

Longwood Forest Reminders

1. The Longwood Forest Homes Association complies with all City of Leawood laws, ordinances, rules, restrictions and code regulations.
2. For the safety of everyone in the neighborhood, SLOW DOWN! OUR SPEED LIMIT IS 20 miles per hour.
3. **IMPORTANT:** Prior to construction or installation of new roofs, fences walls, flatwork, exterior alterations or remodeling, room additions, pools, etc. plans, blueprints, material types, brand names etc. **MUST** be submitted to the Long Forest Board prior to installation or construction. You may be required to remove the non-approved items. This also includes major landscaping projects or yard alterations, ground disturbance that could affect drainage or erosion, overgrown grass/weeds or any type of plantings deemed unsuitable for the neighborhood. **DO NOT** assume that because the City of Leawood grants a permit that it will be pre-approved by the LFHOA board. You will be required to obtain any permits required by the the City of Leawood.
4. Trash pick-up day is on Wednesday. Please do not put your trash on the curb before dusk the night before and observe pick-up days delayed for national holidays. Please do not block or place trash or debris on sidewalks. Properly secure and weigh down all trash and recyclables – on windy days, newspapers and trash blows everywhere. After collection all carts must be stored away as soon as possible and hidden from any street view or neighbor sight lines.
5. For safety and appearance sake, we do not want any parked vehicles on the street overnight and garage doors should remain closed. No vehicles can be parked on the street during inclement weather, i.e. snow, ice storms, strong winds. Vehicles parked in driveways should be parked front end facing the house and as close to the house as possible.
6. Please report any light outages, fountain repairs or other common area issues to the LFHOA president or board members.
7. Dog walkers, please clean up after your dogs, and extra-please, no continuous barking at any time. Be respectful of your neighbors. Vicious or any threatening dogs will not be tolerated, Leawood Animal Control or the police (911) should be contacted if any homeowner feels uncomfortable or threatened.
8. Do not place or sweep any type of yard debris, leaves, trash chemicals, hazardous materials etc. into the street drains or gutters. It could be your basement that floods or the water you drink.
9. Unauthorized signs, flags, banners, commercial and contractor advertising, sports teams, political endorsements, private garage sale notices etc. are not allowed in the common areas without pre-approval of the LFHOA Board and will be removed. Homeowners may properly display the U.S. or state flag attached to the house or on a flagpole, but all other exterior flags,

banners or signs may be displayed for no more than a few days and must be in good taste. Attractive and moderate seasonal lighting and decorations are encouraged but should be removed promptly after the applicable season or holiday. Solar panels, oversized out-door satellite dishes, yard sculptures and custom or personalized artwork, oversized or street-visible children's play structures (not to exceed the standard fence or wall height are not permitted without prior LFHOA Board approval). No treehouses or other similar type structures are allowed. Temporary or permanent basketball goals by the curb are not allowed.

10. Homeowners may post a small (3' by 3' maximum) political yard sign on their private property no sooner than one month prior to a municipal, state or national election. The sign must be removed within three days after the election. All Leawood sign and noise ordinances are applicable.
11. Boats, trailers, tractors, RVs, buses, heavy-duty trucks, earth movers, equipment, machinery, commercial trash containers, lawn equipment or mowers, non-mobile or rarely moved vehicles under a cover, ladders, tires or any other types of eyesores are never permitted to be parked or stored on our public streets overnight, nor in private yards or driveways for more than a short reasonable amount of time – during a short job completion.
12. Critters, coyotes, bobcats, snakes, rats, deer, possums, squirrels, rabbits, geese, starlings, moles, chipmunks, raccoons, groundhogs, hawks, etc. (yes, we have seen them all here in Longwood Forest). If you are experiencing any type of nuisance pest, we recommend that you call Leawood Animal Control (913-642-5555) or one of the many commercial animal critter catchers.
13. Our street islands and entries reflect our neighborhood pride and an extension of each of our homes' landscaping. So please consider "adopting" your island or entry by helping to keep it neat and attractive. Please contact the police or a LFHOA Board member if you see any unauthorized activity or damage.
14. To maintain property values and overall eye appeal, we strongly urge all homeowners to choose exterior paint and trim colors that can best be described as pleasant, neutral earth tones and in good taste. The LFHOA Board may disallow home colors that are not perceived as meeting these criteria.
15. The stone center islands are not controlled by a master sprinkler system for plant watering but are connected to individual homeowners' sprinkler systems for each street. If you happen to be one of the lucky ones who has the control for the island watering on your block, please ensure that during the warm months you have a dedicated watering zone for the plants set for at least 10-15 minutes at least two times per week. A small reimbursement for water usage can be arranged with the LF Treasurer, and if you need assistance in setting your water zone for this purpose, please contact a LFHOA Board member.
16. Security Reminder: Watch out for any suspicious activity or unauthorized solicitors! If you have any concern, please call the Leawood Police (913-642-7700 non-emergency). Always keep doors and windows locked and garage doors closed. Put inside lights on timers, keep bushes trimmed away from entrances and windows, install alarm system and motion detectors and leave on exterior lights. Arrange for newspapers and mail to be picked up when you are away and jot

down suspicious license numbers along with people/vehicle descriptions. Get to know your neighbors and watch out for them too. Be smart and aware.

17. AirBNB's, VRBO's, and Short-Term Rental Property: This new type of very short-term rental agreement of any house in Longwood Forest is forbidden by Leawood City Code (8-536 International Property Maintenance Code; Section 405 and Minimum Standards for Rental Dwelling Units). Longwood Forest is zoned R-1 (Residential-Single Family Occupied) which does not allow overnight or short-term rentals. Below is the city code language:

License and Certificate of Occupancy

1. Rental license required. No person, firm or corporation shall lease or rent, or offer for lease or rent any portion of a dwelling unit. No person, firm or corporation shall lease or rent or offer for lease or rent a dwelling unit for a period of less than 30 days. No person, firm or corporation shall lease or rent, or offer for lease or rent any dwelling unit for a period of 30 days or more without first making application to the City for a rental license therefore, paying to the City the license fee hereunder prescribed and obtaining such license from the City. Prior to issuance of a rental license, an inspection per subsection (a)(5) shall be made of the entire structure and premises for which an application is sought for conformance of this code.
 2. Renewal of rental license. Application for renewal of the rental license shall be made no more than sixty days and no less than seven days prior to expiration of the current rental license.
 3. License fee. An annual license fee shall be paid by the owner on or before the 1st of January each year in accordance with the City of Leawood Fee Schedule.
 - 4 Occupancy certificates required. No person shall occupy or allow occupancy of any rental dwelling unit without first making applications to the City for a Certificate of Occupancy therefore paying to the City the inspection fee as designated in the City of Leawood Fee Schedule and receiving an approved inspection as required in subsection (a)(5).
18. Home businesses: The LFHOA will enforce the Leawood City and State of Kansas rules regarding a home business and households suspected of operating an unauthorized business will be reported. <https://www.leawood.org/home-business/> "Certain types of businesses may be allowed to operate from the home as an accessory use that must remain secondary to the primary residential use of the dwelling. The business must not change the appearance of the home or be visible from the street, it must not generate traffic, parking, sewage or water use in excess of what would be normal in the residential neighborhood."
- a. Where childcare is operated as a home occupation, the limit is six (6) children at any one time, to include the resident's own children under the age of 12. The care of more than 6 children is considered a commercial day care center. The home occupation can have no other employees other than family members on the premises.
 - b. The State of Kansas and the City of Leawood each have separate regulations that apply to home day care businesses. To find out how to become registered or licensed with the State, contact the Johnson County Public Health Departments at (913) 791-1580.
 - c. The fee for the Home-Based Business is \$30.00, commencing on the first day of July and expiring on the 30th of June in each year, and must be renewed each year after.

19. LONGWOOD FOREST ANNUAL DUES: The majority of your annual dues pays for trash and recycle collection, annual landscaping costs including water for sprinklers, common area maintenance, liability insurance, electricity, city licenses and dues collection. The LFHOA Board approves the annual budget and any contracts (trash, landscaping). No salary or per diem is paid to any board members or officers – they are all volunteers whose primary mission is to maintain our property values. The annual budget and expense report will be made available to LF homeowners on request.

The LFHOA dues notices are typically mailed out each year in early May, the annual budget operates on a fiscal year (June to June). All dues are payable in full no later than June 30 each year. All dues not paid by June 30th will be considered delinquent and assessed a 10% charge on the unpaid amount. For non-payment by the above due date, the LFHOA reserves the right to take the following action against the property, even if vacant or non-owner occupied:

- a. Trash service may be discontinued until the dues are paid in full, and/or
- b. Non-payment of Association Dues Lien will be filed with the Johnson County Register of Deeds against the subject property. Prior to the closing of a sale or transfer, all dues arrearages must be paid in full along with interest, filing fees and attorney fees. Once paid in full, the lien will be lifted (see LFHOA By-Laws, Article IV.)

The LFHOA dues bill addresses and ownership are taken from our records which we make every attempt to keep current. However, non-receipt of the LFHOA dues assessment billing is the responsibility of the property owner, whether the property is occupied or not and will NOT be considered a valid reason for late payment or non-payment. If the annual billing statement has not been received by June 15, please notify the secretary or treasurer. Please remember to notify the secretary or treasurer of any change of mailing, phone number or e-mail address.

The LFHOA officers and board members are committed to assessing only dues amounts which will cover the costs of services and maintaining the improvements for the beauty of our subdivision and to fulfill the original Declarations as outlined by the LFHOA By-Laws. On those occasions when a dues increase may be necessary to pay for rising service costs, capital improvements or to maintain minimum reserves. LF homeowners will be notified and given the opportunity to respond.

20. Follow the golden rule. Remember, the LFHOA was established to protect all homeowner's property values.