

Architectural Review Requests for The Cottages And “Living in a Deed Restricted Community”

This memo outlines the process for submitting a request for any changes to the exterior of your home or yard under the Cottages’ (a.k.a. Rivendell Unit One Neighborhood Association, Inc.) sub-division and the Rivendell Community Association’s Architectural Review requirements. It also reminds us of what we agreed to when we purchased a home in a Deed-Restricted Community.

Our community has a set of rules and regulations, which each of us was made aware of by our real estate agent or lawyer or closing agent, when we bought our home. Under Florida Statute 720, The Rivendell and Cottages Homeowners Associations **must** comply with and **enforce** these rules. Our Boards of Directors have the fiduciary responsibility for ensuring every homeowner and resident is in compliance with our rules, which can be found on Rivendell’s Community website: www.rivendellcommunity.com.

We all take pride in our homes and neighborhood and want to keep our property values rising. Our governing rules and restrictions are designed to maintain a community that’s attractive to most everyone. Each of us has the responsibility to understand and follow the covenants and rules of our community.

The most common violations occur when homeowners make changes in their yards or to the exterior of their homes before gaining approval by the association. As per Article 8, “Restrictions on Use” of the Cottages’ Covenants, **before** any exterior improvements are made (painting, roofing, landscaping, tree and plant removal, fencing, etc.), you must **first** submit a request to make the changes. **Work should not commence before approval is received.**

Instructions and copies of the ARC Request forms and Cottages’ Landscape Rules can be found on the rivendellcommunity.com website under Documents. **Cottages homeowners should submit their completed request for changes first to the Board President, (John Martin at 572 Meadow Sweet Circle), for review by the Cottages Board.** Once this step is completed, the request goes on to Big Rivendell’s Architectural Review Committee for approval. Note: The Cottages Landscape Chairperson reviews all landscape changes and lets the Board know if it’s acceptable under Cottages’ rules.

We understand there may be emergency situations (roof leaks) that require owners to take action immediately. The Cottages Board will expedite these requests so as not to create more issues for owners. Even in an emergency situation, owners must complete a request for approval. If it’s not an emergency, **approval must be received before the work begins.**

We encourage owners to understand the rules and to follow them. Again, all documents can be found on the Rivendell Community website: www.rivendellcommunity.com. For your convenience, the current set of ARC Request Forms (roof/landscape changes, painting, and neighbor’s approval letter) are attached.