

THE HIGHLINE CLUB
ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR WINDOW/DOOR MODIFICATIONS & REPLACEMENT(S)

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

APPLICANT: _____

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

Signature: _____ Date: _____

LOCATION & DESCRIPTION OF WINDOWS/DOORS TO BE REPLACED:

PROPOSED PROJECT INFORMATION:

START DATE: _____ COMPLETE DATE: _____

CONTRACTOR NAME: _____

ADDRESS, PHONE _____

Applicant shall provide adjacent homeowners a courtesy notification of work and schedule, email preferred. Please note date advised.

Neighbor A _____ Unit No. _____

Neighbor B _____ Unit No. _____

APPLICATION SUBMITTAL REQUIREMENTS:

A. GENERAL

ANY window/door replacement shall be identified and described:

- Window and door changes and additions

- Security door, Storm door and screen door additions, modifications and changes

Applicants are required to submit the following:

- Contractor description of replacement items including installation method, frame materials, trim, properties and description of glass,
- Current Contractor certificate of insurance including the Highline Club as additional insured.

Applicants are requested to submit the following:

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

The applicant will be advised of Highline Club Board of Directors approval of this application, with or without stipulations, by our Association Manager.:

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.

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.

ARCHITECTURAL CONTROL COMMITTEE REVIEW ITEMS:

(A) Review Considerations: (Submittal should address the following:)

- Materials, finishes, trims and colors. Note that Andersen 100 windows with low-E glass have previously been identified as preferred windows.
- Appearance including tint and reflectivity of glass and compatibility with adjacent windows/doors.
- Method of installation - compatibility with existing. Maintenance of existing siding and trim.
- Prevention of water intrusion - manufacturer installation guidelines.
- Relationship to existing conditions, maintenance of weather barrier/prevention of water intrusion both as installed and during future siding replacement.