

### **A Note to the Homeowner from the Chairman of the Architectural Control and Review Committee**

Your Covenant Document contains a number of "Articles" and one of these addresses the issue of Architectural Control. Each Kensington Downs Community Association (KDCA) homeowner is advised to read the details as recorded in the specific Covenant for the Section (I-IX) in which the homeowner lot is located. In general, the Architectural Control provision states that plans and specifications must be submitted by the homeowner to the Architectural Control and Review (ACR) Committee before (1) any building, fence, wall or other structure is commenced, erected or maintained upon any Lot within Kensington Downs or (2) any exterior addition to or change or alteration is made. The work cannot begin until the plans are approved in writing by the ACR Committee, as to harmony of external design and location in relation to surrounding structures and topography.

In addition, the Kensington Downs Community Association By-Laws (Article VII, Section 1 - Improvement of Lots) state that each member of the Association, by purchase of a Lot in Kensington Downs and its various sections, agrees that no dwelling, fence or wall shall be constructed, placed or altered upon any Lot until the plans and specifications thereof have been approved by the Architectural Control and Review Committee as to (a) quality of workmanship and materials and (b) harmony of exterior design with other dwellings and improvements in Kensington Downs and its various sections.

The purpose of the Covenant and By-Laws provisions is to promote high quality, design and construction in the completion and/or alterations of any improvements made within Kensington Downs and its various sections.

### **Procedural steps for approval of a homeowner request for proposed lot improvement**

- 1) The homeowner must complete the form entitled "Request for Approval of Proposed Lot Improvement(s)", wherein all plans and specifications for the proposed lot improvement are to be fully detailed.**
- 2) This completed form and all required attachments (e.g., lot layout diagram, list of all specifications, etc.) must be submitted to the KDCA Architectural Control and Review Committee. Send form via first-class mail or hand-deliver to the following address -**  

**Attn: Architectural Control and Review  
Mr. Cary Baron, Chairman  
7901 Welshire Blvd.  
Fort Wayne, Indiana 46815**
- 3) Within thirty (30) days of receipt of the homeowner's written request for approval, the chairperson of the Architectural Control and Review (ACR) Committee will arrange for an on-site meeting of the full committee membership (3) to review and discuss the request for lot improvement. The homeowner need not be present at this meeting, although they may attend if desired.**
- 4) At the conclusion of this on-site meeting, if all conditions have been met to the satisfaction of all three (3) committee members and provided that a meeting with the homeowner is not necessary, the ACR Committee will provide comments and render a decision to approve or disapprove the request.**
- 5) If the request is not approved, the homeowner's application will be either reviewed at the next scheduled meeting of the KDCA Board of Directors or it will be discussed directly with the KDCA Board President before officially notifying the requesting homeowner/Association member that the request has been denied.**
- 6) Approval of the request will be so designated by the signatures of all three (3) ACR Committee members. Then, the completed request will be photocopied for retention in the KDCA permanent records and the original will be returned to the requesting homeowner within five (5) days.**