

# Villas Architectural Review Committee (VARC)

## 1. Organization, Overview and Guidelines (VARCOOG)

- 1.1. Objectives of the VARC. The need to preserve the site integrity of Canyon Lake Villas has led to the establishment of certain design recommendations and restrictions. These are the result of studies made by the developer of Canyon Lakes, by professional consultants, and by the Canyon Lakes Property Owners Association (CLPOA) and the Canyon Lake Villas Home Owners Association (CLVHOA).
- 1.2. Authority of the VARC. The authority and functions of the VARC, as well as the members, actions, failure to act, duties and roles, non-waiver, estoppel certificate, and liabilities are addressed in the Amended, Merged and Restated Declaration of Covenants, Conditions and Restrictions for Canyon Lake Villas I, II, and III (the Declaration), Section 8, and are not repeated here.
- 1.3. Powers of the VARC. In addition to such other powers as shall be given to or imposed upon it by the Declaration, the Canyon Lake Villas Home Owners' Association and VARC shall have the concurrent powers to promulgate and enforce the Canyon Lakes Master Declaration (CLMD) or any Section of the Rules and Regulations, and enforce the CLPOA ARC Rules and Guidelines, as well as the CLVHOA Rules and Regulations, including the VARCOOG, each incorporated herein by reference.
- 1.4. Enforcement of VARC Rules. Enforcement, including violations of the Declaration, right of inspection, Non-Conforming Projects and expense and attorney fees are addressed in the Declaration Section 11, CLVHOA Rules and Regulation, and not repeated herein.
- 1.5. Applicable Provisions of Subdivision Declarations. RESERVED
- 1.6. VARC Members. The VARC shall consist of three members who shall be appointed by the Board of Directors of CLVHOA to three-year terms. Members of the VARC 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 VARC.
- 1.7. VARC Meetings
  - 1.7.1. Time and Place of Meetings. All meetings of the VARC shall be held at a location and at a time determined by the Chairperson.
  - 1.7.2. Quorum. Attendance, in person, by proxy, by telephonic conference or virtual access, by a majority of the members of the VARC at any meeting shall constitute a quorum for such meeting.
  - 1.7.3. Chairperson. The principal officer of the VARC shall be the chairperson. The Chairperson shall be elected annually by the CLVHOA Board of Directors at the annual meeting and shall hold office for a term of one year. The Chairperson shall preside at all meetings of the Committee and shall have the general powers and duties to include secretarial which are set forth in these rules.
- 1.8. Definitions. Terms that are pertinent to VARC matters are defined in the Declaration, Section 1, and are not repeated here.
- 1.9. Amendments. Amendments to the procedural rules by which the VARC operates can only be amended as provided in the Declaration. Amendments to the VARC Rules and Guidelines may be proposed by any member of the VARC, provided a quorum is present at the VARC meeting. Upon unanimous approval of the VARC, a proposed amendment to the VARC Rules and Guidelines will be referred to the CLVHOA Board of Directors for approval.

## 2. New Construction, Major Alterations, and Application Process

The VARC shall exercise authority and oversight over all New Construction and Major Alterations undertaken within the Canyon Lake Villas. The VARCOOG and the CLPOA ARC Rules and Guidelines, supra, Sections 2 and 5.4, in effect at

the time of an application for such construction, shall be observed by the VARC unless otherwise noted herein. See Section 1.2 above

2.1.Application to VARC for Approval of New Construction. No person shall construct or reconstruct any improvement upon any Unit without first submitting an application to the VARC and receiving approval.

2.1.1.Pre-Approval Review. A builder or Unit Owner may submit plans for new construction to the VARC for pre-approval review. The purpose of a pre-approval review is to consider designs at the preliminary stage to give the VARC a chance to comment on designs which may not be in keeping with the concepts of Canyon Lakes, or designs which could be duplications of others in close proximity to the requested improvement. The purpose is also to assure that the proposed construction complies with the CLVHOA CC&Rs, the VARCOOG, and Kennewick City building codes. The pre-approval review will allow the VARC to advise the Unit Owner of changes that may be requested by the VARC 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 VARC until a full and complete application has been submitted, reviewed, and approved. Completed applications may be emailed or hand delivered to any member of the VARC committee.

2.1.2.Construction Approval. An application for construction approval shall consist of a completed "New Construction Application" form, available at: <https://www.canyonlakespoa.org>. Select "The Villas" tab and print the application. The form must be accompanied by a check in the amount of \$250 payable to CLVHOA. 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 equal to 20 feet shall be submitted. The site plan shall include the perimeter dimensions of the lot, the building and access locations, easements, and setbacks as shown on the applicable subdivision plat and legal description of the property.

2.1.2.2.Building Elevations. Drawings showing all four building elevations at a scale of 1/4 inch equal to 1 foot shall be submitted. Drawings shall show all significant exterior features of the building.

2.1.2.3.Floor Plans. Drawings showing detailed plans for each floor at a scale of 1/4 inch equal to 1 foot shall be submitted. Drawings shall be sufficiently detailed to permit all framing construction.

2.1.2.4.Other Drawings. Additional drawings for foundation, floor framing, roof framing, electrical, cross-section details, etc. may be submitted if part of a design package but are not required.

2.1.2.5.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 lawn, trees, shrubs, retaining walls, and any other exterior features. Approved landscaping shall be completed within 6 months of the completion of home construction, unless specifically approved by the VARC.

2.1.3.Notification of Action. The applicant shall be notified of the action of the VARC within one week after the next regularly scheduled VARC 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 VARC shall issue an approval letter within one week of the Notification of Action. Conditional approval by the VARC may be granted with certain additional requirements that must be met for final approval.

2.1.5.Inspection. Submission of an application for new construction shall constitute permission by the Unit Owner or builder for the VARC to conduct a physical, on-site inspection of the Unit referenced in the application. Thereafter, upon completion of construction, the Unit Owner shall notify the VARC that construction has been

completed, and the VARC shall inspect the Unit again to verify the construction complies with the plans approved by the VARC.

2.1.6. Expiration Date of Approval. The construction approval shall be valid for a period of one year from the date of initial approval by the VARC, after which time such approval shall expire.

2.2. Application to VARC for Approval of Major Alterations. No person shall construct or reconstruct any major alterations or additions upon any completed Unit without first submitting an application to the VARC and receiving approval. Major alterations or additions include room additions, changes in roof line, changes in siding materials, or any other significant changes to exterior elevations. The application form is available at: <https://www.canyonlakespoa.org>. Select "The Villas" tab and print the application. The pre-approval review and construction approval procedure outlined above shall apply to major alterations and additions.

### 3. Exterior Improvement Projects – Application Process

3.1. Approval Procedure. Before an exterior home improvement/alteration project, as identified in Section 3.2. below, may be undertaken in Canyon Lake Villas, such alteration must be approved by the VARC. An application for approval of an exterior improvement project(s) shall consist of a completed application form. See 3.2 Application Form.

3.2. Application Form. The VARC Exterior Improvement Project Application form is available at <https://www.canyonlakespoa.org>. Select "The Villas" tab and print the application form. There is a checklist for noting the type of exterior improvement project(s), including landscaping, painting, pool/hot tub, awnings, small storage unit, driveway modification, tree removal, 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 the topics listed should be included under "Other" and described in full. More than one project may be included on a single application form. Completed applications may be submitted to the VARC via email at: [CLVHOAVARC@gmail.com](mailto:CLVHOAVARC@gmail.com), via USPS to: 3701 W 36<sup>th</sup> Ave, Kennewick, WA 99337, or hand delivered to any VARC committee member.

3.3. Attached Documents. Each application for an exterior improvement project shall be submitted with attached documents that fully define and describe the project.

3.3.1. Landscaping. A site plan at a scale of 1 inch equal to 20 feet, shall be submitted. The site plan may include the perimeter dimensions of the lot, the building and access locations, easements, and setbacks as shown on the applicable subdivision plat and legal description of the property. The project plan shall describe the landscaping project, including the locations and types of trees, shrubs, lawn, curbing, etc.

3.3.2. Painting and Stucco Colors. Exterior painting and stucco projects shall specify the planned colors and referenced by paint brand name, color, and light reflective value (LRV). The LRV's are provided with color samples for all major brands of paint. Color chip samples shall be attached to the Villas Architectural Review Committee (VARC) applications.

The pallet of acceptable Neutral colors can be found on the Sherwin Williams color fan pages 195-212 and pages 233-250. Acceptable White and Pastel colors are on pages 254-267. These colors may also be found on the Sherwin Williams website. [www.sherwin-williams.com](http://www.sherwin-williams.com). Equivalent colors for other paint brands can be found at [www.easyrgb.com](http://www.easyrgb.com).

Color(s) allowed by the VARC:

1) Color(s) for the Base (main body of house). From the Neutral pallet or the White and Pastel pallet the LRV value shall be between 20 and 75.

2) One or more Trim colors. From the Neutral or White & Pastel pallet the LRV values shall be between 15 and 80. Shades of black may be accepted. Garage doors, gables and shutters shall match the base or trim color(s).

3) One Accent color for the front door. Brighter accent colors for front doors may be approved on a case-by-case basis and color chip samples shall be submitted with the application.

Ensure that selections for painting and stucco projects are within the recommended ranges of LVR values. Most shades of blue, green, yellow, red, orange and purple for Base and Trim will not be approved. Repainting of the house with these same non-compliant colors will not be approved by the VARC.

The VARC reserves the right to make the final decisions about color compliance. The above information is for guidance in connection with the homeowner's submittal of the VARC form for exterior improvement projects.

- 3.3.3.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.
- 3.3.4.Awnings. Plans for awnings shall include a photo of a typical installation, manufacturer, model, color, and locations.
- 3.3.5. Small Storage Units. Small storage units that cannot be seen by neighbors, or from the street, or unfenced side or rear yards, may be approved by the VARC. Plans for a small storage unit shall include a photo or drawing of a typical installation, manufacturer model (if any), dimensions (length, width, and height), and location. The color of exterior walls shall match the exterior body and trim colors of the home; the roofing material and color shall match the roofing of the home.
- 3.3.6.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.
- 3.3.7.Remove Tree(s). It may become necessary to remove trees for several reasons, such as overgrown, dead, or to accommodate a building addition. A plan to remove tree(s) shall include a site plan that shows the location(s). Any plan to replace removed tree(s) with new tree(s) shall note the type of tree(s) and location(s). See Section 4.3 Landscaping Rules and Guidelines.
- 3.3.8.Roofing. The application shall specify the selected manufacturer, product name/number and color of the roofing material. Selection of roofing materials, colors, and installation methods are addressed in more detail in Appendix A. The VARC will approve a wider range of roofing colors, including darker shades of gray up to black, darker shades of brown, and darker shades of gray and brown. Shades of white, blue, yellow, green, red, orange, or purple will not be allowed.
- 3.3.9.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.
- 3.3.10.Fences. Fences are allowed at Canyon Lake Villas subject to specific design approval from the VARC. Fencing materials, colors, heights, designs and installation methods are addressed in Appendix B. A fence SHALL NOT be constructed on the property line of a Unit/Lot separating the golf course or the lake from the Unit/Lot line.
- 3.3.11.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 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.

- 3.3.12.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 VARC.
- 3.3.13.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 equal to 1 foot. Colors of finished surfaces shall comply with Section 3.3.2 above.
- 3.3.14.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 VARC. The plans shall specify the planned door colors and color chip samples shall be attached to the application.
- 3.3.15.Fountain. Plans for a fountain shall include a photo of a typical installation, manufacturer, model, color, and location.
- 3.3.16.Other Exterior Improvement Projects. Any other project that does not fit within the definitions and descriptions in Sections 3.3.1 through 3.3.15, shall be defined and described with a photo or drawing of a typical installation, manufacturer, model, dimensions (length, width, and height), and location.
- 3.4.Notification of Action. The Unit Owner shall be notified of the action of the Committee within one week after the next regularly scheduled VARC meeting or special meeting after the date of submittal.
- 3.5.Approval. Upon approval of the application for an exterior improvement project, the VARC shall sign the application form and return it to the applicant, a copy being retained by the VARC and the Secretary of the Board. Conditional approval by the VARC may be granted with certain additional requirements that must be met for final approval.
- 3.6.Inspection. Submittal of the exterior improvement project application shall be authorization to the VARC to make a physical, on-site inspection of the lot where the proposed project is to be completed. The Unit Owner is responsible for notifying the VARC of completion of the proposed project.
- 3.7.Expiration Date of Approval. The approval of an exterior improvement project shall be valid for a period of six months, after which time it shall expire.
- 3.8.Disclaimer. Plans are reviewed for the limited purpose of determining aesthetic compatibility with the community in general in the opinion of the approving authority (CLVHOA/VARC) and whether the plan is in compliance with the Declaration. No review has been 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.

## **4. Architectural Rules and Guidelines**

### **4.1. General Considerations**

- 4.1.1.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 any improvement or making any additions or changes to an existing structure.
- 4.1.2.Utilities. Electric power is available at Canyon Lake Villas from the Benton County Public Utility District. Natural gas may be available from Cascade Natural Gas. Heating oil and propane gas are available from local suppliers. City water is available from the City of Kennewick. Sewage lines, connecting to the City of Kennewick's treatment plant, are extended to the property boundary of each lot. Trash collection is provided by Waste Management. Irrigation water is/may be provided from the Kennewick Irrigation District and the Canyon Lakes Water Company.

4.2. VARC Architectural Rules. The headings of these VARC Architectural Rules are arranged alphabetically.

- 4.2.1. 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 must be removed when construction of the main residence is completed. Structures such as dog pens, dog runs, and, small storage units, etc., which are not pertinent to the dwelling structure, but are intended for permanent or semi-permanent use, may be permitted. The structures are, however, subject to VARC approval (see Section 3.3.5) and the Declaration and the Villas Rules and Regulations.
- 4.2.2. Adjacent Private Property. Adjacent property may not be used by a contractor or subcontractor for parking or for access to any construction site without express permission from the owner of the adjacent property. Damage to adjacent private property shall be the responsibility of the Unit Owner and/or general contractor.
- 4.2.3. Antennas. Exposed roof TV and/or radio antennas shall be prohibited. "Dish" satellite receivers no greater than 36 inch diameter shall be mounted no higher than the roof ridgeline.
- 4.2.4. Chimneys. All exterior chimneys must 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 VARC.
- 4.2.5. Clotheslines. Exterior temporary clotheslines shall be located in screened service yards and out of view from the neighboring property.
- 4.2.6. Driveways. Driveway cuts onto Canyon Lake Villas streets will be limited to one per lot, unless otherwise approved by the VARC. 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).
- 4.2.7. Excavations. All excavations shall be done to create a minimum disturbance on the site. Dust shall be controlled in accordance with Benton County requirements. Excess dirt and debris resulting from excavation shall be removed from the site.
- 4.2.8. 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, accent, trim, and doors must harmonize with the surrounding landscape and all colors are subject to approval by the VARC. All reflective metal such as chimney stacks, flashings, exhaust vents and pipes must be colored to match or blend with surrounding materials. All such colors are also subject to approval by the VARC. Base, Accent, and Trim colors shall comply with the guidelines listed in 3.3.2 Painting and Stucco Color. Shades of black may be used for trim and doors.
- 4.2.9. Exterior Lighting. Exterior lighting plans shall be submitted with construction approval or alteration approval submittals. Permanent decorative and/or landscape lighting are subject to approval by the VARC. Holiday lighting is generally approved by the VARC, provided the lighting is installed and operated not more than six weeks before or two weeks after the given holiday.
- 4.2.10. Exterior Walls and Trim. The following materials are generally approved for use in exterior walls and trims in color compliance with Section 3.3.2:
- a. Wood (natural or treated), including cedar shingles and horizontal, vertical, or diagonal lumber siding
  - b. Hardie plank fiber cement lap siding
  - c. Stucco
  - d. Brick
  - e. Cultured stone
  - f. Textured masonry blocks not to exceed 4 inches in height.
- 4.2.11. Fences. Fences are allowed at Canyon Lake Villas subject to specific design approval from the VARC. Fencing materials, colors, heights, designs and installation methods are addressed in Appendix B. A fence

SHALL NOT be constructed on the property line of a Unit/Lot separating the golf course or the lake from the Unit/Lot line.

- 4.2.12.Garages. Garages shall be connected to the main house and be harmonious with the design of the house, unless specifically approved by the VARC.
- 4.2.13.Grading. Final grading levels shall conform to original, natural contours to the maximum extent feasible.
- 4.2.14.Group Design. Any developer or builder owning contiguous Units or Units within the same block shall submit the complete group design to the VARC for approval.
- 4.2.15.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.
- 4.2.16.Heating and Cooling Systems. All exterior heating or cooling systems should be screened from view from neighboring property, streets, and the golf course.
- 4.2.17.Hillside Lots. Exposed understructures of homes built on hillside lots are prohibited. Siding materials must 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.
- 4.2.18.Mailboxes and Newspaper Receptacles. Individual mailboxes and newspaper receptacles are prohibited. Group mailboxes will be provided at central locations by the CLPOA.
- 4.2.19.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. Parking by residents shall be permitted on the streets within Canyon Lake Villas only for such time as is reasonably necessary to load, unload, and clean a vehicle or equipment. A parked vehicle which is unmoved for a period exceeding 72 hours shall be presumed unreasonable. Camping trailers, trucks, motor homes, campers, boats and boat trailers, and cars under repair must be parked so as to be concealed from view from the golf course, streets, or neighboring lots. There shall be no parking on sidewalks, and all parking on streets shall be in the direction of traffic. See Canyon Lake Villas, Rules and Regulations, Sections 2 & 9.
- 4.2.20.Roofing. Asphalt shingles, concrete, clay, or cement fiber tiles, slate, or wood shakes shall be the only approved roofing materials, unless other materials are specifically approved by the VARC. The VARC will approve a wide range of roofing colors, including darker shades of gray up to black, darker shades of brown, and darker shades of gray and brown. Selection of roofing materials, colors, and installation methods are addressed in more detail in Appendix A. Replacement of roofing material often involves removal of the original roofing, which is a messy operation and must be done without damage to any neighbor's property.
- 4.2.21.Service Yards. When not provided by other structures, each Unit should have a screened service yard, enclosing trash containers, bicycles, and other outdoor maintenance equipment.
- 4.2.22.Signs. Limited signs are generally permitted, including one sign identifying the general contractor during construction, one sign advertising a home for sale, and a reasonable number of political signs before a primary or public election. All other signs are prohibited. Any sign permitted by this rule shall be on its own post, shall not be more than 72 inches tall, shall not be more than 550 square inches in size, shall be placed no closer than 5 feet from the nearest sidewalk, and no sign shall be lighted or illuminated in any way. Any exceptions shall be specifically approved by the VARC. See CLVR&R Section 4, Signs and Flags and Exhibit B, Signs.

All residences shall have a designated address number that is easily visible from the street.

- 4.2.23.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. Alternative energy systems shall be approved by the VARC prior to installation.

Home designs should take advantage of passive solar opportunities. In consideration of this, design and siting of a home should consider the solar space of neighboring homes such as minimizing structure height near the north property line when a building site lies to the north.

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

Solar collector systems should be submitted for review by the VARC in the early stages of the planning of a home to verify acceptability. Solar collectors shall be arranged in a compact configuration and should have the appearance of one uniform plane with a neatly finished perimeter edge.

4.2.24. Staging Area. Each construction approval or alteration approval application submitted shall designate at least one staging area on the Unit lot for materials, subject to approval by the VARC.

4.2.25. Trailers and Mobile Homes. No camping trailers, motor homes, campers, mobile homes, tents, and other temporary structures shall be used for residential housing purposes. The only exception is temporary construction shelters as specified in Section 4.2.1.

4.2.26. Utilities/Utility Meters. In general, all utility meters and panels should not be visible from the street and shall be installed in accordance with 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.

4.2.27. Wells. Wells and other independent water systems are prohibited.

#### 4.3. Landscaping Rules and Guidelines.

4.3.1. Landscaping Approval Application. The requirements and guidelines for landscaping improvement projects are provided in Section 3.3.1.

4.3.2. 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 or a back yard. A “back yard” is defined as all yard areas that are not visible from the street.

4.3.3. 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 Lake Villas 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 weeping willows.

4.3.4. 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 shall 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.

4.3.5. Ground Plane. Sixty percent of the ground area of a front yard should be planted in grass. The grass area should be designed so as to accomplish a continuous grass surface along the property frontage from the back edge of the sidewalk. Forty percent of the ground area may be planted with shrubs or ground cover. Concrete curbs for separating lawn areas from shrub planters are encouraged.



4.3.5.1. Xeriscape Landscaping. Xeriscaping is the practice of designing landscapes to reduce or eliminate the need for irrigation. Xeriscaping often means replacing grassy lawns with rocks, mulch or other base material and placing plants and hardscapes appropriate for the regional climate. If Xeriscaping is to be performed, forty percent of the ground area should be planted with trees, shrubs and/or ground cover and hardscapes.

4.3.6. 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 inside and back yards. Trees should have a minimum trunk diameter of 1 ¼ inches 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. Any tree or shrub planted that does not survive should be replaced within 6 months.

4.3.7. Irrigation Systems. New irrigation systems and final surface grading shall 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.

4.3.8. 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 VARC.

4.3.9. 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.

4.3.10. Fences. Fences are allowed at Canyon Lake Villas subject to specific design approval from the VARC. Fencing materials, colors, heights, designs and installation methods are addressed in Appendix B. A fence SHALL NOT be constructed on the property line of a Unit/Lot separating the golf course or the lake from the Unit/Lot line.

4.4. 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.

4.5. Non-Waiver. Consent by the VARC to any matter proposed to it or within its jurisdiction, or failure by the VARC or the CLVHOA or CLPOA to enforce any violation of these Rules and Guidelines, shall not be deemed to constitute a precedent or waiver impairing the VARC'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.

4.6. Non-Conforming Uses. If any Unit Owner shall have any improvement located on a private area which 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 Unit Owner shall have two years from the date of notification by the VARC to comply with these Rules and Guidelines. Unit Owner shall not be required, however, to expend more than the then prevailing annual dues per improvement 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. A non-complying improvement subject to the expense cap with more than one unapproved variances from these Rules and Guidelines shall be deemed a single event and subject to a compliance expense cap equal to the prevailing annual dues. Compliance Notifications may be issued only for "non-complying improvement events" undertaken or completed within two years immediately prior to the date of the Notification.

5. **General Architectural Guidelines** The home designer should view these Guidelines as aides that will 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. The VARC has three primary design goals.

- 5.1. 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 Lake Villas Home Owners’ Association and 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 will help maintain the distinctive character of Canyon Lakes. Building forms, materials, and colors, therefore, must blend with the natural landscaping.
- 5.2. Scale of Dwellings. Homes with long, unbroken walls and roofs must be avoided to not overwhelm or dominate the landscape. Vertical or horizontal offsets will be necessary (see following page for explanation). Also, architectural forms shall be “softened” by chimneys, balconies, bay windows, appropriate entries, and other such structures.
- 5.3. Perceived 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 eye treatments will not be permitted. The VARC will give special attention to the preservation of this community image in accordance with these goals.
- 5.4. Illustrations. See Appendix D.

## **Villas Architectural Review Committee**

### **APPENDIX A**

#### **ROOFING MATERIALS**

Asphalt shingles, concrete, clay, or cement fiber tiles, slate, or wood shakes shall be the only approved roofing materials, unless other materials are specifically approved by the VARC. Approved roofing includes a wide range of colors including darker shades of gray up to black, darker shades of brown, and darker shades of gray and brown. Local suppliers can provide detailed specifications, colors, and samples.

Asphalt shingles are the most common roofing material used in Canyon Lake Villas. Previously, the quality of roofing material was specified in terms of years of warranty, wind durability, and/or weight of shingles per 100 square feet. Current roofing materials typically have a lifetime warranty, but specifications for wind durability and weight are often given as well. The minimum roofing quality required for Canyon Lake Villas is a 40-year warranty or equivalent.

Current roofing warranties require the material to be installed in accordance with the manufacturer's specifications. Key requirements for in-warranty installation are use of an ice barrier at the eaves, a minimum of 5 nails per shingle, and installation during warmer weather so the tabs adhere properly. Local suppliers can provide details on shingle warranties and installation methods. They can also provide the names of qualified installers. The VARC can assist homeowners in the selection of approved colors and shingle quality.

## Villas Architectural Review Committee

### APPENDIX B

#### FENCES

Property boundary fences must be constructed of wood, vinyl, wrought iron, decorative steel, masonry, concrete, or man-made simulated wood (e.g., polystyrene and vinyl) type materials. Homeowners shall apply for written approval from the VARC, of the nature, size, finish, and location of all fences before construction begins. The maximum height of all fences and walls is 6 feet, unless specifically approved by the VARC. Unit member fences shall be on Unit member property and not encroach any area maintained by the CLVHOA or CLPOA. However, a fence may not be built on the property line separating the golf course or the lake (ponds) from the Unit (property) lot lines, unless required for a swimming pool. All fences and patio walls shall conform to City of Kennewick codes and standards regarding set back distances. Fences and patio walls shall not exceed 6 feet in height, except as specifically approved by the VARC. See Sections 3.3.1, 4.2.11, 4.3.9, and 5.1. supra.

A fence construction application must 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 must list type of material, size, and finish to be considered for approval by the VARC. The plan shall show the exterior perimeter of the lot, location of main structure (house), location of proposed fence boundary, gates, and tie-in to the main structure. The plan shall also show the location of 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 1 inch thick by 6 inches wide by a maximum of 6 feet high, supported by at least two 2-inch by 4-inch pressure treated back-rails. The preferred structural posts are 2 to 2 ½ 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 VARC. Cedar fences may be left unstained, but if stained the natural wood color is subject to approval by the VARC. The color of simulated wood fences is subject to approval by the VARC.

The style, size, and color of vinyl fences is subject to approval by the VARC.

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 and concrete fencing materials may be used as an alternative to wood or simulated wood fencing but must be finished in natural earth-tone colors, subject to approval by the VARC.

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 a VARC 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.

## Villas Architectural Review Committee

### 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 Lake Villas. Posts must be boxed-in or be an integral part of the home architecture. The following are the minimum post/support standards established for the Canyon Lake Villas:

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

Villas Architectural Review Committee

APPENDIX D

5.4 Illustrations

HORIZONTAL AND VERTICAL OFFSETS

Creating offsets is the first step in overcoming a monotonous, barracks-like design



PREFERRED

Without horizontal and vertical offsets or wall projections, an uninteresting barrack-like appearance will result.



UNACCEPTABLE

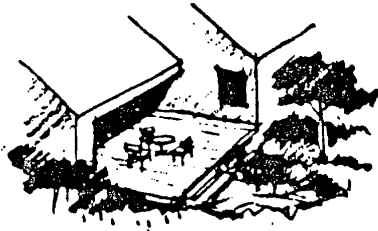
Horizontal offsets accomplish a number of desirable effects. They break down the scale of buildings, resulting in a scale that blends with the surrounding landscaping.



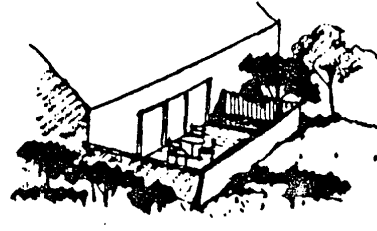
They add character, and with additional windows, they create a more interesting home.



They generally save money. For example, wind-sheltered recesses for both entries and patios can reduce the need for privacy fences and wall extensions.



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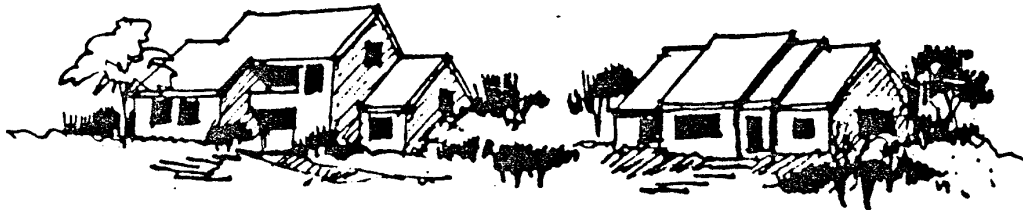


SHOULD BE AVOIDED

Horizontal offsets should be coordinated with the interior plan and roof pitches. Horizontal offsets can be accentuated with a garage and patio walls.



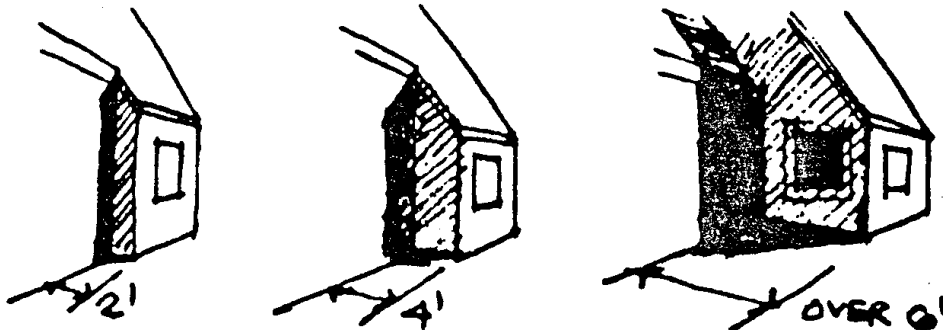
It is usually more effective visually and economically, to have fewer but larger offsets, rather than a series of small jogs.



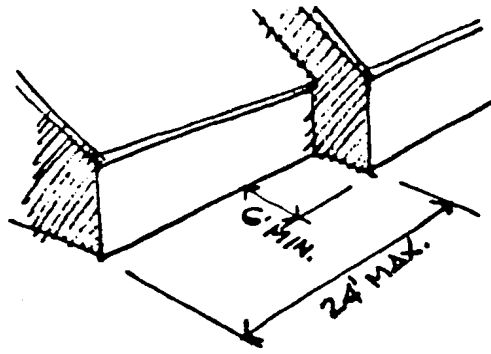
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SHOULD BE AVOIDED

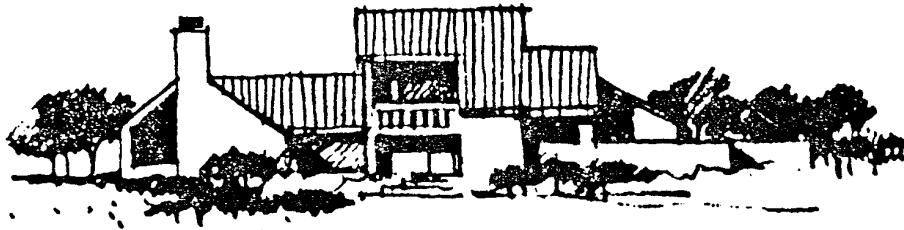
A 1-foot jog is barely noticeable, a 2-foot jog is better. A jog of 6 to 12 feet casts a significant shadow and can have a negative visual impact



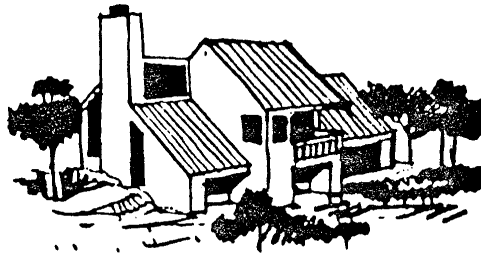
Guidelines for horizontal offsets are an exterior wall should not exceed 24 feet without an offset; the minimum offset is 1 foot and the maximum offset should be 6 feet.



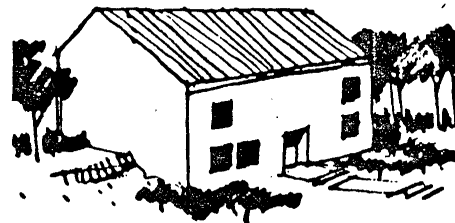
Vertical offsets also provide a number of desirable effects. The stepping up or down of rooflines helps a building to blend with the land.



Vertical offsets visually reduce large buildings to a more human scale.

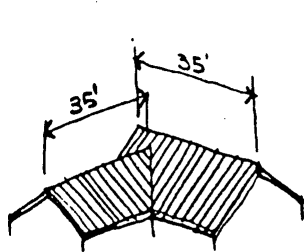


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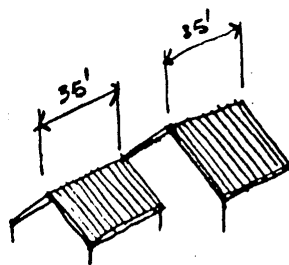


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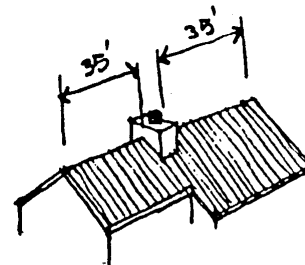
Continuous ridgelines shall therefore not exceed 35 feet. Changing ridge directions, or using offsets or major roof projections, should be used to break up long ridgelines.



CHANGE DIRECTION

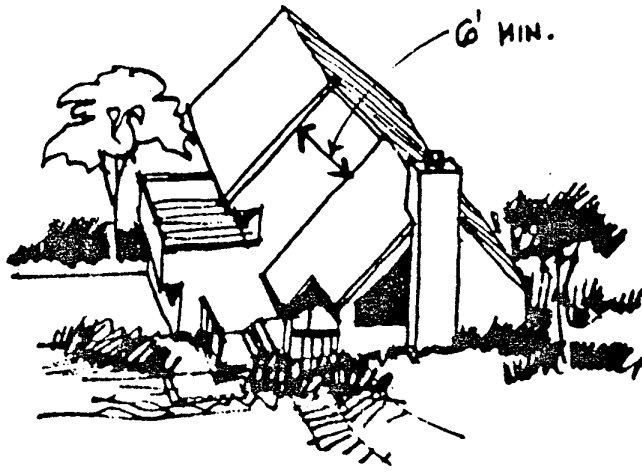


OFF SET

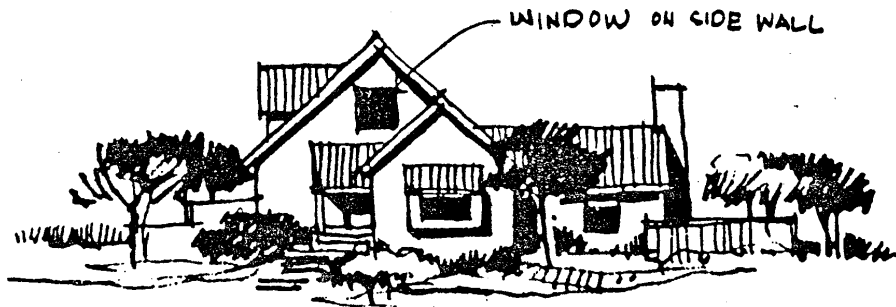


INTERRUPTED BY  
MAJOR ROOF PROJECTION





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.

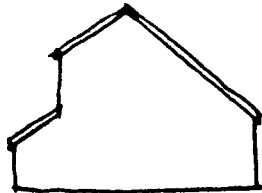


## ROOFS

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, shed roofs, and hip roofs, are permitted. Flat roofs and mansard roofs are prohibited, except when specifically approved by the VARC. Hip roofs are a simple solution for avoiding a ridgeline exceeding 35 feet.



Gabled



Hip



Shed

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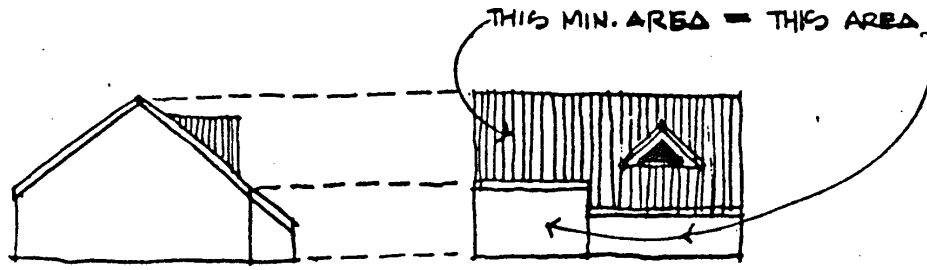
• LOW PITCHED OR FLAT



• MANSARD

UNACCEPTABLE

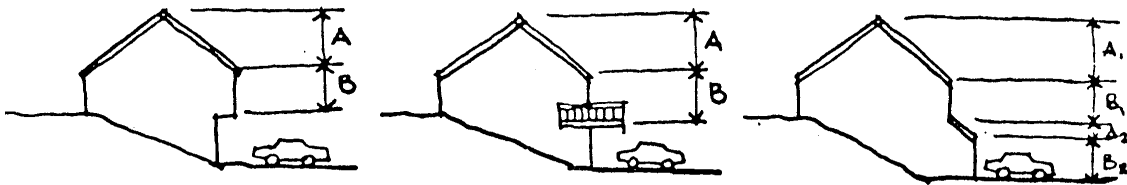
To reduce wall height and to ensure a pleasing proportion of roof surface to wall surface, the street façade total roof area measured in elevation should not be less than the total wall area which is parallel to the ridge. Dormer windows should be used to increase habitable space under a roof.



• GABLE-END ELEVATION

• ELEVATION PARALLEL TO RIDGE

When steep grade conditions require a tall wall façade, use horizontal projections, a recess, or a lower structure to reduce the scale.



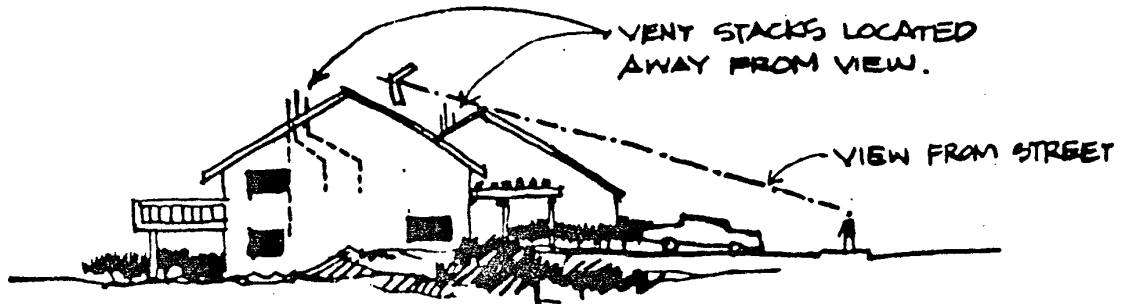
• RECESS

• PROJECTIONS

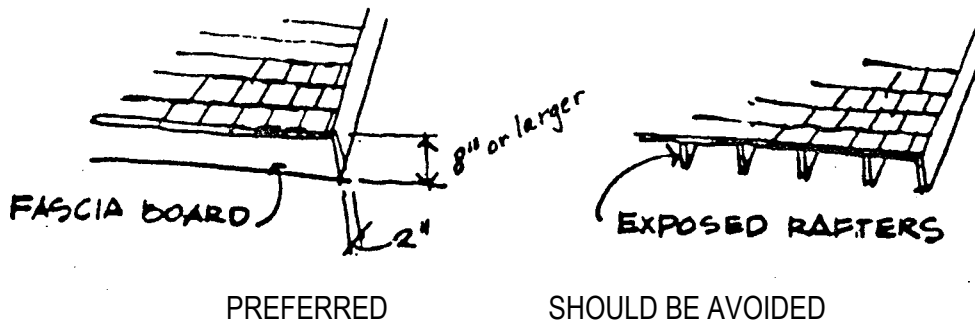
• LOWER STRUCTURE

NOTE: AREA "A" SHOULD BE AT LEAST EQUAL TO AREA "B"

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 board is recommended. Roof rafters should not be exposed without a fascia board.

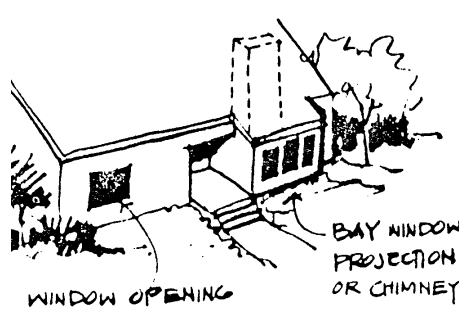


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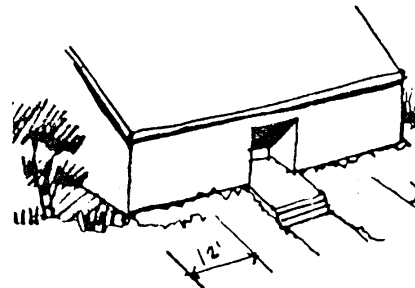
SHOULD BE AVOIDED

### 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.

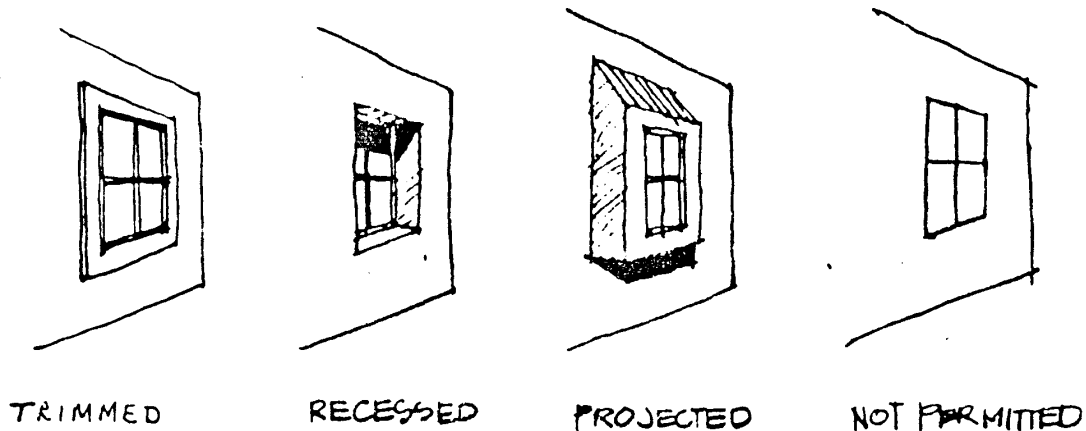


PREFERRED



NO BLANK WALL OVER 12'  
SHOULD BE AVOIDED

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.



TRIMMED

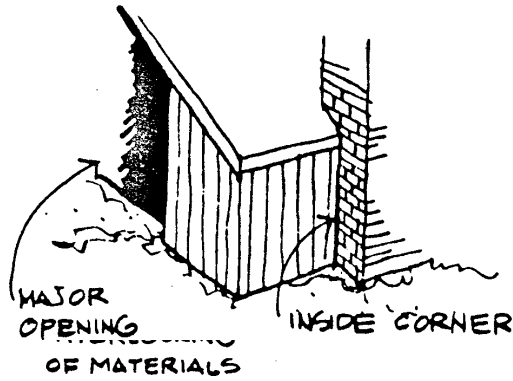
RECESSED

PROJECTED

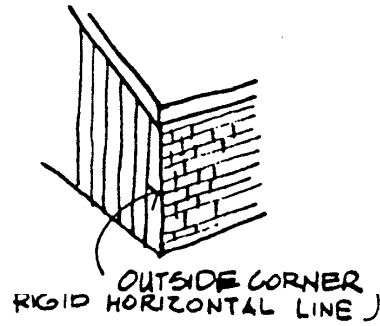
NOT PERMITTED

### 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.

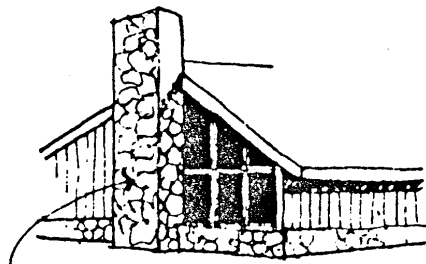


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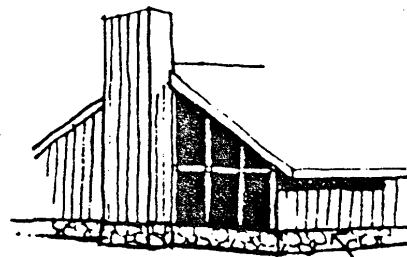


SHOULD BE AVOIDED

Vertical changes should not form a rigid, continuous, unbroken horizontal line.



PREFERRED



SHOULD BE AVOIDED

### FENCES AND PATIO WALLS

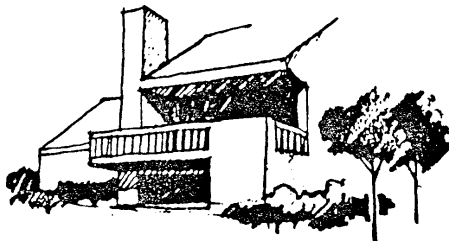
All fences and patio walls shall conform to City of Kennewick codes and standards regarding set back distances. Fences and patio walls shall not exceed 6 feet in height, except as specifically approved by the VARC.



• 6' FENCE PROVIDES PRIVACY

### 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.



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SHOULD BE AVOIDED

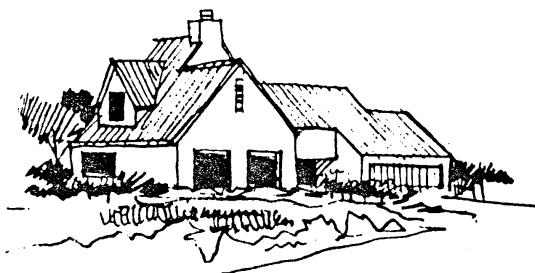
## RETAINING WALLS

To terrace sloping lots, retaining walls not exceeding 6 feet in height are generally permitted. 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 2-foot minimum set back 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 City of Kennewick standards and require professional engineering design. All materials used in retaining walls and handrails must be approved by the VARC.

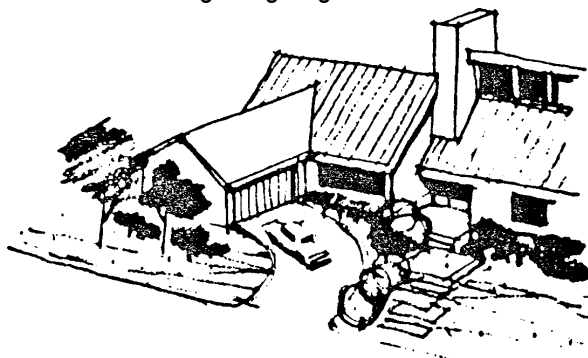
A common method for building smaller retaining walls not higher than 4 feet is stacked masonry blocks. Proper installation is required to avoid erosion, slumping, and drainage problems. Local suppliers can provide detailed installation instructions. Key points are a level crushed rock base, a perforated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



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 should be paneled and painted to match the body color of the house.

## HOME ENTRIES

As residents and visitors drive through Canyon Lakes, the atmosphere should be of gracious homes and welcoming entries.

Entryways, therefore, must 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 surface, retaining walls, planters, arbors, and decorations.

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 must appear to be integral extensions of the building's architectural design.

## 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 which looks just as good whether tightened by summer heat or contracted by the cold of winter.

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 driplines will avoid most building staining problems.

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

### **SOLAR CONSIDERATIONS**

Home designs should take advantage of passive solar opportunities. In consideration of this, design and siting of a home should consider the solar space of neighboring homes such as minimizing structure height near the north property line when a building site lies to the north.

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

Solar collector systems should be submitted for review by the VARC in the early stages of the planning of a home to verify acceptability. Solar collectors shall be arranged in a compact configuration and should have the appearance of one uniform plane with a neatly finished perimeter edge.<sup>1</sup>