



ESTABLISHED "1992"

Welcome To THE NEIGHBORHOOD

OUR MISSION

THE ENCOURAGEMENT OF
AN ENJOYABLE, SAFE AND
PEACEFUL ENVIRONMENT
WHILE WORKING TO
MAINTAIN AND ENHANCE
PROPERTY VALUES.

Kerrington Woods

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while working to maintain and enhance property values

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KWHA Board Members:

Penny Hoffmann, President - 816-350-2598, pennyehoffmann@gmail.com

Lia Thomas – 303-585-1579, lia.hobbs@gmail.com

Debbie Polc – debbiepolcrdh@comcast.net

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MGMT. CO: AREA Real Estate, Sandy Turner P.O. Box 110, Indep., MO 64051 - 816-797-0112

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Welcome to Kerrington Woods, we and the HOA board are pleased to have you as neighbors and hope you enjoy your new home!

Please return the enclosed homeowners information questionnaire so we may add you to the roster and we are able to update our records.

With this packet we've included information about Kerrington Woods, the billing process for the HOA dues and contact information.

Your HOA dues cover trash service (picked up on Wednesday's), yard waste which runs from approximately May to December, common area property maintenance and the management company fees. Dues are paid every 6 months, invoiced April 1 and October 1.

Again, we welcome you to Kerrington Woods and we look forward to talking with you soon. As of this date, there are no homeowner association meetings scheduled. The president, Penny Hoffmann's contact information is listed in the enclosed information.

If you should have any further questions please don't hesitate to contact me or Penny Hoffmann.

Respectfully Submitted,

Sandy Turner, HOA Management Company
AREA Real Estate Services
P.O. Box 110
Independence, MO 64051

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Return To: AREA Real Estate Services
P.O. Box 110
Independence, MO 64051

Homeowner's Name (S): _____

Address: _____

Phone #: _____ Listed: _____ Unlisted: _____

Email Address: _____

Emergency Contact: _____

Other Household Members: _____

Interested in being a Board Member: _____ YES _____ NO

Helping with other KWA Activities: _____ YES _____ NO

Any Questions, please don't hesitate to contact us.

**Find us on Facebook @ Kerrington Woods Neighborhood
Private Group, only residents of KW, email Penny Hoffmann to join**

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Kerrington Woods Most Commonly Asked Questions

1. **What can I build in my yard?** No above ground pools, detached garages. Contact KWH Board of Directors or Area Real Estate for any and all alterations. Including fencing, paint colors additions, etc.....
2. **What kind of fence can I have and how tall can it be?** Wood, Iron, composite or vinyl only with approval. The maximum height is six feet.
3. **Can I park whatever I want in front of my house?** No. Boats, trailers or storage vehicles are not allowed on any part of any lot or parked at curb for more than 24 hours.
4. **Can I lease my home?** Owners must obtain written approval prior to attempting to rent/lease and or lease/rent for purchase. Assessments will be accessed to the Owner and Lessee and or Renter, do to the fact that both have the rights to the amenities of the Association.
5. **Do I have to have landscaping?** Each lot is to have a tree in the front yard setback, owner must get approval before cutting down trees over four inches (4") diameter.
6. **How much are the Dues and when is payment due?** Homeowner's dues are \$400.00 yearly, \$200.00 bi-annual billing, April for May1-October31, and October for November 1-April 30., They are due by the 30th of the billing cycle.
7. **Can I leave my trash receptacle outside?** No. Trash receptacles are to be kept inside. They can only be visible after 7 p.m. on Thursday and before 7 p.m. Friday Yard waste is also Fridays – up to 10 biodegradable bags and 3-4' twig bundles.
8. **Where do I mail my dues?** **AREA Real Estate Services**
P.O. Box 110
Independence, MO 64051
9. **Who do I contact if I have any questions?** AREA REAL ESTATE SERVICES or the KWH Board.

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I. Review and Approve Homeowner Project Requests

A. Review of homeowner project requests

Upon receipt of a completed Architectural Control – Project Approval Request Form, the KWA Board of Directors will discuss at next Board meeting or over the phone if appropriate. We will evaluate the request to ensure compliance with the KW Covenants and Restrictions. If necessary, to ensure our understanding of the project, we will visit the specific lot. All requests will be voted upon and communicated to the requesting homeowner within 45 days as prescribed by the KW Covenants and Restrictions.

B. Approve or Reject project request

After review, the approval process will require a simple majority of voting members. All votes will require a vote of at least three members of the Board. When approved, requesting homeowner will be notified in writing and by phone of the Board decision. If other conditions are required for the Board's approval, those conditions must be written on the request form and given to the homeowner. If the request is not approved, a written explanation (on Request Form) will also be provided to the homeowner and the Board of Directors. In addition to communicating the rejection of the request, we will provide the requesting homeowner with a written copy of the appeal process.

II. Notification of Homeowner Non-Compliance

A. Initial notification of violation or non-compliance with Covenants and Restrictions

When an Board member is notified of or observes a homeowner who has taken action, which is in violation of the KW Covenants and Restrictions, (s)he will immediately inform at least two other Board members of the situation. Upon investigating the matter sufficiently to determine whether the action is truly in violation of the Covenants and Restrictions, a letter (1st notice) will be prepared and sent to the homeowner indicating what the violation is and to remedy the problem within a three day time frame. This notification will also identify what assessments are associated with the non-compliance if the situation continues.

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NOTE: While the notification should happen in short order, the nature of the violation should be given consideration. While many specific violations should be remedied quickly, others should be dealt with understanding and in a "neighborly" manner.

B. Continuation of violation or non-compliance with Covenants and Restrictions

After initial notification, if the homeowner does not comply within the time frame established by the Board, a second letter (2nd notice) will be sent to the homeowner, levying assessments as stipulated. The letter will also state that the eventuality of this circumstance can cause a lien to be placed on his (her) Kerrington Woods's property.

Referral of violation or non-compliance - When the Board has been unsuccessful at gaining compliance by the homeowner for a period of 30 days, or other length of time deemed prudent, from the date of 2nd notice, the Board will refer the collection of assessments to the Attorney for further disposition.

III. Administering assessments for non-compliance - The assessments will be levied for violations of Articles VI and VII of the KW Covenants and Restrictions.

After three (3) days from first notification of non-compliance, the second notification will levy the following assessments beginning the sixth day after the date of the letter (2nd notice) and continue until the non-compliance is corrected:

IV. Institute and administer homeowner appeal process

When a homeowner is in disagreement with a Board ruling, his first recourse will be with the Board. If requested, the Board will give further review of a situation and make a judgement regarding the issue. If the Board cannot resolve an issue, it will then be deferred to the Attorney for their guidance. If the homeowner wishes to appeal to the Board of Directors after reconsidered the matter, he may do so in writing within 45 calendar days of the Board review. Upon receiving the appeal, the Board of Directors should establish a time and place for considering this issue. The homeowner will be notified of the time and place, and must be present when the Board of Directors reviews the appeal. Please note, during the appeal process, the assessment will still accumulate if the problem has not been corrected.

V. Payment of Assessments

This payment should be mailed to the KW Management Company and will be deposited into the Association's General Funds.

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¹KWHA - Architectural Control – Project Approval Request Form

Please complete this form and submit to the KWHA Board of Directors. *Article VI of the KW Covenants & Restrictions provides that the board approves or disapproves your request within 45 days from receipt of request. Our goal is to provide you with a response within 30 calendar days.*

Your Name: _____ Phone Number: _____

Address: _____ Lot#: _____

Description of Project: (attach addition pages and sketch if needed) _____

Exterior Paint Color approval: Please provide color sample. Repainting same color no approval required.

Project Start Date: _____ Completion Date: _____

Homeowner's Signature: _____ Date: _____

NOTE: This request and subsequent approval are not to be misconstrued as a Building Permit. Prior to beginning your project, check with the City of Independence for permit requirements. Also, if your project required digging, call 1-800-797-4636 at least 48 hours prior to getting underground utility lines marked. Please be safe.

KWHA Board of Directors use.....

Request received by KWHA: _____ Homeowner notified of KWHA review: _____

Project is approved as submitted: ☐

Project is approved with the following conditions being met by the requesting homeowner: ☐

Project is not approved as submitted ☐ _____

KWHA Board Signature: _____

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KWHA Dues Assessment Flow of Recovery

Dues are \$400.00 yearly. April 1st and October 1st billings at \$200.00.

1. Due May 1st or Nov. 1st, late on the 5 th . Late fee assessed on the 5 th monthly.	Notice of Balance due Sent.	Late Fee per month:	\$25.00
2. 30 days, Notice to Invoke Suspension of Amenities.	10 day notice of intent to invoke suspension of Amenities (trash service) and turn over to Attorney for further action.		
3. 45 days, Sent to Attorney	Attorney -Process of lien filing implemented. Demand Letter	Attorney Letter	\$to be determined
4. 60 days, Lien filed,	Lien filed, possible implement for "Acceleration of Fees", garnishment of wages, personal judgment, or other allowable options.	Attorney File Lien/Copy	\$to be determined
5. Release of Lien	Final balance due paid in full.	Lien Release	\$to be determined

Application of Payment-Unless balance is **PAID IN FULL**, partials are applied to the oldest balance. Late fees/finance charges are levied each month there is a balance due and will continue till account is **PAID IN FULL**.

Insufficient Funds Checks

1. Notify of insufficient check/stop payment	Notify and give 5 days to pay assessments and bank handling charge.	Return check fee:	\$25.00
2. Payment not received within 5 days.	Invoke suspension of Amenities (trash service); notify of intent to turn over to the Prosecuting Attorney.	Same procedure as above.	
3. Payment not received within 5 days.	Turn over to Prosecuting Attorney. Lien procedure goes into effect.		
4. 2nd insufficient check from same member.	Same procedure as above/future payments must be made by Money Orders.		

Plus \$12% interest per Annum
Fee's Subject to Change