

Architecture and Landscape Design Guidelines

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1.0 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.

1.1 Purpose of the Design Guidelines

These guidelines will be used for the design of all homes and site improvements including new buildings, landscaping, hardscape, fencing, renovations, and additions.

1.2 The Design Guidelines

The Architectural Design Committee and the Crystal View Homeowners Association Board of Directors 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.

1.3 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 Appendices to the Guidelines 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 contact information, and other information which may be required or helpful in moving through the design review process.

It is the responsibility of the owners and their architect/designer to become familiar with and follow CVE guidelines as well as all requirements of the City of Chelan building regulations and to sign and attest that they have done so.

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 website, <https://crystalviewestates.org>

END OF SECTION

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.

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 continued coordination 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)

Section 9.4 of the CCR's states "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 therefore 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)

Property owners are encouraged to work with professional designers and builders. The City of Chelan Planning and Building Departments should be contacted at the beginning of the planning process to ensure compliance with their requirements. Please note, in some instances, these CVE guidelines may be more restrictive. Compliance with both City of Chelan building regulations and the CVE guidelines and the is the obligation of the property owner.

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. I 1.9.2) 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 the Crystal View Estates Building Process

A: Pre-Construction

Prior to beginning any work, the property owner (Applicant) will submit a completed Design Review Application package. Complete information, the application, and Application Checklist (Appendix B and Appendix C) may be obtained from our Website <https://crystalviewestates.org/documents/>

1. Mail (1) set full sized (18" x 24" or 24" x 36") architectural plans, Appendices B and C, with a \$825.00 design review fee to Crystal View Estates HOA, PO Box 1980, Chelan, WA 98816. Our process requires that all plans are mailed to the above address. Members of the Board and members of the Architectural Design Committee are unable to receive plans in person.
2. Email PDF's of the plans to CVEHOADesign@gmail.com
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. Projects will not be considered for approval until all information, including on-site drainage plan and dust control plan, has been received. Anticipated review times average 6 to 8 weeks.
3. After review by the ADC, followed by a review by the CVE contracted Architect, a recommendation to approve, deny or modify the plan will go to the HOA Board of Directors.
4. The Board reviews the project and votes to approve or require additional corrections.
5. A letter of plan approval will be sent both by mail and email to the addresses specified on the application.
6. If the application is denied a 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.

B: Following Plan Approval

7. After receipt of plan approval and issuance of City of Chelan building permit, the applicant will schedule the mandatory pre-construction meeting with the ADC. During this time, the applicant, accompanied by their builder, will meet with the ADC to review the elevation stake on the property supplied by an onsite surveyor, building corners, discuss construction access and approval for a construction trailer, and address questions.

Appendix D, General Rules for all Contractors, Subcontractors and Vendors, and Appendix E, Performance Deposit Agreement, Dust Control Policy, are signed prior to or during the preconstruction meeting. Performance Deposit agreements, both owner and contractor, must be signed and deposits paid prior to or at this meeting.

8. Upon completion of the roof framing, an on-site elevation survey is required to determine the height of the building at its tallest point. This elevation certification is due prior to additional construction proceeding on the property.
9. After the landscaping is completed, the applicant submits Appendix G Letter of Certification, to request the return of the Performance Deposits. The Board approves return of the Performance Deposits (less any funds spent to repair damages or for fines received).

Conflict Resolution/Appeal Process (See section 6.2 Construction Requirements)

C. 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 drawings and 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.

END OF SECTION

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 surrounding community and ensure the use of Fire Safe methods and materials. See the Plant Material Guidelines in Appendix A.

3.1 Grading

All home sites have been graded by the developer. Any proposed grading changes must be shown on the required Site Plan (see appendix B) and submitted to the Committee for review and approval.

The Site Plan shall include the following information:

- a. Any changes in elevation above sea level of the leveled lot resulting from such excavation and/or fill activity.
- b. Existing and proposed topographic contours. An additional Site Plan with the information above may be submitted for clarity.
- c. No grading that increases the intensity of runoff to neighboring properties will be permitted.
- d. 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.
- e. 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.
- f. Definitions: The following definitions apply to minor grading.

Minor grading Changes: Limited to a plus or minus eighteen inches (18") maximum relative to the existing grade.

Fill: The term "fill" shall mean any addition of rock or earth materials to the surface of the land which increases the natural elevation of such surface by more than eighteen (18") inches.

Excavation: The term "excavation" shall mean any disturbance of the surface of the land (except to the extent reasonably necessary for planting) which results in the removal of earth, rock, or other substance from a depth of more than eighteen (18") inches below the natural surface of such land.

3.2 Site Drainage

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

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.

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 owner links for criteria about designing these drainage systems.

https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMEW/ContentUResources/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.

3.3 Retaining Walls

Retaining walls must be 48 inches in height or less without an approved waiver from the Crystal View Estates Board, and also must meet City of Chelan codes which may require a permit. Any wall over 48 inches in height must be submitted with the house, drainage plans, copy of permit, and cannot be deferred.

Retaining walls must not block views or view corridors from neighboring properties. Retaining walls over 48 inches are discouraged. All such walls require the submission of the City of Chelan issued permit and Board approval prior to the commencement of work. 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 an 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 landscapes 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 property looking attractive and well kept.

END OF SECTION

Architectural Design Guidelines

4.0 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.

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. Pursuant to the CMC (Chelan Municipal Code) 17.20.040(D) the maximum building height in the R-I zoning district is 30 feet.

Current listing of Lot Height Restrictions* are noted on the CVE Web page, <https://crystalviewestates.org/lot-height-restrictions/>

* Height restrictions were placed on individual lots by the developer at the start of Crystal View Estates and at the beginning of each of the subsequent phases. If no height restriction was designated by the developer, then the maximum building height shall be limited to 30 feet.

No height variances will be granted by the ADC or CVE Board.

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.

- **Allowed Roof Forms:** Hip or Gable \With accent alternative

Hip and Gable portion of roofing must be no less than sixty percent (60%) with a roof pitch of no less than 4:12 and no greater than 8:12.

Additionally, forty percent (40%) or less of the total roof area may have a roof pitch of no less than 2:12

and no greater than 8:12.

- 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 should be flat and have low reflectivity to minimize their exterior impact.

D. 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.

E. Windows and Doors

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

F. 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.

G. Garages

Garages must be attached. The maximum garage door height is 9'0". Garage doors that suit the style of the home are 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.

H. Ancillary Structures

The only ancillary building permitted is for a pool equipment enclosure which must be located adjacent to the pool and sized to support only standard pool equipment. The enclosure is not for general storage, pool toys, or furniture. Any pool mechanical building proposed to be over 5' x 8' or 40 square feet will need additional information to support an oversized pool ancillary building. Only the Board may grant a waiver in these circumstances. An ancillary pool building shall be shielded from neighbor's view.

I. Building Feature

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

J. Materials and Colors

All exterior material and colors must be submitted for review and approval by the ADC and the Board. Material must be the same consistently throughout each home. All exterior material and color selections for new homes,

renovations, and additions are subject to approval by the Committee and Board.

K. Exterior Colors

In keeping with the overall goal of ensuring that each home has a distinctive appearance, exterior colors are a significant factor to consider when comparing the project with other nearby homes. Other factors include roof type and color, window color, siding type and pattern, and accents such as rock or brick. If many of the exterior features of the proposed project are similar to nearby homes, the same paint colors will not be allowed.

L. Exterior Lighting

Locations should be selected to light outdoor living areas and provide security, but not to light the neighborhood or create bright spots. Only Dark Sky Compliant lighting is allowed. **Chapter 17.62 of the City of Chelan Municipal Code.**

M. 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 encourage.

END OF SECTION

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. A Landscape plan is required as part of the design review process.

Retaining walls over 48 inches in height must have an approved waiver from the Crystal View Estates Board. Any wall must be submitted with the house and drainage plans and cannot be deferred. A copy of the City of Chelan permit must also be submitted to the ADC prior to construction.

Each property owner shall complete installation of permanent landscaping in the building envelope area 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- landscaping must be installed 90 days from occupancy.
- 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. Trees and shrubs inside view corridors are not to exceed 5'-0" in height when fully mature and shall not block view of adjacent home sites.

- All trees on the lot not in view corridors 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, Garden Walls and Privacy Screens:

Walls and fences should be extensions of each residence. They should be designed to be compatible 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, gate, and privacy screens 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:**
Wood fences and galvanized metal chain link fences are prohibited. Only black chain link fences are allowed. Chain link fencing is prohibited in the front yard or for the sole purpose of providing a dog run. Rebar, hog-wire and small animal fencing are not allowed.
- 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.
- Privacy screens may exceed 4' but no taller than 6' are permitted if the privacy screen is not in a view corridor.

The privacy screen may be constructed in iron, metal, vinyl, wood, or aluminum that is complimentary to the existing structure and is finished on both sides.

The privacy screen must be submitted to the ADC for approval.

- Fences or railings built on top of retaining walls will be considered as part of the overall height of the retaining wall and subject to the height conditions listed previously.
- 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.
- Only Fire-Resistant plant materials will be approved. (ref to Fire Resistant plant list).
- Synthetic Grass allowed upon approval.
- Swimming pool fencing is required to meet building codes but must be reviewed and approved by the Committee prior to installation.
- Upright propane tanks must be landscape and or shielded.

5.4 Tennis/Sport Courts, Putting Greens, 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 and golf putting areas 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 or putting green location and any proposed grading and screening shall be provided for the Committee. Screen enclosures will be limited to 4'-0" in height. Color should complement the approved color scheme for your Home Site. Design and color of fencing materials should blend naturally into the surrounding area, and plant materials should be added where necessary.

Night lighting of sport courts or putting green is not permitted. Sport courts and putting greens 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 and putting greens to be built in the side or rear areas of the

building envelopes and set back a minimum of 5 feet from the side and rear building envelope line.

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.

Pool fencing and equipment enclosures must be architecturally related to the residence and other structures (See Section 5.3 Fences). Pool equipment must be located on the building envelope. Pump equipment must be screened or housed in an ancillary structure (4.3h) and located to minimize visual and noise impacts on neighboring home sites.

5.6 Landscape Structures

Additional landscape structures such as pergolas, arbors, trellises, permanent outdoor kitchens, and decks may be part of the total landscape design for the building envelope and the landscape area. If a city of Chelan permit is required, a copy must be submitted to the ADC prior to construction. They must meet the same design requirements as other landscape and architectural features (See Section 4.3h Ancillary Structures) and they must complement the architectural style. The Committee will review and approve all landscape structures. Exterior Project Application required and approval by Architectural 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 roofline 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. c. Roof Design.

5.8 Clotheslines

Clotheslines are prohibited unless fully screened from all neighboring properties.

5.9 Landscape and other exterior lighting

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.
- 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 building envelope or landscape area.
- All exterior lighting conduit and wiring be placed underground. All exterior fixtures and wiring located above grade level must be as inconspicuous as possible, especially by day. All exterior patio or party lighting abide by the City of Chelan Dark Sky Compliance.

5.10 Vacant Home Sites

Some property owners may elect to delay construction after purchasing 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) The ADC will provide a sign which shows allowable work hours and other regulations related to the building process. This sign must be posted in plain view for information to contractors and subcontractors.

END OF SECTION

Construction Requirements

6.0 Construction Requirements

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

- 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".
- Contractors are reminded of the requirement to keep sites clean. No stockpiling of dirt or debris is allowed. A dump trailer must be on site as needed. 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 the homeowners of the violations by email.
- 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.
- Dust control during all phases of construction is required of the contractor. A Dust control plan must be submitted with application. 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.
- If the final elevation is projected to be within 6 inches of the maximum allowed height, contractors are strongly encouraged to obtain one or more in progress height surveys by a licensed surveyor. **No height variances will be granted by the ADC or CVE Board.**
- Upon completion of roof 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. Construction is

to stop until the certification is provided and approved by the Committee.

- Construction should be completed 1 year from the start of excavation/construction.

6.1 Non-Compliance Notification- Compliance Committee

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

- 1) **Notification of non-compliance:** An email from the compliance committee outlining the issue, and a timeline for correcting the non-compliance issue (normally 3 days).
- 2) **Second notification:** A mandatory in person meeting with the owner or contractor, and a member of the board and the compliance committee (7 days from initial notification).
- 3) **Third notification for the same issue (10 days from initial notification):** Penalty assessment commences. The Board will withhold up to \$500.00 deducted from the Performance Deposit. Additional deductions up to \$500 each may occur if there is non-compliance for the same issue.

6.2 Conflict Resolution/Appeal Process

The Architectural Design Guidelines are meant to protect the value and aesthetic 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 point.
- 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.

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.

END OF SECTION

APPENDIX A: Plant Materials and Maintenance Guidelines

Proposed landscaping should be sensitive to neighbors and relate strongly to the streetscape. Plant materials shall be chosen based upon their suitability and/or adaptability to the local climate (hot, dry summers, cold winter, fire resistant) and anticipated maintenance.

- **A landscaping plan:** 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.
- **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 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. Property owners are encouraged to consider drought tolerant plantings that minimize the need for irrigation.
- **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 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:** Plant materials with characteristics which are potentially destructive to indigenous plants by reason of profuse and noxious pollen, excessive height, prone to fire, weed-like characteristics, and similar traits are prohibited.

Pine Firs	Bitterbrush	Karl Foerster
Larch Spruce	Sagebrush	Juniper
Douglas Fir	Mugo Pine	Cedar/Juniper
Arborvitae	Cheat Grass	
Hemlock	Pampas Grass	
Yew		

- **Maintenance:** 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.

- 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.

END OF SECTION

APPENDIX B: APPLICATION CHECKLIST

Please note that submitted plans may not be changed without prior approval of the ADC and CVE Board. Changes or alterations proposed after final approval must be submitted to the ADC and approved by the CVE Board of Directors. This includes the rendering of your home.

PLEASE SUBMIT THE FOLLOWING:

1. Completed application form (Appendix C)
2. Non-refundable review fee \$825.00 payable to CVEHOA with the application
3. Email all plans in PDF format to CVEHOADesign@gmail.com
4. Mail (1) printed set of plans (Crystal View Estates HOA, PO Box 1980, Chelan, WA 98816)
5. Concealed On-Site stormwater retention plan designed by a licensed engineer
 - a. Showing location. See Architectural Design Guidelines, 3.2 Site Drainage
6. Dust control plan showing location of sprinklers. Sprinklers must be on a timer and supply water to control dust during non-work hours
 - a. Both owner and Builder need to agree that these sprinklers will continue to run during Spring, Summer, and Fall
7. Performance Deposit is required of both the owner and the Builder in the amount of \$4,000 each
Checks made payable to CVEHOA must be submitted before construction begins

SITE PLAN: Minimum 1" = 20'0"

SITE PLAN MUST CONTAIN THE FOLLOWING WITH DEFINED LOCATIONS

1. House, garage, decks, patios, retaining walls, pools, spas, and pool equipment storage buildings
 - a. See Architectural Design Guidelines, 3.3 Retaining walls
 - b. Pools require separate CVE application after city permit is issued
2. Property lines
3. Existing topography and all proposed changes (if any)
4. North Arrow
5. Note area for construction trailer and/or dumpster, and portable toilet
6. Note locations for heat pump, propane tank, and main electrical panel into the house
 - a. These must not be installed on the street side and screening is recommended
 - b. Propane tank either buried or screened.
7. Roof peak elevation

END OF SECTION

ELEVATIONS ¼" =1'0"

ELEVATION PAGES MUST CONTAIN THE FOLLOWING WITH DEFINED LOCATIONS

1. North, South, East, West Elevations
2. Label all exterior building features including windows, doors, garage doors (**9 ft height maximum**), roof and **roofing pitch (8:12 maximum)** material, and color
3. Label siding style (board & batten, lap, horizontal, lap vertical, shake look, stucco)
 - a. Show locations of style used in specific areas. (Example lap siding in peaks, board & batten on body)
4. Label trim accent details (stone, peak details, shutters etc.)
5. Label exterior paint colors and details including the door and garage doors colors
6. Mark foundation lines and finish grade elevation in feet above sea level
7. Label the overall height of the building in feet and label the roof peak height in feet above sea level (elevation)
 - a. Check for maximum height (elevation) allowed on lot
 - b. **There will be no height variances granted.** Refer to House & Building Guidelines, Lot Height Restrictions
8. Note the total square footage of heated living space
9. Note storage location for trash cans
 - a. Either stored inside the garage or screened from view per CCRS, Garbage 10.9

LANDSCAPING PLAN (may be deferred until framing is complete)

THE FOLLOWING MUST BE CLEARLY IDENTIFIED ON THE LANDSCAPING PLAN

1. Plants shall be clearly labeled (See Appendix A)
2. Plans shall show proposed structures, landscape features, walks, wall, rockeries, retaining walls*, Privacy screens, and fences
*Retaining wall plans are required at the application time
3. Show all proposed plant materials (trees, shrubs, ground covers). A plant material inventory with Legend shall be included on all pages displaying the planting plan. The inventory shall include both the symbol, name (botanical and common), quantity and size
Check the landscaping current guidelines for fire resistant plants only
4. Verify there is automatic irrigation system

PRIOR TO CONSTRUCTION

1. The CVE contracted architect and the ADC review all plans
2. The ADC recommends approval to the CVE Board of Directors
3. The CVE Board of Directors approves all plans
4. Preconstruction site visit scheduled
5. An elevation stake must be on the property from a licensed surveyor prior to the preconstruction site visit
6. A city of Chelan building permit must be issued

APPENDIX C: Design Review Application Form

Lot Owner MUST Complete the Information Below

HOMESITE LOCATION

OWNER'S INFORMATION

LOT #

NAME

STREET ADDRESS

MAILING ADDRESS

OWNER NAME

CITY STATE ZIP

EMAIL ADDRESS

**ALL APPLICANT'S MUST SPECIFY ONE
OF THE FOLLOWING AS THE
SOURCE/AUTHOR OF THE PLANS**

ALL APPLICANT'S MUST CHECK ONE OF THE FOLLOWING:

- ARCHITECT
 DESIGNER

BUILDER/CONTRACTOR

ALL APPLICANT'S MUST CHECK ONE OF THE FOLLOWING:

- BUILDER LICENSED, INSURED AND BONDED
 CONTRACTOR LICENSED, INSURED AND BONDED

NAME AND/OR COMPANY

NAME AND/OR COMPANY

MAILING ADDRESS

MAILING ADDRESS

CITY STATE ZIP

CITY STATE ZIP

PHONE

PHONE

FAX EMAIL

FAX EMAIL

LOWER LEVEL/SINGLE STORY

UPPER LEVEL/SECOND STORY

NET LIVABLE AREA

NET LIVABLE AREA

GROSS TOTAL 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 and general contractor, before beginning any construction, shall provide a signed Performance Deposit Agreement (See Appendix E) and payment in the amount of \$4000 each to the Crystal View Estates Homeowners Association. The return in the full amount of this deposit is dependent upon whether 1) Construction rules are followed 2) The Association incurs any costs to remedy any violations 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. 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.
2. 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.
3. Contractors are required to maintain the dust control system and ensure that the dust control plan is followed and adjusted as needed to reduce dust to the absolute minimum.
4. Contractors will use only the utilities provided on the immediate site on which they are working.
5. 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.
6. 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.
7. There will be no washing of any trucks 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.

8. 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.
9. 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.
10. 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. Stockpiling of any materials on adjacent lots is not allowed.
11. 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.
12. No vehicles (trucks, vans, cars, etc.) may be left in the subdivision overnight. 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.
13. No children will be permitted in construction zones.
14. Contractor personnel will not be permitted to bring pets on property.
15. 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
16. No drugs or alcohol are permitted on any Crystal View Estates construction site at any time.
17. 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.

Initial _____ **Owner (Print Name)** _____ **Date** _____

Initial _____ **Contractor (Print Name)** _____ **Date** _____

Initial _____ **ADC REP (Print Name)** _____ **Date** _____

APPENDIX E: PERFORMANCE DEPOSIT AGREEMENT

Owner

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 \$4000.00 (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, the governing 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 the deposit shall not be considered a measure of the damage nor shall it release the owner from paying additional amounts if the total damage exceeds \$4000.00, 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 arising out 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 thereat: 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 receipt of \$4000.00 in form of a Check # _____.

Executed on this _____ day of _____, 20____

Owner

Permanent Address

Email Address

Phone Number

CVE Board Agent

APPENDIX F: PERFORMANCE DEPOSIT AGREEMENT

Builder/Contractor

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 "Builder/Contractor"), is the designated general contractor for 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 \$4000.00 (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, the governing 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 the deposit shall not be considered a measure of the damage, nor shall it release the owner from paying additional amounts if the total damage exceeds \$4000.00 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 Builder/Contractor 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 arising out 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 I 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 receipt of \$4000.00 in form of a Check # _____

Executed on this _____ day of _____, 20____

Builder/Contractor

Permanent Address

Email Address

Phone Number

CVE Board Agent

Title

APPENDIX G: 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/ SIGNATURE _____ **DATE** _____

PRINTED NAME _____

EMAIL ADDRESS _____

PHONE NUMBER _____

