

Rivendell Subdivision Owners Association, Inc.

Welcome Packet

Rivendell Heights



5131 Post Road, Suite 101
Dublin, OH 43017
info@rivendellheights.net
www.rivendellheights.net

Rivendell Subdivision Owners Association, Inc.

Re: Rivendell Heights Subdivision

Dear Homeowner:

We want to officially welcome you to Rivendell Heights subdivision and your homeowners' association! As your managing agent, we will strive to obtain the highest quality of management services involving administrative, financial, and maintenance matters.

Our office will handle review of any compliance applications for improvements to the exterior of your home in accordance with your subdivision's Covenants and Restrictions (aka CCRs), which can be found and downloaded from the Rivendell Heights website www.rivendellheights.net.

Attached are a list of HOA Standard Fees and an Application for Alteration/Modification/Compliance along with our fence and shed criteria and examples of plot plans/mortgage surveys.

The following information is intended to familiarize you with the services and resources that are available to you. If you have any questions regarding this information, please contact us.

1. **Mailbox Keys** for your Cluster Box Units (CBUs) have been delivered to the Washington Township Post Office and can be obtained from and signed for at 7525 Paragon Road, Dayton, Ohio. Their contacts are Postmaster Michelle Wortham at 937.529.1424 and Carrier Jeff Campbell at 937.272.0826. ***As of 6/14/2024, keys are now with Ryan Homes.**
2. **Association Fee** payments can be made by check, BillPay through your bank, or by credit card online option at our website at www.rivendellheights.net under the HOA DUES tab. These are your required assessments paid to your HOA for maintenance of your upscale community, to be enjoyed by all of its residents. The Association Fee shall be \$640 annually or \$160 in quarterly installments.
3. **Customer Service** is provided by our office and we are open Monday through Friday, 8:30am to 4:30pm. If you have any questions relative to your account, alteration/modification requests, or maintenance requests, please contact us at info@rivendellheights.net.

We look forward to our new relationship with you and we will do our best to meet your needs and provide you with quality service. Thank you.

Respectfully,

Rivendell Subdivision Owners Association, Inc.
Corridor Development Company LLC
info@rivendellheights.net
www.rivendellheights.net

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HOA Standard Fees

One-time Member Capital Contribution at closing	\$800
Initial Member basic assessment (HOA fees)	\$640 annually or \$160 quarterly
Architectural/Compliance Review	\$50
Member Returned Checks	\$35
New Owner Account (after sale of initial Member)	\$75
Replacement for Lost Mailbox Key and Replacement Lock	\$100

All fees listed here are subject to change annually. Please refer to your HOA's full Collection Policy for any additional fees, provided at www.rivendellheights.net. Additional services may be provided as they become available.

Rivendell Subdivision Owners Association, Inc.
APPLICATION FOR ALTERATION/MODIFICATION

Your Rivendell Subdivision Owners Association, Inc. ("Association") Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your community codes and regulations (CCRs) for specifics pertaining to your community. We cannot approve an incomplete application and all incomplete applications may be returned to you without review or approval. Please complete the following information and checklist and mail the non-refundable \$50 (plus \$3 if paid online) fee to: **Rivendell Subdivision Owners Association, Inc., 5131 Post Road, Suite 101, Dublin, OH 43017**. Or, scan the application to us at info@rivendellheights.net and pay online (3% credit card fee) at the website: [HOA Fees-Contact Us \(rivendellheights.net\)](#)

Please allow at least 30 days for reviews to be completed. Any application that deviates from the approved plans will be inspected by the Association for compliance.

Homeowner Information: _____

Address: _____

Email Address: _____

Phone: _____

Contractor for Name (if applicable), Phone and Email: _____

Type of Alteration/Modification Requested: (circle all that apply)

Fence Shed Pools (in ground only)

Applications for Decks and Patios are NOT required but must use approved materials found in your governing documents or CCRs. Portable and Permanent Basketball Hoops, Landscaping, Play Sets, Solar Panels, Trash Enclosures, etc. do NOT require application but there are approved guidelines found in your CCRs.

Brief Description of proposed improvement:

Building Materials	_____	Height at Highest Point:	_____
Dimensions:	_____	Color of Existing House:	_____
Color of Proposed Improvement:	_____	Estimated Completion Date for Project(s):	_____

Applicant's Checklist:

Is this Design Review Application in response to a violation notice?	Yes	No
Is this page of the form completed?	Yes	No
Did you enclose the Application Fee?	Yes	No
Did you include the required list of materials and color examples?	Yes	No
Did you include a plot survey with required drawings?	Yes	No

We CANNOT process any application without a copy of your plot plan (Mortgage Location Survey) with the location of the improvements marked. If applying for a fence, show the proposed alignment of NEW fence sections with small x's; EXISTING fence sections on your lot or adjacent lots should be shown with o's.

Your Application for Alteration/Modification [has] [has not] been approved as submitted.

SIGNED BY: _____ DATE: _____

Notes: _____

Date Request Rec'd: _____ Date Paid and Amount: _____

Rivendell Subdivision Owners Association, Inc.

Fence and Shed Additional Criteria By the Board Based on Rivendell Heights CCRs

Fences. A fence may be permitted consistent with the following guidelines:

- No fence or any portion thereof may be installed on that part of any Lot that is forward of the primary rear wall of the Residence on the Lot (i.e. fences are permitted only in the rear of the residence).
- Fences shall be of white or beige vinyl material, decorative aluminum, wrought iron or wood (including pressure treated) only. No chain link type of fencing will be permitted.
- Fences shall be up to 48 inches in height from the finish grade of the Lot and shall not be privacy fences but shall have a minimum of 40% opening for the boards (i.e., spacing of 2" for every 3" board, or 2½" for every 3½" board).
- All fences must be installed with finished side out.
- All corner Lots are classified as "double fronting" Lots and shall adhere to the minimum building setback requirements. Fencing shall not extend forward beyond the side/rear house plane, or any closer to the street than the building setback line.
- No fence shall obstruct the flow of storm water.
- Privacy fences and stockade shadow box fences will not be permitted for perimeter lot line fencing.
- In addition to the regulations set forth above, it is the obligation of the Owner to adhere to any Township, City or County building requirements prior to construction.
- Additionally, any fence enclosing a swimming pool shall be a minimum of three (3) feet off the property line and conform to state or local regulation and be submitted to the proper governmental authority prior to construction.

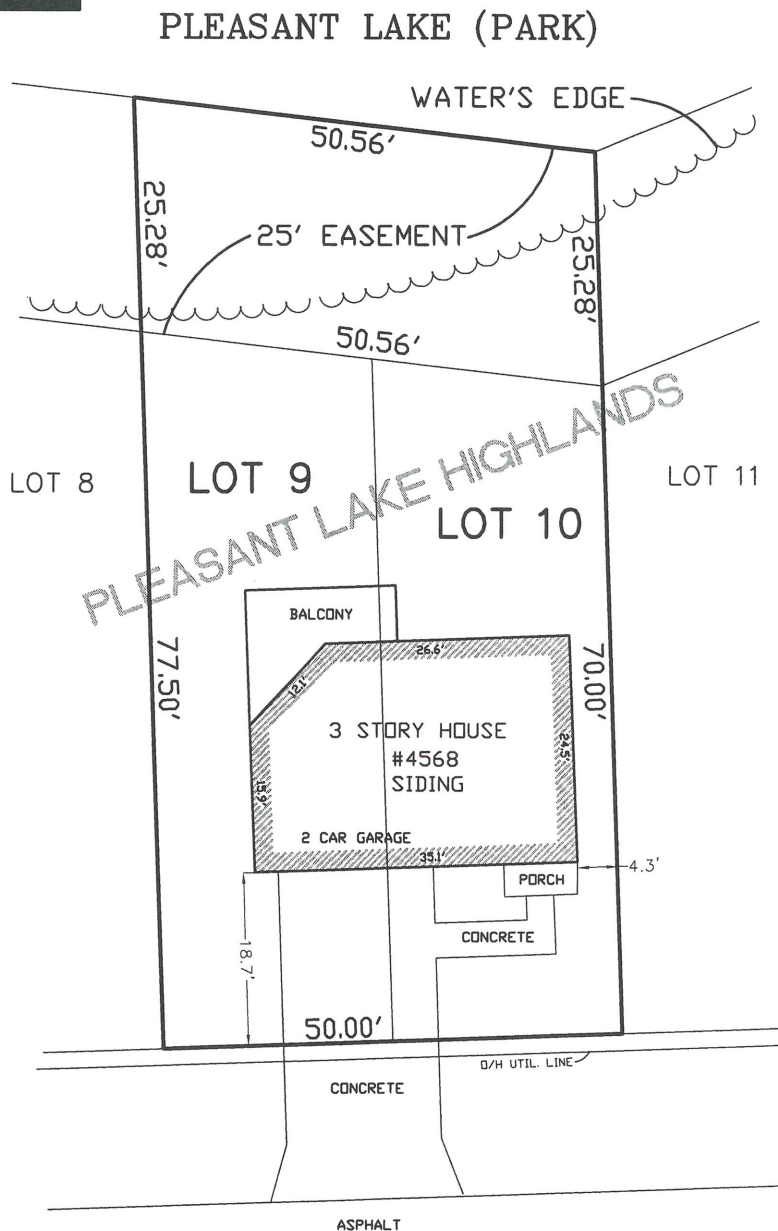
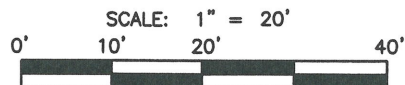
Sheds/Accessory Buildings. No structure of a temporary character and no secondary building, trailer, mobile home, tent, shack, barn, or outbuilding shall be permanently or temporarily erected, maintained, or installed on any lot at any time. No sheds shall be installed without the prior written approval of the HOA.

- Subject to prior written approval, a **shed** may be constructed on a lot, not less than five (5) feet off any property line. Specific design standards for sheds shall be no more than 10 feet by 12 feet (a total of 120 Sq Ft) The shed shall be constructed of wood or vinyl material and painted to match the existing primary structure. The shed shall have roofing material consistent in material and color as that of the existing primary structure. Sheds not in accordance with this section shall be prohibited.

THIS IS AN EXAMPLE OF A CLEAN "PLAN VIEW" DRAWING, SOMETIMES CALLED A 'SURVEY' OR 'PLOT PLAN'. IT SHOWS PROPERTY LINES AND EXISTING IMPROVEMENT BOUNDARIES

MORTGAGE SURVEY/PLOT PLAN

EXAMPLE



PLEASANT LAKE HIGHLANDS

FLOOD NOTE
 Part of subject Parcel is below Flood Plain.
 Lowest Finish Floor (garage) is 2.2' above Flood Plain.
 FIRM 260182 0491F, 09/29/06.

LEYTONSTONE BLVD. 50' WD.

LEGAL DESCRIPTION

Lots 9 & 10, Block 29, Pleasant Lake Highlands Subdivision, as recorded in Liber 29 of Plats, Page 9, Oakland County Records.

Commonly known as: [REDACTED]

NOTE

No Title Search was performed. Easements are not shown.

I HEREBY STATE to:

- Warranty Title and

- [REDACTED]

that this report shows the improvements as located on the premises described that, except as shown, the

EXAMPLE

This mark-up example shows how to indicate what and where you are proposing improvements. Dimensions should be provided.

