

# WELCOME TO CAMBRIDGE



**CAMBRIDGE AT KINGS RIDGE  
HOMEOWNERS ASSOCIATION, INC.**

## **ORIENTATION**

**Revised November 26, 2024**

# **CAMBRIDGE NEIGHBORHOOD**

Congratulations on the purchase of your new home! You are now a member of the Cambridge Neighborhood Association.

## **WELCOME:**

On behalf of all Cambridge residents, we want to extend a hearty welcome and express our wishes that you enjoy much happiness here in Cambridge at Kings Ridge.

The purpose of this brochure is to provide you with quick access to some helpful information when you first move into Cambridge. Because information and phone numbers can change, you are always encouraged to visit the Kings Ridge and Cambridge websites for the most recent information.

Kings Ridge: <https://www.kings-ridge.net>

(It may require registration.)

Cambridge: <https://www.cambkr.org>

(Registration required.)

Cambridge is one of 15 neighborhoods that make up Kings Ridge Community Association. These 15 neighborhoods make up a total of 2088 homes. Within Cambridge, there are 135 homes.

## **NAME BADGE:**

In order to use the facilities at Kings Ridge, you will need a Name/Identification Badge. You can obtain your Badge from the Kings Ridge Office located in the main clubhouse.

## **GATE CARD/TRANSPONDERS:**

Residents will need a Gate Card or a Transponder to open the gates. These devices can be purchased at the Kings Ridge Clubhouse Office.

## **GENERAL INFORMATION:**

Your Association's Board of Directors has retained Vista Community Association Management to assist them in managing the affairs of the community. Vista's offices are located at 323 Circle Drive, Maitland, FL 32751. Their phone number is 407-682-3443, email address is [info@vistacamfl.com](mailto:info@vistacamfl.com) and website is <https://www.vistacamfl.com>. The account manager for Cambridge is Keron Prashad, LCAM, extension 1272, email address [kprashad@vistacamfl.com](mailto:kprashad@vistacamfl.com).

## **DOCUMENTS:**

You should have received a full set of governing documents (Articles of Incorporation, Bylaws, and Declaration of Covenants, Conditions and Restrictions) from the title company or real estate agent at your closing. If you did not, you may want to contact them and ask for a set. They are obligated to provide these documents. If you have attended a Kings Ridge Clubhouse Orientation, you will have received these documents on a computer disk.

## **CAMBRIDGE BOARD OF DIRECTORS MEETINGS:**

The Board normally meets on the 3<sup>rd</sup> Monday of each month at 9:30 A.M. at the Clubhouse. All meeting notices are posted on signs at both entrances to the Cambridge Neighborhood, in the Clubhouse, and on the Cambridge website (<https://www.cambkr.org>). All residents are invited and encouraged to attend.

## **WHO IS WHO IN CAMBRIDGE:**

The annual meeting and election of officers is held on the third Monday in April. At that meeting, residents interested in serving on the Cambridge Board are elected and assigned to a seat on the Board.

**NOTE:** Please keep in mind that changes do occur annually. Always refer to the Cambridge website for the most recent information.

## **THE CAMBRIDGE BOARD OF DIRECTORS**

President	Harry E. Chesnut, Jr.
Vice President	Sy Holzman
Secretary	Kathie Glenn

Treasurer	Karen Peterson
Director	Rossini Lapena

The following Committee members are not elected. They join the Committees on a voluntary basis.

## **NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE (NARC) AND LANDSCAPE COMMITTEE**

Leslie Greenberg  
Harry Chesnut

## **SOCIAL COMMITTEE**

President	Sue Chesnut
Vice President	Helen Reinhofer
Secretary	Marilyn Larson
Treasurer	Kathleen Glenn

## **ENTRYWAY DECORATING COMMITTEE**

Chairman	Gina Heinz
Treasurer	Karen Peterson
Secretary	Gloria Balaj
Member	Carole Borak
Member	Elaine Bryant

## **ASSESSMENT FEES:**

You will have two monthly fees to pay:

1. Kings Ridge Community Association/Clubhouse (Leland Management) - This covers the expenses of running the recreational facilities as well as the common areas throughout Kings Ridge.
2. Cambridge Neighborhood (Vista Management) – This takes care of the obligations of the Cambridge Community including, but not limited to, mowing, fertilizing and irrigation repairs from the valve in front of the homes to the home irrigation heads. After your Title Company sends the proper paperwork to the Vista Corporate Office your coupons for monthly

assessments along with mailing envelopes will be mailed to you. You can expect this to take between 4-6 weeks.

## **AUTO-PAY:**

If you desire, fees can be automatically debited from your checking or savings account. You will be notified by mail of a starting date upon sign-up.

- If fees change at the beginning of the year due to budget issues, the new amount will be debited. A new form will not be necessary.
- If you change banks, a new form must be filled out.
- If you are selling your home, Auto-Pay should be canceled.

## **PAYING ONLINE:**

If you wish to set up your Master Association payments to be taken out of your checking account regularly, call Leland Management at 407-781-1188. They will walk you through the process of setting up your auto-pay, or if you should have any other problem or questions concerning your payments call that phone number for help. If you wish to set up your Cambridge payment for automatic deduction or have any questions or problems with your Cambridge payment, call Vista at 407-682-3443.

## **SENDING PAYMENTS:**

If you are sending your payments by check, please make your check payable to Cambridge Neighborhood Association. Your account number should appear on your coupons. Assessment fees are due by the first day of each month. Late charges and fees are added if payment has not been received by the 15<sup>th</sup> of the month. For instructions on sending Master Association payments, please call the Leland Management number listed above.

## **INSURANCE:**

Each Owner is required to obtain and maintain adequate insurance of his Home, which shall insure the property for its full replacement value, with no deductions for depreciation, against loss by fire, flood, if in a flood zone, or other hazards. Such insurance shall be sufficient to cover the full replacement value, or for

necessary repair or reconstruction work. Each Owner shall be required to supply to the Board of Directors if requested by the Board of Directors, evidence of insurance coverage on his Home which complies with the provisions of this Section.

## **CHANGE OF ADDRESS:**

If you plan to be away for a length of time, please let a member of the Cambridge Board know how to reach you. This information is important in case of a problem or emergency at your Cambridge home.

## **ARCHITECTURAL GUIDELINES/APPLICATIONS:**

You must get approval if you wish to make any changes to the exterior appearance of your home. Two approvals are needed. The first approval is from the Cambridge Neighborhood Architectural Review Committee (NARC) and the second approval is from the Architectural Control Committee (ACC).

The ACC was established while Kings Ridge was still being developed. That committee formulated a set of guidelines that cover any changes to the exterior appearance of your property. Each neighborhood may change any guideline, but the change must be more restrictive than the original guideline. Several years ago, Cambridge voted to adopt the ACC guidelines as its own, with no changes being made.

### **How can I make changes to the outside appearance of my home/property?**

You must fill out and submit an ACC Application for Approval, which can be obtained from the Kings Ridge Clubhouse Office. Complete the application and submit the required documents to the office for further processing.

Your **Neighborhood Architectural Review Committee (NARC)** will obtain the application from the Office. The NARC will review the application and assist with any additional information or documentation needed to ensure compliance with the guidelines.

The Cambridge NARC reviews and approves or denies ACC Applications prior to submission to the Kings Ridge ACC. An Application denied at the Community

level is considered denied. Approved applications are passed on to the Kings Ridge ACC for review and final determination.

The approval process may take several weeks. The Cambridge NARC meets twice each month, one week prior to the Kings Ridge ACC meetings. Kings Ridge ACC meets the first and third Wednesday each month. All meeting times and dates are posted on the Cambridge website and in the Clubhouse. Please try to get applications to the Clubhouse at least 10 days prior to the Kings Ridge ACC meeting dates. In the event of an emergency please contact the Cambridge NARC for help in “Fast Tracking” your application.

The **Architectural Control Committee (ACC)** will continue processing the application. The purpose of the ACC is to write and maintain the Kings Ridge Architectural Guidelines required to assure an aesthetically pleasing community. The ACC will review the application materials. If they have further questions, they may contact the NARC or applicant for further information. After the ACC completes its review, it will approve or deny the application. The application will be returned to the Office and the applicant will be contacted with the result and may obtain a copy of the completed face sheet of the application. If approved, the applicant may then make the requested change(s). If denied, the applicant may ask for an individual meeting with the ACC to discuss their individual issue and provide the ACC with additional background information. Should the ACC still deny the application after this meeting, the applicant may ask for the decision to be overturned by the Master Board of Directors. All applications and applicable documents must be submitted to the Community Manager who will add the request on the next Board meeting agenda for discussion. A copy of the ACC Guidelines can be found on the Kings Ridge website (<https://www.kings-ridge.net>).

**VERY IMPORTANT**...Please do not make any changes to the exterior of your property without having first received the approval of both the NARC and ACC.

**THIS GUIDELINE APPLIES TO BOTH ANNUAL AND PERENNIAL FLOWERS.**

1. Homeowner shall maintain any additional flowers in keeping with the overall appearance and design concept of the existing adjacent plants. Annual and perennial flowers may not exceed 48 inches in height. All additional flowers in an enlarged bed shall not interfere with the accessibility to repaint or repair the outside of the home.



2. Any flowers that cause damage or restrictions to repair or repaint the affected home shall be the financial responsibility of the homeowner.
3. Homeowner shall maintain additional flowers to include watering, weeding, fertilizing, and mulching.
4. If existing plant bed is enlarged (requires ACC approval), the bed shall be at least five (5) feet from any adjacent planting bed to allow for lawn maintenance and at least five (5) feet from the site property line for easement purposes. If homeowner enlarges the bed, the homeowner shall be responsible for the additional mulch.

## **LAND CARE:**

The Neighborhood Association is responsible for all common grounds within Cambridge. It is also responsible for land care for each individual home in the community. DORA Landscaping is currently the contractor providing land care in Cambridge. They are also responsible for irrigation issues from the valve box back to the home.

If you have an irrigation or landscape problem, log onto the Kings Ridge website and complete a work order online (<https://www.Kings-Ridge.net>). For urgent problems call the Kings Ridge Community Association office (352-242-9653) to report the problem. When the work has been completed, you should find a door hanger on your front door explaining the work that was completed. Please keep in mind that although the Clubhouse creates work orders, they do not have any jurisdiction over the Neighborhood land care provider. So, if your work order is not taken care of, or you are not satisfied with the results, please contact the Cambridge Landscape Chairperson, Scott Whipple (612-363-0707) or a member of the Cambridge Board of Directors.

## **RESOLUTION**

At a regularly scheduled meeting of the Board of Directors, duly noticed and held on November 22, 2011, in the Carrington Room of the Kings Ridge Clubhouse, upon motion duly made, seconded and approved, the following resolution was adopted.

**WHEREAS**, The Kings Ridge Community Association Declaration of Covenants, Article VIII, MAINTENANCE OBLIGATIONS, Section 3, states:



*Home sites. Except where otherwise provided in this Community Declaration, each home site and all improvements thereon and appurtenances thereto, shall be maintained in first class condition by the owner thereof, in accordance with the requirements of this Community Declaration, Community Standards, and the Rules and Regulations promulgated from time to time.*

**WHEREAS,** The neighborhood association provides the land care maintenance of home sites, through its contractor.

**WHEREAS,** Maintenance is defined as sustaining existing material as long as possible, but does not infer replacement.

**WHEREAS,** The land care contractor is only responsible for plantings and sod where they have neglected their contractual obligations.

**WHEREAS,** Irrigation water is controlled by the Master association. The lack of water is not a contractual obligation.

**THEREFOR BE IT RESOLVED,** that the homeowner is responsible for providing additional water, when needed, and is responsible for the replacement of dead planting and sod on the home site not caused by negligence of the contractor.

## **MAINTENANCE OF DRIVEWAYS AND MAILBOXES:**

Homeowners are expected to maintain acceptable appearance for the exterior portion of their property other than those portions of the home site that are to be maintained by the Association.

1. This includes, but is not limited to, driveways, walkways, mailboxes, and soffit and fascia.
2. Any area causing undue notice such as mold, mildew, rust staining or other detrimental appearance will be considered a violation.

Please note: When in doubt about any of the guidelines, call any of the Cambridge Neighborhood Architectural Review Committee members. They will be happy to help you in any way that they can.

You may have noticed that all of the homes in Kings Ridge (except for the Whitehall Neighborhood) have a bar under the mailbox with the resident's name

and where they came from. You are not required to have your information posted but you are required to have the previous owner's information removed. Please do not paint over the previous owner's name. To remove it, please peel it off (using heat will make the job easier). If you do want to have your name and where you are from, you may do it yourself, but you must match the font size and shape to exactly match all of the other homes in the neighborhood. This could be very difficult. The easiest way to get it done is to call Graphics Direct at 352-432-3996. For a relatively small fee they will come and remove the previous owner's information and replace it with your information. By doing it that way you will avoid receiving a letter notifying you that you are in violation of the requirements.

## **MEDIA BOX:**

In Cambridge, under your regular Mailbox, you have a smaller Media Box. The Media Box is where you will find notices, flyers announcing special events and newsletters specific to Cambridge. In addition, you may occasionally find a greeting card from a friend or neighbor.

## **COMPANY COMING?**

You now live a relatively short distance from Disney World and other attractions, so you will have visitors. You may even have guests that you didn't know you were related to!

First, please be aware that you are always responsible for the conduct of your guests.

Second, please be aware that all of your guests, including contractors you may have hired to work on your home and repair personnel that you may be expecting to come to your home, must enter through the main gate on Highway 27. It is very important that you notify the gatehouse by telling them who is coming, when they are coming, and how long they will be staying. **NEVER GIVE YOUR GATE PASS TO ANYONE, AND NEVER MEET THEM AT ONE OF THE OTHER GATES TO LET THEM IN.** Violation of this rule could cost you your gate privileges so that you will be required to enter through the gatehouse for a period of time.

**NOTE:** The GPS will not always direct your visitors to the main gate on Highway 27 if they use your address. Please advise your visitors that they must enter from

Highway 27. They may prefer to use Kings Ridge's address of 1800 Kings Ridge Blvd., Clermont, FL.

If your guests have children under the age of 18, they may visit and stay with you for up to 30 days in a calendar year.

Although we ask that you notify the gatehouse at least 24 hours in advance, there will be times, such as a plumbing failure, where the plumber will be at your house very soon. Please do let the gatehouse know, so that they will allow them to enter.

You can notify the gatehouse by using the Kings Ridge website, or by calling from your phone. The number to call is 352-242-5008. Just a reminder, there is NO overnight parking allowed on our roads in Cambridge. Exceptions may be made but must be approved by a Board Member.

## **LET'S TALK TRASH:**

The City of Clermont provides our trash pick-up services. You pay for it each month on your Clermont Utility Bill. More information is available on their website (<https://www.clermontfl.gov>).

Trash collection day is usually every Tuesday from early to late morning. This includes regular garbage and recycle items in their respective, city-provided containers. (Depending on your needs, you may select either the large or the small containers from the city.)

Place the containers at the edge of your driveway (**never on the street or special use lane**) at least four or five feet apart to facilitate mechanical pick-up. Large bulky items, landscape debris, bagged leaves, etc. may be placed on the grass near the edge of the pavement. They will be picked up by a mechanical claw. For big items, like a refrigerator, call the city first.

**NOTE:** No trash of any kind may be put out prior to the day before collection day and empty containers, or uncollected items must be returned to the inside of the home on collection day.

## **OPTICALTEL - CABLE TV/INTERNET/PHONE:**

### **RESIDENT MOVE IN MOVE OUT PROCESS**

#### **MOVE IN**

All televisions must be out of their box(es) and in place prior to an installation. Self-installations – equipment will be delivered 7-10 days from the date the order is placed. Simply call OpticalTel at 855-303-4237 for specific Association details.

#### **MOVE OUT**

**Regardless whether you receive a monthly statement from OpticalTel or not.** Call OpticalTel at 855-303-4237 to disconnect and close your OpticalTel account for your video, internet and/or phone service.

Any OpticalTel equipment is the responsibility of the resident not the Association or management, therefore, we request that you call Customer Service at 855-303-4237 to schedule a pickup.

## **CAMBRIDGE SOCIAL EVENTS:**

The Cambridge Social Committee sponsors a number of events throughout the year. A calendar of events can be found on the Cambridge website (<https://www.cambkr.org>). Following are some of the Cambridge specific events:

#### **Friday Night Pool Gatherings**

All Cambridge residents are welcome. We gather at 6:00 P.M. (weather permitting) at the main clubhouse pool in Cabana “A”, unless otherwise posted. Bring your own beverage and snack.

**NOTE:** Please remember that no glass is allowed in the pool area and Cabanas.

#### **Cambridge Ladies Luncheon**

Cambridge ladies get together at an area restaurant the third Wednesday of each month at 12 Noon. All Cambridge ladies are invited and welcomed. This is a wonderful way to meet your neighbors, especially if you are a new resident. The date and location are listed on the Calendar of Events on the Cambridge website Home Page.

**Golf Cart Clinic**

Held twice a year, in the Spring and Fall. General maintenance is provided to each Golf Cart.

**Annual Pool Party**

Held once a year at the main clubhouse pool area. This event is usually scheduled in the April/May time frame.

**Annual Dance**

Held once a year in the Ballroom at the main clubhouse. All of Kings Ridge is invited. The date for this event varies each year.

**Annual Holiday Party**

Held once a year at the front cul-de-sac in Cambridge. This event is usually around the first week in December.

**HELPFUL PHONE NUMBERS:**

Kings Ridge Clubhouse Office	(352) 242-9653
Kings Ridge Gate House	(352) 242-5008
Kings Ridge Community Association	(352) 242-9653
Vista Community Association Management	(407) 682-3443
OpticalTel (Cable TV/Internet/Phone)	(855) 303-4237
SECO (Electric Co.)	(352) 357-5600
SECO (To report power outages)	(800) 732-6141
City of Clermont Trash/Bulk Pick-up	(352) 241-0178
Streetlights (neighborhood) - SECO (Before calling get the number off the light pole)	(352) 429-2195

## **HELPFUL WEBSITES:**

Kings Ridge	<a href="https://www.kings-ridge.net">https://www.kings-ridge.net</a>
Cambridge	<a href="https://www.cambkr.org">https://www.cambkr.org</a>
Vista Management	<a href="https://www.vistacamfl.com">https://www.vistacamfl.com</a>
Opticaltel	<a href="https://opticaltel.com">https://opticaltel.com</a>
SECO (Electric Co.)	<a href="https://secoenergy.com">https://secoenergy.com</a>
City of Clermont	<a href="https://www.clermontfl.gov">https://www.clermontfl.gov</a>
Register Emergency Contact Info.	<a href="https://www.flhsmv.gov">https://www.flhsmv.gov</a>
Emergency Management Agency	<a href="https://www.floridadisaster.org">https://www.floridadisaster.org</a>