

Highline Club Owners Association
Architecture Control Committee
Approved by Board July 15, 2009

This document hereby restates and clarifies the purpose, role and responsibility of The Highline Club's Architecture Control Committee (ACC).

Vision: Through The Highline Club's ACC, the Board of the Highline Club Owners Association wishes to maintain an environment and character for the Highline Club that is consistent with the Declarations and the original architectural design of the development. The Board also desires to create a process to review improvement/modification requests by owners that is reasonable and fair while protecting everyone's property values and owners' rights.

Purpose: The purpose of the ACC is to help maintain property values by protecting the environmental and architectural integrity of the Highline Club in accordance with the provisions of the Declarations. The Board desires to see:

- a) A concerted effort in dealing with architectural issues in a fair, equitable, and consistent manner so as to assure that all architectural related concerns are properly reviewed;
- b) That meaningful Architecture Control standards are implemented and enforced;
- c) That good avenues of communication are utilized to assure the residents of the community are fully informed as to Architecture Control standards and plans.

Members: The members of the ACC shall be resident owners of the Highline Club who meet the same qualifications that apply to Board members. The Committee shall consist of not less than three (3) or more than five (5) members. Committee membership terms shall last for one (1) year. No member shall serve on the ACC for more than (3) three consecutive years. Any resident owner expressing a willingness to serve on the committee will be considered for appointment. Members of the Committee shall be removed from the Committee for failure to attend two (2) consecutive meetings, unless they are formally excused from attending. The Board holds the authority to appoint and remove Committee members.

One member of the Board of Directors shall be appointed as the liaison to the Committee. The Board member liaison will attend and participate as a Committee member.

Chair: The Chair of the ACC shall be selected by the members of the ACC and shall serve at the pleasure of the Board. The Chair, or such other Committee member designated by the Chair, shall preside at meetings of the ACC. The Chair of the ACC shall be responsible for communicating and coordinating with the Board and the Management Company of the Highline Club, for keeping a written record and for keeping a list of the members of the committee. The Chair, or such other Committee member designated by the Chair, shall

attend Board meetings and report on the activities and actions/recommendations of the ACC, and respond to inquiries at the direction of the Board.

Meetings: Meetings of the ACC shall be called on an as needed basis by or through the Chair of the ACC. The Committee shall provide notice of meetings to Committee members consistent with Article IV, Section 6, of the Association's Bylaws and shall keep meeting minutes.

Responsibilities: In general, the ACC shall address and provide recommendations to the Board on all proposed/submitted exterior modifications and improvements to owner units or lots (deeded property) and infrastructure and buildings in the common area. The ACC shall create a set of standards around which typical improvements can be made. The ACC shall periodically inspect the grounds, buildings, facilities and the exterior of the individual units to identify non-compliant items, developing issues or problems, and/or any other item or element of concern that it believes should be brought to the attention of the Board, that the Board should consider and/or take action upon.

The following is a representative, but not all-inclusive, list of areas that shall fall under the purview of the ACC:

- Monitor and make recommendations regarding the condition of the exterior of all units, including, but not limited to, driveways, stairs, patio areas, doors, and windows.
- Make recommendations to the Board on all requests received by the Board, which are within the scope of responsibilities of the ACC.
- Propose Architectural Standards and Guidelines, and revisions to such standards and guidelines, for:
 1. Window replacements
 2. Exterior Door and Hardware replacements (including sidelight and storm/security doors and screens)
 3. Driveway improvements
 4. Front Stairs (including railing)
 5. Enclosures (walls, fences and railings)
 6. Placement and installation of satellite dishes, antennas, and other devices and equipment on the exterior of the unit or on the lot.
 7. Signage
 8. Clubhouse
 9. Common Area elements (including Pool, Pool Area fence, light fixtures, bollards, perimeter fencing, etc.)
 10. Elements on individual lots and units (decorations, artwork, etc.)

Governing Documents: In conjunction with the Board of Directors, the ACC shall create standards and guidelines that shall be consistent with and follow from The Highline Club's Declarations, Bylaws and Rules & Regulations. The guidelines will further clarify and

interpret these governing documents for the betterment of The Highline Club and will seek to maintain and enhance The Highline Club and its stability and marketability.

Communications: The Chair, or such other Committee member designated by the Chair, shall be responsible for reporting monthly at the meeting of the Board on the activities of the ACC. The Chair will forward recommendations from the ACC to the Board for its action.

The ACC shall be the first to consider all requests, concerns, and complaints regarding Architecture Control.

The Board and the Management Company shall communicate to the Chair of the ACC any action taken that directly relates to the responsibility of the Committee and shall supply the Chair with a copy of any documents that may impact the execution of said responsibilities.


All final decisions regarding Architecture Control are subject to Board review and approval.

The Highline Club Owners Association, Inc.

By:

 8.26.09
Title President Board of Directors

This Mission Statement for the ACC was adopted by the Board of Directors on the 15th day of July, 2009, effective the 26th day of August, 2009, and is attested to by the Secretary of The Highline Club Owners Association, Inc.


Secretary