

**RIVERCLIFF ESTATES HOMEOWNER PACKET 2022-2023**

Rivercliff Estates

PO Box 20426, Portland, OR 97294-0426

Website: [www.rivercliffestates.com](http://www.rivercliffestates.com) Email: [rivercliffestates@yahoo.com](mailto:rivercliffestates@yahoo.com)

<b>2022-2023 BOARD OF DIRECTORS</b>				
<b>Office</b>	<b>Name</b>	<b>Term Ends</b>	<b>Phone</b>	<b>Email</b>
President	Michelle Doering	2023	503-347-5588	michelledoering70@gmail.com
Vice President	David Wahlstrom	2024	503-984-3226	walleheimer@live.com
Secretary	Christine Moore	2023	503-381-7541	chrissyteem@gmail.com
Treasurer	Tom Dempsey	2024	503-317-9391	dempsey_tom@msn.com
Architectural Director	Jamie Embry	2023	270-230-6270	embryjamie@gmail.com
Repair/Maint Director	Eric Leach		503-481-6367	woton90@gmail.com
Landscape Director	Heidi Pearce	2025	503-750-1063	missheidipea@yahoo.com

<b>PROJECT &amp; COMMITTEE ASSIGNMENTS</b>			
<b>Type/Description</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
<b>Architectural</b> - for ANY planned alterations to the exterior of your unit - use form from packet or website. Includes cameras.	Jamie Embry	270-230-6270	embryjamie@gmail.com
<b>Building Repair &amp; Maintenance</b> - for exterior repairs - use form from packet or website	Eric Leach	503-481-6367	woton90@gmail.com
<b>Capital Reserve</b>	David Wahlstrom	503-332-8448	walleheimer@live.com
<b>Communications &amp; Email</b>	Christine Moore	503-381-7541	chrissyteem@gmail.com
<b>Clubhouse Reservations</b>	Christine Moore	503-381-7541	chrissyteem@gmail.com
<b>Landscaping</b> - for ANY personal plantings to insure water lines are not cut or for any landscaping requests - use form from packet or website	Heidi Pearce	503-750-1063	missheidipea@yahoo.com

<b>Pests</b>	Linda Itami	503-539-8448	ljitami@msn.com
<b>Rental Units</b> - <i>to request, in advance, permission to rent your unit - use form from packet or website</i>	Michelle Doering	503-347-5588	michelledoering@yahoo.com
<b>Rosters &amp; Rules Updates</b>	Christine Moore	503-381-7541	chrissyteem@gmail.com
<b>Safety &amp; Security</b>	Mike Daniels	541-231-5420	mikedaniels21@gmail.com
<b>Swimming Pool</b>	Michelle Doering	503-347-5588	michelledoering@yahoo.com
<b>Webmaster</b>	Todd Adkisson	503-200-4848	todd@adkisson.com
<b>Welcome Committee</b>	Blythe Daniels	503-970-9494	blytheparkerdaniels@gmail.com

The best way to contact a board or volunteer from above is to use the main Rivercliff Estates email: [rivercliffstates@yahoo.com](mailto:rivercliffstates@yahoo.com), which is monitored even if an individual is not available to respond.

**RIVERCLIFF ESTATES HOMEOWNER PACKET 2022-2023**

Questions regarding condo dues, payments or any other treasury business should be referred to the treasurer, Tom Dempsey. For other inquiries (general information, complaints or suggestions) you may contact the appropriate board member or committee coordinator noted in the list above, although the main Rivercliff Estates email is the best way to get in touch. **NOTE: Condo dues are to be paid on the first day of each month, and are overdue if not received by the last day of the month.**

Board meetings – 1st Wednesday of every month, 7:00 pm - clubhouse. Homeowners are welcome.

Annual Homeowners’ meeting – 1st Wednesday in June - clubhouse. (election of board members & review of the year)

Landscape tours – 1st Friday of every month, 10:00 am – clubhouse. Homeowners are welcome. Depending on weather, times may vary. Please contact Heidi for times.

Insurance – Liberty Mutual Insurance, Brown and Brown Northwest, P.O. Box 29018, Portland, OR, 97296, 503-274-6511

Please be a responsible pet parent and pick up after your pets WITHOUT DELAY. Thank you.

From the city’s solid waste & recycling code (Sec. 17.102.180)  
*This is your once-a-year reminder (in writing) as required of the Boards of Directors of Homeowners Associations by Portland city code.*

Our garbage provider is Heiberg Garbage & Recycling (503-794-8212).

Homeowners must provide their own waste container for non-recyclable garbage.

The blue recycle cart provided by Heiberg can be used for these starred items:

- \* paper products including milk, juice and soup cartons
- \* plastic bottles with smaller necks than bases from 6 ounces & up, tubs, plant pots 4" or larger & buckets 5 gallons or less
- \* aluminum including foil, metal food cans, dry empty metal paint cans & empty spray cans & scrap metal less than 2" if inside cans & crimped closed
- \* Glass bottles/jars (all colors) can be in a separate rigid container up to 5 gallons in size. Do not use paper bags.

Garbage & recycling are picked up on Mondays. Heiberg does NOT pick up yard debris. Leave

leaf and plant trimming at your curb on Fridays to be picked up by our landscaping company.

## RIVERCLIFF ESTATES HOMEOWNER PACKET 2022-2023

### Rivercliff Estates Homeowners Association Owner and Resident Response Guidelines

Rivercliff Estates is a condominium community of homeowners and residents, which includes younger and older adults, couples, and families with children. We want to be a welcoming and inclusive neighborhood. We ask everyone to keep an eye out for issues that might affect them or their neighbors, for the safety of all. Please avoid behaviors that could be disruptive to those around them.

Fiscal affairs (money and contracts) and oversight are provided by a volunteer Board of Directors. The Rivercliff Estates Homeowners Association has no on-site staff. Required services are provided by contract vendors.

Homeowners and residents should plan to take their own responsibility for calling agencies about concerns or response needs, including issues like fire, police, homeless camps, social services or other urgent issues. Be aware that these agencies want to hear from the homeowner or resident with the most specific and observed knowledge of the issue, not someone who heard about it from others. The following list provides some of the numbers you may want to have available:

- City of Portland Abandoned Autos Line – 503-823-7309 (24-hour hotline)
- City of Portland Housing & Nuisance Line – 503-823-2633 (M-F 8 AM – 5 PM) • Northwest Natural Gas – CALL FROM OUTSIDE YOUR LOCATION – 800-882-3377 (24-hour emergency line)
- Oregon Poison Control – 800-222-1222
- Portland Area Community Resources (for Oregon health and social service agencies) - 211
- Portland General Electric – 503-464-7777 (outage reporting)
- Portland Police or Fire Emergency – 911
- Portland Police Non-Emergency – 503-823-3333
- Wilkes Nature Area - Steve Lower, 503-793-1491

Homeowners and residents should NOT call individual board members expecting them to respond to incidents.

Email communication for the board should be directed to the Rivercliff Estates email: [rivercliffestates@yahoo.com](mailto:rivercliffestates@yahoo.com).

It is very helpful to have information about reports you have made. This allows board members to stay aware of current community issues. Written communication on these (email is fine) is highly preferred, as phone messages can get lost and are harder to document.

**GENERAL RULES AND REGULATIONS OF RIVERCLIFF ESTATES CONDOMINIUMS**

1. There shall be no posting of any signs, posters or advertisements in or on Rivercliff Estates property, except real estate sales signs, which are to be removed within five (5) days of a completed sale.
2. Residents shall exercise care and consideration NOT to disturb other residents. This includes excessive or loud noises, conversations, music or electronic devices that can be heard inside or outside other resident's units. Three signed complaints will result in Board action.
3. Pets are not to be left unattended on any of the grounds. Leashes are required while walking pets. Those keeping domestic animals, owners of all kinds of animals, must abide by the Multnomah County Municipal Sanitary regulations. This means each pet owner must immediately clean up after their pet. A warning letter regarding leash laws and cleanup will be sent, followed by a \$50 fine if these rules are not followed.
4. Hanging garments, rugs, laundry, or fabrics of any kind from the windows, facades, or patio and deck railings and dividers or other external structures is prohibited. The American Flag is permitted.
5. For everyone's safety, no skates, skateboarding, scooter riding, or remote control toys are allowed on any road, walking path, or grassy area within the complex. Bicyclists may use the streets to get from their unit to the street, exercising care with other vehicles or people walking. Children using bicycles to go from their units to the street should be under the supervision of an adult bicyclist at all times within the complex.
6. BBQ grills must be on a fire-proof surface and at least four (4) feet from the building and siding when in use. Open flame equipment or fire pits are not permitted. Homeowners will be held responsible for siding damage.
7. Personal garbage or trash in the pool or clubhouse area shall be disposed of in the proper available garbage containers. Residential garbage cans and recycle bins shall be kept inside garages at all times and may be placed outside the day prior to pick-up. (Please make sure lids are securely placed on the containers.) Please bring cans and bins back inside by the end of the pickup day. Each resident is allowed one (1) can for household garbage, one (1) can for recyclable trash and one (1) crate for glass. Residents are responsible for any additional costs assessed by the collector for excess garbage and trash.
8. Parking of boats, trailers of any kind, motorcycles, campers, commercial vehicles and like equipment is NOT allowed on driveways or in visitor parking areas. All equipment kept in garages shall NOT project beyond the garage door entrance(s).
9. Vehicle repair and maintenance must be completed within the garage area. This work is not permitted in the driveways, streets, or visitor parking areas of the complex.
10. Designated "VISITORS" parking areas are for short-term guest parking only. Unauthorized parked vehicles may be towed without notice at the owner's expense. Residents are prohibited from parking in "VISITOR" parking.
11. No vehicles may be parked in the street areas (access roads) at any time. All interior streets in the complex are designated fire lanes, and such parking would impair the movement of fire and emergency response vehicles if required. Please advise your guests to park in your driveway or Visitor Parking areas.

**GENERAL RULES AND REGULATIONS OF RIVERCLIFF ESTATES CONDOMINIUMS (cont'd)**

12. Garage sales are only permitted on odd numbered years and are held as a community wide event if requested by residents. Estate and Moving sales are only permitted on Friday and Saturday at a cost of \$50 per day, payable to the Association.
13. Homeowner Association dues are due and payable on the first day of each month. Delinquencies will be assessed \$50 for each 30 days of delinquency. Condo dues that are two months delinquent will get a 30-day demand letter, which if not responded to, will result in the account being sent to collections. The HOA's legal counsel will file a lien on the unit. The HOA board will inform the owner of denial of access to community facilities and suspension of water service to the unit. The delinquent Unit Owner is responsible for all past due association dues including interest, any service charges, attorney's fees and all recording fees. The association has the authority to collect interest on delinquencies.
14. Per the Resolution adopted on 2/19/77, the board may levy a fine for violations of Bylaws or Rules and Regulations of the Association. These fines cannot exceed \$50 per violation per day. They are in addition to, and not in lieu of, all other rights and remedies of the Association. The 1977 resolution can be found on the website under "Resources".

(Revised September 2021)

**REGULATIONS FOR USE OF RIVERCLIFF ESTATES CLUBHOUSE AND FACILITIES**

- Invited guests using the clubhouse facilities shall be accompanied by their resident host at all times. All residents and guests shall use the clubhouse at their own risk. The Association is not responsible, without limitation, for loss, theft, or damage to persons or personal property.
- Clubhouse facilities are closed to all use from Midnight to 6:00 a.m. Including reserved private functions.
- Clubhouse equipment and furniture shall not be borrowed for use in a private residence.
- RESERVATIONS ARE REQUIRED FOR PRIVATE USE OF THE CLUBHOUSE. The fee for usage is \$50 per day with an additional \$5 per day if the kitchen facilities are used. A security deposit of \$75 is due at the time the renter receives the clubhouse keys. Both the rental fee and the security deposit must be paid by separate checks. The security deposit check will be shredded /returned to renter once clubhouse coordinator or board member has approved the final condition of the clubhouse and keys have been returned. Liability of damages is not limited to security deposit only. • No reservations will be accepted for New Year's Eve events.
- Only residents may make reservations.
- Reserved use is limited to social activities too large for private homes. No company of business parties are allowed without Board permission.
- Request for reservations must include the date, time of day and the number of persons in your party. Maximum clubhouse occupancy is 75 persons. Clubhouse may be reserved one year in advance.
- Reservations for clubhouse facilities do not include swimming pool area or saunas.
- Residents making reservations are responsible for all preparation, supervision, guests conduct and clean-up as well as liability for unnecessary wear and tear or damage to equipment and or facilities.
- No food or drink in the fireplace room.
- Serving alcoholic beverages to persons 21 and older with food is permissible.
- Please return all furnishings to their proper locations.
- Clubhouse must be cleaned after each rental by the rentee.- this includes kitchen (if rented), bathrooms, common spaces. Floors should be swept and mopped, all garbage receptacles emptied, all dishes washed and put away. There are cleaning products under the bathroom sinks and dust mop, broom, vacuum in the closet in the fireplace room.

- All trash is to be removed from the building and placed in the outside garbage cans. Please do not leave anything in the refrigerator or freezer. Do not leave spices, condiments, etc. in the cupboards.
- Smoking is NOT allowed inside the building or within 10 feet of the clubhouse doors. All smoking materials must be properly disposed of by the user including any remains in the outdoor ashtray.
- No tacks or tape are to be used on the walls. Decorations can be fastened to the walls and beams using only non-permanent adhesives and fasteners. Any damage to the walls or paint will result in a deduction from the security deposit.
- For large events, arrangements should be made to place attendants at each property entrance to direct traffic to available parking.
- Thermostat should be set no higher than 70 degrees during function and returned to 45 degrees in winter or 85 degrees in summer.
- Before leaving be sure to close all windows, turn off all lights except for outdoor lights and assure that all doors and windows are locked



REGULATIONS FOR USE OF RIVERCLIFF ESTATES SWIMMING

POOL CLOSED TO ALL USE BETWEEN 10:30 PM TO 6:30 AM

*Oregon Depart. of Human Services/Oregon Administration Rules Chapter 333*

RESERVATIONS FOR EXCLUSIVE USE OF POOL ARE NOT ACCEPTED.

1. All persons using the swimming pool do so at their own risk. There is NO lifeguard on duty.
2. Guests will only be allowed in the pool area if accompanied by a resident host, and the host must remain with their guest(s) at all times. The resident host is responsible for their guests' conduct and safety. Residents may have up to four (4) guests per unit, at any one time, in the pool area. If residents disregard the "four guest policy" they will be asked to abide by the rule or leave the pool area with their guests. This policy is to assure the fair use of the pool for all residents.
3. The pool gate shall remain locked at all times.
4. Non-swimmers and persons age 14 and under, as prescribed in Chapter 33, Division 60 of the Oregon Administrative Rules, must be under competent supervision of a resident while in the pool area.
5. To help safeguard proper filter operation, proper swim fabric is required in the water. Absolutely no dense cotton, cut-off denim, or frayed clothing may be worn in the pool.
6. While not recommended for safety reasons, adults can use the pool even if they are alone.
7. No food or drink is allowed inside the pool area, except for water. Use areas outside the pool enclosure, such as the picnic table near the clubhouse entrance or a blanket under the tree.
8. No person under the influence of an intoxicating liquor or drug shall use the pool.
9. NO GLASS containers of any kind are allowed in the pool area.
10. No running, diving, or horseplay is allowed around the pool area.
11. No person suffering from a communicable disease transmissible via water shall use the pool.
12. Swimmers who are not toilet trained must wear a swim diaper.
13. Please limit use of inflatables or floatation devices to those designed for individual use only. Be respectful of others' space, and remove inflatables from the water when not actively being used. Only one-person items specifically designed for a pool are allowed (no kayaks or rafts). Any non-swimming children using an inflatable must be accompanied by an adult in the water at all times.
14. Audio devices are to be used only with headsets for the consideration of others.
15. Pets are not allowed in the pool or pool area.
16. The pool area may be closed to all use at any time for cleaning and repairs, or routine check- up. At such times a closure sign will be posted at the gate.

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17. State Board of Health regulations for swimming pools, as posted at pool entrance, are a part of the complete rules for use of the association pool area and must be strictly observed.

18. Entry to showers and restrooms are accessible on the outside of both south and west doors at the clubhouse. No wet swimsuits are allowed inside the clubhouse, only in the restroom areas

19. The pool is normally open from Memorial Day to Labor Day, but can be modified to be longer by the Board of Directors.

20. There is a First Aid Kit in the clubhouse located nearest the ladies restroom. For situations requiring emergency medical assistance there is a phone-box on the inside of the pool gate. (For 911 use only)

21. Please roll down table umbrellas before you leave the pool area in order to avoid wind damage.

22. For summer 2022 the board is experimenting with designated noise-free times to allow for a quiet space for exercise, sunbathing or calm swimming. Noise-free times will be from 6:30 – 8:30 AM and 8:30 – 10:30 PM each day. Please be respectful of those time slots to allow those that want a more relaxing pool experience to have that.

23. While the pool is an area provided for all to enjoy, please be especially aware of conversations and loud voices, which can carry for very long distances. Many residents live very close to the pool. Just as we ask them to refrain from disturbing neighbors with their unit's activities, please provide the same respect when using the pool.

These rules are for everyone's safety and enjoyment. Please be safe and enjoy the pool. (Revised April 2022)

**RIVERCLIFF ESTATES HOMEOWNER PACKET 2022-2023**

ESTATES MASTER 2021

Rivercliff Estates Homeowners Association

**Rules for Non-Owner Occupied Units**

1. Per Article VI, Section 8 of the Bylaws, an owner who has personally occupied the unit for at least thirty-six (36) months may be eligible to rent their entire unit. No more than fifteen (15) units in the Rivercliff Estates complex may be non-owner occupied at any given time. Exemptions may be made for hardship - see the rental unit application for detailed information. However, before an owner can rent, lease or loan out their unit a completed Rental Unit Application must be submitted to the Board and the owner must obtain written approval of the Board's decision.
2. If your unit is currently being rented you are required to provide the rental information form to the Board within 30 days of receiving this notification to remain in compliance. A new form is required each calendar year and a blank one will be sent to the owner's provided email address.
3. The Board strongly urges owners currently renting their unit or considering placing their units for rental to engage a property management company.
4. The renter(s) are obligated to follow all Rivercliff Estates rules while a resident of the complex. It is the owner's responsibility to ensure the renter(s) are aware of and complies with the rules of Rivercliff Estates.
5. **NO RENTER WILL BE ALLOWED TO SUBLET ANY PART OF THE UNIT.**
6. If the association rules are not followed, the party responsible for the unit will be subject to the following:
  - a. Verbal warning
  - b. Written notice
  - c. Request the renters be evicted
7. The board must be provided with a written copy that the eviction has been filed 30 days after a request for eviction notice has been received by the responsible party. Fines of \$50 per day will be assessed if the Board is not provided with written copy of eviction filing. Any unpaid fines will result in a lien against the property. Thank you for your cooperation.

**Non-Owner Occupied Application**

Date of Application	
Address of Rivercliff Estates Unit	
Rivercliff Estates Unit Number	
Name(s) of Owner(s)	
Physical Address where owners will be living	
Mailing Address of owners	
Owner Phone Number	
Property Management Company you intend to use:	

*Rivercliff Estates By-Laws prohibit more than fifteen (15) non-owner occupied units at any given time. Exceptions may be granted by the Board in hardship situations. If you are in a hardship situation and wish to seek a Board exemption if necessary, complete the hardship section below.*

If required, I wish to be considered for a hardship exemption. The reason I request a hardship exemption is (check any that apply):

<input type="checkbox"/>	Sale of my unit is impossible at this time due to market conditions.
<input type="checkbox"/>	I cannot live in my unit for a temporary period but will be returning in ____ months.
<input type="checkbox"/>	I am moving due to my employment and need to rent the unit until it sells.
<input type="checkbox"/>	Other: (please briefly describe)

(Revised November 2021)

## Architectural Changes- Guidelines and Procedures

Prior to June 2019, the procedures used to handle Architectural Requests were as outlined in a board letter from 3/3/11, which superseded a 4/23/07 letter on this subject. This document clarifies the procedures followed since 7/1/19.

The Board of Directors is using these procedures to assist unit owners in meeting the guidelines on external changes to individual units as defined in Article VI, Section 3(c) of the bylaws of Rivercliff Estates, which states:

“An owner shall not make structural modifications or alteration in the exterior of his unit or installations, deck covers or patio covers associated therewith without prior written approval of a majority of the Board of Directors.”

Due to the limited number of owners interested in serving on the board or its committees, and in the interest of answering requests in a timely manner for the homeowner, the board reviews Architectural Requests at its regular monthly meetings. The Architectural Director is charged with managing requests using the procedures outlined in this document.

When a unit owner desires to make any external change to the unit (including but not limited to: front doors, replacing/repairing/painting windows, garage doors, storm doors, installing satellite dishes, deck covers, changing colors or textures to patios and decks, or any other change that alters the appearance of the external portions of the building, the following procedure shall be followed:

1. Homeowner completes the Architectural Application.
2. Homeowner delivers completed application to Architectural Director, including brochures and enough information to clarify project. Once completed application is received by Architectural Director, it is considered submitted by homeowner.
3. Architectural Director (or Board designee, if they are unavailable) reviews project, meets with homeowner, and prepares a report for the board on the request and whether or not it appears to meet guidelines.
4. Board reviews request and approves or denies it in writing. If approved, the written approval will state whether the project is transferable or must be removed prior to sale or replacement or upgrade. The Board intends to give replies to requests within 30 days of submission to Architectural Director, whenever possible.
5. If request is denied, homeowners will have up to 15 days to respond to rejected application and/or reply with acceptable alternatives. After 15 days with no response from homeowner, application process will be closed.
6. If homeowner receives written approval from the board, they can move on to installation and will notify Architectural Director of installation date.
7. Prior to completion, if a non-approved item is being installed, the Architectural Director will stop project and instruct owner to correct non-approved item, explaining to unit owner why project is not approved and suggesting what changes need to be made.
8. If homeowner completes installation of the non-approved item, the Board will stop the project and instruct the owner to correct the non-approved item. The Board will explain the consequences of non-compliance, such as using the Board approved mediation process, and if no remedy is reached a formal mediation process. If there is still no resolution, the Board has authority to take legal action, and institute fines. Homeowner may be required to restore exterior to its original configuration and will be responsible for all court and attorney fees.

9. Upon completion of project, the Architectural Director will inspect project and note its completion and report that to the Board. A hard copy of the original application along with any relevant supporting documentation, project notes, and approval will be kept by the Architectural Director (either electronically or in paper format). Additionally, a copy will be provided to the Secretary for filing in the Board's permanent files.

The Architectural Guidelines noted below are intended to guide homeowners in understanding what changes are likely to be approved and what may cause concerns. However, ALL planned changes, even if they meet these guidelines, require prior approval from the Board. In addition, replacements or upgrades of previously approved installations are not pre-approved and must go through the same process as if the installation were a new request.

- A. Garage Doors: Replacement garage doors are to consist of four (4) horizontal panels and may have two (2), four (4) or no (0) windows. If windows are installed, they shall be of clear or obscure glass, installed in the second panel down from the top of the door. As soon as weather permits, newly installed doors are to be painted at the homeowners' expense to match the exterior trim color. Paint is provided by the HOA, and access to it can be arranged with the Projects Director. Depending on the material being painted, there are two different paints of each color, and the correct one must be used.
- B. Front Doors: Original front doors had two windows approximately six inches below the top of the door. Replacement doors shall have a single or double window across the top, or no windows, or an oval/square window centered in the top half of the door. Exteriors of doors shall be painted brick red. All front doors requiring refinishing or painting shall be painted brick red. Paint is provided by the HOA, and access to it can be arranged with the Projects Director. Depending on the material being painted, there are two different paints of each color, and the correct one must be used.
- C. French Doors: French doors are not allowed.
- D. Security and Storm Doors: Contact Architectural Director for recommendations. Replacement doors must be white, black or bronze.
- E. Windows: Replacement windows must be white vinyl of the same size as the original windows. Dimensions and configuration shall not be altered from current size and shape by using framing or filling.
- F. Installed Overhangs for Patio or Decks: Overhang for the patio shall not go beyond the cement patio. Overhang for the deck shall not go beyond deck railings.
- G. Heating and Cooling Systems: No window/siding mounted air conditioner or heating unit exhaust shall be installed. When replacing or installing new central air conditioner or high efficiency furnace, contact Architectural Director since this involves running cables and/or pipes on the building exterior.
- H. Wooden Dividers: Wooden dividers are placed between the units and are painted and maintained by the HOA. They may not be modified or removed by homeowners.
- I. Satellite Dishes: These dishes are allowed, but must be placed on the rear side of unit. Contact the Architectural Director for proper placement and cable location. Approved satellite dishes must be removed by the homeowner, at their expense, once they are no longer being actively used. Contact the Project Director when planning removal to use an HOA-acceptable contractor to insure that no damage is caused to the roof structure. Repair of any damage to HOA property caused by such dishes, either while in place or upon removal, is at the expense of the homeowner.
- J. Exterior Lighting: Exterior lighting is installed and maintained by the HOA, and homeowners may not replace existing lights nor add additional ones.
- K. Security Bars: Security bars are permitted on downstairs windows and/or window wells. They

must be painted the color of the underlying window or nearby trim, which would routinely mean white or black. Once installed, ongoing painting will be completed by the HOA at its expense.

L. Hot Tubs/ Pools: Hot tub and/or pools are not permitted on the exterior of any unit.

M. Raised Beds or Gardens: No raised beds or gardens are permitted to be placed on the exterior of any unit.

The Architectural Director has authority delegated by the Board to approve items clearly defined above, as long as they require no deviation from the descriptions noted and do not require ANY interpretation or clarity beyond that. Such approvals will be communicated to the Board at its next scheduled meeting by the Architectural Director.

## Architectural Application

Revised 6/21/22

Please complete the application and return to the Board of Directors person designated as the Architectural Director. As of June 2022, that individual is Jamie Embry. Please submit applications using the main Rivercliff Estates email: [rivercliffestates@yahoo.com](mailto:rivercliffestates@yahoo.com). You can copy her on that submission at [embryjamie@gmail.com](mailto:embryjamie@gmail.com).

To be completed by homeowner:

Date:
Name:
Address:
Email:

Detailed description of the external modification(s) to the exterior of the unit:

Include all information from your vendors/suppliers that may assist in evaluating your request, such as detailed quotations, brochures or plans. These can be hard copies or electronic files. If multiple items are referenced in supporting documents, be sure to clarify exactly which item(s) is being installed.

I have attached required information: Yes No
If no above, indicate when you will submit required information by: <b>NOTE: Applications will not be reviewed until all documentation is complete.</b>

Project Details:

Vendor Name/Phone Number:
Date of planned project installation:

### ***For Architectural Director/Designated Board Member use:***

Date Received:	Recommended:	Not Recommended:	Notes:

Initial Review Date:	Date Approved:	Notes about Restrictions or Potential Installation	Permanent Approval?: Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional <input type="checkbox"/> Approval Notes (temporary until when, not transferable, other):
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		Issues:	



## Landscape Work Request

Revised 6/28/22

**REQUESTS FOR ANY WORK TO BE COMPLETED, EITHER BY THE HOMEOWNERS' ASSOCIATION OR BY A RESIDENT, REQUIRE APPROVAL IN ADVANCE. SOME REQUESTS MAY TAKE LONGER THAN OTHERS TO APPROVE IF THEY INVOLVE DIGGING THAT MIGHT CAUSE DAMAGE TO UNDERGROUND CABLES OR PIPES. PLEASE PLAN YOUR PROJECT TIMELINES WITH THAT IN MIND.**

For any kind of landscape work please complete this form and send it by email to the main Rivercliff Estates email: [rivercliffestates@yahoo.com](mailto:rivercliffestates@yahoo.com). You may want to copy it to the person noted below as well.

Landscaping Project Director: Heidi Pearce – [missheidipea@yahoo.com](mailto:missheidipea@yahoo.com)

**Should any work request also require exterior changes to your unit, please refer to the architectural guidelines and complete and submit a separate Architectural Request form.**

Date:	Homeowners' Name:
Address:	
Phone:	Email:
Describe Your Request (please provide as much detail as possible):	
If you are asking for any removal of shrubs or trees please describe your plans for the replacement of them:	

For Association Use Only	
Date Received:	Date Responded to Homeowner:
Action Taken:	
Date Completed:	Copy Returned to Homeowner by:

## Building Maintenance/Project Work Request

Revised 6/28/22

**REQUESTS FOR ANY WORK TO BE COMPLETED REQUIRE APPROVAL IN ADVANCE. SOME REQUESTS MAY TAKE LONGER THAN OTHERS TO APPROVE IF THEY INVOLVE DIGGING THAT MIGHT CAUSE DAMAGE TO UNDERGROUND CABLES OR PIPES, JURISDICTIONAL PERMITS, OR COLLECTION OF MULTIPLE QUOTE AND TIMELINE PROPOSALS.**

For any kind of building maintenance or project work requested from the Homeowners' Association, please complete this form and send it by email to the main Rivercliff Estates email: [rivercliffestates@yahoo.com](mailto:rivercliffestates@yahoo.com). You may want to copy it to the person noted below as well.

Building Maintenance Director: \_\_\_\_\_

**Should any work request also require exterior changes to your unit, please refer to the architectural guidelines and complete and submit a separate Architectural Request form.**

Date:	Homeowners' Name:
Address:	
Phone:	Email:
Describe Request (please provide as much detail as possible):	

For Association Use Only	
Date Received:	Date Responded to Homeowner:
Action Taken:	
Vendor Name:	Vendor Phone/Email:
Date Completed:	Copy Returned to Homeowner by: