

KNOLLS VILLAGE
TOWNHOUSE ASSOCIATION
A Covenant Controlled Community

Homeowners'
Maintenance and Replacement Guide

Updated 2023



2701 East Geddes Place
Centennial, CO 80122

www.knollsvillage.com

Message Center - (303) 796-0540

Common Area Emergencies - (303) 304-8976

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The Application Form for Exterior Changes may be downloaded from
www.knollsvillage.com via the link on the home page
titled: *application for exterior improvements/changes*.
Copies are also available on the community bulletin board.

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)

INTRODUCTION

The Village at the Knolls 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 on the following pages.

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 home as stated in Article IX Sections 9.2 thru 9.5 and Article X.

The Village has a long history of homeowners volunteering 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 their responsibilities in maintaining their properties in according with the Covenants. Compliance with design guidelines and the terms of the covenants will preserve the architectural integrity and enhance the aesthetic quality of the community.

It is important that proposed exterior improvements be made in harmony with and are not detrimental to the rest of the community. Cooperation with the Architectural Control Committee and your neighbors creates an environment which will benefit all homeowners.

By following the design guidelines of this resource booklet and obtaining approval for proposed improvements from ACC, owners will protect their financial investment.

REPLACEMENT AND MAINTENANCE GUIDE

This Guide is intended to provide you with information on the expectations for replacement, maintenance or improvement that you may be contemplating for your townhome's exterior.

Our goal is to ensure townhouses are well maintained and improvements are consistent with the overall architectural integrity of the community. Attention to the appearance and architectural integrity of the Village has resulted in the attractive, well-maintained community we enjoy today. With your help, we will be able to continue this well-established tradition.

All exterior changes to your townhouse require the approval of the Architectural Control Committee (ACC). Application Forms for Architectural Improvements and/or Changes are available online from our website www.knollsvillage.com and on the bulletin board in front of the Clubhouse. The more complete your application, the easier it is for the committee to understand and respond to your request. If you have a specific requirement needing more immediate action by ACC, we will do our best to accommodate you. Refer to the Association's covenants Articles VIII, IX and X for compliance.

Regardless of whether or not an item is included in this booklet, all changes, additions, or replacements to your unit must be pre-approved by ACC and requires your submission of an Application Form for review by the committee. Record keeping of these Applications and the ACC response is critical for both the Association and you, the Homeowner.

REPLACEMENT REQUIREMENTS

Air Conditioners

Temporary installation of portable air conditioning equipment is allowed only in a rear window of the townhouse and may begin May 1 and must be removed by October 15. Installation of air conditioning equipment in front windows, on the roof or in exterior walls of the home will not be permitted.

Awning(s)

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

Basketball Backboards

If garage mounted, the backboard and support structure must be clear or painted the same color as the townhouse. Backboards, rims and nets must be maintained in a neat and clean appearance. Portable basketball backboards also are acceptable, except they must be stored away on townhouse property every evening.

DOORS

(See examples on the following pages)

Main Front and Back Doors

Replacement doors must complement the style of the community and be finished in the designated painting scheme for the unit. Examples are included for your information. We strongly recommend that your replacement doors be of quality construction that will provide 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, as shown on page 6, consisting of glass and metal frames must be of an approved color. The approved colors are white, black or the approved color for the home which complements 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 panels. The door should be of good quality with wood graining and painted the field color. Replace rubber gasket at bottom of garage door as needed to maintain a continuous seal with the concrete.

Side Entry Garage Door

These doors must be replaced with a likeness of the original door or 6-panel solid door either in metal or wood. Paint the door the field color of the property. It is recommended that you 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.

Gutters

Replacement gutters and downspouts must be 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 are to match the gutter/fascia color of the unit.

Gates and Fences

Rear gates and fences must be maintained. Replacements must 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.**

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.

Lighting Fixtures (Exterior)

Replacements or additional lighting must follow the style of the community. Adequate and attractive lighting fixtures not only improve the appearance of your home, but contribute to safety and security. See lighting fixtures on page 9.

Lattice Screens

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

Mailboxes

If you need to have the lock on your mailbox replaced or repaired call the Association's emergency number (303) 304-8976 or the Association Message Center (303) 796-0540 and the Maintenance Manager will explain the cost and coordinate the repair or replacement. Do **not** call the Post Office.

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. Shingles of the addition must match roof shingles and siding must match siding on the townhome.

ROOFING

Factory finished flashing, in a color to match the shingles, should be used when replacing or repairing a roof. Provide information with your application to the ACC for pre-approval.

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 will comply 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. TPO (thermoplastic polyolefin) by Weatherbond or approved equal, 60 mil single-ply heat weldable roofing membrane in acceptable colors of tan or white. If a homeowner chooses to add a pitch to their flat garage roof, it may not exceed 5 ½ inches (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.

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 **may not be installed on the front** elevation of a townhouse. Exposed wires must be securely attached to unit and painted to match unit. Unused dishes should be removed in a timely manner.

Skylights

For ACC approval skylights and solo-tubes must be located as inconspicuously as possible.

Shutters

Replacement shutters must be 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/scheme 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. For safety and as an animal deterrent window well covers are strongly recommended. **Replacement covers must be flat.** Bubble type covers are **not** approved. Old Window Well Covers that are cracked or cloudy must be either replaced or removed.

REPAIR AND REPLACEMENT PAINTING

Any repairs or replacements must be painted in accordance with the paint scheme for the unit. Paint colors are listed on the web site: www.knollsvillage.com. HOA will furnish the paint for repairs/replacements.

To request paint, call the Knolls Village Message Center 303-796-0540. Painting should be completed within 30 days following completion of project as temperature and weather conditions allow.

EXTERIOR PAINTING

The Association hires a painting company every year to paint a group of building exteriors. Painting schedules, areas, and colors are listed on the web site. The ACC in conjunction with the Maintenance Supervisor and the Board will inspect all units scheduled to be painted. Each owner will receive a letter with general guidelines and inspection suggestions for the owner to follow in preparation for painting; the letter will also include any specifics found in the inspection process. Owners are expected to make repairs prior to the paint cycle. This maximizes the longevity of each unit and makes the painting more effective.

ESTABLISHED POLICIES AND REGULATIONS

Front porches and balconies must be maintained with a neat appearance. No bikes, barbecues or trash are 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. The sidewalk provides access for deliveries to your home, neighbors, repairmen, painters and access by emergency personnel.

Trash and recycling containers are not to be put out for collection more than 12 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. Containers should be stored away promptly after pick-up. Garbage collection and recycling pick up dates are listed on the web site. Garbage must be contained within bins. Trash cans and recycle bins are available at no charge from Waste Management.

Seasonal decorations must be removed within **fifteen days** following the particular holiday or celebration. Christmas and New Year's decorations must be removed by January 15. Hooks should be removed as well.

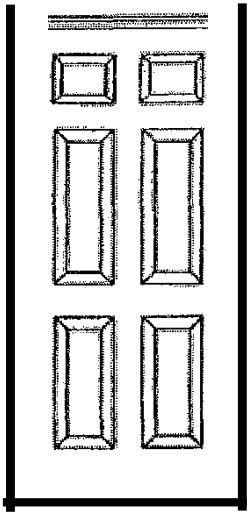
Gutters require periodic cleaning to remove leaves pine needles and debris.

Signs - For Sale, For Rent, Political and others are not permitted in the windows of units. For Sale or For Rent signs are limited to the rear of units, placed on or adjacent to the garage. Refer to State and City guidelines for political sign(s) display requirements. For maintenance reasons do not put signs in lawn areas.

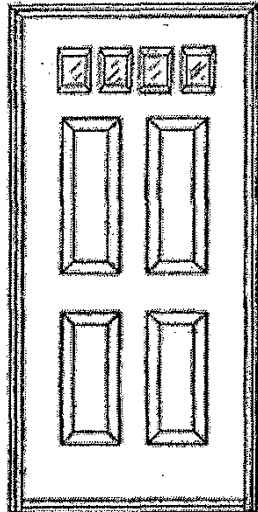
ENTRY DOOR, STORM DOOR and SECURITY DOOR

Front Entry Doors

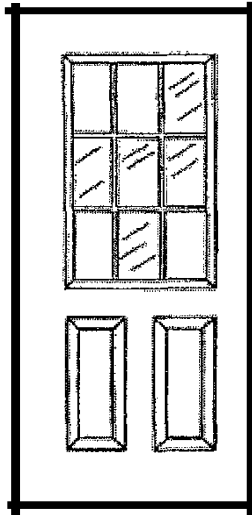
Replacement doors must be finished in the designated painting scheme for the unit. The examples below are recommended styles, but may not be readily available. Please submit a photo or drawing of your proposed door selection for ACC approval with your application.



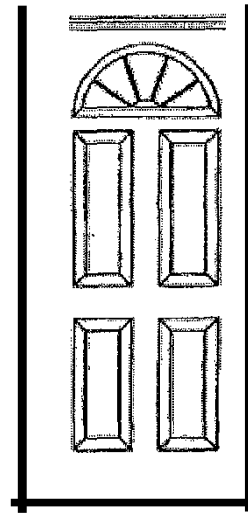
Solid Door



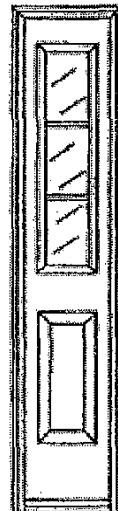
4-light Door



9-light Door



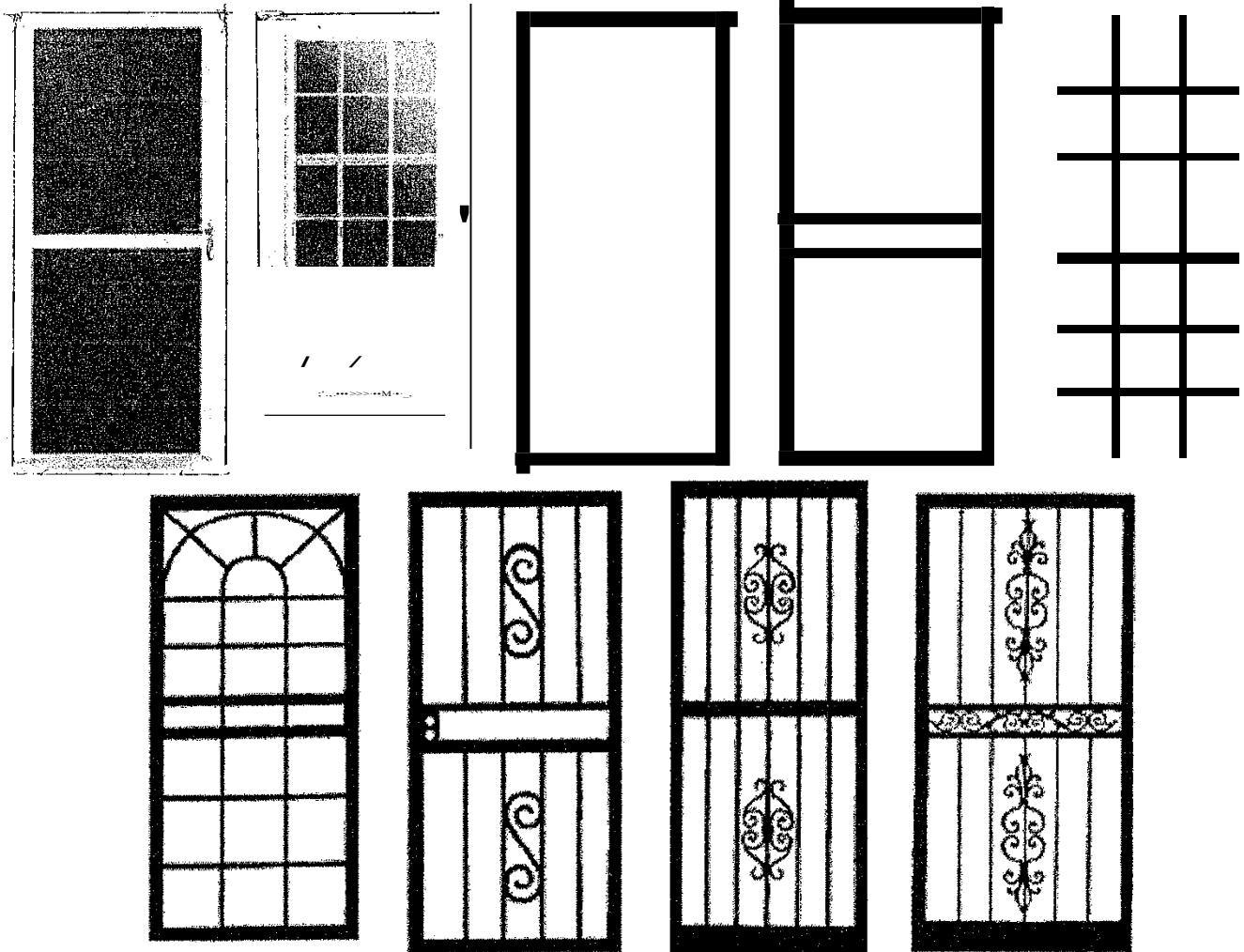
5-light Sidelight



3-light Sidelight

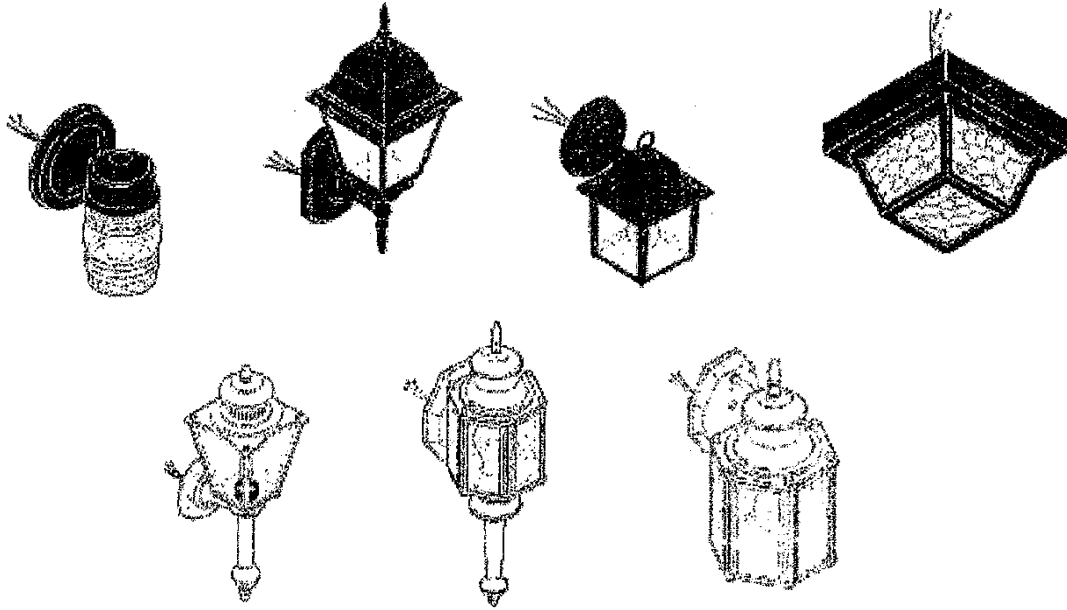
Storm and Security Doors

Replacement doors should complement the Colonial style of the community. We recommend using a good quality security door for your front door that will provide years of reliable service and enhance the appearance of your home. The color should complement the field color and trim of your townhouse.



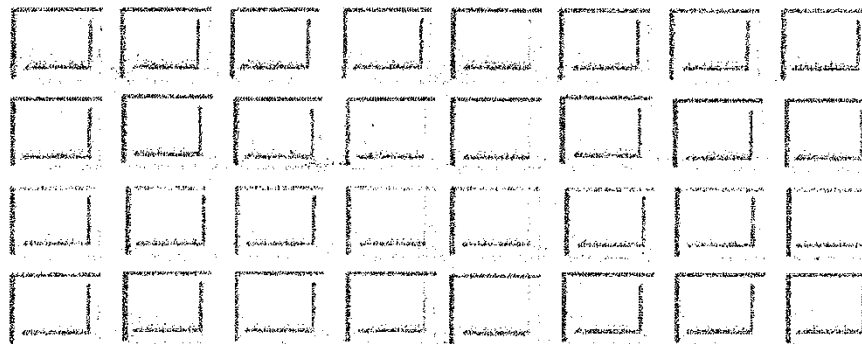
EXTERIOR LIGHT FIXTURES

Installation of dusk-to-dawn fixtures is encouraged. Replacements or additional lighting should follow the Colonial Style. As per Covenants, the lighting must "be either indirect or of such controlled focus and intensity as not to disturb the residents of the adjacent property. See approved styles below.



GARAGE DOORS

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



RESPONSIBILITIES OF THE ACC

The Architectural Control Committee (ACC) is comprised of homeowners that volunteer their time to assist with repairs or maintenance issues that are deemed necessary so that homeowners within the Village maintain the quality of their property and the investment in their homes.

It is the responsibility of the ACC to report exterior repairs that need to be made to townhomes located within the Village and notify the property owner(s) that repair is needed in order to comply with the Knolls Village Townhouse Association's Covenants, Conditions and Restrictions.

Homeowners are notified by mail that repairs are needed on the exterior of their townhome and should be completed in a timely fashion in order to comply with the Association's Covenants, Conditions and Restrictions. Taking the appropriate action to bring your property into compliance within 30 days of notification is appreciated.

If the repairs are not completed or if the ACC does not receive a response from the homeowner within 30 days with their intention to resolve this matter, it will be necessary to refer this matter to the Association's Board of Directors for further action.

Thank you for your cooperation and helping to keep the Village at the Knolls looking its best.

Quick Reference Guide

This brief outline is prepared as a quick reference guide. These are excerpts from the Covenants and By-Laws of the Association and from the standing rules adopted by the Board.

Animal Control

Centennial Municipal Code requires every citizen that owns a dog six (6) months of age or older to obtain a City Animal License. Proof of current rabies vaccination is required. For more information contact Centennial Animal Services • 13133 E Arapahoe Rd • Centennial Colorado 80112 • Tel: (303) 325-8070.

The following excerpt is from the City of Centennial's web site Municipal Code section.

Sec. 7-7-320. Removal of feces.

- (a) It is unlawful for the owner or keeper of an animal that defecates upon any property other than that of the owner or keeper, including the common areas of condominiums, townhouses, duplexes or apartments, to fail to immediately remove and properly dispose of such feces, as outlined herein.
- (b) It is unlawful for any person to dispose of animal feces in any manner except by depositing it in a toilet, a covered fly-tight container normally used for garbage or an airtight bag or container placed in a garbage receptacle.
- (c) It is unlawful to place animal feces in storm sewers or upon the property of another. (Ord. 2009-O-07 §1)

Sec. 7-7-330. Cleanliness of premises.

It is unlawful for any person to allow the accumulation of feces on any premises owned, occupied or controlled by such person in the City, including any stable, stall, shed, compartment, apartment or any yard or appurtenance thereof to the extent that it creates an unsanitary, offensive or unhealthy condition. Such accumulations may also be deemed a nuisance, and enforcement of this Section may either be through summons and complaint in the Municipal Court or in accordance with Article 2 of this Chapter concerning nuisances, at the sole discretion of Animal Services or the Code enforcement personnel of the City. (Ord. 2009-O-07 §1)

Sec. 7-7-410. Running at large.

- (a) It shall be unlawful for the owner or keeper of any dog to permit the same to run or go or be at large on any street or public place within the City or upon the premises of any other person without permission of such other person, unless the dog is accompanied by a person and is under control, as such term is defined in this Section.
- (b) For purposes of this Section, *control* shall mean that the dog is on a leash, cord or chain not more than ten (10) feet in length held by a person of sufficient age, size and physical ability to restrain the animal.
- (c) It shall be unlawful to tether any animal on any property other than that of the owner or keeper without permission of the property owner or occupant or to allow any animal tethered on the property of the owner or keeper to have access to property other than that of the animal owner or keeper.
- (d) In addition to any other remedy provided by the City to prohibit the running at large of dogs, any dog running at large may be seized and impounded in accordance with this Article. (Ord. 2009-O-07 §1)

Sec. 7-7-470. Noisy dogs.

(a) It is unlawful to keep a dog which, individually or in combination with another dog or dogs kept on the same premises, makes noise by barking, howling, whining, yelping or other utterance which is plainly audible beyond the premises on which the animal is kept, for a consecutive period in excess of ten (10) minutes during the day (7:00 a.m. to 9:00 p.m.) or for a consecutive period in excess of five (5) minutes during the night (9:01 p.m. to 6:59 a.m.) and/or a cumulative period in excess of ninety (90) minutes during any twenty-four-hour period.

Association Message Center – 303-796-0540

Emergency calls for issues in the common areas should be directed to (303) 304-8976. All other calls are returned as soon as possible.

Board of Directors

The seven members of the Board, who must be homeowners, serve for a three-year term. The Board elects its officers annually in October (By-Laws, Art. V)

Committees

Homeowners and renters are encouraged to volunteer for committees which are established by the Board such as Architectural Control, Clubhouse and Hospitality.

Clubhouse

The clubhouse located at 2701 East Geddes Place is for the use of homeowners and qualified renters and their guests. A damage deposit is required and you may make a reservation by calling a Clubhouse Committee member listed in the monthly newsletter or by leaving a message at the Association's Message Center. Religious, political or fund-raising activities are not permitted.

Insurance

Homeowners are responsible for insurance coverage on their individual unit including their household goods and contents. The Association's insurance covers common areas only.

Meetings

The Board and Committee chairs meet on the first Tuesday of each month. Quarterly Association meetings for all residents are held on the first Tuesday of January, April and July. The Annual Homeowners' Meeting is held on the second Tuesday in October. All meetings are held at the Clubhouse unless otherwise notified on agenda posting on web site and bulletin board.

Maintenance of Unit – Interior and Exterior

All interior maintenance is the responsibility of the homeowner. Exterior upkeep including individual patios, front porches, roofs and areas between garages are the responsibility of the homeowner. Exterior changes must be approved by the Architectural Control Committee. (Covenants, Art. VIII, Sect. 1, Art. X).

Maintenance Fee

The maintenance fee is due on the first day of each month payable to Knolls Village Townhouse Association and can be mailed to 2701 East Geddes Place, Centennial, CO 80122 - or you may drop your payment in the Association's black lockbox located next to the bulletin board in front of the clubhouse. If you are using bill-pay through your bank, use your townhome address as your account number. This black box is **not** a U. S. Postal Service mailbox.

Newsletter

The Back Gate Villager is published monthly and distributed to all residents as well as posted on the website. It contains announcements, committee updates, events of interest, Village news and local ads.

Parking

Each unit provides garage parking space for two resident vehicles. There is **no parking in the driveways** as designated by FIRE LANE signs, in order to permit emergency vehicles as needed. Off-street parking is available throughout the Village, but is not to be used for storage or maintenance. We ask homeowners and tenants to please respect the rights of your neighbors in your parking habits. See the Parking Policy listed on the website under Governing Documents link titled *Parking Enforcement*.

Planting

The planting of trees or shrubs is approved only by the ACC Committee or the Board.

Swimming Pool

The pool is open from Memorial Day weekend through Labor Day. An electronic key card is required to enter the pool area. Each homeowner wishing to use the pool (or renter designee) must be registered as a user. Pool rules are provided to the homeowner accompanied by a pool use agreement which is signed by the resident at the time of registration. This agreement is kept on file in the Association's office. Renters must present a letter of transfer of privileges from the unit owner when applying for a pool pass. Registration forms are available on the website.

Recreational Privileges

Every unit owner in good standing (not delinquent in Monthly Maintenance Fees) is entitled to use the pool, tennis courts and clubhouse. Renters must have a letter of delegation of these privileges from the owner in order to use the facilities. (Covenants, Art. V, Sec. 4)

Tennis

The tennis courts are locked at all times. Resident keys may be acquired by registering and tennis court rules and registration forms are available on www.knollsvillage.com or by leaving a message on the message center - 303-796-0540. Registration forms are available on the website.

Trash Collection and Recycling

Trash is collected weekly on Thursday. Trash should be put out no earlier than Wednesday evening. Waste Management observes 6 holidays a year. When there is a holiday on a weekday, the trash collection will be one day later. Trash must be contained within bins – loose bags will not be collected.

Recycling is collected **every other Thursday** and recycling bins are available for no charge from Waste Management by calling (303) 797-1600. Trash and recycling information is available on the web site along with a list of items that may be recycled. Please rinse items and do **not** place plastic bags or Styrofoam materials in recycling containers. Plastic bags may be recycled at the entrance to most local grocery stores. If you need to bag recycling items use paper bags.



concord

A ranch-style home with privacy.

Outstanding features of the Concord include a large front porch to entryway and spacious living room with brick fireplace... formal dining area adjacent to centralized kitchen containing optional pantry and laundry facility hook-up. Two bedrooms, both with large walk-in closets and adjoining baths. Second bedroom features stunning bay window overlooking front yard.



Model No. 792

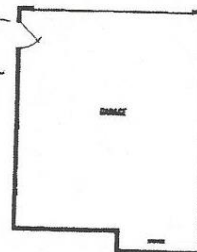
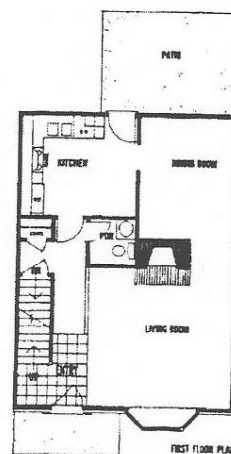
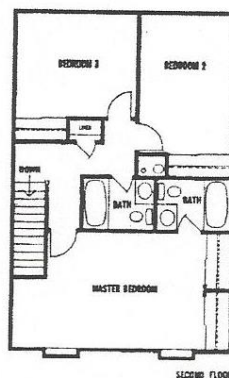




deerfield

A two-story home with many extras.

Outstanding features of the Deerfield include dramatic living room with bay window and fireplace . . . corner kitchen with access to patio and formal dining area . . . powder room downstairs. King-sized master bedroom upstairs with wall-to-wall closets, box windows and private bath . . . two additional large bedrooms and full bath.



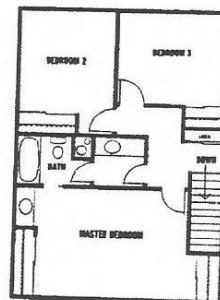


lexington

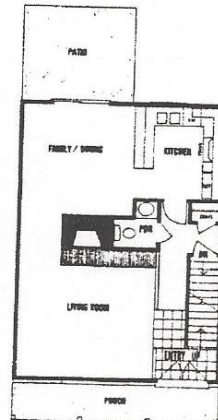
A two-story home with a touch of elegance. Outstanding features of the Lexington begin with a full length front porch...large living room joining the family/dining area containing sliding glass doors leading to rear patio...powder room on first floor. Three roomy bedrooms upstairs...central bath with access from master bedroom dressing area or hall.



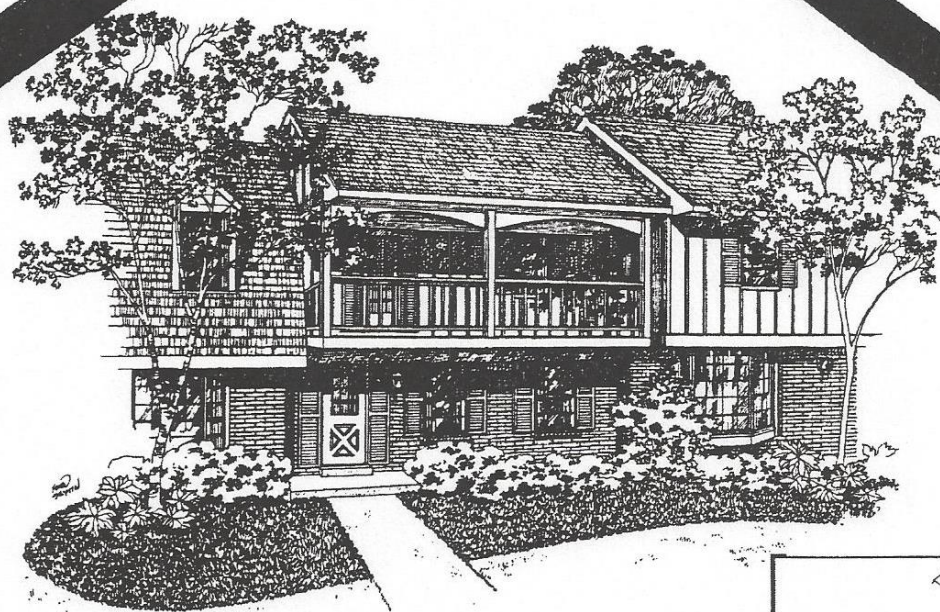
Model No. 794



SECOND FLOOR



FIRST FLOOR



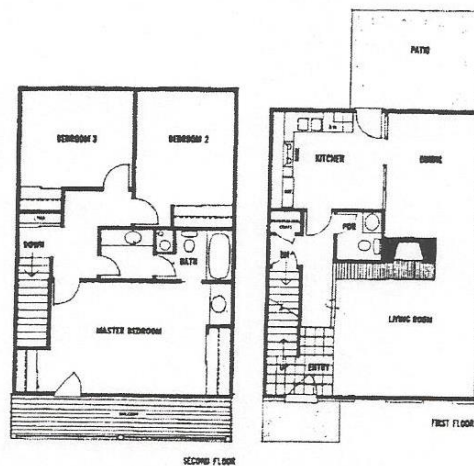
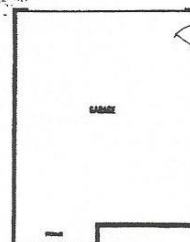
stratford

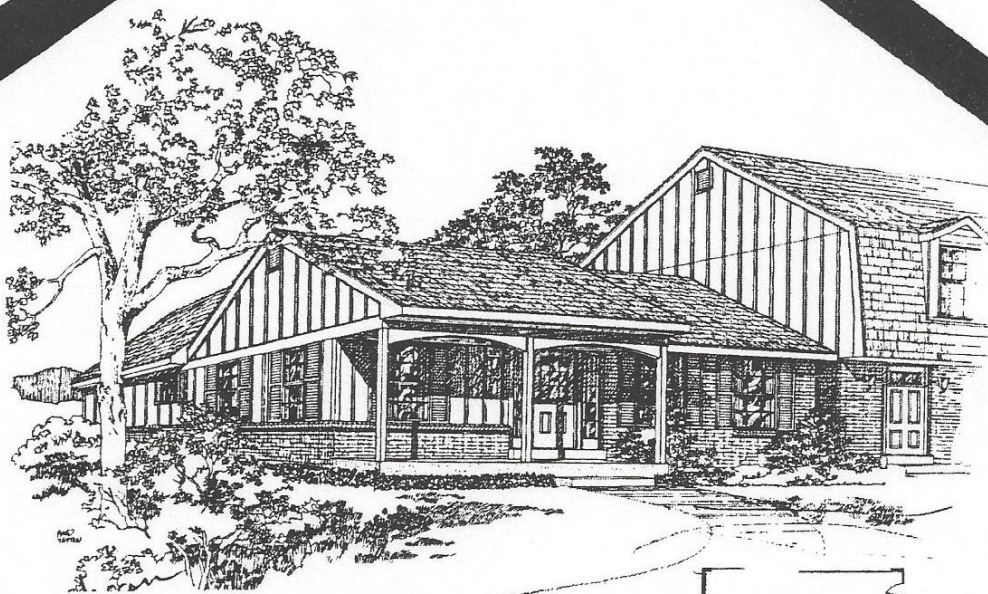
A luxurious two-story home.

Outstanding features of the Stratford include a spacious living room area adjacent to separate dining room...backyard patio with access to the roomy corner kitchen...includes powder room on first floor. Upstairs, the master bedroom is complimented by a private, unique balcony along with dressing area and central full bath. Two more bedrooms with access to dressing area and bath.



Model No. 795





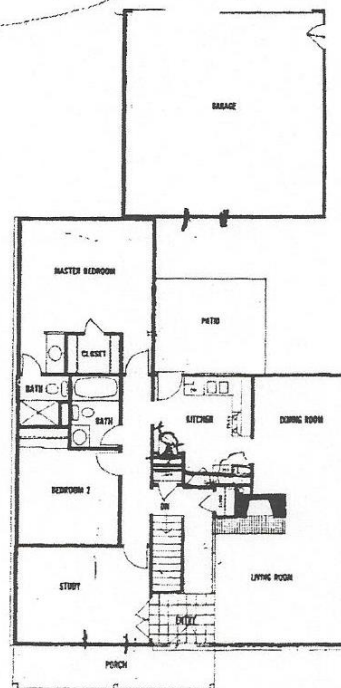
williamsburg

A unique ranch-style home designed for comfort.

Outstanding features of the Williamsburg include an airy porch off entryway . . . spacious living room with fireplace, joined to formal dining room. Two large bedrooms, huge walk-in closet and bath/dressing area in the master bedroom . . . a study or third bedroom with optional double doors to entryway



Model No. 791





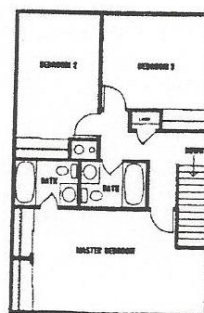
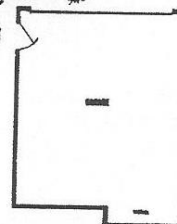
yorktown

A classic home for a growing family.

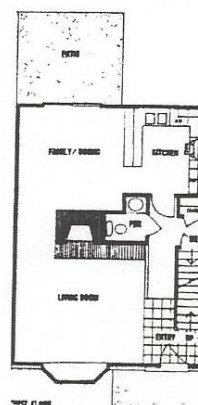
Outstanding features of the Yorktown include large front porch... comfortable living room with classic bay window and brick fireplace... formal dining area or family room with sliding glass doors to patio... powder room downstairs. Second floor contains a large master bedroom with private bath and wall to wall closets. Two additional bedrooms with access to second full bath and ample closet space.



Model No. 796



SECOND FLOOR



FIRST FLOOR

Village at the Knolls

