

# Modifications in Riverwood

To enhance property value and preserve a well-maintained, attractive, and harmonious environment, there are restrictions on changes that Riverwood homeowners can make to their property. As mandated by the Riverwood Covenants (See sections 13 and 14), all modifications to residential buildings and landscaping shall conform to these restrictions. This means that prior to making a change to the exterior of your home or landscaping, you must submit a Modification Request Application to the Modification Committee who will review the proposed Modification Request Application for conformance to the restrictions.

These restrictions do not apply to modifications to the interior of your home. You can also make changes to plants and bushes within your existing beds. It also does not apply to ordinary maintenance; for instance, you can repaint your house or trim the same color without a Modification Request, but you would need to complete one if you want to change the color.

You must complete the Modification Request Application in its entirety and return it to the Riverwood Office by 12:00 PM on the first Thursday of the month. The Modification Committee meets on the second Thursday of the month at 1:00 PM to review the Requests. Upon completion of the approved Modification, the Modification Completion Form from your packet must be submitted to the Riverwood Office.

In all cases, keep in mind that contractors are allowed to work in Riverwood on Monday through Saturday from 7:00 AM – 6:00 PM. Do not schedule your contractor for either internal or external work outside of these days or hours.

In addition to Riverwood rules, make sure that you are in compliance with Charlotte County Permitting and are using a contractor who has been certified by the State of Florida [see Charlotte County Code Section 3-2-6(a)], meaning that your contractor must be licensed and insured.

# **MODIFICATION REQUEST APPLICATION INSTRUCTIONS**

## **PLEASE READ CAREFULLY**

Please ensure that all necessary documents are included when turning in this application. **THE RCA CANNOT ACCEPT AN INCOMPLETE APPLICATION.**

**Pages 1 & 2:** This is the Modification Request Application. These pages must be filled out in their entirety and returned to the RCA Office by 12:00 pm on the 1st Thursday of the month. The Modification Committee will then perform a pre-inspection before their scheduled meeting which is held monthly on the 2nd Thursday at 1:00pm. **The RCA Office WILL NOT accept an incomplete application.**

**Page 3:** This is a sample Certificate of Insurance. All contractors must provide current **General Liability** naming the RCA and RCDD as additional insured, **Auto Liability insurance**, and **Workers Compensation Insurance** or **Exemption**. A copy of the contractor's **current Business License** is also required. It is the homeowner's responsibility to provide this information when the application is submitted to the RCA Office.

**PLEASE NOTE: THE RCA OFFICE DOES NOT KEEP CONTRACTOR/VENDOR INSURANCE AND LICENSE ON FILE.** The RCA Office **WILL NOT** accept an application without these documents.

**Page 4:** This is the Modification Completion Form. This form is for you to keep and return to the RCA Office when the job is completed so that the Modification Committee can perform a post-inspection and approve the completion of the request. **This form must be filled out and submitted so that your file can be completed and closed.**

**\*If you are removing a tree, you will need to turn in the Modification Request Application along with a Charlotte County Tree Permit. The RCA Office WILL NOT accept an application without a tree permit.**

# RIVERWOOD MODIFICATION REQUEST APPLICATION

## RESIDENT INFORMATION:

Date\_\_\_\_\_Name(s)\_\_\_\_\_

Address\_\_\_\_\_E:Mail\_\_\_\_\_

Neighborhood\_\_\_\_\_Lot #.\_\_\_\_\_

Phone #'s.: Home\_\_\_\_\_Cell\_\_\_\_\_

### **Check applicable modification below:**

<ul style="list-style-type: none"><li><input type="radio"/> Storm Shutters*</li><li><input type="radio"/> Cage Replacement/Picture Window*</li><li><input type="radio"/> Gutters*</li><li><input type="radio"/> Satellite Dish, Antenna Outside*</li><li><input type="radio"/> Phantom Door*</li><li><input type="radio"/> Painting, Exterior Color Change</li><li><input type="radio"/> Roofs (color, material change only)</li><li><input type="radio"/> Doors, Screens, Windows</li><li><input type="radio"/> Pool/Dpa, Lanai, Cage Additions</li><li><input type="radio"/> Exterior Additions</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> Outdoor Installations: Propane Tank, Generators, Water Softeners, Solar Panels, AC/Heating Equipment</li><li><input type="radio"/> Driveway/Sidewalk Resurfacing</li><li><input type="radio"/> Landscape Changes</li><li><input type="radio"/> Landscape Lighting</li><li><input type="radio"/> Pond Erosion</li><li><input type="radio"/> Tree Removal ***</li><li><input type="radio"/> Other_____</li></ul>
---	--

**\*denotes Pre-Approved Request**

**\*\*\*Note:** Prior to the removal of any hardwood tree with a caliper four (4) inches or greater, or palm with a clear trunk six (6) feet or greater, the homeowner must apply for a tree removal permit through Charlotte County and submit the permit with the application. Please check with the county for permit regulations and replacement requirements.

**GENERAL DESCRIPTION OF WORK TO BE PERFORMED:** Include all necessary information such as dimensions, shapes, colors, locations, etc. Attach a sketch, photograph, sales brochure, or illustrations of the desired addition and/or modification. **A survey site plan is required for installation of a pool, lanai, any exterior addition, etc.**

\_\_\_\_\_

\_\_\_\_\_

## **PLEASE PROVIDE THE FOLLOWING:**

Name of Company performing work \_\_\_\_\_

- ( ) Certificate of Insurance naming the RCA and RCDD as additional insured's and showing current dates for general liability, automobile liability, and worker's compensation or exemption
- ( ) Copy of current Business License
- ( ) Landscape Plan, if applicable
- ( ) County Tree Removal Permit, if applicable
- ( ) "As Built" Site Plan, if applicable
- ( ) Managed Neighborhoods (Grand Vista, Marlin Cove, Pompano Cove, Oyster Bay, Stillwater Trace\*\*, Tarpon Harbor I, Tarpon Harbor II, The Reserve, Villas at Tarpon Harbor, Willow Glen) must submit additional approval either from their management company or Neighborhood President.

\*\*Residents in Stillwater Trace must have Stillwater Trace Modification Committee approval prior to submittal to RCA Modification Committee.

# RIVERWOOD MODIFICATION REQUEST APPLICATION

Page 2

## **OWNERS ACKNOWLEDGEMENTS:** I/We understand and agree: *(Please initial each)*

\_\_\_\_\_ I/We understand the RCA Modification Policy.

\_\_\_\_\_ I/We understand that incomplete applications will not be accepted/submitted.

\_\_\_\_\_ I/We agree that all maintenance for this modification will be performed at my/our own expense.

\_\_\_\_\_ I/We agree that members of the MC shall be permitted to enter upon my property for the purpose of inspecting the location of the proposed modification as well as monitoring work in progress.

\_\_\_\_\_ I/We agree that all proposed improvements must meet state and local codes and will have the proper permits as required by Charlotte County.

\_\_\_\_\_ I/We understand that this application is good for twelve (12) months from the date of approval and all work must be underway or completed within this time frame. If work is not underway within the twelve (12) month time frame or there has been a change in the proposed modification, our application must be resubmitted for approval.

\_\_\_\_\_ I/We understand that any construction or exterior alteration undertaken by me or on my behalf prior approval of this application is not allowed; that if alterations are made, I may be required to restore the property to its former condition at my own expense if this application is denied wholly or in part, and that I may be required to pay legal expenses incurred in this regard.

\_\_\_\_\_ I/We understand that we are responsible for utility easements on our property when planning landscaping or other improvements.

\_\_\_\_\_ I/We agree to submit the Modification Completion form once the modification has been complete.

By signing this form, the Homeowner acknowledges and accepts all responsibility for any damages caused by their contractor to Riverwood property.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

## **SUBMIT FORM AND SUPPORTING DOCUMENTATION, *no less than 7 days prior to the MC meeting (second Thursday of each month) TO: RCA Modification Committee***

TO: Riverwood Assistant Manager

[riverwoodassistant@comcast.net](mailto:riverwoodassistant@comcast.net)

4250 Riverwood Drive

OR

Port Charlotte, FL 33953

FAX TO: Riverwood Assistant Manager

@ 941-625-7806

(Fax cover sheet should include total number of pages)

<input type="radio"/> <b>APPROVED</b>	<input type="radio"/> <b>DENIED</b>
---------------------------------------	-------------------------------------

**\*REASON:** \_\_\_\_\_

\_\_\_\_\_  
RCA ASSISTANT MANAGER

\_\_\_\_\_  
M/C CHAIRPERSON

# SAMPLE CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURANCE AGENT OR BROKER	
INSURED	
SUBCONTRACTOR	COMPANY A
	COMPANY B INSURANCE COMPANY
	COMPANY C
	COMPANY D

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HERIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS		
B	<b>GENERAL LIABILITY</b>		mm/dd/yy-mm/dd/yy <i>Must be CURRENT not EXPIRED</i>	GENERAL AGGREGATE	\$ 2,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PRODUCTS-COMP/OP AGG	\$ 2,000,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR			PERSONAL&ADV INJURY	\$ 1,000,000	
	OWNER'S & CONTRACTORS PROT			EACH OCCURANCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> Contractual Liability			FIRE DAMAGE (Any one fire)	\$ N/A	
				MED EXP (Any one person)	\$ N/A	
B	<b>AUTOMOBILE LIABILITY</b>		mm/dd/yy-mm/dd/yy <i>Must be CURRENT not EXPIRED</i>	COMBINED SINGLE LIMIT	\$ N/A	
	<input type="checkbox"/> ANY AUTOS			BODILY INJURY (Per person)	\$ N/A	
	<input type="checkbox"/> ALL OWNED AUTOS			BODILY INJURY (Per accident)	\$ N/A	
	<input type="checkbox"/> SCHEDULED AUTOS			PROPERTY DAMAGE	\$ N/A	
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
B	<b>EXCESS LIABILITY</b>			EACH OCCURANCE	\$ N/A	
	<input type="checkbox"/> UMBRELLA FORM			AGGREGATE	\$ N/A	
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$	
B	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>		mm/dd/yy-mm/dd/yy <i>Must be CURRENT not EXPIRED</i>	<input checked="" type="checkbox"/> WC SATU-TORY LIMITS	OTHER	\$
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL			EL EACH ACCIDENT	\$ 100,000	
				EL DISEASE - POLICY LIMIT	\$ 500,000	
				EL DISEASE - EA EMPLOYEE	\$ 100,000	

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

PLEASE NOTE RIVERWOOD COMMUNITY ASSOCIATION AND RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT HAVE BEEN ADDED AS AN ADDITIONAL INSURED.

CERTIFICATE HOLDER	CANCELLATION
Riverwood Community Association & Riverwood Community Development District 4250 Riverwood Drive Port Charlotte, FL 33953	SHOULD ANY OF THE ABOVE POLICIES BE CANCELLED OR MATERIALLY CHANGED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS (EXCEPT 10 DAYS FOR NON-PAYMENT) WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

RCA-021 - 03/2017

DON'T FORGET WE NEED A COPY OF THE BUSINESS LICENSE AS WELL.

## MODIFICATION COMPLETION FORM

In compliance with the Modification Policy, I understand that I/We are required to provide the Modification Committee a notification within 30 days advising when requested work has been completed. Please accept this form as official notification of completion.

Date of Request: \_\_\_\_\_ Type of work completed: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Owner's Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Return to: Modification Committee  
Riverwood Community Association  
4250 Riverwood Drive  
Port Charlotte, FL 33952

OR

Email/fax to: Riverwood Modification Committee  
C/O RCA Assistant Manager  
(941) 764-6663 fax # (941) 625-7806  
[riverwoodassistant@comcast.net](mailto:riverwoodassistant@comcast.net)

---

Modification Completion Inspected by: \_\_\_\_\_  
*Committee Member*

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_