

# PROCESS & RESPONSIBILITIES FOR ALL GUIDELINES 1.0

Approved by the Board of Directors 1/19/2022

Effective Date 1/19/2022

**IMPORTANT – This guideline applies to all applications. It is to be attached to all applications along with the specific guideline for the application request.**

ANY CHANGE TO THE OUTSIDE OF THE HOME REQUIRES BOTH NARC AND ACC APPROVAL. THESE GUIDELINES ARE INTENDED TO PROVIDE SPECIFIC GUIDELINES APPLICABLE TO EXTERIOR MODIFICATIONS AND ARCHITECTURAL REVIEW AND APPROVAL PROCESS. THEY CANNOT BE EXHAUSTIVE AND ADDRESS EVERY POSSIBLE SCENARIO. IN ACCORDANCE WITH THE GOVERNING DOCUMENTS, THE ACC AND NARC MAY APPLY SUBJECTIVE DISCRETION IN CERTAIN INSTANCES WHEN NECESSARY AND WHERE THE GUIDELINES DO NOT PROVIDE A SPECIFIC STANDARD.

1. Obtain an application form from Kings Ridge Management Office (CMO) located at the clubhouse. Submit the application form with a copy of the guideline, and any other information required by the guideline. Return your completed application with all required attachments to the CMO.
2. Do not start construction of any improvement, alteration, or addition to any existing structure or make any site improvements or changes prior to approval.
3. The applicant and their vendor are responsible to obtain and pay for all permits that may be required by governmental authorities.
4. Proposed work shall start within 45 days of approval by the ACC and shall be completed within 180 days of commencement. Time extensions may be granted by the NARC upon written request.
5. Notify adjacent property owners of the proposed work and use all means necessary to protect their premises from the work required by this improvement.
6. Homeowner shall control the work and conduct of all contractors on the site.
7. Homeowner shall immediately remedy any damage to the site and adjacent premises caused by any contractor or worker. Failure to take such action in a timely manner will be cause for the neighborhood association to correct said damage at homeowner's expense.
8. Neither the Kings Ridge Community Association, Inc. nor the neighborhood association shall have or shall assume any responsibility for maintenance or warranty for the work and modifications to the existing home and site.
9. Homeowner shall maintain all equipment, construction, additions, changes etc. in good condition in perpetuity.
10. All homeowners are on notice that the ACC shall have no responsibility or liability whatsoever in connection with location, identification or discovery of drainage structures, easements, swales,

or the existence of any portion of a stormwater management system as may be implicated by a specific application. Owners shall be responsible to educate themselves and identify any existing platted drainage easements, structures, or lot characteristics which form a part of or contribute to stormwater retention and drainage. In the event that any modification approved by the ACC results in or contributes to impeding drainage or otherwise directing water flow onto adjoining properties shall be remedied at the sole cost and expense of the owner and under no circumstances shall the ACC or KRCA or its Board of Directors have any responsibility or liability therefor.

**THE FOLLOWING IMPROVEMENTS ARE NOT PERMITTED:**

- Construction of any addition to the house outside of the original “footprint”, adding a second floor, changing slope or appearance of the existing roof.
- Fences or fencing of any type. (Exception for Whitehall)
- Vegetable Gardens except within Whitehall fenced yards
- Artificial flowers and vegetation.
- Free standing out buildings of any type.
- Bahama shutters on the exterior of the home.
- Increasing driveway size.
- Planting of large leafed deciduous trees/shrub.
- Keeping potted plants in the lawn, planting beds, driveways, or walkways.
- Hanging anything from roof edge gutters except temporary holiday decorations.
- Addition to irrigation systems.
- Water Softeners and Refiners: Exterior installation is not permitted.
- Window or wall air conditioning units or window fans.