

RULES AND REGULATIONS

for

The Village at Highlands Ranch Subassociation

Revised March 8, 2022

Effective March 8, 2022

INTRODUCTION

The Village at Highlands Ranch Association (The Village) is a Subassociation of the Highlands Ranch Community Association, Inc. The Subassociation Declaration and the applicable Supplements and Amendments grant the Board of Directors (Board) the duty and power to do anything necessary or desirable to keep up the attractiveness and desirability of The Village and the common interests of the Subassociation's members by maintaining, improving, and enhancing the SubAssociation Maintenance Area and maintaining the attractiveness and desirability of The Village.

Goal of Rules and Regulations (Rules)

The Goal of these Rules is to clarify, define, and expand the provisions of the Declaration and the applicable Supplements and Amendments (Declaration). The Declaration states a desire to work in a spirit of cooperation. These Rules were created by the Board to work with the Declaration to further expand that level of cooperation while giving Residents guidance.

Compliance with these Rules and the provisions of the Declaration will help preserve the inherent architectural and esthetic quality of The Village. It is important that the improvements to property be made in harmony with and not detrimental to the rest of the community, i. e., to maintain the original continuity of The Village's design.

A spirit of cooperation with the Architectural Review Committee (ARC) and neighbors will go far to create an environment that will benefit all homeowners. By following these Rules and obtaining prior approval from the ARC for improvements to property, homeowners will be protecting their financial investment and will help ensure that improvements to property are compatible with standards established for The Village.

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DEFINITIONS

These terms are presented in straightforward language but are not the legal definitions as contained in the Declaration. Please refer to the Declaration for a legal definition of these terms.

Common Area: All real property and improvements owned or leased by The Village.

Daily Care Giver: A Daily Care Giver is a non-live-in Residential Employee providing services on multiple days per week. This can include rotational services – providing regular daily, 16-, or 24-hour care by 1 or more persons each day.

Driveway: The Driveway is the concrete pad which is used by vehicles to go from the street to the garage. It crosses property owned by both the HOA and the homeowner. Per the covenants, an easement has been granted for the Driveway crossing HOA land.

Dwelling Unit: The structure on a Residential Site intended as a single-family house.

Exterior Change Requiring a Request: Any Homeowner desiring to make a change to the outward appearance of a Residential Site and/or the Subassociation Maintenance Area will have to submit a Request to the ARC in the following cases:

- Any change that will be on or over any Common Area, including improvements, changes, or removals of Common Area landscaping. Note that, for most homes, the Common Area starts inside the rock boundary on the sides of the home and may be as close as the rock boundary in the front and back. The Homeowner is responsible for knowing the Residential Lot boundary.
- Any changes to the Residential Lot deemed “permanent” – such as attached to the home or set into the land (planted).
- Any change to the exteriors of the Dwelling Units including, but not limited to, structural changes or changes such as the addition of TV dishes, exterior lighting, awnings, doors, windows, shutters, railings, handrails, radon systems, and fences. This includes application of paint and/or stain – even if the same color.
- Repair and/or replacement of damaged exterior portions of the home. Exterior components of a home which were damaged by hail, snow, flood, vandalism, age and wear, and other occurrence require a Request to ensure the repair and replacement meet the HOA requirements for maintenance, quality, and visual appeal.

No Request is required for plants in pots, removable decorative pottery, bird baths, statuettes, etc. However, the HRCA may require a request – see Ornaments below.

Fence/Privacy Fence: A fence with a maximum height of four feet (4’) with closed-construction wood or composite fence that is placed on the property and not on the patio slab or deck. It will be constructed in the position specified per the Subassociation Declaration of Covenants.

Handrail: A wrought iron or formed-metal hand railing attached to a house wall. They are intended for assisting people needing help with balance or other issues while navigating steps.

Holiday Decorations: Holiday Decorations are lighting, ornaments, and other items displayed on the lawn, porch, patio, trees, bushes, and house which indicate that a specific holiday is being celebrated. These items are not permanently installed and are intended to be displayed during the holiday celebration time and removed after that time is over.

House Sitter: A House Sitter is a live-in Residential Employee while the residents are away for some reason.

Live-in Care Giver: A Live-in Care Giver is a live-in Residential Employee providing services.

Railing: A balustrade type metal, wrought iron, wood, or composite fence attached to a porch or patio slab or deck.

Residential Employee: Residential Employees are a person or group of persons staying in the home longer than two weeks to provide personal care, supervision, assistance, or house sitting. A Residential Employee must be at least 18 years old.

Residential Lot: A lot within the HOA boundaries platted by Douglas County and intended to hold a single-family house. This is the amount of land that a homeowner owns. Most Residential Lots are 80' deep by 42' wide rectangles. The only exceptions are around curves in the cul-de-sacs where the front corners may be trimmed where two lots meet. Most homes are 42' wide – a couple are only 40' wide. Almost all homes are at least 60' deep – before added amenities such as sunrooms, etc. Most Residential Sites have no land on either side of the home, about 3-6' in front, and 10' or less in back. The HOA land starts inside the rock barrier on both sides and is usually close to the rock barrier in front and back.

Residential Site: A Residential Lot plus the area in front extended to the street sidewalk.

Retaining Walls: Any wall used to hold back soil and landscaping and constructed of wood, concrete, or other material and which is located on the Common Area or continuing from the Residential Site into the Common Area.

Subassociation Maintenance Area (Maintenance Area): The Common Area plus the portion of each Residential Site which is not occupied by the Dwelling Unit and the associated sidewalks, patios, Driveways, and any portion of a Residential Site enclosed by a fence.

Wind and Sunscreen: A four feet (4') or taller section of open construction wood or composite fence placed on or attached to a patio slab or deck to provide privacy or sun/wind protection.

ARTICLE I - RESPONSIBILITIES of SUBASSOCIATION

A. The Board of the Subassociation enforces the provisions of the Subassociation Declaration of Covenants, Conditions, and Restrictions and the Subassociation Rules and Regulations, and it takes any action deemed necessary to cause compliance by each member of the Subassociation.

B. Every owner, guest, tenant, family member, related user, or employee shall strictly adhere to the Rules as adopted from time to time by the Subassociation.

C. The Subassociation cares for all landscaping and other improvements within the Maintenance Area, including irrigation systems and perimeter fences. The operation of the sprinkler system is the responsibility of the landscape contractor under the direction of the Board. Use of the Subassociation's sprinkler system is not a homeowner's prerogative to use as s/he pleases. Access to the irrigation system's controllers is limited to the landscape contractor and designated Board Member(s) or their assignee(s).

D. The Subassociation shall, at its expense, be responsible for the painting of all 'non-brick' exterior surfaces of all Dwelling Units in the Project as necessary to present a continuing attractive appearance. Second Amendment to Subassociation Declaration of Covenants, Conditions, and Restrictions, Article IV, Section 7. See the web site for a painting guideline.

E. Pruning: See Rules Article III-B-20-c.

F. Perimeter Fences: Fences marking the boundary line of The Village belong to the Subassociation and are maintained by the Subassociation.

G. The Subassociation provides weekly trash pickup, biweekly recycle pickup, and snow removal.

H. The Subassociation Property Manager will notify the Board and the ARC when they receive a notice of closing or other notification of a change in home ownership. This will include the new owner's names, ages if known, and status of the property (rental, private home, etc) if known.

I. It shall be the responsibility of the Subassociation to monitor the HUD Proof of Age Requirements for The Village. This shall include collection from the homeowner's written proof of age when ownership changes or when resident(s) change. This written documentation shall be transmitted to the Architectural Review Committee upon receipt for the Association records.

ARTICLE II - ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Village ARC, acting for the Board, considers and approves or disapproves all requests for Exterior Changes Requiring a Request.

A. The members of the ARC serve at the pleasure of the Board, and within the constraints of the Subassociation Declaration of Covenants, Conditions, and Restrictions, Subassociation Bylaws, and Subassociation Rules and Regulations. [The ARC shall include three or more persons appointed by the Board and shall serve staggered three (3) -year terms as determined by the board. (Bylaws: Article VII, Section 1)]

B. The ARC meets monthly at the call of the chairperson.

C. All meetings are announced and open to all homeowners.

D. Minutes are taken at each monthly meeting of the ARC, provided to the Board, and made a part of the permanent files of the Subassociation.

E. Requests from a homeowner are submitted to the ARC in writing/request form. Approval requires compliance with current Subassociation Declaration of Covenants, Conditions, and Restrictions and Subassociation Rules and Regulations. A written response is provided within thirty (30) days.

F. Requests can be approved administratively or by a vote of the ARC members. Request subjects not specifically listed under Administrative Approvals must be voted on by the ARC and must have a majority of votes to be approved. A member of the ARC may not vote on any request made by that member.

Administrative Approvals are made by the ARC Chairman or a person designated by the ARC. All request by the ARC Chairman or the designated approver will follow the normal ARC approval process.

Administrative Approvals are allowed for:

- Satellite Dishes – placement must be specified, must be to the rear of the house, and must not be mounted on the roof or project above the highest point on the roof.
- Replacing live bushes or trees with like for like if on approved list or from approved list when at Homeowner's expense.
- Re-staining/painting a deck, railings, trim, siding, gutters/downspouts, or doors the same color.
- Replacing windows or front/rear entry doors with like for like.
- Replacing garage doors or front window shutters with like for like.
- Replacing the outside air conditioner condenser on the same condenser location.
- New exterior lighting (if replacing existing) and similar for similar.
- Replacing gutters, gutter downspouts, and gutter extensions with like for like - must be painted the existing color.
- Replacing a roof with like for like.
- Driveways/front porches/cement patios with like for like and same size/style.

Requests approved administratively must still meet all Douglas County and Highlands Ranch Residential Improvement Guidelines (HRRIG) requirements.

G. The ARC does not commit to the expenditure of any Subassociation funds without the express approval of the Board.

H. All commitments of the ARC are in writing. No commitments are made orally.

I. Request forms can be found online, in the back of the Village's annual directory, or contact ARC.

J. ARC will perform periodic walk-throughs to check on the overall appearance of The Village. These walk-throughs will include:

- Checking for changes which have not had a Request approved by the ARC
- Checking for disrepair or poor maintenance that is visible
- Checking for things which could cause homeowner problems later
- Checking for items which the HOA needs to consider
 - Checking that Retaining Walls are in good repair and the adjacent homeowners are meeting the requirements.
 - Checking for drainage issues – swales, French drains, gutters
 - Checking the Gazebos for good repair and proper maintenance
 - Checking the Guard Shacks for good repair and proper maintenance
 - Checking the two parks and the two entrance areas for good repair and proper maintenance
 - Checking the large area of HOA land between the Gleneagle fence and the Dwelling Sites and the two large areas between the three cul-de-sacs behind the Dwelling Sites for good repair and proper maintenance.

K. It shall be the responsibility of the ARC to maintain the records of compliance for the HUD Proof of Age Requirements. The ARC will further maintain a spreadsheet of the homeowners recording their ages, dates of occupancy by address and maintain the subsequent completed forms of the homeowner(s)/tenant(s).

ARTICLE III - RESPONSIBILITIES of HOMEOWNERS

A. Residents and Verification of For HUD Age requirements

There will be a limit of two residents in each Residential Site, one of which will be at least 55 years of age. (Per the Subassociation Declaration of Covenants, Conditions, and Restrictions Article I Section 34 and Article VI, section 25)

Each Homeowner/Tenant/Resident agrees to notify the Subassociation in writing whenever a change in residents occurs. Upon the request of the Subassociation or after any transfer/change of ownership or residents, each Homeowner/Tenant/Resident agrees to verify in writing and show proof of age of the residents which meets the HUD Proof of Age Requirements.

B. Homeowners with Retaining Walls

Homeowners with Retaining Walls must observe the following rules:

- Gutter extensions must be used and placed to cause water draining through them to not run onto or toward the rock barrier above or below the retaining wall.
- No live plants – either in pots or planted in the ground, may be placed in the rock barrier above or below a Retaining Wall or on the Retaining Wall.
- No bird bath, portable swimming pool, or any other container which can hold water may be placed where water spilling or draining from them can run onto or toward the rock barrier above or below the retaining wall.
- Casual water will not be dumped on the rock barrier, and large amounts of water must be dumped to not move toward the rock barriers.

C. Process for Requesting and Implementing Exterior Changes Requiring a Request

All Exterior Changes Requiring a Request require Board/ARC approval.

1. Before Exterior Changes Requiring a Request are made, ARC approval must be obtained. Approval may be required by the Highlands Ranch Community Association (HRCA). Building permits may be required from the Douglas County Building Division.
2. After the fact requests will be referred to the HOA Board. The HOA Board reserves the right to assess fines for after-the-fact requests. If a fine is assessed, the fine will be \$50.00 per infraction.
3. To obtain ARC approval, a homeowner must submit a request to the ARC in writing using the request form. This is found on line, in the back of the Village's annual directory, or by contacting the ARC chairperson.
4. The request must contain enough information so that the ARC can visualize the intended change. Photos, drawings, plats, brochures, and written descriptions of work to be done should be supplied to ensure that the request is understood by the ARC.
5. Approval requires compliance with the current Subassociation Declaration of Covenants, Conditions, and Restrictions and Subassociation Rules and Regulations. Once a request is accepted as complete, a written response will be provided within thirty (30) days.
6. Any ARC or Board member can deem any request an emergency which will require the ARC to act as promptly as possible on the request. This does not relieve the property owner from being in compliance with the HRCA and the Douglas County Building Division.
7. Once a project is approved by the ARC, HRCA if necessary, and a Douglas County Building Division Building Permit issued (if necessary), the homeowner has 6 months to complete the work. If the project is not complete, the request can be resubmitted.
8. Contractors and sub-contractors may only perform any external work — including unloading and loading equipment — Monday through Saturday, between 8:00 a.m. and 7:00 p.m.
9. Vehicles used by contractors and sub-contractors shall not block traffic.

10. Contractor signs are only allowed to be present during actual work by that contractor. No signs are allowed before work begins or after the project is completed.
11. Once project work has been completed, the homeowner must notify the ARC.
12. When notice is received that the work has been completed, the ARC will inspect the completed work and will re-issue this document with an Approved, Conditionally Approved, or Non-Compliant decision. If the work is not Approved, the homeowner can appeal the decision to the Board.
13. All work is considered permanent to the Dwelling Unit and must remain with the Dwelling Unit when it is sold.
14. Any approved project, such as new air conditioner condenser unit or window well, which requires some encroachment onto the Subassociation owned property, is granted by the ARC approval of the project, an easement for the encroachment, and for maintenance per the Subassociation Declaration of Covenants, Conditions, and Restrictions, Article VIII, Section 2(a) and 2(b).

D. Residential Employees

Residential Employees will not be defined as residents for purposes of the Declaration. They can reside in the home for longer than 2 weeks either as a single person living there – House Sitter - or as a Care Giver for one or two residents. This will not cause a violation of the Declaration requirements for “only two residents” and/or “one resident must be over 55”.

A Residential Employee is compensated for their efforts and does not pay rent or fees for the use of the home. Free housing and/or meals can be considered compensation for services.

The Board and the ARC must be notified each time a House Sitter, Live-in Care Giver, or Daily Care Giver is employed or is re-employed after a break in service. An email or call to the Village Business Manager or one of the Board members will be considered notification.

Residential Employees must obey all Declaration and Rules regarding residents, including parking in the garage, except as mentioned in this clause. Daily Care Givers may park on the driveway of the home so as to not impede traffic.

E. Maintenance, Upkeep, and Outside Changes to a Residential Lot:

Exterior Changes Requiring a Request require Board/ARC approval)

Every owner, guest, tenant, family member, related user, or employee shall strictly adhere to the Rules as adopted from time to time by the Subassociation.

Owners of Residential Lots, at the Owners’ cost and expense, shall be responsible for the maintenance, repair and care of all other exterior surfaces of Dwellings not specifically described herein as the responsibility of the Subassociation, including brick walls, doors, glass, screens, roofs, patios and decks of Dwellings and Driveways, courtyards, private walkways,

private fences and any portion of a Residential Lot enclosed by a private fence. The nature, color and type of any painting shall be within the sole discretion of the Subassociation. Owners shall maintain the exterior portions of their Dwellings in a safe, attractive and desirable condition at all times. ... Article IV, Section 7 of the Second Amendment to Subassociation Declaration of Covenants, Conditions, and Restrictions.

1. **ADVERTISING:** See Signs.

2. **ARBORS:** (Free-standing/Mounted on a Dwelling Unit)/LATTICEWORK/TRELLISES, constructed of any material, are not permitted in the front or sides of a Dwelling Unit. Rear work must be approved by ARC. (Per Highlands Ranch Residential Improvement Guidelines: HRRIG)

3. **AWNINGS:** Awnings are permitted in the rear patio area only. They are not permitted in the front or on the sides of a Dwelling Unit. When the awning is not in use it must be in a closed/fixed position. Electric power units with a wind sensor for retrieval are recommended. The color of awnings shall blend with house trim and requires approval by the ARC.

4. **AIR CONDITIONERS:** Window Air Conditioners/Evaporative Coolers: Window air conditioning units are not allowed in The Village. Air conditioning equipment must be installed in such a manner as to not be visible from the front street and must be installed to minimize any noise to adjacent property owners. Screening of equipment may be required to minimize visual impact. ARC approval is required. (Per HRRIG)

Evaporative coolers require ARC approval. Considerations will include, but are not limited to, location and screening. Rooftop installations are not allowed.

5. **BASKETBALL BACKBOARDS:** (mounted to a Dwelling Unit) are not allowed in The Village. Portable basketball backboards need to be placed inside a garage when not in use. (Per HRRIG)

6. **DAMAGES to a DWELLING UNIT:** Damages to the exterior of a Dwelling Unit due to vandalism or natural causes shall be the homeowner's responsibility to repair and restore the Dwelling Unit to its original condition. All Exterior Changes Requiring a Request are subject to the approval of ARC for compliance with the Subassociation's standards.

7. **DECKS and STAIRS:** If decks or stairs are stained, color must be approved by ARC and stained at homeowner's expense.

8. **DOG RUNS:** must be on the homeowner's property and located behind a privacy fence. See #18 FENCES/RAILINGS/SCREENS. Any portion of the dog run or anything within the dog run should not be visible from any neighboring Residential Lot. (Per the Subassociation Declaration of Covenants, Conditions, and Restrictions, Article VI, Section 18.)

9. **ENTRY, STORM, and SECURITY DOORS:** Because there are hundreds of choices, specifications and colors shall be reviewed by the ARC on a case-by-case basis. Picture

brochures and specifications should be provided to ARC for approval. In keeping with The Village's original architecture, the original six-panel, steel/metal entry door is recommended.

10. EXTERIOR TRIM REPAIR:

a) Prior to scheduled painting by the Subassociation, a member of ARC and the painting contractor shall inspect each house. If replacement of trim or siding is required, a reasonable time shall be provided for repairs by the homeowner. ARC approval is necessary.

b) On bay windows, S4S (smooth four sides) clear redwood or cedar is recommended.

11. FLAGS: See Signs

12. FLAGPOLES: See Highlands Ranch Residential Improvement Guidelines (HRRIG) for requirements.

13. HOLIDAY DECORATIONS:

a) The Board can require – with 2 weeks' notice - that any decoration be removed if deemed offensive because of multiple community complaints.

b) Holiday Decorations may be placed anywhere on the homeowner property, including on the patios, porches, trees, and bushes that are on the homeowner property or adjacent to homeowner property – within 10 feet. The homeowner assumes all liability for damage caused by the decorations, their installation, or removal.

14. HOUSE ADDITIONS and GENERAL CONSTRUCTION PROVISIONS:

a) Working drawings must be submitted to ARC and approved by them. They must be stamped by a registered architect licensed in the State of Colorado. Structural engineering, calculations for heating and cooling, engineering surveys for a drainage plan, and other necessary information shall be provided under the architect's supervision.

b) All improvements must be within the homeowner's property line. A copy of the improvement survey stamped by an engineer registered in the State of Colorado must be provided.

c) No roof pitch shall be less than the existing roof. Siding is only permitted on gables and around bay windows and between windows if a sunroom is constructed. The remaining areas shall be brick. All of these are in keeping with The Village's original architecture.

d) The only exterior paint colors used on a Dwelling Unit shall be those currently approved by the Subassociation.

(A homeowner is encouraged to visit with the painting contractor when her/his house is painted for a complete list of inclusions and exclusions of items painted or items not painted.)

e) Rain gutters, downspouts, and downspout extensions are required.

f) Skylights/solar tubes: Require ARC approval.

g) Shutters, house numbers, and concrete front porches/sidewalks/Driveways should be in keeping to The Village's original architecture and use the same materials and styles. Railings, Fences, Screens, and privacy fences must meet the requirements in Rules Article II-B-18 FENCES/RAILINGS/SCREENS. ARC approval is necessary.

h) Garage Doors: Replacement requires ARC approval. Replacements must be a sixteen (16) foot, steel garage door with thirty-two (32), standard panels (windows or any other design changes are not permitted). The original door was distributed by Overhead Door Company of Denver.

i) Changes to the front and sides of a Dwelling Unit that will deviate from The Village's original architecture are not permitted.

j) All work shall be completed in a timely manner. Projected start and completion dates shall accompany plans if the work is to take more than a week.

k) Working hours are 8:00 A.M. to 7:00 P.M., Monday through Saturday. Contractors and their workmen are to be notified of this requirement prior to the start of construction.

l) Interference with regular watering and other maintenance shall be avoided.

m) Upon completion of a construction project, the cost of replacing or restoring anything in the Maintenance Area is at the homeowner's expense. Examples include but are not limited to sprinkler system, sod, rock, steel-edging of rock areas, and removal or addition of dirt for grade changes.

n) Sprinkler-system changes require an operational inspection by the Subassociation after completion.

o) All general contractors and their sub-contractors shall be licensed in Douglas County or otherwise certified.

15. ORNAMENTS: See Highlands Ranch Residential Improvement Guidelines (HRRIG) for requirements.

16. OUTSIDE STORAGE: Storage outside the Dwelling Unit or patio is prohibited. This includes, but not limited to, on or under patios or decks, stairs, or sides of the Dwelling Unit.

17. OUTDOOR LIGHTING: Outdoor lighting must be approved by the ARC and must not be located so that it is offensive to the neighbors. The lighting should reflect The Village's original architecture.

18. PARKING: Article VI, Section 12 of the recorded Declaration provides motorized vehicles must be stored, parked, and maintained wholly within the garage area of a Dwelling Unit, or in an area designated by the Subassociation for parking or storage. The designation of a parking

area is in the sole discretion of the Subassociation. The Subassociation has not designated a specific area within the community for parking or storage of personal property. Upon the written request of a Residential Lot Owner demonstrating the need for additional parking, the Subassociation acting through its Board of Directors, reserves the authority to designate a specific area of the private drive leading to the Residential Lot Owner's garage area where the Residential Lot Owner may temporarily or periodically park based upon the Residential Lot Owner's circumstances and on the terms of the written parking area designation issued by the Board of Directors.

19. PATIO ENCLOSURES with an EXISTING ROOF: If renovating an existing patio enclosure, use the requirements under HOUSE ADDITIONS above. For glass and/or screened enclosures on the original concrete slab, the following rules apply:

a) Working drawings shall be provided to ARC showing all elevations. Drawings must be stamped by a registered architect, licensed in the State of Colorado. Structural engineering, calculations for heating and cooling, engineering surveys for a drainage plan, and other necessary information shall be provided under the architect's supervision.

b) Specify all materials, which can include: framing, windows, glass panels, screening, and entry door(s). Include safety features for glass panels.

c) Colors shall be white or the same as the existing trim color.

d) Exterior glass/screened panels must not extend to the floor level. A two-foot solid material panel (matching brick, vinyl, or wood) must be used to prevent glass breakage due to yard maintenance. When using brick, a brick sill is required, and an engineer should be consulted to make sure the extra load can be supported. (Robinson Brick Company, the original supplier of all brick used in The Village, is still operational and still features the brick used on all houses.)

e) ARC approval is required as well as a Douglas County permit.

19. PATIO ROOFS:

a) Working drawings to ARC are required. They must be stamped by a registered architect licensed in the State of Colorado. An architect is required because most patios were constructed without the necessary concrete piers under the support posts. Structural engineering and other necessary information shall be provided under the architect's supervision.

b) The structure must be within the homeowner's property lines.

c) Exterior paint colors shall be those currently approved and applied on the Dwelling Unit. Rain gutters, downspouts, and downspout extension are required.

d) ARC approval is required as well as a Douglas County permit.

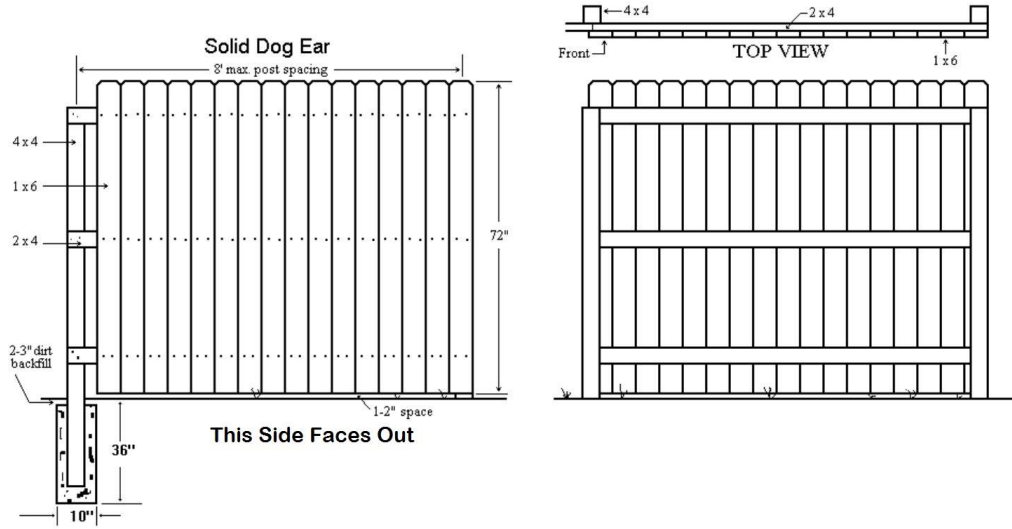
20. RADON MITIGATION SYSTEMS: Radon mitigation systems shall be designed to be entirely contained within the Dwelling Unit and/or garage, if at all possible. In the event a radon vent pipe is mounted outside the Dwelling Unit, it must be painted to blend in with the exterior materials. ARC approval is required.

21. FENCES/RAILINGS/WIND AND SUNSCREENS:

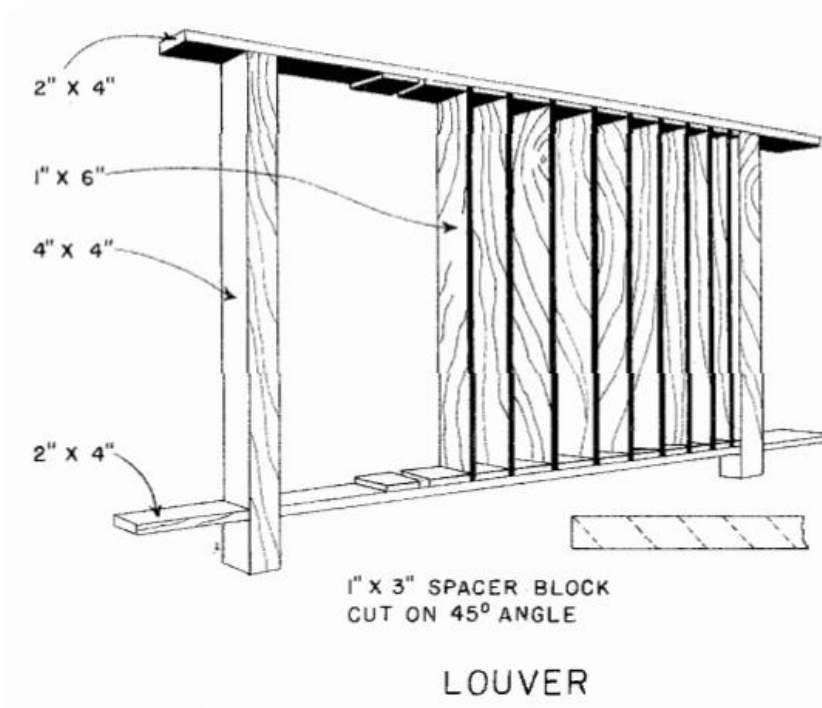
a) General

- i) The maintenance and installation of these items will be at the homeowner's expense.
- ii) All maintenance within a privacy fence area is the responsibility of the homeowner.
- iii) All installations shall be within the property lines of the homeowner's plat.
- iv) A plan showing the location, layout, height, and style of the installation shall be provided to the ARC. The material used must be of the type specified in the Definitions – see above – for the type of installation and meet the color requirements below. A significant sample – at least six inches (6") long by the widest width and depth, and in the color, stained or painted as intended – must be supplied with the application. Photos of similar installations are appreciated.
- v) If any fence, screen, railing, and/or handrail is painted or stained to match a house's color, and the house's color is changed, then those fences, screens, railings, and handrails must be updated to the new color. This will be done at the homeowner's expense.
- vi) Wood installations shall use a solid color, water-repellant stain. Paint is not acceptable. The stain shall be of a color that matches any approved color used on the house or deck if attached to a deck.
- vii) Composite construction installations shall be of a color that is complementary to any approved color used on the house or deck if attached to a deck. The composite color must be approved.
- viii) Metal and wrought iron installations shall be painted white, black, or match any approved color used on the house or deck if attached to a deck.

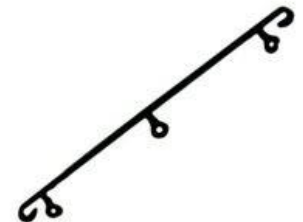
- b) Fence/Privacy Fence: These are strongly discouraged. To be approved, a fence must conform to the following specifications. The Subassociation Declaration of Covenants has outlines of all house models and the positioning of a privacy fence that may be installed for that model. A Fence/Privacy Fence shall be a maximum four feet (4') high, closed-construction wood or composite fence using dog-eared slats with no cap and with all posts and framing located on the house's side of the fence. It will be placed entirely on the homeowner's property per the Declaration specifications.



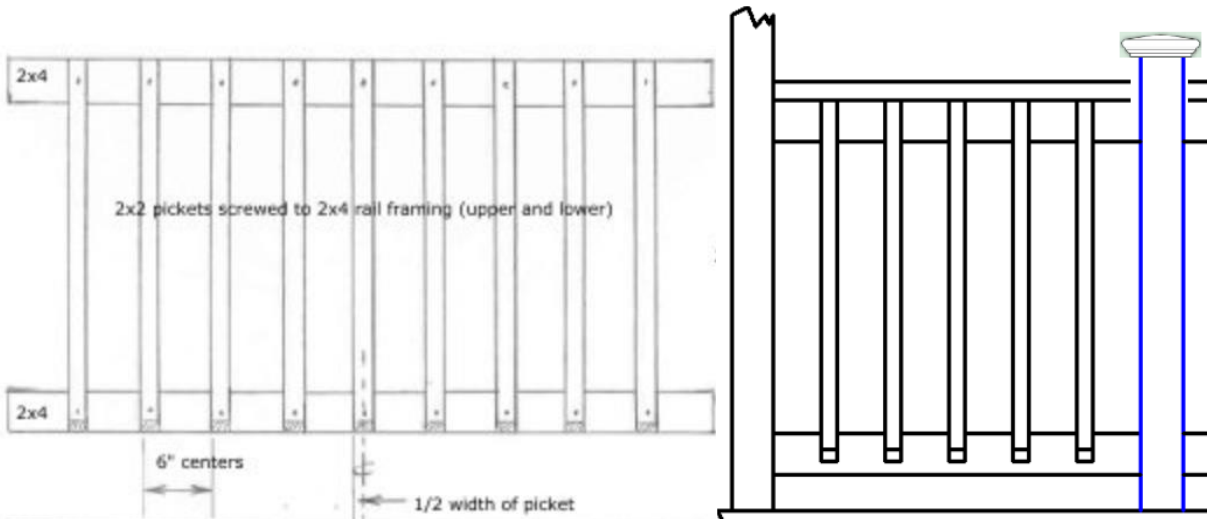
- c) Wind/Sun Screens: These are strongly discouraged. Sunshades are recommended for privacy and sun protection. To be approved, screens must conform to the following specifications. A screen will be a very open-construction, louvered-wood or composite panel. Lattice and plastic products will not be approved.



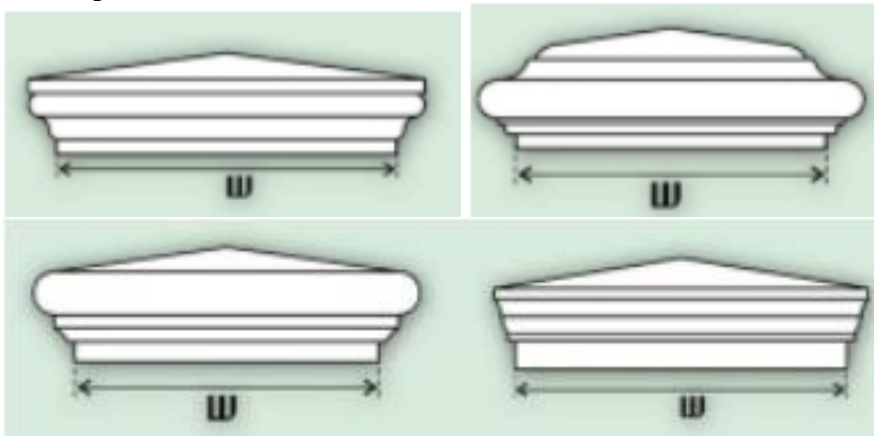
- d) Handrails: These are wrought iron or formed-metal hand railing attached to a house's wall. They are intended for assisting people needing help with balance or other issues while navigating steps.



- e) Railings or patio/porch attached fences: These will be wood or composite balustrade (square spindles) fence using top and bottom caps. Free standing posts – those not going up to support roofing – must have crowns attached. In keeping with neighborhood looks, the front porch railings should all be exactly the same style.



Post caps:



22. ROOF REPLACEMENTS:

- a) ARC must approve any roof replacement.
- b) The following criteria and material for roofs were originally approved by the Board of Directors on January 7, 2000, and reaffirmed by the Board on September 13, 2011, after studies done by an ad hoc committee. Following are the only replacement shingles allowed: Certaineed Presidential Shakes – Color: Weathered Wood. Three grades of these shingles are available.

23. SIGNS, FLAGS, and/or ADVERTISING DEVICES: See Highlands Ranch Residential Improvement Guidelines (HRRIG) for requirements. Contractor’s signs may be displayed only while work is ongoing. Holiday displays and decorations may be displayed thirty days before and thirty days after a holiday. Signs and displays must be placed so as not to impede with any landscape/maintenance.

24. TREES and SHRUBS:

- a) New Plantings:
 - 1) A homeowner must submit a request for all new plantings. All new plantings, except as detailed in section Article III–B–20-b below, will be done at the homeowner’s expense. Both ARC and Board approval are required before proceeding. Board approval is required because, per the Declaration, the Subassociation is assuming responsibility for maintenance of any plantings.
 - 2) A request for a planting to ARC and Board must include a sketch plan showing the proposed location of the new planting in relation to such things as existing trees, shrubs, buildings, rock areas, and sprinkler heads within a radius of 30 feet of the new planting. Consideration must be given to the neighbor’s sight lines. The mature size of the tree or shrub must be appropriate for the area where it is to be planted. For instance, large evergreens such as blue spruce must not be planted closer than 20 feet from the nearest obstruction. New plantings that require significant maintenance, such as yearly cutting back or major pruning, will not be considered.
 - 3) The Subassociation supplier is the preferred supplier. However, a third-party supplier can be requested. If a third-party supplier is used, the planting must come with a one-year guarantee that is granted to the Subassociation.
 - 4) The planting should not interfere with watering or mowing of the adjacent lawn. If the planting interferes significantly with mowing, it may not be approved. If the new planting requires the sprinkler and/or water system to be changed, repaired, or added to, any cost of the sprinkler changes, repairs, or additions, will be at the homeowner’s expense.

- 5) The Subassociation will not provide, nor approve, any installation by a homeowner of any additional watering system within two feet of the foundation or the rock boundary of any Dwelling Unit, whichever is greater. It will be the homeowner's responsibility to provide water to these plants. The Subassociation cannot accept the responsibility of attempting to provide automated watering at close proximity to foundations.
 - 6) Deciduous trees must have a minimum caliper of two inches; evergreens will have a minimum height of six feet. The appropriateness of the plant shall be reviewed by the ARC including consideration of its size, resistance to disease, requirements for water, and possible interference with nearby plants, buildings, and fences.
 - 7) The Village web site - <http://villageathighlandsranch.com> - has listings of non-approved plantings.
- b) Removal or replacement of existing plantings:
- 1) The homeowner can submit a request for the Subassociation to remove the front center tree and/or up to three shrubs along the front of each property when they are dead or are deemed unsightly by both the ARC and the Board. If the ARC and Board have agreed that the tree and/or shrubs are to be replaced, the homeowner can request them to be removed and not replaced at Subassociation expense.
 - 2) At any time, the homeowner may request that the front center tree and/or up to three shrubs along the front of each property be removed at homeowner expense – see New Plantings - Section III-B-20-a.
 - 3) Removal / Replacement of plantings on Subassociation property
 - a. If a homeowner wants to remove a planting for any reason except concern for property damage:
 - i. The homeowner must submit a request to ARC for approval. ARC will consider location, neighbor input, and esthetics in deciding.
 - ii. If approved by ARC, the homeowner will have to use the current Subassociation arborist contractor.
 - iii. The homeowner will be responsible for all cost and pay for the removal of the tree, including the tree removal, stump chipping, and any landscape work required.
 - iv. If the tree is being replaced, the homeowner will also be responsible for all cost and pay for the installation of the new tree.
 - b. If a homeowner has a concern about potential property damage and wants overhanging limbs or the tree removed:

- i. Note – removal of dropped leaves, needles, seed pods and cones, etc., from roofs and gutters are normal homeowner maintenance issues and are not considered for this section.
 - ii. The homeowner must submit a request to ARC (required by the Declaration) which will be administratively approved. The request must contain a detailed reason for concern about damage. The ARC chairman will administratively approve the request and pass to the Board.
 - iii. The Board will have the Subassociation arborist contractor evaluate the tree for any issues of potential damage to homeowner property.
 - iv. If the Subassociation arborist contractor finds that the tree could cause significant damage to the homeowner property, the Board will review the report and request.
 - v. If approved by the Board, the Subassociation will pay for the removal of portions of or the whole tree, including the tree removal, stump chipping, and any landscape work required.
 - 4) For all other plantings, the Subassociation will remove them when they are dead or are deemed unsightly by both the ARC and the Board. The Board at its discretion will determine whether a replacement should be planted at Subassociation expense.
- c) Maintenance of existing plantings:
 - 1) The Subassociation will provide appropriate care and maintenance for existing plantings. This includes appropriate watering, removal, and replacement as detailed above.
 - 2) The Subassociation will not water plantings within two feet of the foundation or the rock boundary on the sides and back of the Dwelling Units, whichever is greater. It will be the homeowner's responsibility to provide water to these plants. The Subassociation cannot accept the responsibility of attempting to provide automated watering at close proximity to foundations.
 - 3) The Subassociation will provide appropriate pruning to the plantings in front of each Dwelling Unit to insure the "street appeal". "Street appeal" will be determined by the ARC and/or the Board. homeowner's may request in writing to assume the pruning of their bushes but must continue to maintain the level of "street appeal" as determined by the ARC and/or the Board. If the homeowner has assumed pruning responsibility and does not perform it, or the homeowner changes, the Subassociation will reassume the pruning.
 - 4) The Subassociation will not prune nor cut back plantings on the sides or back of each Dwelling. If these plantings are determined to be unsightly, they will be removed when they are dead or are deemed unsightly by both the ARC and the

Board. The homeowner will be given notice and will be given the opportunity to redress the issue.

25. TV DISHES and ANTENNAS:

a) TV dishes must be approved by the ARC and must be located so they are not offensive to the neighbors. All such TV dishes shall be installed so they do not project above the roof line or beyond the front of the Dwelling Unit. TV dishes may not be installed in the Maintenance Area.

b) Exterior TV antennas, exterior radio receiving or transmitting devices of any type are prohibited.

26. UNDERGROUND UTILITIES' LINES:

a) Cable TV, Telephone, Gas and Electric Lines: These lines can be found in street right-of-ways, common areas, and on private property. Homeowners should be aware of their general location and take responsibility to protect them from being disturbed by digging or any alteration of the ground that covers them. The Subassociation has no obligation in this matter. (Per HRRIG)

b) Water and Sewer Lines: Homeowners are responsible for replacement or repair from the Dwelling Unit all the way to the main line connection in the street. This cost can be substantial including, but not limited to, trenching, sod replacement, curb and gutter replacement, street cut permits, asphalt repairs, and any other costs necessary to complete the installation. The Subassociation has no obligation in this matter. (Per HRRIG)

27. WINDOWS:

While the grid-style window is recommended in keeping with The Village's original architecture, they are not required as of a 9/8/09 Board decision.

F. Voluntary Responsibilities of homeowners

1. E-MAIL: E-mail updates are provided to homeowners in The Village. Provide your e-mail address to the Property Manager found under the Contact Us tab on the web site – <http://villageathighlandsranch.com>.

2. FLAGS: When honoring our country/state, follow the protocol on when/how to display a flag. These proper guidelines can be found on the Internet.

3. PETS: Pet owners shall be responsible for controlling their animals and must clean up dog droppings. Dogs must be leashed. (Douglas County Code must be followed. Owners of any pet or animal are responsible for minimizing any annoyances to neighbors, such as but not limited to noise, odors, and immediate removal of animal waste. Animal complaints should be reported to Douglas County.)

4. SIGNS and YARD DISPLAYS: No signs or advertising devices of any nature shall be erected or maintained on any part of the Common Area or on a Residential Site without the prior written approval of the ARC or the Board of Directors. Article VI, Section 8 of the Second Amendment to Subassociation Declaration of Covenants, Conditions, and Restrictions.

a) The owner or resident of a Dwelling Unit may display one political sign per political office or ballot issue that is contested in a pending election within the boundaries of their Dwelling Unit or in a window of their Dwelling Unit. Such signs may be displayed no more than forty-five (45) days before the day of election and no later than seven (7) days after the day of election.

b) Contractor's signs may be displayed only while work is ongoing.

c) Holiday displays and decorations may be displayed thirty days before and thirty days after a holiday.

d) Real Estate signs must be placed so as not to impede with any landscape/maintenance.

5. TRASH: Trash shall not be placed outside earlier than the night before the scheduled pick up time or left in any area that may inhibit snow removal, obstructing traffic, or in such a way as to attract animals. Placing trash in plastic bags and setting these bags outside the night before the scheduled pick up time is not recommended. Wild animals frequent the neighborhood and may tear open a trash bag. Securing all trash/recyclable materials is recommended. Trash containers and recycling containers must be returned to one's garage the same day trash is picked up.

These Rules and Regulations were adopted by the Board of Directors of the Subassociation of The Village at Highlands Ranch on 10th day of March 2020, and supersede any and all previous Rules and Regulations.

Appendix A – Revision History – Approved and Published Revisions

Rev 1	March 11, 2014	Many modifications from non-tracked Rules.
Rev 2	September 9, 2015	Added support for ARC procedures Article II B and II C had minor changes Renumbered Article III and added a new Section I, now A Added header and footer
Rev 11	February 14, 2017	Added definitions and changed Dog Run and Fence rules.
Rev 12	March 12, 2019	Added to Article II - Architectural Review Committee Section F Administrative Approvals Added to Article III Responsibilities of Homeowners Section A.2 Added After the Fact ARC Requests
Rev 13	March 3, 2020	Added definition of Exterior Change requiring a Request Added Retaining Walls Rules ARC Walkthroughs will include Retaining Walls, Guard Shacks, and Gazebos
Rev 14	March 9, 2021	Added definitions and rules for Holiday Decorations and Residential Employees
Rev 15	March 8, 2022	Added support for State Laws on Flags and Signs, added ability for homeowner to request and replace HOA trees, and added support for HUD 55+ verification requirements.

Appendix B – Contact Information

VHOA - The Village Homeowner Association		
Management Company	303-745-2220	http://villageathighlandsranch.com/
HRCA - Highlands Ranch Community Association		
Administration	303-791-8958	https://hrcaonline.org/property-owners/
HRMD - Highlands Ranch Metro District		
Main Number	303-791-0430	http://highlandsranch.org/
DoCo - Douglas County, Colorado		
Douglas County Buildings	303-660-7497	http://www.douglas.co.us/land/building/

Appendix C – Quick Responsibility Matrix

This matrix should be used as a GUIDE for all Homeowners within The Village at Highlands Ranch Subassociation. See Appendix B – Contact Information - for VHOA, DoCo, HRCA, and HRMD full names and contact information. DoCo, HRCA, and HRMD requirements change regularly.

The latest information is on the websites - check there before proceeding with a project.

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Exterior - Add on, maintain, repair, replace, remove						
A/C units - external equipment	X		X	X	X	
Address Numbers	X		X	X	X	HRCA required if larger than 6" high.
Antennas - External						Not Allowed - see TV dishes.
Awnings	X			X	X	
Barbeque installations	X		See Note	See Note	See Note	Request only needed if not portable propane.
Birdbaths	X		See Note	See Note	See Note	One less than 3' in front, others need approval.
Brick	X			X		
Cable connections	X					New boxes must be painted to match siding.
Cement work	X		May	X	X	
Covers - decks, patios, and/or retractable	X		May	X	X	
Decks, deck steps, and deck/step rails	X		X	X	X	
Deck and patio railings, fencing	X		May	X	X	
Dish installations	X			X	X	See TV Dishes.
Dog Runs	X		May	X	X	Must be on the homeowner's property and located behind a privacy fence.
Doors	X		May	X	X	

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Downspouts	X			X		Homeowner responsible for cleaning.
Driveways, repair/replace/ top finish	X		X	X	X	
Dryer vents	X			X		
Faucets, external	X		May	X		
Fences or enclosure on homeowner property	X		May	X	X	
Fans - external permanently mounted	X		May	X		
Firepits	X		See Note	See Note	See Note	Only needed if not portable propane.
Flower beds	X			X		
Foundations	X		X	X	X	
Garage doors	X		X	X	X	
Garage keypad openers	X					
Grills	X		See Note	See Note	See Note	Request only needed if not portable propane.
Gutters	X		X	X		Homeowner responsible for cleaning.
Ham radio equipment and antennas - external						Ham equipment is not allowed.
Handrails	X			X		
Heaters - patio or external	X		See Note	See Note	See Note	Request only needed if not portable propane.
Lattice	X			X	X	
Lawn ornaments	X				See Note	See Ornaments.
Lights and Lighting	X		X	X	X	
Lightning rods	X		X	X	X	
Ornaments	X				See Note	A request is required for anything taller than 1' in front, 3' in back, any group of 3 or more.
Painting, color changes, etc.	X	X		X	X	See Painting and Staining section.
Patios	X		May	X	X	

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Paving - walks, steps, porches, stepping stones	X		May	X	X	
Pergolas	X		May	X	X	
Phone Lines	X					New boxes must be painted to match siding.
Planters	X			See Note	See Note	See Ornaments.
Porches	X		May	X	X	
RADON Piping	X		May	X	X	We require piping to be internal to the house except for one small outlet on high peak of siding or on roof.
Railings	X			X		
Retaining walls, landscape structures using timbers or concrete on Homeowner Property	X		May	X	X	
Retaining walls, landscape structures using timbers or concrete on VHOA Property		X	May	X	X	
Roofs	X		X	X	X	
Roof vents	X		May	X	X	
Satellite Dishes	X			X	X	Request is for location.
Screens - window and door-mounted	X			X		
Screen doors	X			X	X	
Security bars	X			X	X	
Security Cameras	X			X		
Sewer lines	X					HRMD is responsible for the main sewer line. The homeowner is responsible for the sewer line from the tap to the home.
Security doors	X			X	X	
Shutters	X	X		X	X	See Painting and Staining section.

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Sidewalks	X		X	X	X	DoCo is responsible for sidewalks along the streets. The homeowner is responsible for all other sidewalks.
Siding	X	X	May	X	X	See Painting and Staining section.
Skylights	X		May	X	X	
Solar Shades	X		X	X	X	
Solar Panels	X		X	X	X	Request is for location.
Solar Light Pipes	X		May	X	X	
Stepping stones	X			X	X	
Steps - concrete, cement, and stepping stone	X			X	X	
Storm doors and windows	X			X	X	
Sump pumps - external piping and routing	X			X		
Sun Screens	X			X	X	
Sun Tubes	X		May	X	X	
Telephone Lines	X					Boxes must be painted to match siding.
Trim	X	X		X	X	See Painting and Staining section.
TV Cable connections	X					Boxes must be painted to match siding.
TV Dish installations	X			X	X	Placement/location must be approved. Cables which run across siding must be painted to match siding.
Walks	X		X	X	X	
Walls or enclosures on homeowner property	X		May	X	X	
Water lines	X					HRMD is responsible for the main water line. The homeowner is responsible for the water line from the tap to the home.
Wind Screens	X			X	X	
Windows	X			X	X	
Windows tinting	X			X		
Window Wells and covers	X		X	X	X	

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Painting and Staining						
Exterior Paint - Siding, wood trim, doors, gutters, downspouts, shutters, dryer vents, cabling, breaker boxes, cable boxes, phone and cable boxes, dish and antenna cable runs	X	X		X	X	VHOA paints periodically. Painting outside the regular paint cycle - due to maintenance, weather damage, or owner changes - is the responsibility of the homeowner. Must use VHOA and HRCA approved colors.
Exterior Paint - Decks, homeowner fencing, railings, wind and sun screens, roof vents, areas inside homeowner fencing or add-on construction such as sun rooms, enclosed porches, patio covers	X			X	X	Painting and staining are the responsibility of the homeowner. Must use VHOA and HRCA approved colors.
Interior of home, garage, enclosed patio, or fence	X					The VHOA is not responsible for anything inside a home, garage, enclosed patio, sunroom, addition, or homeowner fence.
Landscaping, care, pruning, removal and replacement						
Bushes under front window, if present	X	X		X		
Front tree, if present	X	X		X		
Trees at rear side of lot on HOA property	X	X		X		
Other trees on homeowner property	X			X		VHOA will remove if not cared for.
Other trees on VHOA property		X		X		Homeowners can request but the Board must approve.

Description	Who's responsible		Request Needed			Notes and additional information
	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Flower beds in rock area around house, homeowner property	X		X	X		VHOA will remove if not cared for.
Flower beds in rock area around house, VHOA property	X		X	X		VHOA will remove if not cared for.
Flower beds in other areas on homeowner property	X	X		X	X	
Plants in pots on patios, walkways, porches, driveways	X			See Note	See Note	VHOA will remove if not cared for. Not allowed on/around timbered retaining walls.
Plants in pots on rock areas	X			See Note		VHOA will remove if not cared for. Not allowed on/around timbered retaining walls.
Plants in pots in other areas	X			See Note		VHOA will remove if not cared for. Not allowed on/around timbered retaining walls.
Grass, enclosed by homeowner fence	X					
Grass, all other, watering, mowing, fertilizing, weeding, raking, etc		X				
Grounds						
Fences on VHOA property		X				
Gazebos and guard sheds		X				
Sprinkler system, homeowner-owned	X		May	X		
Sprinkler systems, VHOA owned		X				
Retaining walls, homeowner owned	X		May	X	X	
Retaining walls, VHOA owned		X				
Snow Removal - front porch, driveway, street-side sidewalk		X				See snow policy for responsibilities.

	Who's responsible		Request Needed			Notes and additional information
Description	Homeowner	VHOA	DoCO	VHOA	HRCA	Revised 16Jan2020
Snow Removal - other sidewalks, porches, patios, decks	X					See snow policy for responsibilities.
Snow Removal - Streets and gutters						Douglas County is responsible for these.