

WELCOME TO

Lancaster



Lancaster AT KINGS RIDGE
NEIGHBORHOOD ASSOCIATION, INC.

Lancaster NEIGHBORHOOD

Congratulations on the purchase of your new home! You are now a member of the Lancaster at Kings Ridge Neighborhood Association, Inc.

GENERAL INFORMATION:

Your association's Board of Directors has retained Leland Property Management of Central, FL. to assist them in managing the affairs of the community as of January 1, 2023. Their physical office is located at 6972 Lake Gloria Blvd, Orlando, FL 32809. Resident Support: residentsupport@lelandmanagement.com or by phone 407.781.1188.

DOCUMENTS:

You should have received a full set of governing documents (Articles of Incorporation, Bylaws, and Declaration of Covenants, Condition, and Restrictions) from the title company or real estate agent at your closing. If you did not, you may want to contact them and ask for a set. They are obligated to provide these documents. If you have been through a clubhouse orientation, you should have received these documents on a computer disk.

ARCHITECTURAL GUIDELINES/APPLICATIONS:

If you wish to make any changes to the exterior appearance of your home and/or property, two approvals are needed. The first approval is from the Lancaster Architectural Review Committee and the second approval is from the Architectural Control Committee.

For simplicity, the Architectural Control Committee will be referred to as the ACC. The neighborhood committee will be referred to as the NARC.

The ACC was established while Kings Ridge was still being developed. That committee formulated a set of guidelines that cover any changes to the exterior appearance of your property. A neighborhood may include more stringent guidelines using Kings Ridge guideline as the basis. Over the years Lancaster has adopted some more restrictive guidelines, please check the Lancaster website for amended guidelines.

Application Process before you start to make any changes to the exterior appearance of your home and/or property:

1. Go to the Clubhouse and obtain an application form. They will provide the application and guideline.

2. Fill out the application completely, including all required documentation. Missing information may slow down the approval process.
3. A member of the Lancaster NARC will be happy to assist you with the details
 - The Lancaster NARC chairperson is Lou Halter at 352.989.4138.
4. Return the completed application with required documents to the Clubhouse.
5. The Clubhouse will give the completed application with required information to the Lancaster NARC for review. The committee will review your application before sending it onto the ACC committee for their review and approval.
6. The ACC will finalize approval of the application and return it to the clubhouse.
7. After both of these committees have approved or denied your application, you will be notified by the Clubhouse. Once approved by both the NARC and ACC, you may have the work done.

This approval process could take up to 4-6 weeks depending on when the neighborhood NARC meets. The Lancaster NARC meets twice a month, if needed, on the 2nd and 4th Thursday of the month. Please try to get your application to the clubhouse by the Friday prior to the meeting. In case of a real emergency, this process may be “Fast Tracked”. Please consult with a member of the Lancaster NARC for more information. A copy of the ACC Guidelines can be found on the Kings Ridge website under Documents. Lancaster ACC Guidelines can be found on the neighborhood website.

COMPANY COMING / GATEHOUSE

You now live a relatively short distance from Disney World and other attractions, so you will have visitors. You may even have guests that you didn't know you were related to.

First please be aware that you are always responsible for the conduct of your guests.

Second, please be aware that all of your guests, including contractors you may have hired to work on your home and also repair personnel that you may be expecting to come to your home must enter through the main gate on Highway 27. It is very important that you notify the gatehouse by telling them who is coming, when they are coming, and how long they will be staying. **NEVER GIVE YOUR GATE PASS TO ANYONE, AND NEVER MEET THEM AT ONE OF THE OTHER GATES TO LET THEM IN.** Violation of this rule could cost you your gate privileges so that you will be required to enter through the gatehouse for a period of time.

If your guests have children under the age of 18, they may visit and stay with you for up

to 30 days in a calendar year.

Although we ask that you notify the gatehouse at least 24 hours in advance, there will be times, such as a plumbing failure where the plumber will be at your house very soon. Please do let the gate know, so that they will allow them to enter.

You can notify the gatehouse by using the Kings Ridge website, or by calling from your phone. The number to call is 352.242.5008.

ASSESSMENT FEES:

You will have two monthly fees to pay:

Lancaster Neighborhood – (Leland Management).

- This covers cable/internet, regular road maintenance, normal house painting within guidelines and land care including but not limited to mowing, fertilizing and some irrigation repairs from the valve in front of the homes up to the home itself.
- After your Title Company sends the proper paperwork to the Leland Property Management Corporate Office your coupons for monthly assessments will be mailed to you. You can expect this to take between 4-6 weeks.

Kings Ridge Community Association/Clubhouse – (Leland Management)

- This covers the services and common areas within Kings Ridge that are not covered by the individual neighborhoods.

LANCASTER ASSOCIATION FEES

If you are sending your payments by check, please make your check payable to the Lancaster Neighborhood Association. Your account number can be found on your coupon. Assessment fees are due at the first of each month. Charges and fees are added for late payments.

If you wish to set up your Lancaster payment for automatic deduction or have any other question or problems with your Lancaster payment, call Leland at 407-781-1188.

- If fees change at the beginning of the year due to budget increases, the new amount will be debited. A new form will not be necessary.
- If you change banks, a new form needs to be filled out and sent to management company to update their records.

- If you are selling your home, the homeowner is responsible for canceling Auto-Pay. The management company cannot change your bank account debits.

KINGS RIDGE MASTER ASSOCIATION FEES

For instructions on sending Master Association payments, please call the Leland Management, at 407-781-1188.

If you wish to set up your Master Association monthly payments from your checking account, please call Leland Management. They will walk you through the process of setting up your auto-pay, or if you should have any other problem or question concerning your payments use that phone number for help.

TEMPORARY CHANGE OF ADDRESS:

If you plan to be away for a length of time, please let a member of the Lancaster Board know how to reach you. This information is important in case of a problem or emergency at your Lancaster home.

LANCASTER BOARD OF DIRECTORS MEETING:

Starting in September 2022 the board will meet on the 2nd Monday of each month at 3:30 p.m. All meeting notices are posted on a sign at the entrances to the Lancaster neighborhood. All Lancaster residents are invited and encouraged to attend.

WHO IS WHO IN LANCASTER?

The following information is effective as of April 2022. Please keep in mind that changes do occur annually. The most up to date information will be shown on the Lancaster website. The annual meeting and election of officers is held on the 2nd Monday in April. At that meeting, residents interested in serving on the Lancaster Board are elected and assigned to a seat on the Board.

2022 LANCASTER BOARD OF DIRECTORS

President	B. (Kay) Weiss	2128 Grafton Ave
Vice President	Bill Hughes	2063 Dobson Street
Secretary	Linda Lawson	2090 Dobson Street
Treasurer	Margaret Goedeker	2132 Grafton Ave
Director	Cheryl Moffett	2091 Grafton Ave

Please note that only the Board members are elected.

Committees:

Make a difference and get involved in your neighborhood. Send us an email!!!!

kr.lancaster.bod@gmail.com

Committees are Listed Below: Let us know what interests YOU!!

Operational Committees:

- Lawn Maintenance/Limited Landscaping/Mulch Committee
- Neighborhood Emergency Preparedness Committee
- Neighborhood Architectural Control and Review Committee
- Reserves Committee – To include Roads, Paint and Infrastructure.

Hospitality Committees:

- Activities Committee – to include Entertainment/Activities/Ladies Luncheon Committee and Welcome/Sunshine Committee
- Decoration Committee
- Neighborhood Networking Committee

Neighborhood Architectural Review Committee (NARC):

- Primary responsibility to review and approve all exterior homesite repair and improvement requests (refer to the ARCHITECTURAL GUIDELINES / APPLICATIONS section listed on page 2.)

Lou Halter (Chair)	2084 Grafton Ave	352.989.4138
Bill Hughes	2063 Dobson Street	269.921.4990
Open Position		

Lawn Maintenance/Mulch Committee:

“Dora Landscaping” is our Land Care provider and responsible for:

- All common grounds within the Lancaster neighborhood
- Limited land care for each individual homesite
- Irrigation issues form the value box back to home

If you have an irrigation or landscape problem, please call the Kings Ridge Community Management Office to report the problem (352.242.9653). A Work Order will be issued. For AFTER HOURS irrigation emergencies, like a main line break, you may

call Millennium Grounds & Water at 407.947.644. Please do not use this number for non-emergencies.

Please keep in mind that although the clubhouse creates the work orders, they do not have any jurisdiction over the neighborhood land care provider. If your work order is not taken care of, or you are not satisfied with the results, please contact a member of the Lancaster Lawncare Committee.

John Lawson (Chair)	2090 Dobson Street	708.518.8171
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FLOWERS BOTH ANNUAL AND PERENNIAL.

1. Homeowners may plant and maintain additional flowers keeping with the overall appearance and design concept of the existing adjacent plants. Plant care for additional flowers includes watering, weeding, fertilizing, and mulching is the homeowner's responsibility.
2. Annual and perennial flowers may not exceed 48 inches in height.
3. All additional flowers in an enlarged bed may not interfere with the accessibility to repaint or repair the outside of the home. Any flowers that cause damage or restrictions to repair or repaint the affected home is the financial responsibility of the homeowner.
4. If your existing plant bed is enlarged, the bed shall be at least five (5) feet from any adjacent planting bed to allow for lawn maintenance and at least (5) feet from the site property line for easement purposes. If homeowner enlarges any of their plant beds, the homeowner is responsible for the additional mulch.

MAINTENANCE OF DRIVEWAYS AND MAILBOXES

Homeowners are expected to maintain acceptable appearance for the exterior portion of their property other than those portions of the home site that are to be maintained by the association.

1. This includes, but is not limited to, driveways, walkways, mailboxes, soffit and fascia.
2. Any area causing undo notice such as mold, mildew, rust staining or other detrimental appearance will be considered a violation.

**** Please note:** When in doubt about any of the guidelines, pick up the phone and call any one of the Lancaster Neighborhood Architectural Review Committee members or the Kings Ridge Community Management Office. They will be happy to help you in any way that they can.

You may have noticed that all of the homes in Kings Ridge (except for the Whitehall neighborhood) have a bar under the mailbox with their name and where they came from. You are not required to have this information, but please do not paint over the previous owner's name. To remove it, please peel it off – some extra heat will make the job easier. If you do want to have your name and/or where you are from, call Classic Graphics at 352.394.8775. For a relatively small fee they will come and remove the previous owner's information and put on your information. By doing it that way, you will avoid getting a letter that you are in violation of the requirements.

SAFETY

- **Gates** – Only one vehicle at a time may pass through the gate. Allow the gate arm to complete its cycle before attempting to enter.
- **Golf Carts**
 - Drivers must be 14 Years of age or older to drive in Kings Ridge (under aged drivers must be accompanied by a licensed driver)
 - Do not drive carts on sidewalks
- **White Lines on roadways:** Cart drivers must obey all traffic laws. On main roads (Kings Ridge Blvd, Danbury Mills and Chapel Hill), carts driver's should stay to the right of the white line
- **White Lines:** In the neighborhoods, the area between the white line and the edge of the road is reserved for pedestrians.

Emergency Preparedness Information

Lancaster has assigned Block Captains and backup Block Captains to assist in an emergency. Each Block Captain is assigned homes in the neighborhood. In the event of an emergency situation, when conditions are deemed safe, the Block Captains will be surveying the neighborhood and your residence.

Please place your **OK/HELP** sign in a front window after an event. A sign is provided in the Welcome packet. If you do not have a sign, please ask for one. We will provide it.

Block Captains are not first responders, in that they are not able to provide rescue or medical services. They are good neighbors who will provide information and be looking out for you after the occurrence of an emergency event. Our purpose is to communicate with first responders or your emergency contacts as situations may require.

New Residents, please return your completed Resident Emergency Contact Information form to:

Margaret Goedeker	2132 Grafton Ave.
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Your information is confidential and will be used for no other purpose than for emergency situations.

PROTECT YOUR HOME

Each homeowner is responsible to ensure their home is fully protected. If you have a mortgage on your home, the bank will be certain that it is insured. If you do not have a mortgage, you must make sure you have the funds to cover normal and catastrophic repairs, like a fire or hurricane damage. The Lancaster Homeowners Association may request confirmation of coverage.

LANCASTER WEBSITE

<https://www.lancasterkr.com>

On the Lancaster website you can find current information pertaining to Lancaster, such as your Board of Directors and committee heads. The Lancaster website does not require you to have a log in name or password. The Lancaster Homeowner Association may provide updates via e-mail, in the neighborhood mail receptacle and/or on the website. If you choose to receive the email communications, please send your permission and forward your email address to: kr.lancaster.bod@gmail.com and kingslawson25@gamil.com. **Your information is confidential** and will be used for no other purpose than Homeowner Association business.

NICE TO KNOW

- **Trash pickup** – Tuesday is trash day. You may place your trash at the end of your driveway after 5pm Monday and back in your garage by the end of day Tuesday.
- **Watering Schedule** – Wednesday and Saturday evening
- **Lancaster Board Meeting** are the 2nd Monday of the month at 9am
- **Ladies Luncheon** – 1st Tuesday of the month. Watch your neighborhood mailbox and Lancaster’s website for time and place.
- **Special Events** Watch your neighborhood mailbox and Lancaster’s website for upcoming events.

OPTICALTEL

Opticaltel is our service provider for phone, internet and cable. Please contact Opticaltel for Move-In, Move-Out, or Pause Service instructions.

An Opticaltel 101 presentation is hosted on a regular basis at the Kings Ridge Clubhouse. Please check out the Kings Ridge Royal Times for date, time and conference room or contact Opticaltel for details: The topics included are:

- Do you know you can watch 1000 + free movies?
- Where to find your favorite TV shows/series you missed?
- What are the short cut color buttons on the remote?
- How do you access and use the apps?
- How you can watch tv on your tablet/phone?

To get in touch with Opticaltel or for more information reach out using one of these methods:

- support@opticaltel.com
- www.opticaltel.com
- 1.855.303.4237

THE KINGS RIDGE CLUBHOUSE



For club information and activities, check out The Royal Times magazine or contact the clubhouse. Here is some helpful information that is also in The Royal Times:

Important Numbers	
Royal Club/Community Association	352.242.9653
Royal Fax	352.242.2917
Gate House	352.242.5008
Gate House Fax	352.717.3203
KR Golf Club	352.242.4653

Clubhouse Hours	
Monday-Friday	7 am - 10 pm
Saturday	8 am - 10 pm
Sunday	Noon - 6 pm

Office Hours	
Monday-Saturday	9 am - 9 pm
Wednesday Closed	2 pm - 3 pm
Sunday	Noon - 5 pm

North Spa Hours	
Pool & Gym	6 am - 10 pm

Police Non-emergency Number	352.394.5588
Fire Non-emergency Number	352.394.7662
2200 Hartwood Marsh Rd	Press #2