



Riverwind Cove Homeowners Association

To: Riverwind Cove Property Owner

Re: Architectural Review Committee (ARC) Review Request

Attached please find a request form(s) to apply for a review of new construction or additions/improvements to your Riverwind Cove property, along with a copy of the Riverwind Cove Architectural Standards & Guidelines.

Please note that the RWC Architectural Standards & Guidelines is intended as a companion document to the Riverwind Cove Covenants, Conditions, & Restrictions (CCR), and the CCR should always be consulted prior to requesting an ARC project review. A copy of the CCR may be found on the Riverwind Cove HOA (Association) website at www.riverwindcovehoa.com under "Documents & Information". ***Please safeguard yourself and your investment by requesting an ARC review prior to initiation of a project.***

The ARC, under the authority of the Riverwind Cove HOA Board of Directors, has the right and obligation to halt construction on a project or have items removed from properties that are not in compliance with the RWC Covenants, Conditions & Restrictions.

Please complete the appropriate form(s) (attached) and submit to the HOA and/or Chairman of the ARC as indicated on the form. All requests must include appropriate documentation as outlined in the Architectural Standards & Guidelines; any and all applicable fees must be received by the Association prior to ARC approval and before the project may begin.

ARC Committee

The Architectural Review Committee is a standing advisory committee of the Riverwind Cove HOA. The Committee is composed of a Chairman and 2 or more members, including a Board member who shall serve as liaison between the ARC and Board of Directors. The ARC reports to and it operates under the authority of the Board of Directors, for the purpose of enhancing and protecting the value, attractiveness and desirability of the parcels in the community.

The ARC will use all pertinent CCR provisions as the standard for all reviews, inspections, etc. and follows a prescribed checklist. The ARC will make a recommendation to the HOA Board. The HOA Board of Directors will make the final decision on a project's adherence to CCR provisions.

Following submittal of a Review Request, the ARC has 14 days to review and provide written notification to the homeowner of the following:

- A. acceptance of plans as submitted
- B. denial of plans as submitted with required changes indicated, or
- C. request for additional information

Once all necessary information has been received and reviewed, the ARC will present their findings to the Board; it is up to the Board to provide final approval or denial of all requests.

Plan Review Fee and Construction Bond

The **Plan Review Fee (\$250 non-refundable)** is assessed for new home construction only, and covers any and all work and/or fees incurred by the ARC in the review of construction plans, documents, permits, etc.

A **Construction Bond** is required for any project entailing the use of heavy equipment and covers the cost of repair for any damage occurring on RWC property or common areas during the proposed construction or completion of the project. ***The Construction Bond fee is \$1,000 required for all projects.***

All requests dealing with additions to an original home and/or property must include:

- A written description of the project
- A site plan indicating the exact placement of the addition(s) on the property.
- Copies of any and all pertinent permits (or copies of application for said permits)

Note: Dock construction requests must include a copy of the dock permit and site plans submiled to and approved by Lee County, SFWMD, Florida Department of Environmental Protection and/or Army Corps of Engineers, as appropriate.

Request forms are attached for your convenience; please use the appropriate form. If you have any questions, please contact the HOA at riverwindcovehoa@gmail.com, or the Chairman of the Architectural Review Committee.

Thank you for your cooperation,

Riverwind Cove HOA Architectural Review Committee & Board of Directors

CHANGE REQUEST FORM: Amendment to Existing Structure/Property

Please note: if you are submitting an Architectural Review Request for an addition or amendment to an existing home site, this is the only form necessary.

Property Owner (Name) *please print*: _____

Lot #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Cell) _____

Email: _____

Contractor Name/Company: _____

Address: _____

Phone: (Office) _____ (Cell) _____

Email: _____

Contractor License #: _____

Insurance Provider: _____

Phone: _____

Project Description:

This is an amendment to a previous request: ____ Yes ____ No

If "Yes", date (approximate) of previous request: _____

Total estimated project cost: \$_____ (***applicable review fees and bond fees must be paid to the RWC HOA. All fees must be received by Riverwind Cove HOA before approval can be granted.***)

If this request is approved, work is expected to begin on or about (day, month, year) _____, and to be completed by (day, month, year) _____.

Please attach supporting materials as follows:

- Blueprint or detailed drawing (to scale) including appropriate setback indication
- Copies of appropriate permits (or application for such)
- Copy of Contractor's license and Liability Insurance

In accordance with the Riverwind Cove Covenants, Conditions and Restrictions document, and all other HOA rules & regulations, I hereby request approval from the Architectural Review Committee for amendments to my property as described herein. I understand that the ARC will review my request and respond as indicated above within 14 days of receipt of my request.

I further understand and agree to the following:

1. No work may commence until I have received written approval from the HOA (Association).
2. All work will be performed at my expense.
3. All work will be performed according to the standards and conditions established in the Riverwind Cove HOA Architectural Standards and Guidelines, and the rules & regulations, including the Covenants, Conditions & Restrictions, of the Association.
4. I assume all liability for any and all damage and/or injury which may result from the project.
5. I will comply with all applicable federal, state and local codes, laws, regulations and requirements in regard to this project, and will obtain the necessary permits and approvals.
6. I agree that the Association's approval of my request shall in no way be understood or accepted as replacement of any necessary governmental permits and approvals, or compliance with applicable codes, laws, regulations & requirements.
7. I agree that should circumstances cause significant delay in the initiation and/or completion of this project, I will communicate such to the ARC/HOA.

Signature: _____

Date: _____

Please submit completed form and documentation to the Riverwind Cove HOA address indicated on the HOA website at www.riverwindcovehoa.com or return to the ARC.

This section for ARC use only.

Date request received: _____

Does this project require a Construction Bond? _____ Yes _____ No

if Yes, amount required: \$ _____ Invoice sent to property owner on (date): _____

Bond received on (date): _____

Request _____ Approved _____ Denied

Signature (ARC): _____ Date: _____

NEW CONSTRUCTION REQUEST FORM

Please note: if you are submitting an Architectural Review Request for new construction, this is the only form necessary.

Property Owner (Name) please print: _____

Lot #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Cell) _____

Email: _____

Contractor Name/Company: _____

Address: _____

Phone: (Office) _____ (Cell) _____

Email: _____

Contractor License #: _____

Insurance Provider: _____

Phone: _____

This is an amendment to a previous request: ____ Yes ____ No

If "Yes", date (approximate) of previous request: _____

Total estimated project cost: \$_____ (**appropriate bond amount will be calculated by ARC and should be paid to RWC HOA. Applicable fees must be received by Riverwind Cove HOA before approval can be granted.**)

If this request is approved, work is expected to begin on or about (day, month, year) _____, and to be completed by (day, month, year) _____.

Please attach supporting materials as follows:

- Blueprints or detailed drawings (to scale) including appropriate setback indication, including required fire protection sprinkler system
- Copies of appropriate permits (or application for such)
- Copy of Contractor's license

In accordance with the Riverwind Cove Covenants, Conditions and Restrictions document, and all other HOA rules & regulations, I hereby request approval from the Architectural Review Committee for amendments to my property as described herein. I understand that the ARC will review my request and respond as indicated above within 14 days of receipt of my request.

I further understand and agree to the following:

1. No work may commence until I have received written approval from the ARC and Board of Directors.
2. All work will be performed at my expense.
3. All work will be performed according to the standards and conditions established in the Riverwind Cove HOA Architectural Standards and Guidelines, and the rules & regulations, including the Covenants, Conditions & Restrictions of the Association.
4. I assume all liability for any and all damage and/or injury which may result from the project.
5. I will comply with all applicable federal, state and local codes, laws, regulations and requirements in regard to this project, and will obtain the necessary permits and approvals.
6. I agree that the Association's approval of my request shall in no way be understood or accepted as replacement of any necessary governmental permits and approvals, or compliance with applicable codes, laws, regulations & requirements.
7. I agree that should circumstances cause significant delay in the initiation and/or completion of this project, I will communicate such to the ARC/HOA.

Signature: _____

Date: _____

Please submit completed form and documentation to the mailing address for RWC HOA indicated on the HOA website at www.riverwindcovehoa.com or return to the ARC.

This section for ARC use only.

Date request received: _____ Date Reviewed: _____

Permits attached: ____ Yes ____ No Review Fee enclosed: ____ Yes ____ No Date received: _____

Construction Bond required (amount): \$ _____

Invoice sent to property owner (date): _____ Bond received (date): _____

Request ____ Approved ____ Denied

Signature (ARC): _____

Date: _____