

ACC HOMEOWNER'S GUIDELINES

Introduction

This document contains the substance of the Homeowner's Guide. Pictures and drawings are omitted.

The Knolls Village Townhouse Association was constructed by the Writer Corporation beginning in 1976 and completed in 1979. There are six different models in the Village: Concord, Deerfield, Lexington, Stratford, Williamsburg and Yorktown. Original line drawings and floor plans are included in the Homeowner's Guide Book.

The Association is a covenant-controlled community. Each homeowner receives a copy of the covenants upon purchase. The authority for Architectural Control Committee (ACC) is found in Article VIII Sections 1 thru 6. The homeowner has a responsibility to be familiar with the covenants governing the exterior maintenance of their homes as stated in Article IX Sections 9.2 thru 9.5 and Article X.

Knolls Village has a long history of homeowners who have volunteered their time and talents in order to provide the pleasant, well-maintained grounds and facilities we enjoy today. These guidelines are intended to assist homeowners toward an understanding of the Village appearance and their responsibilities in maintaining their properties according to the covenants. Compliance with design guidelines and the terms of the covenants will preserve the inherent architectural integrity and enhance the aesthetic quality of the Village Community.

All exterior changes to your townhouse require the approval of ACC. Application Forms for Architectural Improvements and/or Exterior Changes may be obtained on line from our web site Knollsvillage.com. Select governing documents then select "application for repair". Blank forms are also available in the bulletin board on East Geddes Place in front of the clubhouse. The more complete your application is, the easier it is for the committee to understand and respond to your request. You will receive a response within 30 days and most likely sooner. If you have a specific requirement needing more immediate action by ACC, we will do our best to accommodate you. Refer to the association covenants Articles VIII, IX and X for compliance.

Regardless of whether or not an item is included in this Guideline, **all changes, additions or replacements to the exterior of your townhouse must be pre-approved by ACC and require an Application Form to be submitted for review by the committee.** Record keeping is critical for both the Association and the Homeowner

REPLACEMENT REQUIREMENTS

Air Conditioners

Temporary installation of portable fans and air conditioning equipment in windows of townhouse may begin May 1 and must be removed by October 15. Installation of air conditioning equipment on the roof or in exterior walls of the home will not be permitted.

Awnings

Patio awnings require approval. The color should complement exterior of townhouse. No awnings are allowed on second story windows. Metal or fiberglass awnings are not permitted.

Antennas and Satellite Dishes

ACC will approve the installation of a satellite dish in a location as inconspicuous as possible from view, while still maintaining reasonable service. A satellite dish shall not be installed on the front elevation of a townhouse. Exposed wires must be painted to match unit.

Basketball Backboards

If garage mounted, the backboard and support structure should be clear or painted the same color as the townhouse. Backboards, rims and nets on all types of basketball units must be maintained in a neat and clean appearance. Portable basketball backboards also are acceptable. They must be stored on townhouse property.

DOORS:

Main Front and Back Doors

Replacement doors must complement the Colonial style of the community be finished in the designated painting scheme for the unit. The examples below are included for your information. We strongly recommend that your replacement doors be of quality construction that will provide you superior service combined with quality appearance.

Solid Door	4-Light Door	9-Light Door	Wagon Wheel Door
	5-Light Sidelight	3-Light Sidelight	1-Light Sidelight

Storm Screen and Security Doors

Professionally manufactured storm and/or screen doors consisting of glass and metal frames must be an approved color. The approved colors are white, black and the approved colors for the home. The color should complement the field color and trim of your townhouse.

Overhead-Garage Door

These doors must be replaced with a 24-gauge steel door having 4 sections, each section having 8 vertical panels. The door should be of good quality with wood graining and painted the field color.

Side Entry Garage Door

These doors must be replaced with a likeness of the original door either in metal or wood. Paint the door the field color of the property. Paint the edges of the door to avoid moisture damage. If the doorway is to be closed off, it must be finished to match the balance of the garage wall – siding with battens painted to match the field color of the unit.

Exterior Lighting Fixtures

Replacements or additional lighting must follow the Colonial Style of the Community. Adequate and attractive lighting fixtures not only improve the appearance of your home, but contribute to safety and security. See approved styles in Homeowner’s Guide booklet.

Gates & Fences

Rear gates and fences must be maintained. Replacements are to be the same height and material as the original or similar in appearance. Rough sawn cedar is the approved material. This wood may remain natural, as it weathers well or it may be stained with a translucent stain that matches the townhouse color. Patio gates must be cedar pickets with no “dog peep holes” and should match your neighboring gate. Wrought iron gates are not permitted.

Gutters

Replacement gutters and downspouts must be 4”or 5” aluminum or steel. Vinyl is not acceptable. They must be painted to match the painting scheme of the unit. **Gutter Covers** are optional and must match the gutter/fascia color of the unit.

Handrails

Rear sidewalk handrails, to facilitate safety on steps, must not extend beyond the edge of the garage, and must be painted the field color of the unit. Please submit a detailed design.

Lattice Screens

Lattice on the front porch is not in compliance with the architectural style of the Village at the Knolls.

Patio Covers

To have a patio cover approved, plans must be submitted to show the exterior elevation, designate materials, colors and include dimensions. Such construction must comply with The Building Code for The City of Centennial and ACC guidelines.

ROOFS:

Note: Factory Finished Flashing, in a color to match the shingles, should always be used when Replacing or repairing a roof.

Pitched Roof

The roof should be replaced with shingles similar in color to the original shingles .Tamko Heritage Series Asphalt Shingles,30 year life, Rustic Cedar color was the original and approved choice. Other suppliers of shingles have similar color choices in Shades of Cedar that are also in compliance with ACC guidelines.

Flat Roof

This roof on your garage should be replaced with modified rolls because they are easier to maintain and more durable. Color must be neutral to complement the pitched roof. Certaineed Flintlastic Modified Bitumen (for flat garage roofs) in the color of Cypress Tan is an approved choice.

If a homeowner chooses to add a pitch to their flat garage roof, it may not exceed 5 ½". (the nominal dimension of a 2"x 6" board) This construction must follow the Building Code for The City of Centennial.

Mansard Roof

The Deerfield model has a mansard roof. When shingles are replaced, factory finished flashing must be used at change in slope of this roof.

Skylights

Installation of skylights and solo-tubes must be located as inconspicuously as possible to provide the desired effect.

Shutters

Replace shutters similar in appearance to original louvered shutters. Their length should be that of the window and their width 14 or 15 inches. Shutters should be painted according to the painting schedule for your townhouse.

Windows

All visible windows must have mullions/grids which match original style/design. Frame colors may be either white or almond.

Window Well Covers

Window well Covers are approved, but are optional. They must be either replaced or removed when they become cracked or cloudy. Replacement covers must be flat. Bubble type covers are no longer approved.

Painting Requirements

Any repairs or replacements must be painted in accordance with the paint scheme for the unit. Paint colors are listed on the web site: *knollsvillage.com*. Select "paint colors" from the main menu. The HOA will provide the paint for repairs/replacements. To request paint, call our Knolls Village Message Center 303-796-0540. Painting should be completed within 30 days following completion of project as temperature and weather conditions allow.

ESTABLISHED POLICIES AND REGULATIONS

Front porches and balconies must be maintained with a neat appearance. No bikes, barbecues or trash is permitted.

Carpeting, indoor/outdoor is not permitted on balconies or front porches.

Space between garages must be properly maintained and neat, weed free and uncluttered. Plants must be trimmed or removed as necessary for both appearance and safety. Storage of materials in the space between garages is not permitted. That sidewalk is access for deliveries to your home, neighbors, repairmen, painters, Firemen and Emergency Medical Technicians.

Trash and recycling containers are not be put out for collection more than 24 hours in advance of the scheduled collection time. If you will be out of town, ask a neighbor to put your trash out. You can return the favor.

Seasonal decorations must be removed within fifteen days following the particular holiday or celebration. Christmas and New Year decorations must be removed by January 15.

Gutters require periodic cleaning to remove leaves pine needles and debris.

Signs, For Sale, For Rent, Political and others are not permitted in the front of or in the front windows of units. For Sale / For Rent signs are limited to the rear of units, placed on or adjacent to the garage.

HELPFUL DEFINITIONS

Batten	a thin narrow strip of lumber used especially to seal or reinforce a joint
Downspout	a vertical pipe used to drain rainwater from a roof
Eaves	the lower border of a roof that overhangs the wall
Fascia	a flat, broad board covering the joint between the top wall and the projecting eaves; a flat piece used as molding
Flashing	metal used in waterproofing
Mullion/grid	a slender member that forms a division between units of a window, door or screen
Soffit	the underside of a part of a building (as an overhang)