KINGSFIELD
HOMEOWNER
MANUAL
INTRODUCTION

When a home is purchased in Kingsfield Community, the purchaser becomes a member of the Kingsfield Community Association and subjects himself/herself to the Rules and Regulations, the By-Laws and the Declaration of Covenants, Conditions and Restrictions which govern this community. The following Rules and Regulations and Architectural Controls are designed for your protection, safety, and enhancement of your property value. It is the responsibility of the Board of Directors to enforce these Rules and Regulations.

ARCHITECTURAL REVIEW COMMITTEE: (ARC)

LANDSCAPE COMMITTEE

The Board of Directors appoints these Committees. The responsibility of these committees is to recommend the external design and appearance of the community and of improvements thereon in such a manner as to promote qualities that bring value to our properties and to foster the attractiveness and functional utility of the community. It is important to adhere to the Rules and Regulations in order to maintain harmony in the community.

FUNCTION OF THE ARCHITECTURAL REVIEW COMMITTEE: (ARC)
The function of the ARC is to review proposals for exterior changes submitted by homeowners, compare such proposals with established standards, and then submit its recommendation for action (either rejection or approval) to the Board of Directors.

FUNCTION OF THE LANDSCAPING COMMITTEE:
The function of the Landscaping Committee is to review landscape proposals and landscape license proposals submitted by homeowners, ensure that landscape plans recommended to the Board for approval are in accordance with the Rules and Regulations. They also have the responsibility for recommending horticultural additions to the common areas that will enhance our community for the benefit all residents.

PROCEDURE:
The applicant must submit the appropriate form (Exhibit A) to the management office in order for the proposed modification to be considered. The form will then be forwarded to the appropriate committee. If the committee fails to give a recommendation to the Board of Directors to approve or disapprove in writing an application within 45 days after written plans and specifications have been submitted, approval will be deemed denied. The applicant may appeal an adverse decision of the Board by reapplying to the appropriate committee.

MAINTENANCE AND CONSTRUCTION RULES AND REGULATIONS

It is the responsibility of each Homeowner to maintain the condition of his/her home and dwelling area. In addition, all residents of Kingsfield, as they are able, are encouraged to assist in the care of the common ground areas by watering the grass, trees and bushes surrounding their home. This will prevent unnecessary expense to the association for replacement of neglected landscape. In the event a homeowner fails to maintain his or her unit in accordance with community standards, a notice will be sent to the homeowner requesting him/her to bring their unit up to standards. In the event the homeowner fails to do so, the Board of Directors has the authority to cause corrective action to be taken at the expense of the homeowner.
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## Appendix

- Alteration Request Form: Exhibit “A”
- Rules Enforcement: Exhibit “B”
- Parking Resolution: Exhibit “C”
- Trash Containers: Exhibit “D”
- Annual Meeting Date: Exhibit “E”
- Guidelines on Lawn Decorations: Exhibit “F”
- Common Space Site License Form: Exhibit “G”
The community’s cost to maintain existing landscaping continues to escalate with each year’s passing. In an effort to keep the growing cost to a minimum, all future requests to install or donate landscaping away from the property line of a residence on common ground will require the execution of a specific landscaping license (Exhibit A). This agreement when approved by the Board of Directors will result in a Resident gaining permission to provide additional landscaping; however, that Resident will be responsible for the future maintenance cost. These cost include mulching, weeding, trimming, and spring and fall cleanup. In addition, any succeeding owner must continue that responsible. If necessary, a Resident could restore the ground to its original condition or transfer the license to another, willing resident, perhaps a neighbor, prior to selling their residence.

It is unfortunate, but we must recognize the growing cost of landscaping maintenance is the responsible of all residents when paying their monthly fees. Specific small areas of newly added landscaping benefit mainly those living in close proximity to that landscaping and therefore the ongoing cost should not be the responsible of other members of the community.

Amended 10/24/06
ADDRESS PLAQUES

The house plaque may be installed only on the wall on either side of the garage door and at eye level. The sign manufacturer is Whitehall Products; styles approved are Villa Nova and Roanoke. Approved background colors are burgundy, green, tan, dark blue, and black.

All numbers and letters must be raised polished brass. The size of the sign shall be approximately 9.5 inches by 16.5 inches.

House address signs do not need Board of Director’s approval as long as the above policy is followed. Any deviation from the above policy must be presented on an Alteration Request Form for Board approval.
ANNUAL CENSUS AND AGE RESTRICTIONS

The Management Company hired by the Kingsfield Community Association will conduct a census of residents every year.

That census will request information about property insurance purchased by the homeowner and request a list of names and ages of all individuals residing in each home.

The Declaration of Covenants, Conditions and Restrictions for the community includes a section on age restrictions (Section 16).

The Declaration states that, with one exception, each dwelling must be occupied by at least one person fifty-five (55) years or older.

A widow or widower or adult child or adult stepchild under the age of 55, whose deceased spouse or parent was over 55 and lived in the dwelling at the time of his or her death, may continue to reside in the dwelling.

The Declaration also states that “no person under the age of eighteen (18) shall be permitted to reside in any dwelling at any time.”

However, the regulation allows temporary visitation and occupancy by the owner’s family members of any age for not more than 90 days in a 12-month period.
AWNINGS

Awnings can only be installed on the rear of the homes. Awnings must be retractable cloth. When the awning is fully extended the perimeter of the patio or deck can be covered but the awning cannot extend past the perimeter. The following colors are approved.

- Sunbrela – Linen – 4633
- Sunbrela – Burgundy – 4631
- Sunbrela – Forest Green – 4637
- Sunbrela – Beige – 4620
- Sunrise 2000- Sapphire Blue-4641 JMT Awnings

Requests for the installation of an awning or any type of exterior sunscreen must be processed on an Alteration Request Form for Board approval
DECK STAIN

The maintenance of deck and deck railings must be done with pressure treated wood and may be finished in the following stains.

- Olympic - #716 Natural Tone Cedar
- Flood – Natural Cedar
- Behr - #31-93 NWF Clear
- Behr – Cedar Naturaltone 3-533
- MAB- Timber Stain UV 200-1001 Paper Birch

Deck Staining the same color as the house siding may also be approved. Deck Staining does not need Board of Director’s approval as long as the above policy is followed. Any deviation from the above policy must be processed on an Alteration Request Form for Board approval.
FLAGS

Each homeowner shall have the right to display American Flags within their six-foot lot area. A flag may be flown from a pole attached to the dwelling, not to exceed a height greater than the front eve of the roof. Freestanding flag poles within the six-foot area will be evaluated and approved by individual request basis only. Flags may be 3 ft by 5 ft or smaller size. All standards for flag display must be followed (including retiring the flag from dusk to dawn, unless lighted). A seasonal or holiday flag is permitted but no banners or windsocks are permitted. A limit of two flags per home is allowed.

Flag display does not need Board of Director’s approval as long as the above policy is followed. Any deviation from the above policy must be processed on an Alteration Request Form for Board approval.
HOLIDAY AND SEASONAL DECORATIONS

Homeowners who wish to decorate their homes for a holiday may do so up to thirty (30) days before and fourteen (14) days after a holiday.

For the December holiday, main front windows may be decorated with clear or colored lights on the inside of the home. A lighted holiday tree also may be displayed from inside the home. Front or main doors may be decorated with lighted wreaths and/or garland. Front windows, main doors and window areas over walks leading to main doors may be lighted with temporary ground mounted flood lights of clear or appropriate colors (red, blue and green). Electric window candles in each window may be used.

Holiday decorations do not need Board of Director’s approval as long as the above policy and guidelines are followed.
ORNAMENTAL TREES

Care and maintenance of ornamental trees located within the 6-foot perimeter of homes and in the circular beds where the sidewalk turns on the Coventry model is the responsibility of the homeowner. The Kingsfield Community Association will not care for these trees.

Each residence in Kingsfield came with basic landscaping that included shrubs and one 6-to-7 foot tall ornamental tree. This landscaping package varied depending on the model of the house purchased. There is quite an assortment of ornamental trees, some of which have grown to create problems over the years. For many homeowners, these trees have started rubbing the house structure and some of these trees are inappropriate for the locations where they were planted. The Board asks each homeowner to consider the voluntary replacement of a problem tree with something more appropriate for the provided space.

The Board considers the landscaping packages that came with residences as the property of each homeowner. While some of the initial planted beds containing the ornamental tree extend into common ground (specifically the Coventry Model house), the trees are not considered common-area trees. The Declaration of Covenants calls for the Association to trim the initially installed bushes, but it does not address the ornamental tree.

The Board thanks those homeowners who have already replaced a problem ornamental tree when completing approved landscaping plans for their properties. We encourage others to look into replacements before the existing ornamental tree problem gets too large and expensive to deal with. An Alteration Request Form is not required to remove or replace and remove and replace the ornamental tree with something appropriate for the space.

Created 9/06
Revised 7/15
OUTSIDE LIGHTING

Security Lighting

Security lights may be mounted on homes in Kingsfield. Any flood-type security lighting must be equipped with a working motion detector. The detector must turn off the lighting in a short period of time, for example, 3 to 5 minutes, when motion is no longer sensed. The floods may not be aimed to annoy a neighbor. Any exterior lighting must be on a circuit that includes a wall switch to turn off the lights should a detector fail.

Alteration Request Forms are not necessary to install this lighting. Detecting sensors may also be installed on existing lighting, for example, exterior garage lighting and front door entrance lighting.

Walkway Safety Lighting

Homeowners, especially those with the Coventry Model home, may feel a need to light the long walkways for safety. Low level, low voltage systems can be used along the edge of the walkway. Suggested light fixtures are Intermatic Malibu Tier Lights.

The approved style numbers are LXI-4W, LV181-7W, LM5-7W. Spacing should be from 5 feet to 7 feet apart. The spacing will allow good lighting without being obtrusive to others. The lighting is only permitted in the 6-foot area.

Replacing the Original Outdoor Lighting that came with the House

Many homeowners have replaced the original outdoor lighting fixtures that came with the house. Other homeowners may be anticipating this change. An Alteration Request Form will not be required, provided the following guidelines are followed:

1. Keep the size of the replacement fixture within reason for the space involved.
2. The mounting plate on the fixture shall not be larger than the mating mounting surface on the house. The mounting surface on a vinyl sided house may be replaced with a larger, more appropriate mounting surface if required.
3. The removed, brass fixtures from each side of the garage may be use to replace the rusting globe fixtures at the rear porch and sliding glass door location at basement entrances. Other fixtures could also be substituted for the rusting globe fixtures.

Amended 04/08/08
# PAINT AND STUCCO COLORS

If a homeowner wishes to paint or stucco the foundation of their home, the following combinations may be used.

<table>
<thead>
<tr>
<th>Siding color</th>
<th>Paint color</th>
<th>Stucco color</th>
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<tbody>
<tr>
<td>Antique Linen</td>
<td>Duron - Pearl Gray – B470</td>
<td>Super White FS-101</td>
</tr>
<tr>
<td>Desert Tan</td>
<td>Duron – Ash – X45</td>
<td>FS-10522</td>
</tr>
<tr>
<td>Light Maple</td>
<td>Duron – San Simeon – X34</td>
<td>Amarillo White FS-113</td>
</tr>
<tr>
<td>Natural Clay</td>
<td>Duron – Baked Clay – X830</td>
<td>London White #13</td>
</tr>
<tr>
<td>Prairie Sand</td>
<td>Duron – Sandstone – P710</td>
<td>Manor #4</td>
</tr>
<tr>
<td>Sandstone Beige</td>
<td>Duron – Glacier White – P100</td>
<td>China White FS –310</td>
</tr>
<tr>
<td>Silver Ash</td>
<td>Duron - French Gray – X56</td>
<td>London White #13</td>
</tr>
</tbody>
</table>

Neither paint colors nor stucco colors need Board of Director’s approval as long as the above policy is followed. Any deviation from the above policy must be processed on an Alteration Request Form for Board approval.
SIGN

Home Protection Signs Size and Location Policy

A homeowner may display signs by any company they employ. Sign size is limited to 200 square inches, one-sided and no more than 24 inches in total height. Placement of the sign shall be against the house facing the street within the six-foot bed area.

Home protection signs do not need Board of Directors’ approval as long as the above policy is followed. Any deviation from the above policy must be processed on an Alteration Request Form for Board approval.
STORM DOORS

Storm doors may be installed on the front or the rear of the homes within the community. All doors must be full view and plain glass doors. The color may be white or match the color of the entrance door to the home. The following styles and manufacturers are the only types that have been approved.

- **Anderson**: HD 200, HD 3500, HD 3000 TRUEASE
- **Emco**: HD 150, 21104 FV brass plate with decorative glass
- **Larson**: 224 FL, 227 FV, 239 GB, 340-04
- **Pella**: One Touch FV Model 4800

Storm doors do not need Board of Directors approval as long as the above policy is followed. Any deviation from the above policy must be processed on an Alteration Form for Board approval.
TREE AND SHRUBURY REPLACEMENT POLICY

Requests to replace landscaping on common ground will be handled following this written procedure. The Board of Directors recognize that the common ground landscaping located close to a residence is more important to that homeowner than the landscaping a block away; therefore, that homeowner will be involved in the process.

A homeowner or others should report dead landscaping to the management office. The management office will request verification and a recommendation including pricing from our landscaping contractor. Depending on the time of the year, it may be necessary to wait a period of months to see if the landscaping is truly dead. During the normal spring and summer growing seasons, a resident will not be asked to look at dead landscaping for more than a month.

Homeowners in close proximity to the dead landscaping will be asked if they feel the landscaping should be replaced. It will be necessary for a homeowner to verbally commit to a watering plan for any newly planted landscaping. This commitment is necessary for the process to continue. We will attempt to maintain all tree lines and replace with identical trees.

In general, a tree or shrub will be replaced once at community expense. This does not pertain to unusual situations such as a lightning strike. If that replacement does not survive, and a homeowner provides a written request for a second replacement, the community will share in one-quarter the cost of a second replacement. Any replacement where community money is being spent will be of reasonable size; we cannot afford to replace with mature landscaping. A request to replace with different landscaping will be reviewed by the Landscaping Committee. The Board of Directors will make the final decision for any replacement.

There are a number of unusual situations in Kingsfield. For example, there are trees planted too close to street lighting standards that will need replacement eventually. Some of these situations may need to be addressed sooner than later. The Board of Directors will handle the special situations. Homeowners may contact a Board member to report potential problems. The Landscaping Committee will be involved in these situations.

The Board believes this procedure will provide a fair and consistent approach to landscape replacement.

Amended 10/30/06
NEWLY INSTALLED DIRECT VENTED FIREPLACES

The Board will not require an Alteration Request Form for “through the wall direct vent termination caps” associated with natural gas space heaters or fireplaces provided the following guidelines are followed:

The dimensions of the exterior termination cap are less than 18-inches on each side and extend no more than 8-inches from the wall.

The cap is located on a back house wall or on a sidewall, close to the back wall.

The homeowner is responsible for and has verified that the installing contractor is following local codes and the heater manufacturers installation instructions. For a safe installation, these instructions must be absolutely followed. They are based on the National Fuel Gas Code, NFPA 54/ANSI Z223.1.

It is recommended that the termination cap be designed for high winds and also that the appliance be approved by the American Gas Association.

Amended 01/31/06
USE OF THE COMMUNITY-OWNED COMMON GROUND

All ground areas outside of the six-foot perimeter surrounding the 66 houses in Kingsfield is Association Common Ground (community-owned property). This includes roads, driveways, walking paths and all other grass and field areas.

The roads are built to handle trucks of reasonable weight and the driveways are of more modest construction material suitable for cars and most suburban utility vehicles.

The walking paths are not designed for traffic and the bollard installed at the entrance to all walking paths is there specifically to keep vehicles off the walking paths. Residents or their contractors are not permitted to remove the bollards to gain access to the walking paths with a vehicle.

With care, reasonable loads may be transported by vehicle over a driveway or walking trail to facilitate landscaping or other construction work by a resident or their contractor. To permit entrance to the walking trail, however, permission from the Homeowner's Association is required in advance of doing this.

A resident should contact a board member prior to scheduling the work for an inspection of the area that is going to be driven on. It will be determined if there is any existing damage to the common ground prior to the proposed work. The resident is responsible for the cost of repair of any damage that is caused in the use of the common ground and the board will decide just what damage has been caused.

Loaded dump trucks are not permitted on walking paths and using a loaded dump truck on a driveway may cause damage that a resident could be held responsible for. Also, transporting too many sheets of drywall in one load over the walking path is another example that may cause damage that a resident could be held responsible for.

Any digging or planting in the Common Ground must receive advance permission, including a site license issued at the discretion of the Board of Directors.

Following this procedure should help avoid an expense to a resident for damage they did not cause or to restore the Common Ground disrupted by work that was not previously approved.
APPEARANCE OF OUTSIDE OF HOMES

According to the “Declaration of Covenants, Conditions and Restrictions” of the Kingsfield Community (Section 17), it is the responsibility of all homeowners to maintain the area surrounding their houses in a “safe, clean and sanitary manner and condition.”

The following are some examples of how to maintain the outside appearance of each residence:

- Trash cans must be kept in garages or approved trashcan corrals located beside garages. Approval for trashcan corrals may be obtained by submitted on an Alteration Request Form available in Appendix A of the Homeowner Manual.
- Trash cans may be placed at the end of driveways the evening before the collection and must be returned to garages and corrals no later than the evening of the collection.
- No trash cans, containers or other items (e.g – empty flower pots, building materials, hoses not coiled up on hose reels, lawn sprinklers, bags of topsoil, chairs, etc.) may be kept outside of the house when not in use, unless they are placed inside trashcan corrals, on patios and/or decks within the six-foot property line.
- No non-operating vehicle may be located on the property unless it is entirely enclosed in the resident’s garage.
- Garage doors should remain closed except when the homeowner is driving in and out the garage or is actively involved in yard work or other current activities outside the dwelling.
- No outdoor clothes lines may be erected, installed or permitted to remain in or around any dwelling.

The examples listed above are not intended as a compete list of restrictions, but only as illustrations of how the outside of residences must be maintained in order to preserve the look of the community as a whole.

In the event a homeowner fails to maintain his or her unite in according to community standards, a notice will be sent to the homeowner requesting him/her to bring the unit up to standards. In the event a homeowner fails to do so, the Board of Directors has the authority to cause corrective action to be taken at the expense of the homeowner.
SATELLITE DISHES

Kingsfield residents are welcome to install satellite dishes on the exterior of their homes in order to subscribe to a satellite television or Internet service.

The original Declaration of Covenants, Conditions and Restrictions (Section 17k) for the community state that a homeowner “may install a satellite dish that measures no more than 24 inches in diameter.” The newer dishes that receive high-definition reception are larger than that, which is one of the reasons for this section of the homeowners manual.

The size of any satellite dish must be approximately the width of the standard high-definition (five LNB) dish commonly installed by satellite and networking companies.

Federal law prohibits homeowners associations from banning satellite dishes and requires that any rule involving the placement of dishes must take into account an unobstructed “view” to satellites that send wireless signals.

Therefore, Kingsfield homeowners need only to submit an Alteration Request Form (Appendix A) before installing a satellite dish in order to describe where the homeowner proposes to tell the installer to locate the dish on the house. The HOA covenants state: “Any exterior antenna permitted by law must also comply with the … requirements for the submission of a landscaping plan and receipt of approval from the Board of Directors.”

The spirit behind the placement restrictions is that dishes NOT be installed on the street side of homes, even if more coaxial cable may be needed to reach the location where TV wiring goes into the house. Landscaping may be required to conceal a ground-level dish installation from the view of a road or a neighbor’s front door.

The usual placement of dishes is on roofs or decks near the rear of homes. However, the Board of Directors may consider other locations. Residents may call board members in advance for help and to join them during the installation process to offer placement suggestions to the dish installer.

Approved 04/08/08