

**To:** Sugarloaf Homeowners

**Re:** Typical Process for Home Painting

Owners may paint their homes in either a color selection from the original (1980s) Kelly Moore color schemes or a color selection from the updated (2002) color schemes. If you choose to paint using original colors, select an approved trim and stucco color from the list provided on the Architectural Project form. Then execute steps 4, 5, 6, 8, and 9 below.

If you choose to paint using the updated color schemes, it is important to note that the goal is to have a 3-color home when you drive up. This differentiates us from Denali and increases the illusion of single family dwellings. Some homes will have 4 colors: light, medium and dark paint family and a stain. To ensure a front 3-color look some homes will need a color variance for the garage door [painted color #1 rather than color #2]. For the updated color schemes, all of steps 1 through 8 are executed.

Please note that all of the reference documents mentioned below are available at the Association web site ([www.sugarloafhoa.org](http://www.sugarloafhoa.org)) or can be obtained from the Architectural Control Committee (ACC) or the property manager. The color board and binders are available only from the ACC.

**Usual flow of Color Scheme implementation:**

1. Owner calls or emails ACC chair or another member for a “tour of the color board”. Contact info is provided in each monthly newsletter and on the web site.
2. ACC member will want to check the house for architectural style and roof and window colors.
  - a. Knowing architectural style simplifies explaining the painting scheme guidelines. No sense explaining belly bands or shake siding treatment if the house doesn't have them. Knowing stucco, wood panel, wood split siding or wood shake siding helps choosing color family and regular or flipped scheme.
  - b. Knowing the roof color simplifies the discussion regarding color choices as roof color mandates color scheme selection. Additionally, there are some special considerations if the home has white vinyl window and sliding door casings.
3. The ACC member will review the board with the owner. Explain: Color Board, Brush Out Binder and Spec Binder.
  - a. Color Board has color samples, stain samples and optional front door colors. The Exterior Paint Color handout is included on board as well. NOTE: color samples on the board are skewed a blue tone due to Plexiglas cover.

- b. Brush Out Binder provides true paint colors. It also will include Cabot Semi-Transparent & Semi-Solid brochure and Cabot Solid Stain brochure. After owner selects color scheme, ACC member will cut a 1” square piece of light, medium, dark, and optional front door color, if applicable, for custom paint matching. There are no samples of stains as they are off-the-shelf colors and do not require custom blending.
    - c. Spec Binder has: photos of homes marked up as example of color placement with regular and flipped paint style are noted; list of homes painted and/or stained in new color scheme; paint color formulas; photos of homes painted and/or stained in new color scheme. Kelly Moore on B Street in San Mateo has a copy of formulas on their computer. You should get a Sugarloaf discount. Our account number is 912 SU5511. They should also have a copy of the Spec Binder. The paint color formula list can also be found on the Sugarloaf web site.
4. Review Exterior Paint Color Rules and, if applicable, Wood Side Shake Shingle Stain Treatment.
  - a. The Exterior Paint Color Rules handout is the detailed piece. In it are regular and flipped as well as garage door color placement guidelines.
  - b. Wood Side Shake Shingle Stain Treatment handout provides durability of stain gradations.
5. Discuss painting Party Walls. *Only* the four walls supporting your roof may be painted in the new color scheme. Your neighbor’s party wall [wall facing your property but supports neighbor’s roof] may be refreshed in neighbor’s existing paint color.
6. ACC member will review the ACC Form with you. It is important to note that your color choice will potentially influence your neighbor’s choice. Guideline is for each home to be a different color scheme to increase the illusion of single family dwellings.
7. If necessary, you may take the Color Board, Brush Out Binder, and Spec Binder for your review and decision-making. You should also get a copy of the Exterior Paint Color Rules handout, ACC form, and if applicable, Wood Side Shake Shingle Stain Treatment handout. Please provide the ACC member with your day and evening phone numbers and date color board and binders are to be returned!
8. When you have made your color scheme decision, please promptly return the color board and binders to the ACC. To expedite processing, return the ACC Form, with ACC Form signed by neighbors in your attached group. Neighbor’s signatures are required even if you are repainting in your existing colors (to ensure project notification has been given and access granted). You may also mail your completed ACC form to the property manager, who will then forward it to the ACC. Keep a copy of the completed form for yourself.
9. The ACC will then review, and if appropriate, approve your project form. The ACC will notify you either by phone or email when your project is approved by

the ACC. A formal approval letter will then follow from the property manager. You may begin your project as soon as the ACC has notified you of the approval. Please note that the ACC may want to meet with your painter to ensure they are clear on the painting scheme before beginning to paint. This can only save repainting, especially in regards to party wall issues.