

The Highlands Homeowners Association

Architectural Guidelines

The Highlands HOA Architectural Guidelines are intended to preserve the quality and appearance of the community, while establishing minimum standards for the exterior of each dwelling, as well as common and limited common property.

These guidelines are an integral component of the Declaration of Covenants, Conditions and Restrictions (CC&Rs) as well as current, prevailing Rules & Regulations. These Architectural Guidelines may be changed or updated from time to time based on circumstances. Consult The Highlands web site (www.highlandshoa.org) for the latest, most current version of these guidelines or ask for a copy in the office.

All Architectural Guidelines apply to the exterior of a dwelling, decks, balconies, sunrooms, its lot and paved areas such as but not limited to walkways, driveways and patios. For safety reasons, it is highly recommended to call 811 prior to digging any holes, ditches or trenches around your property.

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1. Definitions

- **AC Form** – Architectural/Landscape Committee Project Review Form (copy attached or online at www.highlandshoa.org)
- **AC Request** – Completed AC form (copy attached) detailing intended work along with pertinent supporting documentation or material samples as may be required.
- **AC Written approval** – Architectural Committee written authorization to proceed with intended work
- **Antennas** – Analog or digital antennas supplied by service provider.
- **Excessive discoloration** – Stains or discoloration not remedied through cleaning. Requires re-painting or replacement.
- **Erosion** – Excessive soil erosion due to improper extraction of storm water.
- **Hardscape** – Non-organic, fixed landscaping elements, patios, walkways, retention walls.
- **Homeowner** – Property owner of record.
- **Landscaping** – All organic materials, trees and turf within the lot and around the dwelling.
- **Low profile** – Single story.
- **Mildew free** – No visual evidence of surface mildew.
- **Permit** – Appropriate Douglas County building or landscaping permit.
- **Prints** – Design, architectural or graphic representation of project.
- **Resident** – Occupant; could be a tenant or Homeowner.
- **Structural** – Dry-rot, material degradation or damage, or unsafe structure.
- **Violation Notice** – A formal, written notification of non-compliance with prevailing guidelines.
- **Written approval** – A formally approved AC Request.

2. Sheds (see CC&R 5.2.1)

- A. Sheds on the Lots shall be allowed in the back and side of homes in The Highlands.
- B. No shed shall protrude past the front corner of any home and should be low profile.
- C. Sheds should match the design and color of the house.
- D. Sides and doors should be constructed of wood or wood composite materials and roofing should match the roofing of the home.

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3. Driveways & Sidewalks (see CC&R 5.4)

- A. All driveways and sidewalks shall be constructed of concrete, in accordance with existing, valid construction codes as enforced by Douglas County.
- B. Asphalt, dirt, gravel or sand driveways and/or sidewalks are not permitted as a permanent access way.

4. Decks (see CC&R 5.5)

Note: Modifications of existing decks and stairs or new construction shall be documented with detailed prints and accompanied by an appropriate building permit.

- A. Structural Replacement
 - 1) It shall be constructed of Pressure Treated (PT) lumber, resting on concrete piers or footings to sufficiently support structure.
 - 2) Shall be constructed with proper hardware and anchoring devices as dictated by prevailing building practices.
 - 3) Shall be compliant with existing, valid construction codes as enforced by Douglas County (copy of building permit may be required).
- B. Decking
 - 1) All decking material shall be either PT lumber not less than 5/4 thick, or maintenance free composite decking.
- C. Railings
 - 1) Railings shall be constructed and completed prior to continuous, permanent use of deck.
 - 2) All deck railings shall maintain design characteristics of neighboring buildings or the community.
 - 3) Shall be compliant with all aspects of existing, valid construction codes as enforced by Douglas County.

5. Fences (see CC&R 5.7)

- A. Fences are permitted by our CC&Rs only in the back and side yard.
- B. Height is not to exceed six (6) feet and shall not protrude past the front of any home.
- C. Chain link, barbed/razor wire is not permitted.

6. Siding (see CC&R 5.9)

- A. All homes must have an exterior that is either stained or painted .
- B. Siding shall consist of composite or fiber cement, horizontal lap siding on sides facing any street.

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7. Paint - Exterior Colors (see CC&R 5.9)

All exterior colors require the express written approval of the Architectural Committee.

Exterior painting requires approval only if the color is to be changed AND if existing color does not fall within the current painting guidelines.

Request for painting shall be submitted prior to contracting or scheduling a painter.

Approved color palette (see attached color palette)

An AC request must be submitted with corresponding color (not black & white) samples of the desired color(s), or manufacturer name, color code and reference data. Requests without detailed color information will be rejected without exception or consideration.

A Body Color

- 1) All exterior body colors require written approval.
- 2) Paint finish shall be “satin” or “semi-gloss”.
- 3) Select from the above palette.
- 4) At Architectural Committee’s sole discretion, Homeowner may be required to paint a 10x10 foot sample area on the house before obtaining final written approval.

B Trim Color

- 1) Trim color shall contrast body color, except when trim color is “white”.
- 2) All exterior trim colors shall require written approval.
- 3) Paint finish shall be “satin” or “semi-gloss”.

✓ ***THE ASSOCIATION is not responsible for delays, material losses or scheduling conflicts if a paint request is submitted less than ten days from the projected job date.***

✓ ***Any work conducted prior to AC written approval may be rejected and may require repainting at homeowner’s expense.***

✓ ***Failure to conform to approved color(s) may lead to repainting at homeowner’s expense.*** If homeowner should change its color selection, a new application must be submitted with the new color selection prior to the commencement of work.

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8. Roof & Soffits (see CC&R 5.10)

- A. As new and improved materials come onto the market, the Architectural Committee may approve these materials for such use.
 - 1) Roof covering Replacement
 - a) Of like type materials
 - b) Architectural style shingles
 - c) Textures and colors require written approval to initiate work.
- B. Additions and replacement roofs shall have a similar slope to the pre-existing roof and shall meet all existing building codes. The roof design shall be consistent with the main residence and give the appearance of unity of structure.
- C. Roof overhang shall not be less than 12 inches.
- D. Roof surface shall be maintained free of substantial staining, discoloration, delimitation and/or missing components leading to, but not limited to roof replacement.
- E. All visible, finished fascia shall be a wood or wood based materials such as cedar, redwood, composite wood. Pressure treated wood, particle board, aluminum is not permitted.
- F. Visible Soffit surfaces must be composed of a durable material that will not readily deteriorate due to exposure to the elements. Soffits must have sufficient venting surface area to meet attic ventilation requirements as established by existing building codes.

9. Antennas (see CC&R 5.18)

- A. Antennas shall be mounted in an inconspicuous manner and when possible, attached to the dwelling.
- B. Antennas installed in landscaping shall not be further than four (4) feet from dwelling, surrounded by landscaping of the same height as the base of the parabolic antenna to hide its structure.

10. Architectural/Landscape Request Form (next page)

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11. Approved color palette

