

CANYON LAKES PROPERTY OWNERS’ ASSOCIATION (CLPOA)
ARCHITECTURAL RULES AND GUIDELINES
FOR THE COMMUNITY OF CANYON LAKES
KENNEWICK, WASHINGTON
INTRODUCTION

The Architectural Review Committee (ARC) is established by the Bylaws of CLPOA, Article VII. Section 1 and by the Amended and Restated Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for the Community of Canyon Lakes, Section 8 (revised on February 8, 2022). Both of these documents, as well as the Articles of Incorporation, Rules, and Architectural Rules and Guidelines, are available on the CLPOA website at: <http://www.canyonlakespoa.org/Pages/Documents>

One of the functions of the ARC is to provide and maintain **Architectural Rules and Guidelines** for new construction and major additions to homes, and a variety of exterior improvement projects such as landscaping, painting, roofing, patios, fences, decks, and retaining walls. Architectural Rules are mandatory requirements that are defined by “shall” statements. Guidelines are optional but recommended. They are indicated by “should” statements. The original Architectural Rules and Guidelines were established in 1981, with revisions in 1994, 1996, 2003, 2004, 2009, 2016 and 2022. All CLPOA documents are available through the CLPOA Manager who may be reached by calling 509-582-4345.

The purpose of this revision to the Architectural Rules and Guidelines is to consolidate previous revisions, eliminate the duplication of basic information that is provided in other CLPOA documents, eliminate obsolete requirements, eliminate vague requirements that are unenforceable, and condense the guidance into a more easily readable form. The revised rules and guidelines supersede and replace all earlier rules and guidelines. This revision recognizes that there are very few vacant lots left in Canyon Lakes. This revision also recognizes that some homes in Canyon Lakes are over 40 years old, many are newer, but Canyon Lakes is a maturing community.

In addition to these Architectural Rules and Guidelines, homeowners shall meet City of Kennewick building code requirements.

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1. Architectural Review Committee (ARC) – Organization and Overview

- 1.1 **Objectives of the ARC.** The need to preserve the site integrity of Canyon Lakes has led to the establishment of certain design recommendations and restrictions. These are the result of studies made by the developers of Canyon Lakes, professional consultants, and the Canyon Lakes Property Owners Association.
- 1.2 **Authority of the ARC.** The authority and functions of the ARC, as well as the owners, actions, failure to act, duties and roles, non-waiver, estoppel certificate, and liabilities, are addressed in the CC&Rs, Section 8, and are not repeated here.
- 1.3 **Powers of the ARC.** In addition to such other powers as shall be given to or imposed upon it by the CC&Rs, the Canyon Lakes Property Owners Association shall have the powers to promulgate and enforce the Canyon Lakes Master Declaration (CC&Rs) or any Section of the Rules and Regulations and enforce the ARC Rules and Guidelines and decisions of the ARC.
- 1.4 **Enforcement of ARC Rules.** Enforcement, including violations of the CC&Rs, and expense and attorney fees are addressed in the CC&Rs, Section 11, and are not repeated here.
- 1.5 **Applicable Provisions of Subdivision Declarations.** Each subdivision in Canyon Lakes is organized pursuant to a declaration establishing such subdivision. Each subdivision declaration sets forth certain restrictions on the use of private areas within the subdivision, as well as other building and use restrictions. Each declaration is intended to supplement rather than replace the Architectural Rules and Guidelines.
 - 1.5.1 **Additional Guidelines for The Heights at Canyon Lakes.** The developer for The Heights at Canyon Lakes is Ron Asmus Homes, Inc. A Supplemental Declaration Establishing the Property Described as The Heights at Canyon Lakes, dated March 15, 2004, and the First Amendment, dated January 6, 2005, established additional CC&Rs and Architectural Guidelines. The original documents are on file with the CLPOA Manager and a copy can be obtained by calling 509-582-4345.
 - 1.5.2 **Additional Guidelines for The Villas at Canyon Lakes.** The Villas at Canyon Lakes is a separate development within the Canyon Lakes Community. It has a separate set of Conditions, Covenants, and Restrictions (CC&Rs) and Architectural Rules and Guidelines. However, the Architectural Rules and Guidelines are very similar to the CLPOA ARC Rules and Guidelines. These original documents are on file with the CLPOA Manager and a copy can be obtained by calling 509-582-4345.

For additional information on the Villas at Canyon Lakes, visit www.canyonlakespoa.org/villas/.

1.6 ARC Members. The ARC should consist of at least three persons who shall be appointed by the Board of Directors of CLPOA to two-year terms. Members of the ARC may be removed and replaced at any time by the Board. The Board shall keep on file at the principal office a list of the names and addresses of the members of the ARC.

1.7 ARC Meetings.

1.7.1 Time and Place of Meetings. All meetings of the ARC will be held at a location and at a time determined by the Chairperson. Normally, ARC meetings are held on the second and fourth Tuesday of each month. The meeting on the second Tuesday precedes (approximately 6:00 pm) the monthly meeting of the CLPOA Board of Directors, normally held at The Villas Clubhouse. The location and time of the ARC meeting on the fourth Tuesday vary and can be determined by calling the CLPOA Manager at 509-582-4345. Any Canyon Lakes Lot Owner is welcome to attend all ARC meetings.

1.7.2 Quorum. Attendance by a majority of the members of the ARC at any meeting shall constitute a quorum for such a meeting. The Manager generally attends the meetings and takes minutes, but is not a voting member of the Committee.

1.7.3 Chairperson. The principal officer of the ARC is the chairperson. The Chairperson is elected by the ARC members. The Chairperson presides at meetings of the Committee and has the general powers and duties which are set forth in these rules.

1.7.4 Manager. The Manager keeps the minutes of ARC meetings, serve notice of any such meeting, keeps appropriate records of transactions and decisions of the ARC, and performs other duties of the office of Secretary as set forth in these rules. The minutes of all ARC meetings shall be reported to the CLPOA Board of Directors at their next regular meeting.

1.8 Definitions. Terms that are pertinent to ARC matters are defined in the CC&Rs, Section 1, and are not repeated here.

1.9 Amendments. The procedural rules by which the ARC operates can only be amended as provided in the CC&Rs. Amendments to the ARC Rules and Guidelines may be proposed by any member of the ARC, provided a quorum is present at the ARC meeting. Upon unanimous approval of the ARC, a proposed amendment to the ARC Rules and Guidelines should be referred to the CLPOA Board of Directors for approval.

1.10 Severability. If any section, subsection, paragraph, sentence, clause, or phrase of these Rules and Guidelines is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of these Guidelines.

- 1.11 Non-Waiver.** Consent by the ARC to any matter proposed to it or within its jurisdiction, or failure by the ARC or the Canyon Lakes Property Owners Association to enforce any violation of these Rules and Guidelines, shall not be deemed to constitute a precedent or waiver impairing the ARC's right to withhold approval as to any similar matter thereafter proposed or submitted to it for consent or to enforce any subsequent or similar violation of these Rules and Guidelines.
- 1.12 Non-Conforming Uses.** If any Lot Owner has any improvement located on a private area that is not in compliance with these Rules and Guidelines as adopted or hereafter amended, even though said improvement existed prior to the adoption of these Rules and Guidelines, the Lot Owner shall have two years from the date of notification by the ARC to comply with these Rules and Guidelines, provided, however, that each Lot Owner shall not be required to expend more than two times the then prevailing annual dues per violation if said non-complying improvement existed prior to the adoption of these Rules and Guidelines or prior to the adoption of any applicable amendment to these Rules and Guidelines.

2. New Construction and Major Alterations - Application Process

2.1 Application to ARC for Approval of New Construction. No person shall construct or reconstruct any improvement upon any Lot without first submitting an application to the ARC and receiving approval. The application form is available at:

<http://www.canyonlakespoa.org/Pages/ApplicationForms>.

2.1.1 Pre-Approval Review. A builder or Lot Owner may submit plans for new construction to the ARC for pre-approval review. The purpose of pre-approval review is to consider designs at the preliminary stage to give the ARC a chance to comment on designs that may not be in keeping with the concepts of Canyon Lakes, or designs that could be duplications of others close to the requested improvement. The purpose is also to assure that the proposed construction complies with the CC&Rs and the ARC Rules and Guidelines.

The pre-approval review should allow the ARC to advise the Lot Owner of changes that may be requested by the ARC before additional amounts of time and money are expended and before drawings and specifications are finalized. The application form and the information needed for a pre-approval review are the same as those required for Construction Approval below. No pre-approval review shall bind the ARC until a complete application has been submitted, reviewed, and approved.

2.1.2 Construction Approval. An application for construction approval shall consist of a completed new construction application form, available at:

<http://www.canyonlakespoa.org/Pages/ApplicationForms>. The form should be accompanied by a check for \$250 payable to CLPOA/ARC. Upon completion of all approved construction including landscaping, a refund of \$125 may be requested. The completed application form shall also be accompanied by the following:

2.1.2.1 Site Plan. A complete site plan at a scale of 1 inch = 20 feet shall be submitted. The site plan shall include the perimeter dimensions of the lot, the building and access locations, easements, retaining walls, and setbacks. Setbacks must be in accordance with the City of Kennewick building department code.

2.1.2.2 Building Elevations. Drawings showing all four building elevations at a scale of ¼ inch = 1 foot shall be submitted. Drawings shall show all exterior features of the building.

2.1.2.3 Floor Plans. A complete set of architectural drawings shall be submitted to the ARC at the time of application for final approval.

2.1.2.4 Landscaping Plan. An application for construction approval shall include a landscaping plan, which may be submitted with the application or at a

later time. A landscaping plan shall include a site plan with details that show the location of the lawn, trees, shrubs, retaining walls, and any other exterior features. Approved landscaping shall be completed within 12 months of the completion of home construction unless specifically approved by the ARC. Also see Section 6, Landscaping, for further requirements.

2.1.3 Notification of Action. The applicant shall be notified of the action of the ARC within one week after the next regularly scheduled ARC meeting after the date of submittal and the payment of the application fee.

2.1.4 Approval. Upon approval of the new construction application, the ARC shall issue an approval letter within one week of the Notification of Action. Conditional approval by the ARC may be granted with certain additional requirements that shall be met for final approval.

2.1.5 Inspection. Submission of an application for new construction shall constitute permission by the Lot Owner or builder for the ARC to conduct a physical, on-site inspection of the Lot referenced in the application with the attendance of the Lot Owner or builder. Thereafter, upon completion of construction, the Lot Owner shall notify the ARC that construction has been completed, and the ARC may inspect the Lot again with the attendance of the Lot Owner or builder to verify the construction complies with the plans approved by the ARC.

2.1.6 Expiration Date of Approval. The construction approval will be valid for one year from the date of initial approval by the ARC, after which time such approval shall expire unless timely renewed.

2.2 **Application to ARC for Approval of Major Alterations.** No person shall construct or reconstruct any major alterations or additions upon any completed Lot without first submitting an application to the ARC and receiving approval. Major alterations or additions include room additions, changes in the roofline, or any other significant changes to exterior elevations. The application form is available at: <http://www.canyonlakespoa.org/Pages/ApplicationForms>. The pre-approval review and construction approval procedure outlined above shall apply to major alterations and additions.

3. Architectural Rules for New Construction and Major Alterations

The home designer should view these Guidelines as aides that should protect the special qualities of Canyon Lakes, not as roadblocks to creative design. The Guidelines are not meant to limit the imagination or personal needs of the individual homeowner. Individual design is encouraged.

ARC Rules and Guidelines for Exterior Improvement Projects (Section 5) must be followed for new construction and major alterations where applicable.

3.1 Subordination of Buildings to Landscape. The predominant idea of the General Development Plan is to ensure that all buildings “fit” within a strong landscape image, not vice versa. The Canyon Lakes Property Owners Association has made a strong commitment to landscaping, including the golf course, streetscapes, and other areas visible to the public. Continuity of the landscaping “theme” and the subordination of buildings should help maintain the distinctive character of Canyon Lakes. Building forms, materials, and colors, therefore, should blend with the natural landscaping. The use of natural and man-made materials and “earth-tone” colors is required for all property owners.

3.2 Quality. To achieve a high-quality community image, both the overall building appearance and its details shall convey a sense of solid, substantial construction. Tacked-on, veneer-type treatments will not be permitted. The ARC will give special attention to the preservation of this community’s image following these goals.

3.3 City of Kennewick Requirements. The City of Kennewick has adopted the Uniform Building Code with State of Washington modifications. The city requires that a building permit be obtained prior to beginning construction of most improvements or making additions or changes to an existing structure.

3.4 Design Criteria. Design criteria for various external features of home designs are provided in this section.

3.4.1 Horizontal and Vertical Offsets. Creating offsets is the first step in overcoming a monotonous, barracks-like design. Horizontal offsets accomplish several desirable effects. They break down the scale of buildings, resulting in a scale that blends with the surrounding landscaping. They add character, and with additional windows, they create a more interesting home. They generally save money. For example, wind-sheltered recesses for both entries and patios can reduce the need for privacy fences and wall extensions.

Horizontal offsets should be coordinated with the interior plan and roof pitches. Horizontal offsets can be accentuated with a garage and patio walls. It is usually more effective, visually and economically, to have fewer but larger offsets, rather than a series of small jogs. Guidelines for horizontal offsets are: an exterior wall

should not exceed 24 feet without an offset; the minimum offset is 1 foot and the maximum offset should be 6 feet.

Vertical offsets also accomplish several desirable effects. The stepping up or down of rooflines helps a building to blend with the land. Vertical offsets visually reduce large buildings to a more human scale. Continuous ridgelines shall therefore not exceed 36 feet. Changing ridge directions, or using offsets or major roof projections, should be used to break up long ridgelines. A minimum of 6 feet for offsets between roofs is suggested. An additional benefit of vertical offsets is the opening up of sidewalls for windows allowing better lighting of interior rooms.

- 3.4.2 Roofs. The color and form of roofs when viewed from within Canyon Lakes and from the surrounding hills should contribute toward the goal of a sense of community at Canyon Lakes. All roofs should be pitched, with a minimum of 4:12 and a maximum of 8:12 slope. Gable-ended roofs, hip roofs, and shed roofs are permitted. Flat roofs and mansard roofs are prohibited, except when specifically approved by the ARC. Hip roofs are a simple solution for avoiding a ridgeline exceeding 36 feet.

To reduce wall height and to ensure a pleasing proportion of roof surface to wall surface, the street façade's total roof area measured in elevation should not be less than the total wall area which is parallel to the ridge. Dormer windows should be used to increase habitable space under a roof. When steep grade conditions require a tall wall façade, use horizontal projections, a recess, or a lower structure to reduce the scale.

The appearance, selection, and placement of various pipes, vents, and skylights that penetrate the roof should be considered. They should project through the roof in a common enclosed stack whenever possible. Roof penetrations should be placed on the side of the roof away from the street. All roof vents should be colored to match the roofing material color.

To produce a substantial fascia board, an 8-inch wide or larger wood or cement fiberboard is required. Roof rafters shall not be exposed; rafters shall be enclosed within the soffit on the underside of eaves.

The selection of roofing materials, colors, and installation methods are addressed in more detail in **Appendix A**.

- 3.4.3 Openings and Projections. To break up the mass of buildings, use window openings, projections, bay windows, and chimneys. No building wall should be more than 12 feet in length without an opening or projection. Openings or projections can be used as an alternate to offsets to break up wall sections exceeding 12 feet.

To avoid a thin veneer-like appearance, all windows and doors should generally be trimmed with 1 inch by 6-inch (minimum) borders of wood or stucco on all sides, or recessed or projected forward of walls.

- 3.4.4 Material Changes. To avoid a tacked-on, thin veneer look, material changes should start and stop at a logical inside corner or a major wall opening. Changes at outside corners should be avoided. Vertical changes should not form a rigid, continuous, unbroken horizontal line.
- 3.4.5 Home Entries. As residents and visitors drive through Canyon Lakes, the atmosphere should be of gracious homes and welcoming entries. Entryways, therefore, should receive special design attention. The walkway system from the garage, driveway, or the front street should graciously funnel the larger outdoor space into smaller home entry spaces. A quality entry can be achieved at little cost through careful architectural and landscape treatments such as paving surfaces, retaining walls, planters, arbors, and decorations.
- 3.4.6 Selection and Finishing of Materials. Materials should be selected which stand up well to local climatic conditions and respond well to extremes such as hot and cold, wet and dry. For example, wood siding should be thick enough and properly patterned to resist cupping and should have a joint pattern that looks just as good whether tightened by summer heat or contracted by the cold of winter. Cement fiberboard (e.g., Hardie Plank) stands up well in hot/cold climates.

Care should be taken in designing the understructure to which exterior building materials are secured to avoid undesirable material movement which results in cracking and buckling.

Finishes should not only be appropriate for the material they are applied to but recommended preparation procedures should be followed and adequate coverage of the finish should be achieved for proper protection of the material.

Properly designed roof drainage and treatment of the ground under drip lines should avoid most building staining problems.

Regular maintenance of the building exterior is expected to perpetuate the quality atmosphere of the project. In addition, consistent maintenance practices extend the life of the materials.

The following materials are generally approved for use in exterior walls and trims:

- a. Wood (natural or treated with earth-tone stains), including cedar shingles and horizontal, vertical, or diagonal lumber siding.
- b. Cement fiberboard lap siding painted in earth-tone colors in accordance with **Appendix F**.
- c. Stucco in earth-tone colors in accordance with **Appendix F**.

d. Cultured stone in earth-tone colors to the maximum extent feasible.

3.4.7 Ice Dams. The design of intersecting roof lines and planes should take into account the possibility of ice dams that can cause serious structural damage. Roof valleys that connect in a single, narrow area can be prone to ice dams. If such a design cannot be avoided, the provision for plugging in a heat tape should be considered.

3.4.8 Fences and Patio Walls. Fences are allowed at Canyon Lakes subject to specific design approval from the ARC. A fence is defined as a structural barrier that separates one space from another to define property boundaries or which is constructed for ornamental purposes. All fences and patio walls shall conform to City of Kennewick codes and standards regarding setback distances. Fences and patio walls shall not exceed 6 feet in height, except as specifically approved by the ARC. Fencing materials, colors, heights, designs, and installation methods are addressed in more detail in **Appendix B**.

To preserve a welcoming streetscape, fences or walls are not permitted in the front yard setback zone. Fences and enclosure walls that are visible from any street should appear to be integral extensions of the building's architectural design.

3.4.9 Decks. An improved and accented home exterior can be created by adding a deck. The deck shall be an integral part of the building design, avoiding a tacked-on look. See **Appendix C** for additional details on decks and porches.

3.4.10 Garages. As seen from the street, the main living areas of the home should dominate the garage. The visual impression should be that of a home with a gracious entry, not of a garage and driveway. Garages can be deemphasized by turning the garage 90 degrees to the street and providing a larger driveway with turning space. Landscaping can be used for screening the garage. All garages shall be enclosed and attached to the main house by a roof or screen or be part of the house structure. Garage doors shall be paneled and painted to match either the body or trim color of the house.

3.5 Additional Architectural Rule Details. The headings of these architectural rule details are arranged alphabetically.

3.5.1 Accessory Buildings. The only temporary buildings or structures that shall be permitted are temporary construction shelter(s) which may be erected on a lot prior to and during construction of the main residence building. Such temporary structures shall be removed when construction of the main residence is completed. Structures such as dog houses, tool sheds, etc., which are not pertinent to the dwelling structure, but are intended for permanent or semi-permanent use, are not specifically prohibited. The structures are, however, subject to ARC approval.

- 3.5.2 Adjacent Private Property. Adjacent property may not be used by a contractor or subcontractor for parking or access to any construction site without express permission from the owner of the adjacent property. Repair of damage to adjacent private property shall be the responsibility of the Lot Owner and/or general contractor.
- 3.5.3 Chimneys. All exterior chimneys shall be of wood, stone, or metal. A metal chimney shall be of such a color as to blend in aesthetically with the residence and shall be subject to approval by the ARC.
- 3.5.4 Driveways. Driveway cuts onto Canyon Lakes streets shall be limited to one per lot unless otherwise approved by the ARC. The maximum driveway slope is 12% or as needed to comply with City of Kennewick codes. Driveway material shall be poured concrete or masonry blocks (pavers).
- 3.5.5 Excavations. All excavations shall be done so as to create a minimum disturbance on the site. Dust shall be controlled in accordance with Benton County requirements; see http://www.go2kennewick.com/go2kennewick/dmdocuments/Dust_Control_Information_Sheet.pdf. Excess dirt and debris as a result of excavation shall be removed from the site.
- 3.5.6 Exterior Colors. Exterior color and material treatment used on the building walls shall be continuous and consistent on all elevations of a residence to achieve a uniform and complete architectural design. In addition, exterior colors for body, trim, and doors should harmonize with the surrounding landscape and all colors are subject to approval by the ARC. All reflective metal such as chimney stacks, flashings, exhaust vents, and pipes shall be colored to match or blend with surrounding materials. All such colors are also subject to approval by the ARC. Colors shall be selected in accordance with **Appendix F**.
- 3.5.7 Exterior Lighting. Exterior lighting plans shall be submitted with construction approval or alteration approval submittals. Decorative and/or landscape lighting are subject to approval by the ARC. Holiday lighting is generally approved by the ARC, provided the lighting is installed and operated not more than six weeks after the given holiday.
- 3.5.8 Grading. Final grading levels shall conform to original, natural contours to the maximum extent possible. See **Appendix D** for information on retaining walls.
- 3.5.9 Gutters and Downspouts. All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored to match or blend in with the surface to which they are attached.

- 3.5.10 Heating and Cooling Systems. All exterior components of heating or cooling systems should be screened from the view of neighboring property, streets, and the golf course.
- 3.5.11 Hillside Lots. Exposed concrete understructures of homes built on hillside lots are prohibited. Siding materials should extend to within 8 inches of the finished grade. Skirt walls higher than 4 feet to the finished floor shall have landscaping along the foundation to reduce the scale of the skirt wall.
- 3.5.12 Parking. A minimum of two off-street parking places shall be required for each residential lot, typically on a driveway. Parking inside a garage is encouraged.
- 3.5.13 Service Yards. When not provided by other structures, each Lot should have a screened service yard, enclosing trash containers, bicycles, and other outdoor equipment, such as to be not visible from the street.
- 3.5.14 Signs. Signs are generally prohibited, except that the following signs are permitted: Signs are regulated by this Section and the Kennewick Municipal Code, Chapter 18.24. Commercial/business signs are not permitted within Canyon Lakes. Signs that are **generally** permitted on individual residential lots include:
- a. One sign identifying the general contractor during construction.
 - b. One sign identifying the developer of residential properties during construction and sales.
 - c. Signs relaying warnings, such as “No Trespassing”, “No Dumping”, or “Private.
 - d. Signs provided by the CLPOA Architectural Review Committee (ARC) to designate projects approved by the ARC.
 - e. Other signs specifically approved by the CLPOA ARC.
 - f. No sign may be located to obstruct traffic views as defined by Kennewick Municipal Code, Section 13.12 and Section 18.27.060.
 - g. Residential development/sale/rent signs shall not exceed 8 square feet of sign area and shall not exceed 8 feet in total height.
 - h. All other signs should be freestanding, mounted on steel or wooden posts or heavy wireframes, such that the top of the sign and post(s) is no higher than 6 feet above the adjacent ground.
 - i. All residences shall have a designated address number that is easily visible from the street.
- 3.5.15 Skylights and Solar Panels. All glass, plastic, or other transparent skylight or solar panels shall be treated and/or oriented to eliminate reflective glare onto adjacent properties. Solar energy devices shall be approved by the ARC prior to installation. Refer to **Appendix E**, Solar Energy Devices, for detailed guidance.

- 3.5.16 Staging Area. Each construction approval or alteration approval application submitted shall designate at least one staging area on the Lot for materials, subject to approval by the ARC.
- 3.5.17 Utilities/Utility Meters. In general, all utility meters and panels should not be visible from the street and shall be installed following guidelines available from utility companies. All connections from trunk lines to individual structures shall be underground. Exposed plumbing and electrical lines above the meters are not allowed. Materials and equipment shall conform with the City of Kennewick Electrical and Plumbing Codes. All utility hookups shall be inspected and approved by the appropriate inspectors. All excavations for site utility hookups shall be restored to the original grade.
- 3.5.18 Wells. Wells and other independent water systems are prohibited.

4. Exterior Improvement Projects – Application Process

- 4.1 Approval Procedure.** Before a home improvement in Canyon Lakes may be added, altered, or refinished, such alteration shall be approved by the ARC. The purpose of this section is to outline the steps required for the approval of such projects. An application for approval of an exterior improvement project(s) shall consist of a completed application form, available at:
<http://www.canyonlakespoa.org/Pages/ApplicationForms>.
- 4.2 Application Form.** The application form is designed for easy completion; it requires the Lot Owner’s name and contact information. There is a checklist for noting the type of exterior improvement project(s), including landscaping, painting, pool/hot tub, awnings, storage unit (shed), driveway modification, roofing, patio/screen room, fence, deck/pergola, retaining walls, exterior walls and trim modification, windows/doors, and fountains. Any project that does not fit within those listed should be included under “Other” and be fully described. More than one project may be included on a single application form.
- 4.3 Attached Documents.** Each application for an exterior improvement project shall be submitted with attached documents that fully define and describe the project.
- 4.4 Notification of Action.** The Lot Owner shall be notified of the action of the Committee within one week after the next regularly scheduled ARC meeting or special meeting after the date of submittal. Conditional approval by the ARC may be granted with certain additional requirements that shall be met for final approval.
- 4.5 Inspection.** Submittal of the exterior improvement project application shall be considered as authorization for the ARC to make a physical, on-site inspection of the lot where the proposed project is to be completed with the attendance of the Lot Owner or builder. Signs may be provided by the CLPOA/ARC to designate projects approved by the ARC. The Lot Owner is responsible for notifying the ARC of the completion of the proposed project.
- 4.6 Expiration Date of Approval.** The approval of an exterior improvement project will be valid for a period of 6 months, after which time it shall expire.
- 4.7 Disclaimer.** Plans are reviewed for the limited purpose of determining aesthetic compatibility with the community in general in the opinion of the approving authority (CLPOA/ARC) and whether the plan complies with the CC&Rs and the ARC Rules and Guidelines. No review is made with respect to functionality, safety, compliance with governmental regulations, or otherwise, and no reliance on approval should be made by any party with respect to such matters.

5. Architectural Rules for Exterior Improvement Projects

ARC Rules and Guidelines for New Construction and Major Alterations (Section 3) must be followed for Exterior Improvement Projects where applicable.

- 5.1 Landscaping.** A site plan at a scale of 1 inch = 20 feet shall be submitted with the application for an Exterior Improvement Project. The site plan shall include the perimeter dimensions of the lot, building and access locations, easements, setbacks as shown on the applicable subdivision plat, and the legal description of the property. The site plan shall describe the landscaping project, including the locations and types of trees, shrubs, lawn, curbing, retaining walls, etc. See also Section 6, Landscaping.
- 5.2 Removal of Tree(s).** It may become necessary to remove trees for several reasons, such as overgrown, dead, or to accommodate a building addition. Any plan to replace removed tree(s) with new tree(s) shall note the type of tree(s) and location(s), in accordance with Sections 6.2 and 6.5.
- 5.3 Painting and Stucco Colors.** ARC Rules and Guidelines for painting and stucco colors are provided in **Appendix F**.
- 5.4 Pool/Hot Tub.** Plans for a pool or hot tub, and any cabana, pump house, or pump enclosure, shall include the location and size noted on a site plan.
- 5.5 Awnings.** Plans for awnings shall include a photo of a typical installation, manufacturer, model, color, and locations.
- 5.6 Storage Unit (Shed).** Plans for a storage unit or shed shall include a photo or drawing of a typical installation, manufacturer, model, dimensions (length, width, and height), and location. The color of exterior walls shall match the exterior body color of the home; the roofing color shall match the roofing color of the home.
- 5.7 Driveway and Sidewalk Modification.** A plan for a driveway or sidewalk modification shall include a site plan that shows the existing driveway or sidewalk and the proposed modification. Any plan to demolish and remove existing concrete shall be noted.
- 5.8 Roofing.** The application shall specify the selected manufacturer, model, and color of roofing material. The selection of roofing materials, colors, and installation methods are addressed in more detail in **Appendix A**.
- 5.9 Patio/Screen Room Addition.** Plans for a covered patio or screen room shall include a photo or drawing of a typical installation, manufacturer, model, dimensions (length, width, and height), and location. The color of exterior walls and trim shall match the exterior body and trim color of the home; the roofing material and color shall match the roofing of the home. The location and dimensions for an uncovered patio shall be noted on a site plan.

- 5.10 Deck/Pergola.** Plans for an uncovered deck or a deck covered by a pergola shall include a photo or drawing of a typical installation, manufacturer, model, dimensions (length, width, and height), and location. Color chip samples or color numbers shall be submitted for any stain to be applied to any surface. Painted surfaces shall match the exterior body or trim color of the home. Construction requirements for decks and porches are addressed in more detail in **Appendix C**.
- 5.11 Fences.** The location of fences, including gates or openings, shall be noted on a site plan. Fencing materials, colors, heights, designs, and installation methods are addressed in more detail in **Appendix B**
- 5.12 Retaining Walls.** Applications shall include a site plan showing the location of the retaining wall(s), and a description of the wall material and height. Any retaining wall higher than 4 feet, including subgrade courses, requires a City of Kennewick permit and professional engineering design, which shall be submitted with the application. Designs and materials used in retaining walls and handrails shall be approved by the ARC. Additional guidance on retaining walls is provided in **Appendix D**.
- 5.13 Exterior Walls and Trim Modification.** If the original exterior walls or trim material is modified, the new materials, including surfaces, sizes, textures, and locations, shall be specified on elevation drawings of all affected sides of the home. The drawing shall be at a scale of ¼ inch = 1 foot. The colors of finished surfaces shall comply with **Appendix F**.
- 5.14 Windows/Doors.** Plans for new windows and/or doors shall include the manufacturer, model, and locations. The color and material for window frames shall be white vinyl unless an alternate is specifically approved by the ARC.
- 5.15 Gutters and Downspouts.** All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored to match or blend in with the surface to which they are attached.
- 5.16 Antennas.** Exposed roof TV and/or radio antennas are prohibited. “Dish” satellite receivers no greater than 25-inch diameter shall be mounted no higher than the roof ridgeline. Other radio antennas shall be specifically approved by the ARC.
- 5.17 Fountain.** Plans for a fountain shall include a photo of a typical installation, manufacturer, model, color, and location.
- 5.18 Fire Pits.** The Kennewick Fire Department has established regulations that apply to open fires. Open fires should be greater than 25 feet from any structures or other flammable material, such as shrubs or trees; the fire should be in a stone or steel pit; the fire should use dry, seasoned firewood, not lawn trash; it should not be windy, you should be in attendance at all times the fire is burning, you should have a fire extinguisher or water hose available as needed.

5.19 Solar Panels. The rules regarding solar panels are provided in **Appendix E**.

5.20 Other Exterior Improvement Projects. Any other project that does not fit within the definitions and descriptions in Sections 5.1 through 5.19 shall be defined and described with a photo or drawing of a typical installation, manufacturer, model, dimensions (length, width, and height), and location.

6. Landscaping Rules and Guidelines

Landscaping Approval Application. The requirements and guidelines for landscaping associated with new construction and exterior improvement projects are provided in this Section.

- 6.1 Definitions.** A “front yard” is defined as that area between the front property line and the plane of the face of the building, or intercepting side yard fence or wall. A “side yard” is defined as any part of a yard that is neither a front yard nor a back yard. A “back yard” is defined as all yard areas that are not visible from the street.
- 6.2 Vegetation.** Certain plants and trees are indigenous to the Canyon Lakes area and have been found to grow well in this location. Assistance in choosing plants and trees can be provided by local nurseries. Some tree species are prohibited in Canyon Lakes because of their destructive or undesirable characteristics, such as shallow, invasive root growth, short lifespan, susceptibility to wind and insect damage, and messy droppings. Prohibited trees include Russian olives, poplars or hybrid poplars, crab apples, cottonwoods, sycamores, and globe and weeping willows.
- 6.3 General Provisions.** The total yard area (except the driveway and entry paving) shall be landscaped and irrigated by an underground sprinkler system. The landscaping shall be maintained in a healthy and neat appearance at all times. The front yard landscaping should be designed in conjunction with and in harmony with the architectural design of the residence and adjacent lots. The following guidelines and standards shall be followed when designing and installing landscaping.
- 6.4 Concrete Curbs.** Concrete curbs for separating lawn areas from shrub planters are encouraged.
- 6.5 Trees and Shrubs.** A minimum of one tree or shrub should be planted per 500 square feet of ground plane area in the front yard. A minimum of one tree or shrub should be planted per 1500 square feet of ground plane area in the side and back yards. Trees should have a minimum trunk diameter of 1 ¼ inch measured at 24 inches above the ground plane. Trees should be properly staked to prevent wind damage or breakage. Trees should be planted no closer than 4 ½ feet from the sidewalk. Compliance with City of Kennewick requirements for trees is required. Any tree or shrub planted that does not survive should be replaced within 6 months.
- 6.6 Irrigation Systems.** New irrigation systems and final surface grading should be designed and installed in a manner that excess irrigation water does not negatively affect neighboring properties. Extensions, revisions, or repairs to existing irrigations systems shall be designed, installed, and operated in a manner that excess irrigation water does not negatively affect neighboring properties.
- 6.7 Retaining Walls.** Sloped yards may be terraced with retaining walls to produce more level lawn surfaces. Common materials for retaining walls are stacked masonry blocks

or poured concrete. Railroad ties or other wooden retaining walls are not permitted. Any retaining wall higher than 4 feet, including subgrade courses, requires a City of Kennewick permit and professional engineering design. Designs and materials used in retaining walls and handrails shall be approved by the ARC. Additional guidance on retaining walls is provided in **Appendix D**.

- 6.8 Appearance Goal for Lots Adjoining the Golf Course.** The rear yard transition with the golf course is critical to the image and character of the Lot as well as the golf course and Canyon Lakes in general. Rather, the visual appearance of an unfenced lot flowing into the golf course and making a harmonious transition is desired.
- 6.9 Solar Encroachment.** Any tree planting that interferes with the operation of an existing solar energy installation on an adjacent property is prohibited. If such an interference occurs, it shall be corrected by the owner of the tree(s) at the owner's expense. See **Appendix E** for additional details on Solar Energy.

APPENDIX A

ROOFING MATERIALS

Asphalt shingles, clay, or cement fiber tiles, slate, or wood shakes are the only material that will be approved for roofing materials unless specifically approved by the ARC. Local suppliers can provide detailed specifications, colors, and samples.

The standard Canyon Lakes color for asphalt shingles is “Weathered Wood.” Colors equivalent to “Weathered Wood” are also approved.

Replacement of roofing material often involves removal of the original roofing, which is a messy operation and should be done without damage to any neighbor’s property.

A few years ago, Owens Corning changed the way warranties are specified. They call the warranty lifetime, provided the roofing is installed according to detailed specifications. All major manufacturers of asphalt roofing are now specifying their shingles in the same basic way.

The way to achieve the full lifetime warranty is to 1) remove the old shingles, 2) cover the roof sheeting with 15 lb. felt or tar paper, 3) install a 36 in. wide row of ice barrier above the eaves, 4) install a starter row of shingles above the eaves, 5) install shingles according to instructions with at least 5 nails in each shingle, and 6) install ridge cap shingles according to instructions. All the local roofing companies should install shingles in this way, but you may have to ask for all these steps to be sure they don’t cut corners.

Another common way to specify asphalt roofing quality is by wind rating and shingle weight per 100 square feet. Heavier shingles, over 300 lbs. per 100 square feet, will withstand higher winds over 100 mph and are equivalent to the old warranty rating of 40-year roofing. This is the minimum standard for roofing quality in Canyon Lakes.

APPENDIX B

FENCES

To preserve a welcoming streetscape, fences or walls are not permitted in the front yard setback zone. Fences and enclosure walls that are visible from any street should appear to be integral extensions of the building's architectural design.

Property boundary fences shall be constructed of wood, vinyl, wrought iron, decorative steel, masonry, or man-made simulated wood (e.g., polystyrene and vinyl) type materials. Homeowners shall apply for written approval from the ARC of the nature, size, finish, and location of all fences before construction begins. The application form is available at: <http://www.canyonlakespoa.org/Pages/ApplicationForms>. The maximum height of all fences and walls is 6 feet unless specifically approved by the ARC.

A fence construction application shall be submitted with a site plan with a scale of 1 inch equal to 20 feet. The fence construction plan may be submitted as part of a landscape plan but shall list the type of material, size, and finish to be considered for approval by the ARC. The plan shall show the exterior perimeter of the lot, location of the main structure (house), location of proposed fence boundary, gates, and tie-in to the main structure. The plan shall also show the location of the driveway, sidewalks, easements, and setbacks as shown on the applicable subdivision plat.

The preferred material for fences is western red cedar or man-made simulated wood boards. The fencing boards shall be 3/4 inch thick by 6 inches wide by a maximum of 6 feet high, supported by at least two, 2 inches by 4-inch cedar back rails for cedar fencing. The preferred structural posts are 2 to 2 1/2 inch diameter galvanized steel pipe material. Straight top fences with a 1" x 1" dog-ear cut on the top of face boards are preferred by the ARC. Cedar fences may be left unstained, but if stained the natural wood color is subject to approval by the ARC. The color of simulated wood fences is subject to approval by the ARC. The appearance of stained fences is often compromised by irrigation water. Fence stains should be reapplied periodically to maintain an acceptable appearance.

Wrought iron, decorative steel, or aluminum ornamental-style fences may be constructed as an alternative. These are the only types of fencing materials to be used around swimming pools situated on lots bordering the golf course. Swimming pool security fences are also subject to City of Kennewick building codes. The preferred material for this type of fence is steel or aluminum with a 3- to 4-mil electro-statically applied baked-on polyester powder coating for longer life. The preferred color is black.

Masonry fencing may be used as an alternative to wood or simulated wood fencing but should be finished in natural earth-tone colors, subject to approval by the ARC.

The style, size, and color of vinyl fences are subject to approval by the ARC.

Chain link, coated fabric, wire mesh, or similar light-gauge, non-climbable wire fence is prohibited. However, such fences, for purposes such as a pet enclosure or dog run, may only be used for enclosures that are completely within an ARC-approved property boundary fence.

Side-yard fencing is subject to limitations with respect to adjacent properties. For example, fences shall not extend beyond the front line of the home closest to the sidewalk.

APPENDIX C

DECKS AND PORCHES

The use of bare wood 4 x 4 or smaller posts, or thin metal posts, for deck/porch supports is not allowed within Canyon Lakes. Posts should be boxed-in or be an integral part of the home architecture. The following are the minimum post/support standards established for the Canyon Lakes:

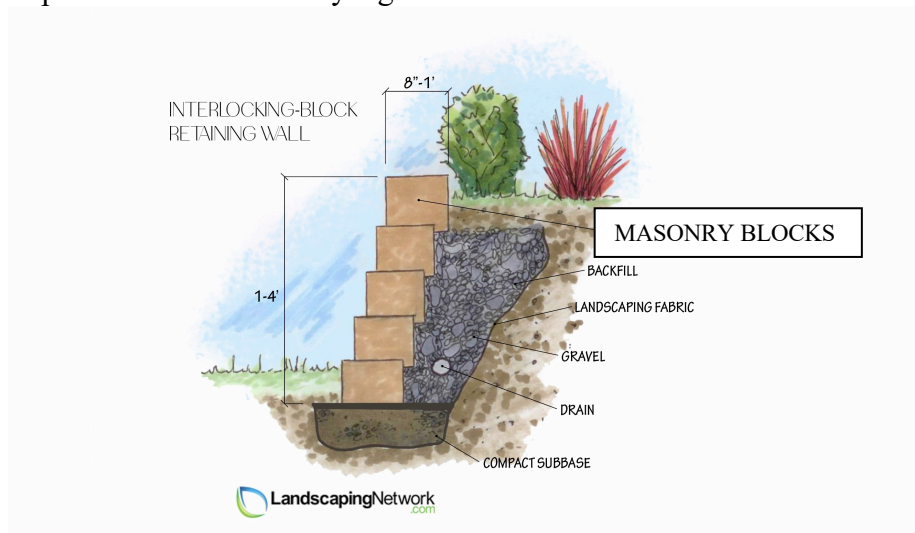
1. Posts under 4 feet in height: 4 inches minimum per side. Openings below decks and porches shall be screened or covered.
2. Posts between 4 and 8 feet in height: 8 inches minimum per side (10 inches preferred, 8 x 10 inches is acceptable).
3. Posts over 8 feet in height: 10 inches minimum per side (12 inches preferred, 10 x 12 inches is acceptable).
4. Any brick column shall be a minimum of 12 inches per side.
5. Round columns shall be 2 inches larger than the minimum box dimension requirement based on column height.
6. Turned or sculptured posts/spindles will be reviewed on a case-by-case basis.
7. Exposed concrete columns, posts, or supports shall have a smooth, sacked finish or a texture such as stucco.
8. All non-brick posts shall be painted to match the color of the house unless otherwise approved by the ARC.

APPENDIX D

RETAINING WALLS

To terrace sloping lots, retaining walls, not exceeding 6 feet in height are generally permitted, subject to approved engineering and a permit issued from the City of Kennewick building department. For steeper conditions, more than one retaining wall can be used in a stepped design. Stepped designs should not exceed 4 feet in height with a 4-foot minimum setback at each step. Final grading should be designed to blend with the natural landscape. All retaining walls exceeding 4 feet in height, including subgrade courses, shall conform to the City of Kennewick standards and require professional engineering design. All materials used in retaining walls and handrails should be approved by the ARC.

A common method for building smaller retaining walls, not higher than 4 feet, is stacked masonry blocks. Proper installation is required to avoid erosion, slumping, and drainage problems. Key points are a level crushed rock base, a perforated drain line at the base, a level base row of blocks, and crushed rock backfill separated from the soil by a geotextile fabric.



APPENDIX E

SOLAR ENERGY DEVICES

It is important to ensure that solar energy devices are reasonably controlled as to the appearance and location of installation to protect neighbors and the community as a whole from unsightly equipment and/or installation.

Solar collectors and associated hardware should be an integral part of the design of a home and not have a “tacked-on” appearance. The placement of solar collectors should consider the impact of glare on neighboring outdoor living spaces.

Solar collector systems must be submitted for review by the ARC in the early stages of the planning to verify acceptability. An illustrated brochure or specification sheet of the proposed system, which depicts the materials to be used, drawings showing the location and number of collectors, the attachment to the roof structure, and the location of exterior system components, shall be submitted with the ARC application.

A City of Kennewick building permit is required for the installation of such devices and ancillary equipment. The ARC strongly suggests that Owners use an installer who is a licensed solar equipment contractor with the appropriate contractor’s license. Only commercially or professionally made devices are allowed. Solar panels are to be kept serviceable and in working condition. They should be removed when no longer in use.

Ground-Mounted solar equipment should be installed in the rear yard, within the setback, concealed from the neighbor’s view to the extent reasonably possible, and with no portion of the unit exceeding 6 feet in height from the ground. If it is visible from the street, the equipment shall be painted to match the color of the home, fence, or surrounding landscape. No ground-mounted devices or their components should be affixed to a masonry block wall or wooden fence.

Roof-Mounted solar panel systems should be installed so that the panels are flush-mounted and centered on the backside of the house or garage roof if sufficient space is available, or if possible, the patio roof should be used/extended. They should be positioned as low as possible on the roof extending wider rather than higher and shall not extend above the roof ridgeline. Solar collectors should be arranged in a compact configuration and have the appearance of one uniform plane with a neatly finished perimeter edge.

All roof-mounted equipment, (excluding the face of the solar panels), should match the color of the roof material as close as possible. This includes solar skylights and other equipment. Exposed surfaces such as any frame or supports for panels should match, or be painted to match, the color of the surface on which it is mounted. Aluminum trim, if used and visible, should be anodized or otherwise color-treated to blend into the surroundings as much as possible. The face of the solar panels should be all black and show no visible grid lines.

APPENDIX F

PAINT AND STUCCO COLORS

The ARC has decided that most shades of blue, green, yellow, red, orange, or purple will not be approved. The method for determining allowed colors is based on the Sherman Williams color fan. **Only certain pages of the fan will be allowed with the stipulation that the LRV shall be greater than 20 but less than 75. Colors for the Body or main portion of the house shall be chosen from pages 195-212, 233-250, and 254-267. This limitation on Body colors leaves over 200 colors to choose from.**

To view these colors, you may use the links provided below, borrow a fan chart from a member of the ARC, obtain your own fan chart from a Sherman Williams store, or use Appendix F1. Equivalent colors from other paint manufacturers can be approved using the same criteria.

The choices for Trim colors are more extensive. The LRV limits do not apply to Trim colors. Additionally, white is allowed. There are over 300 colors to choose from on these same pages plus the white colors.

Exterior paint and stucco projects shall specify the planned colors. Color names and numbers shall be indicated on the ARC application. Three different colors are allowed by the ARC: one Base color, one Trim color, and one Accent color for the front door. Colors for Base and Trim shall be selected from the Sherwin Williams color fan pages noted above. Garage doors, gables, window frames, and shutters shall match either the Base or Trim color.

The sheen of the paint chosen can range from Satin/Eggshell to Flat.

The ARC reserves the right to make final decisions about subdued earth tone color compliance. The above information is solely for guidance in connection with the homeowner's submittals of the ARC Form for Exterior Improvement Projects.

When houses within the CLPOA boundaries have been painted in the past with non-compliant colors (e.g., green, yellow, blue, red, orange, purple, or black), repainting of the house with these same non-compliant colors will **NOT** be approved.

The pallet of neutral colors can be found on Sherwin Williams website at: <https://www.sherwin-shouldiams.com/homeowners/color/find-and-explore-colors/paint-colors-by-family/family/neutral>

The pallet of white/pastel colors can be found on Sherwin Williams website at: <https://www.sherwin-shouldiams.com/homeowners/color/find-and-explore-colors/paint-colors-by-family/family/white-pastel>

Equivalent colors for other brands of paint can be found at <https://www.easyrgb.com/en/compare.php>