

KENSINGTON ESTATES CO-OWNERS ASSOCIATION ARCHITECTURAL & LANDSCAPING GUIDELINES

All outside work including caulking, painting, and other modifications to the outside of your home must be approved.

AN ARCHITECTURAL CHANGE FORM MUST BE SUBMITTED FOR THE FOLLOWING (see page 8 for specific requirements for these areas)

- Antennas and satellite dishes
- Decks and patios
- Driveways, sidewalks, pathways, and front door stoops
- Exterior doors and storm doors
- Exterior lighting
- Fencing
- Flagpoles
- Patio awnings
- Sprinkler systems
- Trees

PURPOSE

These guidelines are not intended to restrict individual creativity or personal preference but are designed with the goal of maintaining aesthetic beauty and preserving the safety, value, and harmony of the property, to ensure and preserve the value, desirability, and architectural integrity of the community.

These Architectural and Landscaping Guidelines complement our Declaration/Regime and By-Laws and do not override them under any circumstances. Any change or modification that has been made by a co-owner or prior co-owner with or without the approval of the Board of Managers does not establish a precedent of any kind on future requests.

POLICY and PROCEDURE

Prior to making a proposed change or modification, a co-owner must complete, sign, and submit an Architectural and Landscaping Change Request Form to the property management office. This form may be obtained from the property management office or their website. The completed copy will be placed in the unit file, and a copy will be forwarded to the Board of Managers for approval. The request form should include the following information:

- Detailed description and/or specifications showing location, nature, kind, shape, height, and materials, including the color.
- Material samples or product brochures, if applicable
- A proposed construction schedule including start and completion dates.
- Names of any contractors used, if applicable and insurance information
- Co-owners are responsible for all necessary building permits, licenses, and other government or utility approval required for the proposed modification or addition.

- The Board of Managers is not responsible for ensuring structural integrity or compliance with state and local building codes.
- It is recommended as a courtesy that the co-owner contacts adjoining neighbors to make them aware of the proposal; however, the final decision will remain with the Board on the advice of the property management office.

REVIEW PROCESS

Each Board Manager will review the request form with information submitted and may respond through the portal or contact the board president for additional information or clarification. The Board of Managers will make the final determination and direct the property management office to send a letter of approval or disapproval to the applicant. The co-owner may proceed only after receiving written approval.

APPEALS

If the request is denied, the co-owner may request an appeal in writing within thirty (30) days of the Board decision through the property management company. The Board will set a time to meet with the applicant where they can make their case to the Board. All decisions made by the Board after the appeal will be final.

INSPECTION

At any time during construction of an approved improvement, the Board of Managers or any other party authorized by the Board are not required to but shall have the right to inspect the work in progress. The Board of Managers will notify the co-owner prior to inspecting. Review will include, but not be limited to:

- Consideration of material,
- Quality of workmanship,
- Matching color with existing or neighboring structures,
- Consistency with the external design,
- Location of the improvement with respect to topography and finished grade elevation.

NOTICE OF COMPLETION

If work is not completed within the period indicated on the request form, the co-owner must request an extension. The property management office will notify the Board of Managers of such extension requests.

Upon completion of any work for which approval has been given, the co-owner shall contact the property management office when the project is complete. Within thirty (30) days thereafter, the property management office may inspect such improvements. If such work is not done in substantial compliance with the approved plans, the owner will be notified in writing of such noncompliance and require the co-owner to correct the matter.

ENFORCEMENT

Improvements made without approval from the Board of Managers will be constituted as non-compliant, and modification or removal of work may be required at the expense of the owner. Remedies will be pursued to the fullest extent permitted by the law.

Owners shall be responsible for any damages caused to the Association or other co-owner's property during the construction of their improvement.

GENERAL ARCHITECTURAL & LANDSCAPING STANDARDS COLOR CONSISTENCY

- Colors shall stay consistent throughout the community and shall not be changed in any way unless authorized by the Board of Managers. This includes, but is not limited to:
 - Building surfaces
 - Windows
 - Exterior Doors to include:
 - Garage doors
 - Front doors, service doors, patio doors, and screen doors
 - Privacy fences and railings
 - Lighting
 - Mailboxes

- Kensington colors are:
 - **Front doors** – SW9142 Moscow Midnight Satin Latex
 - **Mailbox posts** – SW9089 Llama Wool Exterior Satin Latex
 - **Garage doors, gutters, fencing, lintels, and service doors** – SW2221 Gazebo White Exterior Flat Latex
 - **Windows and wood on sun porch** - SW7038 Tony Taupe Exterior Satin Latex
 - **Porch railings, etc.** - Tuscan Gloss Beige (DSI 104) and made of Aluminum with vinyl powder coating. North Indy Fence, Deck & Rail (317-848-8814) carries the product that has been approved by the board.
 - **Privacy fences.** - Tuscan Gloss Beige (DSI 104) and made of vinyl or with a vinyl powder coating. North Indy Fence, Deck & Rail (317-848-8814) carries the product that has been approved by the board.

OTHER GUIDELINES

CIGARETTE BUTTS AND OTHER DEBRIS

Each homeowner is responsible for keeping the area around their unit in good, clean, and sanitary conditions. This includes keeping your areas free of trash, discarded butts, animal messes, and other debris – keeping all grassy areas clear for mowing.

COMMON AREAS

Common areas include all the areas designated as such on the recorded final plat of Kensington Estates, or any part thereof, including but not limited to:

- Pond, yards, and landscaping area/beds
- Driveways, sidewalks, and parking areas
- Recreational areas (if any)

Any alteration to the common area is prohibited. All common areas shall be used and enjoyed only for the purposes for which they were designated and intended, and shall, from time-to-time, be used subject to the rules and regulations adopted by the Board. The upkeep of the common areas including maintenance, repairs, and replacement shall be furnished by the Association as part of its duties, and the cost thereof shall be a common expense.

DECORATIVE ITEMS AND SEASONAL DECORATIONS

All exterior decorative items shall be limited to plant beds. Any decorative enhancements must blend with the landscape and not be offensive to neighboring properties or common areas.

Seasonal decorations do not require approval; however, they shall not be displayed more than 10 days prior to the actual holiday or more than 5 days after the actual holiday except between Thanksgiving and New Year's Day unless otherwise approved.

The Board of Managers retains the authority to determine if decorative items are a nuisance to the surrounding neighbors and properties.

FIREPITS

Permanent fire pits are not permitted. Portable fire pits are permitted on your concrete patio. Co-owners should consult with their insurance provider regarding coverage on portable fire pits.

According to the Plainfield Fire Marshall, if a neighbor complains of a fire pit generating smoke, the fire department can require the owner to shut it down.

We would prefer that co-owners do not store firewood at their home as it attracts termites.

FUEL TANKS, OUTSIDE EQUIPMENT AND LANDSCAPING MATERIALS

Storage of any outside equipment and material (such as lawnmowers, lumber, and above ground fuel storage tanks, and similar items) outside an enclosed structure is not permitted. Cooking grills must be placed on your porch or patio (on the side or in the rear of the property) and be well maintained.

GARAGE SALES

Each garage sale may last no longer than 4 consecutive calendar days. Sale items must be kept in the immediate area of the garage area. Advertising signs may be placed at the residence 48 hours in advance, must be removed at the conclusion of the sale, and meet the town code.

GARBAGE CONTAINERS

All garbage containers, recycling containers, and trash, rubbish, or garbage shall be stored in closed sanitary containers in your garage. Approved garbage and recycling containers may be placed at the street the evening prior to the next day's pickup. Trash Service is contracted by the Town of Plainfield and provides pickup (currently early Wednesday morning). Containers must be returned to the garage for storage by midnight on the day of pickup.

LANDSCAPING AREAS (GARDENS, FLOWER BEDS, ETC.)

Effective with the November 2025 Annual Meeting vote, all bushes and/or shrubbery in the planting area must be maintained and kept below the bottom of the windows and is the co-owner's responsibility. Owners who do not comply will receive notice from the management company to have them trimmed within 30 days or the management company will hire someone to maintain them and the owner will be invoiced is responsible for paying for these costs for work done at their home.

Co-owners may plant in designated Limited Common Areas as follows:

- a) An area of five (5) feet of uniform depth parallel to the brick face of the front of the unit in which the co-owner who owns that unit may install plants never to exceed four (4) feet in height.
- b) An area of two (2) feet of uniform depth parallel to the brick face of the side of the unit, not including the air conditioner, in which the co-owner who owns that unit may install plants never to exceed two (2) feet in height.
- c) An area of three (3) feet of uniform depth parallel to the brick face of the rear of the unit, not including the air conditioner, in which the co-owner who owns that unit may install plants never to exceed three (3) feet in height.
- d) An area of three (3) feet of uniform depth parallel to the concrete edge (including walk on rear elevation) of the patio of the unit in which the co-owner who owns that unit may install plants never to exceed three (3) feet in height.
- e) An area of two (2) feet of uniform depth parallel to the garage service door stoop of the unit may plant flowers or shrubs two (2) feet from the house on each side of the door stoop.
- f) An area of four (4) feet of radial width in a radius on the inside corner of each unit from the brick in which the co-owner who owns that unit may plant flowers never to exceed three (3) feet in height.
- g) In all planting areas designated above, the co-owner of the unit may place mulch in the planting area and no more than two (2) concrete statues, one (1) wind chime, and two (2) bird feeders per unit.
- h) No pavers, cobblestones, bricks, patios, stoops, walks, or other devices or things not specifically authorized herein shall be allowed. All proposals for additions, decoration, or adornments not specifically authorized above are prohibited without explicit approval of the Board of Managers.

Landscaping beds must be kept weeded and well maintained. Any vegetable and plant gardens must be located in the back or side of a residence within the pre-approved or existing plant bed.

Tree rings and landscape edging shall not interfere with mowing, existing swales, or water drainage. Tree rings and edged areas shall be completed by installing stone or mulch within the boundary of the tree ring or edging and need to be maintained to ensure they look attractive and do not fall into a state of disrepair.

Bushes/shrubs or border plantings shall not be planted in common areas unless approved by the Board of Managers.

LAWN MAINTENANCE

The Association's contracted lawn service provider will cut the lawn on a regular basis, and fertilizer and weed control will be applied periodically throughout the season.

The Association may seed lawns or plant trees in Limited Common Areas as deemed appropriate by the Board of Managers. The co-owner is responsible for watering these areas when newly planted until they are established.

Watering the lawn is recommended/permitted during dry periods. Do not leave hose extended through the yard after watering or any other items in the common area where mowing is to occur.

The co-owner is responsible for repairing damage to the lawn or common area by their pets or vehicles (personal or guests).

MAILBOXES

Mailboxes and posts are the property of the Association, maintained by the property management company, and shall not be altered. Only Association provided mailboxes are permitted. If replacement or repair is required, contact the property management company. The residence address must be clearly visible on the mailboxes, and address numbers shall be uniform.

OUTDOOR FURNITURE

No furniture shall be used, stored, or kept on the exterior of any residence except for furniture designed for use outdoors on porches, patios, and decks. Furniture not enclosed in a room shall be limited to such types as designed for outdoor use. This restriction does not apply to furniture used within an enclosed sunroom or screened-in back porch.

PARKING

Vehicles will not be parked on the grass or sidewalk of any lot. No boats, campers, trailers of any kind, buses, mobile homes, recreational vehicles, trucks (larger than ½ ton), motorcycles, mini-bikes, or mopeds shall be permitted, parked, or stored anywhere within the common area except as otherwise specifically permitted by the Board. No repair work shall be done on any common area on any vehicles, including passenger automobiles. Repairs are to be done in the garage.

Recreational vehicles, campers, boats, and trailers must be kept in the garage; however, such vehicles may be parked on the driveway for a period that does not exceed 48 hours.

PETS

Common small pets are permitted; the number and type of pets shall be the same as the Town of Plainfield Ordinance on residential pets except as required by insurance.

All pets outside the dwelling must be on a leash or under other restraint. Dog pens and runs are not permitted. Tethering is allowed; however, owners must be present with their animals at all times. Pet owners must clean up any messes from their pets. As per the Plainfield Town Ordinance, barking or other noise nuisances will not be tolerated. Any pet which, according to our bylaws is deemed by the board of managers as causing or

creating a nuisance or unreasonable disturbance or noise, shall be permanently removed from the property upon two written notices from the board to the respective owner.

ROOF ACCESSORIES

Modifications to the roof are not permitted. See Antennas & Satellite Dish section on pg. 8.

SIGNS

No exterior signs or advertisements may be erected, placed, or maintained on any lot or common area without prior approval of the Board of Managers except:

- Signs required by legal proceedings.
- Political signs are permitted for a period of no more than 30 days prior to elections.
- No more than two (2) identification signs (i.e., name and/or address plaques, etc.)
- Temporary "For Sale" signs may be placed only in the window of the unit, maintained by the homeowner or realtor for the duration of the sale, and must be removed promptly after the sale. Signs in yards or on perimeter walls are prohibited.
- Temporary garage sale signs may be placed and maintained by the co-owner as stated in the "Garage Sale" section above.
- A home security alarm sign is not to exceed 12 inches by 12 inches and extend more than two (2) feet from the property and maintained in the plant bed.
- Signs advertising contractors or other such signs are not allowed.

Signs are prohibited anywhere at the entrance, on the mailboxes and on traffic signs without prior approval from the Board of Managers.

SNOW REMOVAL

During the winter, snow will be removed from the driveway, front stoop, and front door walk by the Association/property management company after an accumulation of three (3) inches of snow. The Town of Plainfield is responsible for clearing the streets. As a general rule, snow removal will begin after the snow has stopped falling.

The use of ICE MELT is permitted for preventing ice/slippery spots on concrete. DO NOT use salt as it will cause damage.

STORAGE SHEDS, OUTDOOR ACCESSORY BUILDING

Outdoor storage structures are not permitted. Patio storage units are permitted on patios only (on the side or at the rear of the property).

TEMPORARY MOVING EQUIPMENT

All moving equipment used for moving is allowed for up to five (5) days. Additional time requires prior approval from the Board of Managers.

WINDOW BOXES, PLANTERS & SHUTTERS

No co-owner will be permitted to hang or display shutters on the exterior of the unit, window box, or planter on the outside of any window, or drill holes in brick for other items (except for flag bracket as indicated under flagpoles/flags on page 10) without prior written approval of the Board of Managers. Any approved window box or planter must be a color and material complimentary to the residence exterior and shall be maintained by the co-owner in a neat and attractive manner.

WATER FEATURES, BIRD BATHS, AND FOUNTAINS

All water features, birdbaths, and fountains are to be located within plant beds. No fountain or water feature may exceed 60 inches in height.

External pumps must be located to minimize noise transmission to adjacent properties.

Electrical wiring for fountains and water features must be buried underground.

The homeowner is responsible for mosquito mitigation if necessary.

WINDOW AIR CONDITIONERS, WINDOW FANS, WINDOW COVERS /TREATMENTS

- Nothing can be hung or displayed on the outside of a resident's windows.
- Reflective materials creating a mirror effect are not permitted on any window.
- Security bars are not permitted on windows.

SPECIFIC DETAILS FOR ITEMS REQUIRING APPROVAL

VIA AN ARCHITECTURAL CHANGE FORM

(see page 3 for board approved colors)

ANTENNAS AND SATELLITE DISHES

Co-owners who wish to have an antenna or satellite dish must acquire approval from the Board of Managers prior to installation. An antenna or satellite dish may be placed within the confines of the co-owner's flowerbed on the **side or rear** of the property (3 feet from the building surface). All exposed wires are to be in conduit. Installation on the roof or in front of a property is never approved.

DECKS AND PATIOS

No co-owner shall install a deck or patio without permission from the Board of Managers.

Free standing tents or patio covers are not permitted.

DOORS AND SCREEN DOORS

The homeowner is responsible for replacing and installing exterior doors and storm doors in the Board approved colors. The Board of Managers must approve all exterior doors prior to installation. A homeowner is required to submit an Architectural and Landscaping Request Form if he/she wants to replace original exterior doors and storm doors.

New front entrance door specifications:

- The front door must be a steel 6-panel door.
- Front door must be of color approved by the Board of Managers

New entrance storm door specifications:

- Front storm door must be full view plain glass, full view ventilation, or self-storing screen – without etching.
- Storm door must be trimmed in a color approved by the Board of Managers

All new doors must be made of quality material that allows for energy conservation, ease of cleaning, and safety. The property management company is responsible for painting the outside surface of exterior doors in a color approved by the Board of Managers.

DRIVEWAYS, SIDEWALKS, PATHWAYS, FRONT DOOR STOOPS, PORCHES & PATIOS

The Board of Managers must approve all construction, modification, or repair of driveways, sidewalks, pathways, and front door stoops. Driveways and front door stoops are maintained by the Association. Every effort must be made to maintain the visual harmony of the neighborhood.

Sidewalks and Pathways:

- No additions, changes, or removals without prior board approval from the Board of Managers.

Driveways, and Front Door Stoops:

- As previously mentioned, driveways and front door stoops are maintained by the Association.
- No additions, changes, or removals without prior approval from the Board of Managers.
- Driveways, front door stoops, patios, and sidewalks shall not be increased in size unless authorized by the Board of Managers.
- Concrete must be 3000 PSI after 28 days of cure time.
- Concrete must be at least 4 inches thick.
- Concrete must be of fiber reinforcement virility or have metal mesh or rebar. Concrete must be edged, with an adequate slope to drain, with tooled expansion joints.
- Concrete surfaces shall be “broom finished.”
- Concrete should be a natural color and not stained.

EXTERIOR LIGHTING

- Permanent lighting shall include any lighting installed on, attached to, or integrated with the exterior of the home, regardless of whether it is hardwired or plug-in.
- Permanent lighting is required to be professionally installed and must receive approval from the board. Failure to secure prior approval from the board may lead to the removal of the lights.
- Color temperature maximum of 3000k, 2700k preferred (warm white).
- No direct rays may cross property boundaries.
- With the exception of security lights, no light or very limited brightness from 11:00 P.M. - 5:00 A.M.
- No strobing or blinking lights.
- With the exception of holidays, no colored lights.

FLAGPOLES/FLAGS

Freestanding flagpoles must be approved by the Board of Managers for placement, size, and lighting. The maximum height of flagpoles is 25 feet. Flags must be maintained in good condition as per The American Legion guidelines.

No co-owner will be permitted to hang or display a flag on the outside of the windows. One flag bracket may be mounted in the mortar of the unit's brick and NOT in any aluminum trim.

PATIO AWNINGS

The Board of Managers must approve any retractable awnings.

PRIVACY FENCES & PORCH RAILINGS

The Board of Managers must approve all fencing, including decorative fencing, and porch railings prior to erection and shall not be allowed without the Board of Managers' approval.

- Privacy fences shall be made of Board of Managers approved materials as follows:
 - Tuscany Gloss Beige (DSI 104) and made of vinyl or with vinyl powder coating. North Indy Fence, Deck & Rail (317-848-8814) carries the product that has been approved by the Board of Managers.
- Porch railing posts must be made of aluminum with vinyl powder coating AND be mounted in the ground, NOT in the cement of the porch.
 - The Board of Managers have approved the same Tuscany Gloss Beige (DSI 104) color for porch railings.
- No chain fences are allowed.
- There shall be no dog or animal pens allowed of any kind.

SPRINKLER SYSTEMS

Any irrigation (sprinkler) system must be approved by the Board of Managers prior to installation.

All irrigation systems must be installed below ground level unless a drip system is used in plant beds. Appropriate drainage shall be installed so as to be directed to the street and to prevent run-off to adjacent properties. During installation, there shall be no interference with the established drainage pattern over any part of the property. Spray should not be directed onto walkways or building surfaces.

Irrigation systems are required by law to be inspected annually for compliance. This law is not designed by our local water company, but rather by the Indiana Department of Environmental Management. Co-owners must comply with annual inspections.

ARCHITECTURAL and LANDSCAPING CHANGE REQUEST FORM

Mail completed form to: Property Services Group P.O. Box 986 Plainfield, IN 46168	Email to: info@psgcondos.com Or Fax to: 317-837-8886
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PROPERTY ADDRESS: _____

Owner Name: _____ Telephone: _____

Check one: Addition Alteration Replacement Other

DESCRIPTION (attach proposal and provide as many details here as possible):

Dimensions (e.g., decks, patios, fencing): _____

For storm doors, patio doors, exterior doors, exterior trim, privacy fences, lighting, concrete, pavers, brick, stones, exterior paint, etc.:

Existing Color: _____ New Color (provide sample): _____

Building Materials and Supplier(s):

Contractor Name: _____ Approx. Cost: _____

Est. Start Date: _____ Est. Completion Date: _____

I understand that all exterior property modifications must comply with the Association Covenants, By-laws, and/or Architectural and Landscaping Guidelines and also with all building codes. I understand that the Board of Managers retain final consideration and approval of this application.

Signature

Date

Upon completion of my project, I also agree to notify the property management office for inspection, or if work cannot be completed in the time indicated above.

Signature

Architectural Board of Managers Action

Key: A = Approved D = Disapproved

Date owner submitted to Property Services manager: _____

Date Recommendation Given to the Board of Managers: _____

Voting Board Manager's Names:

Board of Managers Approval: Yes _____ No _____ Date: _____

Mid-project inspection completed by: _____
(Print name)

Date of mid-project inspection: _____

Completed project inspection completed by: _____
(Print name)

Date of completed work inspection: _____

Form Updated June 2024