

Kensington Park Master Association, Inc.

ARB Manual Revisions Catalog

(Revised 2/25/2019)

The following is a list of the revisions to the new ARB Manual since the last manual was published in December of 2005. The table below documents material changes which may affect our homeowners and it is labeled "Material Changes."

Material Changes			
Topic	Old Manual	Revision	Rationale / Comments
Introduction	N/A	<p>Section 1,A. The Architectural Control Manual</p> <p>Added this new section to describe the purpose and contents of the manual.</p> <p>Also included the following paragraph:</p> <p>The "Architectural Planning 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.</p>	<p>This paragraph should make it clear that everything included in the "Architectural Planning Criteria" and "Maintenance Standards" sections are considered Board approved Rules and Regulations.</p>
The Architectural Review Board (ARB)	N/A	<p>Section 2,B.2. Other Powers and Responsibilities Delegated to the ARB by the KPMA Board.</p> <p>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.</p>	<p>There does not appear to be anything in our current documents delegating these authorities to the ARB. The association attorney has recommended the Board pass a resolution delegating these powers to the ARB.</p>

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
Architectural Planning Criteria Site Preparation and Maintenance	Section Four, C.6. Site Preparation and Maintenance “All construction materials, vehicles, equipment, supplies, temporary facilities and construction activities must be contained entirely within the building plot.”	Section 3. A.6.e. Site Preparation and Maintenance “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.”	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.
Architectural Planning Criteria Guidelines for Contractors	Section Four, C.7. Guidelines for Contractors “Radios and tape/CD players are not permitted on sites with golf course frontage.”	Section 3. A.7.b Guidelines for Contractors “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.”	The volume of amplified noise during construction should be limited regardless of whether the site has golf course frontage.
Architectural Planning Criteria Exterior Materials and Colors	Section Four, C.8. Exterior Materials and Colors “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.”	Section 3, A., 8.a. Exterior Materials and Colors “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.”	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.
Architectural Planning Criteria Windows, Doors, Screen Porches and Patios	Section Four, C.9. Windows, Doors, Screen Porches and Patios “Screen enclosures are required on all homesites abutting the golf course, as specified in neighborhood covenants and/or as determined appropriate by the ARB.”	Section 3.A.9.b. Windows, Doors, Screen Enclosures and Patios “Screen enclosures are required on all home sites as specified in neighborhood covenants and/or as determined appropriate by the ARB.”	Deleted the reference to golf course in determining whether a screen enclosure is required. 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.

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
Architectural Planning Criteria Roofs	Section Four, C.9. Windows, Doors, Screen Porches and Patios “Roof material shall be either flat or barrel concrete tile which must be submitted and approved by ARB.”	Section 3, A., 10. Roofs “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.”	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).
Architectural Planning Criteria Carports	Current Manual: Section Four, C.10. Garages, Driveways, and Walkways “Carports are not permitted on single-family homesites. In multi-family developments carports are expected to reflect architectural details of the residential structures.”	Section 3, A., 11.a. Garages, Driveways and Walkways “Carports are not permitted anywhere in Kensington.”	Carports are not permitted anywhere in Kensington
Architectural Planning Criteria Driveway and Walkway Surfaces	Section Four, C.10. Garages, Driveways, and Walkways “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.”	Section 3, A., 11. b. Garages, Driveways and Walkways “Driveway and walkway surfaces must be constructed of enriched decorative surfaces consisting of interlocking pavers or brick. No asphalt, loose gravel or unpaved surfaces are permitted. Check neighborhood covenants for specific information. ”	All neighborhoods require some kind of enriched decorative surface so it isn’t just “encouraged” but is required. Asphalt and gravel driveways are not permitted anywhere in Kensington. Color/patterned concrete is not currently used for any driveway or walkway in Kensington. This material is subject to eventual cracking and is not aesthetically appropriate for driveways or walkways within Kensington.

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Architectural Planning Criteria Solar Panels	Section Four, C.13. Solar Panels 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.	Section 3, A., 14. Solar Panels “They are to be located on roof sections that are not facing the street or golf-course.”	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.
Architectural Planning Criteria Gutters and Downspouts	Section Four, C.15. Grading and Drainage And Section Six, C. N/A	Section 3, A.16.f. Grading and Drainage And Section 3.b.17.d. Drainage “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”.	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. Reflects the new requirements implemented since we undertook the lake bank restoration project.
Architectural Planning Criteria Alterations/ Additions not Permitted Tool Sheds	N/A	New item 3, B. 1.c. Alterations/ Additions not Permitted c. Unenclosed storage areas and enclosed storage areas, including tool sheds, separate from the dwelling unit	Specified that tool sheds are included in prohibited enclosed storage areas.
Architectural Planning Criteria Alterations/ Additions not Permitted Doghouses	N/A	New item 3, B. 1.e. Alterations/ Additions not Permitted e. “Doghouses”	Added doghouses to the list of non-permitted items.

Material Changes

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<p>Architectural Planning Criteria</p> <p>Roof Replacement</p>	<p>N/A</p>	<p>New Section 3.B.2 Roof Replacement</p> <p>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>	<p>There was no section that specifically dealt with roof replacement. This new section describes specifications for roof replacement.</p> <p>There is also language dealing with requirements for roof replacement in condominiums.</p>
<p>Architectural Planning Criteria</p> <p>Hurricane Storm Shutters</p>	<p>Section 3, B. 3. f. Hurricane Storm Shutters</p> <p>“Unfinished plywood or similar panels must be painted to match the house and must not be installed sooner...”</p>	<p>Section Five, C.1. Hurricane Storm Shutters</p> <p>“Unfinished plywood or similar panels must not be installed sooner...”</p>	<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.</p>

Material Changes			
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Architectural Planning Criteria Emergency Generators	Section Five, C.2. Emergency Generators “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.”	Section 3, B.4.b.1). Emergency Generators “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.”	Require that the fuel storage area for generators be external to all structures. We do not want extra fuel stored inside of any structure for safety reasons.
Architectural Planning Criteria Satellite Dishes	Section Five, C.7. Satellite Dishes for Television or Audio Reception “These are not permitted in any size, shape or form.”	Section 3, B. 9.a., b. and c. Satellite Dishes 1. “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. 2. 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. 3. 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.”	FCC regulations indicate that an HOA cannot restrict the installation of satellite dishes on private property
Architectural Planning Criteria Screen Enclosures of Front entrance area	Section Five, C.8. Front Entry Doors and Screening “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.”	Section 3, B. 10.c. Front Entry Doors and Screening “Screen enclosures of the front entrance area are not permitted.”	Eliminate the possibility of screen enclosures of the front entry area.

Material Changes

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Architectural Planning Criteria Screen Door Approval	Section Five, C.8. Front Entry Doors and Screening N/A	Section 3, B. 10.c. Front Entry Doors and Screening “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.”	Added item to specifically require approval of screen doors.
Architectural Planning Criteria Painting and Paint Colors	Section Five, C.10. Painting and Paint Colors “Obtain and completely fill out the ARB ‘Approval Request’ form from the KPMA Office.”	Section 3.B.11.a. Painting and Paint Colors “a. Exterior colors and repainting must be approved by the ARB, even when repainting with the existing color.”	It is not always understood that repainting with the same color requires prior ARB approval.
Architectural Planning Criteria Painting and Paint Colors	Section Five, C.10. Painting and Paint Colors “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.”	Section 3.A.8.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).”	<ol style="list-style-type: none"> 1. Eliminate the requirement that repainting requires color to be as originally painted. 2. A new Appendix B: Kensington Permitted Colors, has been created to address specific colors permitted within Kensington 3. Consistency between the sections addressing new construction and alterations to existing structures.

Material Changes

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<p>Architectural Planning Criteria</p> <p>Painting and Paint Colors</p>	<p>Section Five, C.10. Painting and Paint Colors</p> <p>N/A</p>	<p>Section 3, B. 11.d. Painting and Paint Colors</p> <p>“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>	<p>Addresses the color requirements for painting of a condominium building.</p> <p>This information is also contained in the new Appendix B: Kensington Permitted Exterior Colors.</p>
<p>Architectural Planning Criteria</p> <p>Window or Wall Air Conditioners</p>	<p>Section Five, C.11. Window or Wall Air Conditioners</p> <p>“These are not permitted, except in an emergency and then only for a few days.”</p>	<p>Section 3, B.12. Window or Wall Air Conditioners</p> <p>Added item b.:</p> <p>“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>	<p>Revised to allow the installation of a new, ductless air conditioner (with ARB approval).</p>

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<p>Architectural Planning Criteria</p> <p>Mailboxes</p>	<p>Section Five, C.17. Mailboxes</p> <p>“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>Section 3,B.15 Mailboxes</p> <p>a. “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 or replaced on any Lot except as approved by the ARB. Obtain and completely fill out the Approval Request for Building and/or Landscape Modification form. Mailboxes must be uniform in appearance within each neighborhood in Kensington and comply with U.S. Postal Service specifications. Check with your Neighborhood Association (or the KPMA Property Management Company as applicable) to determine the specific design requirements for your neighborhood.”</p> <p>Also, added item b. in this section:</p> <p>b. “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 Management Company to determine if such arrangements have been made.”</p>	<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.</p> <p>Also added the requirement that the installed or replaced mailbox must be uniform in appearance within each neighborhood.</p>
<p>Architectural Planning Criteria</p> <p>Outdoor Equipment</p>	<p>Section Five, C.18 Outdoor Equipment</p> <p>“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>Section 3, B. 16. b. Outdoor Equipment</p> <p>“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 & Illustrations sections in this manual.”</p>	<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.</p> <p>If a fence is installed, there must also be plantings to screen the fence.</p>

Material Changes

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<p>Architectural Planning Criteria</p> <p>Outdoor Equipment</p>	<p>N/A</p>	<p>Section 3.B.16.c.</p> <p>“Prior approval from the Master Association or the ARB to replace existing air conditioning or swimming pool equipment (pumps, filters, valves, heaters, etc.) on private property is not required. Owners should be aware, however, of Collier County Noise Ordinances and purchase suitable equipment to avoid disturbing neighbors and violating these ordinances. (The maximum noise level stipulated in these ordinances is 60 dBA between 7:00 a.m. and 10:00 p.m., and 55 dBA from 10:00 p.m. until 7:00 a.m.). Check also with your Neighborhood Association (or the KPMA Property Management Company as applicable) to determine if there are other specific restrictions or requirements for replacing such equipment in your neighborhood.”</p>	<p>Added this section to ensure owners are aware of Collier County Noise Ordinances when replacing outside equipment such as air conditioners and swimming pool equipment.</p> <p>The ARB, however, will not require prior approval for owners to replace this type of equipment.</p>
<p>Architectural Planning Criteria</p> <p>Drainage</p>	<p>Section Five, C.15. Grading and Drainage</p> <p>“Surface water runoff must be properly handled and not cause ponding, erosion or unfavorable impact on adjacent Plots. No changes in the elevation of any Plot or right of way shall be made which will interfere with the approved drainage, or otherwise cause undue hardship to adjoining Plots, except with the prior written approval of the Architectural Review Board.”</p>	<p>Section 3, B. 19. a. Drainage</p> <p>Deleted the “except with prior written approval of the Architectural Review Board” language as this should not occur under any circumstances.</p>	<p>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.</p>

Material Changes

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<p>Architectural Planning Criteria</p> <p>Utilities Landscaping</p>	<p>Section Six, C.9.I Utility Devices</p> <p>“Utility devices, such as plumbing shutoffs and electrical boxes, cable pods, and telephone boxes should be planted. This will make the Owner’s property and the overall community more attractive. Be sure to allow access to the utilities.”</p>	<p>Section 3, C. 8. Utilities</p> <p>a. Utility devices, such as backflow preventers, electrical boxes, cable pods, and telephone boxes should be planted. This will make the Owner’s property and the overall community more attractive.</p> <p>Note that the utility companies have easements for access to these devices and specific clearance requirements. Owners should allow access to these devices in accordance with these requirements. Failure to do so may result in the removal of landscaping by the utility companies at any time. See Drawing 10, Plantings around Utility Devices</p> <p>b. Utility companies should be contacted prior to the installation or modification of any landscaping to mark any underground lines or pipes. This will reduce the possibility of damage to any existing utilities.</p>	<p>We received a suggestion from a resident in Kensington that landscaping around utility boxes and additional warning about digging for landscaping should be included in the proposed ARB manual.</p>

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Architectural Planning Criteria</p> <p>Grandfathering of previously approved landscaping</p>	<p>Exhibit I Landscape Design Guidelines</p> <p>N/A</p>	<p>Section 3, C. Landscape Design Criteria</p> <p>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>
<p>Architectural Planning Criteria</p> <p>Reference to Collier County Landscape Code</p>	<p>Exhibit I Landscape Design Guidelines</p> <p>N/A</p>	<p>Section 3, C. 1 Landscape Design Criteria</p> <p>Included references to and information about Collier County Landscape Code but also emphasized that it is Owners’ responsibility for compliance with the Code</p>	<p>Information about the rationale for the Code is deemed helpful to Owners.</p>

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Architectural Planning Criteria</p> <p>Tree Requirements</p>	<p>Exhibit I Landscape Design Guidelines</p> <p>“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>Section 3, C. 3. Required Trees (also referred to as Canopy Trees).</p> <p>Also, Appendix C: Examples of Required (Canopy) Tree Calculations</p> <p>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.</p> <p>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>Architectural Planning Criteria</p> <p>Tree Requirements</p>	<p>Exhibit I Landscape Design Guidelines</p> <p>N/A</p>	<p>Section 3, C.3.g. Landscape Design Criteria Required (Canopy) Trees</p> <p>Added the following requirement:</p> <p>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

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<p>Architectural Planning Criteria</p> <p>Street Trees</p>	<p>Exhibit I Landscape Design Guidelines</p> <p>“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>Section 3, C.3.h. Landscape Design Criteria Required (Canopy) Trees</p> <p>Changed the requirement for “Street Trees” as follows:</p> <p>“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”.</p> <p>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>
<p>Architectural Planning Criteria</p> <p>Kensington Landscape Palette</p>	<p>Exhibit I Landscape Design Guidelines</p>	<p>Section 3, C.3.i, C.3.l, C.4.a., C.5.a., C.5.b. Landscape Design Criteria</p> <p>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”.</p>	<p>Provide updated tables of trees and other plant species. Delete tables not needed.</p>

Material Changes			
Topic	Old Manual	Revision	Rationale / Comments
Architectural Planning Criteria Prohibited Invasive plants	Exhibit I Landscape Design Guidelines: “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.”	Section 3, C.6 Landscape Design Criteria Prohibited Plants “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.”	Strengthened language regarding plants that are not allowed. Also updated the list of prohibited plants.
Architectural Planning Criteria Screening a Pool Enclosure	Exhibit I Landscape Design Guidelines “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.”	Section 3, C.10 Landscape Design Criteria Landscape Screening a Pool or Pool Enclosure “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.”	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.
Maintenance Standards Roofs	Section Six, C.1.a. Roofs “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.”	Section 4, A. 1.a. Roofs “Roof surfaces must be maintained and cleaned as needed to keep them free of mildew, dirt, and debris.”	Deleted requirement to clean annually to place more emphasis on “as needed.”

Material Changes

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<p>Maintenance Standards</p> <p>Roofs</p>	<p>Section Six, C.1.b. Roofs</p> <p>“Broken tiles and ridge tiles are to be repaired so as to not be visible from offsite.”</p>	<p>Section 4, A. 1.b. Roofs</p> <p>“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>	<p>Added requirement that replacement tiles must match rest of roof.</p>
<p>Maintenance Standards</p> <p>Driveways and Walkways</p>	<p>Section Six, C.3.c. Driveways and Sidewalks</p> <p>“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>Section 4, A. 3.1.a. Driveways and Walkways</p> <p>“Driveways and walkways are to be free of algae, mildew, dirt, and debris. This includes the surface and gaps between pavers.”</p>	<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.</p>
<p>Maintenance Standards</p> <p>Hurricane Storm Shutters</p>	<p>Section Five, C.1. Hurricane Storm Shutters</p> <p>“Hurricane shutters may be installed or lowered after May 1st and must be removed or retracted before November 30th of the same year.”</p>	<p>Section 4, A. 9. a. Hurricane Storm Shutters</p> <p>“Roll-down type hurricane shutters installed on any rear-facing exterior surface of a building may be extended or used at any time during the calendar year. All other hurricane shutters may be installed or lowered only after May 1st and must be removed or retracted before November 30th of the same year of the same year.</p> <p>Note: Check also with your Neighborhood Association (or the KPMA Property Management Company as applicable) to determine if there are specific restrictions or requirements regarding the use of hurricane shutters in your neighborhood.”</p>	<p>There have been several requests that this provision be revised to permit the use and extension of hurricane shutters during season for various reasons (security, protection of furniture, cleanliness, etc.). The board conducted a survey of the owners regarding whether the restriction on the use of hurricane shutters from December 1st to April 30th should be amended. There were a significant number of responses indicating that the restriction should be amended.</p>

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Maintenance Standards</p> <p>Hurricane Storm Shutters</p>	<p>Section Five, C.1. Hurricane Storm Shutters</p> <p>“Unfinished plywood or similar panels must be painted to match the house and must not be installed sooner than seven (7) days prior to a storm and must be removed no later than seven (7) days after the storm passes unless approved by the ARB”</p>	<p>Section 4, A. 9. b. Hurricane Storm Shutters</p> <p>“Temporary unfinished plywood or similar panels must not be installed sooner than seven (7) days prior to a storm and must be removed no later than seven (7) days after the storm passes unless approved by the ARB”</p>	<p>Deleted the 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.</p> <p>Note that the parts of the Hurricane Storm Shutter requirements have been moved from the alterations section of the manual into the maintenance section.</p>
<p>Maintenance Standards</p> <p>Trimming and pruning</p>	<p>Section Six, C.9.f.</p> <p>“Yards and Landscaping Large trees must be professionally trimmed and cleaned out annually by an Arborist who will follow County codes.”</p>	<p>Section 4, A. 10.c.1). Landscape Maintenance Pruning/trimming</p> <p>“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>	<p>Changed the 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.</p>
<p>Maintenance Standards</p> <p>Pruning of trees that overhang streets</p>	<p>Section Six: Maintenance of Exiting Building and Grounds, Standards</p> <p>N/A</p>	<p>Section 4, A. 10. c.1).(a) Landscape Maintenance Pruning/trimming</p> <p>“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>Added special requirement for pruning of trees overhanging streets.</p> <p>Also included this language in the Landscape Design Criteria, Section 3, C., 3.h. (i).</p>

Material Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Maintenance Standards</p> <p>Dead, Damaged or Diseased Plants and Trees</p>	<p>Section Six: Maintenance of Exiting Building and Grounds, Standards</p> <p>N/A</p>	<p>Section 4, A. 10.e. Landscape Maintenance Dead, Damaged or Diseased Plants and Trees</p> <p>“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>
<p>Maintenance Standards</p> <p>Mailboxes</p>	<p>N/A</p>	<p>Section 4, A. 12 Mailbox Maintenance</p> <p>“Mailboxes and mailbox posts must be maintained properly. They must be repainted or replaced if the paint is chipped or faded, and they must be repaired or replaced if damaged in any other way. (Note that ARB approval is required prior to painting or replacing any mailbox). Mailbox posts must stand upright and not allowed to lean.”</p>	<p>There was nothing in the old ARB manual concerning mailbox maintenance requirements. Added this new section to address these requirements.</p> <p>One of the comments we received addressed the fact that mailboxes in Kensington don’t seem to be maintained properly. Many are in need of painting, repair, or replacement. This added requirement should help give the ARB authority to address poorly maintained mailboxes.</p>

Material Changes			
Topic	Old Manual	Revision	Rationale / Comments
Forms Approval Request Owner responsibility for compliance with County Codes	Section 7 Forms- Exhibit 6-E Approval Request for Building and/or Landscape Modification, Alteration, Addition, and/or Installation “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.”	Section 9 Forms Approval Request for Building and/or Landscape Addition or Modification “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.”	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.
Forms Alterations in Condominium Neighborhood membership approval certification	Section 7 Forms- Exhibit 6-E Approval Request for Building and/or Landscape Modification, Alteration, Addition, and/or Installation N/A	Section 9 Forms Approval Request for Building and/or Landscape Addition or Modification 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 ___	This certifies that the condominium board is in compliance with the alteration requirements of their condominium association.

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

Housekeeping Changes			
Topic	Old Manual	Revision	Rationale / Comments
Manual Title	Manual Title “Design Review Manual”	Manual Title “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.
Links in Table of Contents and entire manual	N/A	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.
Introduction	Section One, B. Introduction	Section 1, A. Rewrote introduction section and added Section A to reflect the purpose of the manual.	
Definitions	Section One, B. Definitions	Section 1, B. Definitions Updated the definitions to conform to our new Declaration Document.	
Architectural Review Board	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.	

Housekeeping Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Architectural Planning Criteria Section</p>	<p>Section Three. ARB Architectural Planning Criteria</p> <p>The prior manual contained procedures to obtain approval for new construction or alterations to buildings in this section but it didn't contain any actual criteria in this section.</p>	<p>Section 3 Architectural Planning Criteria</p> <p>The revised manual now contains all the requirements and standards that pertain to new construction and reconstruction ("tear-downs"), altering the exterior of existing structures, and landscaping in this section.</p>	<p>The Declaration document refers specifically to the Architectural Planning Criteria in the following definition:</p> <p>"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".</p> <p>Our previous ARB Manual didn't really provide actual guidelines or standards in the Architectural Planning Criteria section, but rather provided some procedures for requesting changes. The guidelines and standards for new construction or alterations to structures and landscaping that we would 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 they are not deemed to be planning criteria.</p>
<p>Architectural Planning Criteria</p> <p>Exterior Materials and Colors</p>	<p>Section Four, C.8.b. Exterior Materials and Colors</p> <p>"Exterior colors that, in the opinion of the ARB, would be inharmonious for the Kensington community shall not be permitted."</p>	<p>Section 3, A., 8.b. Exterior Materials and Colors</p> <p>"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>	<p>Consistency between the sections addressing new construction and modifications to existing structures</p>

Housekeeping Changes

Topic	Old Manual	Revision	Rationale / Comments
<p>Architectural Planning Criteria</p> <p>Attached Maid/Guest Quarters</p>	<p>Section Four, C.17 And Section Five C.21 (Amendment)</p>	<p>Section 3, A.18 and Section 3, B.20</p> <p>Amendment to the prior manual is now incorporated into the body of the revised manual in the appropriate sections.</p>	<p>Duplicate sections are included but Section 3, A.18 relates to new construction while Section 3, B.20 relates to building alterations/modifications.</p>
<p>Architectural Planning Criteria</p> <p>Alterations / Additions Not Permitted</p>	<p>Section Five, C.11. Window & Wall Air Conditioners Section Five, C. 12 Antennas & 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>Lists items that are not permitted in several separate sections</p>	<p>Section 3, B. 1 Alterations/Additions Not Permitted</p> <p>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>Architectural Planning Criteria</p> <p>Signs</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>	

Housekeeping Changes

Topic	Old Manual	Revision	Rationale / Comments
Car Parking	Sections Six, C. 12, 13 Car Parking and Other Vehicles	Removed these sections as they are to be addressed in the Access & Patrol manual rather than in the ARB manual	Actual car parking restrictions are in the KPMA Declaration.
Architectural Planning Criteria Landscape Design Criteria	Exhibit 1 Landscape 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 obtaining landscaping approval to Section 5, 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.
Enforcement Health and Safety Hazards	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
Enforcement Noise	Sections Six, 6, C. 16. And 17. Noise and Nuisances	Removed these sections as they are to be dealt with directly by the KPMA Board rather than the ARB.	
Policies and Procedures Building and Alterations Approval	New Section	Section 6 Policies and Procedures for Building and Alterations Approval 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.
Architectural Planning Criteria Landscaping	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

Housekeeping Changes

Topic	Old Manual	Revision	Rationale / Comments
Architectural Planning Criteria Signs	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 contained actual sign criteria and the contents are contained more appropriately within the Architectural Planning Criteria
Architectural Planning Criteria Section Title	Section Six, C.I. "Utility Devices"	Section 3.C.8 Change the title of this section to: "Utilities"	To reflect added paragraph addressing underground lines and pipes in addition to devices.
Maintenance Section Title and Content	Section Six, C.3. "Driveways and Sidewalks"	Section 4.A.C. "Driveways and Walkways"	Change "sidewalks" to "walkways" to be consistent with section 3.A.11.
Policies and Procedures Site Plan Driveways, Patios, and Parking Areas	Section Four, B. 3.j. Driveways, Patios, and Parking Areas – all hard surface exterior materials (driveways, patios, sidewalks, pools or decks, etc.) must be noted by type, color manufacturer's specifications or other descriptive detail (these specifications may be included in the landscape plan). All driveways shall have enriched, decorative surfaces such as interlocking pavers, brick, or color/patterned concrete. No asphalt, loose gravel or unpaved surfaces will be permitted.	Section 5.B.2.c.(10) "Driveways, Walkways, Patios, and Parking Areas – all hard surface exterior materials (driveways, patios, walkways, pools or decks, etc.) must be noted by type, color manufacturer's specifications or other descriptive detail (these specifications may be included in the landscape plan)."	"Sidewalks" changed to "Walkways" for consistency. Deleted the second to last sentence as it is already covered in the Architectural Control Criteria, Section 3.A.11.b., and should not be in the procedures. Moved the last sentence to Section 3.A.11.b. as this relates to Architectural Control Criteria rather than procedures. Note that the deletion of color/patterned concrete as a permitted material is deleted and noted in the Material Changes list.
Enforcement Policy for Enforcement	Exhibit 4 Policy for Enforcement	Section 6 Enforcement Moved the contents of this exhibit into the Enforcement section	

Housekeeping Changes

Topic	Old Manual	Revision	Rationale / Comments
Enforcement Complaints	Exhibit 5 Procedures for Complaints and Compliance	N/A	Procedures for complaints is not included in the revised ARB manual
Appendix Neighborhood Covenants and Setbacks	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.	
Appendix Landscape Maintenance Technical Specifications	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.