



Riverwind Cove Homeowners Association, Inc.

To: Riverwind Cove Property Owner

Re: Architectural Review Committee (ARC) Review Request

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

Please note that the Riverwind Cove Covenants, Conditions, & Restrictions (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.org 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 Board of Directors 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 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 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. (A complete description of the Architectural Review Committee, including its duties & responsibilities, may be found on the Riverwind Cove HOA website under Documents & Information.)

The ARC will use the architectural guidelines prescribed in the Covenants, Conditions, & Restrictions as the standard for all reviews, inspections, etc. and follows a prescribed checklist. If the ARC is in doubt regarding any item on the checklist, the Board of Directors will be consulted, and will make the final decision.

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 of \$250** 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 of \$1,000** is required for any new construction project and covers the cost of repair for any damage occurring on or to RWC roads, property, or common areas during the project. The bond will be held in escrow until the project is completed and any necessary repairs are made to the roads and/or common areas. Any unused funds will be returned to the requestor following issuance of a CO.

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)
- Copies of contractor's current liability insurance certificate

Note: Dock construction requests must include a copy of the dock permit and site plans submitted to and approved by 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 Board of Directors at riverwindcovehoa@gmail.com.

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: _____

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 current liability insurance certificate

All construction projects must have the ground marked by 811 Sunshine for electric, phone, and fiber optic/internet lines if any digging is to occur (this includes the placement of driveway culverts). Front swales must be gently dug by hand due to the shallow presence of fiber optic cables. If a fiber line or any other utility line is severed by applicant or contractor, applicant is responsible for the repair cost with the utility company.

Please be aware that many lots contain conservation and/or drainage easements which cannot be altered; ensure that you and your contractors are aware of these areas prior to construction.

ARC requests approved by the Board of Directors will expire 1 year from the date of approval.

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 receiving my request.

I accept responsibility and repair costs for any damage to roadways and drainage easements related to construction, and further understand and accept 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/Board of Directors.

Signature: _____

Date: _____

Please submit completed form and documentation to the Riverwind Cove HOA mailing address indicated on the HOA website (riverwindcovehoa.org) or send via email to riverwindcovehoa@gmail.com.

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: _____

Applicable fees must be received by Riverwind Cove HOA before approval can be granted. Plan Review fee is \$250. Construction Bond is \$1,000. Checks should be made payable to Riverwind Cove HOA and mailed to Riverwind Cove HOA, PO Box 657, Alva, FL 33920.

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 and current liability insurance certificate

All construction projects must have the ground marked by 811 Sunshine for electric, phone, and fiber optic/internet lines if any digging is to occur (this includes the placement of driveway culverts). Front swales must be gently dug by hand due to the shallow presence of fiber optic cables. If a fiber line or any other utility line is severed by applicant or contractor, applicant is responsible for the repair cost with the utility company.

Please be aware that many lots contain conservation and/or drainage easements which cannot be altered; ensure that you and your contractors are aware of these areas prior to construction.

ARC requests approved by the Board of Directors will expire 1 year from the date of approval.

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 receiving my request.

I accept responsibility and repair costs for any damage to roadways and drainage easements related to construction, and 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.org or via email to riverwindcovehoa@gmail.com.

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: _____