

# ARC Guidelines

## 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 the Architectural Review Committee (ARC) before any action is taken. The homeowner is responsible for adherence to all rules, regulations and restrictions as well as obtaining governmental permits as required by the State and County. The Covenants, Standing Rules, and ARC Guidelines apply to all residents of Rivendell regardless of sub-association. However, a sub-association may have more limiting guidelines to accommodate situations specific to their sub-association.

In general, the ARC review process will be looking to ensure that homeowner requests meet community appearance standards and do not limit or infringe upon the rights of other homeowners.

Homeowners must submit a separate application for each project being proposed unless otherwise noted within the ARC guidelines. There are separate request forms for (1) painting and (2) other exterior modifications such as landscaping, window replacement, etc. Property surveys must be submitted with request for any landscape modifications including but not limited to tree removal, plantings, fence installation, and paver walkway placement/replacement (refer to the Rivendell Website for example copy of a property survey which are generally included in your home closing documents). In addition, neighbor approval letters should be submitted with the request in instances that their property or view may be impacted (i.e. plantings or removal thereof near a property line). Only complete applications (including any required plans, specifications, or survey) will be accepted for consideration.

**Homeowners that are members of a sub-association** (i.e. Cottages, Villas, Patio Homes) are subject to the following process:

1. **Cottages** - Obtain the approval of their sub-association's board prior to submission of the request to ARC. Requests submitted without the prior approval of the sub-association board will not be considered by the ARC until approval is obtained.

**2. Villas** – Landscape requests must be submitted to the sub-association for approval and are not required to be submitted to ARC since landscaping requirements are centralized and completed by the sub-association at their discretion. The sub-association will utilize applicable ARC guidelines when determining feasibility of a project (i.e. use of St. Augustine grass, limitations on the number of fruit trees, etc.). All non-landscape (i.e. painting, window replacement, etc.) requests must be submitted to the ARC for approval prior to commencing.

**3. Patio homes** – Obtain the approval from their sub-association for Landscape requests prior to forwarding to the ARC. Non-landscape requests can be submitted directly to the ARC without obtaining prior sub-association approval.

The approval, rejection or withholding of any approval by the ARC on the plans, proposals or specifications or the proposed location of all structures, and any alterations 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 ARC relates only to the aesthetics and impact on other residents 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 data and to make applicable application to, and obtain the approval of the appropriate government agencies prior to commencement of any construction or landscaping.

A home owner's failure to comply with ARC guidelines and related approval process may result in the homeowner being cited and fined at the HOA Board's discretion.

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**

Home owners wishing to paint their property must obtain ARC approval prior to commencement unless otherwise noted. In this regard, there is a separate ARC painting request form to be utilized for painting that can be downloaded from the Rivendell Community website.

#### **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.

#### **4. Touch-up Painting**

Homeowners do not need to submit an ARC request to touch up small painted areas of their home when no color change is made (i.e. touching up small trim areas that may have been scratched/damaged from

landscape revisions, etc.). Painting of large areas (i.e. side of home) is not considered as “touch up painting” and would require submission of an ARC painting request form.

## **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

### **2. 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.

### **3. Windows**

- a. Windows must be white or bronze in color and have window grids on all windows located on the front of the house. Windows on the side or rear of the house do not require window grids but may be utilized at the homeowner’s discretion.

## **C. Roofing**

1. Only one roofing style and type is permitted per dwelling. Mansard style roofs are not permitted.
2. Roofing materials shall be consistent with the other homes in that unit.
3. Roof colors should match the polychromatic ambiance of the Rivendell Community. Roof vents and roof exhaust pipes must be painted to match the roof color.
4. Use of solar roofing panels (i.e. Tesla panels) that cover the entire roof are permitted within Federal, State, and local government guidelines. The panels may be used in place of tile or composite shingles over all roof surfaces. Mixing of material type on an individual roof is not permitted.
5. Individual solar panels that heat pool water or generate electricity may be placed on top of an existing roof covering (i.e. tile or composite shingles). The panels must be placed on the side or rear of the residence and not extend over the top or edges of the roof. The panels may not be angled differently than the side of the roof that they are affixed to and must be installed as close to the roof surface as possible. Any applicable plumbing pipes and related hardware must be painted to match the color of the roof.

### **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. Colors must be neutral; light to mid-range: beiges, tans, grays, olives and corals.



- b. Approval from the Architectural Review Committee is required prior to beginning the roof sealing process where a color change is proposed. Use of clear/transparent sealant does not require the submission of an ARC request and the homeowner may proceed with the application of clear sealant at their discretion.

#### **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. Color matching is generally the color of the trim or the body of the house with the objective being to conceal them from view as best possible.
2. Meters are to be painted to closely match the surface to which they are attached

#### **F. Propane Tanks**

Use of propane tanks are permitted with certain restrictions and must be screened from view by either fencing or landscaping. All tank installations must be permitted and follow the placement and setback requirements for Sarasota County. Homeowners are required to submit an ARC request and obtain ARC approval prior to installation. Specific provisions are summarized as follows.

1. Above ground tanks have these additional provisions:
  - a. Overall height of 56 inches or less and overall diameter of 30 inches or less (Vertical Tanks)
  - b. Overall height of 40 inches and overall length of 68 inches or less (Horizontal Tanks)

- c. Only two tanks per household (Maximum of 100 gallons each)
- d. Installed on concrete pad and fastened to the house or pad
- e. Tanks must be located on the side or rear of yard

2. Below ground tanks have these additional provisions:

- a. Tank can be no larger than 500 gallons
- b. Tank must be at least 10 feet from the property line
- c. Filling valves must be located below grade and capped to conceal them from sight and to minimize trip hazard.

## **G. Screening (concealing equipment)**

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 wall colors must match the house body in color and materials.
4. Screening fences must be vinyl and be either white or tan.

## **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 and/or those painted to match the home or trim may remain attached to the home throughout the hurricane season on other parts (sides and rear) of the home regardless of whether they 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. For general information a swale is defined as a trough like depression to carry water mainly from rainstorms away from an area.
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 and must be of a color complimentary to the dwelling (black or dark brown is encouraged). An ARC request is not required to replenish mulch in existing mulched areas.
4. Concrete, brick and paver bed borders are permitted and installation requires submission of an ARC request.
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 example Plant Lists and sources for online assistance.

## **B. Lawns**

1. New or replacement lawns must be sodded with St. Augustine grass varieties. No seeding, sprigging or plugging is permitted.
2. Repair of an existing lawn may be done with seeding or plugging with St Augustine grass varieties. An ARC request is not required to repair small areas of an existing lawn.

## **C. Hedges**

1. Hedges and strategically placed plantings are encouraged for privacy. Hedges should be maintained to be no higher than eight feet.
2. Hedges are permitted on the property line between dwellings if both homeowners agree and drainage is not affected.
3. Plantings 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 (i.e. drainage depression).
6. Hedges must begin twenty (20) feet back from the front corner of the dwelling, except in The Cottages, where they are encouraged in front yards. Consideration will be given when obtaining ARC approval to modifying the 20-foot setback requirement when requested and deemed appropriate.

## **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. Homeowners are encouraged to consider replanting a tree for one removed as a result of disease/death where practical to maintain the “Woodlands” feel to the community.
2. ARC requests 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, what shrubbery or other landscaping measure will be used) to maintain the landscape appeal and appearance of the property. The stump for all tree removals must be ground out to a minimum of three inches below ground level.
3. There is a limit of three fruit trees per property.
4. Plantings along property lines must be placed so that, at maturity, branches and fronds will not overhang onto neighboring properties

## **E. Trellises and Arbors**

Trellises and Arbors will not be permitted in Front yards or in situations where they will be visible from the street such as corner lots.

## **F. Water Features**

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

## **G. Landscape Lighting**

1. Low level accent lighting may be placed in mulched areas and is encouraged. Submission of an ARC request is not required.

2. Accent lighting must not be positioned to illuminate a neighbor's property and lighting must be of a color complimentary to the home.

## **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 around the base of the lamppost are prohibited.
5. Use of a colored light is permitted only during a holiday season. Otherwise, lightbulb used should be a 60-watt soft white incandescent or LED equivalent ( 9 watt - 3,000K).

## **I. Out Buildings / Sheds / Guest Houses**

No free standing structures of any kind 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 tan only
- c. Can be picket or solid depending upon location

#### **2. Wrought Iron Fences**

- a. Must be picket and Black/Bronze

#### **3. Heavy Duty Aluminum Fences**

- a. Must be White or Black/Bronze

### **B. Fence Requirements**

4. A property survey must be submitted along with the ARC request form before a fence may be erected.
5. **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 or tan vinyl, wrought iron, or heavy duty aluminum. Metal fencing must be either black or bronze in color.
  - 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 twelve inches inside the lot line of the requesting homeowner. Homeowners may seek a variance for which approval 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, the alleys of the Patios and Villas, and homes on Shadow Bay where the back of the house faces the Willowbend development 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. In addition, a fence can be placed on a rear property line if all affected neighbors agree and drainage and view of common areas is not affected.
10. Also see Deed Restriction 4.01 (b) on Fences and Rivendell Standing Rules.

Note: Homeowner's may seek a variance to fence height and location restrictions which will be considered by the ARC on a case by case basis.

## **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, advertisement or notice shall be permitted upon any residence, or on the community common area without the prior written consent of the HOA BOARD.
2. Political signs are not allowed on common areas or resident lots.
3. Contractor signs may be displayed on job sites only when the contractor is physically present and working at the site.
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. Flyer boxes may be attached to the "For Sale" sign.
3. "For Rent" signs must be placed in a mulched area.

## **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 HOA 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 must not be visible from the street.
5. Play structures must be landscaped with a minimum of a six (6) foot hedge on both sides of the dwelling, which may not interfere with the neighbor's sight lines.
6. Playground equipment must not be visible from a neighbor's enclosed area (i.e. pool cage/lanai)

## **A-6 DRIVEWAYS AND WALKWAYS, POOLS, LANAIS AND CAGES**

### **A. Driveways and Walkways**

1. Driveway surfaces may be poured concrete or pavers. Materials should match walkways.
2. Colors should be neutral and coordinate with the dwelling. No black, white or brightly colored finishes should be used.
3. Driveway size/footprint modifications are not encouraged in consideration of the size of community lots and complexities with easements. However, the ARC will consider requests for modifications. A property survey that indicates the proposed changes must be submitted with the request along with indication of compliance with all government limitations and permit requirements.

### **B. Pools**

1. Swimming Pools must be enclosed in an approved cage or fence.
2. No side yard or front yard pools are permitted.
3. No above ground pools are permitted unless they can be removed at the end of the day and are not visible from the street.

### **C. Lanai and Pool Cages**

Homeowners Lanai and pool cages may be either bronze or white in color and are subject to the limitations and exceptions below. Homeowners are encouraged to utilize the bronze color for their cages in that they blend in better with surrounding areas and are easier to maintain (reduces visibility of algae growth).

1. Structural elements must be of bronze color, by covenant, for all cages facing a preserve or Oscar Sherer State Park.
2. Cages shall remain within easement lines.
3. Cages must not obscure view of common areas.

## **SECTION B: PLANT LISTS**

**The following is a list of recommended plants, however, the list is not inclusive. Homeowners are encouraged to utilize Florida native plants whenever possible and consideration will not be given to the planting of any invasive species or those that have a tendency to destroy native plant systems or endanger wildlife.**

### **Recommended Plant List** (N) Denotes a Native Plant

#### **Trees**

Live Oak(N)  
Laurel Oak  
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

#### **Shrubs-Accent**

Coontie (N)  
Heavenly Bamboo  
Crinum Lily (N)  
European Fan Palm  
King Sago

#### **Shrubs-Dwarf**

Dwarf Chinese  
Parson's Juniper  
Blue Shore Juniper  
White Indian Hawth.  
Yaupon Holly (N)

**Yellow Iris (N)**

**Thryallis**

**Wax Privet**

**Juniper**

**Inkberry (N)**

**Florida Privet (N)**

**Saw Palmetto (N)**

**Walter's Viburnum (N)**

**Fetterbush (N)**

**Pitch Apple**

**Scheffera Arbuticola**

**Philodendron**

**Chinese Fan Palm**

**Grafted Gardenia**

**Bird of Paradise**

**Podocarpus**

**Jasmine Varieties**

**Fountain Grass**

**Camelia**

**Dwarf Oleander**

**Coontie (N)**

**Liriope**

**Mexican Heather**

**African Iris**

**Daylilies**

## **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

Punk Tree

Rosewood

Ear Tree

Brazilian Pepper

Downey Rose myrtle

Chinese Tallow

Australian Pine

China Berry

Carrotwood

## **Online Resources**

Florida Friendly Landscaping Plant List

[http://sarasota.ifas.ufl.edu/FYN/Pybs/FYN\\_Selection\\_Guide.pdf](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 but must still submit an ARC request.

Other colors and/or manufacturers may be used but the homeowner must include paint samples (i.e. color swatch) with their ARC request and wait for ARC approval prior to commencing.



**Paint Palette: Rivendell Suggested Paint Palette – Benjamin Moore**

SCHEME	BODY #	BODY COLOR	TRIM #	TRIM COLOR	ACCENT #	ACCENT COLOR	DOOR #	DOOR COLOR
1	2131-31	Numbus Gray	OC-64	Pure White	2129-40	Normandy	AF-290	Caliente
2	1473	Gray Huskie	OC-57	White Heron	OC-24	Winds Breath	1462	Gray 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	OC-68	Distant Gray	OC-56	Moon-Shine	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 and submits to the Property Management Office (preferably electronically). For residents of the Cottages, Villas, or Patio Homes the respective sub-HOA must approve the ARC Request before it is submitted to the Property Management (PM) company office. The ARC will not consider requests until approved by a sub-HOA where applicable.
- Step 3.** The PM scans the ARC Request and/or emails a copy along with any attachments to the ARC members and Board Liaison.
- Step 4.** After the respective monthly cutoff date (15<sup>th</sup> of a month), 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 will contact the appropriate HO to schedule an inspection of the proposed project when needed.
- 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.

**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) ARC Members 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 or letter to the HO to formally advise them of the ARC decision. The ARC Chair will notify the homeowner of request status by email shortly after an ARC meeting for those who have provided an email address on their request. Subsequent to notification by the ARC Chair the HO may proceed with their project while awaiting formal notification from the Property Management Company office.

**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 not approved, the HO may appeal the decision to the Board in accordance with the Board Order.

PLEASE NOTE: The ARC meets the last Tuesday of a given month. Requests received by the fifteenth (15th) of that month will be considered at that meeting. Requests received after the fifteenth (15th) will be considered at the following months meeting. Should a homeowner have an emergency situation arise please refer to paragraph below titled "Emergency Requests Process".

## 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 and submits to the Property Management (PM) company office. 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.
- 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 and then submit an ARC request for verification. 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 and are included in the Monthly Agenda.
- Step 6.** At the ARC working meeting and using the proposed agenda, the ARC members report on their respective assignments 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.
- Step 7.** ----- Please refer to “Usual Process” above for remaining steps 7, 8, & 9.

## **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 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.
- Step 6.** At the ARC working meeting and using the proposed agenda, the ARC members report on their respective assignments 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.
- Step 7.** ----- Please refer to "Usual Process" above for remaining steps 7, 8, & 9.

## **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 an 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>**