

# 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.

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## 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](mailto: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:

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\_\_\_\_\_ 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.**