

THE HIGHLINE CLUB
ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR EXTERIOR MODIFICATIONS

Homeowner: Please complete the following and provide information in all places shown:

APPLICANT: _____

Unit No. _____ Day Phone: _____ Evening Phone: _____

Signature: _____ Date: _____

GENERAL DESCRIPTION OF EXTERIOR MODIFICATIONS REQUESTED:

PROPOSED PROJECT INFORMATION:

START DATE: _____ COMPLETE DATE: _____

CONTRACTOR NAME: _____

ADDRESS, PHONE: _____

Applicant is required to notify adjacent homeowners of anticipated modifications and provide a letter from each adjoining neighbor acknowledging that they have been notified and have some or no objections to the proposed modification. Please submit these letters with this application to the Architectural Control Committee.

Neighbor A _____ Unit No. _____

Neighbor B _____ Unit No. _____

Note: If construction is delayed or extends beyond the dates noted above, the applicant must notify the Architectural Control Committee for an extension. Because of the proximity of our homes in the Highline Club, all construction must take place in as expeditiously as possible in order to minimize the disturbance to neighbors.

APPLICATION SUBMITTAL REQUIREMENTS:

A. GENERAL

Exterior modifications shall include ANY modification to the exterior of the townhouse unit including but not limited to the following:

- Patio deck enclosures (privacy fences) extensions or alterations
- Window and door changes and additions
- Storm door and screen door additions, modifications and changes
- Pet enclosures on decks or balconies
- Changes to exterior stairs
- TV antenna or TV satellite dish additions or modifications

Applicants are required to submit the following:

- Adequate, scaled architectural and/or engineering plans for all work except storm door/screen door additions
- Surveys, drawings, elevations, sections, details color and material schedules and samples to adequately describe the proposed building modifications
- Grading and drainage plans
- Before, During and After Construction digital photographs documenting the existing conditions, open-wall and methods conditions and final conditions

The following changes are prohibited:

- Building expansions or additions
- Skylights
- Greenhouse enclosures
- Construction on common areas
- Penetration or alteration to party walls or firewalls

The Architectural Control Committee of the Board of Directors of the Highline Club reserves the right to require that additional documents be submitted if, in the opinion of the Board, the application is incomplete or does not adequately describe the proposed improvements. Please note: A survey of the property in question prepared by a licensed land surveyor or a reproduction of an existing sealed survey plat is required to be submitted with any application concerning a patio deck modification.

It shall be the responsibility of the Homeowner or his contractor to obtain all legal permits and inspections for the proposed construction as may be required by the governing jurisdiction. The HIGHLINE CLUB Owners Association shall not be liable for any work that is not in conformance with building codes, manufacturer's recommended and required installation parameters or work that is lacking appropriate permits.

The HIGHLINE CLUB Owners Association reserves the right to order the removal or modifications of any work not in compliance with the requirements contained herein this document.

The Homeowner making this application shall restore any common area that is altered or affected by the proposed work to its original condition. It shall be the responsibility of this Homeowner to notify the Grounds Committee of the Board of Directors of the HIGHLINE CLUB of any proposed alterations to the adjacent common area including the irrigation system prior to the start of any work.

ARCHITECTURAL CONTROL COMMITTEE REVIEW:

(A) Adequate submittal:

- _____ Plans and specifications
- _____ Grading and drainage plans
- _____ Digital photographs of existing conditions

(B) Design Considerations: (Plans must address the following:)

- _____ Overall design and appearance
- _____ Compatibility with existing structure
- _____ Size relative to lot and yard, dimensions to existing bldg and property lines.
- _____ Height above grade and total height
- _____ Relationship to existing conditions
- _____ Relationship to adjoining units
- _____ Materials, finishes, trims and colors
- _____ Impact on existing common area landscaping
- _____ Impact on existing drainage patterns

(C) Permits for construction: _____

_____ Application Complete and Reviewed by Committee _____ (date)

_____ Application recommended for Approval as Submitted _____ (date)

_____ Application recommended for Approval subject to the following conditions:

(1) _____

(2) _____

(3) _____

(4) _____

_____ Application Denied _____ (date)

Reasons for denial _____

Referred to HIGHLINE CLUB Board of Directors for action: _____

HIGHLINE CLUB BOARD OF DIRECTORS ACTION:

_____ **APPROVED AS SUBMITTED:** _____ (DATE)

_____ **APPROVED SUBJECT TO CONDITIONS:** _____ (DATE)

(1) _____

(2) _____

(3) _____

_____APPLICATION DENIED_____ (DATE)

REASONS FOR DENIAL:

(1) _____

(2) _____

(3) _____

Board of Directors:
