

Kensington Park Master Association, Inc.  
Proposed ARB Manual Revisions Catalog  
(Revised 8/20/2018)

The following is a list of the proposed revisions to the ARB Manual. The table below documents material changes which may affect our homeowners and it is labeled “Material Changes.”

<b>MATERIAL CHANGES</b>				
<b>Old Section</b>	<b>New Section</b>	<b>Change</b>	<b>Rationale</b>	<b>Comments</b>
<b>SECTION 1: INTRODUCTION</b>				
N/A	Section 1,A. The Architectural Control Manual	Added this new section to describe the purpose and contents of the manual.  Also included the following paragraph:  The “Architectural Control Criteria”, as defined by the KPMA Declaration, and the “Maintenance Standards” herein, are considered to be official Board approved Rules and Regulations of the Kensington Park Master Association and are subject to enforcement by the Board or its designated representatives.	This paragraph should make it clear that everything included in the “Architectural Control Criteria” and “Maintenance Standards” sections are considered Board approved Rules and Regulations.	
<b>SECTION 2: THE ARCHITECTURAL REVIEW BOARD (ARB)</b>				
N/A	Section 2,B.2. Other Powers and Responsibilities Delegated to the ARB by the KPMA Board	Added this new section to give the ARB powers to recommend to the Board of Directors of the Master Association the creation, modification and/or revisions of the Maintenance Standards as well as delegate the enforcement of such Maintenance Standards to the ARB. Also delegated the responsibility to the ARB to recommend ARB Control Manual revisions which must be approved by the Board.	There does not appear to be anything in our current documents delegating these authorities to the ARB.	Association attorney has recommended the Board pass a resolution delegating these powers to the ARB.
<b>SECTION 3: ARCHITECTURAL PLANNING CRITERIA</b>				

## MATERIAL CHANGES

Old Section	New Section	Change	Rationale	Comments
Section Four, C.6. Site Preparation and Maintenance	Section 3. A.6.e. Site Preparation and Maintenance	<p><b>Current Manual:</b> All construction materials, vehicles, equipment, supplies, temporary facilities and construction activities must be contained entirely within the building plot.</p> <p><b>Revised Manual:</b> All construction materials, equipment, supplies, temporary facilities and construction activities must be contained entirely within the building Lot. Vehicles involved in the construction must be parked on the building Lot when practicable.</p>	Deleted vehicles from list that must be contained on the building plot during construction as it isn't practicable. Added the line related to parking vehicles on the building Lot when practicable.	
Section Four, C.7. Guidelines for Contractors	Section 3. A.7.b Guidelines for Contractors	<p><b>Current Manual:</b> Radios and tape/CD players are not permitted on sites with golf course frontage.</p> <p><b>Revised Manual:</b> The volume of any electronically amplified music or other sound emitted from the construction site must be low enough at all times so as not to disturb the surrounding neighbors and/or golfers</p>	The volume of amplified noise during construction should be limited regardless of whether the site has golf course frontage.	

## MATERIAL CHANGES

Old Section	New Section	Change	Rationale	Comments
Section Four, C.8. Exterior Materials and Colors	Section 3, A., 8.a. Exterior Materials and Colors	<p><b>Current Manual:</b> “The use of natural materials including stone, real brick and wood for exterior finishes is encouraged. Artificial or imitation materials may be permitted on exterior elevations subject to approval by the ARB.”</p> <p><b>Revised Manual:</b> Exterior material used in Kensington must be stucco. Other substitute materials may be permitted on exterior elevations upon approval of a variance by the ARB. Samples of proposed exterior materials are required at the time of submission of Construction Plans and Specifications</p>	We currently have few exteriors that incorporate real brick and wood. Stone is also not utilized very much. The revision defines stucco as the preferred exterior surface for Kensington homes.	
Section Four, C.9. Windows, Doors, Screen Porches and Patios	Section 3.A.9.b. Windows, Doors, Screen Enclosures and Patios:	<p><b>Current Manual:</b> Screen enclosures are required on all homesites abutting the golf course, as specified in neighborhood covenants and/or as determined appropriate by the ARB.</p> <p><b>Revised Manual:</b> Screen enclosures are required on all home sites as specified in neighborhood covenants and/or as determined appropriate by the ARB.</p>	<p>Deleted reference to golf course in determining whether a screen enclosure is required.</p> <p>ARB should take into account the location of the pool in relation to the surrounding buildings, roads, other factors in determining the requirement to have a screen enclosure.</p>	

## MATERIAL CHANGES

Old Section	New Section	Change	Rationale	Comments
Section Four, C.9. Windows, Doors, Screen Porches and Patios	Section 3, A., 10. Roofs	<p><b>Current Manual:</b> Roof material shall be either flat or barrel concrete tile which must be submitted and approved by ARB.</p> <p><b>Revised Manual:</b> Roof material shall be either flat or barrel concrete tile, the color of which must be submitted to and approved by the ARB (see Appendix B: Kensington Permitted Exterior Colors). Substitute materials with similar appearance may be used if approved by the ARB. No flat or metal roofs are permitted.</p>	Reference to color and Appendix B: Kensington Permitted Exterior Colors. Also added statement regarding substitute materials being considered (to make new construction roof requirements consistent with the requirements for roof replacement).	
Section Four, C.10. Garages, Driveways, and Walkways	Section 3, A., 11.a. Garages, Driveways and Walkways	<p><b>Current Manual:</b> “Carports are not permitted on single-family homesites. In multi-family developments carports are expected to reflect architectural details of the residential structures.”</p> <p><b>Revised Manual:</b> “Carports are not permitted anywhere in Kensington.”</p>	Carports are not permitted anywhere in Kensington	
Section Four, C.10. Garages, Driveways, and Walkways	Section 3, A., 11. b. Garages, Driveways and Walkways	<p><b>Current Manual:</b> “Enriched, decorative surfaces such as interlocking pavers, brick, or color/patterned concrete, etc., are encouraged and may be required in some neighborhoods. Neither asphalt nor gravel driveways will be allowed in any of the single-family neighborhoods.</p> <p><b>Revised Manual:</b> “Enriched, decorative surfaces such as interlocking pavers, brick, or color/patterned concrete, etc., are required in all Neighborhoods.”</p>	<p>All neighborhoods require some kind of enriched decorative surface so it isn’t just “encouraged” but is required.</p> <p>Asphalt and gravel driveways are not permitted anywhere in Kensington.</p>	

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Old Section	New Section	Change	Rationale	Comments
Section Four, C.13. Solar Panels	Section 3, A., 14. Solar Panels	<p><b>Current Manual:</b> They are to be located so as not to be readily visible from surrounding streets or home sites and additional trees may be required to screen from off-site view.</p> <p><b>Revised Manual:</b> “They are to be located on roof sections that are not facing the street or golf-course.”</p>	<p>Most solar panel installations in the community are visible from the surrounding streets or home site. Modified wording to be more realistic and also to provide future guidance.</p>	
Section Four, C.15. Grading and Drainage And Section Six, C.	Section 3, A.16.f. Grading and Drainage And Section 3.b.17.d. Drainage	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> “For structures that abut lake seawalls or lake banks, roof water runoff must be channeled underground through gutters and downspouts on the lake bank side of the structure or to catch basins properly piped underground on the sides of those structures”.</p>	<p>Added new item to reflect requirement to have gutters and downspouts installed to protect lake banks from erosion and damage to seawalls. Added this language in both the criteria for new construction as well as for alterations.</p>	Reflects new requirements implemented since we undertook the lake bank restoration project.
N/A	New item 3, B. 1.c. Alterations/ Additions not Permitted.	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> c. Unenclosed storage areas and enclosed storage areas, including tool sheds, separate from the dwelling unit</p>	Specified that tool sheds are included in prohibited enclosed storage areas.	
N/A	New item 3, B. 1.e. Alterations/ Additions not Permitted.	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> e. “Doghouses”</p>	Added doghouses to the list of non-permitted items.	

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N/A	New Section 3.B.2 Roof Replacement	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> a. Roof material used in replacing roofs shall be either flat or barrel concrete tile the color of which must be submitted to and approved by the ARB (see Appendix B: Kensington Permitted Exterior Colors). Substitute materials with similar appearance may be used if approved by the ARB</p> <p>b. A change to roof color or materials of a condominium building may be construed as an alteration to the condominium according to the applicable condominium documents. An application to change the roof color or material of the condominium buildings must certify that, if required, the change has been approved the members of the condominium in accordance with those documents. Color and material used for replacing roofs in Condominium neighborhoods must be substantially identical in appearance to the surrounding buildings in the same condominium neighborhood.</p>	There was no section that specifically dealt with roof replacement. This new section describes specifications for roof replacement.	There is also language dealing with requirements for roof replacement in condominiums.
Section Five, C.1. Hurricane Storm Shutters	Section 3, B. 3. f. Hurricane Storm Shutters	<p><b>Current Manual:</b> Unfinished plywood or similar panels must be painted to match the house and must not be installed sooner...</p> <p><b>Revised Manual:</b> Unfinished plywood or similar panels must not be installed sooner...</p>	Deleted requirement that emergency plywood or similar panels be painted same color as the house. This would impose an unnecessary burden on homeowners as they prepare for a hurricane.	Note that the

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Old Section	New Section	Change	Rationale	Comments
Section Five, C.2. Emergency Generators	Section 3, B.4.b.1). Emergency Generators	<p><b>Current Manual:</b> A site plan drawn to scale with before and after pictures showing location, site preparation, screening for noise, dimensions, a landscape plan, running-of-wires plan, and fuel storage area plan, are required.</p> <p><b>Revised Manual:</b> A site plan drawn to scale with before and after pictures showing location, site preparation, screening for noise, dimensions, a landscape plan, running-of-wires plan, and a fuel storage area plan (which must be external to all structures), are required</p>	We do not want extra fuel stored inside of any structure for safety reasons.	

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Section Five, C.7. Satellite Dishes for Television or Audio Reception	Section 3, B. 9.a., b. and c. Satellite Dishes	<p><b>Current Manual:</b> These are not permitted in any size, shape or form.</p> <p><b>Revised Manual:</b></p> <ul style="list-style-type: none"> <li>a. Permission from the Master Association or the ARB to install a satellite dish on private property within Kensington is not required provided that the diameter of the dish is one (1) meter or less. Satellite dishes larger than one (1) meter in diameter are not permitted.</li> <li>b. The location of a satellite dish on private property is not restricted although it is requested, if at all possible, that dishes not be placed on a roof or wall surface that faces a street or the golf course. Dishes located on the ground surface are required to have proper landscape screening.</li> <li>c. Neighborhood Condominium Associations may have additional restrictions and requirements for the installation of a satellite dish. Check with your Neighborhood Association before installing such a device.</li> </ul>	FCC regulations indicate that an HOA cannot restrict the installation of satellite dishes on private property.	

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Old Section	New Section	Change	Rationale	Comments
Section Five, C.8. Front Entry Doors and Screening	Section 3, B. 10.c. Front Entry Doors and Screening	<p><b>Current Manual:</b> Screen enclosures of the entrance way require an elevation drawing, to scale. Indicate side and cross brackets. Show door decorations and swing angle. Include color and design brochures</p> <p><b>Revised Manual:</b> Screen enclosures of the front entrance area are not permitted.</p>	Eliminate the possibility of screen enclosures of the front entry area.	
Section Five, C.8. Front Entry Doors and Screening	Section 3, B. 10.c. Front Entry Doors and Screening	<p><b>Current Manual</b> N/A</p> <p><b>Revised Manual</b> The installation of screen doors must be approved by the ARB prior to installation. Obtain and completely fill out the ARB Approval Request for Building and/or Landscape Modification form.</p>	Added item to specifically require approval of screen doors.	
Section Five, C.10. Painting and Paint Colors	Section 3, B.11.a. Painting and Paint Colors	<p><b>Current Manual:</b> Obtain and completely fill out the ARB "Approval Request" form from the KPMA Office.</p> <p><b>Revised Manual:</b> a. Exterior colors and repainting must be approved by the ARB, even when repainting with the existing color.</p>	It is not always understood that repainting with the same color requires prior ARB approval.	

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Section Five, C.10. Painting and Paint Colors	Section 3, B. 11.b. Painting and Paint Colors	<p><b>Current Manual:</b> All houses, doors, trims, garage doors, etc. are to be painted essentially the same color as they were originally painted. In most cases this is a pastel earth tone of light cream, beige, and pink. In all cases the color shall be deemed harmonious with the neighborhood</p> <p><b>Revised Manual:</b> Exterior colors are subject to approval by the ARB. All structures, doors, trim, garage doors, etc., are to be painted in colors permitted the ARB (see Appendix B: Kensington Permitted Exterior Colors).</p>	<ol style="list-style-type: none"> <li>1. Eliminate the requirement that repainting requires color to be as originally painted.</li> <li>2. A new Appendix B: Kensington Permitted Colors, has been created to address specific colors permitted within Kensington</li> <li>3. Consistency between the sections addressing new construction and alterations to existing structures.</li> </ol>	
Section Five, C.10. Painting and Paint Colors	Section 3, B. 11.d. Painting and Paint Colors	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> A change to the exterior color of a condominium building may be construed as an alteration to the condominium according to the applicable condominium documents. An application to change the color of the condominium buildings (roofs, walls, trim, etc.) must certify that, if required, the change has been approved the members of the condominium in accordance with those documents. Any change to a color of a structure in a condominium must be applied to all structures throughout the condominium within the same timeframe.</p>	Addresses the color requirements for painting of a condominium building.	This information is also contained in the new Appendix B: Kensington Permitted Colors.

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Old Section	New Section	Change	Rationale	Comments
Section Five, C.11. Window or Wall Air Conditioners	Section 3, B.12. Window or Wall Air Conditioners	<p><b>Current Manual:</b> These are not permitted, except in an emergency and then only for a few days.</p> <p><b>Revised Manual:</b> Revised to specify window and through-the-wall air conditioners are not permitted. Added item b.: The installation of a ductless air conditioner system where the condenser unit is primarily located on an interior wall may be permitted with the prior approval of the ARB. Obtain and completely fill out the ARB Approval Request for Building and/or Landscape Modification form.</p>	To allow the installation of a new, ductless air conditioner (with ARB approval).	
Section Five, C.17. Mailboxes	Section 3,B.15 Mailboxes	<p><b>Current Manual:</b> No mailbox, paper box, or other receptacle of any kind for the use in the delivery of mail, newspapers, magazines or similar shall be erected on any Plot except as provided by the Master Association.</p> <p><b>Revised Manual:</b> Changed to “except as <u>approved</u> by the ARB”.</p> <p>Also, added item b. in this section: The Master Association may contract or make arrangements with a specific vendor or vendors for repair and/or replacement of mailboxes. Check with the KPMA Property Manager to determine if such arrangements have been made.</p>	KPMA does not provide mailboxes. They are owners’ responsibility to obtain and maintain. KPMA, however, retains the right to contract with a vendor for mailbox replacement.	

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Old Section	New Section	Change	Rationale	Comments
Section Five, C.18 Outdoor Equipment	Section 3, B. 16. b. Outdoor Equipment	<p><b>Current Manual:</b> This type of equipment must be enclosed, buried or adequately screened with landscaping. See Landscape Exhibit 1 in Section 7 and Section 8: Drawings.</p> <p><b>Revised Manual:</b> This type of equipment must be enclosed, buried or adequately screened with a fence or landscaping. Note that if a fence is used to screen the equipment, the fence must also be screened with appropriate plantings as outlined in the Fences and Privacy Walls section above. See the Landscape Design Criteria and Drawings &amp; Illustrations sections in this manual.</p>	Now provides for the installation of a fence as well as landscaping to screen outdoor equipment. In certain cases, a fence may be appropriate to reduce noise levels.	If a fence is installed, there must also be plantings to screen the fence.
Section Five, C.15. Grading and Drainage	Section 3, B. 19. a. Drainage	<p><b>Revised Manual:</b> No changes in the elevation of any Lot or right of way shall be made which will interfere with the approved drainage, or otherwise cause undue hardship to adjoining Lots.</p>	Deleted the “except with prior written approval of the Architectural Review Board” language as this should not occur under any circumstances	Note that the entire section regarding Drainage modifications has been added and some of the requirements formerly contained in the Drainage and Grading Section for new construction have been moved to the section dealing with drainage modifications.

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
Exhibit I Landscape Design Guidelines	Section 3, C. Landscape Design Criteria	<p><b>Revised Manual:</b> Added the following “grandfathering” information regarding landscaping</p> <p>Note that, if the current landscaping has been previously approved by the ARB at the time of installation, is in reasonably good condition, and does not contain prohibited plants, KPMA will generally not require a change to meet an updated standard or criteria contained in this manual. If, however, the Owner intends to make any changes to the previously approved landscaping, the changes must be approved by the ARB and they will be expected to conform to the greatest degree practicable with any new or updated standards and criteria. This does not guarantee that Collier Code Enforcement or some other regulatory body will not require an alteration to meet current code requirements.</p>	<p>It is not the intent to require Owners who have previously received ARB approval of their landscaping plans or alterations to bring them into compliance with new standards or criteria introduced in the revised ARB manual unless new changes are requested.</p> <p>It is generally a standard practice that new code and building requirements are not applicable to existing structures unless the original structure is altered. The same should apply to landscaping.</p>	
Exhibit I Landscape Design Guidelines	Section 3, C. 1 Landscape Design Criteria	Included references to and information about Collier County Landscape Code but also emphasized that it is Owners’ responsibility for compliance with the Code.	Information about the rationale for the Code is deemed helpful to Owners.	

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
<p>Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures</p>	<p>Section 3, C. 3. Required Trees (also referred to as Canopy Trees).  Also, Appendix C: Examples of Required (Canopy) Tree Calculations</p>	<p><b>Current Manual:</b> Street Trees and Canopy Trees. A minimum of one street tree shall be required for every thirty (30) feet, or part thereof, on any property line abutting the roadway property. Such street trees shall be located within a fifteen (15) foot area abutting the roadway property line and shall be no less than ten (10) feet from the side property lines, except in zero lot line communities. All trees shall have a height of not less than fourteen (14) feet at the time of installation and a mature spread of twenty (20) feet.</p> <p><b>Revised Manual:</b> Revised the definition of Canopy Tree to conform to Collier County Code. Removed Street Tree Restrictions in current manual and indicated that ARB may require some Canopy Trees to be located abutting streets. Added Appendix C, Examples of Required (Canopy) Tree Calculations to help clarify requirements.</p>	<p>There seems to be a lot of confusion as to what trees are actually required on a Lot in Kensington. The information in the revised manual is consistent (for now) with the requirements of the Collier County Landscape Code.</p>	<p>Note there are now 12 sub-sections (a-l) that relate to Required Trees as well as calculation examples in Appendix C.</p>
<p>Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures</p>	<p>Section 3, C.3.g. Landscape Design Criteria Required (Canopy) Trees</p>	<p><b>Revised Manual:</b> Added the following requirement:  g. If practicable, at least one of the required Canopy trees must be in the yard on the side of the house facing the roadway</p>	<p>In order to provide sufficient tree coverage and landscaping harmony, there should be at least one required tree in the front yard of each Lot.</p>	

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
<p>Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures</p>	<p>Section 3, C.3.h. Landscape Design Criteria Required (Canopy) Trees</p>	<p><b>Current Manual:</b> For Hampton Row plat, two street trees, one live oak (l) and the other mahogany (M), are required per lot. The lot opposite Kensington High Street shall reverse the street tree pattern to create alternating trees in the same alignment and with each adjacent lot. Example: ML/ML Lot 17 – M and L; Lot 18 – M and L; etc. Lot 7 – L and M; Lot 8 – L and M; etc. This street pattern shall establish a uniform but different streetscape design for Hampton Row.</p> <p><b>Revised Manual:</b> Changed the requirement for “Street Trees” as follows: “In some cases, in order to ensure consistency with the surrounding environment, the ARB may require that Canopy trees be located within a fifteen (15) foot area abutting the roadway property line. These trees are commonly referred to as Street Trees. The ARB may also specify the type of Street Tree (hardwood or palm) required”. 1). Street Tree branches that overhang roadways must be maintained in a clean condition of over fourteen (14) feet of clear wood in order to allow clearance for trash/waste removal and emergency vehicles.</p>	<p>Enables the ARB to require some Required Trees to be located near the street and to specify the type of trees required. This will help ensure consistency of the trees positioned along our roadways.</p> <p>Also included requirement 1). to prune trees that overhang streets with a 14 foot clearance. This requirement is also included in the landscaping maintenance section.</p>	<p>Eliminated the special street tree requirement for Hampton Row.</p>

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures, Kensington Recommended Landscape Palette	Section 3, C.3.i, C.3.l, C.4.a., C.5.a., C.5.b. Landscape Design Criteria	Updated tables containing species of required trees, other (Sub Canopy) trees, shrubs, ground cover vines, with more current information. Split the required tree table into two tables – Hardwood/Evergreen and Palms. Deleted tables: “Clusters”, “Recommended Screening Plant List”, “Restricted Plant List”.	Provide updated tables of trees and other plant species. Delete tables not needed.	
Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures, Unacceptable Plants	Section 3, C.6 Landscape Design Criteria Prohibited Plants	<p><b>Current Manual:</b>                      The following plants are considered unacceptable and shall not be used within the Kensington Community. These plants are restricted by local building regulations or are susceptible to major structural damage due to weak growth habits. Many of these are referred to as “exotic” plants and are banned by Collier County codes.</p> <p><b>Revised Manual:</b>                      The following plants are considered invasive and shall not be used within the Kensington Community. These plants are restricted by the Collier County Land Development Code. These species shall be removed and suppressed in perpetuity.</p>	Strengthened language regarding plants that are not allowed	Also updated the list of prohibited plants.

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
Exhibit I Landscape Design Guidelines, Standards for Single Family and Multi-Family Structures, Landscape Screening a Pool Enclosure	Section 3, C.10 Landscape Design Criteria Landscape Screening a Pool or Pool Enclosure	<p><b>Current Manual:</b>                      The minimum quantity and type of acceptable landscape material used for this purpose is listed below. If the planned material differs from the established list, it must be submitted for review and approval by ARB. If the pool is an addition to an existing landscape should be shown on the site plan and will be considered when reviewing the proposal and in determining adequate landscape buffering.</p> <p><b>Revised Manual:</b>                      The usual minimum quantity and type of acceptable landscape material used for this purpose is listed below, but may differ significantly depending on the location of the pool relative to the Lot and the neighboring structures. If the pool is new addition, landscaping must be shown on the site plan and will be considered when reviewing the proposal and in determining adequate landscape buffering. Alterations to existing landscaping around a pool or pool enclosure must be submitted for review and approval by ARB.</p>	Screening of a pool or pool enclosure is highly dependent on the location of the pool relative to its surroundings. The revision should provide for some flexibility to take this into account.	It is not the intention to impose any screening requirements that would obstruct an Owner’s view of the lakes or golf course.
<b>SECTION IV: MAINTENANCE STANDARDS</b>				
Section Six, C.1.a. Roofs	Section 4, A. 1.a. Roofs	<p><b>Current Manual:</b>                      These are to be cleaned annually or as needed to keep them mildew free. Most Dwellings will find more mildew on the north side of the building. However, all sides must be kept clean.</p> <p><b>Revised Manual:</b>                      Roof surfaces must be maintained and cleaned as needed to keep them free of mildew, dirt, and debris.</p>	Deleted requirement to clean annually to place more emphasis on “as needed.”	

## MATERIAL CHANGES

Old Section	New Section	Change	Rationale	Comments
Section Six, C.1.b. Roofs	Section 4, A. 1.b. Roofs	<p><b>Current Manual:</b> Broken tiles and ridge tiles are to be repaired so as to not be visible from offsite.</p> <p><b>Revised Manual:</b> Broken roof tiles must be repaired or replaced as needed to maintain an attractive appearance. Replacement tiles must match the color, shape, and size of the surrounding tiles.</p>	Added requirement that replacement tiles must match rest of roof.	
Section Six, C.3.c. Driveways and Sidewalks	Section 4, A. 3.1.a. Driveways and Sidewalks	<p><b>Current Manual:</b> Driveways and sidewalks are to be free of mildew. This includes the surface and gaps between pavers. It is best cleaned by a professional using a rotating brush along with a mild chlorine solution.</p> <p><b>Revised Manual:</b> Driveways and sidewalks are to be free of algae, mildew, dirt, and debris. This includes the surface and gaps between pavers.</p>	Deleted suggestion that driveways and sidewalks be cleaned by a professional with a rotating brush and mild chlorine solution	As long as the driveways are maintained to specifications, it shouldn't be necessary to indicate how it should be done.
Section Five, C.1. Hurricane Storm Shutters	Section 4, A. 9. b. Hurricane Storm Shutters	<p><b>Current Manual:</b> Unfinished plywood or similar panels must be painted to match the house and must not be installed sooner...</p> <p><b>Revised Manual:</b> Unfinished plywood or similar panels must not be installed sooner...</p>	Deleted requirement that emergency plywood or similar panels be painted same color as the house. This would impose an unnecessary burden on homeowners as they prepare for a hurricane.	Note that the parts of the Hurricane Storm Shutter requirements have been moved from the alterations section of the manual into the maintenance section.

## MATERIAL CHANGES

Old Section	New Section	Change	Rationale	Comments
Section Six, C.9.f. Yards and Landscaping	Section 4, A. 10.c.1). Landscape Maintenance Pruning/trimming	<p><b>Current Manual:</b> Large trees must be professionally trimmed and cleaned out annually by an Arborist who will follow County codes.</p> <p><b>Revised Manual:</b> Bushes, trees, shrubs must be routinely trimmed. Large trees must be professionally trimmed and cleaned at least every three years by an Arborist who will follow County codes AND by the standards found in the ANSI A300 section.</p>	Changed requirement to trim large trees annually to every three years. Provided specifications as to how these trees must be trimmed. Once a year is not considered reasonable or necessary.	
Section Six: Maintenance of Exiting Building and Grounds, Standards	Section 4, A. 10. c.1).(a) Landscape Maintenance Pruning/trimming	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> Street Tree branches that overhang roadways must be maintained in a clean condition of over fourteen (14) feet of clear wood in order to allow clearance for trash/waste removal and emergency vehicles.</p>	Added special requirement for pruning of trees overhanging streets.	Also included this language in the Landscape Design Criteria, Section 3, C., 3.h. (i).

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
<p>Section Six: Maintenance of Exiting Building and Grounds, Standards</p>	<p>Section 4, A. 10.e. Landscape Maintenance Dead, Damaged or Diseased Plants and Trees</p>	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> Dead, damaged or diseased plants and trees must be removed and replaced. Lawns with bare areas or dead grass must be remediated with new sod or other appropriate treatment.</p> <p>Note that ARB approval is not required to replace plants and trees with the same species provided they are listed on the approved trees and plants lists and meet all other criteria listed in the Landscaping Design Criteria section of this manual. An Owner who does not wish to replace dead, damaged or diseased trees and plants after removal, or wishes to replace them with another species, must request permission from the ARB using the Procedure for Modification / Alteration of Landscaping in this manual.</p>	<p>Provide new specific maintenance requirements regarding dead, damaged, or diseased plants and trees. Also included sentence regarding requirement to replace damaged lawns.</p>	

**SECTION IX: FORMS**

**MATERIAL CHANGES**

Old Section	New Section	Change	Rationale	Comments
<p>Section 7 Forms- Exhibit 6-E Approval Request for Building and/or Landscape Modification, Alteration, Addition, and/or Installation</p>	<p>Section 9 Forms Approval Request for Building and/or Landscape Addition or Modification</p>	<p><b>Current Manual:</b> Approval, if granted, is based on the understanding that the applicant, their heirs, and assigns, are solely responsible for the costs and timely completion of this project within two months of the estimated completion date, and are solely responsible for obtaining all Collier County approvals, and subsequent maintenance.</p> <p><b>Revised Manual:</b> Approval, if granted, is based on the understanding that the applicant, their heirs, and assigns, are solely responsible for the costs and timely completion of this project within two months of the estimated completion date, and are solely responsible for subsequent maintenance of the modifications, obtaining all applicable governmental permits and approvals, and compliance with Collier County Code. Note that any approval given by Kensington Park Master Association or the Architectural Review Board does not necessarily guarantee such compliance.</p>	<p>Added additional language to ensure that the owner is responsible for compliance with County code and that approval of an addition or modification request does not ensure compliance.</p>	
<p>Section 7 Forms- Exhibit 6-E Approval Request for Building and/or Landscape Modification, Alteration, Addition, and/or Installation</p>	<p>Section 9 Forms Approval Request for Building and/or Landscape Addition or Modification</p>	<p><b>Current Manual:</b> N/A</p> <p><b>Revised Manual:</b> Added the following: If the requested alteration is in a Condominium Neighborhood and Condominium membership approval is required, Applicant certifies that approval of the membership has been obtained in accordance with the applicable Condominium documents: Yes ___ No ___ Not Required ___</p>	<p>This certifies that the condominium board is in compliance with the alteration requirements of their condominium association.</p>	

The table below documents changes which are intended to improve the organization or readability of the manual and is labeled “Housekeeping Changes.”

Housekeeping Changes				
Old Section	New Section	Change	Rationale	Comments
Manual Title	Manual Title	Changed the official title of the manual from “Design Review Manual” to “Architectural Control Manual.”	The new title more closely reflects the purpose and content of the manual as we have evolved from a primarily construction phase to focusing more on the maintenance of our community	The revised manual will still contain the design criteria for both new construction and alterations.
N/A	Table of Contents and entire manual	Added links from the table of contents and throughout the manual so that material can be readily accessed.	Assumption is that the online version of this document will be easier to access and use.	Adobe Acrobat Reader also has the ability to “go back” when utilizing it to access a pdf file.
Section One, B. Introduction	Section 1, A.	Rewrote introduction section and added Section A to reflect the purpose of the manual.		
Section One, B. Definitions	Section 1, B. Definitions	Updated the definitions to conform to our new Declaration Document.		
Section One, C. Architectural Review board (ARB) Responsibilities and Duties and Section Two, Architectural Review Board (ARB)	Section 2 The Architectural Review Board (ARB)	Combined information about the ARB that was previously in the Introduction Section. Took this section out of the Introduction Section and made it a separate section. Rewrote this section to reflect the new KPMA Declaration document and to clarify some of the duties and responsibilities of the ARB.		
Section One.C.A (Amendment) Powers of ARB to Draft Architectural Control Criteria	Section 2, B.1	Amendment to the current manual is now incorporated into the body of the revised manual in the appropriate section.		

## Housekeeping Changes

Old Section	New Section	Change	Rationale	Comments
Section Three. ARB Architectural Planning Criteria	Section 3 Architectural Planning Criteria	The revised manual now contains all the guidelines and standards that pertain to new construction and reconstruction (“tear-downs”), altering the exterior of existing structures, and landscaping.	The Declaration document refers specifically to the Architectural Planning Criteria in the following definition: “Architectural Planning Criteria” means the published guidelines and standards authorized by this Declaration and the Board of Directors from time to time concerning the location, size, type or appearance of any structure or improvement located on a Lot as defined herein”.	Our current ARB Manual doesn’t really provide actual guidelines or standards in the Architectural Planning Criteria section, but rather provides some procedures for requesting changes. The guidelines and standards for new construction or alterations to structures and landscaping that we would attempt to enforce have all been moved into the Architectural Planning Criteria section. The policies and procedures we would utilize to implement and enforce the Architectural Planning Criteria have been moved into other sections as are not deemed to be planning criteria.
Section Four, C.8.b. Exterior Materials and Colors.	Section 3, A., 8.b. Exterior Materials and Colors	<p><b>Current Manual:</b> Exterior colors that, in the opinion of the ARB, would be inharmonious for the Kensington community shall not be permitted.</p> <p><b>Revised Manual:</b> Exterior colors must be approved by the ARB. All structures, doors, trim, garage doors, etc., are to be painted in colors deemed by the ARB to be harmonious with the neighborhood.</p>	Consistency between the sections addressing new construction and modifications to existing structures.	
Section Four, C.17 And Section Five C.21 (Amendment) Attached Maid/Guest Quarters	Section 3, A.18 and Section 3, B.20	Amendment to the current manual is now incorporated into the body of the revised manual in the appropriate sections.	Duplicate sections are included but Section 3, A.18 relates to new construction while Section 3, B.20 relates to building alterations/modifications.	

## Housekeeping Changes

Old Section	New Section	Change	Rationale	Comments
<p>Section Five, C.11. Window &amp; Wall Air Conditioners Section Five, C. 12 Antennas &amp; Flagpoles Section Five, C. 13 Clothes Drying Areas Section Five, C.14 Factory-built Structures Section Five, C.15 Storage Areas Section 5, C.19 Temporary Structures</p>	<p>Section 3, B. 1 Alterations/Additions Not Permitted</p>	<p><b>Current Manual</b> Lists items that are not permitted in several separate sections</p> <p><b>Revised Manual</b> Consolidated non-permitted items in one section:</p>	<p>Seems to make more sense to address all of these in one section rather than listing them in separate sections and then indicating they are not permitted.</p>	
<p>Section Five, D. Exhibit 2 Sign Guidelines (Exhibit 2) and Section Eight, Exhibit 2</p>	<p>Section 3, B. 19 Signs</p>	<p>Combined Section Eight, Exhibit 2 with Section Five, D. and moved it into Architectural Planning Criteria, Exterior Alterations/Additions to Existing Structures. Rewrote this section extensively to address realtor and other signs in separate subsections. Moved the item related to a construction contractor sign into Architectural Planning Criteria, New Construction</p>		
<p>Sections Six, C. 12, 13 Car Parking and Other Vehicles</p>	<p>N/A</p>	<p>Removed these sections as they are to be addressed in the Access &amp; Patrol manual rather than in the ARB manual</p>		

## Housekeeping Changes

Old Section	New Section	Change	Rationale	Comments
Exhibit 1 Landscaping Design Guidelines	Section 3, C. Landscape Design Criteria	Moved the entire section to include with other architectural design criteria. Moved much of the procedures information associated with landscaping approval to Section V, D, Procedure for Modification / Alteration of Landscaping	Landscaping criteria for Kensington should be enforceable to the same extent as other architectural criteria and treated in the same way.	
Section Six C.15 Health and Safety Hazards	Section 4, D.4. Correction of Health and Safety Hazards.	Moved into section dealing with enforcement.	This section does not pertain to design criteria but rather how to deal with these situations	
Sections Six, 6, C. 16. And 17. Noise and Nuisances	N/A	Removed these sections as they are to be dealt with directly by the KPMA Board versus the ARB.		
N/A	Section 6 Policies and Procedures for Building and Alterations Approval	New Section	Separated Policies and Procedures for approval from actual Architectural Planning Criteria	Separating the Policies and Procedures for approval from the Architectural Planning Criteria will make it easier to understand maintain both the Policies and Procedures and the actual Architectural Planning Criteria.
Exhibit 1 Landscape Design Guidelines	Section 3, C. Landscaping	Incorporated this exhibit into the Architectural Planning Criteria Section 3, C.	This exhibit contains actual landscaping criteria and is contained more appropriately within the Architectural Planning Criteria	
Exhibit 2 Sign Guidelines and Section Five, D Sign Guidelines	Section 3, B.20. Signs	Incorporated this exhibit into the Architectural Planning Criteria, Section 3, B.20. Substantially rewrote this section but did not materially change requirements.	This exhibit contains actual sign criteria and is contained more appropriately within the Architectural Planning Criteria	
Exhibit 3 Neighborhood Covenants and Setbacks	Appendix A Neighborhood Covenants and Setbacks	There is no longer an exhibit section. Moved this exhibit into the Appendices section.		
Exhibit 4 Policy for Enforcement	Section 6 Enforcement	Moved the contents of this exhibit into the Enforcement section		

## Housekeeping Changes

Old Section	New Section	Change	Rationale	Comments
Exhibit 5 Procedures for Complaints and Compliance				This section is not currently addressed in revised manual. Need to incorporate?
N/A	Appendix E: Landscape Maintenance Technical Specifications	New appendix providing Landscape Maintenance Technical Specifications	While these specifications are not subject to enforcement by the ARB, they are intended to provide helpful information for Owners that can be used to facilitate and monitor a landscape maintenance contract with a landscaping contractor.	These specifications could also be used if Owner chooses to perform some of the landscape maintenance themselves.