

## ***Improvements to Knox Hills Residences Packet***

Residents who want to perform improvements to their residence i.e. fences, sheds, antennas, satellite dishes, etc., must complete the Installation of Improvements to Knox Hills Residences packet and include a sketch showing locations and boundary limits of proposed improvement.

In cases where you must dig in your yard to install the improvement, all utilities (including water, natural gas, sewer, electric, telephone, fiber optic, and Cable TV) must be located by the utility company, a representative of the company must sign the Knox Hills Fence/Satellite Dish Digging Permit. It is imperative that when installing fences, satellite dishes, or antennas, this procedure must be followed to relieve the resident of any liability in connection with damaging buried cable.

Return the signed packet to your community office with the estimated date of completion of the improvement and Knox Hills will inspect and deliver a decision on approval of the improvement within seven business days after that estimated date. Originals will be filed in your personal resident record.

**Residents who install a fence will be responsible to maintain the fenced-in area of the yard. This includes mowing inside the fenced-in area and one foot outside the area.**

Satellite dish equipment shall not be attached to any part of your residence. Any satellite dish will be placed on poles in the backyard only.

Thank you,

Director of Property Management

## ***Improvement Regulations and Procedures***

- A. **FENCES.** Residents who desire to erect fences must fill out the Knox Hills Fence/Satellite Dish Digging Permit and submit to their Community Office. The resident's specifications for a fence need to be attached to the dig permit. **Do not dig into the ground for any reason without first obtaining the required signatures from all agencies listed on the request form.** Residents are liable for any damages done to underground utilities. Fences will be of a standard design and aligned at the rear of the house. The resident may erect one of the two types of fences:

1. **Chain Link Fence** - not to exceed four feet in height with an approved Fence Request Form from the Community Management Office.
2. **Wooden Privacy Fence** – six feet in height with approval of this form from Knox Hills management.

Approval of a request is contingent upon full compliance with the following provisions:

1. The fenced area will be located at the rear of the assigned home or other designated area approved by the community manager.
2. The sidelines are to be perpendicular to the rear of the building, at/or/within the lateral limits of the home, and not to extend more than 50 feet from the rear of the home.
3. New fence installations will not be installed closer than 18 inches from the air conditioning units where units are located in the backyard. Fences cannot be connected to the patio divider or the neighbor's fence regardless of existing fence location.
4. Chain link fencing will:
  - Be without inserts
  - Have gate frames, posts, and bracing will be "U", "T" or tubular shaped steel or other exterior corrosive treated metal.
  - Not exceed 4-feet in height not to exceed six inches in either grid direction
  - Not have post sunk more than 16 inches, nor will they extend above the wire mesh fabric. Concrete bases may be poured to support corner and gate posts only provided that the top of the concrete base is at least one inch below final grade-level. Posts will be erect and spaced approximately six feet apart.
  - Have gates constructed commercially from the same material as fences.
  - Not have outside bracing or guy-wires.
  - Not be attached to the home, carport, garage, or storage shed.
  - Have gates lubricated and kept in a serviceable condition.
  - Have fence components replaced at resident's expense if they become broken, corroded, or a general eyesore.
5. Any resident of multiple unit buildings who shares a common fence with an adjacent resident is equally responsible for maintenance of that fence line.
6. Resident will be responsible for the removal of all privately constructed fencing and grass areas must be seeded and returned to original state prior to final termination of the residence.
7. All resident-erected fences will be removed when not properly maintained.

Due to ongoing development, construction and renovations, existing fences may be removed when a change of occupancy occurs.

- B. **Antennas** will be installed in accordance with National Board of Fire Underwriters Code, to include proper grounding of antenna mast and installation of lightning arrestor on lead-in. No antenna will exceed 10' in height. Lead-in wire will be brought into rear of quarters and not run over the roof. *Resident responsible for any damage to premises caused by installation or removal of antenna.* Antenna must be inspected by the Facilities engineer. **(ROOFS ARE OFF LIMITS.)**
- C. **Cable Jacks.** Residents wishing to add cable jacks to their home must fill out the application below and include specific information as to where the jacks will be added in the home.
- D. **Sheds.** Written approval for the placement of sheds or utility structures must be obtained through the community office prior to installation. The request must clearly and accurately define the proposed location in relation to the home, other fences and sheds, playgrounds, roads, parking areas, utilities lines, etc. A utility clearance is required before installing storage sheds to prevent placement of sheds over utility lines. **Shed sizes shall not exceed 10 feet by 10 feet and be no higher than nine feet.** The shed must be commercial type with hard/solid exterior surface and be properly constructed and anchored securely to prevent possible overturning from winds. All storage sheds must be placed on a solid foundation and floor. If painted, storage sheds must be compatible with the exterior color of the home. Residents are responsible for:
  - 1. Sheds must be removed prior to resident move out.
  - 2. Resident is responsible for restoring turf and ground areas affected by the shed prior to move out.
  - 3. Damages to any property caused by the installation or removal of a storage shed. Additionally, storage sheds are not to be placed in any common area, garage or carport areas. Knox Hills is not responsible for a resident's personal property stored in resident installed or existing Knox Hills storage sheds.
- E. **Swimming pools**, (less than 26" in height), and **trampolines** are allowed in the backyard of your residence only if the area is enclosed by a 4-foot high fenced area, and proof of liability insurance is provided. **Knox Hills bears no responsibility or liability in case of injury received while swimming in private pools or trampoline usage. Supervision of these items is the sole responsibility of the resident.**
- F. **Waterbeds** must have proof of liability insurance.
- G. Construction of an addition to Knox Hills' residences, to include **carports or patio enclosures**, is not authorized without written permission from the Director of Property Management. Once the addition has been approved by the Director of Property Management, a detailed list of materials and construction drawings of the proposed method of construction must be included when submitting this form.

It is imperative when installing fences, satellite dishes, antennas or any item that requires digging that all utilities be located by the utility company. The utility company representatives must identify the location of any buried cable, and sign and date the Knox Hills Fence/Satellite Dish Digging Permit. Please see information needed prior to calling B.U.D. below.

## **Improvement of Knox Hills Residences Application**

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Request the following improvement(s) be inspected:

Antenna  Satellite Dish  Storage Shed  Fence\*  Pool  Other \_\_\_\_\_

Cable Jacks. To be installed in the following area(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Resident

Expected Completion Date: \_\_\_\_\_

Approved  Denied Reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Knox Hills Community Manager

Date: \_\_\_\_\_

**RESIDENT MUST INITIAL** \* If at any time Knox Hills chooses to install uniform fencing in your community, your fencing will be removed. Knox Hills will make the arrangements to have the fencing removed. However, you will not be reimbursed for materials involved with your fencing.

**\*\*Residents must attach a drawing or submit a sketch of the improvement to the residence on a separate sheet of paper.\*\***

### **INFORMATION NEEDED PRIOR TO CALLING B.U.D.**

1. Your name, address, a contact phone number and e-mail address (e-mail address not required but helpful).
2. The two nearest connecting streets to your street. Please note the names of the cross streets you take when driving to your home.
3. The county that your home is located in. This will be Hardin County except for a very few exceptions in Chestnut Glen. If you are not certain ask the customer service representative from B.U.D to look up the information on a map.
4. The name of your neighborhood (This will be asked as "subdivision name" but please supply your neighborhood name, i.e. Chestnut Glen, North Dietz, Littlefield Loop, Morand Manor, etc.)
5. Name, address, phone number and contact information for the company that will be digging. NOTE: Information for MWR fence rental is: Building 4244 Park Road, Fort Knox, KY 40121. Phone number is (502) 624-2314.

## Improvement of Knox Hills Residences Dig Permit

NAME OF RESIDENT/REQUESTER	DATE
ADDRESS OF RESIDENT/REQUESTER	TELEPHONE
LOCATION OF PROPOSED EXCAVATION <i>(Attach copy of approved work request or plan)</i>	PROJECTED WORK DATE(S)
PURPOSE OF EXCAVATION	
<p><b>NOTE: This form only applies to Knox Hills' occupants.</b></p> <p>Digging or excavation work is a requirement within the scope of work to be accomplished. I understand:</p> <ul style="list-style-type: none"> <li>* My responsibilities in relation to safety, property damage, personal injury and life-threatening hazards associated with digging in the vicinity of underground utilities. Verbal approvals may be given by entities on this form. I understand these approvals are based on information I provide.</li> <li>* Underground utilities which may be encountered while performing digging and excavation work are high voltage electrical cables, high pressure lines, water lines, sewer lines, telephone cables, control cables, and refrigerant lines. Digging into any of these lines could result in extensive property damage. Severe injury or death could result from digging into electrical cables, gas lines, and other high-pressure lines. I am responsible for any damages caused to persons or property as a result of my fault or negligence.</li> <li>* All known underground utilities within the project limits will be discussed with me or my representative during the course of this coordination. Exact location may be unknown; therefore, I am responsible for performing such work as may be necessary to determine exact locations. When calling KENTUCKY BUD, advise them the locate request is for Fort Knox, KY (Government Reservation), not county.</li> <li>* I understand that it is my responsibility to notify the appropriate personnel listed below and request locating and marking underground utilities, and have each person initial this form.</li> <li>* Please allow a minimum of 3 working days for B.U. D. NEC, and DPW I to locate and mark all utilities in your project area, and 10 workdays for communications lines.</li> <li>* Excavation shall not begin until I receive a signed copy of this form from the Director of Property Management, Knox Hills, LLC.</li> <li>* A copy of this signed form shall be on the job site at all times.</li> </ul>	
SIGNATURE OF REQUESTER	
All known underground utilities within the project limits have been discussed with the requester or the appropriate representative. Exact locations may not be known; however, the requester is responsible for performing such work as may be necessary to determine exact locations.	
1. For location of post telephone lines or fiber optic cable, contact Directorate of Information Management NEC at 502-624-3338	INITIALS→ NEC
2. For location of electrical (Nolin RECC), sewer and water (HCWD1), telephone and TV cabling lines, contact B.U.D. (Before You Dig) at 1-800-752-6007 OR 8-1-1 (www.call811.com). For Direct TV, call the B.U.D. number, then you will be required to offer the following information: Address (PO Box 6550, Greenwood Village, CO, 86155; ID No. 62449 and Phone number: 1-800-519-1823 (note: do not call that phone number. It is for reference only).	INITIALS→ B.U.D.
3. For location and marking of natural gas lines contact Directorate of Public Works DPW at 502-624-5954	INITIALS→ DPW
<b>If work is not started within 30 days after permit issue, the digging permit will be null and void.</b>	
SIGNATURE OF KNOX HILLS EMPLOYEE	DATE