



ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION

ARCHITECTURAL GUIDELINES

Guidelines, Criteria and Procedures

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Introduction

About the Architectural Review Committee

The Covenants, Conditions & Restrictions (CC&Rs) grant the Issaquah Highlands Community Association (IHCA or Community Association) the legal authority, "to review and approve or disapprove the details and written plans and specifications showing the nature, kind, shape, height, material, colors, and location of proposed Living Units, buildings, fences, walls, or other structures, exterior additions to or changes or alterations therein, clearing or excavation of Lots or cutting of trees within Issaquah Highlands." The Community Association vests such architectural review authority to the Architectural Review Committee (ARC).

The Issaquah Highlands Architectural Standards were created by the Declarant (Grand Ridge LLC) and Port Blakely Communities to provide design guidance and standards for builders and homeowners pursuant the CC&Rs. The Declarant has granted the IHCA Board of Directors (BOD or Board) governance over the Architectural Standards and together, both parties work to evolve the guidelines as the community matures.

The ARC shall consist of at least five, but not more than seven persons who are appointed by the IHCA Board. Persons shall serve and may be removed and replaced in the Board's discretion. The members of the ARC need not be Members of the Residential Association or representatives of Members, and may, but need not, include architects, engineers or similar professionals, whose compensation, if any shall be established from time to time by the Board.

Article 4.4 in the CC & R's states:

"Each Owner acknowledges that the persons reviewing applications under this Article will change from time to time and that opinions on aesthetic matters as well as interpretation and application of the Architectural Standards, may vary accordingly. In addition, each Owner acknowledges that it may not always be possible to identify objectionable features of proposed work until the work is in progress or completed, in which case it may be unreasonable to require changes to the improvements involved, but the Reviewer may refuse to approve similar proposals in the future. Approval of applications or plans for any work done or proposed, or in connection with any other matter requiring approval, shall not be deemed to constitute a waiver of the right to withhold approval as to any similar applications, plans or other matters subsequently or additionally submitted for approval."

Review Procedures

The purpose of this section is to establish standard review procedures and submittal requirements for all exterior improvements on single-family and multi-family properties. The procedures and requirements are designed to promote timely and complete reviews by the ARC. Architectural Review Applications must be approved by the ARC prior to commencing any work.

No proposed modification requiring ARC approval should be initiated until the approval process is complete and written or emailed notification has been received. Applications received after a project is started are not valid and may result in removal and restoration at the owner's expense as well as applicable fines. It is the property owner's responsibility to determine if government body (City of Issaquah or other governmental) approval is required. Approval by the appropriate government body does not relieve the property owner of responsibility to obtain ARC approval nor does ARC approval relieve the property owner of responsibility to obtain all required governmental approvals. The following review fees are non-refundable.

Application Review

Review Fees:

- Application Review: \$20 if required.
- Remodeling/Additions: \$100
- Major landscaping inspection fee (usually involving motorized equipment): \$65

Project Notification

Some projects do not require a formal review or review fee but still require a completed application. The IHCA Community Manager will review all applications to ensure that all required information has been supplied and notify the Applicant of such in a letter or by email within three business days. Once the Applicant has received notification, the Applicant may proceed with the project.

The Applicant has the responsibility to ensure their project falls within the IHCA Community Architectural Standards. A formal review can be requested for any project. The review provides consultation time with the Community Manager and a review by the members of ARC. The process ensures compliance with ARC standards. All applications that fall within the ARC guidelines are approved.

Formal Application Review

Application Process

The application process requires completion of the Issaquah Highlands ARC Application, Submittal Checklist, ARC Application Checklist, and Acknowledgement of Applicant forms. Applications may be found at the community website - www.IssaquahHighlands.com or obtained from the IHCA offices. The Applicant is required to supply the ARC with all items the ARC Application Checklist requires. Contact the IHCA Community Manager with any questions.

Formal Application Review Process Delivery of the ARC application package is required to be received by the ARC at least seven (7) days prior to the next scheduled ARC meeting. ARC meetings are regularly held on the first Tuesday of each month. Any application received less than seven (7) days prior to the next scheduled ARC meeting, may not be reviewed and considered by the ARC until the ARC meeting for the following month.

The application can be mailed or dropped off at the IHCA Office at the address set forth below:

Contact Information:

IHCA Community Manager
Phone: (425) 4279257
Fax: (425) 837-4720
Email: info@ihcommunity.org

Mailing Address:

IHCA ARC
c/o IHCA Offices
2520 NE Park Drive, Suite B
Issaquah, Washington 98029

Approval / Denial Notification

Applicants will be notified of the ARC decision, via email or standard mail, within one week after the ARC meeting. All projects must be started and completed within one year of application. Once the project has commenced, it must be diligently pursued without delays until complete. If the project is not completed in the allotted time, a new application must be submitted for approval.

1. Harrison Street and Grand Ridge Neighborhoods

There are specific guidelines for residents who live in either the Harrison Street or Grand Ridge Neighborhoods. Application for ARC review should refer to those guidelines as well as the general ARC guidelines.

2. Pre-Approved Construction

ARC approval is not required for repairs or replacement of exterior items that use identical materials as were used in the original construction or added after the original construction (and written ARC approval was obtained). Examples of this may be repairing a cracked walkway with exposed aggregate, repainting of a home in the original colors (a color that has been previously approved), and replacing a broken light fixture with an identical fixture. Contact the IHCA Community Manager for guidance on deciding if an application to the ARC is required.

3. Major Alterations

Examples of Major Alterations include the following projects:

- Accessory structures requiring a building permit
- Room Additions
- Second-Story Decks
- Swimming Pools
- Attic Ventilators
- Chimneys & Metal Flues
- Roof Alterations
- Garages & Carports

Major features of the house (such as vertical and horizontal lines, projections, trim details, gutters and downspouts, drainage, and materials to be used) must be reflected in the design of the addition. All alterations must be compatible with the original house and the neighborhood setting in style, materials and color. Attic ventilators, or other mechanical apparatus requiring penetration of the roof, shall be as small as functionally possible, shall be painted to match the roof, shall be located on the rear of the house whenever practical, and shall not extend above the top of the roof line.

Major alterations represent a substantial cost. The best way to start this process is to do the following:

1. Contact the City of Issaquah to determine any city codes that may affect planned alterations. Do not apply for a building permit until after the ARC approval.

Submit an application to the ARC. The application should include as much information as is practical, but must include at least a site plan showing location of structures, dimensions, elevations, property lines as well as renderings and/or photographs of the property involved.

2. Once the ARC application is approved, proceed to acquiring building permits through the City of Issaquah as required.

4. Accessory Structures

Accessory structures include sheds, workshops and other buildings attached or unattached to your home. The City of Issaquah has detailed code requirements for accessory structures in the Issaquah Highlands. All accessory structures must be located only in the rear yard or side yard. Generally, accessory structures attached to your home will require a building permit so please check with the city. Detached structures of **120 square feet** and **6 feet or less in height** that are set-back five feet from the home and four feet from any property line do not require a building permit.

Accessory structures are required to blend with the house and maintain continuity of materials and color. Metal accessory structures are not allowed. If the structure creates an adverse visual effect from the street or from an adjacent home, the ARC may decline the application or require a fence to be built or placement of landscaping to screen the structure. Materials and colors must match or be compatible with the house and fence to which the structure is attached or near. This includes siding, roofing, paint or stain, and construction details such as trim and roof pitch.

5. Air Conditioners

Air conditioner installation requires notification only and is not subject to a \$20 review fee. However, voluntary ARC reviews may be requested. Such reviews provide consultation time with the IHCA Community Manager and a review by the ARC. The process ensures compliance with ARC standards.

Please complete the application for Air Conditioners, Heat Pumps, and Generators showing location, brand and style of air conditioner and documented decibel rating. Applications must be submitted prior to air conditioner installation. The Applicant is required to submit a Completion Verification Form. It is advisable to retain copies as the Applicant is responsible for proof of notification and completion.

Air conditioners/heat pumps may be located on the side or rear of your home. The unit's noise rating must be below seventy-five (75) decibels. Tubing and wiring attached to the home must be painted to match the house color.

Window air conditioning units must be mounted flush to the window and not allowed to protrude externally.

Requests from condominium homeowners must be submitted with written approval from the condominium association's Board of Directors in order for the request to be eligible for consideration.

6. Decks

Decks may be constructed of natural wood or composite decking materials (i.e. Trex). If natural wood is used, it must be painted or stained. All decks require ARC approval.

Machinery, equipment, and personal items may be stored under the deck only if the deck is enclosed by lattice or landscaping screening and these items are out of view of the neighbors.

7. Drainage

Obstructing or redirecting the flow of drainage is prohibited. Any alteration to houses or lots, that may change existing drainage patterns onto adjacent lots, is prohibited without the approval of the appropriate governmental agency. Refer to the section covering the project planned for any specific guidelines for drainage.

8. Driveways

Only hard, stabilized surfaces of concrete or masonry will be considered. No other material will be approved. The creation of additional parking spaces is not permitted. Special care must be exercised if changes alter drainage patterns. Runoff must be disposed of within the boundaries of the homeowner's property.

9. Exterior Lighting

Lighting that is not part of the original structure and/or changes in original lighting that are not compatible in style, scale, and color to the original lighting must have ARC approval. This shall include all walkway and landscape lighting not installed by the original builder.

The application should specify location of lighting on the property, height of light fixtures above the ground, wattage, and detailed descriptions of the fixtures.

Lighting shall not be directed outside the homeowner's property lines or towards adjacent homeowners' windows except to light adjacent sidewalks or paths.

10. Exterior Fire Pits and Fire Places

Outdoor recreational fires are allowed only in professionally manufactured and/or installed natural gas or propane fire pits or fire places.

11. Fences

Adding living, wood, or metal fences in a pre-approved style does not require a formal application review. However, voluntary ARC reviews may be requested. Such reviews provide consultation time with the IHCA Community Manager and a review by the ARC. The process ensures compliance with ARC standards.

Complete the Fence Installation Notification form. Applications (with or without the review fee) must be submitted prior to fence installation. A Completion Verification Form is required to be submitted. It is advisable to retain copies as the Applicant is responsible for proof of notification and completion. A privacy fence will drastically alter the appearance of Applicant's property and adjacent properties. For this reason, the ARC recommends that Applicant discuss fencing plans with neighbors prior to filing an application with the ARC.

Fences along Issaquah Highlands Park Drive are constructed inside the homeowners' property lines and are the property of those homeowners. The fences must be maintained by the homeowner and kept painted or stained with an approved color.

Homeowners must determine the exact location of their property line and make sure that any fence constructed is within that property line prior to construction. The ARC recommends that homeowners who are unsure of their property line location have a survey done to avoid any conflicts. In the event that a fence is located outside of the homeowner's property, the homeowner will be liable for all costs associated with relocation of that fence, including the cost of a professional survey. This rule applies to all encroachments, regardless of whether the encroachment occurred prior to or subsequent to the adoption of the revised Architectural Review.

Fence frames must face the homeowner's property. This is commonly called a "Good Neighbor Fence."

Chain link fences are not allowed except for the purposes of pet enclosures.

A. General fence requirements:

- a. Wood fences and screens shall be painted or stained when constructed and repainted/stained as necessary.
- b. Fences, walls, and screens built on slopes greater than 15% and visible from a public space or common area shall step in sections.
- c. Fence designs shall have a desirable appearance from both sides except when one side is adjacent to a critical area and not visible from a public area.
- d. Fences shall be constructed using high quality workmanship and high-quality construction materials.
- e. Metal fences must be powder coated or vinyl coated black.
- f. Electrified fencing is prohibited.

B. Front yards:

- 1. The combined height of a fence, rockery, or retaining wall located in a front yard shall not exceed 42 inches.
- 2. The only fence style permitted in a front yard is a picket fence or similar open-style fence (see examples f, g, h, i, and k in Exhibit B).

C. Side and rear yard fences adjacent to public spaces or common areas:

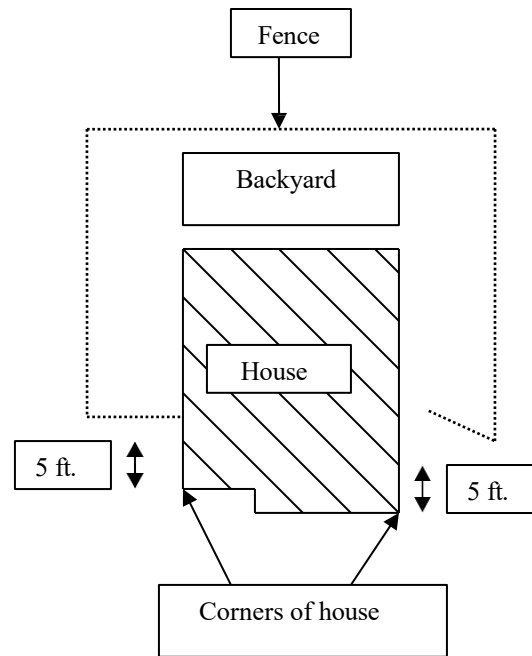
- 1. Public spaces or common areas are defined as the following:
 - a) Streets
 - b) Sidewalks
 - c) Trails
 - d) Parks
 - e) Open Space including Critical Areas
- 2. Fences and screens over 48 inches in height in a side or rear yard and adjacent to public space or common area shall be either:
 - a) At least 50% visually permeable for the portion above 48 inches (see examples a, b, c, d, and e in Exhibit B); or
 - b) At least 50% visually permeable for 50% of the entire fence surface area; or
 - c) At least 50% visually permeable for the entire fence surface area (see examples h, i, and j in Exhibit B).
- 3. Fences and screens 48 inches or less in height may be either solid style or open style.

D. Side and Rear Yards:

- 1. "Living fences" made up of trees or shrubs on side or back yards must not exceed eight (8) feet in height.
- 2. Wood and Metal fences in side or back yards may not exceed six feet (6) in height.
- 3. Side yard fences must be set back at least five (5) feet from the front corners of the house or garage unless connected to a front yard fence, hedge, or wall.

Side yard fences attached to the house must have an opening or a gate on at least one side of the

house to allow for access between front and back yards. (See diagram on next page.)



E. Fences adjacent to alleys, joint use driveways, or private access tracts:

1. In order to provide adequate backing-out distance in alleys, fences shall be set back at least four (4) feet from the edge of alley right-of-way or thirteen (13) feet from the centerline of the alley, whichever is greater, when located across from and in the vicinity of a garage, parking space, or other vehicle access point.
2. Fences located in or adjacent to joint use driveways or private access tracts shall be set back a sufficient distance from the property line to provide adequate travel and/or back-out space.

F. Gates:

1. Gates shall be accent elements and may be constructed of compatible or contrasting materials.
2. Gates may exceed the fence height.

G. Fence and Gate Stain/Paint Colors:

A semi-solid color stain (film-forming opaque stain) is a permanent application and will fail by cracking and peeling. They also have a tendency to chalk. When applied correctly, a semi-transparent stain (penetrating, low-hide stain used for changing the color of the wood) will fail by erosion, but will not crack or peel. Semi-transparent stains tend to erode rapidly in areas where there is a lot of weathering (like the south and west sections of the house), and not as much in better protected areas (under eaves, awnings, and north side of the house).

1. Pre-approved stain/paint colors are as follows and colors can be found in Appendix A: Cabot Semi-Solid or Semi-Transparent Stains (Cabot stains can be purchased at Lowes)
 - Dune Gray
 - Dark Gray
 - Taupe
 - Chestnut Brown
 - New Redwood
 - Cordovan Brown
2. Stain or paint color must accompany submittal package for ARC review.
3. Other stain or paint colors (except white) may be used, but are subject to ARC review and approval.

H. Fence and Gate Styles:

1. Pre-approved styles can be found in **Appendix B**. Other fence or gate styles may be used, but are subject to ARC review and approval. Please submit photograph of style or reference style letter on application.

12. Flags

All permanent flag poles must be made of powder coated metal, aluminum or of fiberglass and must be securely mounted, in the ground. No banner arms or horizontal mounted flag poles are permitted. Flag poles must have an internal rope halyard system to minimize noise. Powder coated flag poles must be either an unobtrusive neutral color or the color of the house.

This does not cover non-permanent flags and pennants displayed on a temporary basis from a bracket affixed to a dwelling.

13. Gazebos / Arbors / Pergolas / Patio Covers

All arbors pergolas, gazebos, patio covers, awnings and sun control devices require ARC approval prior to installation. Awning material and framing must match the house color. Wooden structures must be constructed of a rot-resistant wood and painted or stained. Composite decking materials (i.e. Trex) are acceptable. Metal structures must be powder coated. A sample of the color must accompany your application.

14. Hot Tubs

All hot tubs/spas must be located in the rear of the property and must incorporate a cover with securing mechanism. Hot tub and gazebo framing structures must be made of wood or similar composite/synthetic material and in a color compatible with the color of the house. Issues taken into consideration are noise, size/location (including gazebo coverings), windows and softening by landscaping.

15. Landscaping

Seasonal color added to landscaping does not require ARC review and approval. Minor changes to landscaping require an application but do not require a formal review. However, to insure compliance with ARC Guidelines, an ARC review is encouraged.

A reasonable number of seasonal planters or pots does not require ARC approval, however if pots are intended to be permanent, an ARC application may be required for approval.

See recommended tree, plant and shrub list in **Appendix C** for information on acceptable additions to residential landscapes at Issaquah Highlands.

Landscaping can be effectively used to accent driveways, define space, create “soft” privacy screens, and reduce the visual impact of fences, and sheds. Since landscaping is a design element, consideration should be given to relationship to the applicant’s house and the neighborhood setting.

Homeowners are urged to consider their neighbor’s view when landscaping and the size and maturity of trees and plants being considered. Special care must be exercised if changes alter drainage patterns. Runoff must be disposed of within the boundaries of the homeowner’s property.

Applicants are reminded that Washington law requires the owner or their contractor to call the Underground Utility Locator Service at 1-800-424-5555 at least two business days prior to digging 12” or deeper.

Issaquah Highlands has been designed to three neighborhood types (see Appendix D for Division Map):

- 1. House and Garden**
 - a. All Divisions besides the ones listed below
- 2. Cottage Lane**
 - a. Division 24 and 25 Crofton Springs
 - b. Division 48 and 52 Crofton 2
- 3. Traditional Townscape**
 - a. Division 42 Concord Commons
 - b. Division 54 Outlook
 - c. Division 96 Villaggio
 - d. Division 53 and 77 Roanoke Ridge
 - e. Division 93 Roanoke Woods
 - f. Division 32, 44 and 45 Manchester Court
 - g. Block 8c Brighton on Park
 - h. Block 10a and 11a Brighton on High Street
 - i. Block 10b and 11b Ashford

Each neighborhood type has a specific set of landscape standards to which the neighborhoods vision was created. Please see the three neighborhood Landscape Standards below:

HOUSE and GARDEN

Landscaping in the house and garden neighborhood is typically lawn, trees and evergreen groundcover. A front lawn with evergreen foundation shrubs forms the basic landscaping.

Residential Landscaping

Encouraged:

- The use of lawns in front yards or well-manicured shrubs.
- An uninterrupted flow of landscaping between houses and the sidewalk by placing elements such as gardens and patios close to the front of the house or in a side or rear yard.
- The use of elements such as arbors, trellises, sundials, pergolas, low masonry walls, and bird baths to add interest and scale to the landscape.

Discouraged:

- Large expanses of impervious surfaces.
- Large expanses of bark or mulch.

Specific Standards:

- Plant materials shall be a combination of ornamental, native and drought-tolerant varieties adapted to the climatic conditions of Issaquah Highlands.
- Planting areas should consist of 75% lawn or evergreen groundcover.
- Low hedges used as screens shall have a maintained maximum height of 42 inches.
- Trees shall be a variety tolerant of selective pruning without topping.
- Trees and large shrubs shall be set back from house facades.
- Trees and large shrubs should be located so as not to block views from interior rooms or adjacent properties.
- Evergreen plant materials shall be used to screen exposed house foundations.
- Minimum plant sizes at installation. [Refer to Plant Size and Spacing Requirements]

Hillside Landscaping: (Landscaping considerations when house lot slope exceeds 15 %.)

- All slopes over 3:1 must have non-mowable grasses and/or groundcovers in lieu of lawn.
- Slopes between 4:1 and 2:1 that are visible from public spaces must have mass plantings of shrubs and trees.
- Slopes over 2:1 must have jute matting in addition to non-mowable grasses and/or groundcovers. Mass plantings of shrubs and trees also are required if the slope is visible from public spaces.

COTTAGE LANE

Landscaping in the cottage lane neighborhood occurs in the shared space areas: either in areas shared between pedestrians and vehicles or in areas for pedestrians and residents. Areas shared with vehicles are planted with durable materials and include elements that provide visual relief. Areas without vehicles can contain more versatile landscaping.

Residential Landscaping

Encouraged:

- Landscaping in all shared space areas.
- Hardy and flowering plants which naturalize and self-seed.
- Plantings to soften house and pavement surfaces, such as shrubs grown tightly and trained against house wall, and groundcovers along or in travel ways.
- Trees that provide visual interest and seasonal shade such as deciduous flowering trees and fruit and nut trees with spreading forms.
- Raised garden beds with “nontoxic” wood or stone edges.
- The use of vertical garden structures such as trellises to support flowering climbing vines.
- The use of window boxes planted with bright varied colored annual and perennial flowers.

Discouraged:

- Lawn except in shared open spaces with common pedestrian use.
- The use of toxic “used” railroad ties in landscape and garden areas.
- Large expanse of impervious surfaces.

Specific Standards:

- Plant material shall be a combination of ornamental, native and drought-tolerant varieties adapted to the climatic conditions of the Issaquah area.
- The use of “old-fashioned” plants; such as roses, lilacs, lavenders and alyssum.
- Planting areas shall contain a minimum 30% perennial variety.
- Perennial plants shall provide borders for pedestrian circulation areas and common outdoor spaces.
- Low hedges used as screens adjacent to public space or shared common space shall have a maintained height of 42 inches.
- All areas not devoted to vehicle or pedestrian circulation shall be landscaped with plant materials.
- Trees placed so as not to block views or sun from adjacent properties.
- Provide flowering bulbs in groundcover areas and perennial beds.
- Plant window boxes and planters with perennials, annuals, vegetables and herbs.
- Climbing vines shall be flowering varieties and may be grown on fences, arbors, walls, screens and trellises.

Hillside Landscaping: (Landscaping considerations when house lot slope exceeds 15 %.)

Encouraged:

- Screening of houses from distant views.
- The use of native or drought tolerant groundcovers and wildflowers.
- Low terraced retaining walls with landscape elements.
- Maintained outward views over the trees from homes and outside gardens.

Discouraged:

- The use of lawn on slopes greater than 25%.
- The use of trees that need to be “topped” to maintain view corridors.

Specific Standards:

- Trees shall be a variety tolerant of selective pruning without topping.
- Evergreen plant materials shall be used to screen exposed house foundations.
- The under and /or structural portion of all decks, terraces and cantilevered structures over slopes shall be screened with evergreen plant material and/or lattice.
- Provide groundcover plant material with sufficient spacing to control surface water runoff and prevent erosion and sedimentation.
- Provide native or drought tolerant groundcovers and wildflowers on slopes exceeding 25%.
- If used, retaining wall terraces shall be stepped to provide planting areas.
- Provided plant materials at the base of walls, planted to climb walls or planted on top to cascade over walls.
- Plant material used in combination with walls shall be minimum 80% evergreen varieties.
- Integrate walks, stairs and paths with terraces walls to traverse slopes.

TRADITIONAL TOWNSCAPE

Landscaping in the traditional townscape neighborhood provides year-round greenery and an element of formality for areas adjacent to public spaces. The private landscaping adjacent to public spaces defines the private space and provides visual relief and interest to the building facade.

Residential Landscaping

Encouraged:

- The use of columnar trees with precise forms.
- The use of evergreen plants with fine texture for year-round appeal.
- The use of small evergreen hedges to establish order and strong lines of symmetry.
- The use of annual flowers as accents.
- Plant window boxes and planters with perennials and annuals.
- House entry walkways to connect with public sidewalks.

Discouraged:

- The use of deciduous shrubs.
- Large expanses of impervious surfaces.

Specific Standards:

- Plant material shall be ornamental varieties adapted to the climatic conditions of Issaquah Highlands.
- Plant materials shall be minimum 80% evergreen (conifer and broadleaf evergreen) adjacent to public space.
- Plantings located adjacent to the house foundation shall be closed form and tightly massed.
- Plant material shall have a maturity which remains proportionate with the scale of the house.

- Trees placed so as not to block views or sun from adjacent properties.
- Formal evergreen hedges adjacent to public space shall have a maximum maintained height of 48 inches.
- Evergreen groundcover shall be used in shaded areas and on slopes over 25%.
- All areas not devoted to vehicle or pedestrian circulation shall be landscaped with plant materials.
- Incorporate flowering bulbs in groundcover areas.
- Climbing vines shall be evergreen varieties and may be grown on fences, buildings, arbors, screens and trellises.

Hillside Landscaping: (Landscaping considerations when a house lot slope exceeds 15 %.)

Encouraged:

- Screening of houses from distant views.
- The use of evergreen groundcover on slopes.
- Low terraced retaining walls with a variety of landscape elements.
- Maintained outward views over the trees from homes and outside gardens.

Discouraged:

- The use of lawn on slopes greater than 25 %.
- The use of trees that need to be “topped” to maintain view corridors.

Specific Standards:

- Trees shall be a variety tolerant of selective pruning without topping.
- Evergreen plant materials shall be used to screen exposed house foundations.
- The under and/or structural portion of all decks, terraces and cantilevered structures over slopes shall be screened with evergreen plant material.
- Provide groundcover plant material with sufficient spacing to control surface water runoff and prevent erosion and sedimentation.
- Provide native or drought tolerant groundcovers and wildflowers on slopes exceeding 25%.
- If used, retaining wall terraces shall be stepped to provide planting areas.
- Provide plant materials at the base of walls, planted to climb walls or planted on top to cascade over walls.
- The plant material used in combination with walls shall be minimum 80% evergreen varieties.
- Integrate walks, stairs and paths with terraced walls to traverse slopes.

SYNTHETIC AND ARTIFICIAL TURF

Overview

While drought tolerant landscapes consisting of natural vegetation are encouraged throughout Issaquah Highlands limited use of artificial and synthetic turf may be allowed subject to the following conditions. For low maintenance landscape alternatives and approved drought tolerant species, see Appendix C.

Application

All synthetic turf shall be subject to the following conditions and shall be subject to review and approval by the Issaquah Highlands ARC prior to installation. Synthetic and artificial turf may be used in the following applications:

Front, Side, and Rear Yards

1. Use of artificial turf in the **front yard is prohibited** (existing artificial turf will be grandfathered in only with previous arc approval).
2. Artificial turf may be used in **side yards with ARC approval**, if not visible from the public right of way.
3. Artificial turf may be used in **rear yard**; however, such use shall not exceed the lesser of 50% of the usable yard or 250 square feet.
4. All edges of the artificial turf must be bordered by pavers, concrete curbing, treated lumber, or other non-deteriorating material subject to review and approval by the ARC.
5. Artificial turf shall not immediately abut concrete walkways, sidewalks, or driveways.
6. Artificial turf shall be required to meet the minimum product specification outlined below.
7. Artificial turf must be maintained free from animal waste that may saturate, penetrate or rest upon the surface.
8. Artificial turf must be maintained free from weeds or other vegetation that may protrude through the surface of the product.
9. Artificial turf must be replaced with similar, approved material, or other approved living vegetation upon product expiration according to the product manufacturer's warranty.

Specifications

Synthetic turf shall meet the following minimum specification:

1. **Thickness** – Pile height or synthetic grass blades shall be 1-1/2" to 2" minimum.
2. **Face Weight** – Face weight or density shall be a 60oz minimum.
3. **Color** – Pile, synthetic grass blades, shall be made up of a minimum of two colors or shades.
4. **Blade Length** – Pile, synthetic grass blades, shall be made of a minimum of two different blade lengths.
5. **Product Warranty** – artificial turf shall be covered by a 15-yr product manufacture warranty.

Installation

All synthetic and artificial turf shall be installed by a licensed, professional contractor with demonstrated experience working with artificial turf products. Installation must be covered by a minimum 15-year installation warranty.

16. Painting

No application or review is required for re-painting any part of the house with its original or existing color scheme. Prior ARC approval is required for new colors or any changes in exterior colors for houses, fences, decks, trim and roofs in advance. Color chips (samples) must be submitted with the application along with a detailed description of where the colors are to be applied (trim, body, and doors, et al.), along with a photo of the home. Painting with a single exterior color is discouraged. Every attempt should be made to paint the exterior to blend with the surrounding neighborhood's architectural elements and colors. Owners are encouraged to complement existing external building materials such as brick or stone by choosing subtle paint colors for contrast on the home's body, trim, garage, and doors. Subtle contrast provides depth which will complement the overall home.

Color blocking (colors ending on an outside corner) is prohibited; all paint colors and materials shall end at inside corners of the structure. Colors must follow the existing architecture.

17. Patios

1. Use of artificial turf in the front yard is prohibited (existing artificial turf will be grandfathered in only with previous ARC approval).
2. Artificial turf may be used in fenced side yards with ARC approval if not visible from a public right-of-way.
3. Artificial turf may be used in fenced rear yards; however, such use shall not exceed the lesser of 50% of the usable yard or 250SF.

18. Pet houses / Runs / Enclosures

Pet houses must be compatible with the homeowner's house in color, material and size, and must be located where they will be visually unobtrusive and will have the least impact on neighbors for visibility, noise, and smell. Generally, this means away from shared property lines.

Chain link fences for dog runs will only be considered if inside solid privacy fencing, softened by supplemental landscaping, and well screened.

Enclosures to confine pet(s) in an area less than the entire back yard must be placed in a location where minimum nuisance and inconvenience is caused to neighbors, and away from shared property lines and living areas of neighborhood residences.

19. Prohibited Items / Construction

The following are expressly prohibited in all areas of Issaquah Highlands:

Antenna

Short-wave radio and television antennae and all similar devices are not allowed on private or rental residences in Issaquah Highlands

Clotheslines

Clotheslines of any type or style are not allowed within Issaquah Highlands.

Drainage

Obstructing or retarding the flow of drainage is prohibited. Any alteration to houses or lots, which may change existing drainage patterns onto adjacent lots, is prohibited without the approval of the appropriate governmental agency.

Temporary Structures

Temporary structures are not allowed on any lot within Issaquah Highlands.

Trash, Building Materials

Lumber, used building materials or litter of any kind may not be stored on any lot in Issaquah Highlands. Excess material and debris must be removed immediately after completion of any construction project that has been approved by the ARC.

20. Recreation, Sports and Play Equipment

Recreational play equipment shall be placed in rear yards whenever possible. Consideration should be given to lot size, equipment size and design, and visual screening.

Considerations as to location, size, impact and noise will be reviewed with each application.

Basketball backboards may be attached to the house or garage when not visible from the street (e.g. garages on alleys, side-entry garages on courtyards).

Fixed freestanding or portable basketball backboards (Hoops) are allowed if the following requirements are met:

- a. The Unit on the Residential Property where the Hoop is located is not an apartment, condominium or townhome;
- b. The Hoop has bottom weight sufficient to eliminate any significant risk of tipping;
- c. The Hoop is kept reasonably clean and in good working order, with a net fully intact, at all times;

21. Retaining Walls

Retaining walls must be used in combination with appropriate landscaping with aesthetic impact being considered. Retaining walls that alter existing landforms must provide adequate drainage. Concrete retaining walls exceeding 36 inches in height shall incorporate a special pattern, texture, or treatment to visually reduce the overall scale.

Front Yards

Rockeries and retaining walls located to separate a front yard from an adjacent public space or common area shall not exceed 42 inches in height. Walls located in a front yard shall be constructed of stone, masonry, brick, or concrete with shadow lines and reveals and complement the house style.

Side and Rear Yards

Retaining walls or rockeries exceeding 48 inches in height and located in side or rear yards shall be terraced or stepped in sections if they are:

- a. Visible from a public space or common area; and
- b. 15 feet or greater in length; and
- c. Located within 10 feet of a sidewalk or other pedestrian walk.

These requirements do not apply to walls or rockeries in alleys.

When used in combination with walls or rockeries, plant materials shall be a minimum of 80% evergreen varieties.

Please submit drawings along with a photo or material sample to the ARC for approval prior to construction.

22. Satellite Dishes

Sub-Community Associations within Issaquah Highlands may have additional restrictions and guidelines. Residents living within a sub-Community Association must request and receive approval from the sub-Community Association as well as the IHCA ARC.

All of the following restrictions comply with the most recent FCC rulings.

Satellite dishes are allowed under the following guidelines:

1. Satellite dish shall be 1 meter (approximately 39") or less in diameter. Any satellite dishes and antennas over one meter are not covered by the Telecommunications Act of 1996 and FCC Rules and are therefore still prohibited.
2. The Telecommunications Act and FCC Rules permit some regulation by the Community Association, such as the means, method and location of the dish or antenna installation, as long as no "unreasonable" delay or cost is involved. The Community Association can require compliance with building codes, unobtrusive placement, painting, camouflage and other

reasonable measures to ensure the safety of the installation and minimize the visual effect on the community.

3. Certain locations have been designated as preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home and the neighborhood, these locations are:
 - Entirely within and entirely below the height of approved privacy fencing which fully encloses the rear yard, or;
 - Located at low level in gardens where it cannot be seen by other residents, or;
 - Mounted on the roof of the house, where it is least visible from a road, public open space or common area, with its highest point below the peak of the roof line, and preferably as close to the chimney as possible; or,
 - Mounted on the rear of the house, where it is least visible from a road, public open space or common area.
4. Dishes fixed to buildings in order to receive a signal should always be discreetly placed where they are least visible. Normally, dishes should not be visually prominent from a road, public open space, or common area.
5. The device is of a color, which is reasonably compatible with the color and materials of the home.
6. All wires for dishes must be buried or hidden from view and/or painted to match surface to which are applied.
7. The device does not adversely affect the safety of others.
8. Homeowners are responsible for any damage to common or limited common areas.

Homeowners are requested to be sensitive to their neighbors and work with the installers to choose a location for their satellite dish so that neighbors are not adversely affected. If the ARC finds that the above guidelines for the placement of the satellite dish have not been met, the ARC may require the relocation of the satellite dish at the homeowner's expense.

All residents must file a Notice of Installation of Satellite Dish form prior to installation.

23. Siding

Siding of single-family homes within Issaquah Highlands must be of a wood, simulated wood or cementitious product. Vinyl and aluminum siding is prohibited on single-family homes.

24. Signs

All signs not addressed in the CC&Rs or IHCA Use Restrictions and Rules are subject to ARC approval.

25. Solar Panels

The Washington State RCW 64.38.055 permits some regulation by the Association. The Association can require compliance with building codes, unobtrusive placement, painting, camouflage and other reasonable measures to ensure the safety of the installation and minimize the visual effect on the community. Please see the IHCA Architectural Request Process and Guidelines for Solar Panels.

26. Swimming Pools

All swimming pools (above ground, below ground, and prefabricated) must be located in rear yards. Alternate locations will be considered only for properties with an unusual configuration or topographical features.

The pool and any mechanical equipment must be completely enclosed by a six-foot high wood fence. Pool pump equipment should be located away from adjacent neighbors or enclosed to minimize the impact of noise. Fences and gates must conform to the specifications in the Issaquah Highland's Architectural Standards. The fence application must be submitted with the pool application.

As the installation of a swimming pool is a major undertaking, an application for preliminary approval is recommended. The preliminary application should include a site plan showing dimensions of the pool, deck, fenced area, and relationship to the house, adjacent houses, and property lines.

27. Trash, Recycle and Yard Waste Receptacles / Containers

Per IHCA Use Restrictions and Rules, any trash, recycling, or yard waste) containers and/or bags must be stored inside the garage or trash can enclosure during non-pickup hours.

Containers and/or bags may only be placed at the curb/street for pickup 12 hours prior to and 12 hours after pickup time.

The ARC will consider variance requests in accordance with the variance policy in section 4.5 of the CCR's under the following circumstances:

- topography;
- natural obstructions; and
- hardship*

* Odors from the containers and/or bags will not be considered a "Hardship" and residents will not be granted a variance for this reason.

To apply for a variance, please submit a Trash Can Variance Request and address the following items

1. Reason for variance request with details (circumstances include: topography; natural obstructions; or other hardship);
2. Proposed location of containers (*e.g.*, East side of house, inside fence next to house);
3. Method of keeping containers out of public view (*e.g.*, inside fence, behind screen, within enclosure, etc.);
4. Assurance for obtaining wildlife resistant containers; and
5. \$20 application fee**

**Residents of Divisions 30, 37, and 42, 50 have a specific hardship (very small garages) and will be granted a variance for the blue (recycle), green (yard waste) and grey (trash) containers if the following conditions are met:

1. Residents in these neighborhoods must keep their containers out of public view from the front street but such containers are permitted to be visible from alleys. Residents may also place the containers at the side of their residences five feet behind the front of the home;
2. Residents must obtain wildlife resistant containers; and
3. Residents agree to follow Bear Smart Best Practices Guidelines.

If applying to erect a trash can enclosure, the designs shown in **Appendix E** have been pre-approved and require a Project Notification form only. Trash can enclosures are subject to Accessory Structure Guidelines.

IHCA retains the discretionary right to require trash, recycle and yard waste receptacles to be stored inside your garages under the public safety or nuisance rules, even if you have a variance. This will most likely be required during times of heavy bear or other animal activity in your neighborhood.

28. Trees

Trees on Private Land

Removing, altering or installing trees on private land

Homeowners wishing to remove trees, top trees or install trees on their own lots must follow the procedures outlined by the ARC and submit an application prior to doing any work with the following exceptions:

- Homeowners may prune trees on their own lots without application to the ARC.
- Homeowners may replace dead or dying trees on their own lots with the same type of tree in the same location without application to the ARC.
- Trees overhanging sidewalks must be pruned to at least 7'6" above the sidewalk per city code.

29. Windows

The written approval of the ARC is required for the alternation or modification of windows in the existing structure. Replacement windows must be of the style and design consistent with existing windows in the community.

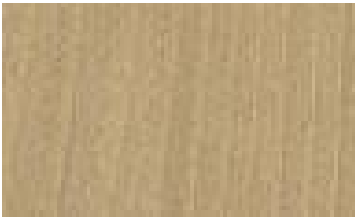
30. Wires and Pipes

All utilities, wires and pipes except for control or monitoring housings must be underground. This includes, but is not limited to, such additions as external light wires, satellite dish wires, sprinkler systems or any other electronic devices wires.

31. ARC Guideline Violation Procedures (See Appendix F: Excerpt from IH Fine Schedule)

APPENDIX A
PRE-APPROVED FENCE STAIN COLORS

CABOT SEMI-TRANSPARENT



Dune Gray



Dark Gray



Taupe



Chestnut Brown



New Redwood



Cordova Brown

CABOT SEMI-SOLID STAINS



Dune Gray



Dark Gray



Taupe



Chestnut Brown



New Redwood



Cordova Brown

BEHR SEMI-TRANSPARENT



BEHR SOLID



OLYMPIC SEMI-TRANSPARENT



713 Oxford Brown



913 Ebony



730 Teak



712 Black Oak



704 Redwood



Espresso

OLYMPIC SOLID STAINS



Smoky Suede



Granite



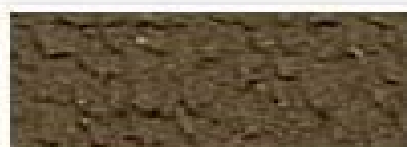
Cedar



Autumn Brown



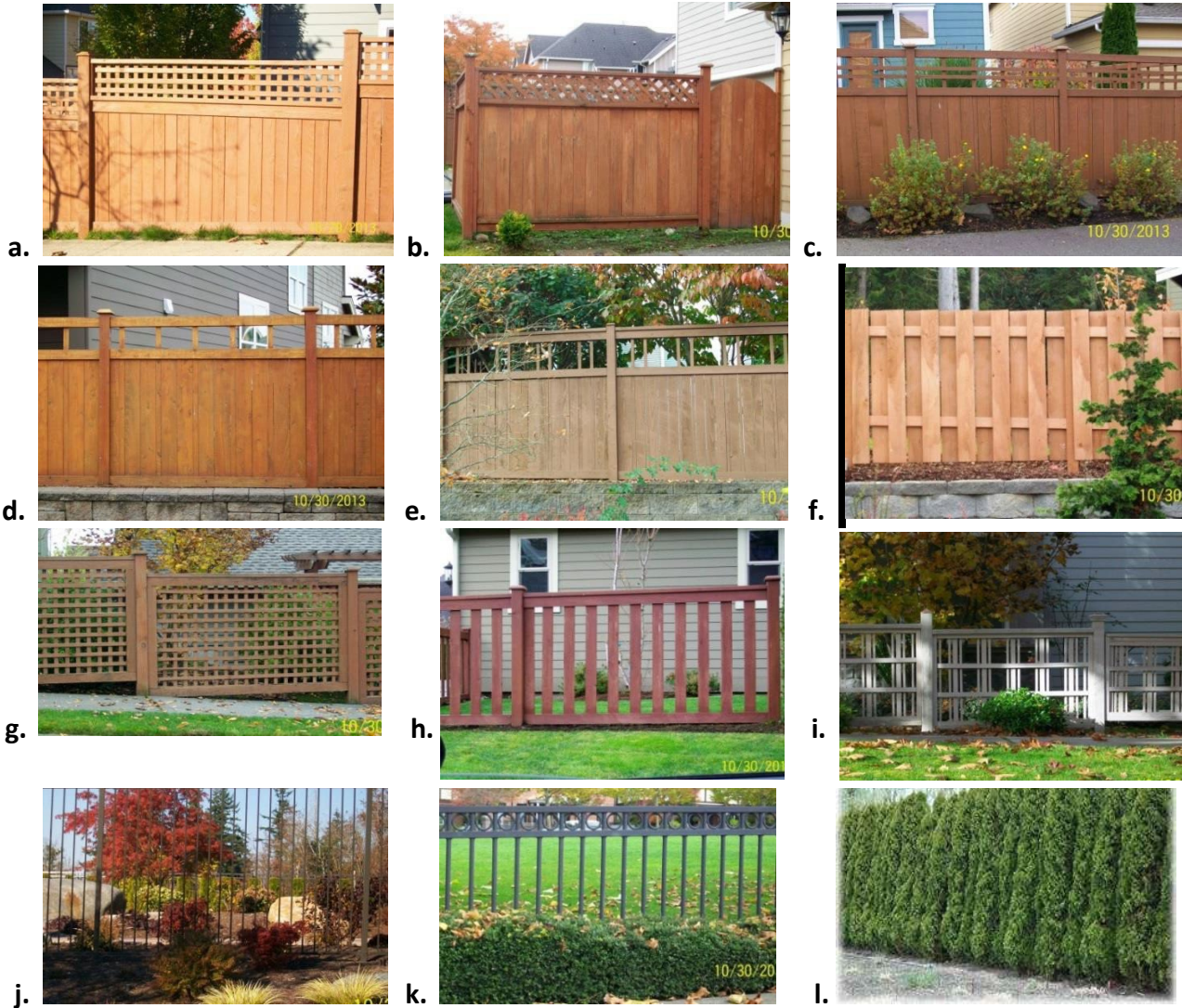
Timberline



New Bark

APPENDIX B

PRE-APPROVED FENCE STYLES (Subject to placement and topography)



m. Green Space Fencing



n. Gate



o. Gate

APPENDIX C

Residential Architectural Review Committee Recommended Plant List

The following plant materials are intended to guide tree and shrub ADDITIONS to residential landscapes at Issaquah Highlands. Lot sizes, shade, wind and other factors place size and growth constraints on plants, especially trees, which are suitable for addition to existing landscapes. Other plant materials may be considered that have these characteristics and similar maintenance requirements. Additional species and varieties may be selected if authorized by the Issaquah Highlands Architectural Review Committee.

* Drought-tolerant plant

** Requires well-drained soil

DECIDUOUS TREES:

Small

- Acer circinatum – Vine Maple
- *Acer ginnala – Amur Maple
- Acer palmatum – Japanese Maple
- Amelanchier var. – Serviceberry varieties
- Cornus species, esp. kousa
- Acer griseum – Paperbark Maple
- Oxydendrum arboreum – Sourwood
- *Prunus cerasifera var. – Purple Leaf Plum varieties
- Styx japonicus – Japanese Snowbell
- *Zelkova serrata “Schmidtlow” – Wireless Zelkova

Medium

- Acer rufrinerve – Redvein Maple
- *Acer pseudoplatanus – Sycamore Maple
- *Carpinus betulus – European Hornbeam
- *Fraxinus pennsylvanica var. – Ash varieties
- *Fraxinus oxycarpa “Raywood” – Raywood Ash
- *Parrotia persica – Persian Parrotia
- *Zelkova serrata – Sawleaf Zelkova
- *Pyrus calleryana var. – Flowering Pear Varieties
- Prunus sp – Flowering Cherry
- *Tilia cordata – Little Leaf Linden
- Tilia euchlora – Crimean Linden
- *Ulmus parvifolia – Chinese Elm

Columnar Narrow

- *Carpinus betulus pyramidalis – Pyramidal Hornbeam
- *Fagus sylvatica ‘Dawycyk’ – Pyramidal Beech
- *Prunus sargentii columnaris – Columnar Sargent Cherry
- *Quercus robur fastigiata – Upright English Oak
- *Tilia cordata (corzan) – Corinthian Linden

CONIFERS:

- **Abies- Concolor - Concolor Fir
- **Abies Nordmanniana – Nordmann Fir
- Calocedrus decurrens – Incense Cedar
- * Chamaecyparis obtusa - Hinoki False Cypress
- **Juniperus scopulorum (var.) –Juniper
- Taxus baccata – Irish yew
- *Thuja plicata excelsa – Excelsa Cedar
- Tsuga mertensiana – Mountain Hemlock

SHRUBS:

Small

- *Berberis (var.) – Dwarf Barberry varieties
- Buxus sempervirens - Boxwood
- *Gaultheria shallon – Salal
- Ilex crenata ‘Helleri’ – Helleri Holly
- Ilex crenata ‘Green Island’ – Green Island Holly
- *Mahonia aquifolium, M. repens, M. nervosa
- Osmanthus
- *Pinus mugo (var.) – Mugo Pine (dwarf varieties)
- *Potentilla (var.) – Potentilla varieties
- Prunus Laurocerasus ‘Otto Luyken’ – Otto Luyken Laurel
- Spirea (var.) – Spirea varieties
- Rhododendrons, Azaleas

- Compact Oregon grape

Medium/Large

- *Arbutus unedo (compacta) – Strawberry Tree
- *Berberis (var.) – Barberry varieties
- *Euonymus (var.) – Winged Euonymus varieties
- Ilex crenata “Convexa” – Convexleaf Holly
- *Mahonia aquifolium – Oregon grape

- Viburnum davidii – David Viburnum
- Viburnum species – Viburnum varieties (numerous)

- *Osmanthus heterophyllus – Holly Leaf Osmanthus
- *Osmarea burkwoodi – Burkwood Osmarea
- Prunus lusitanica – Portugese Laurel
- Rhododendron (var.) - Rhododendron
- Viburnum species – Viburnum varieties (numerous)

HEDGES:

- Buxux Microphylla
- Buxus Sempervirens – Common Boxwood
- Buxus Suffruticosa – Tre Dwarf Boxwood
- Ilex crenata ‘Helleri’ – Helleri Holly
- Ilex crenata ‘Green Island’ – Green Island Holly
- * Mahonia aquifolium – Oregon grape

- *Osmanthus heterophyllus – Hollyleaf Osmanthus
- Prunus laurocerasus ‘Otto Luyken’ Otto Luyken
- *Prunus lusitanica – Portugese Laurel
- Taxus sp. – Yew species
- Thuja occidentalis– Emerald Green
- Viburnum species – Viburnum varieties (numerous)

GROUNDCOVER:

- *Arctostaphylos uva-ursi – Kinnikinnick varieties
- Cotoneaster vars. – Cotoneaster varieties
- Evergreen flowering vines
- *Fragaria vars. – Strawberry varieties
- *Hypericum calycinum – St. Johnswort

- *Juniperus (var.) – Juniper varieties
- Lawn Grass
- (Puget Sound Turf Grass varieties – sod or seed)
- *Mahonia nervosa – Longleaf Mahonia
- Ornamental grasses
- *Vinca minor – Periwinkle

ACCENT PLANTINGS:

- Annuals
- Bulbs
- Ornamental grasses
- Perennials

RECOMMENDED PLANTS FOR ALLEYS:

Alleys are good places for old-fashioned flowering shrubs and small trees. Plantings do not need to be formal with a repetitive theme, except in the Traditional Townscape neighborhood. An informal, more organic layout is encouraged. Light and sun are encouraged in these spaces adjacent to backyards, where people may have vegetable gardens and play spaces.

SUITABLE PLANT SPECIES:

- Acer circinatum – Vine Maple
- Acer ginnala var. – Amur Maple
- Acer griseum – Paperbark Maple
- Arborvitae
- Chaenomeles lagenaria v. – Flowering Quince
- Forsythia sp.
- Cornus kousa, florida (smaller varieties)
- Kerria japonica – Kerria
- Mahonia aquifolium – Oregon grape
- Cupressus – Italian cypress
- Osmanthus sp. – Osmanthus
- Philadelphus sp. – Mock orange
- Ribes sanguineum – Red Flowering Currant
- Styrax japonicus – Japanese Snowbell
- Syringa vulgaris v. – Lilac (need suitable variety)
- Viburnum species – Viburnum varieties (numerous)
- Weigela

Residential Architectural Review Committee Discouraged or Prohibited Plant List

- Buddleia – Butterfly Bush – Invasive Species
- Ilex aquifolium v. – English Holly – Invasive
- Hedera helix – English Ivy – BANNED in Development Agreement

Unsuitable tree species for private yards (due to rapid, weak growth and/or extreme ultimate height):

- Acer rubrum – Red Maple
- Acer saccharum – Sugar Maple
- Metasequoia - Sequoia
- Pseudotsuga menziesii – Douglas fir
- Tsuga – Hemlock
- Populus spp– Poplar varieties
- Alnus rubra – Red alder
- Cupressus leylandi - Leyland Cypress

EXHIBIT D

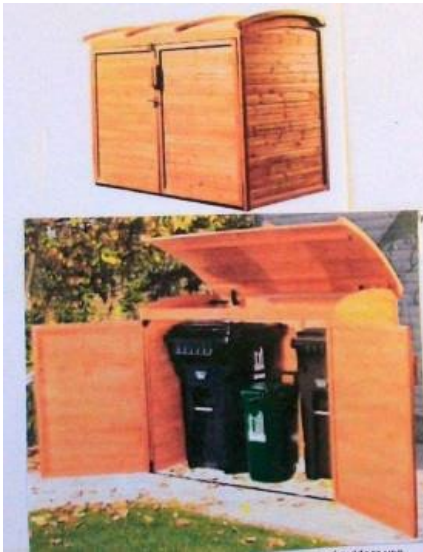
DIVISON MAP (SUBJECT TO UPDATES)

NOTE: Divisions can be easily viewed by enlarging map on computer.



APPENDIX E

PRE-APPROVED TRASH CAN ENCLOSURES



**Leisure Season 5'2"x2'10"x4'
Cypress Horizontal Refuse Storage Shed**



**Leisure Season 65"x53" Cedar
Horizontal Refuse Storage Shed**

APPENDIX F

ISSAQUAH HIGHLANDS ARC FINE PROCESS EXCERPT

Architectural Guidelines Violations and Appeals

ARC Unapproved Projects: Violations may be issued for any residential architectural project which has **NOT** been approved by the IHCA ARC as follows:

- **Reminder Notice:** A notice may be sent when a Violation occurs. A cease and desist notice may be sent to the unit owner requiring all project activity to stop immediately.
- **1st Fine:** Not less than seven (7) days from the date of prior notice, a **\$50** fine may be issued if the ARC project continues or is not restored to the original pre-project conditions.
- **2nd Fine:** Not less than seven (7) days from the date of prior notice, a **\$100** fine may be issued if the ARC project continues or is not restored to the original pre-project conditions and the unit owner may incur additional sanctions.
- **3rd Fine:** Not less than seven (7) days from the date of prior notice, a **\$150** fine may be issued if the ARC project continues or is not restored to the original pre-project conditions and the unit owner may incur additional sanctions.
- **Additional Sanctions:**
 - A **\$150** per day fine may be issued if the ARC project continues or is not restored to the original pre-project conditions.
 - The IHCA BOD may elect to exercise self-help or take action to abate the violation in a non-emergency situation.
 - Levying Specific Assessments to cover costs incurred by the IHCA to bring the Unit into compliance.

ARC Approved Projects: Violations may be issued for any residential architectural projects which have been approved by the IHCA ARC as follows:

- **Reminder Notice:** A notice may be sent when an ARC project is found to be deviating from the scope of the approved ARC project or is in violation of the IHCA Governing Documents. The notice may include a cease and desist order requiring all project activity to stop immediately.
- **1st Fine:** Not less than seven (7) days from the date of prior notice, a **\$50** fine may be issued if the ARC project continues outside the approved or is not restored to the original pre-project conditions.
- **2nd Fine:** Not less than seven (7) days from the date of prior notice, a **\$100** fine may be issued if the ARC project continues to deviate from the scope of the approved ARC project and the unit owner may incur additional sanctions.

- **3rd Fine:** Not less than seven (7) days from the date of prior notice, a **\$150** fine may be issued if the ARC project continues to deviate from the scope of the approved ARC project and the unit owner may incur additional sanctions.
- **Additional Sanctions:**
 - A **\$150** per day fine may be issued if the ARC project continues or is not restored to the original pre-project conditions.
 - The IHCA BOD may elect to exercise self-help or take action to abate the violation in a non-emergency situation.
 - Levying Specific Assessments to cover costs incurred by the IHCA to bring the Unit into compliance.

ARC Violations Appeals

ARC Unapproved Projects: The unit owner may present a written request for a hearing to appeal the alleged violation to the IHCA Covenant Committee by sending an email to covenant.committee@ihcommunity.org or delivering a written notice to the IHCA office within 10 days of the date of notice.

If a hearing is requested within the allotted 10-day period, the hearing shall be held before the Covenant Committee.

Appeals are governed by the Issaquah Highlands CCRs, section 4.3(f).