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# Four Colonies

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## Welcome Handbook



Four Colonies Homes Association

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*A Welcoming Community With Pride In Our Property*

*[www.fourcolonies.net](http://www.fourcolonies.net) • 913-888-4920*

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# We're Glad You're Here

Welcome to Four Colonies, where diversity is the heart of our community. A walk through our community quickly reveals there are no stretches of sameness. We are architecturally diverse, yet a harmonious community.

Four Colonies sits on 100 acres (50 acres is residential housing, 50 acres is common ground green space) in Lenexa. We are in the center of the Shawnee Mission school district, close to day care, a fitness center, restaurants, grocery stores, retail shopping, Hidden Woods and Matt Taylor parks and major interstates and thoroughfares.

Governed by a homes association, a board of directors manages the affairs of the association. Our community is private. All facilities are for the sole use and enjoyment of Four Colonies homeowners and their guests.

## What It's About

This handbook is designed to acquaint you with the Four Colonies Homes Association and to provide you a plain-language guide to the

shared rules, regulations and expectations for all Four Colonies owners, residents, and guests. Please join us in building a community with a high quality lifestyle that protects and grows our property values.

# Governance

## *About the Homes Association*



The information in this handbook became effective May 1, 2017.

In addition to this handbook, each homeowner can obtain a copy of the formal "Declaration of Covenants, Conditions and Restrictions" of Four Colonies as well as a copy of the bylaws. Copies are available in the management office or on the web at [www.fourcolonies.net/documents.html](http://www.fourcolonies.net/documents.html).

These are the community association's formal, governing documents that provide for the legal structure and operation of the community. Homeowners are encouraged to refer to these documents for details and processes. This handbook is intended as an introduction.

# Your Community Association

Four Colonies is unique in that it is a planned development incorporating a variety of different home styles — townhomes, attached homes, and free-standing homes. Homeowners own their homes and the lots upon which they are situated. The association, of which you are a member, owns the common areas — private streets and all lands and buildings within the community that are maintained for the common use and enjoyment of the homeowners.

As an owner of a Four Colonies home, you and your neighbors are required to be members of the association. Planned development living is a unique blend of individual property rights and community privileges, responsibilities and restrictions. Our homeowners association essentially is a community "government." The members elect a nine-member board of directors to manage association affairs.

- The management office is at Clubhouse 2, 7975 Monrovia St.
- The telephone number is (913) 888-4920.

## The Board of Directors

The association is governed by the nine members of the board of directors. Each director is elected to a three-year term. Each year, three positions are elected by the members of the association at the homeowners annual meeting in April. It is the role of the board to set policies, standards, procedures, programs, and budget for the association. The board of directors has a fiduciary duty to act for the benefit of the community as a whole.

Directors meet on the third Monday of each month on the main floor of Clubhouse 3, 8100 Monrovia St., and community homeowners are invited to attend. Meeting agendas, dates and times are posted five days in advance near the front door of Clubhouse 2, 7975 Monrovia St., the location of the main office. Also, a sign is placed on the property announcing the meeting. The first 15 minutes of each meeting are set aside for homeowner comments.

The association employs a general manager to implement board policies and decisions and oversee daily operations. Additional on-site staff is employed to provide administrative support and maintenance of the community's common areas.

## Committees

In addition to the board of directors, the association offers volunteer opportunities for residents who would like to use their personal and professional skills to get involved in the community. For more information, inquire at the main office in Clubhouse 2, 7975 Monrovia St., 913-888-4920.

Current committees:

- Architectural Control.
- Common Facilities
- Common Grounds.
- Communications.
- Painting.
- Social.
- Long-Range Planning.
- By-Laws

## Association Membership Meetings

The annual meeting of homeowners is on the third Monday of April each year to elect three new directors. Advance notice is mailed to all homeowners. The board may call other special meetings as needed with appropriate notice.

## Voting Rights

Only the actual property owner may vote. One vote is allowed for each home owned in Four Colonies. Members may vote in person or by written proxy, which should be filed with the secretary of the association. A proxy is mailed to homeowners before the meeting, or one may be picked up, and returned, at the association office in Clubhouse 2, 7975 Monrovia St.

## The Budget and Homeowner Dues

### *Budget*

The annual budget is set each fall by the board. A copy of the new budget and individual dues amount is sent to each homeowner no later than December 1. If the board proposes a dues increase of more than 3 percent, it must be approved by at least two-thirds of homeowners voting in person, or by proxy, at a meeting called for this purpose. The budget is based on projected income (dues), expenses (the costs of services for the community), and reserves held against future major costs.

## *Dues*

Dues pay for:

- Common maintenance expenses like street repairs, trash pickup, community light bills, lawn service, employees, accounting services, legal services, etc.
- Individual home expense related to maintenance and replacement of roofs and gutters.
- Painting of home exteriors every six years.

A homeowner's maintenance expense varies, based upon the size and type of home. Detailed criteria used for determining each member's dues are available at the management office in Clubhouse 2, 7975 Monrovia St.

Members in good standing pay annual assessments (dues) in monthly installments, which are due no later than the 15<sup>th</sup> day of each month. If not paid within 30 days, dues are considered delinquent.

Delinquent accounts will be automatically accelerated, causing membership dues for the remainder of the year to become immediately due and subject to interest until paid. In addition, a lien may be filed on the property, and the account sent to the association's attorney for collection.

The homeowner has 10 days from the lien filing date to pay before the account is given to a collection attorney. If the account goes to a collection attorney, all future questions regarding the past-due account will need to go to the attorney, not the office. The homeowner also will incur court fees and the association's legal expense.

Monthly dues payments may be made by personal check, money order, cash or bank check, payable to *Four Colonies Homes Association*, or by automatic bank withdrawal. Please note: Monthly statements are NOT mailed to homeowners. All questions regarding your account should be directed to the management office in Clubhouse 2, 7975 Monrovia St. Payments are posted daily.

# Private Property

*Your Home*



## Architectural Standards

### *Overview*

The association encourages all residents to maintain their homes and lots in a manner consistent with community architectural standards. These are designed to keep the community architecturally harmonious and to protect and enhance property values.

### *How it Works*

Modifications or alterations to a home's exterior, or the lot, must be submitted for architectural review and prior approval. Forms are available in the management office at Clubhouse 2, 7975 Monrovia St., telephone (913) 888-4920. The "Project Review Form" also is

online at: <http://www.fourcolonies.net/forms.html> Please allow 30 days for review.

The homes association has a *right of restoration*, which allows the association to return unapproved architectural alterations or modifications to the original condition if the homeowner fails to do so. All costs and charges for such changes are the responsibility the homeowner.

Additionally, before any lot modifications are made, homeowners should determine the legal boundaries of their property.

### *Gardens and Plantings*

With architectural approval, residents may enhance their homes with the use of appropriate foundation landscaping within five feet of the home or fences or inside fenced areas. Homeowners are responsible for maintaining such landscaping.

Vines of any type are discouraged because of the potential damage to siding and foundations. In addition, vines must be removed before painting a home. Please bear in mind the eventual size of any shrub or tree. Shrubs should never touch the siding of the house, and trees should be kept trimmed away from homes and roofs

### *Irrigation/Drainage Systems*

In ground, private sprinkler systems require prior approval. Please keep in mind that private systems must not impede mowing services. Installation of french drains requires approval to ensure that they do not negatively impact neighbors or common areas.

## *Satellite Dishes and Antennas*

While federal law requires homes associations to allow satellite dishes on private lots, the association is allowed to regulate their placement. The line of reception often limits the location of your dish or antenna, but we ask that the device be placed in your back yard patio, when possible, and always in such a way that it is not an eyesore to your neighbors.

In some cases, the only line of reception requires placement on your home. Please keep in mind that any damage to a roof caused by the installation of such a device is the sole responsibility of the homeowner. Further, any roof leaks resulting from installation is the homeowner's responsibility. No telecommunication devices of any kind may be placed on common areas.

## *Roofs*

Any structural changes affecting the roof, or roofline, must be approved. Roofing materials and specifications must comply with those of the association.

## *Doors and Windows*

Window replacement in single family (freestanding) homes may be white, neutral, or brown. Any manufacturer may be used so long as the architectural style of the window is maintained. Approval must be obtained.

Multi-family houses require the same window frame color that is used throughout the building. Entry doors, patio doors, and garage doors require approval. Storm doors on front doors must be full-view glass and also require approval.

## *Home Siding*

Homeowners are responsible for the repair and replacement of damaged or deteriorating siding. No approval is required as long as the material used is the same as the existing material. Homeowners must immediately paint any repaired or replaced siding or fencing to match existing color.

## *Fences*

Installing a fence requires architectural approval. All fences must be built within the owner's property line. Fences must meet city codes and be built to community specifications. No fencing materials other than wood are allowed. Privacy fences must be painted or stained the same color as other attached fences. Single family homes may have natural wood or painted/stained fences. Shingle-sided houses have solid, wood stained fences. Fence specifications are available from the management office in Clubhouse 2, 7975 Monrovia St.

## *Decks, Patios, Awnings and Sunrooms*

All require architectural approval.

## *Hot Tubs*

These can be installed only within privacy fences upon private lots, and require prior approval to ensure that no drainage will take place on common areas.

## *Concrete Walks, Porches, Steps*

Repair or replacement of these items on your personal property does not require approval unless the size, material, or architectural style will be changed.

## *Driveways*

Garage driveways may be either asphalt or concrete. Carport parking decks must be asphalt. Individual carports and garage driveways are the homeowner's responsibility. Replacement of a driveway requires architectural approval.

## Maintenance Provided

### *Home Roofs*

Association dues cover routine roof maintenance and eventual replacement at the end of a roof's natural life. Homeowners insurance is responsible for recovery from natural disasters.

### *Home Gutters*

Gutters are covered by the association for repair and replacement. Cleaning gutters is the homeowner's responsibility.

### *Home Painting*

Home painting is provided on a six-year rotation. Painting covers the siding and trim of the home. The exterior face of multi-family patio fences also are painted. Fences of free-standing homes are the homeowner's responsibility. Homeowners may select their paint color from pre-approved colors posted in the management office in Clubhouse 2, 7975 Monrovia St., telephone (913) 888-4920.

## Termite and Pest Control

The association assumes responsibility for all common areas and common facilities. Homeowners are responsible for pest control of their homes, fences, decks, etc.

## Structural and Drainage

Homeowners are responsible for correcting any structural or foundation problems to their homes. Damage or destruction of any party wall shall be governed by the general rules of law that apply to such. For drainage problems that appear to originate on common grounds contact the management office in Clubhouse 2, 7975 Monrovia St. More information is available in the community covenants available at [www.fourcolonies.net/documents.html](http://www.fourcolonies.net/documents.html).

## Resale and Leases

New homeowners should provide the management office with documentation showing what portion of dues for the move-in month is charged to the seller and what portion to the buyer.

Members who rent their property to others may transfer their rights to recreational facilities to their tenants. A form is available in the management office. Homeowners should inform their tenants that the association works with the homeowner only. Any requests by tenants must go through the homeowner. Homeowners may delegate their rights to an agent either by notarized instrument or through power of attorney, a copy of which should be provided to the management office.

# Community Property

## *Common Areas and Facilities*



## Access to and Use of Common Areas

Every homeowner shall have a right and easement onto and enjoyment of the common areas. This is property owned by the association, including:

- Private streets
- Clubhouses
- Swimming pools
- Tennis courts
- All property other than individual lots.

Property owners may not add, alter, construct, or remove anything from common areas without architectural approval. Any resident who

notices a problem in a common area is encouraged to notify the management office: Clubhouse 2, 7975 Monrovia St., telephone (913) 888-4920.

## Grounds Maintenance

### *Common Area Lawn Care*

Lawn care includes:

- Regular mowing of all non-fenced areas, as needed and as conditions permit.
- Seasonal applications of fertilizer and chemical weed control.
- Spring cleanup and fall leaf removal from common lawn areas.
- Tree trimming in common grounds areas is scheduled as needed.

Care and maintenance of trees and shrubs on individual lots is the homeowners' responsibility. As a general rule, anything within five feet of a home or fence and all areas within fenced areas, is the homeowners' responsibility.

### *Street Maintenance*

Privately owned streets and parking areas within Four Colonies are maintained by the association. City streets, such as Monrovia, are maintained by the city. Individual carports and garage driveways are the homeowner's responsibility.

### *Community Lighting*

The association maintains a network of lights along streets, on walking trails and for common facilities. To report a nonfunctioning or damaged light or pole, please call the management office at (913) 888-4920. To assist us in identifying which light is out, please tie a ribbon around the light before you call.

# Recreational Facilities

## *Swimming Pools*

The community has four swimming pools:

- Clubhouse 1, 8201 Monrovia St.
- Clubhouse 2, 7975 Monrovia St.
- Clubhouse 3, 8100 Monrovia St.
- An adults only pool, 12500 W. 82<sup>nd</sup> Terrace.



### **Rules and access**

Pools open Memorial Day and close Labor Day and are open from 8 a.m. to 10 p.m. daily during the season. Check with the management office to see which pools may be closed for repairs. Typically, at least three pools are open on any given day for the full swim season.

Members may accompany up to four guests per pool visit. Access to all pools is electronically controlled and requires a special entry card. Cards may be obtained from the management for a nominal fee.

### **Safety First**

There is no lifeguard on duty at any of the pools. Swim at your own risk. An adult must accompany children under 12.

Absolutely no glass is allowed in pool areas. Any broken glass in the pool area results in immediate closure, a draining of the pool and an expensive cleanup.

## *Sports Courts*

### **Basketball**

A full-sized indoor basketball court is located in Clubhouse 2, 7975 Monrovia St., for use during business hours. An outdoor multi-

purpose court is located beside Clubhouse 3. It may be used for basketball, volleyball and pickleball. Members are limited to four guests.

## **Tennis**

There are four tennis courts in the community:

- Two behind Clubhouse 2, 7975 Monrovia St.
- Two behind Clubhouse 3, 8100 Monrovia St.

## *Clubhouses*

Two clubhouses are available for member rental.

- Clubhouse 1, 8201 Monrovia St, with a capacity of 75, has a full kitchen, entertainment area, and a dance floor downstairs.
- Clubhouse 3, 8100 Monrovia St., with a capacity 116, provides all of these features on one floor and is handicapped accessible.

Clubhouses are available for a small rental fee (and a deposit) on a first-come, first-served basis. Rental applications are available in the management office. They also can be downloaded at

*[www.fourcolonies.net/forms.html](http://www.fourcolonies.net/forms.html)*.

## *Walking Trails*

The trail is a concrete sidewalk that wanders through the property. It is for the use of walkers and joggers. Bicycles, skateboards, roller blades/skates and other conveyances are discouraged. If you are exercising your dog or other pet, please remember to clean up after it.

## *Turtle Park*

The association maintains a small park and playground near the basketball and tennis courts adjacent to Clubhouse 3, 8100 Monrovia St. It includes a small shelter and picnic table.

# Parking

Homeowners without a garage or carport are allowed two parking spaces per residence. Homeowners with garages or carports are allowed one extra parking space per residence.

No truck, trailer, boat, equipment/machinery or cars not in daily use shall ever be parked, located or otherwise maintained on any lot or street in Four Colonies. Commercial vehicles with signage on them are not permitted. All vehicles are governed by the city of Lenexa and Kansas state laws. Any vehicles that do not comply with city ordinances, state laws, or which cannot be demonstrated to be operative, will be towed at the owner's expense.

# Good Things to Know

## *Community Life*

### Communications

#### *Community Newsletter*

The association publishes a monthly newsletter, *The Clarion*. It is available on the web at [www.fourcolonies.net/newsletter.html](http://www.fourcolonies.net/newsletter.html).

In addition to announcements and other information, *The Clarion* publishes board meeting minutes and timely messages from the president of the association and the manager's report. It also includes advertising from companies and professionals that serve the needs of community residents.

#### *In The Know*

*In The Know* is an email service for residents of Four Colonies. It is designed to keep members up-to-date on community happenings. You may sign up at the main office in Clubhouse 2, 7975 Monrovia St., 913-888-4920.

Examples of information communicated through *In The Know*:

- Invitations to Four Colonies social events.
- Information about such other gatherings as Neighborhood Watch with Lenexa police.
- Announcements about resident-membership Four Colonies organizations.
- Helpful information about lawn care plans from our lawn care provider.

- Such announcements as pool closings, extensions of the pool season.

### *nextdoor.com*

Nextdoor is a mobile phone app and website that provides a free social and messaging platform for Four Colonies residents. Some examples of uses for *nextdoor.com*:

- Crime and safety messages from the City of Lenexa and Lenexa police.
- Road closings and construction notices from the City of Lenexa.
- Neighborhood or individual sales.
- Lost pets or other lost and found notices.
- Requests for recommended service providers, with responses and advice from your neighbors
- Neighbors comments and recommendations on local restaurants and other venues.

Signup online at <https://nextdoor.com/>. You can access the platform through your computer or download a mobile app from your app store.

## Trash/Recycle Pickup

### *Trash Schedule*

Trash pickup, including segregated recyclables, is scheduled every Monday for all single-family, garden villa and duplex style homes with driveways. In the case of mandatory federal holidays that fall on a Monday, pickup is delayed until Tuesday. Pertinent holidays include New Year's Day, Memorial Day, Independence Day, Labor Day and Christmas Day.

Community dumpsters shared by multi-family areas are emptied Monday, Wednesday and Friday each week. Recycle bins will be emptied for multi-family areas if they are placed at one of the covered dumpster stations.

### *What's Allowed?*

The association provides for the routine pickup of normal household trash and recyclables. This does not include such large items as furniture, appliances, old carpet, lumber, tree limbs, etc. Please make your own arrangements for disposal. You may wish to use:

Johnson County Landfill, Inc.  
17955 Holliday Drive  
Shawnee, KS 66217  
(913) 631-3300

[http://www.jocogov.org/dept/health-and-environment/  
environment/solid-waste/disposal-facilities](http://www.jocogov.org/dept/health-and-environment/environment/solid-waste/disposal-facilities)

Homeowner's are encouraged to notify the management office if they see anyone discarding non-allowed items at our dumpsters. Fees for large item removals are high, and must be borne by all homeowners if we can't identify the individual responsible.

### *Yard Waste*

Yard waste — consisting of such items as leaves, sticks and twigs collected in biodegradable paper bags — is picked up monthly, except for January and February. Announcements of pickup dates are made in *The Clarion* and by signs posted at Four Colonies entry points. Yard waste cannot be deposited in dumpsters.

## Noise and Offensive Activities

Residents and their guests shall have regard for the comfort and quiet enjoyment of their neighbors, and must exercise common courtesy and consideration where noise is concerned. The volume of stereos, radios, televisions, and other sound emitting items is expected to be kept at a reasonable level at all times and should not be disruptive to others. No noxious or offensive activity shall be carried on within Four Colonies, nor shall any trash or other refuse be dumped, thrown, or placed on any lot or common area, nor shall anything ever be done which may be, or become, an annoyance or nuisance to the neighborhood.

## Your Animals/Pets

No animals, livestock or poultry of any kind shall be raised or kept on any lot other than household pets, which are limited to two per household. No such pets shall be kept, bred or maintained for commercial purposes. Residents are responsible for the proper care and actions of their pets at all times. Pets must comply with Lenexa city code requirements.

Pets are allowed in common areas only when carried or secured by a leash to a person capable of controlling the pet. Pet owners are responsible for cleaning up after their pets in common areas or on others' property.

Pets kept in fenced yards should not cause a nuisance, either through barking, howling, frightening persons, or causing the yard to become unsanitary or odorous.

## Snow Removal

The association contracts with local services for removing snow from the community's private streets and parking areas after two inches or more of snow. Homeowners are responsible for their own sidewalks, driveways and carports. The city of Lenexa plows such city streets as Monrovia that pass through the community.

## Grievance Procedures

The board of directors will address any grievance, complaint, or dispute brought before them by any member. Charges must be made, in writing, to the management office outlining all relevant details.