

**KINGSLEE HEIGHTS HOME ASSOCIATION  
GUIDELINES FOR APPLICATION BY OWNERS FOR  
PROPOSED EXTERIOR BUILDING CHANGES, REPAIRS OR CONSTRUCTION**

***Please read prior to submitting application***

**I. STATEMENT OF POLICY**

EXTERIOR CHANGES, ALTERATIONS OR ADDITIONS TO DWELLING UNITS ARE PROHIBITED UNLESS APPROVED IN WRITING BY THE BOARD OF DIRECTORS based on recommendations of the architectural control committee, in accordance with Article VIII of the "Declaration of Covenants, Conditions and Restrictions" which apply to all of the real property controlled by Kingslee Heights Home Association. OWNERS ARE NOT TO PROCEED, EXCEPT IN EXTREME EMERGENCY SITUATIONS, UNTIL THEY HAVE RECEIVED A SIGNED COPY OF DISPOSITION OF APPLICATIONS (DOCUMENT 013). The City of Bloomington requires written approval of KHHA (via Disposition of Application, Document 013) prior to issuing building permits.

The covenants require that the ARCHITECTURAL CONTROL COMMITTEE and the BOARD OF DIRECTORS maintain the present harmony of external design within the development. Each proposal submitted by an owner to the Committee will be fully considered on its own merit. The waiver of any requirement included in an application shall not be considered to be a waiver of that requirement in any future proposal.

**II. APPLICATION REQUIREMENTS**

THE FOLLOWING SHALL BE THE MINIMUM REQUIREMENTS TO BE MET BY ANY OWNER WHO WISHES TO SUBMIT AN APPLICATION FOR EXTERIOR CHANGES, REPAIRS, OR CONSTRUCTION:

A. Submit TWO (2) copies of application forms NO LESS THAN 30 DAYS PRIOR to the anticipated start of project to any ARCHITECTURAL CONTROL COMMITTEE (ACC) MEMBER. The committee will review and submit to the Board of Directors for approval/denial. The homeowner will be contacted by a representative of the Board/ACC with written approval/denial.

B. The proposed changes, repairs or construction outlined in the application shall conform to published Association Design Standards if applicable. Copies of KHHA Design Standards are available by contacting a member of the ACC.

C. Two full sets of drawings and specifications, if applicable, for the proposed modification accompanied by a written statement by the owner or his agent which describes the proposed modification in detail. These drawings and specifications will not be returned to the owner. Furthermore, said drawings and specifications shall include:

1. Construction plans and specifications necessary to fully describe the proposal, including all materials to be used in the construction.
2. All available manufacturer's literature describing the products to be installed, (e.g., windows, doors, skylight, vents, etc.), including warranty information.
3. Building elevations and sectional drawings drawn in such a manner so that the Committee and other interested parties can readily understand what the proposed modification will look like upon completion.
4. Since Kingslee is a Planned Unit Development (PUD), the City of Bloomington may require "Theme Drawings" which demonstrate that the proposed modification is consistent with existing building and landscape design and which illustrate the range of opportunity for similar modifications by other owners.
5. Contractor — a licensed, bonded and insured contractor may be required on certain projects per specifications. PROOF OF THE FOLLOWING IS REQUIRED FOR ALL CONTRACTORS:  
License, certificate of insurance, liability and workers' compensation insurance, bonding.
6. Owner (and/or contractor) is responsible for cleanup and removal of debris.

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Page 1 of 2

D. The owner submitting the application shall also submit the following items:

1. A statement signed by all neighbors who might be affected by the proposed project, indicating their awareness of the proposed modification.
2. A statement signed by the owner in form to be approved by the Committee whereby the owner submitting the application specifically assumes all costs and liabilities for personal injury or property damage which might arise from the modification. Said statement shall also contain an agreement by the owner to indemnify and hold harmless, the Kingslee Heights Home Association and all other owners from any such costs or liabilities which might arise. (Contained on Application Form, page 2.)
3. A statement executed by the owner indicating his/her acknowledgement that a building permit must be obtained from local government authorities prior to work on the proposed modification. This statement shall include an affirmation that the owner will abide by all local laws and regulations which might affect the proposed modification in any way. (Contained on Application Form, page -2-).
4. Under Article VIII of the previously mentioned Declarations of Covenants, Conditions and Restrictions, the Committee is required to approve or reject a proposed exterior change within thirty (30) days after the plans and specifications have been submitted to it, provided application is complete and has all required materials. In the event that the Committee cannot make a well reasoned decision on the proposed modification within the thirty day period and it is rejected, the owner may sign a statement asking for automatic reconsideration of the request. All documents and requirements will be considered in that event.

### **III. COMMITTEE AND BOARD REVIEW PROCEDURES**

The method of review for proposed exterior changes, alterations, repairs or additions to be used by the Committee and by the Board shall be as follows:

- A. Drawings and specifications shall be reviewed by the Committee and may be subjected to the approval of the consulting architect.

If "Theme drawings" have been required, such drawings may also be subject to the approval of the consulting architect. If "theme drawings" have not been requested by the Committee, the Committee and the consulting architect must find that the proposed modification is consistent with the architectural harmony of the development and with previously established standards.

- B. After the drawings and specifications, including "theme drawings", if any, have been reviewed and approved by the Committee and by the consulting architect, if required, the Committee will review neighbors' comments, if applicable. The Committee is required to give strong consideration to any valid objections raised by affected neighbors, and may deem those objections as cause for rejection of the proposed change.
- C. The application provides that the owner has agreed to assume any liability for personal injury or property damage which might arise out of the proposed changes, repairs or construction and to obtain the necessary building permits and to abide by all local laws and regulations.
- D. Final approval of the application shall then be made by the Board in writing.
- E. All approvals are subject to a Sunset clause. Work must be completed within six months of the date on which approval was granted, OR SOONER IF SO SPECIFIED by the Board. If this deadline passes and the work has not been completed, the owner must resubmit the application to the Architectural Control Committee for a new approval.
- F. The Board shall notify the owner in the event the completed project does not meet these guidelines as well as approved specifications, drawings and procedures. The Board shall also retain the right to bill the homeowner for any cleanup or modifications necessary to meet these requirements.