

THE HIGHLINE CLUB

ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS

Application Submittal Requirements

Welcome to the Highline Club Architectural Control Committee's (ACC) APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS. In order to maintain architectural consistency of all units in the Highline Club complex, this application provides a standard set of guidelines and references for homeowners to follow when they are seeking to make any exterior modification or repair to their townhome unit.

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
- For storm door and screen door additions, modifications and changes, please use the ACC Window Application on the Weststar website at <https://weststarmanagement.com/highline-club/>
- Pet enclosures on decks or balconies
- Changes to exterior stairs

For new construction, applicants are required to submit the following:

- A Certificate of Insurance (COI) for **each** contractor organization performing any work within the Highline Club complex.
- Confirmation that **all** appropriate city permits have been obtained (if applicable)
- 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 if applicable

- Before, During and After Construction digital photographs documenting the existing conditions, open-wall and methods conditions and final conditions

For Maintenance and/or Repair, applicants are required to submit the following:

- Description of the area where maintenance action or repair work will be performed
- A list of materials (patio decking, deck siding, paint, gate hardware, etc.) to be used. All materials to be used must conform to specifications outlined in the **Revised Exterior Specifications for Homeowners** located on the Weststar website <https://weststarmanagement.com/highline-club/>
- Digital photos of the area to be modified/maintained/repared

The following modifications are not authorized for any unit:

- Building expansions or additions
- Changing or installing Skylights
- Construction of greenhouse enclosures
- Construction on common area
- Penetration or alteration to party walls and/or firewalls
- Penetration into any roofing surface

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 ACC or 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 will not allow or 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 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 Landscape 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.

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.

Please note:

- It is strongly suggested that you do not make any deposits or sign any contracts before your application is approved by the Highline Club Board of Directors
- Starting exterior work on your unit or beginning work on the grounds outside of your unit without an approved application is a violation of the HCOA rules. Homeowners could incur substantial liability for such actions.
- If you have questions about this application of the approval process, please contact the Highline Club WestStar Management representative at 720.941.9202.

Homeowner, please use the following checklist to ensure **ALL** requested in the application below is provided and complete.

- Contact the WestStar Management (WSM) Highline Club property manager at 720.941.9202.or go to the WestStar Management website <https://weststarmanagement.com/highline-club/> to obtain/download the APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS.
- Read the APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS “Submittal Requirements.”
- Complete entire APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS form, including providing the contractor’s certificate of insurance as well as all other requested information (i.e., drawings, permits, etc.). Incomplete forms will not be acted upon by WSM, ACC or Highline Club Homeowners Association (HCOA) Board of Directors.
- Submit the completed application form to the WestStar Management (WSM) Highline Club property manager at the email address provided on the WestStar Highline Club web page <https://weststarmanagement.com/highline-club/> .
- WSM will notify you when your completed application has been forwarded to the HCOA Architectural Control Committee for review.
- The ACC will begin consideration of your completed application. This process will be done as quickly as possible, but may take up to 4 weeks depending on the complexity of the requested project.
- The ACC or WSM may request additional information and/or modification of the application by the homeowner in order to be able to recommend the project for approval. The homeowner is expected to respond in a timely manner to communication regarding his or her project.
- The ACC will make a recommendation to the HCOA Board of Directors (BoD). The recommendation could be as follows:
 - Recommended (meaning BoD approval is likely)
 - Not Recommended (meaning BoD approval is unlikely)
 - No Recommendation (meaning the BoD can decide to approve the application or not)

- The BoD will either approve the project or not, by email outside of a BoD meeting or by vote at a BoD meeting.
- WSM will promptly notify the homeowner of the BoD's decision.
- The homeowner can begin the project only if it is officially approved by the BoD. Or, the homeowner can submit another application that is more likely to be approved by the BoD.

THE HIGHLINE CLUB

ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR EXTERIOR MODIFICATIONS AND REPAIRS

Homeowner: Please complete and return this portion of the application with **ALL** required information.

Homeowner/Applicant Name: _____

Unit No. _____ Day Phone _____ Evening Phone: _____

Type of Exterior Modification Requested _____ Structural Modification

_____ Repair

_____ Maintenance

Describe the work to be done _____

Desired Start Date: _____ Anticipated Completion Date _____

Contractor/Name Doing the Work: _____

Address: _____

Phone: _____ Email _____

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

Applicant is required to notify adjacent homeowners of anticipated modifications and obtain a signature from each adjoining neighbor acknowledging that they have been notified of the requested modifications.

Neighbor A Name/Signature _____ Unit No. _____

Neighbor A Name/Signature _____ Unit No. _____

Email this application along with **ALL** required information to the Weststar Property Manager.

jacki@weststarmanagement.com.

The Highline Club Architectural Control Committee:

_____ Is this a resubmitted application? (Yes / No)

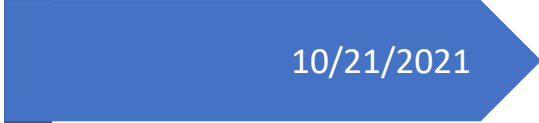

_____ Recommends approval by the Highline Club Board of Directors

_____ Does not recommend approval of this application for the following reasons:

_____ No recommendation provided. The Highline Club Board of Directors will decide final action of this application.

Date: _____ (mm/dd/yyyy)

Action taken with respect to this application by the Highline Club Board of Directors is officially recorded in the HCOA Board of Directors monthly meeting minutes.



10/21/2021

Highline Club Owners Association

Revised Exterior Specifications for
homeowners



Architecture Change Control Committee

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Highline Club Guidelines and Specifications for Exterior and Primary Entry Door Painting

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to exterior appearance. Homeowners who wish to perform **any** work on any of the exterior areas of their property **must** submit an Architectural Control or a Landscape application to the management company for presentation to the HOA Board. The homeowner owner **must** receive, **in writing**, approval from the Board before any work can commence.


For information on Denver Building Codes, please visit Denver Development Services at the following link.

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Click on the '**Home Project > Outside the Home**' link for additional information regarding Denver Building Codes.


The specifications contained in this document define the acceptable exterior (siding, trim, gutters, and downspouts) and primary entry (front) door paint colors that can be used when a homeowner desires to paint exterior surfaces of their townhome unit. The paint specifications stated are for Sherwin Williams products. If a different paint or wood stain vendor is used, the colors must match the Sherwin Williams product in hue, tone, and texture.

Painting Specifications for Unit siding and garage doors:

Manufacture: Sherwin-Williams Type: Exterior Architectural Duration: Latex (Acrylic) Finish: Satin IFC8112NP Custom Name 95249 Highline Gray Body Quantity measure One gallon: K33W00251 Base color Extra White: 7163-650405822 (Light Gray)	<table border="1"> <thead> <tr> <th>CCE*COLORANT</th> <th>0Z</th> <th>32</th> <th>64</th> <th>128</th> </tr> </thead> <tbody> <tr> <td>B1-BLACK</td> <td>-</td> <td>40</td> <td>1</td> <td>-</td> </tr> <tr> <td>R2-MAROON</td> <td>-</td> <td>3</td> <td>1</td> <td>-</td> </tr> <tr> <td>Y3-DEEP GOLD</td> <td>-</td> <td>19</td> <td>-</td> <td>-</td> </tr> </tbody> </table>  <p>Highland Grey SW 6022AA</p> <p>Typical sample</p>	CCE*COLORANT	0Z	32	64	128	B1-BLACK	-	40	1	-	R2-MAROON	-	3	1	-	Y3-DEEP GOLD	-	19	-	-
CCE*COLORANT	0Z	32	64	128																	
B1-BLACK	-	40	1	-																	
R2-MAROON	-	3	1	-																	
Y3-DEEP GOLD	-	19	-	-																	

Gutters and downspouts should match color background (gray or white)

Painting Specifications for Unit trim of Windows and Doors (balcony, side/secondary, storm/security, and patio):

Manufacture:	Sherwin-Williams																								
Type:	Exterior																								
Architectural																									
Duration:	Latex (Acrylic)																								
Finish:	Satin IFC8112NP																								
Custom Name	Highline White																								
Quantity measure	One gallon:																								
K33W00251																									
Base color	Extra White: 7163																								
650405822 (White Trim)																									
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B1-BLACK	-	2	-	-																					
R3-MAGENTA	-	1	-	-																					
Y3-DEEP GOLD	-	4	-	1																					
																									
		Typical sample, actual color may be lighter																							


Gutters and downspouts should match color background (gray or white)

Painting Specifications for Unit Front/Main Entrance Doors – Stain:

Manufacture:	Sherwin-Williams		
Type:	Exterior Architectural		
Duration:	Polyurethane Stain		
Finish:	Light Stain		
Custom Name	Cedar Mill 104-0351		
Quantity measure	One gallon: AT15T00005		
Base color	Clear base: SW3512		
(AT15T5)			
			
		Typical sample	

<p>Manufacture: Sherwin-Williams</p> <p>Type: Exterior Architectural</p> <p>Duration: Polyurethane Stain</p> <p>Finish: Light Stain</p> <p>Custom Name Cedar Bark 104-0351</p> <p>Quantity measure One gallon: AT15T00005</p> <p>Base color Clear base: SW3511 (AT15T5)</p>	 <p>Typical sample</p>
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Painting Specifications for Unit Front/Main Entrance Doors – Color:

<p>Manufacture: Benjamin Moore</p> <p>Type: Exterior Architectural</p> <p>Duration: 640 ArborCoat Exterior Waterborne Solid Siding & Deck Stain</p> <p>Finish: Flat</p> <p>Custom Name Raccoon Fur</p> <p>Quantity measure One gallon: 2126-20</p> <p>Base color Deep Gray 2126-20</p>	 <p>Typical Sample</p>
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Highline Club Guidelines and Specifications for Deck or Patio Modifications

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to exterior appearance. Homeowners who wish to perform **any** work on any of the exterior areas of their property **must** submit an Architectural Control or a Landscape application to the management company for presentation to the HOA Board. The homeowner owner **must** receive, **in writing**, approval from the Board before any work can commence.

For information on Denver Building Codes, please visit Denver Development Services at the following link.

<https://www.denvergov.org/content/denvergov/en/denver-development-services.html>

The specifications in this document provide the homeowner with guidelines and required criteria to successfully implement an approved deck or patio modification. When a homeowner submits an application for deck or patio modification, it must contain the required information listed in this specification.

Project Description

Describe the scope of the project by providing a written description of what is being done:

Example: Extending the deck outward by ten(10) feet from the current deck threshold and extending twenty (20) feet in length along the back wall of the unit to provide a usable deck space of two hundred (200) square feet.

Provide a drawing or architectural representation of the project that shows the following for decks:

- Deck flooring length, width and total square footage
- Deck elevation, if entry is not at ground level, include number of pylons and their height
- Deck enclosure/railings and gated entryways
- Deck stepping
- Deck attachment to the townhome unit
- Refer to the *“Highline Club Guidelines and Specifications for Non HOA Awnings and Patio Covers”* if an awning is to be installed on the deck

Provide a drawing or architectural representation of the project that shows the following for patios:

- Patio surface length, width and total square footage
- Patio enclosure/railings and gated entry ways

- Patio drainage away from the townhome unit
- Refer to the *“Highline Club Guidelines and Specifications for Non HOA Awnings and Patio Covers”* if an awning is to be installed on the deck

For decks and patios, the architectural drawing should also include:

- Location and number of electrical outlets
- Location and type of electrical lighting
- Location of natural gas taps (if applicable)
- **A description of each type of city and county building permit that will be necessary for the project to proceed**
- **An assessment of potential conflict with utility (electric and gas) easements**
- **An assessment of potential conflict with the underground irrigation system**

Any requirements to have electric and gas lines identified as well as underground irrigation component location will be accomplished prior to the project beginning and will be done at the expense of the homeowner.

Painting Specifications for Unit Steps (including leading to balcony):

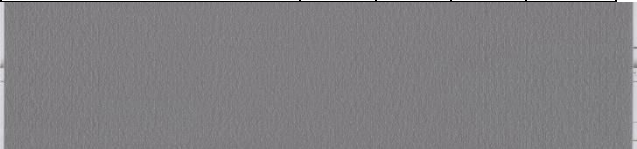
Manufacture:	Sherwin-Williams					
Type:	Exterior Architectural					
Duration:	Latex (Acrylic)					
Finish:	P&F Enamel Deep BS					
Custom Name	EV65678 Highline Steps					
Quantity measure	One gallon: A32W153					
Base color						
		CCE*COLORANT	0Z	32	64	128
		B1-BLACK	-	26	-1	-
		N1 Raw Umber	2	37		
		Typical sample				

Paint should contain grit to prevent slipping


Notes on step replacement:

1. Material Evergrain Composite
2. Color Similar to above, could be lighter or darker, depending on manufacture

Painting Specifications for Deck flooring (original and additions):

Manufacture: Kwal-Howell Type: Exterior Architectural Duration: Liquid Vinyl #7130 Finish: Custom Name Quantity measure One gallon: L-4Y16 Base color Dark Gray Porch or stain that approximates original paint color	<table border="1"> <thead> <tr> <th>CCE*COLORANT</th> <th>OZ</th> <th>32</th> <th>64</th> <th>128</th> </tr> </thead> <tbody> <tr> <td>B-2Y</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C-34</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>L-4y16 per gal.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>  <p>Typical sample</p>	CCE*COLORANT	OZ	32	64	128	B-2Y					C-34					L-4y16 per gal.				
CCE*COLORANT	OZ	32	64	128																	
B-2Y																					
C-34																					
L-4y16 per gal.																					

Painting Specifications for Unit trim of Deck/Patio Railings and Gated Entry ways

Manufacture: Sherwin-Williams Type: Exterior Architectural Duration: Latex (Acrylic) Finish: Satin IFC8112NP Custom Name Highline White Quantity measure One gallon: K33W00251 Base color Extra White: 7163 650405822 (White Trim)	<table border="1"> <thead> <tr> <th>CCE*COLORANT</th> <th>OZ</th> <th>32</th> <th>64</th> <th>128</th> </tr> </thead> <tbody> <tr> <td>B1-BLACK</td> <td>-</td> <td>2</td> <td>-</td> <td>-</td> </tr> <tr> <td>R3-MAGENTA</td> <td>-</td> <td>1</td> <td>-</td> <td>-</td> </tr> <tr> <td>Y3-DEEP GOLD</td> <td>-</td> <td>4</td> <td>-</td> <td>1</td> </tr> </tbody> </table> <p><small>Extra White SW 7006</small></p>  <p>Typical sample, actual color may be lighter</p>	CCE*COLORANT	OZ	32	64	128	B1-BLACK	-	2	-	-	R3-MAGENTA	-	1	-	-	Y3-DEEP GOLD	-	4	-	1
CCE*COLORANT	OZ	32	64	128																	
B1-BLACK	-	2	-	-																	
R3-MAGENTA	-	1	-	-																	
Y3-DEEP GOLD	-	4	-	1																	

Gutters and downspouts should match color background (gray or white)

Patio Specifications:

Before you buy materials or begin work on a paver patio design, **check local building codes and your homeowners association regulations** to see if there are any restrictions or requirements you need to follow. A **permit may be mandatory** in some areas. For the Highline Club, the following guideline and regulations are defined:

1. Covered patio installations including pergolas, are not permitted
2. Privacy Fencing and gating should adhere to the following:
 - a. Solid horizontal gates must be constructed using the same material as used for the unit siding. The gate color and trim shall conform to the Sherwin-Williams Highline Gray Body specification in the [Highline Club Guidelines and Specifications for Exterior and Primary Entry Door Painting](#)
 - b. Metal horizontal gates shall be constructed using 1 ½ square bar stock featuring 5 ½ to 6 inches between horizontal bars (see below photo as an example). Metal gates should be painted according to the gate and trim specification listed above.
 - c. Gate should be hinged on the inside with gate openings to the inside toward the unit



Example of metal privacy gating

3. Patio design may be a replacement of the current decking, an extension of the current decking, or standalone installation.
4. The proposed patio design must not interfere or be in conflict with any common area utility easement including, electrical, water, and irrigation.
5. All materials for the proposed patio must be approved by the HC Owners Association
6. For the City and County of Denver, all uncovered decks, over 12” from grade and not in the setback, need a zoning permit, and any deck above 30” from grade also needs a building permit. Reference the **Single-family Residential Uncovered Decks and Porches** on the <https://www.denvergov.org/content/denvergov/en/denver-development-services/home-projects/outside-the-home/attached-accessory-structures-not-enclosed.html> or <https://www.denvergov.org/content/denvergov/en/denver-development-services/home-projects/outside-the-home/sheds-and-detached-structures.html> web sites.

Highline Club Guidelines and Specifications for Door and Window Replacement

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to exterior appearance. Homeowners who wish to perform **any** work on any of the exterior areas of their property **must** submit an Architectural Control or a Landscape application to the management company for presentation to the HOA Board. The homeowner owner **must** receive, **in writing**, approval from the Board before any work can commence.

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The specifications in this document provide the homeowner with guidelines and required criteria to successfully implement approved door and/or window replacement. When a homeowner submits an application for door and/or window replacement, it must contain the required information listed in this specification.

Window Replacement

To be consistent with other units within the Highline Club community, Anderson Series 100 low-E glass windows were previously identified as the preferred replacement window but compatible products from other manufactures can be considered. A low-E glass window (which stands for low emissivity) is simply a windowpane coated in microscopic layers of metallic oxides. The coating appears invisible to the naked eye, allowing as much natural light into the house as possible. However, though transparent, this coating also protects your home from unwanted UV rays which can burn your skin, fade your carpets and damage your furniture. Plus, it also helps to control radiant heat (infrared light) as it enters and leaves a room. In other words, it keeps your house warmer in the winter by reflecting certain segments of the sun's light spectrum back into the home and cooler in the summer by reflecting particular sections outside. This saves on unnecessary utility expenses while creating a more comfortable living environment.

There are two types of low-E coatings.

- **Passive Low-E Coatings (Hard-Coat):** The passive Low-E coatings are manufactured using the pyrolytic process, which creates a pyrolytic coating. The coating is then applied to the glass ribbon while it is being produced on the float line, which causes the coating to “fuse” to the hot glass surface. This fusion creates a strong bond, or “hard-coat,” that is very durable. This type of window glass is used in extremely cold climates.
- **Solar Control Low-E Coatings (Soft-Coat):** Solar control Low-E coatings are manufactured using the Magnetron Sputtering Vapor Deposition (MSVD) process, which

means the coating is applied off-line to a pre-cut glass in a vacuum chamber at room temperature. This coating, which is also referred to as “soft-coat,” needs to be sealed in an insulated glass (IG) or laminated unit. The soft-coat has lower emissivity and superior solar control performance. This coating offers the highest performing solar control. This type of window glass is used in hot to cold climates typical of the United States.

Low-E Glass Frame Materials

Improving the thermal resistance of the frame can contribute to a window's overall energy efficiency, particularly its U-factor. There are advantages and disadvantages to all types of frame materials, but vinyl, wood, fiberglass and some composite frame materials provide greater thermal resistance than metal.

- Vinyl is a common material for replacement windows. Vinyl windows are made from rigid, impact-resistant polyvinyl chloride (PVC), with hollow chambers inside to help them resist heat transfer and condensation. Vinyl windows don't require painting or finishing, and the material doesn't fade or rot.
- Aluminum windows can be an economical option for replacement windows. They're durable, light and relatively easy to handle. Aluminum windows are corrosion-resistant and require little maintenance.
- Wood is popular, particularly for the interior parts of a window. It's available on new construction windows. Wood doesn't conduct as much heat or cold as other materials and doesn't allow as much condensation. Wood windows often come unfinished, but you can save work by purchasing them pre-primed on the exterior or interior surfaces. You can also buy them pre-painted in a few standard colors.
- Clad-wood windows offer the benefits of wood on the inside but are covered on the exterior with a tough, low-maintenance jacket of aluminum. The cladding makes the exterior durable and prevents rot.

Appearance

Appearance, including tint and reflectivity of glass, must be compatible with adjacent windows and/or doors. The glass should not be tinted.

Method of Installation

The method of installation should be compatible with installation methods of adjacent windows and/or doors and should not compromise the integrity of the building siding and trim. Trim/nailing fin is preferred.

Manufactures guidelines as well installation methods such as trim/nailing fin should be followed to ensure the potential for water intrusion is prevented.

Relationship to existing conditions should be maintained such that maintenance of weather barriers as well as the prevention of water intrusion both as installed and during future siding replacement must be taken into account with new window replacements.

Door Replacement


Typically, Highline Club unit entry doors are solid with no glass and are painted or stained according to the *Highline Club Guidelines and Specifications for Exterior and Primary Entry Door Painting*. Doors with glass may be considered as long as the glass design merges with the overall architectural theme of the Highline Club complex. Doors with ornate designs are highly discouraged.

Painting Specifications for Unit Front/Main Entrance Doors – Stain:

Manufacture: Sherwin-Williams Type: Exterior Architectural Duration: Polyurethane Stain Finish: Light Stain Custom Name: Cedar Mill 104-0351 Quantity measure: One gallon: AT15T00005 Base color: Clear base: SW3512 (AT15T5)	 <p>Typical sample</p>
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Manufacture: Sherwin-Williams Type: Exterior Architectural Duration: Polyurethane Stain Finish: Light Stain Custom Name: Cedar Bark 104-0351 Quantity measure: One gallon: AT15T00005 Base color: Clear base: SW3511 (AT15T5)	 <p>Typical sample</p>
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Painting Specifications for Unit Front/Main Entrance Doors – Color:

Manufacture: Benjamin Moore Type: Exterior Architectural Duration: 640 ArborCoat Exterior Waterborne Solid Siding & Deck Stain Finish: Flat Custom Name: Raccoon Fur Quantity measure: One gallon: 2126-20 Base color: Deep Gray 2126-20	 <p>Typical Sample</p>
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Garage Door Replacement

Typically, garage door types installed on Highline Club units are solid facing, overhead opening, and feature wood composite materials in construction. Composite garage doors typically have a wood frame covered with sheets of fiberboard. Better models offer higher-density fiberboard skins and may include realistic details, such as overlays and grooves, to simulate a real wood

door. Cores are typically filled with polystyrene insulation. Wood composite doors are preferred for replacement.

Wood doors, which are built with layers or plies of wood to prevent warping, may be a suitable alternative to composite materials. Woods include cedar, redwood, fir, and meranti (luan).



Per the *Highline Club Guidelines and Specifications for Exterior and Primary Entry Door* Painting garage doors should be painted per the following specification:

Manufacture:	Sherwin-Williams					
Type:	Exterior Architectural					
Duration:	Latex (Acrylic)					
Finish:	Satin IFC8112NP					
Custom Name	95249 Highline Gray Body					
Quantity measure	One gallon: K33W00251					
Base color	Extra White: 7163-650405822 (Light Gray)					
		CCE*COLORANT	0Z	32	64	128
		B1-BLACK	-	40	1	-
		R2-MAROON	-	3	1	-
		Y3-DEEP GOLD	-	19	-	-
		Typical sample				

Highline Club Guidelines and Specifications for Homeowner Responsible Lighting

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The specifications in this document provide the homeowner with guidelines and criteria for front and rear (deck) soffit lighting as well front entry stair lighting replacement alternatives. The homeowner should reference the below specifications when replacing exterior unit soffit lighting. The homeowner is responsible for soffit and stair lighting on their units.

Soffit Lighting – Garage, Balcony, Patio/Deck, Entry Door

The following lighting alternatives are recommended:



 **Cree** 65W Equivalent Soft White (2700K) BR30 LED Light Bulb

Model # TBR30-06527FLFH25-12DE26-1-12

Store SKU #1003005640 (The Home Depot)



 **Cree** 65W Equivalent Bright White (3000K) BR30 LED Light Bulb **Preferred**

Model # TBR30-06530FLFH25-12DE26-1-12

Store SKU #1003054549 (The Home Depot)

- Designed to last 22 years and suitable for indoor and outdoor use
- 680 Lumen output and ideal for recessed cans or track lighting
- 65-Watt equivalent and uses 87% less energy than standard bulbs



Feit Electric LED BR30 Flood Soft White

Item 1234341 (Costco)

Features:

- 2700K Soft White
- 650 Lumens
- Actual Watts Used 7.2
- Life Hours 25,000
- Energy Star Dimmable



Halo 5 in. and 6 in. 3000K White Integrated LED Recessed Ceiling Light Fixture

Retrofit Downlight Trim at 90 CRI, Soft White **Preferred**

Model # RL560WH6930R

Store SKU #1000017621 (The Home Depot)

- Wet rated, can be used outdoors or as a shower light
- Limit insect nests creation inside the light fixture



Feit Electric LED 5"- 6" Retrofit Soft White

Item 1252351m (Costco)

Features:

- 2700K Soft White
- 925 Lumens
- 75W Replacement
- Actual Watts Used 12.3
- Life Hours 50,000
- Dimmable
- Limit insect nests creation inside the light fixture

Stair Lighting – Entry Door

2
PACK



Cree 40W Equivalent Soft White (2700K) A15 LED Light Bulb (Stair light)

Model# TA19-04527MDFH25-12DE26-1-12 (The Home Depot)

- Designed to last 22 years and provide exceptional color quality
- 460 Lumen output, ideal for floor/table lamps, sconces and more
- 40-Watt equivalent and uses 86% less energy than standard bulbs
- Bulb will fit stair well light socket

Highline Club Guidelines and Specifications for Non HOA Awnings and Patio Covers

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to exterior appearance. Homeowners who wish to perform **any** work on any of the exterior areas of their property **must** submit an Architectural Control or a Landscape application to the management company for presentation to the HOA Board. The homeowner owner **must** receive, **in writing**, approval from the Board before any work can commence.

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NOTE: Temporary awnings do not require a zoning permit; awnings that are shorter than 54 inches (extending from the building) and do not have supports, do not require a building permit.

The following permits may be required for awnings/patio covers:

1. Zoning Permit (Single-Family Home & Duplex Walk-Through) - if the awning will be permanent
2. #1R Building Permit (Single-Family Home & Duplex Walk-Through) - if the awning is longer than 54 inches or has supports
3. #3 Electrical Permit (Quick Permit), if electricity is installed (electrical outlets and/or lighting)

ANY awning or patio cover shall be identified and described:

1. Awning type (permanent or retractable)
 - a. If retractable, specify if manually operated or electrical
 - b. If permanent, awning or patio framing/supports shall be consistent with front awning framework and shall be painted white
2. Awning placement (window/balcony/patio)

3. Awning or patio attachment to the townhome unit shall be installed so as to not cause damage to the townhome (eaves, soffits, exterior walls)
4. Awning or patio cover shall be fabric and the color shall be Pacific Blue or a color that is identical. (See example below). NOTE: PERMANENT DECK OR PATIO COVERS SHALL NOT CONSIST OF SHINGLE ROOFING MATERIALS. PERGOLAS ARE NOT AN APPROVED PATIO OR DECK MODIFICATION.



The following is required when preparing deck or patio awning/covering installation request:

1. Contractor description of awning type being installed
2. Current Contractor certificate of insurance including the Highline Club as additional insured.
3. Before and after installation digital photographs documenting the conditions prior to and after installation

It shall be the responsibility of the Homeowner or his/her 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 HOA sponsored and that is not in conformance with building codes, manufacturer's recommended and required installation parameters or work that is lacking appropriate permits.

Highline Club Guidelines and Specifications for Ice-Melt Heat Tape

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In general, de-icing cables, outdoor electrical wiring and outdoor electrical outlets should conform to the following:

1. **Weatherproof In-Use electrical covers** are now required on all outdoor electrical outlets/receptacles. An example of a typical electrical outlet cover:

Taymac 1 Gang Grey

Model # MM420GB

Store SKU #147215

Store SO SKU #1002430690



2. **Use of extension cords for outdoor applications.** Extension cords are the perfect solution when you need to power a device whose cord doesn't reach an outlet. However, indoor extension cords are very different from outdoor extension cords and the two should not be confused. An outdoor extension cord can be used indoors, but you

should never use an indoor extension cord for outdoor tasks. Knowing the difference between indoor and outdoor cords will help you eliminate safety hazards

The main difference between indoor and outdoor extension cords is the insulation used in their construction. Indoor extension cords do not have the same materials and protective insulation as outdoor extension cords do. Outdoor cords are made with durable insulation to protect against moisture and temperature changes. Sunlight can also break down the insulation used for indoor extension cords, but outdoor extension cords use a special material to protect against light damage. Outdoor extension cords are also constructed to prevent damage from chemicals, such as oil.

A ground fault circuit interrupter extension can make your outdoor appliance use even safer. A GFCI is a circuit breaker designed to automatically shut off if it senses that power is flowing through something it should not, such as water or a person. **Use of a GFCI along with your outdoor extension cords is a smart move.**

All extension cords come with information about length, amperage ratings, voltage ratings and whether the cord is intended for indoor use, outdoor use or both. Select which is best for your use.

3. **Use of roof and gutter de-icing cables and heat tape.** One of the hazards the average homeowner experiences is ice dams. Ice dams form in winter, in the days and weeks following heavy snowstorms. Warmed by heat rising up from below, accumulated snow on the roof begins to melt. Before the melted snow runs off the roof, however, it refreezes right near the edge, over the eaves. After repeated freeze-thaw cycles over the course of the season, a thick barrier of ice forms along the roof overhang. Once this dam has formed, any snow melting on the roof collects and puddles behind it. Eventually, this trapped, standing water works its way beneath the shingles causing leaks and, in many cases, extensive (and expensive) damage. De-icing cables can reduce this hazard.

Performance and longevity of a de-icing system hinges on proper installation. For that reason, **it is highly recommended that a licensed contractor be hired.** There are several code requirements that must be adhered to when installing these de-icing cables or heat tapes. These require Class B GFCI breakers for their circuits. These cables and tapes should be connected to ice sensors so they are not on all of the time.

A typical de-icing cable installation is presented as an example:



KING 120-Volt 80 ft. Roof and Gutter De-Icing Cable Kit in Black

- Prevents the formation of ice at the edge of the roof
- Comes with roof clips and spacers for easy installation
- Helps maintain the flow inside gutters



Highline Club Guidelines and Specifications for Borders, Edging and Vegetation

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to exterior appearance. Homeowners who wish to perform **any** work on any of the exterior areas of their property **must** submit an Architectural Control or a Landscape application to the management company for presentation to the HOA Board. The homeowner owner **must** receive, **in writing**, approval from the Board before any work can commence.

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Borders around a unit and/or its decking enhance the transition from HOA common area to the individual unit. Borders provide a unique method of trimming the unit at the interface between the unit and the ground. Borders can be filled with tree bark, river rock or a combination of both. Vegetation may also be planted in the border area. Material examples can consist of the following:

1. Borders generally do not extend beyond 3 feet from the unit foundation wall. The homeowner may create border areas that extend over the entire property footprint which would be similar to the installation of a privacy fence.
2. Borders may be edged with 14 gauge galvanized rolled steel



3. Border may be edged with 7 inch x 3.5 inch x 1.75 inch Greystone Concrete Pavers



4. Borders can be filled with large brown tree bark/chips if rock is not used



5. Borders can be filled with 2-inch to 4-inch river rock if bark is not used



6. Borders can be constructed using a combination of wood bark and river rock and may feature small vegetation integrated into the border.



7. It is also recommended that 2-inch to 4-inch river rock be used for drainage swales. As an alternative to river rock, the drainage swales may be constructed using 4-inch to 8-inch cobblestones



The planting of vegetation around the townhome unit may require the homeowner to submit a Landscaping Application to have the desired border planting scheme approved.

Highline Club Guidelines and Specifications for Front Entry Stairs

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In general, entry staircase replacement shall consist of a design drawing showing the anticipated stair replacement (not required for single steps), all required permits, removal of existing stairs and framing, then installation of the new stair system. Ensure fill dirt is placed under the stairway area to attain a minimum of three feet of fill above the existing unit foundation, if required. If the existing wall framing, sheathing and siding must be removed to facilitate stair installation, make sure Tyvek moisture barrier on all exposed sheathing before residing the wall.

Stair surfaced materials (decking and risers) should use EverGrain Composite material – Cape Cod Gray. Deck boards and stair treads shall be nominal 1" x 6". Stair treads shall have ¾" minimum nosing. Surface materials shall be face-fastened with "TrapEase" fasteners per deck manufacturer's installation instructions.

Finish wall siding by painting per *Highline Club Guidelines and Specifications for Exterior and Primary Entry Door Painting*. Siding should consist of LP Smartside triple 4" Bold Profile Lap Siding

Highline Club Guidelines and Specifications for TV Antenna / Satellite Dish Installation

The purpose of this document is to provide Highline Club homeowners with a set of standard guidelines and specifications to maintain consistency of all units in the complex with respect to the installation of television antenna and/or satellite dishes. Satellite dishes, antennae or other devices for the transmission or reception of television signals, radio signals or any form of electromagnetic wave or radiation will not be erected, used or maintained by Owners or Residents on any portion of the Lot or Common Areas except as allowed by federal law. The Highline Club Declarations and Rules provide guidance on the authorized installation and removal satellite dishes or antenna.

An Owner may, per the Federal Telecommunications Act of 1996, install an antenna or satellite dish less than 1 meter (39.37 inches) on their unit. The Owner must notify the Board of their intention to install, and affirm the following:

1. The HOA Board is notified via email of the intent to install an antenna or satellite dish.
2. That the installation will be in compliance with terms of the Federal Telecommunications Act of 1996; that the equipment will be less than one meter in diameter.
3. That the installation will not intrude into or interfere with the Common Areas.
4. The installation will be in accordance with HOA location specifications (listed below).
5. The satellite dish does not exceed the 1-meter (39.37 inch) diameter limit.
6. The Owner shall be liable for any and all damages/leaks to the unit due to the installation and maintenance of the satellite dish.
7. That upon sale of the unit, the selling Owner will remove the antenna or satellite dish and repair any resulting damage to the building infrastructure/siding, roof membranes, etc. unless the new Owner will be using the existing installation.

The homeowner does not need HOA Board approval to install over the air reception devices specified by FCC rule 47 C.F.R. Section 4000 Over-the-Air-Reception Devices (OTARD).

A homeowner's ability to receive video programming signals from direct broadcast satellites ("DBS"), broadband radio service providers (formerly multichannel multipoint distribution service or MMDS), and television broadcast stations ("TVBS") is permitted under FCC rule 47 C.F.R. Section 4000 Over-the-Air-Reception Devices (OTARD). This rule prohibits restrictions that impair the installation, maintenance or use of antennas used to receive video programming. The rule applies to video antennas including direct-to-home satellite dishes that are less than one meter (39.37") in diameter (or of any size in Alaska), TV antennas, and wireless cable antennas. The rule prohibits restrictions that: (1) unreasonably delay or prevent installation,

maintenance or use; (2) unreasonably increase the cost of installation, maintenance or use; or (3) preclude reception of an acceptable quality signal.

The HOA recommends the following locations for television antenna or satellite installations:

1. **Roof locations** that do not require penetration into the roofing surface (shingle and/or flat roof EPDM). The device should be mounted on flat surface such as a sled that evenly distributes the footprint weight of the device over the roofing service.



2. **Outside patio or balcony areas** where the device is mounted on a tripod stand.



3. **Patio or deck railing** mounting



4. **Under eave** mount as long as the dish is at least four inches from the edge of the roof



Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. No cabling shall be allowed to loosely lie unclamped on the roof surface, or on the surface of the exterior siding of any building outside of the vertical or horizontal boundaries of the deck or patio. No cabling including fiber optics and coax from cable service providers, shall penetrate the firewalls (interior or exterior) of any unit. Standard utility conduits

should be used to introduce services such as satellite or cable television into the homeowner's unit.

Prior written approval from the HOA is required for any exceptions to authorized installation locations caused by unforeseen circumstances. All satellite dishes and antennas must be secured so that they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the installation including damage from wind velocity based upon a unique location.

If an authorized satellite dish or antenna is installed on any exterior building maintained by the HOA, the Owner retains responsibility for the satellite dish or antenna maintenance. The Owner of the satellite dish or antenna shall be responsible for all costs associated with any damage to any person or property occurring as a result of the installation, use or maintenance of a satellite dish or antenna, or the failure to properly use or maintain the satellite dish or antenna.