



# Woodlands at Rivendell ARC Request Form

## Structure Only: Re-roof, Paint, Windows, Doors, Solar, etc.

### Application for Architectural Review Committee (ARC) Prior Approval

Please refer to the Rivendell ARC Guidelines available at the Rivendell website [www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents) for information relevant to this submission.

**Obtaining prior approval when you make changes to the structure (i.e., repaint or re-roof) eliminates the risk of delays, fines and other enforcement actions by the Rivendell Community Association. In some cases, we will ask you to notify affected neighbors of your proposal (see the Neighbor Notification Form).**

Name: \_\_\_\_\_ Address of the Work: \_\_\_\_\_

Email address: \_\_\_\_\_ (by providing my email, I agree that you may communicate with me by electronic transmission using this email address)

Phone: \_\_\_\_\_ Proposed start date: \_\_\_\_\_ Duration: \_\_\_\_\_

If this is an **emergency** please describe the nature of the emergency: \_\_\_\_\_

You do NOT need to choose colors from any recommended palette scheme				
<b>PAINTING</b>	Painted Surface	Paint Manufacturer	Color Number	Color Name
	Body of House			
	House Trim			
	Front Door			
	Garage Door			
	Other (Specify)			
<b>ROOFING</b>	Existing Roofing		Manufacturer	
	New Roofing Material		Color	
	Installer/Rofer		Product #	
<b>OTHER</b>				

**Please submit the following:**

- \_\_\_ **Required:** Manufacturer's actual paint swatches and pictures/description of materials. *Faxes or scans of paint samples via email are inadequate and may delay our review.*
- \_\_\_ **Desired (not required):** Pictures of your home. *These help us evaluate the colors & materials in the context of each other, your driveway and your walks. These may be submitted as .jpeg files to: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com)*
- \_\_\_ **Required (if relevant):** Acknowledgement from each potentially affected neighbor confirming that you have provided them with a copy of your ARC Request by hand or by certified mail (Use the Neighbor Notification Form downloaded from [www.rivendellcommunity.com/Documents](http://www.rivendellcommunity.com/Documents))

**Four ways to make a submission:**

1. *For Meadow Sweet Circle Addresses Only:* By email or by hand to a Cottages neighborhood HOA board member for prior Cottages Board approval.
2. *For All others (in order of our preference):*
  - a. By Hand: Form and all paint swatches into the ARC drop box located at the Rivendell Pool
  - b. By Email: Form and house pictures (not paint swatches) to: [ArcRivendell@gmail.com](mailto:ArcRivendell@gmail.com)
  - c. By Mail: Rivendell Community Association ARC, c/o Casey Condominium Management, 4370 S.Tamiami Trail, #102, Sarasota, FL 34231

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

**Except for December, the ARC meets monthly, usually on the last Tuesday, often by teleconference. You are welcome to participate, but it is not necessary. You can expect a decision at the meeting if we receive your submission with all necessary information by the 15<sup>th</sup> of the month.**

-----For Cottages Neighborhood HOA use only: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_