

# PROPOSED

## The Woods at Highland Meadows

### Architectural Review Guidelines

**Purpose:** The Highland Meadows Community Association, Inc. (Highland Meadows Master Association or HMMA) is charged with review, approval, or denial of any and all proposed external structural and landscaping changes to properties known as The Woods at Highland Meadows. Where questions of neighborhood compatibility or privacy are raised, the HMMA may request input from adjacent residence owners. Increased maintenance costs to the Woods/HMMA must be considered for any proposed external structural or landscaping changes. As stated in Article V 5.3(b) of the Declaration of Covenants, Conditions, and Restrictions for Highland Meadows, "The Reviewer may consider any factors it deems relevant, including, without limitation, harmony of external design with surrounding structures and environment." Any variances from these guidelines must be considered on a case by case basis. The purpose of these guidelines is to maintain and improve property values, retain the character of the community, preserve homeowner privacy and to protect homeowner sightlines and views.

**Above-ground structures: Raised Deck Extensions (added to that provided by the builder), Pergolas, Stairs, etc.:**

It is recommended that the homeowner first check with the Town of Windsor to determine whether a building permit is required for their particular Plot Plan.

Proposed deck modifications and/or stair additions will require that all proposals contain/display intent that:

1. All materials must match those of the dwelling unit as originally purchased from the builder, including (but not limited to):
  - a. Brick and mortar and stucco, type and color
  - b. Railings and finish
  - c. Decking type and color
  - d. Support pillar design – Support posts must be a minimum of 6 inches in width for a 1 story deck and a minimum of 12 inches in width for a 2 story deck.
  - e. Light fixtures - Light from these cannot cast light onto adjacent properties.
2. The privacy of adjacent properties must be considered with any Raised Deck Extension request.
3. The total depth of the raised deck from back of structure out (including the original section) cannot exceed 12'.
4. The Raised Deck Extension may not have permanent outdoor speakers or sound equipment installed in any fashion.
5. Ground surface treatment underneath any deck extension or stairs must match the existing rocked and edged border, and cost and maintenance thereof is the responsibility of the dwelling owner.

Approved by Highland Meadows<sup>1</sup> HOA March 13, 2018

6. Raised deck extension orientation is from back of structure out (no side extensions).
7. Stairs descending from a deck must be immediately adjacent to the side of the house (descending front to back), must be located within the Plot Plan, and must be made of matching materials, colors, and textures of the original deck.
8. Areas underneath decks and stairs cannot be enclosed by lattice or other materials.
9. Any and all costs associated with damage, relocation (including landscaping and irrigation system), or increased maintenance costs must be agreed to be paid by the owner in writing and submitted to the HMMA.

#### **Pergolas:**

It is recommended that the homeowner first check with the Town of Windsor to determine whether a building permit is required for their particular Plot Plan.

1. Pergolas must be constructed of wood and painted to compliment the residence. Pergola colors are designated on the Woods paint color palette (Exhibit B).
2. Pergolas must be located adjacent to the residence but cannot be attached to the residence.
3. Support posts for pergolas must be at least 4" x 4" and must be mounted in cement in the ground. Support beams must be 2" x 6". Cross beams must be 2" x 6". Post trim and braces must be 2" x 6". Top slats must be at least 2" x 4". Outside edges should be shaped with an inward curve. Ends may be squared or rounded. See Exhibit A for an example of an acceptable pergola design.
4. Pergolas may only be located over a deck, patio, or other solid surface. They cannot be located over grass or dirt.
5. Pergolas located on the front of homes cannot impede the sightlines to the front door.
6. The overall height of the pergola when measured from the underlying solid surface cannot exceed 9 feet.
7. Pergolas cannot be enclosed by lattice or other materials.
8. Solid roofs or retractable awnings/screens are not permitted on top of the pergola.

#### **Slab on grade (poured concrete patio), flagstone or other Patio Extension on front of residences:**

It is recommended that the homeowner first check with the Town of Windsor to determine whether a building permit is required for their particular Plot Plan.

1. Front patio extensions must be from the front of residence out towards the property line. The depth of the extension including fencing may not extend beyond the front corner of the house including the garage. The width of the extension may not extend beyond the side corner of the house. These guidelines are consistent with front patio extensions constructed by the original builder and already in place in the Woods.
2. A landscape plan must accompany all front patio extension requests.
3. Fencing for front patio extensions must match the fencing already in place in the Woods which is beige powder coated steel with brick columns that replicate the brick on the residence.

4. Any and all costs associated with damage, relocation (including landscaping and irrigation system), or increased maintenance costs must be agreed to be paid by the owner in writing and submitted to the HMMA.

**Slab on grade (poured concrete patio), flagstone or other Patio Extension on back of residences (added to that provided by the Builder):**

It is recommended that the homeowner first check with the Town of Windsor to determine whether a building permit is required for their particular Plot Plan.

1. Slab extension orientation must be from back of structure (foundation) out towards the property line. Extensions beyond the side corner of the residence are not allowed.
2. Any and all costs associated with damage, relocation (including landscaping and irrigation system), or increased maintenance costs must be agreed to be paid by the owner in writing and submitted to the HMMA.

**Exterior Painting/Colors:**

1. Homeowners who choose to repaint their house in the colors that existed on their house at time of purchase do not need HMMA approval. Color matching is required and the repainted house must replicate the house as purchased.
2. Painting in any other color scheme requires prior approval of HMMA.
  - a. Paint colors must be compatible with brickwork. See the attached Woods paint color palette (Exhibit B) for acceptable paint color options.
  - b. Where garage doors are located adjacent to each other in close visual proximity, duplicate paint colors are discouraged.
3. Exterior brick color may not be altered in any way including painting or staining.
4. Storm doors must be a neutral color that coordinates with the trim or brick on the residence. Storms doors may be painted in accordance with the Woods paint color palette (Exhibit B).
5. Shutters may not be added to the residence.

**Fencing:**

1. Fencing must match the beige powder coated steel fencing provided by the original builder.
2. Fencing may only be used around or on decks, stairs or patios.

**Reconstruction, replacements and house expansions:**

1. In the event a house is destroyed or damaged, reconstruction or repair of the house must restore the exterior of the house to the original condition as constructed by the original builder plus any alterations previously approved by the HMMA. The footprint and placement of the house on the Plot Plan cannot be altered. Brick must replicate as closely as possible the brick used by the original builder.

2. Replacement of windows, garage doors, exterior doors, woodwork, exterior vents, plumbing vents, furnace vents or gutters must be identical to those provided by the original builder.
3. Roofing must be at least 30 year warranty composite dimensional shingles (Tamco-Pburg T000338 or equivalent) in the same color as the original roof. No wood or tile shingles are allowed.
4. To maintain the privacy, sightlines, views, and curb appeal of residences in the Woods as established by the original builder/developer, house expansions outside of the original footprint of the house and garage conversions are not allowed.

**Private Landscaping:**

1. Private landscaping within fenced areas of front patios/courtyards does not require HMMA approval. Homeowners must consider the impact of trees, shrubs and plants when fully matured. The landscape contractor for the Woods/HMMA provides maintenance of private landscaping within these fenced areas. The cost of replacing dead or damaged trees, shrubs and plants inside the fenced area is the responsibility of the homeowner. If the homeowner fails to replace dead or damaged trees, shrubs and plants within the fenced area in a timely manner, the HMMA may pursue enforcement actions including utilizing a contractor for correction and billing the homeowner.
2. Landscaping in the Plot Plan, but not within a fenced area of the dwelling unit, must be approved by the HMMA and must be based upon submittal of a professionally developed landscape plan suited to the climate and setting. Shrubs are to be a minimum size of 3-5 gallons. Deciduous trees are to be no less than 1" in caliper. Evergreen trees (pines, spruces, firs) are to be no less than 5' in height. Landscape plans must consider the impact of trees, shrubs and plants when fully matured. Landscape plans must not alter or change the original grading or lot drainage as built by the developer/builder. Weather conditions may create the need for changes in the planting or seeding of plant materials as well as the extent to which a landscape plan can be completed. No variance shall be effective unless agreed upon in writing. Any landscape plan variance must be submitted for review. Maintenance of private landscaping within the Plot Plan is the responsibility of the Woods/HMMA landscape contractor. The cost of replacing dead or damaged trees, shrubs and plants within the Plot Plan is the responsibility of the homeowner. If the homeowner fails to replace dead or damaged trees, shrubs and plants within the Plot Plan in a timely manner, the HMMA may pursue enforcement actions including utilizing a contractor for correction and billing the homeowner.
3. All private landscaping within the Plot Plan requested by homeowners must be paid for by the requesting party.
4. Any and all costs associated with damage, relocation, or increased maintenance costs must be agreed to be paid by the owner in writing and submitted to the HMMA.
5. Because of the layout of common property and property within the Plot Plans in the Woods, the homeowner must retain the services of the Woods/HMMA landscape contractor for any private landscaping within the Plot Plan and outside the fenced area.

6. For each residence, the Woods/HMMA is required to have a minimum of one evergreen tree (6 feet) and one shade or deciduous leaf tree (1 ¼ inches in caliper) with at least one of these being in the front yard. The Woods/HMMA must consider the impact of trees when fully matured.

#### **Common Areas:**

Open space areas (green belts) are outside the individual homeowners' responsibility. Homeowners are not to alter or interfere with the landscaping and/or equipment activities within the common areas which fall under the jurisdiction of the HOA Board. Motorized vehicles are prohibited on greenbelts. No dumping of yard debris or petroleum products into the common area green belts is allowed.

#### **Other:**

1. No hot tubs, playground equipment, basketball hoops, storage sheds, gazebos, clothes lines, dog houses and dog runs or any other animal enclosures are allowed.
2. No staining/painting/texturing of driveways is allowed.
3. Satellite dishes and antennas are not allowed on the top of roofs. Dishes are permitted on the lower sides of roofs. Within the Plot Plan of the homeowner, dishes may be ground mounted adjacent to the side of the house. Minimize the visibility of any dishes. Satellite dishes over 1 meter are not allowed. Antennas are to be located in the attic space.
4. Outside security and other lighting must be shielded so as to not fall directly on a neighbor's property/house. Garage carriage light fixtures must be similar in color (dark tones) and style to the original provided by the builder.
5. Solar panels are allowed provided they meet all governmental guidelines for residential use in which case they may be located on the roof if such solar unit is built into or made to appear as an integral part of the roof structure and/or designed or made an integral part of the structure of the house and solar panel installation. No part of solar panels located on the roof may extend beyond the roof.
6. Retractable awnings/screens are permitted provided they are a neutral color that coordinates with the brick or trim on the house and that they are mounted to provide shade for back decks or patios. Retractable awnings/screens are not permitted on the front or sides of the residence.
7. Flagpoles may be attached to the front or back of a house. Freestanding flagpoles must be approved by the HMMA, must be within the Plot Plan of the homeowner, and may not exceed 15 ft. in height. The maximum dimensions for any flag displayed on a flagpole, whether attached to the house or flown from a freestanding flagpole, are 3' x 5' (three feet by five feet).

#### **Maintenance of Homeowners' Property:**

It is the homeowners' responsibility to maintain the exterior of their property in good condition. If the condition of the homeowners' property is deemed unacceptable due to lack of maintenance including but not limited to peeling paint, holes in stucco, rotten wood, missing shingles,

excessive cracking of driveways or sidewalks or gutters that need painting or replacing, the HMMA may pursue enforcement actions including utilizing a contractor for correction and billing the homeowner.

**HMMA Approval Process:**

1. The Highland Meadows Landscape and Architectural Change/Addition Request Form and the Architectural Review Submittal Instructions are available on the Highland Meadows Master website.
2. HMMA approval does not guarantee approval by the Town of Windsor for a Building Permit. Considerations of engineering, safety, fire and title are outside of HMMA purview.

Adopted Date March 13, 2018

Highland Meadows Community Association, Inc., a Colorado nonprofit corporation

By: Maj Blixham Maj Blixham HOA board chair

Attest: Marlene Theodore MARLENE THEODORE  
HOA SECRETARY

**The Woods at Highland Meadows  
Architectural Review Guidelines  
Exhibit B  
Woods Paint Color Palette**

Homeowners who choose to repaint their house in the colors that existed on their house at time of purchase do not need HMMA approval. The builder original colors are various shades of beige and taupe. In addition to the builder original colors, the Woods has 8 color combinations. Color matching is required and the repainted house must replicate the house as purchased. Any paint color change from the colors that existed on the house at time of purchase requires HMMA approval.

Along with input from the Woods Neighborhood Committee, the Decorative Product Specialist at Sherwin-Williams, 4215 Corbett Dr., Fort Collins, CO 80525, selected 8 color combinations for the houses in the Woods. This Sherwin-Williams store will keep on file at the store a copy of The Woods design book showing the 8 color combinations. The HMMA will also keep on file a copy of The Woods design book. The Woods Neighborhood Committee will keep on file paper paint color samples of the 8 color combinations. Each of the 8 color combinations includes 3 paint colors.

Homeowners may use any brand of paint. Color matching to the Sherwin-Williams paint is required. Homeowners may use the paint contractor of their choice. As a service to HOAs, Sherwin-Williams offers packaged pricing and discounts on both paint and with select paint contractors if several homeowners want to have their houses repainted at the same time.

Each of the 3 paint colors within a paint color combination is specific to designated areas on the house. See the "definition of terms" which explains designated areas of the house. For example, homeowners may not paint the Main Stucco in a color designated for Garage Door/Front Door. Homeowners may not swap colors between combinations. Homeowners may not paint only part of their house with some of the colors. The entire house must be painted using the designated color combination chosen by the homeowner.

**Definition of terms**

**Garage Door/Front Door** – Garage door including the wood trim immediately above and adjacent to either side of the garage door; front door including the wood trim around the front door and the wood trim around the side windows and the transom windows above the door. Front door may also include the storm door.

**Wood Trim/Gutters** – Wood trim including fascia boards and the wood trim that highlights the gabled sections of the stucco; gutters includes aluminum gutters and downspouts but not plastic extensions added to downspouts.

**Main Stucco** – Stucco anywhere on the residence that is not the raised trim area of the stucco. Main stucco is the larger surface area of the stucco.

**Stucco Trim** – Smaller raised trim section of the stucco on top of the larger surface area of the stucco.

**Wood Ceilings** – Wood ceilings located above front porticos/porches; wood ceilings located above decks and patios.

### **Paint Color Combinations**

**A** – Garage Door/Front Door – SW7669 Summit Gray; Wood Trim/Gutters – SW9165 Gossamer Veil; Main Stucco – SW0054 Twilight Gray; Stucco Trim – SW9165 Gossamer Veil; Wood Ceilings – SW9165 Gossamer Veil or SW0054 Twilight Gray

**B** – Garage Door/Front Door – SW7669 Summit Gray; Wood Trim/Gutters – SW7632 Modern Gray; Main Stucco – SW7643 Pussywillow; Stucco Trim – SW7632 Modern Gray; Wood Ceilings – SW7632 Modern Gray or SW7643 Pussywillow

**C** – Garage Door/Front Door – SW6199 Rare Gray; Wood Trim/Gutters – SW9165 Gossamer Veil; Main Stucco – SW0054 Twilight Gray; Stucco Trim – SW9165 Gossamer Veil; Wood Ceilings – SW9165 Gossamer Veil or SW0054 Twilight Gray

**D** – Garage Door/Front Door – SW6199 Rare Gray; Wood Trim/Gutters – SW7517 China Doll; Main Stucco – SW7038 Tony Taupe; Stucco Trim – SW7517 China Doll; Wood Ceilings – SW7517 China Doll or SW7038 Tony Taupe

**E** – Garage Door/Front Door – SW6115 Totally Tan; Wood Trim/Gutters – SW9165 Gossamer Veil; Main Stucco – SW0054 Twilight Gray; Stucco Trim – SW9165 Gossamer Veil; Wood Ceilings – SW9165 Gossamer Veil or SW0054 Twilight Gray

**F** – Garage Door/Front Door – SW6115 Totally Tan; Wood Trim/Gutters – SW7517 China Doll; Main Stucco – SW7038 Tony Taupe; Stucco Trim – SW7517 China Doll; Wood Ceilings – SW7517 China Doll or SW7038 Tony Taupe

**G** – Garage Door/Front Door – SW9152 Let it Rain; Wood Trim/Gutters – SW9165 Gossamer Veil; Main Stucco – SW0054 Twilight Gray; Stucco Trim – SW9165 Gossamer Veil; Wood Ceilings – SW9165 Gossamer Veil or SW0054 Twilight Gray

**H** – Garage Door/Front Door – SW9152 Let it Rain; Wood Trim/Gutters – SW7646 First Star; Main Stucco – SW7071 Gray Screen; Stucco Trim – SW7646 First Star; Wood Ceilings – SW7646 First Star or SW7071 Gray Screen

Note that in natural light SW6199 Rare Gray has green undertones and SW9152 Let it Rain has blue undertones.

Pergolas must be painted to match the Wood Trim/Gutters or the Main Stucco on the house whether the house has builder original colors or one of the color combinations above.

**The Woods at Highland Meadows Architectural Review Guidelines**  
**Exhibit A**  
**Pergola Design Example**



**POPULAR MECHANICS**

<https://www.popularmechanics.com/home/how-to-plans/how-to/a760/how-to-build-a-pergola-plans/>

**How to Build a Pergola Right in Your Backyard**

By [Rick Peters](#)

Apr 30, 2016

Our pergola fits on an 8-ft. square, but it's easy to modify it to suit your site

**Installing the Posts**

The posts are composed of pressure-treated 4 x 4 cores. Use longer posts and set them in the ground in cement.

## **Attaching the Support Beams**

**Cut the four 2 x 6 cedar support beams to length, use a template to mark the curved notches at the ends and cut the notches with a jigsaw. Clamp the beams in place, and check that they're level and that the posts are plumb. Then secure each end with four 3-in. No. 10 screws.**

**When adding the second of each pair of beams, check that they're level across the top edges.**

## **Adding the Crossbeams**

**The 2 x 6 crossbeams are notched to fit over the support beams.**

**Cut the notches with a dado blade in the table saw, or lay out each notch and use a jigsaw to remove the waste.**

**Then, make the curved end cuts.**

**Install the crossbeam pairs at the posts first. When they're in place, bore screwholes down through their top edges and screw crossbeams to the support beams. Then add the three remaining pairs with similar spacing.**

## **Post Trim and Braces**

**Cut the post trimpieces to length and width. Note that you'll need to notch some of the pieces to fit between the support beams, or you can make filler blocks to cover the post cores at these areas. Instead of trying for perfectly flush corners, we dimensioned the trim to leave a 1/8-in. shadow line, or reveal.**

**Secure the trimpieces to the posts with construction adhesive and galvanized finishing nails.**

**Use 2 x 6 stock for the diagonal braces. Cut the ends to length at 45 degrees, and use a flexible stick to lay out the shallow curve on the lower edge of each brace. Fasten the braces to the posts and beams with screws.**

## **Fitting the Top Slats**

**Cut the five 2 x 4 slats to length and shape the ends.**

**Clamp each slat in place and mark the crossbeam notch positions.**

**If you use a table saw and dado blade to make the cuts, be sure to support the long stock at the opposite end.**

**Then, bore pilot holes and attach the slats with 3-in. No. 10 screws.**

## **Capping the Posts**

**To make the post caps, cut square blanks and then set the table saw blade to 15 degrees for shaping the bevels.**

**Use a longer board with a stop across the end as a sled to guide each blank through the blade. Clamp the blanks to the sled when making the cuts.**

**Secure the caps with 6d galvanized finishing nails and construction adhesive.**

