

## King's Cove Community News



Homeowners,

Thank you for communicating with the Homeowner's Board and with each other. For those of you who have not visited our community Facebook page, please do so. It's a great place to interact, ask questions and post thoughts.

If you wish to reach out to the HOA, please email us at [admin@kings-cove.org](mailto:admin@kings-cove.org). Your email should be answered within several days at the longest. If you are requesting approval on home-related repairs, painting, fencing, etc., please email the Architectural Review Committee at [ARC@kings-cove.org](mailto:ARC@kings-cove.org). Read more about the Architectural Review Committee in this newsletter.

Thank you.  
King's Cove HOA Board

### 2020-21 Board

President: Walter Monser  
Vice-President: Earl Henry  
Treasurer: Heather Fipps  
Secretary: Clarissa Powell  
Director: Jared Eller

### General Email:

[admin@kings-cove.org](mailto:admin@kings-cove.org)

### Architectural Review

#### Committee Email:

[ARC@kings-cove.org](mailto:ARC@kings-cove.org)

### Website:

[Kings-cove.org](http://Kings-cove.org)

### FaceBook:

[facebook.com/groups/kingscovehoa](https://facebook.com/groups/kingscovehoa)

## MAY IS ...

### Mailbox Month

Does your mailbox need some TLC? Repairs? A good cleaning? Or even painting so it matches your house? May is designated mailbox month. Please look at your mailbox. Does it need some *love* so it reflects the beauty of our neighborhood?

While you're at it – see if your house or fence need pressure washing or painting.

*Thank you. Have a great month.*



## **The Architectural Review Committee Process**

Homeowners Associations governing documents require approval before an owner can make physical modifications or improvements to their property. These modifications or improvements are regulated within the association's architectural standards defined in the **Declaration of Covenants**. The responsibility of administering these standards and the application/approval process in which they are performed falls under the direction of the Architectural Review Committee (ARC). The ARC is responsible for:

- Managing the application and approval process
- Enforcing the standards set forth in governing documents fairly
- Monitoring the community for potential violations of standards
- Making necessary recommendations to the board of directors
- Reviewing guidelines for accuracy and compliance
- Making decisions regarding guideline compliance
- Educating homeowners about the set guidelines

### **The process of approval includes these 4 steps:**

- 1. Submitting application for review to the architectural review committee:** The application includes the specifications of the property and the request for modifications and improvements. Details may include pictures, architectural plans, permits and surveys. It may also simply be a written letter from the homeowners containing all required information.
  - An application is available at [Kings-cove.org](http://Kings-cove.org). Select "Records" on the nav bar then select Covenants and Bylaws.
  - Email your application to [ARC@kings-cove.org](mailto:ARC@kings-cove.org)
- 2. Committee Review:** The ARC discusses each request and plans and determines whether or not the proposal meets the respective standards.
- 3. Decision:** Once the ARC has reached a decision, they submit their recommendation to the board of directors for final approval/disapproval. The KCHOA Board of Directors has thirty (30) days to review the decision.
- 4. Communication:** The ARC will respond to the homeowner's request relaying the decision of the Board.

### ***What if I receive a letter?***

When the Architectural Review Committee is made aware of a violation or issue needing addressed, whether through a committee member or fellow homeowner, the committee, after agreement, sends a letter to the Board of Directors stating the violation. After review by the Board, the letter is either sent to the homeowner as suggested by the ARC, amended and sent or not sent. The homeowner has thirty (30) days to address the letter with the board and outline steps to address the issue or state their disagreement with the letter.

**Remember the purpose of the ARC is to keep our neighborhood aesthetically pleasing which keeps our property values higher.**