working meeting the ARC Chair transcribes the Meeting Minutes into an electronic format and disseminates copies of the Minutes to

1. each ARC Member and the Board Liaison for review;
2. the PM office for necessary action ; and,
3. A Communication Committee Liaison for inclusion in the Woodlands Word.

Step 8. The PM prepares a notice to the HO to formally advise them of the ARC decision.

SECTION E: Authorities

Declaration of Protective Covenants, Conditions and Restrictions for Rivendell as recorded beginning with Book 22842 Page 2626 and as **Amended Deed Restrictions** and said amendments subsequently recorded (abbreviated as ADR).

ADR 4.03(e) Changes and Modifications to Existing Structures: The COMMUNITY ASSOCIATION shall establish and Architectural Review Committee (ARC), pursuant to Article IX of the BY-LAWS, for the control of all modifications or changes to existing STRUCTURES and landscaping located on the COMMITTED LANDS. No STRUCTURE or landscaping shall be altered, nor shall any tree removal, change of exterior color, or other work be commenced which in any way materially alters the exterior appearance of any STRUCTURE or landscaping without the prior written approval of the COMMUNITY ASSOCIATION acting through its ARC. The COMMUNITY ASSOCIATION, acting through its ARC, shall establish, and may from time to time modify, standards and criteria to be applied to all modifications and changes to STRUCTURES and landscaping on the COMMITTED LANDS.

Amended and Restated By-Laws of Rivendell Community Associations, Inc. (abbreviated as B-L)

B-L Article IX - COMMITTEES, Section 4 states in part: The COMMUNITY ASSOCIATION may also establish and Architectural Review Committee which shall review and approve all modifications and changes to existing structures and landscaping prior to any work being commenced. The Architectural Review Committee shall establish standards and criteria to be applied to all modifications and changes, and shall establish such review procedures as it deems necessary and appropriate.

The Woodlands at Rivendell Standing Rules

In addition to the basic Covenants, Conditions and Restrictions established by the original developer, which are part of the title to the lots in Rivendell, the Board has found it necessary to expand or clarify some of these restrictions over the years. The Standing Rules are a summary of these Board actions which may be subject to ARC review.

Note: ARC=Architectural Review Committee

For all current documents and Standing Rules please refer to documents posted at <https://www.rivendellcommunity.com/documents>