Crystal View Estates

Chelan, Washington

Homeowners Association

Architectural Design Committee

Architectural and Landscape Design Guidelines

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Crystal View Estates
Architectural and Landscape
Design Guidelines

Introduction

Crystal View Estates is a beautiful community along the shores of Lake Chelan with views of the lake and surrounding mountains. These guidelines are designed to create and maintain the value of the entire community. All new construction, renovations, and additions must comply with the CVE Design Guidelines (i.e., the terms and conditions in place at the time plans are submitted). At no time may existing homes be used as precedent for new projects

1.0 Purpose of the Design Guidelines

The purpose of the Design Guidelines is to help property owners, architects/designers, home builders and contractors to create homes that are consistent with the Crystal View Estates vision. These guidelines will be used for the design of all homes and site improvements including new buildings, landscaping, hardscape, fencing, renovations, and additions.

1.1 The Design Guidelines have been adopted by the Architectural Design Committee and the Crystal View Homeowners Association Board of Directors who will review the proposed designs for homes, site development and landscape for conformity with the Design Guidelines. The committee will administer and monitor the guidelines as described in this document and in the Protective Covenants of Crystal View Estates. Minor exceptions may be considered by the Committee and the Board. The granting of a minor exception shall not constitute a waiver of the right to deny other minor exceptions or withhold approval to other applicants. Crystal View Estates intends to maintain uncompromising standards for architectural and landscape design quality and integrity.

1.2 Objectives
The main objective of these Design Guidelines is to ensure that every home in Crystal View Estates is designed with the quality of the whole community in mind. The objectives and design considerations are:

1. To create and preserve harmonious relationships among buildings, the building sites, the landscaping, the natural environment within the CVE Community.

2. To value views and view corridors, both among adjacent neighbors and within the community.

3. To use quality materials and landscape features throughout each home site.

4. To emphasize the integration of landscape and architectural elements.

The appendices have all the forms necessary to move through the entire process as well as supplemental information necessary to identify and clarify the Architectural Review Committee make-up, contact information, and other information which may be required or helpful in moving through the design review process.

It is the responsibility of the owner and their architect/designer to become familiar with these guidelines and follow all requirements of the City of Chelan building regulations.

General Rules for contractors, subcontractors, and vendors, (Appendix D) are included in the Architectural Design Guidelines Full Packet which is available on the Crystal View Estates web site, https://crystalviewestates.org/

END OF SECTION

2.0

Architectural
Design Review Process

2. 0 Architectural Design Review Process

The Architectural Design Committee (the "Committee") will review all design and construction plans for conformity with these Design Guidelines as described in this document. In general, the following will form the basis for review:

- □ Relationship to the surrounding natural environment and neighbors.
- □ Sensitivity to neighbors and the special landscape potential of each home site.
- □ Architectural designs which are based on an identifiable, architectural style that is harmonious and in keeping with the community and neighborhood.
- □ Fire safe landscapes guided by the principles set forth on the NFPA Firewise program. (see Section 5, Specific Landscape and Site Planning Concepts and Guidelines.

Guidelines will assure the property owners that Crystal View Estates strives for uncompromising standards of architectural quality and integrity.

2.1 Architectural Design Committee and the CVE HOA Board

Crystal View Estates is designed to be a unique community of homes. The *Protective Covenants of Crystal View Estates* does not list specific design items necessary for plan approval. Rather, the authority to approve or disapprove individual building and landscaping plans is given to the Architectural Design Committee and the Crystal View Estates HOA Board of Directors. The committee does not seek to restrict individual creativity or preferences, but rather to achieve the aesthetic goals and community relationships that are described in the guidelines. As the community matures, these relationships will become increasingly important and require continuedcoordination through the design process.

The Architectural Design Committee is composed of three (3) or more members. Additionally, an architect or other design professional, who is not a property owner, may serve on or act as a consultant to the Committee.

Prior to the commencement of any construction activity, all plans must be reviewed and approved by the Architectural Design Committee and the Crystal View Estates HOA Board. Committee and CVE Board approval must be obtained prior to the start of any clearing, construction, or landscaping. The authority to approve or disapprove of building and landscape plans is provided by the *Protective Covenants of Crystal View Estates.* See also Appendix D, **(General Rules for Contractors, Sub Contractors and Vendors.)**

2.2 Changes which must have Architectural Design Review and Approval (Submit Exterior Project Application)

"9.4 Approval and Conformity of Drawings and Specifications. No building, fence, wall or other structure or improvement of whatever type shall be commenced, erected or maintained

upon the property, nor shall there be any addition to or change to the exterior of any residence or other structure of improvement upon a lot or the building envelope, landscaping, grading or drainage thereof, including, without limitation, the painting (other than painting with the same color and type of paint as previously existed) of exterior walls, patio covers and fences, except in compliance with drawings and specifications therefor which have been submitted to and approved by the Design Committee in accordance with the Design Guidelines as to harmony of external design and location in relation to surrounding structures and topography." (Ref. Crystal View Estates Declaration of Covenants)

Changes or alterations proposed after final approval must be submitted to the Design Committee and approved by the Board of Directors before commencement of work.

2.3 Remodeling and Additions (Submit Exterior Project Application)

Remodeling, additions to existing homes and exterior improvements are required to meet the same criteria as new construction. Continuity is established by use of the same or compatible materials as were used in the original house.

An approval from the committee and the CVE HOA Board of Directors is required for this work, just as it is for new construction.

Prior to starting any work on any changes to the existing home or home site, the property owner shall contact the Architectural Design Committee to determine which plans and fees will be required for the review process.

2.4 Design Review, Fees and Approval (Submit Exterior Project Application)

The Design Guidelines outline the basic requirements and characteristics of design which the Architectural Design Committee uses to review and recommend approval to the Board, including architectural, site development and landscaping plans.

Property owners are encouraged to work with professional designers and builders. The City of Chelan has jurisdiction over Crystal View Estates. The City of Chelan Planning and Building Departments should be contacted at the beginning of the planning process to ensure compliance with their requirements. Compliance with all governmental regulations is the obligation of the property owner. Please refer to the City of Chelan adopted building codes.

The Design Review Fee will be applied as follows: The committee may employ the services of an architect, engineer, or any other person to render professional advice, and may pay reasonable compensation for services. Additionally, any reasonable "common expenses" (CVE CC&R's section 2.11.9.1 and 2.11.9.2) or additional consultant fees incurred by the Committee or the Crystal View Estates Homeowners Association in connection with the property owner's application, construction progress or committee guidelines non-compliance prior to and during construction may be charged directly to the property owner.

The committee will provide a written explanation prior to exceeding the design review fee. Additional consulting and design review fees are to be anticipated if the application is incomplete or does not follow the Architectural Guidelines and Application process.

2.5 Summary of Design Review Application Process

Prior to beginning any work, the property owner (Applicant) will submit a completed Design Review Application package and a nonrefundable design review fee payment in the amount of $750.00 to the Crystal View Estates HOA, PO Box 1980, Chelan, WA 98816.

Complete information, the application, and Application Checklist (Appendix B and Appendix C) may be obtained from our Website https://crystalviewestates.org/documents/

- ☐ Mail (2) sets full sized architectural plans to Crystal View Estates HOA, PO Box 1980, Chelan, WA 98816 with the $750.00 non-refundable design review fee if not previously sent.

- ☐ The committee will notify you in writing once your application and payment have been received and this will signal the start of the committee review. Anticipated review times average 6 to 8 weeks

- ☐ After review by the committee and HOA architect, a recommendation to approve or deny the plan will go before the HOA Board of Directors.

- ☐ The Board reviews the project and votes to approve or require additional corrections.

- ☐ A letter of plan approval will be sent both by mail and email to the addresses specified on the application.

- ☐ A denial letter will be sent by both mail and email to the addresses specified on the application. A list of the reasons for the non-approval will be provided and information for the appeal process.

- ☐ After receipt of plan approval, the applicant will schedule the mandatory preconstruction meeting with the ADC. During this time, the applicant, accompanied by their builder, will meet with the ADC to review the elevation stake, building corners, discuss construction access and approval for a construction trailer, and ask questions. Appendix D, General Rules for all Contractors, Subcontractors and Vendors, and Appendix E, Performance Deposit Agreement, are both signed prior to or during the preconstruction meeting. The $3,000 Performance Deposit must be paid prior to or at this meeting.

- ☐ Upon completion of construction and landscaping, the applicant submits Appendix, F Letter of Certification, to request the return of the Performance Deposit. The Board approves return of the Performance Deposit (less any funds spent to repair damages or for fines received).

Conflict Resolution/Appeal Process (See section 6.0 Construction Requirements page 31)

The Architectural Design Guidelines are meant to protect the value and aesthetics of our community. It is the responsibility of the Architectural Design Committee to ensure consistent compliance with the guidelines. It is recognized that, from time to time, there may be disagreements between a homeowner's interpretation of the guidelines and decisions rendered by the Architectural Design Committee (ADC). The following Conflict Resolution process is prescribed.

a. The homeowner will document their position in writing to the ADC and the Board of Directors along with any clarifying points.

b. The Board will review the homeowner's input and discuss with the ADC.

c. The owner and committee may be asked to make verbal or written arguments to the Board for them to then render a decision.

d. If the Board finds the homeowner's facts to be compelling, they may revise the original ADC position, subject to any conditions deemed appropriate. The Board's decision is final.

2.6 Non-Liability for Approval of Drawings and Specifications

Drawings and specifications shall be approved by the Architectural Design Committee and the Crystal View Estates Homeowners Association Board of Directors as to style, exterior design, appearance and location, and are not approved for engineering design or for compliance with zoning and building ordinance, and by approving such drawings and specifications neither the Design Committee, any member thereof, the Association, any member, the Board, any officer or director of the Association, nor Developer assumes any liability or responsibility thereof, any defect in any structure constructed from such drawings and specifications. Neither the Design Committee, any member thereof, the Association, any member, the Board, any officer or director of the Association, nor Developer shall be liable to any owner or other person for any damage, loss or prejudice suffered or claimed on account of (a) the approval or disapproval of any drawingsand specifications, whether or not defective, (b) the construction or performance of any work, whether or not pursuant to approved drawings and specifications, (c) the development, or manner of development of any property within the property, (d) the change in the size, configuration or location of any building envelope or the changing of the natural grade of any lot, or (e) the execution and filing of an estoppel certificate pursuant to the Design Guidelines, whether or not the facts therein are correct; provided, however, that such action, with the actual knowledge possessed by him, was taken in good faith. Approval of drawings and specifications by the Design Committee, or the approval of any change in the site, configuration or location of any building envelope, or a change in the natural grade of any lot is not, and shall not be deemed to be, a representation or warranty that said drawings, specifications or changes comply with applicable governmental ordinances, or regulations including, but not limited to, zoning ordinances and building codes.

Approved plans are valid for one year and will be subject to review and of additional fees as determined by the CVE contracted architect if construction has not begun within 12 months from plan approval.

END OF SECTION

Summary of the Application Process for building a home in Crystal View Estates

1. Email the application package and a professionally designed on-site drainage plan in 24" x 36" PDF form to CVEHOADesign@gmail.com. If you have any questions, refer to the Architectural Design Guidelines which are located on crystalviewestates.org under documents then Housingand Building requirements.

2. Mail (2 sets) full sized architectural plans to CVE PO BOX 1980, Chelan, WA 98816 with a $750.00 non-refundable design review fee payable to CVE HOA.

3.The ADC (Architectural Design Committee) chair will contact the homeowner at the email address provided on the application after receipt of the above items.

4. Once the complete application packet is received, the application will be reviewed by the Architectural Design Committee. If items are noted to be missing, the ADC will notify the homeowner.

5. The plans are submitted to the CVE consulting architect for review.

6. The ADC chair contacts the committee with the architect's review results and the committee determines either a recommendation to the Board for approval or request for more information from the owner.

7. Upon final review by the ADC committee, the plans are submitted to the CVE HOA Board for final review and approval.

8. After plan approval, a preconstruction meeting is scheduled by the homeowner and the ADC. During this meeting, the ADC will answer questions from the homeowner(s) and /or contractors and note the location of the elevation stake and building corners. Appendix D, General Rules for all Contractors, Subcontractors and Vendors, and Appendix E, Performance Deposit Agreement, are both completed and signed prior to or during this meeting. More specifics on this required site visitcan be found at Crystalviewestates.org.

9. A stamped surveyor's certificate of height is required after the installation of the trusses.

10. Once home construction and all required landscaping improvements are completed, the owner submits to the ADC a signed and completed **Appendix F**, ***Letter of Certification*** which provides final release and return of the Performance Deposit (less any funds spent to repair damage or fines during construction). Appendix F is sent to the Board for approval during the next scheduled Board meeting.

3.0

Site Development
and
General Landscaping Guidelines

3.0 Objectives for Site Development and Landscaping

The main objective of site development and landscape design for homes in Crystal View Estates is to blend into and enhance the beautiful natural environment of the surrounding community and ensure the use of Fire Safe methods and materials. Specific plantings are strongly encouraged to create a neighborhood-wide unity. See the Plant Material Guidelines in Appendix A.

- □ Enhance and maintain the existing semi-arid community.
- □ Use Firewise Landscape principles to minimize potential for fire hazards.
- □ Soften/integrate homes by using plantings and landscape features that are consistent with the natural features of the surrounding area. See the Plant Material Guidelines in Appendix A

3.1 Grading

All home sites have been graded by the developer. Property owners may be allowed to make minor grading changes, based on the following requirements, for home construction or future construction of ancillary structures. Any proposed grading changes must be shown on appropriate plans and submitted to the Committee for review and approval.

No grading that increases the intensity of runoff to neighboring properties will be permitted. No mass grading shall be allowed that creates more than a moderate slope. No grading resulting in the need for a landscape retaining wall exceeding 4' high without engineering plans will be permitted. Limited isolated areas may be allowed to have landscape contouring and berms. Grading in the storm retention area is not allowed.

Any materials that are excavated for swimming pools or basements should be removed from the home site unless the materials can be incorporated in a natural looking and aesthetically pleasing way. No debris, earth material, cleared vegetation, or waste materials shall be deposited on any other property in the City of Chelan without first obtaining the required permits and/or approvals. This includes the intrusion of such materials into the city's street and drainage systems.

3.2 Site Drainage

Drainage considerations for individual sites plan an important part of the overall ecological balance of the site. Crystal View Estates require an onsite drainage plan, designed, and stamped by a Professionally Licensed Engineer during the new build application process. The existing CVE storm sewers are designed to handle storm water from the streets.

An Engineer designed, stamped, on-site drainage plan may connect to the CVE storm drainage system as an additional option for overflow for some properties, but all costs involved in utilizing this option is the responsibility of the lot owner. City utility maps have information about that

option. Refer to the following links for criteria about designing these drainage systems.

https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMEW/Content/Resources/DocsForDownload/2019SWMMEW_8-13-19.pdf
https://apps.ecology.wa.gov/publications/documents/1310036.pdf

Approval of site and drainage plans does not relieve the property owner, engineer, or contractor of liability for damage to their property or adjacent properties.

The developer has established basic drainage throughout Crystal View Estates, and there are some circumstances where drainage flows between lots. Homebuilders and property owners should take care not to impede any established drainage patterns. No improvements may be installed in any manner that interferes with the storm drainage improvements, or that traps or ponds water adjacent to a residence.

Storm drainage systems must be concealed as a closed drain water containment system. No open trench systems are allowed. Site drainage should be detailed on the site plan or landscape plan. The homebuilder, during construction and subsequently the property owner is always fully responsible for water runoff and drainage control of the home site.

To meet this requirement, the owners must provide a storm drainage plan prepared and stamped by a professional licensed engineer.

3.3 Retaining Walls

Retaining walls must be 48 inches in height or less without an approved waiver from the Crystal View Estates Board. Any wall over 48 inches in height must be submitted with the house and drainage plans and cannot be deferred.

Retaining walls must not block views or view corridors from neighboring properties. Retaining walls over 48 inches are discouraged. If taller walls are approved through the Board, all landscaping plans need to include vegetation to partially obscure the wall. Approved retaining wall materials include natural or manufactured stone, or masonry precast retaining wall block. Exposed cinder block, wood and concrete walls, railroad or landscaping ties are prohibited retaining wall materials.

All new retaining wall applications must comply with the CVE Design Guidelines (i.e., the terms and conditions in place at the time the application is submitted) for approval. At no time, can existing retaining walls in CVE be used as precedent for new projects.

3.4 Easements

Blanket easements and Utility Construction Easements. (See Declaration of Covenants, Conditions, Restrictions and Easements for Crystal View Estates Revised 12/16/92, Sections 4.13 and section 5.1)

3.5 Maintenance

It is the responsibility of each property owner to keep all landscape well-maintained and to promptly replace any dead or dying plant material. Weed control of front yards, backyards and

slopes shall be done on a regular basis to keep areas looking attractive and well kept. Remedies for non-compliance, reference Sections 6.1, 6.3.1, and 8.1 of the Crystal View Estates Declarations of Covenants and Restrictions. https://crystalviewestates.org/ccrs/ The Design Guidelines can be enforced by the Compliance Committee and/or the Board.

END OF SECTION

4.0

Architectural Design Guidelines

4.0 Architectural Design Guidelines

These Architectural Guidelines are intended to give property owners and their architects or designers a community design framework and standards for design of all homes and ancillary structures that may be constructed on the home sites and landscape areas. All new construction, renovations, and additions must comply with current CVE Design Guidelines (i.e., the terms and conditions in place at the time plans were submitted). At no time may existing homes be used as precedent for new projects.

4.1 Objectives for Architectural Design

These guidelines encourage a community of individually diverse and outstanding architectural designs that, when viewed together, produce a unified neighborhood. The primary objectives for each home design should be:

- ☐ To create a neighborhood where the homes complement the beautiful natural setting.
- ☐ To use timeless, identifiable architectural styles and materials that are appropriate to this setting and the neighboring homes.
- ☐ Special attention should be given to site integration, scale, proportion, rhythm, balance, color, texture, shade/shadow, material integration, visual strength, appropriateness, and sustainable Design.

4.2 Design Principles

For the Crystal View Estates community to continue to achieve a level of architectural excellence appropriate to its natural mountain/desert setting, the entirety of its architecture and its landscape must work together in harmony. Many interpretations of this character are both anticipated and encouraged in each of Crystal View Estates' building structures and throughout the neighborhood and community. Architectural excellence is encouraged in every Crystal View Estates design.

Additionally, there are several basic design principles inherent in good architecture that should be observed for home design at Crystal View Estates.

- ☐ Homes should be located on the site with a minimum of disruption to the natural topography and landscape.
- ☐ The design elements and materials of each home should exhibit related proportions.
- ☐ The various building materials should create a pleasing, balanced and harmonious exterior appearance for the residence. Neither too many nor too few different materials should be used.
- ☐ Colors should be harmonious with the surrounding community and neighborhood.

The Architectural Design Committee will review and approve each home design to make certain that it adheres to these principles and that it is compatible with the architecture of the surrounding homes whether they are existing, under construction or approved by the committee but not yet built. This applies to all elements of design on the home site including building architecture, ancillary pool structure, grading, fencing, and landscaping.

Remodeling and additions will be reviewed against the same principles.

4.3 Elements of Design

a. Building Style

The underlying design concept for homes within Crystal View Estates is that they each be view oriented, have a distinctive appearance and be in harmony with the community and neighborhood.

Each home should be designed in a classic Northwest, identifiable style.

Homes with the same exterior face, including mirror images, shall not be repeated in the development. Homes nearly identical, indicative of tract housing, shall be disapproved unless they cannot be viewed at the same time from any location in the development.

b.Building Size and Height

The minimum building footprint allowed for a single-story home is 2400 square feet measured at the interior walls and excludes the garage. Multi-story homes require a minimum building footprint of 1500 square feet and a minimum second story of 900 square feet measured from the interior walls and excludes the garage. Due to size and the unique nature, Lots 68-72 will be reviewed individually.

Refer to the City of Chelan Zoning and Building Department of Code Compliance.

Current listing of Lot Height Restrictions are noted on the CVA Web page, https://crystalviewestates.org/wp-content/uploads/2018/10/CVE-Lot-Height-List.pdf

c. Roof Design

Roofs of homes will be very visible from multiple vantage points in and around Crystal View Estates. It is important that roof forms, materials and colors are thoughtfully designed to be in harmony with the surrounding home sites and the community. Roof slopes and materials should be consistent with the architectural style of the home.

- **Roofing**

  Allowed Roof Forms:
  Hip or Gable roof forms only. Sixty percent (60%) or greater of the exposed roofing area on the roof must be a Hip and/or Gable roof form.

  Exceptions to Hip and/or Gable Roof Forms:
  If an architectural detail area is chosen, this must be forty percent (40%) or less of the

total exposed roofing area. A shed, butterfly or other alternative roof form may be used in the area.

- □ Allowed roof pitch: The 60% or greater hip and/or gable roof pitch must be between 4:12 (minimum) to 8:12 (maximum).

- □ Exceptions to the roof pitch:
Architectural detail areas covering 40% or less of the exposed roofing area may have a 2:12 minimum roof pitch to a 8:12 maximum roof pitch in this area only.

□ Gutters and downspouts shall be used at all eaves and be tight-line connected to the on-site engineered drainage retention system. Where gutters are used, they should be painted to match the roof or fascia trim, and downspouts should be painted to match the walls, or both should be made of materials that weather to blend with adjacent surfaces. All roof top equipment such as attic vents, plumbing vents, etc., should be positioned to minimize visibility from the street (typically behind the roof crown), should be grouped wherever possible, and should be painted to match roof colors. Alternatively, vents may be concealed in chimney-like structures.

□ Solar panels are to be approved by the Committee. If they are proposed, solar panels should be unobtrusive and should not be visible from other home sites and the streets. All fixtures and hardware relating to the solar panels must be painted to be as unobtrusive as possible.

□ Skylights typically should be located on the back or sides of the roof. Skylights always should be appropriate to the home design style both in size and in location. Skylights should be flat and have low reflectivity to minimize their exterior impact.

d. Windows and Doors

Window and door styles and patterns should be consistent with the architectural style of the home.

e. Trim and Detailing

Trim and detailing should reflect the design style of each home and must be used consistently on all sides of all structures.

f. Garages

Garages must be attached. The maximum garage door height is 9’0”. Garage doors that suit the style of the home is required. The minimum requirement is either, one double garage door or two single garage doors. The garage must house two or more vehicles. Trailers, RV’s, and boats must be stored in the garage or offsite.

g. Ancillary Structures

The Crystal View Estates Architectural Design Guidelines apply to all structures built on each home site. The only ancillary building permitted is for pool equipment enclosures, must be located adjacent to the pool and sized to support only pool-related functions and not for general storage. Ancillary pool buildings shall be shielded from neighbor’s view.

The design of all ancillary structures must be compatible with the architecture of the home. Materials and colors used on the ancillary structures should coordinate with or match those used on the main residence.

h. Building Features

Heat pumps, propane tanks, irrigation controls, electrical meters (should be framed in), and communication boxes are prohibited on the front elevation or front yard. Satellite dishes are limited to 18" in diameter.

Pool and spa mechanical equipment and controls shall be aesthetically concealed from view on all sides and in a manner to minimize noise. Screening may also be created with landscaping.

i. Materials and Colors

All exterior material and colors should blend into the natural setting. Material must be the same consistently throughout each home. All exterior material and color selections for new homes, and renovations, and additions must be reviewed and approved by the Committee. Locations should be selected to light outdoor living areas and provide security, but not to light the neighborhood or create bright spots. Dark Sky compliant lighting only.

□ **Exterior Walls**

Appropriate exterior material includes stucco, stone, and brick. Hardie products or similar quality manufactured siding materials are also approved materials. Fire resistant materials are required. Use of combinations of materials is encouraged.

□ **Roofing Materials**

Approved roofing materials, depending on the architectural style, are slate, concrete or clay tile (flat, barrel, or 2 part "S" tiles), high quality non-reflective metal roofing, or architectural grade asphalt shingles. Cedar shingles are prohibited. Use materials that are in scale with the building elements. Select natural muted colors rather than glossy bright colors. Proposals for substitute roofing materials must be reviewed and approved by the Architectural Design Committee. All roofing materials must be rated Class A fire retardant or better.

□ **Landscape Materials**

Landscape materials are described in Representative Plant List, and Appendix A. Plant Material Guidelines. Landscape designs are required to follow Firewise principles and Guidelines.

END OF SECTION

5.0

Specific Landscape
Site Planning Concepts and Guidelines

5.0 Specific Landscape Site Planning Concepts and Guidelines

The Architectural Design Committee is responsible to review and make recommendations for Board approval or disapproval of all landscaping plans for individual residences.

Landscape materials are described in Representative Plant List, and Appendix A. Landscape designs are required to follow Firewise principles and Guidelines. A Landscape plan is required as part of the design review process. Submission of the landscaping plan may be deferred until framing is complete and the elevations and final grade are established.

Each property owner shall complete installation of permanent landscaping in the building envelope area and within 90 Days of occupancy/final sign off by the City of Chelan Building Department according to the following schedule.

- □ For homes completed from April 1 to September 1
- □ For homes completed after September 1 – landscaping must be completed within 90 days beginning April 1.

5.1 Landscape Plan

A Landscape Plan is required as part of the design review process. Submission of the landscaping plan may be deferred until framing is complete and the elevations and final grade are established.

- □ Trees and shrubs inside yards are not to exceed 5’-0” in height when fully mature and shall not block view corridors of adjacent home sites.
- □ All trees on the lot must be shorter than maximum roof height.

5.2 Driveways, Driveway Entry Features

Plan driveways with a minimum of 10 feet in width for each vehicle. If space allows, use wider spacing for additional walking area between vehicles, the sidewalk, the garage and/or the house. The design of all driveways and selected paving materials will be reviewed and approved by the Committee.

5.3 Fences, Deck Railings and Garden Walls

Walls and fences should be extensions of each residence. They should be designed to becompatible with the neighborhood, and they should not block natural views from other home sites,the roads and open space areas.

The Committee must review and approve all deck railings, walls, fences, and gates prior to construction. The Committee has established the following guidelines.

- □ Approved railings and fencing: Cable railing systems for railings and stairs, powder coated

aluminum (black or custom color to match approved color scheme), vinyl, stucco, natural stone and masonry with matching balusters, Lexan plastic or glass panels.

- ☐ Prohibited deck railings and fencing: Chain link fences are discouraged. Only black chain link fence will be allowed. Chain link fences are not allowed in front yards, or for the sole purpose of providing a dog run. Rebar, hog-wire, small animal wire, or composite siding materials over wood framing, are also prohibited for fencing material.

- ☐ The home site ***may not*** be fenced continuously by any combination of fences and walls, so as to avoid creating a compound-like appearance.

- ☐ The maximum height for walls and fences is 4'-0" for side and rear yard fences and 3'-0" for front yard fences, as measured from grade beneath the fence.

- ☐ Front courtyard walls that are integrated into the design of the home and within the perimeter footprint of the home may be allowed up to 4'-0" in height.

- ☐ If the grade is different on the two sides of a fence, the maximum fence height shall be determined by the height from the lower grade elevation.

- ☐ Property owners are encouraged to use fire resistant plant materials wherever possible to achieve privacy and screening objectives.

- ☐ Swimming pool fencing shall be installed to meet building codes but must be reviewed and approved by the Committee prior to installation.

- ☐ Upright propane tanks need to be landscape and or shielded.

5.4 Tennis/Sport Courts and Play Equipment

Trampolines, play structures and play equipment must be reviewed and approved by the Committee prior to installation, and should be fenced, screened or landscaped so as to minimize visual impacts from the street and neighboring home sites.

Tennis and racquetball courts are not allowed on any lot. Sport courts such as basketball and multi-purpose courts may be built only in the building envelope area and must be located so that they can be screened naturally from adjacent home sites, roads and all other areas.

A plot plan showing the proposed sport court location and any and all proposed grading and screening shall be provided for the Committee. Design and color of fencing materials should blend naturally into the surrounding area, and plant materials should be added where necessary to and should not be highly reflective. Night lighting of sport courts is not permitted. Sport courts will be permitted only when they can be constructed so they do not constitute an intrusion upon the adjoining residents. The Architectural Design Guidelines require sport courts to be built in the side or rear areas of the building envelopes and set back a minimum of 10' from the side and rear building envelope lines. Screen enclosures will be limited to 4'-0" in height. Color to complement the approved color scheme for your Home Site.

5.5 Pools, Therapy Pools, Spas

Temporary or fixed above ground pools are prohibited. Only in-ground pools are approved and

will be reviewed by the Architectural Design Committee. Swimming pools may be located only in the building envelope area or in the landscape area subject to the setbacks required by the City of Chelan Building Department. The design and size of swimming pools, therapy pools and spas (including hot tubs) should complement the architectural style of the home and should consider indoor/outdoor relationships, setbacks, wind, sun and site topography. Additionally, the siting of pools must be compatible with the surrounding natural environment, the planned landscaping, and must have minimal visual impacts on neighboring sites.

Swimming pools, therapy pools and spas must be set back from the perimeter of building envelope or landscape area in accordance with the City of Chelan Planning and Building Department.

Pool fencing and equipment enclosures must be architecturally related to the residence and other structures (See Section 5.5 Fences). Pool equipment must be located on the building envelope. Pump equipment must be screened or housed in an ancillary structure (4.3g) and located to minimize visual and noise impacts on neighboring home sites.

5.6 Landscape Structures

Additional landscape structures such as gazebos, arbors, trellises, and decks may be part of the totallandscape design for the building envelope and the landscape area. They must meet the same design requirements as other landscape and architectural features (See Section 4.3g AncillaryStructures) and they must complement the architectural style. The Committee will review andapprove all landscape structures. Exterior Project Application required and approval byArchitectural Design Committee.

5.7 Satellite Dishes and Antennas

Satellite dishes and antennas may be installed under the roof eaves on the side or back of the house or below the peak of the roof line so as to have no, or minimal visibility from the front of the house. In no case shall a microwave or satellite dish, television antenna, aerial or other such device exceed a diameter or diagonal measurement of 18". All such devices must be located to be visually unobtrusive from neighboring sites and are subject to Committee review and approval. Solar panels are addressed in Section 4.3. Roofs.

5.8 Clotheslines

Clotheslines are prohibited unless fully screened from all neighboring properties.

5.9 Exterior Lighting

Exterior lighting shall be low intensity, low wattage and consistent with the rural setting. landscape lighting is encouraged and, as with all exterior design work, lighting should be used to enhance the overall design concept of the home. **Exterior lighting must meet Chapter 17.62 of the City of Chelan Municipal Code.**

- □ Exterior lighting fixtures should be an integral part of the architectural design of the home. The use of natural looking and fire resistant materials is recommended.
- □ Exterior lighting should use low intensity incandescent, halogen or low voltage fluorescent

shielded sources; no high-pressure sodium, mercury vapor or other high intensity lighting is allowed. No unshielded bare light bulbs are allowed. Light sources should be placed close to grade or concealed. No spotlights, other than security lights activated by motion sensors, will be allowed. These security lights should be directed onto the buildingenvelope or landscape area.

- □ All exterior lighting conduit and wiring must be placed underground. All exterior fixtures and wiring located above grade level must be as inconspicuous as possible, especially by day.

5.10 Vacant Home Sites

Some property owners may elect to delay construction after purchasing in Crystal View Estates. While vacant, these home sites must be kept clear of dead material (including trees), fallen branches, debris, shrubs, and other vegetation that is not on the Plant Material Guidelines lists. Existing grassland areas must be trimmed or cut to be Firesafe and be cleared of noxious weeds and unsightly vegetation.

5.11 Signage

Property owners are permitted one temporary sign for resale of their property. Custom builders are permitted one temporary sign. (See section 6.0)

END OF SECTION

6.0

Construction Requirements

6.0 Construction Requirements

Along with the final design approval from the Committee, other requirements will include:

- ☐ Strict adherence to (Section 10.5) of the Crystal View Estates Declaration of Covenants and Restrictions.

- ☐ The owner and licensed general contractor schedule a preconstruction meeting with representatives of the Design Committee to review the staked-out building corners of the project and the elevation stake established on site by a licensed surveyor.

- ☐ The acquisition of a building permit from the City of Chelan.

- ☐ A single sign may be posted on the home site during construction and must be removed prior to Final Release and return of Performance Deposit balance. The sign should be no larger than 2' x 1'6" and list the Architect/Designer and General Contractor. Individual signs are prohibited. All signs must be attractive and compatible with the design of the project.

- ☐ Contractors are reminded of the requirement to keep sites clean. No stockpiling of dirt or debris is allowed. Weekly clean-up is required. The street right-of-way is also to be maintained. If sites are not maintained, or if any damage to adjoining property occurs through the construction process, the Committee will notify contractors of the violations by phone, and the contractors will have (7) days to rectify the violation.

- ☐ Contractors shall be responsible for providing, to the extent available, on-site parking for their work crews' vehicles. Care should be taken to preserve and restore the finished grades of the road shoulders and drainage ditches as needed. Contractors are responsible for cleanup of debris or mud that they deposit on Crystal View Estates roadways.

- ☐ Property owners must not store or allow the storage or accumulation of any material, trash or other debris upon any roadway or adjacent property or within ten feet of any roadway.

- ☐ Storage is allowed on the building envelope only. If a property owner fails to remove such storage or accumulation within seven days after receipt of written demand, the CVEHOA Board of Directors may, but is not obligated to, remove such storage or accumulation at the property owner's sole cost. It is the responsibility of the property owner to prevent windblown trash.

- ☐ Dust abatement during all phases of construction is required of the contractor. Special attention to dust control is required during clearing and grading.

- ☐ Each contractor shall be responsible for providing adequate sanitary facilities for his construction workers. A portable toilet must be kept on-site within the building envelope, not on a sidewalk.

- ☐ Upon completion of framing, the owner is responsible for providing the Architectural Design Committee with a letter from a licensed surveyor certifying the final maximum

elevation of the structure. Throughout Crystal View Estates there are survey benchmark monument locations indicating elevations ASL (above sea level). Construction is to stop until the certification is provided and approved by the Committee.

☐ Along with the elevation certification, the Landscape plan, exterior paint chip samples (samples must include company, specific color name and color identification number) and roof type/color must be submitted for approval. (See Section 4.3 Design Elements)

☐ Construction should be completed 1 year from the start of excavation/construction. An extension could be granted by the Board, depending on the circumstances. Monthly or bi-monthly progress reports are required until completion.

Non-Compliance Notification- Compliance Committee

The Compliance Committee will follow this process if a compliance concern arises during the construction process.

1) First notification of non-compliance: An email from the compliance committee outlining the issue, and a timeline for correcting the issue the non-compliance issue (7 days).

2) Second notification: A mandatory in person meeting with owner or contractor, and a member of the board and the compliance committee (7 more days).

3) Third notification for same issue: Penalty assessment commences. The Board will begin with withholding up to $100.00 per day fine deducted from the Performance Deposit.

Conflict Resolution/Appeal Process

The Architectural Design Guidelines are meant to protect the value and esthetic of our community. It is the responsibility of the Architectural Design Committee to ensure consistent compliance with the guidelines. It is recognized that, from time to time, there may be disagreements between a homeowner's interpretation of the guidelines and decisions rendered by the Architectural Design Committee (ADC). The following Conflict Resolution process is prescribed.

a. The homeowner will document their position in writing to the ADC and the Board of Directors along with any clarifying points.

b. The Board will review the homeowner's input and discuss with the ADC.

c. The Owner and Committee may be asked to make verbal or written arguments to the Board for them to then render a decision.

d. If the Board finds the homeowner's facts to be compelling, they may revise the original ADC position, subject to any conditions deemed appropriate. The Boards' decision is final.

APPENDIX A

Plant Materials
And
Maintenance Guidelines

Landscaping of Crystal View Estates should be compatible with the existing openness and beauty of the area. Proposed landscaping should be sensitive to neighbors and relate strongly to the streetscape. Plant materials shall be chosen based upon their suitably and/or adaptability to the local climate (hot, dry summers, cold winter, fire resistant) and anticipated maintenance.

- ☐ A landscaping plan is required as part of the Design Review Process. Submission of the landscaping portion of the plan may be deferred until framing is complete and the elevations and final grade are established.

- ☐ Landscape Concepts:
  See the Plant Material Guidelines in Appendix A for recommended trees, shrubs, ground covers and vines in all zones. Appendix A also lists disallowed landscaping materials. Refer to Section 5.10, Irrigation, for irrigation requirements in all zones.

- ☐ Irrigation:
  Irrigation is required to establish and maintain landscape plantings on all lots. Each yard should have full coverage, automatic irrigation systems. Irrigation systems should be located in the building envelope and landscape area.
  The automatic irrigation systems should be designed in accordance with all local and state laws, rules and regulations governing or relating to irrigation systems. Each property owner's system should also be designed to meet all water conservation practices required by Chelan Water District. Property owners are encouraged to consider drought tolerant plantings that minimize the need for irrigation. An automatic site irrigation system shall be installed for all landscape improvements. Pressure reducing valves may be required to be installed at the turn on valve of the irrigation service line.

- ☐ Representative Plant List:
  Compatible native trees and other varieties of trees, shrubs and groundcovers have been selected to complement Crystal View Estates. Plant Material Guidelines for trees, for shrubs, and for vines and groundcovers are referenced in Appendix A, of this document.
  This list is representative of the type of plant materials that the Committee has determined to be compatible for Crystal View Estates. This list does not preclude other alternate plant materials that may achieve a similar objective.
  Alternative plant materials may be approved by the Committee, after they have been reviewed for compatibility with the landscape concept.
  Prohibited Plant Material www.crystalviewestates.org/assets/NoxWeeds Plant materials with characteristics which are potentially destructive to indigenous plants by reason of profuse and noxious pollen, excessive height, weed-like characteristics, and similar traits are prohibited.

It is the responsibility of each property owner to keep his or her landscape well maintained and to promptly replace any dead or dying plant material. Weed control of front yards, back yards and slopes shall be done on a regular basis to keep areas looking attractive and well kept. All landscaping shall be well maintained and cared for on an ongoing basis.

☐ Prohibited Plant Material:
Plant materials with characteristics which are potentially destructive to indigenous plants by reason of profuse and noxious pollen, excessive height, weed-like characteristics, and similar traits are prohibited.

1. Arborvitae, junipers, pines, firs, and spruces
2. Cheatgrass

☐ Maintenance:
Article 5 is intended to apply not only to the construction phase, but also to any improvements to existing homes. It is the responsibility of each property owner to keep his or her landscape well maintained and to promptly replace any dead or dying plant material. weed control of front yards, back yards and slopes shall be done on a regular basis to keep areas looking attractive and well kept. It is the owner's responsibility to weekly identify and remove noxious weeds (Russian Thistle and Knapweed) from their home site as part of Landscape Maintenance.

☐ Reference the 2017 Master Gardeners publication Fire Resistant Plants for Chelan/ Douglas County Washington. The publication offers a step by step guide to help you choose the right plant for the right place for a fire resistant landscape. It's a valuable tool that you can use to reduce losses to your home and property from wildland fires in North Central Washington.

☐ Similar to the publication, the two-page Fire-Resistant Landscaping for Chelan/Douglas County Washington brochure discusses landscaping zones around the house and the types of plants to use in each zone and some key maintenance tips for a healthy, beautiful and Firewise landscape.

- To help you identify these noxious weeds see: www.crystalviewestates.org/assets/NoxWeeds

APPENDIX B

Application Checklist

- ☐ **Completed application form** (See Appendix C)
- ☐ **Nonrefundable review fee $750.00** (to be submitted with the application)
- ☐ **Email all plans in PDF format to** (CVEHOADesign@gmail.com)
- ☐ **Mail (2) printed sets of plans (**Crystal View Estates HOA, PO Box 1980, Chelan, WA 98816)
- ☐ **Performance Deposit of $3000** (to be submitted before construction begins)
- ☐ **Site Plan: minimum 1" = 20'0"**
  - ☐ Building locations: house, garage, deck, patio, fences, accessory structures, retaining walls, and pools.
  - ☐ Line of proposed roof overhangs.
  - ☐ Property lines.
  - ☐ Direction of primary views.
  - ☐ Existing and proposed site contours showing all changes.
  - ☐ Existing tree, shrub, and other natural features, such as rock outcroppings.
  - ☐ Proposed removal of trees.
  - ☐ Location of garage and driveway.
  - ☐ Outdoor lighting location and layout. (See Section 5.9)
  - ☐ North arrow.
  - ☐ Setbacks and easements.
  - ☐ Sidewalks, front and rear.
  - ☐ Construction staging and access areas.
  - ☐ Temporary structure and portable toilet location, and construction dumpster location during construction.
  - ☐ On-site drainage plan which has been professionally designed to meet the volume requirements and the soil types for a particular property. The plan must be stamped by an engineer. (See Section 3.3.7)
- ☐ **Floor Plans: ¼" = 1'0"**
  - ☐ North arrow
  - ☐ Label all interior spaces and show square floor area
  - ☐ Overall exterior dimensions
  - ☐ Door and window openings
  - ☐ Wall, partitions, and stairways
  - ☐ Decks and porches
  - ☐ Electrical meter location (base must be boxed into the wall and meter cannot be on front of house)
  - ☐ Trash and storage areas (trash cans to be stored out of view from the street)
  - ☐ Type and location of outdoor heating/cooling units, propane tanks, electrical meter and communication landing boxes (not to be located on street side)

☐ **Elevations: ¼" = 1'0"**

- ☐ Show all building exteriors
- ☐ Door and window openings
- ☐ All exterior building features:
  - ☐ Roof materials/color
  - ☐ Siding/color
  - ☐ Fireplace
  - ☐ Railings
  - ☐ Trims/fascia size & color
  - ☐ Electric meter location
  - ☐ Solar panels and/or mechanical units
  - ☐ Exterior lights type and location
  - ☐ Decks
  - ☐ Trash enclosure
- ☐ Interior floor lines
- ☐ Overall building height, maximum building elevation, and roof pitch
- ☐ Foundation lines and finish grade

☐ **Landscaping plan:**

- ☐ Landscape Drawings (show all of the following)
- ☐ Full sized plans shall be drawn on uniform sheets of 23" x 36" drawn to a scale of 1" = 10' or 1" = 20'
- ☐ Plans shall be clear, legible and accurately scaled
- ☐ Plans shall be clearly labeled with the title of each sheet and the address and lot number
- ☐ Plans shall be consistent with the requirements of the site plan
- ☐ Plans shall show proposed improvements/structures, landscape features, walks, walls, rockeries, retaining walls, ancillary structures and fences
- ☐ Location, size, and shape of any structures existing on the site.
- ☐ All proposed plant material (trees, shrubs, groundcover): ϒ A plant material inventory with legend shall be included on all pages displaying the planting plan. The inventory shall include the symbol, name (botanical and common), quantity, size, and Water Use Classification of Landscape Species (WUCOLS) plant factor and designation (VL, L, M, H, VH);

☐ **Irrigation Plan: (show all the following)**

- ☐ Full sized plans shall be drawn on uniform sheets of 23" x 36" drawn to a scale of 1" = 10' or 1" = 20'
- ☐ All components of the irrigation system shall be shown, with clear dimensions from an identifiable reference point to the location of the controller and its circuit breaker, master valve, zone control valves, main water connection, blow out connection, pump and its electrical connections, and any other similar features.

APPENDIX C

DESIGN REVIEW APPLICATION FORM

Lot Owner MUST Complete the Information Below

HOMESITE LOCATION

LOT #,

STREET ADDRESS

OWNER NAME

OWNER'S INFORMATION

NAME

MAILING ADDRESS

CITY STATE ZIP

EMAIL ADDRESS

ARCHITECT / DESIGNER

ALL APPLICANTS MUST CHECK ONE OF THE FOLLOWING:

o LICENSED ARCHITECT

o PRE-APPROVED DESIGNER

FIRM & ARCHITECT NAME

MAILING ADDRESS

CITY STATE ZIP

PHONE

FAX E-MAIL

BUILDER/CONTRACTOR

ALL APPLICANTS MUST CHECK ONE OF THE FOLLOWING:

o BUILDER LICENSED, INSURED AND BONDED

o CONTRACTOR LICENSED, INSURED AND BONDED

COMPANY & BUILDER NAME

MAILING ADDRESS

CITY STATE ZIP

PHONE

FAX EMAIL

LOWER LEVEL/SINGLE STORY

NET livable AREA

GROSS TOTAL livable AREA

UPPER LEVEL/SECOND STORY

NET livable AREA

SUBMITTAL INFORMATION: Please attach all applicable drawings, models, material/color samples, and/or documents.

As an Applicant for Design Review at Crystal View Estates (either being the Homesite Owner or the Homesite Owner's Agent), I have read in full and understand the Crystal View Estates Architectural Design Guidelines and any and all Governing Documents. I hereby assume the responsibility to comply with the following: The Guidelines; Governing Documents; and all rules, regulations, and/or policies as they are established by the Committee from time to time. I acknowledge that the Design Review Fee(s) is non-refundable.

OWNER / OWNER'S AGENT SIGNATURE PRINTED NAME DATE

APPENDIX D

GENERAL RULES
FOR ALL
CONTRACTORS SUBCONTRACTORS AND VENDORS

It is the responsibility of the property owner to present his or her builder, contractor, or contractor(s) with a copy of these rules and to make sure that they are understood and obeyed. The Architectural Design Committee will enforce these rules and pursue any necessary remedies to the full extent of the law.

Prior to the start of lot clearing for construction, the property owner and general contractor are to schedule a preconstruction meeting with the Chair of the Architectural Design Committee, or designate, to review these rules and current issues that may impact construction of their specific residence.

To assure that these regulations are adhered to, each property owner, before beginning any construction, shall provide a signed Performance Deposit Agreement (See Appendix E) and payment in the amount of $3,000 to the Crystal View Estates Homeowners Association. Should it become necessary to remedy any violation of these regulations, the cost of such remedy will be charged against the damage deposit amount. If the cost for remedy exceeds the damage deposit amount, the property owner shall be held responsible for the entire amount. Any portion of the damage deposit due back to the property owner shall be determined after completion of the project, including both home construction and landscape installation.

Contractors and subcontractors shall obey road load restrictions and not schedule deliveries or movement of large equipment when restrictions are posted (typically early spring.) Crystal View Estates HOA will not be responsible for expenses incurred if trucks and/or equipment are denied entrance to Crystal View Estates due to weight restrictions.

1. Contractors are required to keep their job sites as neat and clean as possible. Trash and discarded materials shall be removed daily. All trash stockpiled for removal shall be located in the rear of the residence or other approved location until removed. There will be no stockpiling or dumping on adjacent lots or on streets.

2. Contractors will use only the utilities provided on the immediate site on which they are working.

3. Any damage to streets and curbs, drainage inlets, streetlights, street markers, mailboxes, walls, etc. will be repaired by the responsible contractor or taken from the damage deposit.

4. The established speed limit within the community, unless otherwise posted, is 20 miles per hour for construction vehicles, including light trucks and autos. This must be obeyed.

5. There will be no washing of any truck on the streets. If a concrete delivery truck is washed out, it must be done on the construction site or off site not on common areas of other lots within Crystal View Estates.

6. Operators of vehicles are required to see that they do not spill any damaging materials while within the community. If spillage of a load occurs, operators are responsible for clean-up. Clean-up done by the Crystal View Estates personnel will be billed to the responsible party. Please report any spills as soon as possible.

7. If any lines are cut, i.e., telephone, cable, television, electrical, water, etc., it is the contractor's responsibility to report the accident to the respective provider.

8. All personnel working in the community are to keep all areas in which they work free of discarded materials such as lunch bags and odd materials. Objects should not be thrown out of cars and trucks. Stockpiling of any materials on adjacent lots is not allowed.

9. Loud radios or noise will not be allowed within the property. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction. Remember that sound travels a long way on a windy day.

10. No vehicles (trucks, vans, cars, etc.) may be left in the subdivision overnight. The parking of vehicles or erecting of storage sheds or construction offices will only be allowed in such locations designated by the Committee in writing. Driving of vehicles will only be allowed on designated access roads. Construction equipment may be left on the site while needed but must not be kept on the street or in turnaround areas. Clear access must be maintained for fire trucks.

11. No children will be permitted in construction zones.

12. Contractor personnel will not be permitted to bring pets on property.

13. Work which may cause disturbances due to noise will be prohibited on Sundays and Holidays. Allowable work hours are:

Monday-Friday	7:00 a.m. – 7:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	Not allowed

14. No drugs or alcohol are permitted on any Crystal View Estates construction site at any time.

15. The Owner and Contractor are responsible for the prevention of excavated material, construction debris, mud, dirt, rock, sand, gravel, concrete or asphalt to be spilled, dumped or tracked onto public streets. In the event the CVE HOA needs to clean up the streets due to the contractors failure to follow these requirements the owner may forfeit a portion, all or be charged in addition to the $3000.00 Performance Deposit Agreement.

Int._____Owner (Print Name)_____Date_____

Int._____Contractor (Print Name)_____Date_____

Int._____ADC REP (Print Name)_____Date_____

APPENDIX E

PERFORMANCE DEPOSIT AGREEMENT

In compliance with the rules adopted by the Architectural Review Committee (the "Committee") and the Board of Directors of the Crystal View Estates HOA (the "Board"),

I_____(hereinafter the "Owner"), who owns Lot, of Crystal View Estates (the "Lot"), hereby deposit with the Crystal View Estates HOA Board, Agent, on behalf of the Declarant and the Crystal View Estates Board of Directors, and for the benefit of the board, the sum of $3,000.00 (hereinafter referred to as the "deposit"), and I hereby agree to the following terms and conditions:

1. The deposit shall be held as security against any damage (as defined in the Crystal View Estates Design Guidelines, having a current date) caused by the acts and/or omissions of the owner, the owner's architect(s), or the owner's builder(s) (i.e. General Contractor and/or Contractor's respective subcontractors, employees, agents, materialmen, or suppliers), license or invitee in connection with or during the construction of improvements on the lot.

2. Upon the occurrence of any such damage, the declarant (if prior to the transition date) or the Board (if after the transition date) from time to time, and without prejudice to any other remedy, may use the deposit to, among other things, (a) repair and/or rectify the damage or to (b) enforce the guidelines, thegoverning documents, and any other rule or regulation thus violated; and to cure any defect or problem caused by said noncompliance and/or damage. It is expressly understood that the use of any or all of thedeposit shall not be considered a measure of the damage nor shall it release the owner from paying additional amounts if the total damage exceeds $3,000.00, which additional amounts are due and owing upon proper notice from the Board/Board Agent.

3. Following the Board's use of all or any portion of the deposit, the Owner shall immediately pay to the Declarant, the Board or the Board Agent, as the case may be, an amount sufficient to replenish the deposit to the sum initially deposited, plus any additional amounts sufficient to cover the reparation of all damage caused by the owner or the owner's aforementioned employees. Failure to replenish the Performance Deposit and any and all additional amounts required to repair and/or rectify the damage within seven (7) days following the board's delivery of written demand of such replenishment shall be deemed a material breach of the Guidelines and the Declaration and shall entitle the Board to seek (i) injunctive relief, (reference Article 13.1 of the Crystal View Estates CC&R'S) which may include denying the owner's contractor's (including any of contractor's, subcontractors, employees, agents, materialmen, or suppliers) access to the Crystal View Estates Community; (ii) that a deposit deficiency constitutes a "special assessment" in an amount equal to the deposit deficiency plus any additional amounts owed to the Board for such damage rectification; (reference Section 6.1 of the Crystal View Estates CC&R'S) (iii) impose a fine which is commensurate with the severity of the damage and/or non-compliance; (reference Section 9.7 of the Crystal View Estates CC&R'S) or (iv) record the notice of such violation, damage, or noncompliance (as such notice is defined in the Guidelines) where applicable.

4. Neither the declarant, the committee, the Board, nor any respective member, representative,or employee thereof shall be liable to the Owner or any other person for any loss, damage or injury arisingout of the payment or non-payment of the deposit and additional funds herein addressed, unless such loss, damage or injury is due to willful misconduct or bad faith of the declarant, the committee, the Board, or any respective Member, Representative, or employee thereof, as the case may be.

5. Upon the completion of the construction of improvements on the lot as per the committee approved plans and specifications, delivery of the certification to the committee, and a final inspection and final release by the Committee satisfactorily indicating that no damage as set forth in paragraph 1 remains unremedied and that all construction has been completed pursuant to the committee-approved plans and specifications (including all landscaping and landscaping plans), the deposit or any balance thereof shall be returned to the owner.

6. No interest shall be payable on the deposit.

7. By signature below, the (circle one) declarant / Crystal View Estates HOA agent acknowledges receiptof $3,000.00 in form of a Check # _____

Executed on this_____day of_____, 20_____.

_____

OWNER

_____

Permanent Address

_____

CVE Board Agent

_____

Title

APPENDIX F

LETTER OF CERTIFICATION

In compliance with the rules adopted by the Architectural Review Committee (the "Committee") and the Board of Directors of the Crystal View Estates HOA (the "Board"),

I (the "owner"),_____who owns lot_____

in Crystal View Estates (the "lot"), hereby certifies to (circle one) the Board / Crystal View Estates HOA agent, for the benefit of the Board and the Committee the following:

1. All improvements constructed upon the owner's lot are built in complete compliance with the committee-approved and the City of Chelan-authorized plans, with the Design Guidelines, and with any and all applicable governing documents (as they are defined in the guidelines);

2. Any and all design review fee(s) have been paid to the board;

3. All appropriate clean up on and around the lot; on any and all streets and/or right(s)-of-way; and on all adjacent properties, homesites, open spaces, and common areas which may have been altered during the construction of improvements on the lot is complete;

4. All committee-required landscaping improvements are completed appropriately and in accordance with the approved plans; and

5. Neither the owner nor such owner's architect (as such person(s) are defined in the Design Guidelines) and /or builders(s) (as such person(s) are defined in the Design Guidelines) have caused any damage property at Crystal View Estates or, in the alternative, that all damage caused by said individuals/entities has repaired and/or rectified to the satisfaction of the board and the declarant.

I, the Owner, do hereby request the receipt of a final observation and final release of the lot by the committee; and I have attached to the greatest of my ability, all CAD information detailing the entire set of structural and landscaping plans for the lot, which plans were issued final approval by the Committee and which were issued the appropriate building authorization(s) by the City of Chelan Community Development Department. Upon final release, I request the return of my Performance Deposit or any balance thereof.

Owner_____Date_____

Printed _____