River Falls

Architectural Standards
Homeowner Information Packet

Policies, Procedures and Forms
For Exterior Modifications

February 2026
Revised Edition

River Falls

Introduction

The River Falls Board of Directors and the Architectural Standards Committee (ASC) reviews all modification requests pursuant to the provisions of the applicable Declaration of Covenants, Restrictions and Easements for River Falls in order to preserve the natural setting and beauty of the Community.

Plans submitted for ASC review must comply with all applicable building codes, zoning regulations, tree removal permit, and the requirements of all agencies having jurisdiction over the project. **It is the responsibility of the applicant to obtain all necessary governmental permits and inspections.** However, any such governmental permits are in addition to, and not a replacement of the applicant's requirement to obtain approval from the ASC for any proposed modification.

Homeowners are responsible for notifying the ASC if they are planning to have a dumpster delivered to their property, even for internal renovations. Dumpsters can damage the road surface, so dumpsters need to be placed on driveways only. Any damage caused from the delivery or pick up of the dumpster will be the responsibility of the homeowner.

Homeowners are also responsible for cleaning up their project debris from the sidewalk/street on a daily basis, as well as repairing damage to the sidewalk/street caused by their contractors. Failure to do so will result in a daily fine until remedied. **Any damage incurred in River Falls by companies or workmen working for the homeowner shall be the responsibility of the homeowner. The HOA will have such damage repaired and subsequently bill to the homeowner.**

What is Covered by the Modification Process

A modification is defined as any restoration, change, alteration, addition or deletion made on or to existing structures or the yard of the residence. Examples of a modification include, but are not limited to, any changes to:

Exterior colors or materials including stucco, trim, roof and doors Restoration, repairs, expansion or modification of structure and/or façade Decks, walls, fences, walks and driveways
Exterior lighting of any kind
Landscaping, including landscape structures, accessories and ornamentation
Tree removal (Stumps must be ground in a front or side yard.)

The applicant is responsible for the accuracy of any submission, including all site dimensions, setbacks, buffers, easements, grades, elevations, utility locations and other pertinent features of the site or plans. The applicant is also responsible to adhere to all prevailing codes. The Board of Directors and the ASC assume no responsibility for design or construction, including, without limitation, the accuracy of the submitted information, the structural, civil, mechanical, plumbing or electrical design, and the methods of contraction or suitability of materials.

Modifications are categorized as Minor, Moderate, or Major, depending on the scope of the project and the possible impact on neighbors, adjacent properties, and the community as a whole. Requirements of details and supporting information will be determined on an individual project basis. If a homeowner's repair will take LESS THAN A DAY, for example making very minor repairs to exterior woodwork and matching paint to existing wood or trimming trees, submitting a request is not necessary. However, if in doubt, please check with a member of the Architectural Standards Committee to ensure that you are not fined for non-compliance.

A **fence** is categorized as a major modification **which is rarely approved** in River Falls due to the unique structure of the neighborhood including zero lot lines, interior and exterior lots, and courtyard lots. Though application is available to homeowners, the process is extensive with few lots considered acceptable for

fencing. Fences are not permitted for the confinement of a pet. An invisible fence is a possible option for homeowners but will need application and approval.

Submission of Application

Please submit the application online on the Heritage website www.heritageproperty.com. Select LOG IN to access your Homeowner Account. From the Home Page, select ARC Request. Complete the ARC Request Information section and the downloadable ARC FORM. Attach your completed ARC Form, then SUBMIT. NOTE: If you have not registered your Homeowner Account, please click on "HOMEOWNERS" then "INQUIRIES & FORMS" then "ONLINE ACCOUNT SETUP."

> Application for Modification form **must include supporting information such as drawings, dimensions, pictures, materials to be used, manufacturer, and color samples.** The ASC may require the applicant to provide professional dimensional drawings, property lines survey/plat or any other information deemed necessary. **There are separate procedures required, in addition to the Application for Modification Form, for PAINTING. These guidelines, along with the necessary forms, are attached and are also on the River Falls website: www.river-falls.net**

Application Response

The ASC will respond in writing within 30 days after receipt of the application and all required information. The ASC will respond with one of three decisions: Approved, Disapproved, or Disapproved with a request for additional information. The ASC will attempt to reach an agreement with the applicant so that a plan can be approved. To this end, the ASC may suggest alternative design solutions.

Minor modifications can usually progress through the modification procedure within thirty (30) days after all required information is received. Moderate to Major modifications require more in-depth procedures and information in order to reach the point of consideration for final approval or disapproval. These more involved projects may proceed well beyond the initial thirty (30) day response window before getting to the final decision by the ASC and/or Board of Directors. As deemed necessary, the Board and ASC may retain professionals in order to incorporate their expert analysis concerning project details. Engineers, Landscapers, Decorators, Contractors, and other specialists may be consulted in the decision process.

As granted by the Covenants of River Falls, members of the Board or the ASC are given the right to come onto the applicant's property before, during, and upon completion of a modification project to ensure that said project complies with the specifics of the granted approval. Every effort will be made to contact and coordinate with the homeowner when such a visit is considered necessary.

Once the applicant receives written approval for the modification, work must commence within 90 days of the written approval date. If work is not commenced within such 90 days, the approval shall be automatically rescinded, and the applicant must resubmit a request for approval. The ASC's final approval constitutes a binding agreement between the applicant and the ASC. No deviation from the approved plans may be made without the prior written approval of the ASC.

Enforcement

Failure to request and obtain ACS approval for modifications is a violation even if the modification conforms to the architectural standards. Commencing and/or completing a modification without prior written approval of the ASC subjects the homeowner to a fine and possible removal of the unapproved modification. **In all instances, homeowners are encouraged to submit the Request for Modification with accompanying information and details as early as possible, so that there will be ample time to go through the approval process before the desired beginning date of the project. Work can only begin after approval has been given.**

Every effort is made by the Board of Directors and the Architectural Standards Committee to work expeditiously with all homeowners to enhance the community and always maintain the standards of River Falls.

River Falls

Board of Directors

Tony Kirk - President
Pierre Bartholemew
Christine Foster
Steves Hahn
Heather Wallace

Architectural Standards Committee

Christine Foster
Jeff Hayes
Heather Wallace
Monica Walters

Community Association Manager

Erica Barnaby
Heritage Property Management Services
Email: ebarnaby@heritageproperty.com
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River Falls

EXTERIOR PAINTING PROCEDURE

All exterior modifications, including painting, must receive prior approval from the Architectural Standards Committee. Such painting approval is necessary for stucco, stucco accents, wood trim, molding, doors, and all other exterior portions of the property. Any painting commenced without approval of the ASC will result in a daily fine of $25 per day plus interest until the unapproved modification is removed. Failure to request and obtain ASC approval is a violation even if the modification conforms to the approved architectural standards. Any and all exterior painting and re-painting must follow the painting procedure herein specified.

To begin the required procedure for paint selection and approval, resident must complete the River Falls Application for Modification Form. When the Modification Application form is submitted, a member of the ASC will provide the applicant with the current approved color palette so that color selection can begin. Resident will also be required to complete the Exterior Painting Checklist as paint colors are selected. Both forms are on the River Falls website, and when completed, will be submitted to the River Falls Property Manager.

1. Paint colors must be chosen from the current River Falls palette which provides options for all painted surfaces. Former or existing house colors are not considered for approval unless they are found in the current color palette. No former or existing colors are grandfathered in under any former/previous procedure.

2. When colors have been chosen, a 3' x 3' section must be painted on the side wall of the stucco finish as a test sample to assure the resident and the ASC that the color is satisfactory. Upon review by the ASC, final approval can then be considered.

3. Upon written approval from the ASC, the painting project must begin within 90 days of approval. Any changes or deviations from the approval will render said approval void and in violation of River Falls Modification Procedures. Any exterior modification commenced without approval from the ASC and/ or Board of Directors will result in a fine and possible removal of the unapproved modification.

4. The Architectural Standards Committee is pleased to assist residents with the painting process. The goal of the Painting Procedures is to insure that the look of River Falls is as current at possible with appropriate, updated colors which coordinate with and enhance the architectural standards of individual homes and the neighborhood as a whole.

River Falls

APPLICATION FOR MODIFICATION

Date:

Name:

Address: Email Address:

Home Phone: Daytime Phone:

Estimated Start Date: Estimated Completion Date:

TYPE OF MODIFICATION REQUESTED

❑ DECK
Sketch, Materials

❑ EXTERIOR LIGHTING MODIFICATION/ADDITION
Sketch

❑ LANDSCAPING/RETAINING WALL
Sketch on plat Survey

❑ MINOR LANDSCAPING PLANTS
Sketch with Plant Specifics

❑ PAINTING
See Paint Procedures

0 ROOF
Shingle, Style, Color, Sample

0 STRUCTURAL
Detailed Plans

0 TREE REMOVAL
Sketch

0 WINDOW/DOOR REPLACEMENT
Details, Style, Photo or Drawing

0 REPAIR/OTHER
Specify with Details

The modification must substantially commence within 90 days of approval.
If it does not, a new request must be submitted.

Please submit the application online on the Heritage website www.heritageproperty.com. Select LOG IN to access your Homeowner Account. From the Home Page, select ARC Request. Complete the ARC Request Information section and the downloadable ARC FORM. Attach your completed ARC Form, then SUBMIT. NOTE: If you have not registered your Homeowner Account, please click on "HOMEOWNERS" then "INQUIRIES & FORMS" then "ONLINE ACCOUNT SETUP."

Allow thirty (30) days for written notification
once complete application is submitted.

Applicant Signature: Date:

Architectural Standards Action.

Date Received: Date Responded:

Date Reviewed: 0 Approved

Reviewers: 0 Disapproved*

0 Conditional Approval* *Requires Explanation

River Falls

EXTERIOR PAINTING CHECKLIST

Date: _____

Name: _____

Address:_____ Email Address:_____

Home Phone:_____Day Time Phone:_____

Estimated Start Date: _____Estimated Completion Date: _____

PROCESS

PAINT COLORS SELECTION

Stucco Walls _____

Stucco Accents _____

Wood Trim _____

Doors _____

Garage Doors _____

Other _____

Applicant Signature: _____ Date:_____

ARCHITECTURAL STANDARDS ACTION

Date_____

3' x 3' Section painted on Stucco Walls
accents and trim to have sample painted by Stucco Color _____

Architectural Standards Committee
review of paint color test samples _____

Written approval given for color selections _____

Approved by: _____ _____

_____ _____