

Windows

Overview

As a mature community, maintenance and repair of the original buildings are becoming increasingly necessary. In the process, it is critical that the architectural integrity of the buildings be preserved, and repairs, replacements and any desired upgrades are consistent with the original intention of the architectural vision of Highline Club, as well as consistent within the community itself.

With that in mind, the Architecture Committee has conducted extensive research on windows. Window maintenance, repair and replacement are the responsibility of the Owner, and as such, it is imperative that any window repair or replacement be in accordance with determined guidelines.

The Architecture Committee's goal in addressing the issue of windows was to:

- Explore current and available window options that offer the latest technology and energy benefits,
- Identify windows that match the existing aesthetics of the Highline Club windows in order to stay within the original architectural intentions and design,
- Determine price points and available options for the convenience of homeowners,
- Research and establish relationships with reputable providers on behalf of the community,
- Negotiate a competitive buying agreement on behalf of the community,
- Define and establish a "standard" window that is "approved" by the Board, allowing Owners the ease of accelerating the approval process if they elected to use the pre-approved windows, as well as saving each individual Owner the time and energy of researching windows on their own, and

- Provide several options for glass, upgrades and level of replacements needed (i.e., complete window replacement vs. simple glass replacement).

Approved Window Products

The Board of the Highline Club Owners Association has approved the following products to be used as replacement windows for homes in the Highline Club. The Anderson 100 Series window has been identified as a preferred window for all applications in the community.

- Anderson 100 Series window with Low E Glass
- Anderson 100 Series window insert with Low E Glass (with conditions)
- Smart Sun Window Treatment upgrade (with conditions)
- Anderson A Series window (an upgrade with wood casings and due out in 2012)

Non Approved Window Products

The Board's selection of the Anderson 100 Series Window with Low E Glass as a preferred window does not prohibit an Owner from requesting approval to install a different window.

Application and Approval Process

The application process will be accelerated when using the Anderson 100 Series because this product has already been approved. While the HOA is not mandating specific products and will consider alternatives, there is an approval process that needs to be followed in either case and alternates may or may not be approved based upon established criteria.

Anderson 100 Series - When an Owner decides to replace an existing window, he/she must fill out an ACC application and indicate the "Anderson 100 Series Window with Low E Glass." The application must include the supplier and installer and be submitted to Westar Management Company. Two local suppliers who have guaranteed builder prices and installation are included at the conclusion of this communication.

Other window products - In the event the Owner chooses to select an alternative window, he/she will be required to complete an ACC application and provide a sample of the window to the Architecture Control Committee and to the Board. Upon review the Board may or may not grant approval of the alternate window. Any approval of an alternate window must be in writing and must occur before any work has begun.

*It is strongly suggested that an Owner get a copy of the installers liability insurance certificate, workers compensation certificate, and take any applicable legal steps (e.g., contractor license and permit) required by law.

General Window Information – Background

As an Owner evaluates window needs, the following options may be factors when considering window replacement.

1. Replace Glass Option Only: If the window sash (the part that surrounds the glass) is fully operable, not warped, opens and closes easily (for movable windows), or if the cladding (the protective covering) is firmly attached to the base material of the sash and fits snugly against the glass and is preventing leaking around the glass or around the frame itself, or if the glass is cloudy and shows signs of condensation from time to time, then the Owner may decide to utilize the "replace glass option only."

Highline Club Owners have utilized this more moderate cost option in the past with some success. The key here for the Owner is to assure that new weather stripping is installed. In most cases where the window is one that opens and closes, the leaf shield (the weather stripping in a slot around the outside of the sash) and the bead or bulb (the weather seal in a slot on the window frame itself) will be totally non functional. An Owner should be very specific with the glass company regarding the

company's ability to install these new dirt and weather shields. If this can't be accomplished, then it is highly recommended that the window itself and the entire bank of windows be replaced with the Anderson 100 Series Window.

In the event the "Replace Glass Option" is a viable choice, the Owner is not required to complete an ACC application. Included with this memo are companies that have successfully completed the "Replace Glass Option" for Owners at the Highline Club. An Owner may utilize either of these companies, or they may select another company to complete the project.

Replace Window Option: When an Owner makes the decision to replace an existing window or bank of windows (usually a set of 2 or 4 windows side by side) they may select one of the window suppliers listed at the end of this communication or one of her/his choosing. The supplier will send an installer to the home and the Owner will receive an estimate/bid for the work desired. The bid will include everything connected to the product and installation.

2. Replace Window with Anderson 100 Series

insert with Low E Glass: An Owner may select this lower cost and less intrusive option under the following conditions.

- The window is a single window, not next to another window and not part of a bank of windows
- The Owner may replace all of the windows in the bank of windows with the insert. The insert however, is not approved when replacing one of a group or one of a bank of windows.

IMPORTANT: If the Owner makes the decision to replace one window in a bank of four windows or in a situation where two windows are side by side and only one window is replaced, the Owner should select the Low E Glass base option only, as selecting the more expensive green tint will look noticeably different from those close to it.

If the weather strips can't be replaced in the glass only option, it is recommended that all windows in the series or bank be replaced. This will significantly improve energy efficiency.

continued

Preferred Suppliers – Cost

1. Replace Window Option

COMPANIES WHO HAVE BEEN SELECTED AS PREFERRED SUPPLIERS FOR ANDERSON 100 SERIES WINDOWS:

Mountain States Building Products Inc.
5040 E. 41st Ave
Denver, CO 80216
303-377-8566

Matt Flynn – CONTACT PERSON
Builder Price Available

Beyers Window and Door
7310 S. Alton Way #H
Centennial, CO 80112
303-220-5990

Rod Cooksey – CONTACT PERSON
Builder Price Available

REQUIRES AN ACC APPLICATION AND APPROVAL;
EXPEDITED REVIEW.

2. Replace Glass Only Option – Replacing Glass Only in Fixed Window or Movable Window

COMPANIES WHO HAVE SUCCESSFULLY PERFORMED THIS SERVICE IN THE HIGHLINE CLUB:

Ken Carl Glass
12450 Mead Way
Littleton, CO 80216
303-816-8446

Brothers Glass
4880 South Broadway
Englewood, CO 80113
303-347-2773

DOES NOT REQUIRE AN ACC APPLICATION AS LONG AS THERE IS NO ALTERATION, DISTURBANCE OR MODIFICATION OF ANY EXTERIOR ELEMENT – THIS IS GLASS ONLY!

NOTE: Buyers Window and Door Inc. submitted the following estimates for windows in unit 27 on October 14, 2011, and this can be used as a reference for approximate costs. However, every unit will have unique circumstances and these prices cannot be guaranteed.

Estimates	Insert	Complete New Window
Large Window	\$600	\$850
2 unit operable	\$1600	\$2080
4 bank 2 operable	\$3200	\$4561

REMINDER: You must submit an Architectural Control or a Landscape application to the management company prior to beginning any work you plan to do on the exterior areas of your property. You must receive in writing approval from the Board for any exterior work. The application must be completed and submitted to the management company two (2) weeks prior to the board meeting at which approval is requested.

BOARD OF DIRECTORS: Toni Larson, President (Unit #9) • John Winston, Vice President (Unit #38) • Nils Holtestaul, Secretary (Unit #27) • Mark Foster, Treasurer (Unit #45) • Bruce Jensen, At Large (Unit #3).

Documents and applications are available at www.weststarmanagement.com