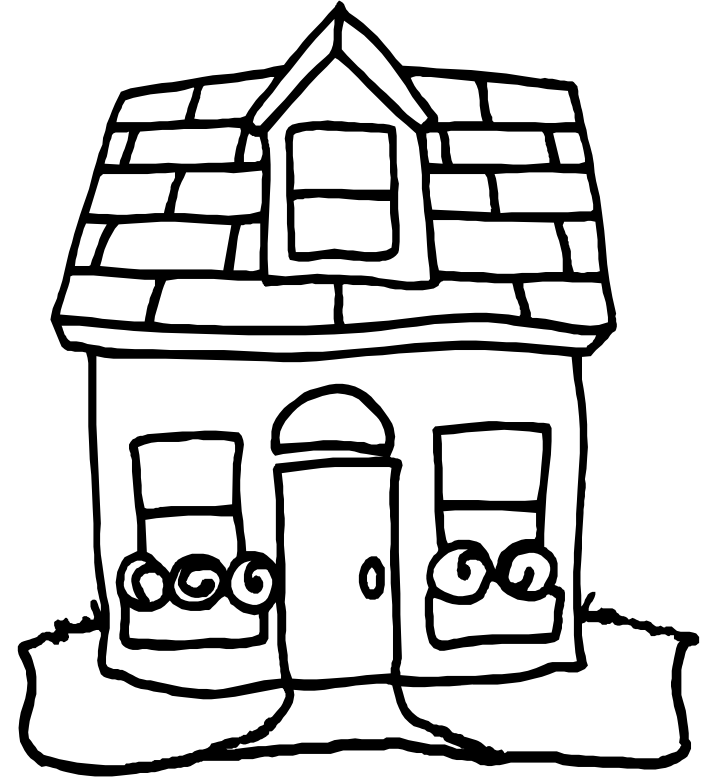


*Windsor Hills
Community Association*



*Architectural
Review Committee
Handbook*

Important Community Phone Numbers

Ambulance/Emergency/Fire/Police	911
Fire Department – Non-Emergency	888-6066
Police Department – Non-Emergency	895-6300
City Hall	895-6000
Reporting Lights Out/Street Light Repair	327-6600
Post Office	800-275-8777
Kansas City Power & Light (Lights Out)	816-471-5275 1-888-544-4852
KPL Gas Service	800-794-4780
Westar (Lights Out)	1-800-383-1183 1-800-544-4857
Southwestern Bell Telephone	800-464-7928
Time Warner Cable	451-9393
Water District #1 of Johnson County	913-895-1800
Hazardous Waste	715-6900

Windsor Hills Community Association *Architectural Committee Administered by*

MAK Management, LLC

**Please complete and submit the Change Request Form (“CRF”) to
MAK Management, LLC at least thirty-five (35) days prior to
changes being made.**

**To receive a CRF, please contact the property manager or check
the eNeighbors website.**

*MAK Management, LLC
support@makmanagementllc.com
(913) 752-7266*

Introduction

The Windsor Hills Homes Association has an architectural review process. This process is one of the primary tools by which the Association seeks to preserve, promote and enhance the guidelines of your Covenants. This, in turn, protects and increases your property value.

The guidelines for this process have been established and are outlined in the Declaration of Restrictions of the Community.

It is relatively simple to get a copy of the Declaration of Restrictions on all of the lots in Windsor Hills by going to the Johnson County, Kansas Court House or contacting MAK Management, LLC.

It is important to remember that these covenants are enforceable in a court of law because the covenants are part of the contract to purchase land in Windsor Hills. However, the covenants are enforceable only if certain conditions are met, such as: proper procedures for their enforcement are followed, the proper parties to the covenant are involved; the covenant is applied fairly, consistently, and in good faith, and the covenant is enforced in a timely manner as to give the parties involved notice and options for further action.

This manual is designed to help you and the members of the Community Association know what these covenants are and what procedures are to be followed in their enforcement and application.



Purpose of the Architectural Review Committee (“ARC”):

- ✓ The ARC shall regulate the external design, appearance, and location of the properties and of improvements therein in such a manner as:
- ✓ To promote those qualities in the environment that bring value to the properties; and
- ✓ To foster the attractiveness and functional utility of the community as a place to live, including a harmonious relationship among structures, vegetation, and topography.

Objectives of Architectural Review:

- ✓ Make all members of the association aware that successful architectural review is a benefit, not a burden.
- ✓ To create and preserve an attractive design for the community.
- ✓ Protect Homeowners against property value losses due to non-compliance of standards established in the “Declarations of Restrictions”.
- ✓ Clarify the Associations governing documents.
- ✓ Inform homeowners of exactly what is required of them.
- ✓ Establish a workable system for the architectural review process.
- ✓ To treat all applicants fairly, consistently and in a timely manner.
- ✓ Approve or disprove with reasons, homeowner’s applications for any changes in the exterior of their property.
- ✓ Inspect the approved work to make sure it confirms with the approved proposal.
- ✓ Review of the community to make sure all standards in the “Declarations of Restrictions” are followed.
- ✓ Take corrective action against a homeowner who is in non-compliance of standards established in the “Declarations of Restrictions.”

Overview of what must receive approval:

The following items, but not limited to, must have ARC approval prior to commencing the work:

- ✓ Exterior painting
- ✓ Swimming pools or hot tubs
- ✓ Roofing
- ✓ Satellite dishes
- ✓ Decks, room additions, patio covers
- ✓ Gazebos
- ✓ Landscaping
- ✓ Driveways
- ✓ Swing Set / Play Equipment
- ✓ Basketball Goal
- ✓ Fencing for swimming pools
(No other fencing will be allowed or approved)

Legal Authority for the Architectural Review Committee:

In order to maintain a consistent high-quality atmosphere in Windsor Hills the developer placed certain restrictions on the land. When each of the homeowners in Windsor Hills purchases a home, there are certain restrictive covenants attached to the land. The restrictive covenants are attached to the land, and therefore do not terminate or move with the homeowners when the home is subsequently sold to another.

These restrictive covenants are basically contractual promises to use the land and home in a manner that will benefit all of the residences in the subdivision. The benefit is the consistency and quality of the homes, which are designed to maintain a high quality or upscale atmosphere and increase property values in Windsor Hills. With the same covenants attached to each and every lot in Windsor Hills, the goals of quality and value can be more easily achieved.

When in doubt if approval is required on improvements, contact MAK Management, LLC.

Review Criteria

1. **HARMONY WITH OVERALL COMMUNITY DESIGN OR CONTEXTUAL RELATIONSHIP:** The contextual relationship pertains to the characteristics of any existing structures, the neighborhood, and the individual site. What may be acceptable in one instance may not be in another, depending on location.
2. **LOCATION AND IMPACT ON NEIGHBORS:** The proposed alteration or improvement should relate favorably to the planning, landscape, topography and existing character of the neighborhood. The primary concerns are preservation of access, sunlight, ventilation, view and drainage, as well as impact on the privacy and normal use of neighborhood privacy. In reviewing the impact on neighbors, the ARC must balance the property rights and expectations of a property owner with the expectations of the neighbors. There is not always a perfect solution but the ARC will consider all aspects before making its decision.
3. **WORKMANSHIP:** The quality of work should be equal to or better than originally used in the neighborhood. If past practices are no longer acceptable, current and better practices must be followed.
4. **REQUIREMENT:** No building, wall, residence, structure, or projection from a structure (whether of a temporary or permanent nature, and whether or not such structure shall be affixed to the ground) shall be commenced, erected, maintained or improved, nor may the exterior

appearance be altered in any way without the prior written approval of the ARC regarding: (a) the harmony of its exterior design and location in relation to (b) the character of the exterior materials and (c) the quality of the exterior workmanship.

5. **PROCEDURES:** The applicant may appeal an ARC decision to the Board of Directors for the Association in writing within seven (7) days after the date the Architectural Review Committee renders its decision and notifies the applicant. Any decision rendered by the Board on appeal shall be final and conclusively binding on all parties.
6. **APPLICABILITY TO HOMEOWNER:** The provisions of the Declaration of Restrictions section shall be applicable to the homeowner only with respect to lots that are improved with buildings that are or have been occupied.

How to Obtain ARC Approval:

The ARC has developed a Change Request Form (“CRF”) to assist the community with the review and approval process. A CRF has been included in the handbook. Additional copies can be received from the Management Company.

General Information for the Windsor Hills Homes Association

The following are some of the specific items detailed in the Declaration of Restrictions and the Architectural Review Guidelines for the community:

As provided in the Declaration of Restrictions, the homeowner must submit a change request to the ARC prior to any modification to the exterior of their home. (An Architectural Change Request Form can be found in the “Resources” section on www.eneighbors.com).

The ARC will consider each request or item that comes before it on a case-by-case basis and will make its final decision based on the discretion of the ARC members in light of these guidelines and the specific circumstances of each request or item.

Playsets

- Playsets must be set behind rear building line of home.
 - Should have at least a 7’ setback from property line.
 - Natural screening may be required to shield view from street or neighbors.
- Tarps must be dark green, brown or roof made of wood.
- Slides shall be yellow, dark red, dark green or dark blue.
- Must be firmly attached to ground and in safe working order.
- Must be kept in good general appearance, with no chipping or peeling paint/stain or torn awnings.

- Must be made of wood or wood like composite.
- Playsets that come with tarp roofs must have them attached.

Residential Lawn care and Landscaping

- Grass must have a uniform appearance, must be generally weed free and be kept shorter than 4 inches tall.
- Yard should be kept sufficiently watered so as to retain a green appearance through September 30.
- Planting beds must be properly covered, edged and free of grass and weeds.
- Bushes/hedges, shrubbery and trees should be well maintained and trimmed.
- Street tree maintenance and replacement is the responsibility of the homeowner per City of Overland Park ordinance and as required in the Windsor Hills “Street Tree Replacement and Trimming Regulations”. Street Tree Replacement Requirement: In brief, should 30% or more of the street tree die or be destroyed by other action, such as vehicle collision, the homeowner must replace the tree with the same species as all other street trees are on their specific street. (For additional and important details, refer to the “Street Tree Replacement and Trimming Regulations” in the “Resources” section on www.eneighbors.com).
- Street trees must be maintained (trimmed) to a minimum height of 7 feet from the ground, sidewalk and street to provide an unobstructed flow of pedestrian and vehicular traffic. All street trees must meet this minimum height requirement including those properties that do not have a sidewalk.

Fencing

- All fences must be of a “Stair-Step” design to follow the terrain – per Restrictions. “Rake” style fences are not allowed. (Important details concerning the allowed “Stair-Step” design can be found in the “Resources” section on www.eneighbors.com. Refer to the Architectural documents titled “Fence Design Requirement - Stair-Step Design” and “Architectural Change Request Form”).
- All wood fences (spaced pickets or privacy) must have a “picture frame” (Description: each fence section incorporates a wood frame covering the top and bottom of the pickets) perimeter design. Traditional picket styles (Description: top and bottom of pickets exposed) are not allowed.

- Fences must be made of wood, wrought iron or steel/aluminum in the style of wrought iron with a black finish.
- Fences must have an ornamental feature such as scalloping, pointing or decorative posts/caps.
- Fences may not be more than 5’ high.
- All fences around lake property must be in the style of wrought iron.
- Fences may not cross the rear building line, and must follow the perimeter of the property line (no more than 1 foot away) except in the case of a swimming pool fence.
- Fences around the immediate perimeter of swimming pools must be in the style of wrought iron.
- Fences must join or abut a neighboring fence.
 - If fences are made of wood, they must be the same height.
 - A wrought iron fence may be shorter.
- Fences must be kept in good condition with no missing or warped slats and no chipped/peeled paint/stain.
- Wood fences shall not be painted – per Restrictions.

Basketball Goals

- Must be permanently installed in the ground. No temporary or portable goals.
- Backboards may be clear or white.
- Posts may be brown, black, gray or dark green.
- Goals are to be located on the perimeter of the driveway only and at least 8’ from the sidewalk and 15’ from the street.
- Half court lines (no fill color) may be painted on driveways if professionally done in white paint only, and must be maintained once done.
- No supplemental lighting for basketball goals is allowed.
- No play after 8:00 pm Sunday through Thursday. No play after 9:00 pm Friday and Saturday.
- No goals shall be built behind rear building line.
- Basketball goals and related equipment shall be kept in good repair.

Lake Properties

- Properties that abut Windsor Hills lakes cannot significantly obstruct the lake views of their neighbors (who own lake-front property as well) with natural or artificial structures or landscaping.

House Paint Colors

- **Changing paint colors:** An Architectural Change Request form must be submitted and approved by the ARC.
- **Using same paint colors:** A request form submission is not necessary, but you must notify the ARC via Liz Johnson of Curry Management (816) 414-5300.

Under Deck Storage

- Items stored under a deck must be reasonably concealed by lattice, natural materials, plantings or other means of concealment of consistent coloring with the home. An Architectural Change Request Form must be submitted to the ARC for approval of all screening methods.

Miscellaneous

- All approved projects must be completed within 90 days after the commencement of construction. Extensions, in 14 day increments, can be requested of the ARC. These time extensions are at the sole discretion of the ARC.
- All ARC request forms must be acknowledged in writing or via email back to the resident when received. Included in the ARC request form is a section requiring the resident to contact the management company if the resident has not received a notice of receipt or acknowledgement within 5 working days of submittal. The 35 day deadline date, in which the ARC must approve or disapprove the change request, will not be set until this acknowledgement is sent.

These resolutions are subject to change. Therefore, owners should consult with the Board and/or ARC to confirm the existence of the latest ARC guidelines.

- ✓ All basketball goals shall be permanently installed, free standing and not attached to the residence.
- ✓ All backboards shall be transparent or painted white and all poles shall be a neutral color.
- ✓ There shall only be one basketball goal per lot.

- ✓ Exterior holiday lighting shall be permitted only between November 15th and January 31st.
- ✓ Only wood or wrought iron fences or privacy screens in specific styles and colors approved by the Developer are allowed.
- ✓ All basketball goals shall be free standing and not attached to the residence.
- ✓ Animal runs, trampolines, tennis courts, tree houses, batting cages, detached greenhouses and detached buildings are prohibited.
- ✓ No artificial flowers, trees, etc. permitted.
- ✓ No garage sales except as otherwise organized by the Homes Association.

Basketball Goals:

Swing sets:

- ✓ **Placement must be approved in advance by the ARC.**
- ✓ Provide a copy of lot plan with approximate location from property lot lines.
- ✓ Provide size of swing set.
- ✓ All recreational or play structures shall be located behind the back building line of the residence.

Satellite Dishes/Antennas:

- ✓ Small satellite dishes are allowed with prior written consent.
- ✓ Location may not be readily visible from the street.
- ✓ No larger than 20" in diameter.
- ✓ Neutral in color.
- ✓ No outside television, radio or citizen's band, short wave, or other antenna.

Roof Replacement:

- ✓ Roofs shall be covered in high quality asphalt or composition shingles or other materials, as approved by the ARC.

Painting:

- ✓ Earth tones are the preferred color choices.
- ✓ Must provide actual paint samples.
- ✓ All exterior basement foundations and walls, which are exposed in excess of 12 inches, shall be painted the same color as the residence.

Fencing:

- ✓ Lots may have only wood or wrought iron (or similar) fences or privacy screens in the specific styles and colors approved by the Developer.
- ✓ Fences may not exceed five feet in height.
- ✓ All pools and hot tubs shall be fenced and adequately screened.

Existing Trees:

- ✓ Each owner shall properly water, maintain and replace all trees and landscaping on the Owner's Lot.

Animal Shelter:

- ✓ Animal runs are prohibited.
- ✓ All outside dog houses shall be located in the back yard near the residence, and shall be painted the same color of the residence and shall have roofs compatible with the residence.

Swimming Pools:

- ✓ No above ground swimming pools.

Changes in Existing Grades:

- ✓ Natural landscapes should be maintained and enhanced.

Decks:

- ✓ All specifics should be indicated on submitted plans

These guidelines have been established as "guidelines only." All requests must be reviewed by the Architectural Review Committee, prior to commencing any changes or modifications. Please review your set of Association Covenants, Conditions, & Restrictions.