

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 contact the homeowner directly to review and discuss the submitted request for lot improvement. This is an excellent opportunity for the homeowner to clarify any/all aspects of their request. If necessary, an on-site meeting will be arranged.**
- 4) Once all conditions regarding the proposed lot improvement have been met to the satisfaction of all three (3) committee members, the ACR Committee will provide comments and render a decision to approve or disapprove the request.**
- 5) If the request is not approved by the ACR Committee, the application will be further discussed directly with the KDCA President before officially notifying the requesting homeowner/Association member that their request has been denied. In addition, the homeowner can request that their application be reviewed at the next scheduled meeting of the KDCA Board of Directors.**
- 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, with the original being retained in the KDCA permanent records and the copy being returned to the requesting homeowner.**