



# SUNCADIA

## **DESIGN REVIEW GUIDELINES**

ISSUED: 06.01.2025

## **PREFACE**

The purpose of the Suncadia Design Guidelines (Guidelines) is to enhance the overall value of the community by ensuring that all improvements are compatible with the design objectives and overall vision of Suncadia. These objectives include preserving and enhancing the mountain forest and river corridor setting, ensuring designs that are appropriate to the uniqueness of the place, and creating and maintaining a high-quality design aesthetic throughout the community.

The architectural elements reflect the region's dense forests and rugged mountains often featuring large windows, open floor plans and exposed wood elements. Structures incorporate materials such as cedar, stone, and glass to create a seamless indoor-outdoor experience. Overhanging eaves and sloped roofs help manage the region's frequent snow, while energy-efficient designs prioritize passive heating and cooling. The result is a warm, inviting, and functional community that embraces the natural beauty of Washington State.

## **REMARKS**

This document has been created for overall review of all structures constructed within the Suncadia and Tumble Creek Resort. Chapter 8.0 will provide a village-by-village requirement list that refines or updates the general guidelines to reflect that specific village's needs. The appropriate set of Design Guidelines and procedures are to be used by all persons involved in the construction, renovation, addition, landscaping or alteration to any Improvement within Suncadia.

The Guidelines may be amended from time to time by the Declarant. It is the Owner's responsibility to ensure that they have the most current edition of the Guidelines and Appendices and have carefully reviewed all applicable sections of the CC&R's.

The Guidelines will be administered and enforced by the Suncadia Design Review Committee in accordance with procedures set forth in the Declaration of Covenants, Conditions, Restrictions and Easements for Suncadia Resort Residential Areas (CC&R's). In the event of any conflict between the Design Guidelines and the CC&R's, the CC&R's shall govern and control.

This set of Guidelines shall apply to all new buildings, building additions, site work, landscaping and any subsequent changes or alterations to previously approved plans or existing structures for all Custom Homes within Suncadia. Chapters 1 through 3 address the architectural elements and design standards. The Appendices explain the organization of the Design Review Committee and the design and construction review and approval processes. Further they include specific guidelines for each village location, contain a glossary of defined terms, an Approved Native Plant List, a Prohibited Plant List, a Matrix of design criteria for each Homesite and exterior lighting standards as specified by the International Dark Sky Association. These appendices govern and overrule the base Design Review Guidelines as applicable.

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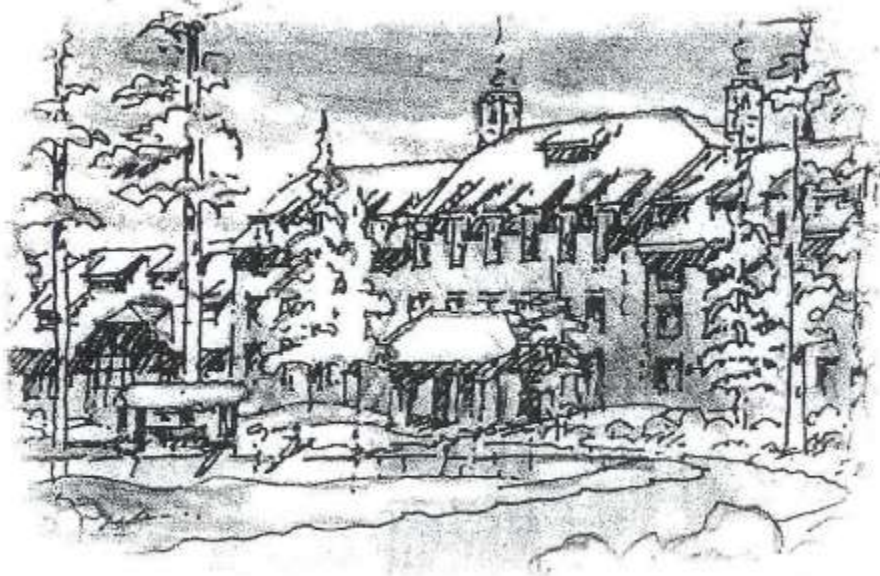
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# 1.0 THE SUNCADIA VISION



Buildings draw upon the Northwest vernacular and are closely integrated with the land Suncadia is situated on 6300 acres of forested land on the drier, eastern slope of Washington's Cascade Mountains with dramatic views overlooking the Cle Elum River, which runs through the heart of the Resort. Suncadia has been carefully planned as a complete and balanced community of over 6,300 acres, of which more than 3,300 acres of the Cle Elum River ecological corridor and open spaces are preserved in perpetuity within a Conservation Land Trust.

Suncadia's guiding design vision is to create an appropriate community carefully placed within the forest and river setting in a manner that is harmonious with and preserves the integrity of the natural landscape and wildlife habitat for future generations to enjoy.

Suncadia's vision also includes honoring its rich historical and cultural context, including the Native American settlement period, 19<sup>th</sup> Century European settlement/U.S. expansion, the forestry/logging industry boom and the underground coal mining era. The architecture of the immediate area reflects this rich historical genesis, as well as the dictates of the Montane (alpine transition) climate.

## **1.1: DESIGN OBJECTIVES**

There are four core objectives in designing buildings to preserve and enhance Suncadia's rich history and natural environment:

### **1.1.A: Preserve, protect and enhance the existing landscape and ecology.**

Buildings are to be sited within prescribed building envelopes, surrounded by the natural or restored natural conditions. Tree removal is to be minimized to that necessary to accommodate buildings, create a fire free zone, create defensible space, comply with wildfire protection Guidelines, forest health measures and selectively frame views, thereby preserving the beautiful pine and fir forests that provide the landscape framework for Suncadia and the Cle Elum River corridor. Grading and drainage designs are to minimize disruption of natural landforms and existing natural drainage flows and patterns.

### **1.1.B: Draw upon Northwestern architectural vernacular characterized by the close integration of buildings to their environment.**

Buildings and landscape are to reflect the natural environment within which they are located. Buildings are to be designed to step with and blend into the existing topography and forest. Structures are to utilize natural and indigenous building materials that help strengthen the connection of buildings to the land. The unique landforms and vegetation patterns on each Homesite are to create unique, site-specific designs that create a variety of contextual well-designed homes.

### **1.1.C: Design buildings and surrounding outdoor Improvements to respond to the climate.**

Building orientation, roof forms, snow and ice management, window placement and sizes, and porch and deck locations are to respond to the local climate. Rain/snow fall, sun penetration and directions of prevailing breezes are all to be considered when siting building(s) and locating outdoor spaces, decks and porches. The buildings are to respond to and follow the natural landform and large-scale site re-grading is to be avoided.

### **1.1.D: Maintain and enhance views of the landscape while minimizing and filtering views into private Homesites.**

Buildings and outdoor areas are to be sited to both preserve and take advantage of views of the landscape from the site, neighboring properties and public areas. Tree planting, trimming and removal are to be carefully studied to minimize and filter views from off-site and to knit the home and Improvements into the landscape.



## 2.0 SITE PLANNING AND LANDSCAPE GUIDELINES



The following chapter sets forth Guidelines and standards for all site work relating to the Homesite, including grading, planting, siting of structures, design of outdoor areas and preservation and enhancement of the landscape and views.

## 2.1: SITE AND LANDSCAPE OBJECTIVES

**2.1.A:** Preserve, protect and enhance the existing forest and natural environment around Suncadia. Houses are to be sited so that they preserve the integrity of the surrounding forested landscape by maintaining a natural buffer between the house and street, neighboring Homesites, Common Areas, the golf course and any other Privately-Owned Amenity. Tree removal is to be minimized to that necessary to accommodate buildings, comply with wildfire protection, forest health measures and selectively frame views, thereby preserving the beautiful pine and fir forests that provide the landscape framework for Suncadia and the Cle Elum River corridor. Landscape design is required to promote water conservation.

**2.1.B:** Incorporate unique solutions that are responsive and subordinate to the specific Homesite's topography, climate and environment. Buildings are to be sited to minimize grading and maintain a low, subordinate profile against the backdrop of the surrounding forests. Outdoor areas are to be designed to take advantage of sunlight, provide wind protection and capture views

**2.1.C:** Design decks and outdoor spaces to emphasize the outdoor-oriented lifestyle of the Northwest. Landscape design is to blend the architecture with the natural environment. Natural/existing landscape features such as rock outcroppings, vegetation and topography are to be incorporated into landscape designs to help achieve the transition between the built and natural environments.

**2.1.D:** Use natural and indigenous building materials for landscape structures, site walls and outdoor areas. Wood, stone and metal building materials that complement both the architecture and the natural environment are to be incorporated into landscape designs.

**2.1.E:** Contain storm water and snow melt within the Homesite and encourage natural infiltration on-site. Landscape and drainage design is to retain and infiltrate all storm water, snow melt and water from roofs and other impervious surfaces on-site.

## 2.2: SITING AND THE HOMESITE DIAGRAM

**2.2.A:** A Homesite Diagram (labeled Plot Plan) has been prepared for each Homesite. This diagram graphically describes the particular Homesite and indicates important design parameters such as building setbacks (front, side and rear) that define the Building Envelopes and Natural Area; golf, trail, drainage and utility easements. The Homesite Diagram provided with each Homesite provides additional design criteria for each Homesite, including maximum Building Square Footage and maximum Building Coverage.

**2.2.B:** Homesites are designated on the Suncadia Resort Final Plat, as approved by Kittitas County. Homesite Diagrams are available at Design Review Office and are provided at the time of closing on the property. Building Envelope locations are determined based on the specific characteristics of each Homesite, zoning setback criteria, golf course requirements and other relevant factors to achieve the planning and design objectives for Suncadia. Specifically, those objectives are to:

1. Minimize grading.
2. Maximize privacy.

3. Minimize visibility of Improvements from Common Areas, golf course corridors and other resort amenities.
4. Minimize disruption of natural drainage patterns and contain runoff from impervious surfaces within each Homesite.
5. Protect, extend and maintain the natural forest canopy and understory throughout the community.
6. Protect golf easement corridors.
7. Protect and enhance the distinctive natural landforms, wildlife and vegetation; and
8. Preserve the dominance of the natural setting by siting buildings to blend with the surroundings.

**2.2.C: The Building Envelope:** The Building Envelope (established by front, rear and side setbacks as indicated on the Homesite Diagram) is the area where all Improvements must take place, including all buildings, eaves, and overhangs, terraces, pools, spas, fire pits, auto courts and/or garages.

**2.2.D: The Secondary Envelope:** The Secondary Envelope is an extension of the Building Envelope to the rear of the homesite in which landscaping and outdoor spaces such as terraces and patios may be constructed. Homes and Ancillary Structures, however, may not be built within the Secondary Envelope.

**2.2.E: The Natural Area:** This area of the Homesite is to remain essentially in a natural forested state to create screens that obscure built Improvements from neighboring Homesites, streets, the golf course and/or other Common Areas.

The Natural Area is to remain as “softscape” without any buildings or other hardscape elements, such as terraces, pools, spas, fences, auto courts, and/or landscape structures. Subject to DRC approval, limited areas of pervious hardscape may be approved within the Natural Area provided they transition naturally to finish grade. If the area is judged by the DRC to be significant, more than 150sf adjustment is to be made in the configuration of the Building Envelope to assure there is no net loss of open space. Subject to prior DRC written approval, limited tree thinning and/or pruning may be done to open selective views. Restoration of plantings in this area are encouraged, as appropriate, and are required to be indigenous species as described in the Approved Plant List (See DRC Administration for Current List). Driveways that cross the Natural Area are to be a maximum of 14 feet wide other than at street aprons. Any disturbance or damage within the Natural Area is to be mitigated and the area restored to its natural state to the satisfaction of the DRC.

## 2.3: COMBINING HOMESITES

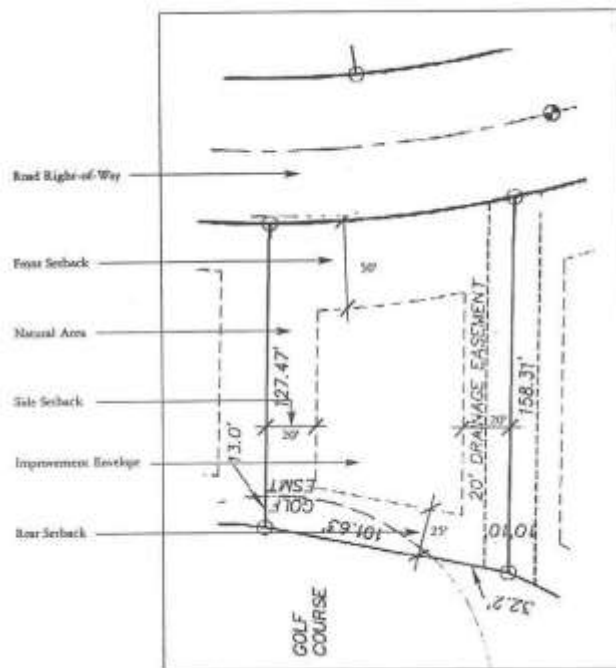
**2.3.A:** Prior to combining two or more Homesites, approval is to be obtained from the Declarant during the Development Period or from the DRC thereafter. When combining two or more Homesites, the owner is responsible for developing a new Building Envelope with the approved party, maximum Building Square Footage, maximum Building Coverage and driveway access.

1. There shall be no net loss of natural open space (the area of the lot outside the Building Envelope).
2. The perimeter setbacks for the combined lots shall be no less than in the original individual lots. The setback where the lots are attached shall be eliminated. Lots with unusual or irregular

setbacks shall be considered on a case-by-case basis. Any setback adjustment available to the individual lots, such as a reduced geotechnical setback, shall be available to the combined lot.

3. The total Maximum Building Square Footage of structures on the combined lot shall be no more than 150% of the average of the Maximum Building Square Footage allowed on the individual lots.
4. The Maximum Building Square Footage of any individual structure shall be no more than 125% of the average of the Maximum Building Square Footage allowed on the individual lots.
5. Two curb cuts may be allowed onto the combined properties, subject to DRC review to consider impacts on adjoining properties.
6. For accessory uses per section 3.13 the total maximum square footage allowed on the combined lot shall be no more than 2,250 square feet or 150% of the current allowed maximum.
7. Payments of fees shall be as if the two lots were not combined.

### 2.3. Image 1: Sample homesite Diagram



## 2.4: GRADING

### 2.4.A: Objectives:

1. Blend new Improvements into the site.
2. Preserve natural drainage patterns and retain and infiltrate storm water on site.
3. Retain the character of the site's natural topography and existing vegetation.

**2.4.B: Guidelines:** Grading and drainage Improvements are to focus on minimizing impacts to the site and landscape, reducing water quality impacts, minimizing removal of the existing trees and understory, preserving existing rock outcroppings, and promoting the use of natural drainage systems within the Homesite.

**2.4.C:** A licensed Engineer or Landscape Architect registered in the State of Washington is to prepare a full set of drawings including grading, drainage, utility locations, re-vegetation and sedimentation and erosion control plans for all new construction. Please refer to Section 6 for grading and erosion control measures required during construction. **NOTE:** The following standards are to be integrated into all grading plans:

**2.4.D:** The long axis of the building is to run parallel to existing contours to minimize site disturbance. Where feasible, building foundations and main floors are to step with the existing topography as it rises and falls to create split floor levels rather than one flat building pad. If owners desire to have one flat building pad, the request will be evaluated on a case-by-case issue. While it is required that building masses follow natural site contours, nothing in these Guidelines shall prohibit a single floor level provided that the intent of the building height, massing and grading Guidelines are met.

**2.4.E:** Whenever feasible, natural slopes are to be used rather than retaining structures. When, in the opinion of the DRC, retaining structures provide the only feasible solution, they are to comply with the Guidelines: outlined in Section 2.5.

**2.4.F:** All cuts, fills and retaining walls are to create smooth transitions at the top and bottom of slopes that appear as extensions of the natural landform. Grading designs are to protect and retain as many existing trees, shrubs and rock outcroppings as possible.

**2.4.F:** Slopes are not to exceed 1:2 unless it can be demonstrated that a steeper slope will not erode. Natural slopes are to be used instead of structures wherever feasible.

**2.4.H:** Grading may not extend outside of the Building Envelope with the exception of that associated with driveways, minor paths, and utility Improvements. In rare cases, the DRC may approve small extensions of landscape terraces and/or grading outside of the Building Envelope if it achieves a more natural- looking solution and/or enhances site design and compatibility.

**2.4.I:** Cut and fill slopes are to be re-vegetated with plantings appropriate to the site to blend them into the surrounding environment. Re-vegetation is to be completed as soon as possible and erosion control measures implemented upon completion of grading. Refer to the appropriate section of Appendix B for the approved erosion control seed mix.

**2.4.J:** Cut and fill quantities are to balance on site to the extent feasible. Fill may not be used to significantly raise the first-floor elevation.

**2.4. Image 1:** House foundations step with the natural topography



## 2.5: RETAINING WALLS

### 2.5.A: Objectives:

1. Minimize the use and height of retaining walls and their visual impact.
2. Blend retaining walls with the natural topography.

**2.5.B: Guidelines:** Graded slopes are preferred to retaining walls. When retaining walls are necessary, the following Guidelines apply:

**2.5.C:** All retaining walls which are visible from off-site are to be built of high-quality materials so as to match the design intent of the primary residence.

**2.5.D:** The tops of walls are to be shaped to blend with natural contours. Ends of walls are not to end abruptly, but are to create natural-looking transitions with existing landforms and vegetation.

**2.5.E:** Retaining walls are not to exceed 4 feet in height.

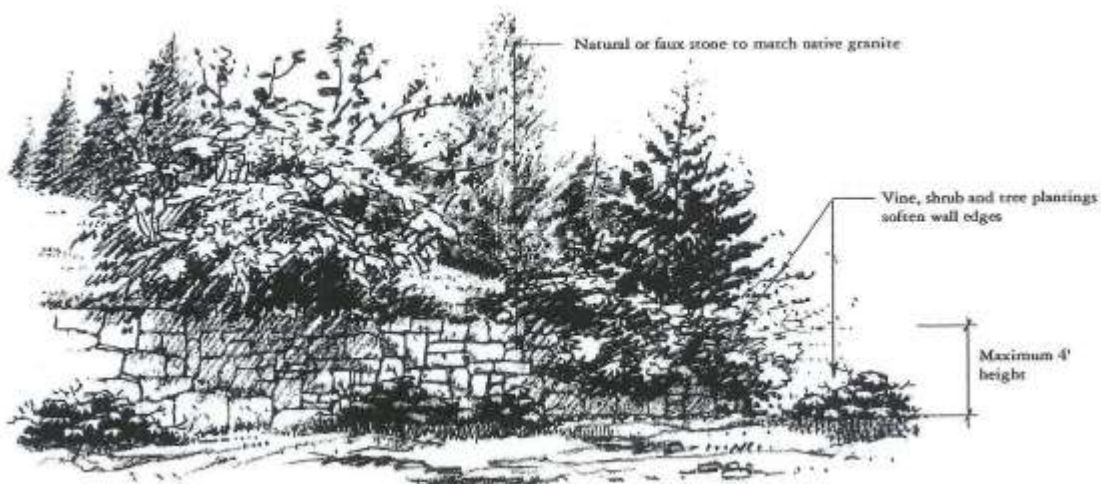
1. Where grade changes exceed 4 feet, stepped-back or terraced wall structures with ample planting terraces (4-foot minimum width) are to be used.
2. Higher walls may be considered only if they are not visible from off-site, and if doing so significantly reduces overall impacts to the site and/or adjacent land.
3. Retaining walls are to be engineered per County building code requirements if over 4ft in height.

**2.5.F:** Retaining walls are not to be built within 5 feet of property lines with the exception of those required for driveway access.

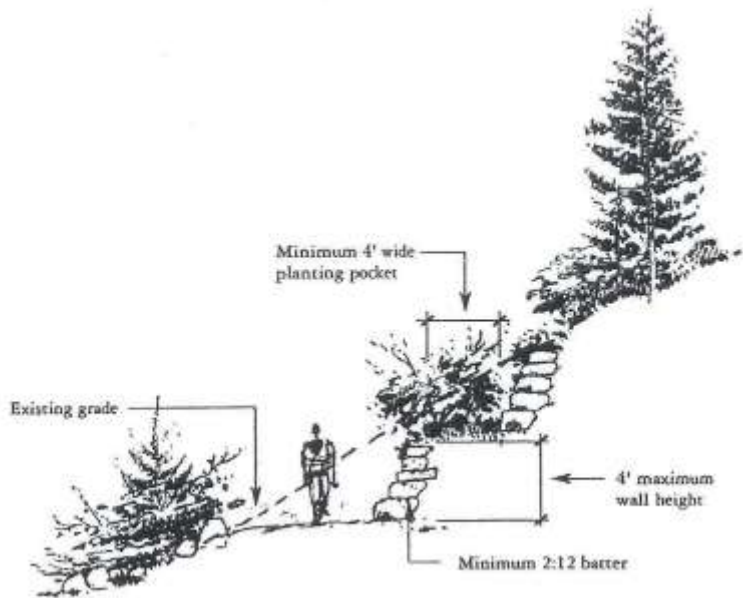
**2.5.G:** Shrubs and vines are to be planted at the base and top of walls to blend them with the site.

**2.5.H:** Retaining walls are combined with plantings to blend them with the surrounding landscape.

**2.5. Image 1:** Retaining walls are combined with plantings to blend in with the surrounding landscape.



## 2.5. Image 2: Terraced retaining wall design



## 2.6: DRAINAGE

### 2.6.A: Objectives:

1. Maintain natural drainage patterns.
2. Encourage percolation and biofiltration of driveway and Auto courts run-off.
3. Retain and infiltrate storm water runoff on-site.
4. Minimize any potential for erosion and downstream water quality impacts.
5. Design drainage treatments to appear natural in form and materials.

**2.6.B:** Drainage is to be designed by a licensed Engineer or Landscape Architect.

**2.6.C:** Natural drainage courses and patterns are to be protected and maintained.

**2.6.D:** Drainage is to be dispersed within the Homesite.

**2.6.E:** Trenching for drainage lines is not to encroach within the drip line of existing trees.

**2.6.F:** New drainage courses are to appear and function like natural drainage ways. Native vegetation cover is to be used to naturally filter runoff and promote infiltration and dispersion.

**2.6.G:** Drainage and landscape designs should consider the effects of roof run-off and snow melt against the homes. Design to minimize any potential for erosion and consequent downstream water quality impacts.

**2.6.H:** Impervious surfaces (such as asphalt and concrete paving) are to be minimized to the extent feasible to encourage water percolation into the ground. The use of more pervious (water permeable) materials, such as porous asphalt or open-celled pavers is encouraged.

**2.6.I:** Materials and sizes for all culverts, headwalls, visible drainage structures, and driveways are to be approved by the Design Review Committee to ensure structures appear natural and “disappear” into the landscape.

**2.6.J:** All water run-out from the outlets of downspouts must be contained within the Building Envelope with the use of dry-wells, dry creek beds or other in-ground absorption methods approved by the DRC.

**2.6.K:** Drainage across or under driveways is to be incorporated into driveway and apron design and concealed with stone headwalls that are like those used as part of the public infrastructure within Suncadia.

**2.6.L:** Drainage systems should be designed with clean-outs for maintenance.

**2.6.M: Downspouts and Gutters**

1. Downspouts and gutters are not required. If incorporating, the design must adhere to the parameters noted below.
2. Colors: Gutters and downspouts shall be the same or closely match the color of the material on which they are mounted and may be of different color to match the vertical and horizontal elements they are mounted to.
3. Gutters and downspouts are to be integrated into the overall design of the home in form, location and color.
4. Plastic or other non-metal gutters and downspouts are prohibited.

## **2.7: DRIVEWAYS AUTO COURTS & GARAGES**

**2.7.A: Objectives:**

1. Minimize visibility of paved areas from off-site.
2. Accommodate auto court and all parking needs within the Building envelope.
3. Blend driveways into the terrain by following the natural grade.
4. Utilize special, enriched paving materials on auto courts and parking areas.
5. Integrate landscape areas and other mechanisms to make parking areas aesthetically desirable.

**2.7.B: Appropriate Driveway & Auto Court Materials**

1. Colored, stamped, exposed aggregate, broom finished, top cast, and/or patterned concrete (no color required)
1. Native stone or faux stone to match native stone.
2. Asphalt.
3. Note: Any combination of materials must be approved by the Design Committee.
4. Note: Other materials as approved by the Design Committee



**2.7.C: Driveway and Auto Court Layout:**

1. All driveways are to follow alignments that minimize grading, tree removal or other disruption of the site. Driveway alignments, parking and garage layouts are to minimize visibility of garage doors, driveways and parking from off-site if practical. Garages are allowed to face primary road if no other options are practical subject to DRC approval.
2. Plantings of trees, shrubs and other vegetation are to be incorporated to screen driveways, garages and auto courts and to protect the residence and neighboring homes from car headlights.
3. Parking and turnaround areas must be located within the Building Envelope and screened from off-site views by supplementary plantings as approved by the DRC as part of the Landscape Plan. Decorative borders are not permitted.
4. A maximum of one driveway entry/cut will be permitted for each Homesite except for combined Homesites.

**2.7.D: Driveway and Auto Court Dimensions:**

1. Driveways are to be a maximum of 14 feet in width, except at the driveway apron, garage entrances, guest parking areas, and/or where they provide a turnaround.
2. Buffers up to 2 feet in width on each side of driveway are recommended for drainage and for maneuvering vehicles. Gravel must appear to be sourced from the region. DRC must approve rock selection in writing.
  - a. Community road gravel strips are prohibited. Buffer only allowed along private driveway.
3. The Design Review Committee may approve a single, two-car hammerhead turnaround or parking space adjacent to the auto court or driveway, that encroaches into the natural area provided all of the following criteria are met:
  - a. Paving must be set back a minimum of 5 feet from a property line in all cases.
  - b. This parking & turn around area may only be located in the side yard. Not allowed in the front or rear yards.
  - c. The proposed turnaround does not extend beyond the side yard setback more than necessary for maneuvering purposes.
  - d. The turnaround or parking space must be screened from off-site views with natural landscaping, consistent with Section 2.7. C.2.
  - e. A hardship narrative must be submitted, demonstrating why parking or turnaround cannot be accommodated within the Building Envelope.
  - f. Approval does not establish a precedent for future requests and will be considered on a case-by-case basis.
4. Driveways are not to be located within 30 feet of neighboring driveways unless otherwise approved by the DRC.
  - a. Shared driveways are discouraged but may be permitted as approved by the DRC subject to submission of recorded easement and mutual maintenance agreements.
5. Driveway gradients are not to exceed 12%. Owners with steep driveways may want to consider a snowmelt system.

**2.7.E:** Driveway pavement is to be joined to roadways by a full depth cut with a tack coat to form a full-depth butt joint.

**2.7.F:** Driveway aprons are to match community road paving material through the right of way to edge of primary road paving and sloped to match topography.

**2.7.G:** Driveway curbs are not allowed.

**2.7.H:** Drainage from all driveways is to be released into the properties landscape through an approved vegetated biofiltration strip.

**2.7.I:** All driveways are to comply with local governmental and emergency response requirements.

**2.7.J: Garages:**

1. Garages are for the parking of vehicles and are not to be converted to living spaces.
2. All Homesites are to provide a minimum of two enclosed parking spaces and two guest parking spaces which can be on the apron in front of the garage. Enclosed parking spaces shall be adequate to handle the parking needs of the Owners and their family.
3. Garages, particularly garage doors, are to be sited and located to minimize visibility from off-site. Three car garages may not face the street. At the DRC's discretion, one- and two-car garages with doors facing the street may be approved, if site conditions warrant the deviation.
4. Items in the garage must be screened from external view.

**2.7.K: Parking:**

1. Parking is not permitted on roadways, road shoulders, along the cul-de-sacs, in Open Spaces, on vacant properties or in the natural or landscaped areas of a property.
2. Parking is permitted only in driveways, auto-courts or parking lots.
3. Note: Special temporary parking permits will be issued for special needs or events, subject to review and approval by the HOA.

## **2.8: OUTDOOR STAIRS, PATHS, AND TERRACES**

**2.8.A: Objectives:**

1. Create outdoor "rooms" as extensions of indoor rooms.
2. Design outdoor spaces that take advantage of the climate.
3. Design outdoor Improvements to respond to the Homesite's topography and landscape characteristics.

**2.8.B:** Appropriate paving materials for exterior hardscape areas include:

1. Native stone
2. Faux stone that has the appearance of native stone
3. Colored, stamped, exposed aggregate and/or patterned concrete broom finished and topcast concrete allowed (no color required)
4. Pre-cast concrete pavers
5. Approved decomposed granite or gravel

**2.8.C:** Inappropriate paving materials for exterior hardscape areas include:

1. Clay tile
2. Bricks

3. Asphalt
4. Crushed concrete

**2.8.D:** Designs are to minimize the use of several different types of paving materials in order to produce an understated, unified design. Materials are to augment and complement architectural materials.

**2.8.E:** The spatial organization of the Residence and that of outdoor rooms and terraces is to be designed as one unified whole and is to relate to existing site and topographic conditions.

**2.8.F:** Outdoor spaces are to transition gradually from the more formal, geometric lines associated with buildings to the more organic forms of nature. Terraces are to respond to existing trees and/or outcroppings, which may be used to create a gradual transition from the built to the natural environment.

**2.8.G:** Patios and terraces are to take into consideration shade, sun wind and snow shedding requirements. Plant materials, walls, architectural devices and/or landscape structures are to be incorporated into the design of outdoor spaces.

**2.8.H:** Impervious surface areas are to be minimized and kept close to the house. Moving away from the house, there is to be a transition to pervious or “softer” surfaces such as compacted earth, decomposed granite, and/or non-wood mulch. Bark is not permitted.

**2.8.I:** Hardscape elements, paths, outdoor stairs, and terraces are to be located within the Building Envelope. Pervious paths may, with written DRC approval, be located outside of the Building Envelope provided they follow natural contours and utilize pervious materials and adhere to the max 150sf per Section 2.2.D.

**2.8.J:** Approved footpaths through the Natural Area are restricted to a maximum width of 5 feet. Paths may not encroach into the golf buffer or into common area open spaces.

1. It is recommended that a pathway be constructed in the fire free zone for safety access.

## **2.9: WALLS, FENCES AND GATES**

### **2.9.A: Objectives:**

1. Minimize the use of site walls, fences, and gates.
2. Construct high quality walls and fences out of stone wood or other approved building material in a design that is complementary to the architecture of the home.
3. Where they are necessary for screening of spas, equipment, etc. or by code, minimize the visibility of walls, fences and gates from off-site views.

### **2.9.B: Appropriate fence types include:**

1. Open" (non-solid) wood or other approved material fences
2. Low stone, or concrete walls not to exceed 4 feet in height.
3. Corten metal panels not to exceed 4 feet in height.
4. Pool Specific Approved materials
  - a. Metal Balustrade

- b. Horizontal Cable Rail
  - c. Clear glass panels
- 5. Wing wall extensions that match building materials
- 6. Other materials may be approved on conditional basis.

**2.9.C:** Inappropriate fencing materials/types include:

- 1. Concrete block
- 2. Formal hedges
- 3. Chain link
- 4. Picket fences
- 5. Stucco
- 6. Classical wrought iron
- 7. Brick
- 8. Split rail

**2.9.D:** Fences, unless required by code or explicitly approved by the DRC, are prohibited.

**2.9.E:** Fences, walls and gates must be contained within the Building or Secondary Envelopes and are to relate to the residence and site topography rather than to property and/or setback lines. Perimeter fencing is prohibited.

**2.9.F:** Pool and spa fences required by code may require additional detailing and landscape treatments, as specified by the DRC, to mitigate off-site visibility. If allowed by Kittitas County, the use of non-fencing solutions, such as locking pool covers, should be explored.

**2.9.G:** Approved fencing, as mentioned above, in areas visible from off-site are not to exceed 48 inches in height or as required by Code. Deer/wildlife fencing that is not visible from off-site and fencing that extends from the house to manage pets, create a private terrace, such as to conceal a spa, may extend up to 6 feet in height, with written approval from the DRC. Transitions in fence and/or wall heights are to be gradually stepped.

**2.9.H:** Privacy or screen fencing is to be used to block views of utilities, mechanical equipment, and outdoor work areas, and may extend up to 5 feet in such areas, if the fence is close to the house and does not adversely affect off-site views. Alternatively, pre-manufactured utility covers are allowed if approved by the DRC.

**2.9.I:** Fencing materials are to complement and/or extend from the principal building walls, site walls and/or landscape structures.

**2.9.J:** Wooden fences and gates are to be treated, stained and designed to blend with surrounding trees and vegetation.

**2.9.K:** Dog runs are permitted provided they are constructed of materials that are complementary to the principal building walls, site walls, and/or landscape structures. Dog runs shall be attached to residences and not free standing and are limited to an area of 400 square feet. Dog runs shall be screened from the street or golf course and must be contained within the Building or Secondary Envelope.

## **2.10: LANDSCAPE STRUCTURES, SITE FURNISHINGS OUTDOOR ART & FLAGS**

### **2.10.A: Objectives:**

1. Design landscape structures that appear as extensions and/or additional building components of the main Residence.
2. Incorporate landscape structures to help ameliorate the climate and create shade, shadow and texture.
3. Screen outdoor art and other ornamentation from off-site views.
4. Incorporate landscape structures such as trellises to provide summer shade on the residence and to create shadow and texture.

**2.10.B:** In general, the same Guidelines: that apply to architecture apply to the design of the landscape structures (refer to Chapter 3).

**2.10.C:** Outdoor art includes, but is not limited to, house numbers & signs, statuary, fountains, weathervanes, and banners and flags.

1. All outdoor art will be required to be approved by the DRC prior to install.
2. Home signage or house names are to be a max of (4) square feet in area and colored to match the design palette of the residence
3. DRC approved house numbers are to be located in a prominent area adjacent to the primary entrance of the residence.
4. Show all elements in the design review preliminary documents for DRC approval.

**2.10.D:** The color, materials and style of outdoor structures and furniture are to be the same or similar to that of the Residence.

**2.10.E:** Play structures and swings are to be primarily constructed of natural materials and finished so that they recede into the landscape. Brightly colored play structures, if visible from off-site, will not be approved. Structures must be placed inside the rear seatback in the building envelope.

1. All allowed equipment shall be constructed of wooden or metal posts, logs, or timbers, except for chains or other necessary hardware essential to function.
2. No equipment may be attached to trees.

**2.10.F:** Sports courts and related equipment/structures will not be allowed.

**2.10.G:** Portable sports poles, hoops and related structures will be allowed only to the extent that they can be stored inside the garage. Portable sports equipment may not be left outdoors overnight or when not in use.

### **2.10.H: Affixed Outdoor Sports Equipment:**

1. Basketball backboards may be installed subject to the following standards:
  - a. No backboard shall be attached to the house or trees.

- b. In ground basketball hoops must be located on the side of the driveway that is farthest from the property line and positioned to be the least conspicuous as viewed from the road and adjacent properties.
- c. The support posts shall be painted flat black.
- d. The backboard shall not contain any colors other than black and white.

**2.10.I: Applications for basketball equipment, play structures, or swings shall include the following:**

- 1. A current photo of the wall or property location where the item will be attached or placed.
- 2. A site plan showing the equipment in relation to the property boundaries.
- 3. A sample photo or brochure showing the equipment, including colors.

**2.10.J: Flags:**

- 1. The flag of the United States of America may be flown, according to flag etiquette.
- 2. Flagpole location, pole height, color and material must be approved by the DRC.
- 3. Night-lighting of the flag is not permitted under Dark Skies.
- 4. All flagpoles are to be a maximum diameter of 5 inches and be no more than 18 feet high as measured from grade level, whether a ground-mounted pole or affixed to the house.
- 5. Flagpoles shall be non-reflective and finished in black or bronze.
- 6. Flag poles shall not be installed in any property setback.

**2.10.K: Secondary Envelope Requirements**

- 1. Pathways, freestanding site furnishings, outdoor art, terraces and patios that are less than 4 feet (including perimeter walls) in height from existing or final grade - whichever is lower - are permitted in the Secondary Envelope.
- 2. Wood decks supported by columns are not permitted in the Secondary Envelope.

## **2.11: WATER FEATURES, SPAS AND POOLS**

**2.11.A: Objectives:**

- 1. Locate all elements so that their visibility is minimized from Common Areas.
- 2. Design pools, spas and water features that augment outdoor spaces and extend the architectural style of the residence.

**2.11.B:** All exterior wellness equipment including (but not limited to) spas, saunas, pools and pool equipment is governed by this section.

- 1. All wellness equipment is to be shown in DRC application materials for review.
- 2. Provide all dimensions and applicable specifications for review.

**2.11.C:** Pools, spas and water features are to be located within the Building Envelope, visually connected to the Residence and designed as an integral part of the house's exterior design.

**2.11.D:** Water features are to appear natural and not contrived.

**2.11.E:** Swimming pools will be approved on a Homesite by Homesite basis. Pool safety measures are to be taken in accordance with local governmental regulations. Design solutions that eliminate the need for a pool fence while complying with safety code issues are encouraged.

**2.11.F:** Pool and spa covers are to be dark and muted in color to recede from view. Locking pool covers are encouraged.

**2.11.G:** Above-ground spas are permitted if they are screened from off-site views with berms, stone walls, fences, screens, natural topography or vegetation.

1. Spas are recommended to be set down into the ground, or decks.
2. All fencing must be pre-approved in writing by the DRC. (See section 2.10)
3. Above ground wellness equipment is permitted to be a max of 6' above grade.

**2.11.H:** Pool, spa and water feature equipment enclosures are to appear as extensions of the home and/or located in underground vaults to contain noise.

1. Audible is described as 45dB as measured from the property line.
2. Solid noise absorbing covers for equipment may be required after installation if it is discovered that the equipment is audible from adjacent properties.

**2.11.I:** Water features are to be designed using recirculating water.

## **2.12: PLANTING DESIGN**

### **2.12.A: Objectives:**

1. Utilize new plantings to preserve and extend the forest landscape and enhance the natural setting for each home.
2. Use plants that are adapted and native to the climate, since they are less invasive and require less water and maintenance.
3. Use plants to frame outdoor spaces, lessen impact of new structures, enhance privacy and screen use areas.

**2.12.B:** Existing trees and major shrubs are to be preserved in accordance with Firewise and Forest Health best practices. Project to note retained high value trees/ shrubs on site plan and provide protection fencing where required.

**2.12.C:** Manicured or groomed areas are restricted to spaces confined by buildings, walls and plantings or other well-defined edges. As one moves away from the house, irrigated planting areas are to transition to a native landscape so that a buffer of native vegetation surrounds the Residence.

1. A maximum of 500sf of manicured/groomed lawn/artificial turf area is allowed on a single lot.
2. All area governed by this section must be within the defined Building Envelope
3. All manicured or groomed areas must be screened from off-site views.
4. Combined lots may increase their maximum area to match the number of total lots combined for the site.
5. See allowed planting list for options of grass species for planting.
6. Artificial turf will be allowed subject to the requirements below
  - a. Minimum 1'x1' physical sample for DRC review
  - b. Color to closely appear as real grass species allowed on the planting list
  - c. Variation of blade length and color for natural appearance

**2.12.D:** The DRC will disallow any plant it deems to be incompatible with the native plants or which is considered invasive. Landscape materials should be used to blend the new plantings into the Natural Area.

**2.12.E:** Only plantings that are the specific genus and species listed on the Approved Plant List are allowed in the Natural Area.

**2.12.F:** Plant materials are to use a mix of sizes and be spaced in natural, informal patterns. New plants should be blended into the Natural Area to obscure the edge of the Building Envelope. Plant spacing should consider snowshed especially from metal roofs.

**2.12.G:** Landscape design should consider the impact of snow shed; snow and ice accumulation; and snow and ice buildup from driveway plowing during heavy snow years.

**2.12.H:** Tree and shrub plantings are to be of a sufficient quantity and size to effectively continue the native forest canopy and understory. Shrubs and trees should be spaced to prevent continuous masses that could contribute to fire spread.

**2.12.I:** Disturbed native areas are to be restored to the native condition or planted to the satisfaction of the DRC. Temporary irrigation, for a maximum of two growing season, unless extended by written consent of the DRC will be required to ensure restoration is successful.

**2.12.J:** Trees and other vegetation are to be planted so that they define outdoor spaces, buffer views of buildings and frame views. Proposed trees that will mature to a tall height are to be planted sufficiently outside of the Defensible Space (as defined in [Section 2.13](#)) to assure limbs will not overhang the home or garage.

**2.12.K:** Cut and fill slopes are to be re-vegetated with plantings appropriate to the site (see Appendix B) to blend them into the surrounding environment.

**2.12.L:** Plant materials are to be grouped according to water consumption needs. Areas of irrigated landscape to comply with Section 2.15.

**2.12.M:** The use of plant materials that are resistant to deer, elk and other wildlife is encouraged.

**2.12.N:** Berms must be located within the building envelope and be no greater than (4) feet high. The size and location must be shown on the landscape plan and approved in writing by the DRC.

**2.12.O:** Landscape plans are to comply with the Kittitas County noxious weed control program.

## **2.13: TREE / SHRUB PROTECTION, REMOVAL & THINNING**

**2.13.A:** To assist in the enhancement of existing understory, thinning of vegetation or removal of any tree in the Natural Area must be approved by the DRC. The Firewise Program Brochure is available to assist with this. Contact the DRC office.



**2.13.B:** The removal of any tree that has a trunk diameter greater than 4 inches, as measured 4 feet above grade, or any shrub measuring greater than 5 feet in height, must be approved in advance by the DRC. Failure to obtain DRC approval for tree/shrub removal may result in a fine per Chapter 10.0 Fee Schedule.

**2.13.C:** Any tree designated as a Wildlife Tree, as marked by a card attached to the tree, may only be removed with the written approval of the DRC. If permitted, relocation, reuse or mitigation will be required.

**2.13.D:** Removal of any trees and/or shrubs of the above-mentioned size, whether during or after construction must be approved by the DRC. Failure to obtain DRC approval for tree/shrub removal will result in a fine (See Chapter 10.0 Fee Schedule) per tree/shrub and/or additional tree/shrub mitigation as specified by the DRC. The DRC reserves the right to periodically adjust fines for unapproved tree/shrub removal.

**2.13.E:** Periodic thinning and grooming may occur based upon the Firewise Program or such other written plan as approved by the DRC. Periodic thinning and grooming may occur based upon the Firewise Program or such other written plan as approved by the DRC. All thinning, grooming, fire fuel reduction and down tree removal must be by hand (chainsaws are not permitted except by a licensed and insured contractor).

**2.13.F: Tree Removal in the Building Envelope and Secondary Envelope**

1. The restrictions limiting tree and shrub removal or pruning are consistent within both the Building Envelope and the Secondary Envelope.
2. Within these envelopes, trees, and shrubs can be removed to accommodate the foundation of the new home and its ancillary structures.
3. Outside of the area required for construction, existing high-quality trees are to be incorporated into the landscape plan as best possible and in accordance with the current Firewise Guidelines.
4. Owners may clear the majority of the envelopes but must leave a significant minority in place to accomplish two goals. First, the envelopes are composed with straight lines but trees may not be removed such that a wall or corridor is created; First, the edge must be softened with undulations in the clearing limits. Second, the forest landscape must be integrated into the landscape design around the home.

**2.13.G:** The preservation of particularly large and high-quality trees is highly suggested and may require an adjustment in the location of an improvement to achieve this goal, provided the requirement does not prevent the reasonable use and enjoyment of the Homesite. Owners and architects are required to make a reasonable attempt to preserve such trees and to work with the DRC towards this important goal.

**2.13.H: Pre-Construction Site Thinning and Clean-up:**

1. Owners and/or their contractors must present a plan to the DRC that includes the following:
  - a. Cover letter requesting permission for Pre-Construction Site Thinning and Clean up
  - b. Plan showing the area of proposed thinning and maintenance work including access route and tree protection as required.

2. After receiving written approval from the DRC, work may proceed within the approved work areas with the following restrictions:
  - a. Removal of trees less than 4" in diameter as measured at 4' above grade.
  - b. Removal of shrubs less than 5' in height.
  - c. Removed trees and shrubs must be cut at ground level or lower and be removed from the site or chipped on site and spread evenly within the work area.
  - d. Branches of trees in excess of 25' in height may have lower limbs removed up to 7' from the base of the trunk. Trees less than 25' in height may have lower level limbs removed up to 1/3 the total height of the tree from the base of the trunk
  - e. When complete, the work area must be returned to a state that resembles the pre-existing condition. Any ruts or other damage to the forest or meadow floor must be repaired.
  - f. The DRC reserves the right to require that the Owner re-vegetate the work area using the approved seed mix.
3. Prior to commencing work, Owner must submit to the DRC a deposit equivalent to 50% of the current Damage and Compliance Deposit that is subject to the same requirements and policies as the standard Damage and Compliance Deposit required for home construction. Additionally, removal of unapproved plant materials will result in automatic forfeiture of the Deposit.

**2.13.I:** The Owner and their contractor are subject to all other Construction Guidelines: including the section on Damage Repair and Restoration.

**2.13.J:** Unless otherwise specified by the DRC, such thinning and clean-up work shall not exceed 30 days.

**2.13.K:** If the Owner is interested in removing trees or shrubs in excess of the previously described maximum sizes, Owner may seek written approval on a case-by-case basis from the DRC. For such approvals, Owner must submit a site plan indicating the location of the item(s) to be removed and a photograph(s) of the proposed item(s).

**2.13.L:** Framed Openings:

1. Existing vegetation on the perimeter of Homesites must be maintained and enhanced in order to create visual privacy between the home and neighboring proper ties and open spaces.
2. The DRC will, however, allow owners to create openings, on their Homesite, in the forest that allow framed views from the home to important features such as the river corridor, mountains and the golf course across boundaries that are not adjacent to other Homesites typically the rear and front property lines.
3. Views to the home or its ancillary structures from off of the Homesite are, to be filtered as best possible.

**2.13.M:** Owners are required to maintain the forested areas on their Homesites in a manner that will both maximize tree health and minimize fire risk.

**2.13.N:** Owners are required to thin and prune trees and shrubs in the Natural Areas on their properties according to the Suncadia Land Stewardship Plan and Firewise Guidelines, which, is designed to maximize forest health and minimize fire risk.

**2.13.O:** Adjacent forested areas on Golf Course property or in designated Non- Conservation Easement Open Spaces will be managed by the owning entities without obligation.

**2.13.P:** Any cutting, pruning or clearing of trees, shrubs or vegetation within the Conservation Easement Open Spaces without prior explicit written permission of the DRC will be considered trespass and civil or criminal penalties may apply.

## **2.14: FIRE PREVENTION AND SAFETY**

**2.14.A:** Objective: Reduce the amount of potential fire fuel immediately surrounding the home and enhance the general fire protection plan within Suncadia. Currently the Fire prevention and protection plan includes an annual assessment of fire risk areas to be thinned and fires wised; a fire hydrant system throughout the community; a secondary fire suppression water source using a coupler system on the golf course irrigation system, a fire station located within Suncadia, a fire season fire watch station and ongoing education on Firewise best practices.

**2.14.B:** Authority: The Kittitas County Fire Marshal is the controlling authority for fire prevention and regulations. The Department of Natural Resources, the Conservation District and the Fire District are additional resources.

**2.14.C:** Owners are to refer to the current ordinances, documents and Suncadia Firewise Guidelines when designing buildings and related Improvements on a Homesite. Please consult the DRC for a current list and Firewise Guidelines Owners are responsible for obtaining the most current issue of these documents:

**2.14.D:** No charcoal or open fires are allowed. Use of charcoal grills or wood burning grills/ovens is strictly forbidden. See section 3.12 for additional information.

**2.14.E:** It is understood that there will be exceptions to some of these Guidelines based on the location of individual lots. For a departure from these Guidelines, Owner must submit a request for variance in writing to the DRC.

**2.14.F:** At times of extreme fire danger or threat some these Guidelines may be modified by Board approval to adapt to the particular situation.

**2.14.G:** A process for mandatory inspection of properties may be established at the discretion of the Board of Directors.

## **2.15: IRRIGATION / WATER CONSERVATION**

### **2.15.A: Objectives:**

1. Minimize the amount of landscape irrigation required through water sensitive landscape design.

2. Utilize automated irrigation systems that provide efficient water coverage and minimize water usage and eliminate runoff.

**2.15.B:** Irrigation design is to comply with local water conservation requirements.

**2.15.C:** All irrigation installations are to comply with applicable codes, including the use of approved back flow devices and anti-siphon devices.

**2.15.D:** If permanent irrigation is contemplated, these areas must be shown graphically on the preliminary landscape plan for approval and area calculations included.

**2.15.E:** Irrigation systems will not encroach in the roadway right of ways or golf course easements or any other setback requirement.

**2.15.F:** Areas of permanently irrigated landscape are not to exceed 20% of the Homesite's designated Building Envelope square footage.

1. Exception: Owners may have a separate and extended sprinkler system that may only be operated when Owners are notified that fire danger level is a Level 3 or Level 4.
2. Water use will be monitored to verify that Owners are complying with water conservation efforts.

**2.15.G:** Mulch mixed 1:1 with original native topsoil is to be installed on all new planting areas, to a minimum of 2 inches to retain soil moisture and reduce erosion. This is to aid re-establishment of natural grasses and wildflowers from the Homesite.

1. Chipped material is prohibited to be used as a finish topping or mulch.
2. Black or dark brown colors only.

**2.15.H:** General Requirements for Permanently Irrigated Areas

1. These areas are typically immediately adjacent to the home or other site improvements.
2. Homes are not required to have Permanently Irrigated Areas
3. Owner must apply to the water utility company for review and approval of proposed irrigation plans during the Design Review process.
4. Installation of the irrigation system will be inspected as part of the building final inspection process to ensure compliance with the Intent and General Requirements.
5. Permanent irrigation systems are to be below ground, fully automatic, and in compliance with local water conservation requirements.
6. The use of water conserving systems, such as drip irrigation and moisture sensors, is required.
7. Trees and shrubs are to be irrigated on a bubbler system.
8. Trenching for irrigation lines is not to encroach within the dripline of existing trees.
9. Plant materials should be grouped according to their water consumption needs.
  - a. Mulch all new planting areas, including trees in lawn areas with a minimum of 3 inches to retain soil moisture, reduce erosion and provide for weed control.
10. Any revision to any portion of the approved irrigation plan must be resubmitted for approval by the DRC along with an additional review fee.
  - a. Failure to follow this process will result in a fine as defined in the current Schedule of Fines and be brought into compliance with the Design Guidelines.

### **2.15.I: General Requirements Temporarily Irrigated Areas**

1. These areas typically include portions of the home site and Natural Areas that have been disturbed by construction related activity and require reestablishment of vegetation, but do not include the Permanently Irrigated Areas as defined above.
2. Temporary irrigation systems are required as necessary to reestablish vegetation in areas disturbed by construction activity.
3. Irrigation systems in the Temporarily Irrigated Areas shall be completely removed once plantings have been clearly established, or after a one year, whichever is sooner.
4. An inspection of the property after initial installation of the system shall be conducted to ensure compliance and to verify that landscape materials have been re-established.
5. An extension of the one-year time limit for temporary irrigation systems may be approved in writing by the DRC if planting reestablishment has not been successful.
6. A typical temporary irrigation system would include above ground installation of black poly pipe, "pop-up" sprinkler heads, and control via an electronic timer.
7. Once plantings are established and permission is given for removal of temporary irrigation, these lines must be removed, not abandoned.

## **2.16: EXTERIOR SERVICE AREAS, STORAGE AREAS & UTILITY LOCATIONS**

### **2.16.A: Objectives:**

1. Screen service area and utility boxes from off-site views.
2. Provide recycling and garbage holding areas to ensure all-season access and protection from animals.

### **2.16.B: Site Utilities within the Homesite:**

1. All site utilities are to be installed underground.
2. Utility boxes are to be located so that they are accessible to service personnel.
3. All utility boxes are to be visually screened as effectively as possible with DRC-approved planting and/or architectural devices, while still meeting utility company accessibility requirements.
4. Contact the community telecommunications provider on placement of panels and other equipment.
5. Contact provider early in the design process to ensure proper integration of equipment and wiring connections. (See DRC for contact information)

### **2.16.C: Solid Waste Disposal Enclosure/Garbage Holding Area**

1. Interior solid waste disposal enclosure/garbage holding area is required.
2. The enclosure needs to accommodate three 30" x 36" containers for trash, recyclables and yard waste.
3. At the request of Waste Management, this enclosure should not be accessible from the interior of the house or garage but accessible for staff to removal of solid waste materials.

### **2.16.D: Outdoor work areas and outside equipment storage areas are to be completely screened from off-site views using architectural features and/or plant materials.**

1. Where feasible, these areas are to be integrated into the Residence.

**2.16.E:** Pool, spa or other wellness equipment is governed by Section 2.11.

**2.16.F:** Exterior fans and vent housings and locations for interior hot water heaters and furnaces must be shown on Preliminary Application documents.

**2.16.G:** Antennas visible from off-site are not allowed.

1. Exception: As mandated by Federal Communications Regulations, which may change periodically.
2. Antennas permitted under this requirement are to be the smallest possible to receive the signal.
3. Equipment is placed in a location approved in advance by the DRC.
4. Equipment is placed in the least conspicuous location, screened as fully as possible and painted to match the adjacent color of the residence.

## **2.17: ADDRESS MARKERS**

**2.17.A: Objective:**

1. Create unified sign and address marker design standards throughout the community.

**2.17.B:** Address markers will be produced in cooperation with DRC. Information may be obtained from the DRC office.

1. Approved DRC reflective numbers only.

**2.17.C:** Address markers are to be kept in good repair and clear of snow at all times.

**2.17.D:** Address markers are to be placed five feet from road edge and five feet from driveway edge.

## 3.0 ARCHITECTURAL GUIDELINES



The following chapter sets forth Guidelines and standards for all work relating to the construction of new building(s) and the renovation, alteration or addition to the exterior finish of an existing structure(s).

## 3.1: ARCHITECTURAL DESIGN OBJECTIVES

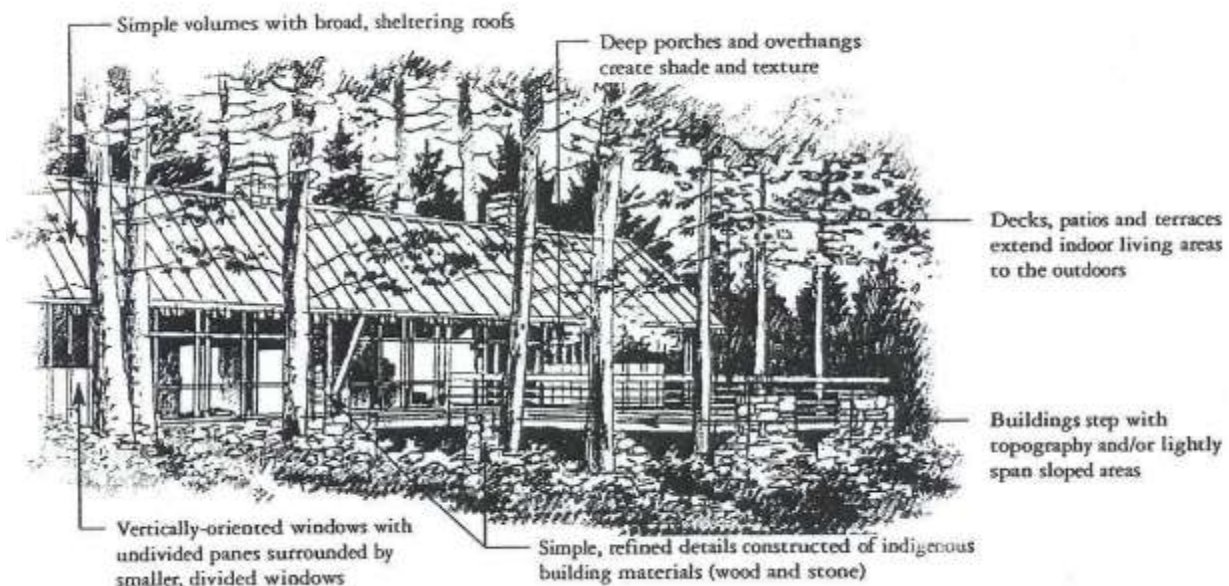
**3.1.A:** Draw from the region’s architectural typology to create building designs that reflect Suncadia’s unique environment and meet the needs of today’s lifestyles. Architectural design throughout the Pacific Northwest is reflective of the local climate and utilizes locally available building materials. Residences are to emphasize blending structures within the natural environment connecting to site conditions and responding with sustainable and environmentally friendly design choices.

**3.1.B:** Buildings should evoke the natural, outdoor lifestyle of the region. Buildings are to be designed to “celebrate” nature, both by bringing the outdoors in through ample amounts of glazing and by extending indoor living spaces to the outside with “outdoor living rooms” at decks, terraces and other exterior areas.

**3.1.C:** Buildings should be set into the landscape and respond to the surrounding forest, climate and landforms. All buildings are to be designed to take advantage of existing trees, rock outcroppings and landforms, by integrating the Improvements and landscape elements into the site. Buildings are to step with the natural topography to create a sense of “growing” out of, rather than being forced onto, the land.

**3.1.D:** Incorporate energy conserving measures in design. Size and orientation of windows and doors is to be designed to take advantage of sun, shade and wind conditions to minimize reliance on mechanical heating and cooling systems.

### 3.1. Image1: The Elements



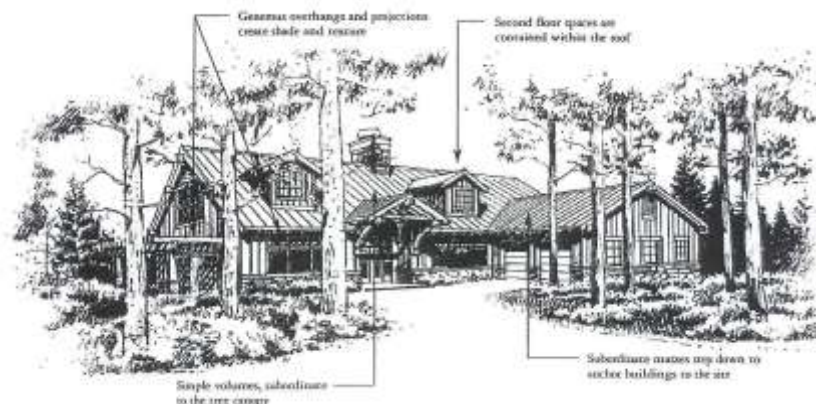


## 3.2: THE SUNCADIA STYLE – THE ELEMENTS

**3.2.A: Objective:** Like the indigenous design traditions of the Northwest, architectural design at Suncadia is to respond to the climactic, cultural, and geologic influences of the area. The basic design elements are a combination of the following:

1. Simple building volumes that have a main mass with subordinated accessory wings and/or additions, which taper off at the ends to “anchor” buildings to the site.
2. Buildings that either step with and conform to the natural topography or lightly span sloped areas.
3. Decks, patios and terraces that extend off of the house, and/or act as a connection between different building masses.
4. Broad, sheltering roofs with well-proportioned structural elements reflective of the local climate. Shade created by porches, balconies and deep overhangs.
5. A reliance on locally derived natural building materials where suitable.
6. Large windows and openings are designed to maximize natural light and views of the surrounding landscape.
7. Optional wood and/or steel braces and trusses with simple lines and little ornamentation.

### 3.2. Image1: The Suncadia Style



## 3.3: BUILDING SIZE, MASS, SCALE AND FORM

### 3.3.A: Objectives:

1. Create simple building forms and masses composed of multiple simple volumes that respond to existing terrain and are in scale with the surrounding landscape.
2. Avoid large, obtrusive building forms by breaking large volumes into smaller wings and additions.
3. Appear residential in scale.
4. Include single story elements.
5. Be composed of multiple, simple volumes as appropriate for the scale of a home.
6. Arrange those volumes with balance and rhythm but in an asymmetric pattern.
7. Incorporate roof forms that respond to the climate, -including snowfall, ice accumulation, and solar exposure-
8. express the nature and organization of the home's interior spaces through articulation of volumes and fenestration patterns.

9. Step up or down with grade using variation in the heights of foundations, walls and roof forms such that the structure appears integrated into its natural setting.
10. Include covered and/or uncovered spaces such as balconies and porches that enhance the composition of the larger volumes of the home.
11. Use forms that appear structurally “honest” or appropriate relative to the materials of which they are composed such that those materials are, or at least appear to be, load bearing.
12. Include the garage in the composition such that it appears subordinate to the rest of the home.
13. Design of homes that either are or appear to be divided into multiple structures is strongly encouraged. Detached structures include, but are not limited to garages, guest houses, home offices and garden sheds.

### **3.3. Image 1: Massing and Concept Option**



**3.3.B:** Total Building Square Footage shall mean: the sum of the gross horizontal areas of all floors of all buildings on a Homesite measured to the exterior face of walls including all areas within the home.

1. Exception: Below grade basements and covered, but not enclosed walkways and porches. Areas of stairways and double height spaces will be included at full value in the first-floor area.
2. Below grade basements are basements at which the main floor above is less than four (4) feet above existing or finish grade (whichever is lower).

**3.3.C:** Roofed walkways (breezeways), verandas, open free-standing pavilions, decks, porches, screened porches or other outdoor rooms, when located on the ground floor, shall not be included in the Building Square Footage calculation.

1. Open, roofed or screened porches on the upper floor MAY be exempted from square footage calculations, if, in the judgment of the DRC, such elements do not appreciably add to the mass of the residence.

**3.3.D:** Maximum Building Square Footages and maximum Building Coverage

1. Areas are provided on the Homesite Diagram for each Homesite.
2. The minimum Building Square Footage shall be 2,000 square feet, including the garage.
3. The maximum Building Square Footage shall be that shown on the individual lot diagram and includes the garage.
4. The maximum Building Coverage is the maximum first floor Building Square Footage including the garage and shall not exceed fifty percent (50%) of the Building Envelope.
5. In no case shall the maximum Building Coverage be required to be less than 2,350 square feet.
6. Enclosed breezeways are included in the Maximum Building Square Footage.

**3.3.E:** Massing is to be responsive to the Homesite size and setting.

**3.3.F:** Building Masses are to use simple volumes, typically one to one-and-one-half story, with the second floor either contained within the roof or used as a lower level tucked below that of the main level, where the terrain slopes away. Structures are to be articulated into multiple volumes with one volume being clearly dominant.

**3.3.G:** Express the nature and organization of the home's interior spaces through articulation of volumes and fenestration patterns.

**3.3.H:** All two-story homes must include single-story elements. Offsets and building projections such as decks, dormers, roof overhangs and balconies are to be incorporated to soften and articulate particularly long and/or expansive building forms.

1. "Faux" dormers are not permitted.

**3.3.I:** Building elements such as walls, roofs and ridgelines longer than 40 feet will be allowed with careful consideration to the overall building layout, design and site integration. Walls over 40 feet in length will be required to have a change in material, window elements or alternative design scheme to bring down the scale as it relates to the overall architectural expression.

**3.3.J:** Exterior elevations may not exceed two stories in height without some form of setback or other architectural elements that create visual relief and interest.

**3.3.K:** Living space, whether placed above or below the first-floor level of the home, may not exceed 85% of the total proposed Building Square Footage.

1. Areas within double height space shall be included. A double height space is specified as one which has a ceiling height 14' or greater average. A sloped ceiling will need to be diagramed to provide clarity to the DRC.
2. Portions of basements where the floor is greater than four (4) feet below existing or finish grade (whichever is lower) will not be included in the 85% calculation.

**3.3.L:** The massing of the home should be designed to indicate to a first-time visitor the location of the front door. The volumetric expression must be maintained at a residential scale and not appear to be either palatial or institutional. Porte cocheres' must be residential in scale.

**3.3.M:** "Garden level" basements in which a portion of the walls are above grade must be designed carefully. Attention to detail is required for connection to landscape, grading and connection between stories.

**3.3.N:** Where visible, garage doors should not face the street unless site conditions are such that a street facing condition is logistically unavoidable. Street facing garages must be approved by the DRC early in the design process. Garages must also respond to snow conditions by either opening at the gable end of a structure or protecting the opening with a shed or other smaller roof form.

**3.3.O:** Detached garages which utilize trellises or open or enclosed breezeways to connect to the main residence are encouraged in order to avoid large bulky masses and to strengthen indoor-outdoor relationships.

**3.3.P:** Buildings must follow topographic changes through the use of stepped floor levels or details on the exterior of the home that give the appearance that the building steps up or down where appropriate.

**3.3.Q:** Cantilevers are allowed as long as they meet the architectural design intent of the residence.

## 3.4: BUILDING HEIGHT

### 3.4.A: Objective:

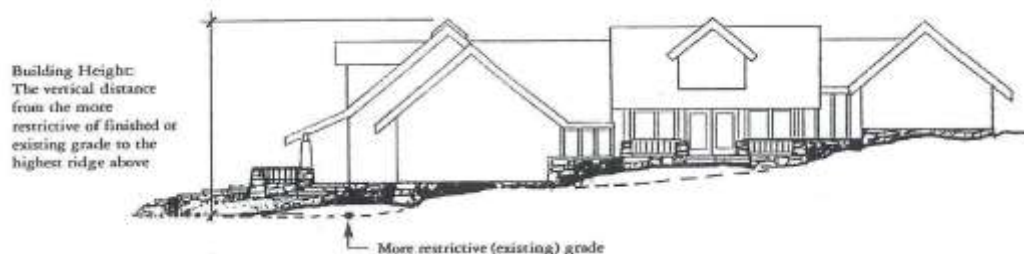
1. Minimize the visual impacts of Residences so that they blend with the forest landscape.
2. Step rooflines to follow existing slopes.
3. Keep roof heights below the tree canopy.

**3.4.B:** Building Height Measurement: Homes at Suncadia are suggested to be composed of multiple, attached or detached volumes that move up and down with the topography. Therefore, the Maximum Building Height is determined at multiple points on each home on a volume by volume basis. It is determined by measuring from the center of the perimeter of the building volume in question at either the original or finished grade – whichever is more restrictive – to the ridge of the highest roof of that volume. The DRC will make the final determination of what constitutes the delineation between volumes.

1. Single Story Volumes: 24 feet
2. Two Story Volumes: 34 feet
3. Two story Volumes with walk out basement 40 feet
4. Exception: in cases where the topography slopes away, a lower level may be proposed below the main level. The additional living, whether placed above or below the main level, is not to exceed 85% of the total Building Coverage.
  - a. Portions of basements where the main floor above is not greater than four (4) feet above existing or finish grade (whichever is lower) will not be included in the 85% calculation.

**3.4.C:** Walls on down sloping elevations are to be carefully studied to avoid large expanses of flat or unarticulated wall. Wall planes are to be offset and/or have a change in building materials in order to minimize perceived wall heights.

### 3.4. Image1: Building Height Diagram



## 3.5: ROOFS

### 3.5.A: Objectives:

1. Design simple roof forms reflective of the Northwest montane climate.
2. Use naturally textured roof materials colored to help blend houses into the forest landscape.
3. Respond to climatic conditions, especially snow shed, snow and ice accumulation and snow melt.

**3.5.B:** Roofs are to be broad and sheltering with clean, simple rooflines. Roofs are generally gable, clipped gable shed or low sloped. Large expanses of roof are to be broken up, stepped and relate to the overall architectural massing of the residence.

1. Hipped roofs are to be used only as secondary or connection roofs between primary masses.

**3.5.C:** Dimensions of dormers, roofs, walls, windows and structural elements are all to be scaled proportionately to each other.

**3.5.D:** Roof pitches for gabled, clipped-gable and hipped roofs are to be 2:12 to 12:12. Shed roofs and low sloped roofs are to have a minimum pitch of 0.5:12. Roof pitch and design are to be consistent with the style of the house.

**3.5.E:** Rafter tails and eave soffits are to be detailed in proportion with the architecture of the roof and building. Enclosed soffits with fire-wise venting are encouraged to minimize fire risk. See fire wise pamphlets for additional information.

**3.5.F:** Roofs are suggested to have large overhangs that cause snow to shed sufficiently away from house siding.

1. Alternatively, no eaves may be approved if the roof material (metal) extends onto the vertical side of the structure or to the ground level. A-Frame residences will be approved on a case by case basis.

**3.5.G:** Parapets may be used on up to 30% of the total roof area providing the design matches the overall architectural intent.

**3.5.H:** Roof design is to take into consideration potential snow shedding at garages, entries, service doors, walkways, decks, vents, terraces and driveways. Similarly, dormers should be designed and spaced with adequate consideration for effects of trapping and retaining snow. Designs that do not adequately protect entries and required exits from snow blockage may not be accepted.

**3.5.I:** Exposed flashing, gutters and downspouts are to be integrated into the design of the residence. Gutters are to be shown on elevations as well as site plan.

**3.5.J:** Roof edges at eaves and rakes have the option to include exposed structural elements, including exposed rafter tails.

**3.5.K:** Roof vents are to be concealed or designed as architectural gable vents.

1. Pop-up vents will not be approved.
2. Use of continuous ridge vents is allowed per manufacturer requirements.
3. All roof vent and roof penetrations, their locations and treatments shall be shown on the roof plan in the Preliminary submission.

**3.5.L:** Roofs are to be Class A fire rated, non-reflective.

**3.5.M:** Integrated solar roof tiles will be allowed on a case-by-case basis. The DRC will hold a list of currently approved products for residences.

1. All solar tile roofs are to have a non-gloss finish and dark in color to match existing approved roofing materials.

**3.5.N:** Roof plans are to show location of attached snow fencing and provide detail or product callout for approval.

**3.5.O: Appropriate roof materials include:**

1. Slate or faux slate
2. Metal roofs
3. Corrugated metal
4. Oxidized copper or steel
5. Other non-reflective metals (standing and/or batten seam)
6. Asphalt composition (High quality durable shingles)
7. Membrane roofing if installed in non-visible locations
  - a. Site diagram/view analysis required during DRC review.
8. Engineered roofing products (see appendix for currently approved options)

**3.5.P: Inappropriate roofing materials include:**

1. Wood shakes and shingles
2. Clay barrel or 'S' tiles
3. All reflective metals including galvanized products
4. Plastic shingles or tiles

**3.5.Q:** Roof colors: greens, dark grays, blacks and/or browns, to blend the building into the forest landscape. Roof materials which feature too many different hues will not be approved.

## **3.6: EXTERIOR WALLS**

**3.6.A: Objectives:**

1. Utilize building materials that appear natural and indigenous and support the Northwestern architectural vernacular.
2. Combine color, texture and form to express both structural and transparent elements.
3. Use colors that help buildings recede and blend into the landscape.
4. Homes should present appealing elevations to all off-site views, such that views from neighboring homes as well as streets and common areas are considered during design.

**3.6.B:** Exterior walls are to be simple, refined compositions that balance window size, and placement, roof overhangs and expressed structure and secondary building elements.

1. The transition from framed walls to foundations should firmly tie the building to the site.

**3.6.C:** A minimum of one and a maximum of three exterior wall materials are to be used, with one material clearly dominant.

1. Exception: The project may use an additional two materials for a total of five exterior wall materials if the primary residence exceeds 4,000 square feet not including garage or non-conditioned spaces.
2. Carefully designed elevations and material transition details are to be provided for approval.
  - a. Final material colors will need to be provided for review with DRC.
  - b. All material colors will need to comply with Section 3.16.

**3.6.D:** Material changes must occur at logical transition points. Vertical transitions must occur at inside corners and horizontal transitions must occur at appropriate heights that align with the overall building design.

**3.6.E:** All elevations must have sufficient fenestration to create visual interest and to prevent the appearance of blank wall areas. Windows and doors must be balanced to compliment the architectural intent such that the majority of openings are not concentrated on single elevations.

## **3.7: FOUNDATIONS**

### **3.7.A: Objectives:**

1. Foundations and finish grading must be designed such that the home appears to be integrated into the earth.

**3.7.B:** Foundation walls that are above grade by more than 12 inches must be carefully considered and crafted out of appropriate materials.

1. Class A smooth finish or board-formed wall finish are required.
2. Facing materials such as stone must appear structural, that is, beginning below grade.

**3.7.C:** On sloping sites, foundations must be stepped with the contours to avoid high retaining walls. Retaining walls that are in excess of 4 feet in height are generally prohibited unless the DRC determines the use appropriate for an extraordinary circumstance or design intervention.

1. All foundation and site walls are to be engineered per County building code requirements.

**3.7.D:** Foundation vents are to be located and/or screened from off-site views. Foam or Styrofoam vents and vent plugs are not allowed. Recessed operable vents are to be painted to match the surrounding material to reduce visibility.

## 3.8: EXTERIOR SIDING MATERIALS

### 3.8.A: Objectives:

1. The predominant materials to be used for exterior walls should complement the surrounding natural environment. These include wood, steel and stone with an emphasis on craftsmanship.
2. Utilize building materials that appear natural and indigenous and support the Northwestern architectural vernacular.
3. Combine color, texture and form to express structural elements.
4. Use colors that help buildings recede and blend into the landscape.
5. In all cases, the application of exterior materials and details must be coherently applied across the entire home in a manner consistent with the overall stylistic intent of the design.
6. Fire resistant or non-combustible materials are encouraged

**3.8.B:** Material changes must occur at logical transition points. Vertical transitions must occur at inside corners and horizontal transitions must occur at appropriate heights as determined by the overall architectural design.

**3.8.C:** Locations and extent of all building materials must be shown on the Preliminary elevations.

### 3.8.D: Wood Siding Materials

1. Wood is suggested to be the predominant cladding material.
2. Wood is to be stained to let natural grain show through but should be dark enough to recede into the surrounding forest landscape. Lighter stain colors will be reviewed through the color board review process.
3. Approved wood types:
  - a. Board and Batten
  - b. Lap: straight
  - c. Tongue and Groove or Beveled Edge
  - d. Board on Board
  - e. Shingles or Shakes
  - f. Recycled Barn Wood
  - g. Log Plank with chinking
  - h. Ship lap

### 3.8.E: Log Siding:

1. Log homes are subject to special review by the DRC.
2. Logs must appear to be hand hewn or rough sawn, not machined milled.
3. They must appear to be whole logs.
4. Corner details will be subject to scrutiny by the DRC to ensure that the detail makes the log siding appear to be authentic.
  - a. Logs must extend past corners to reveal a full log section and may not be covered with trim.
  - b. "D" log profiles are prohibited.
5. Up to a 2" difference in diameter from one end to another of a log 20 feet in length is acceptable. Adjoining logs must be of similar size in diameter.
6. Window openings in log homes must be designed to be commensurate in scale with the structural capacities of logs.



- a. Large openings are possible when they include such structural elements as a frame of vertical logs on each side of the window with an appropriately scaled horizontal log installed at the top.
- b. Narrow stacks (less than 18 inches) of horizontal logs between windows are prohibited.

### 3.8. Image1: Log Home



### 3.8.F: Masonry:

1. Masonry must appear to be sourced from within the region and work within the overall color palette of the residence.
2. River rock is prohibited.
3. Masonry Design Guidance:
  - a. Masonry must appear to start below grade and be designed to appear structural and not a veneer.
  - b. Mock-ups will be evaluated as to material AND installation method, pattern of stone pieces and grout color.
  - c. Dry stack appearance is preferred.
  - d. Cladding whole masses is preferred over wainscoting.
  - e. Openings for windows must be detailed sufficiently to enhance the overall architectural design. If sills and lintels are used, they are to appear structural.
  - f. Cladding is to appear structural and not veneered. The DRC will closely review materials to make sure that they relate to the overall architectural design intent.
  - g. Stone arches are to include keystone designs.
  - h. Provide a layout/pattern for stone during the DR review.
4. If faux stone is proposed, the DRC requires an on-site mockup approval of the proposed product to ensure that both the material and the application appear to meet the architectural design intent and overall quality expectations.
5. Exterior porcelain tile and similar natural cut stone products are allowed if they match the design intent of the residence. Elevations and layout design is to be provided for DRC review.

### **3.8.G: Exterior Metal Siding:**

1. Corrugated or panelized metal or similar non-reflective metal materials are permissible as an exterior siding material.
2. Galvanized metals are not permitted, even when promoted as non-reflective.
3. Consider roof and siding metal flashing as a design element and integrate appropriately.
4. Metal accents like copper or brushed steel are allowed on a case-by-case basis as approved by the DRC.
5. Metal panel layouts connection and corner details are to be shown in the preliminary design review set. Provide alignment to architectural elements and show overall hierarchy in elevation.
6. Metal siding which emulates natural wood siding will be reviewed and approved on a case-by-case basis.

### **3.8.H: Fiber Cement Siding:**

1. High quality fiber cement cladding products are approved for use in Suncadia.
2. The design must emulate traditional building materials and have a texture and color which aligns with the other sections of this guideline.
3. Painted or prefinished products are allowed.
4. Special consideration will be given to corners and reveals of material and the DRC may require additional mockups of proposed materials to determine quality of installation.

### **3.8.I: Other Materials:**

1. Owners may propose use of other materials for consideration by the DRC.
2. Construction details, actual samples and product information are required to assist the DRC in its review.
3. The DRC will keep an up-to-date list of materials previously approved and reevaluate on a yearly basis.

### **3.8.J: Prohibited Siding Materials:**

1. Plastics or Vinyl.
2. Plywood, T-111, OSB or other rough unfinished wood sheet goods.
3. Asphalt shingles.
4. Brick.

## **3.9: DOORS AND WINDOWS**

### **3.9.A: Objectives:**

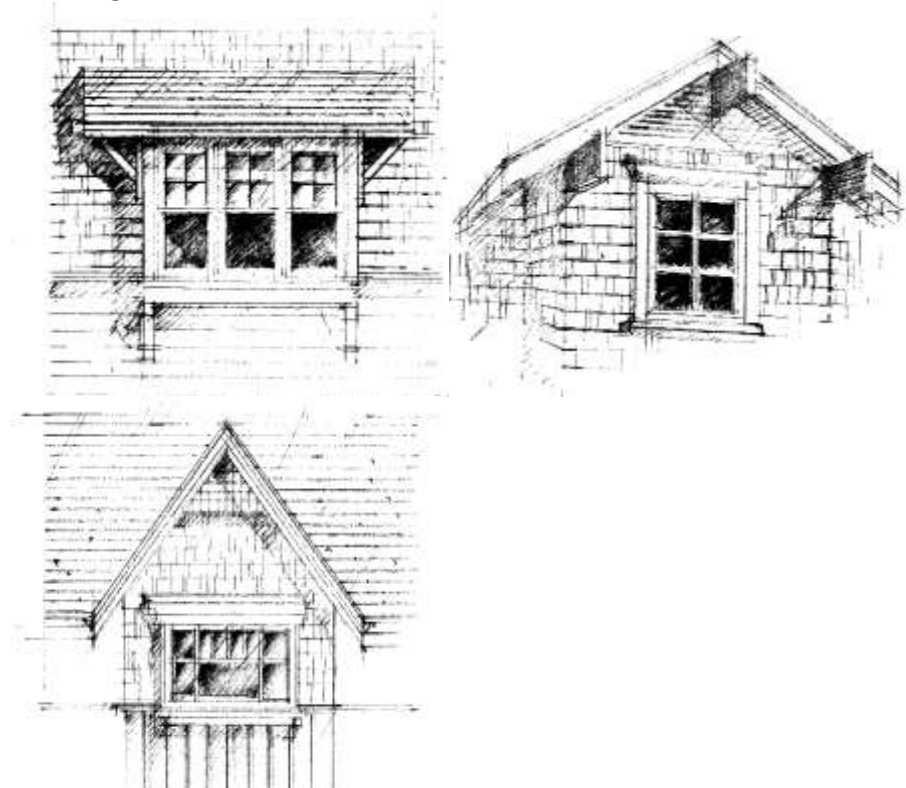
1. Windows and doors must be designed in scale and patterns that are both complimentary to the form of the home and expressive of the internal organization of the home.
2. In combination with the form of the various components of the building, an observer of the exterior of the home should largely be able to identify the functions of the rooms behind the windows.
3. Window and door patterns are to be characterized by simple forms and a high level of detail.
4. Front doors are to be of high quality and craft and consistent with the requirements for simple forms and patterns for the rest of the architecture of homes in Suncadia.
5. Use window and door placement and design to take advantage of views and emphasize the connection to the outdoors.

6. Minimize reflectivity, glare and nighttime light emission, as viewed from off-site.

### **3.9.B: Windows:**

1. Round and elliptical windows are prohibited.
2. Glass block is prohibited for all exterior applications.
3. Double hung, single hung, casement, awning, sliding and fixed windows are appropriate. Other window types will be considered by the DRC if the proposed type achieves the desired texture and detail on the façade of the home.
  - a. Sliding windows are to be carefully used to ensure a high quality and layout that matches the design style of the residence.
4. Window design and size are to emulate the overall architectural intent of the residence.
5. Windows are to be wood, vinyl clad, or metal clad.
  - a. Vinyl window color is to be carefully selected based on the overall color palette of the residence.
    - i. White vinyl windows are not approved. However certain off-white sand or other colors are allowed pending physical approval and overall design intent.
6. Glass may be coated or tinted to control heat gain but reflective glass surfaces are prohibited. At a minimum, windows must be insulated units.
7. Window opening line and direction shown on all Design Review elevations for review.

### **3.9. Image1: Window Sketches**



### **3.9.C: Doors:**

1. Doors are to be made of wood, vinyl, fiberglass, glass or metal.
2. Doors are to be crafted of high-quality materials and match the overall design of the residence.

3. Door hardware is to be burnished, worked or brushed finish, compatible with architectural intent of the residence.
4. Glass may be coated or tinted to control solar heat gain,
  - a. Reflective, mirrored appearance is not permitted.
  - b. Frosted glass may be approved on a case by case basis.
5. Coated and/or tinted glass samples are to be submitted for approval by the DRC.
6. Window sizes are to relate to sun exposure to control energy loss and/or heat gain.
7. Ornamental, leaded or stained glass is not approved.
8. The main entry door is subject to special review to ensure that it is in keeping with the community's high standards of quality and consistent with the overall design of the home.
9. Elevations are required to include door design during DRC review.

#### **3.9.D: Garage Doors:**

1. Garage doors must be wood, clad with wood or metal or fiberglass and may include, with the DRC's approval, mounted art or artistic elements.
2. Garage Doors cannot exceed 10 feet in height without DRC approval.
3. Double-wide doors are permitted.
4. Garage Doors for RVs, boats or other larger vehicles are allowed if the cladding material compliments or matches the primary siding materials as to create a "hidden" garage door.
5. High quality glass panel garage doors are allowed.
  - a. Glass must be translucent and fully screen items inside garage area from exterior view.
  - b. Mirrored glass is not allowed.
6. The DRC will scrutinize the proposed garage door cladding design to ensure that it is consistent with the rest of the home style.
7. Alternative materials may be proposed but must provide the appearance of a high-quality well-designed paneled door. Special review will occur.
8. Doors are to be stained or painted and are to be complimentary in color, texture and style to the overall design.

## **3.10: TERRACES, BALCONIES, DECKS, PORCHES AND RAILINGS**

#### **3.10.A: Objectives:**

1. Use balconies, terraces, decks and porches to strengthen the connection between indoor and outdoor spaces.
2. Design balconies, decks, porches, and railings using materials consistent with the exterior finish of the Residence.
3. Porches, balconies, and terraces must be designed to appear complementary and in appropriate proportion to the form to which they are attached or otherwise related.
4. Provide for year-round enjoyment of outdoor spaces, while considering snow and ice issues,

#### **3.10.B: Approved Materials:**

1. Stone
2. Wood
3. Concrete
4. Composite products
5. Other materials as approved by the DRC.
6. Refer to Section 3.16 for approved colors.

**3.10.C:** Balconies, decks, terraces, and porches are to extend out from the residence.

**3.10.D:** Decks and porches generally extend along one or two sides of the building and/or serve as connections between wings.

**3.10.E:** At-grade terraces are strongly preferred for outdoor living areas, as a way of integrating the house into the site.

1. Wood framed decks are discouraged for reasons of fire safety and views from golf courses and public areas.

**3.10.F:** Roof Decks are allowed subject to the following requirements.

1. Roof decks are to be fully screened from off-site views
2. The design and layout must be integrated into the overall roof structure of the residence.
3. Materials and railings are to match the design style of the home and comply with all aspects of the Design Review Guidelines.
4. Special consideration is to be taken on furniture & equipment placement. This will need to be shown in preliminary review documents.
5. Site diagram/view analysis required during DRC review.

**3.10.G:** Terraces, balconies, decks and porches are to take into consideration shade, sun, wind, snow shedding and other climactic influences.

**3.10.H:** Column and railing designs are to be consistent with the detailing of the house and are to use simple, refined wood, metal, glass or stone. Highly decorated or ornate railing styles are inappropriate.

**3.10.I:** The underside of balconies where visible must be finished comparably to eaves and overhangs of roofs.

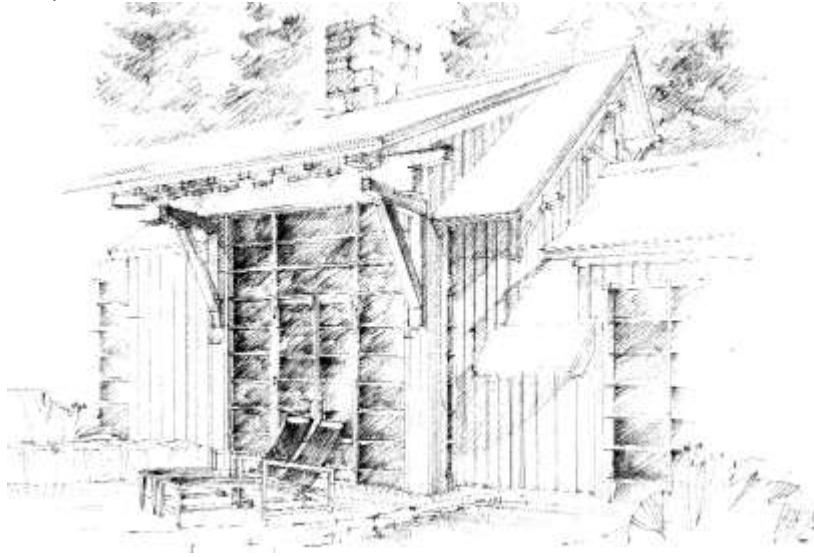
1. Porches, decks and balconies must be designed to consider the appearance of framing or the view below the porch.

**3.10.J:** Screening material, wood, plastic or metal lattice or similar skirting that is deemed not to be sufficiently substantial by the DRC and is prohibited.

1. Screening must be provided to prevent fire spread under porches and entry from animals.

**3.10.K:** Screened porches are encouraged and, if located on the first floor, will not be included in the Building Square Footage. See Section 3.3. Owner must acknowledge, in writing, that such areas will not, in the future, be enclosed as living space. Details of screen material, fastenings and installation must be approved by DRC. All screens must be kept clean and in good repair.

**3.10. Image 1:** At Grade porch attached to residence



## **3.11: CHIMNEYS AND ROOF PENETRATIONS**

**3.11.A: Objectives:**

1. Chimneys are important elements in the overall formal composition of homes at Suncadia.
2. Chimneys are not a required feature of Suncadia homes but are strongly encouraged to convey the mountain architectural themes.
3. Tower or turret elements are not in keeping with mountain residential architecture and are, therefore, generally not permitted.

**3.11.B:** The preferred finishes for chimneys are to match the overall architectural expression of the residence.

**3.11.C:** Metal stove pipes are not allowed.

**3.11.D:** When adjacent to an exterior wall, the chimney must start below grade, be offset from the exterior wall a minimum of one foot and be of sufficient height to serve a wood burning fireplace, even though wood burning devices are not permitted.

1. If necessary to meet this requirement, the chimney may exceed the height of the highest ridge by as much as three feet.

**3.11.E:** Vertical projections for other mechanical equipment such as vents and flues must be diminutive in size or enclosed and hidden from view as best possible.

**3.11.F:** Chimneys must appear to be of sufficient scale to be self-bearing.

**3.11.G:** Wherever possible, rooftop equipment, plumbing vents and large vents are to be grouped and concealed in chimney-like structures that are an integral part of roof and/or wall designs.

**3.11.H:** Flue terminations at chimney-tops are to be screened with appropriately styled metal caps, finished to compliment the roof.

1. Special consideration should be taken to minimize snow capture in screening mechanical elements.

**3.11.I:** Air conditioning and heating equipment shall not be mounted on roofs.

**3.11.J:** All visible metals are to be painted or finished to blend with approved roof colors and minimize reflectivity.

## **3.12: FIREPLACES, FIRE PITS AND OUTDOOR GRILLS**

**3.12.A:** Wood burning fireplaces and stoves are not permitted within residences at Suncadia.

**3.12.B:** Outdoor fireplaces and fire pits may be built but must be fueled only by natural gas. This must be noted on drawings for review.

### **3.12.C: Exterior Grills:**

1. Outdoor grills must be designed to consider off-site views of the equipment and its venting.
2. Large enclosures that are not integrated into the overall design of the home; that terminate without respect to the home structure will not be approved.
3. Gas couplings should be inspected each year to ensure that they are safe and operating properly.
4. Exterior grills are to be fired only with natural gas except for pellet style grills.
5. Gas grills must have at least 3' of non-combustible material surrounding the area of placement.
6. Pellet style grills are allowed subject to the following requirements
  - a. They are to be located on a non-combustible surface
  - b. Must be set back a minimum of 5 feet from any vegetation for defensible space.
  - c. Meet all manufacturer setbacks from structures or combustible materials
  - d. Meet all fire wise county guidelines
  - e. Provide a diagram for DRC review outlining conformance
  - f. Provide specific manufacturer product data for DRC review

### **3.12.D: Firepits:**

1. Locate firepits so that their visibility is minimized from outside the Homesite.
2. Firepits may not be located in front yards or areas visible from the street and may only be located in a DRC approved location.
3. Design firepits so that they augment outdoor spaces and extend the architectural style of the Residence.
4. Freestanding fire pits are subject to DRC approval and must appear high quality and match the primary residence design intent.
5. Firepits must have at least 3' of non-combustible material surrounding the area of placement.

**3.12.E:** All materials and specifications must be approved in writing in advance by the DRC.

**3.12.F:** Fire Pits or Grills must be installed outside of the Fire Free Zone and a minimum distance as required by Kittitas County fire code from the roof edge of any structure.

1. The precise location must be reviewed in advance by the DRC.

## **3.13: ACCESSORY STRUCTURES**

**3.13.A:** All Accessory Structures are to be subordinate to the main house, utilize the same or similar detailing and stylistic qualities and be located within the Building Envelope. These buildings may include detached garages, gardening sheds, guest houses and/or art studios.

**3.13.B:** The Enclosed Area of detached structures shall not exceed 25% of the Enclosed Area of the primary structure up to 1500 square feet maximum. This area is included in the maximum building square footage allowance.

**3.13.C:** Accessory Structures may be freestanding or connected to the main residence by outdoor rooms and/or architectural projections such as breezeways or trellises.

**3.13.D:** Accessory Structures in general are to be lower in height and smaller in scale than the main residence.

## **3.14: EXTERIOR LIGHTING**

### **3.14.A: Objectives:**

1. Preserve the nighttime dark sky by minimizing to the maximum extent possible, the amount of exterior lighting.
2. Utilize low intensity, indirect light sources to the extent required for safety and subtle drama.
3. Comply with Zone E1 lighting standards of the International Dark Sky Association and the Suncadia requirement for fully shielded light sources.
4. Utilize high quality, well-made lighting fixtures to accent and compliment the design of the home.

**3.14.B:** In order to maintain the quality of the starry nighttime sky at Suncadia; Suncadia has committed to have all Homesites comply with the recommendations of the International Dark Sky Association (IDSA), zone E1 standards [as listed in Chapter 11]. Homesites are to conform to both the Guidelines: listed below and those listed in Chapter 11. In the case of conflict, the more restrictive of the Guidelines will apply.

**3.14.C:** Exterior building lighting, either attached to or as part of the building, is to be the minimum needed to provide for general illumination, security and safety at entries, patios, outdoor spaces and associated landscape structures.

**3.14.D:** Polished metal fixtures are prohibited. Wrought iron, bronze, oxidized brass, black, copper and other non-reflective metals are encouraged.



**3.14.E:** The DRC will review exterior light fixtures with a high amount of scrutiny to ensure that their quality and design is commensurate with the overall requirements of these Guidelines and the home to which they are to be installed.

1. Their scale must be appropriate to their use, Oversized fixtures, as determined by the DRC, will be prohibited.

**3.14.F:** Subtle lighting of plant materials may be approved if not visible from off-site and achieved through hidden light sources and in compliance with Dark Skies requirements.

**3.14.G:** Lighting fixture design is to be consistent with the architectural details of the Residence and designed to completely hide the source of the light.

1. Lantern-style fixtures will not be approved unless fitted with an internal shield or use shielded lights.
2. Translucent lenses and shades must be muted in tones and fixtures fitted with internal shields to prevent any non-directional light transmission.
3. White, off-white, clear or seeded glass lenses are not permitted.
4. The source of any unshielded/non-recessed exterior light is to be obscured.

**3.14.H:** Driveway and path lighting fixtures are to be a maximum height of 24 inches and must be located only within the Building Envelope.

**3.14.I:** Pole mounted lighting is not permitted.

**3.14.J:** The color of exterior lights are to fall between 2,700 and 3,500 degrees Kelvin. Sources are to be color corrected to achieve this result, if required by the DRC.

**3.14.K:** To preserve the nighttime dark sky and limit light impact on neighboring properties, light emanating from the Residence's interior is also subject to DRC approval.

1. In order to minimize glare and exterior light spill, interior lighting is to be concentrated at activity areas and minimized next to windows.
2. Lighting adjacent to windows is to be directed towards the residence's interior.
3. Architectural or decorative elements, such as trellises and curtains, are to be used to minimize the quantity of light escaping through windows.

**3.14.L:** Lighting within garage and service areas shall not produce light impact on neighboring properties or common areas.

**3.14.M:** After installation of exterior lighting, and at Final Observation (see Construction Guidelines) all lighting is to be tested for compliance with these Guidelines and to ensure light spill into unintended areas is minimized. Approved exterior light fixtures may not be replaced without written approval of the DRC.

**3.14.N:** Bistro lights are not permitted unless they meet dark sky requirements through use of shades. The temporary hanging of bistro lights for special events will be considered based on written DRC approval.

## **3.15: DETAILS, TRIM, TEXTURE AND ORNAMENTATION**

**3.15.A:** This is an area in which architects have flexibility between a more traditional, rustic appearance and a cleaner modern look with a smooth exterior skin.

**3.15.B:** All homes will be required by the DRC to have a minimum level of quality and craftsmanship.

**3.15.C:** Details must be applied consistently on all elevations and in concert with the stylistic intent of the design.

**3.15.D:** Details must be substantial in scale relative to the structure and to their inherent structural properties.

**3.15.E:** Elements that are structural or clad structural components must be scaled and detailed such that they appear functional and structurally appropriate.

**3.15.F:** Details at eaves, openings, chimneys, joints, and other applications of materials are to express continuity with the construction style of the Pacific Northwest.

**3.15.G:** Highly ornate details such as Victorian-style “gingerbread” are not appropriate.

**3.15.H:** Exposed metal connectors, of appropriate scale and finish may be used. These elements must be shown on building elevations and the finish or color noted on the colored, rendered building elevations.

## **3.16: APPROVED COLORS**

### **3.16.A: Objectives:**

1. The color of exterior elements, including roofs, walls, trims and landscape structures, is to be subdued, recessive and complementary of the colors found in the surrounding landscape.
2. To reveal and enhance natural building finish materials.
3. To tie windows into the color scheme of the home to create a smoothly integrated composition.
4. To use metal details, railings, light fixtures to smoothly compliment the Northwest style of homes.

**3.16.B:** Roofs are to be black, brown, gray and/or green in hue.

**3.16.C:** Walls are to be black, brown, beige, gray and/or green hues.

1. Bright white and blue hues are not allowed.

**3.16.D:** Trim, doors, window cladding, and accent colors are to be of the similar tones, to compliment the exterior finishes.

**3.16.F:** Accent colors may be approved by the DRC but must be limited to black, brown, beige, off white, gray, green, or red in hue and subtle in appearance.

1. Bright white and blue hues are not allowed.

**3.16.G:** Screening fences are to match the house and blend in with surrounding forest.

**3.16.H: Paint and Stain:**

1. If using wood siding, wood grain must be visible through the protective finish.
  - a. Semitransparent or semisolid stains are to be used to protect wood from weathering, to give it a more refined texture.
  - b. Clear finishes and stains may be appropriate on log and natural wood materials if consistent with the overall architectural design.
  - c. Raw wood is not approved.
2. Paint for cement siding or other building materials is approved on the exterior.
3. All exterior paints and stains are to have a flat, non-glossy finish.

## **3.17: SKYLIGHTS, SOLAR PANELS AND SATELLITE DISHES**

**3.17.A: Objectives:**

1. The use of dark sky compliant skylights is permitted, when located to minimize visibility from off-site.
2. Use of solar panels is also encouraged provided they are selected to blend well into the roof material and design and are screened, to the greatest extent possible, from off-site views.
3. Satellite dishes, if used, are required to be located to minimize visibility from off-site.

**3.17.B:** In order to preserve the nighttime quality of darkness, skylights are to be minimized. Dormer and clerestory designs are good alternatives for introducing light into interior areas.

**3.17.C:** Skylights are to comply with the following standards:

1. Glass is to be clear or grey-tinted, flat and non-reflective. Domed and/or bubble skylights will not be approved.
2. Interior light shall not be pointed upwards or directly emitted through skylights.
3. Skylights are to the greatest extent possible not to be located in areas visible off-site.
4. Flashings and frames are to match roof colors. Skylight shafts and/or visible ceilings are to likewise match the color of the roof.

**3.17.D:** Solar panels, satellite dishes and antennas are to be integrally designed into the roof structure and located so as to the greatest extent possible to be visually shielded off-site.

**3.17.E:** Satellite dishes are not to exceed 24 inches in diameter and must be painted to blend with surrounding surfaces.

**3.17.F:** Location and screening plans for all skylights, solar panels, satellite dishes or other exterior mounted equipment is required to be approved in writing by the DRC.

**3.17.G:** Integrated solar roof tiles will be allowed on a case by case basis.

1. The DRC will hold a list of currently approved products for residences.

2. All solar tile roofs are to have a non-gloss finish and dark in color to match existing approved roofing materials.

### **3.18: FIRE PROTECTION – SPRINKLERS**

**3.18.A:** In order to ensure adequate fire protection, all buildings and structures are to be equipped with interior, automatic fire sprinkler systems, designed and installed in accordance with the National Fire Protection Association sections 13, 13D and 13R.

**3.18.B:** Designs should be fully coordinated by the Architect with Kittitas County, particularly regarding covered areas with fireplaces, gas grills or other sources of ignition and porte-cochere elements.

### **3.19: SECURITY MEASURES**

**3.19.A:** Exterior high-intensity lighting is not allowed. Audible alarm systems may be approved by the DRC.

# 4.0 DESIGN REVIEW COMMITTEE ORGANIZATION

ISSUED: 06.01.2025

## 4.0: REMARKS

The following chapter describes the organization of the Design Review Committee (DRC), including its membership, functions, and powers. For a complete description of the powers and limitations of the DRC, Owners are to refer to the Declaration of Covenants, Conditions, Restrictions and Easements for Suncadia Resort Residential Areas (CC&Rs), Article 8. This document is an appendix to the current Design Review Guidelines.

## 4.1: DESIGN REVIEW COMMITTEE MEMBERSHIP

1. The Design Review Committee will consist of at least three members appointed by the Declarant or Board.
2. The Declarant or the Board of Directors shall endeavor to select individuals whose occupations or education will provide technical knowledge and expertise relevant to matters within the Design Review Committee's jurisdiction.

## 4.2: DRC ADMINISTRATOR/MANAGER AND STAFF

1. A DRC Administrator/Manager and support staff (as necessary) will assist the DRC in administering, scheduling, and reviewing all submittals for design review.
2. The Administrator shall not be a voting member of the DRC, but may make recommendations to the DRC regarding design review submittals.

## 4.3: APPOINTMENT AND TERM OF MEMBERS

1. The Declarant may, at its discretion, appoint new or additional members to the DRC at any time.

## 4.4: RESIGNATION OF MEMBERS

1. Any member of the Design Review Committee may at any time resign upon written notice to the Declarant stating the effective date of the member's resignation to the Declarant.
2. Any member may be removed at any time by the body that appointed them, with or without cause.

## **4.5: FUNCTIONS OF THE DRC**

1. It will be the duty of the Design Review Committee to consider and act upon such proposals or plans that are submitted to it in accordance with the design review procedures established by these Guidelines and the CC&R's.
2. The DRC will also perform any other duties assigned to it by the Declarant as set forth in this document and the CC&R's.
3. The Design Review Committee will meet from time to time, as needed to perform its duties.
4. The majority of the DRC members have the power to act on behalf of the entire DRC without the necessity of a meeting or of consulting the remaining members of the DRC.
5. Decisions will be rendered in writing and will be final.

## **4.6: COMPENSATION**

1. The Board will have the right to set the compensation for DRC members.
2. DRC members are entitled to reimbursement for reasonable expenses incurred by them in connection with the performance of their duties.
3. Compensation may at any time be changed by the Board with or without cause.

## **4.7: AMENDMENT OF THE DESIGN GUIDELINES**

1. The Declarant shall have the sole and full authority to amend the Design Guidelines during the Development Period unless the Declarant delegates such power to the DRC.
2. Upon termination or delegation of the Declarant's right to amend, the DRC shall have the authority to amend the Design Guidelines with the consent and approval of the Board.
3. Each Owner is responsible for obtaining a copy of the most recently revised Design Guidelines.

## **4.8: NON-LIABILITY**

1. Provided that Design Review Committee members act in good faith, neither the Design Review Committee nor any member will be liable to the Declarant, the Home Owners Association, any Owner, or any other person for any damage, loss, or prejudice suffered or claimed on account of:
  - . Approving or disapproving any plans, specifications, and other materials, whether or not defective.
  - a. Constructing or performing any work, whether or not pursuant to approved plans, specifications, and other materials.
  - b. The development or manner of development of any land within Suncadia
  - c. Executing and recording a form of approval or disapproval, whether or not the facts stated therein are correct, performing any other function pursuant to the provisions of the Design Guidelines.
  - d. Revisions to the Design Guidelines from time to time, as necessary, to prevent the repetition of problematic design elements

# 5.0 DESIGN REVIEW PROCESS

ISSUED: 06.01.2025

## 5.0: REMARKS

The design review process has been developed to ensure that all new construction, alterations, and renovations to existing buildings, major site Improvements, and landscape improvements conform to the guiding principles of Suncadia as outlined in the Design Guidelines. The design review process has been structured to eliminate excessive delays. The DRC suggests that property Owners begin the review process early to allow ample time to obtain required permits. When reviewing design and construction projects, the DRC will be looking for compliance with the principles outlined in this document. This design review process is to be followed for any of the Improvements listed below.

## 5.1: PROJECT TYPES TO BE REVIEWED

1. New Construction – Construction of any new, freestanding structure, whether as a Residence, Accessory Structure, or landscape structure.
2. Alterations, additions, or rehabilitation of an existing structure – Any new construction or rehabilitation to an existing building or landscape structure that alters the original massing, exterior finishes, window placement, roof design, exterior lighting, interior lighting visible from off-site, and/or other significant design elements.
3. Major site and/or landscape Improvements – Any major Improvements or changes to Improvements, including, but not limited to, grading, any changes in plantings within the Natural Area of a Homesite, tree or shrub removal or thinning, irrigation, swimming pools, driveways, paths, fencing, paving and/or drainage, that alter an existing landscape.

**5.1.A:** The DRC evaluates all development proposals based on the Guidelines. Some of the Guidelines are written as broad standards, and the interpretation of these standards is left up to the discretion of the DRC.

**5.1.B:** From time to time, the DRC conducts orientation sessions to acquaint Owners and their design team members with the Design Review Process. Reservations can be made by calling the DRC office.

## 5.2: DESIGN REVIEW PROCESS OVERVIEW

**5.2.A:** Suncadia's design review process, unless otherwise noted, takes place in steps.

1. Pre-Design Conference
2. Preliminary Design Review
3. Final Design Review
4. Construction Monitoring
5. Final Observations

**5.2.B:** Any Improvement as described above will require and be preceded by the submission of appropriate application forms, plans, and specifications describing the proposed Improvements and accompanied by an application fee.

**5.2.C:** Additional fees may be charged if extra meetings or consultations with the DRC or technical consultants are needed.

**5.2.D:** The Owner is to retain competent assistance from an Architect, approved Architectural Designer, Landscape Architect or approved landscape designer, Civil Engineer, Soils Engineer, and a licensed and bonded Contractor (Consultants) as appropriate.

**5.2.E:** The Owner and Consultant(s) are to carefully review the CC&Rs and the Guidelines prior to commencing with the design process.

**5.2.F:** Projects shall be governed by the Guidelines that are in use at the time of the submission and acknowledgment of a complete Preliminary Design Application.

**5.2.G:** Having secured final design approval from the DRC, the Owner is also to meet all submittal and approval requirements of the water utility company and the Kittitas County Planning and Building Departments to obtain any necessary building permits.

**5.2.H:** In accordance with the CC&Rs, the Owner is to commence construction within one year of final design approval and is to diligently pursue completion of construction within a year of start.

1. Final landscape installation is to be completed within 3 months of occupancy; homes completed during the winter months will be granted a reasonable extension by the DRC. Written approval from the DRC is required in order for any construction and/or landscaping to extend beyond the time limits noted above.

## **5.3: DESIGN REVIEW PROCESS – MINOR IMPROVEMENTS**

**5.3.A:** Minor Improvements (including, but not limited to, construction of, or addition to, fences, walls, and/or enclosure structures), which are being completed independent of any major Improvements as listed above, do not need to proceed through all four steps of the general design review process.

**5.3.B:** Minor Improvements may generally be submitted as part of a two-step review process:

1. Final Design Review
2. Final Observation

**5.3.C:** Specific submission requirements and fees (See Chapter 10 Fee Schedule) will be determined on a case-by-case basis as required by the nature of the Improvement.

**5.3.D:** Owners and/or Consultants should contact the DRC to verify whether an Improvement qualifies for the abbreviated design review process.



**5.3.E:** Upon receipt of permission to proceed with an abbreviated process, the Owner and/or Consultant will obtain a list of specific submission requirements from the DRC.

## **5.4: ACTIONS AND APPROVALS**

**5.4.A:** The DRC's actions on matters are to be made by a majority agreement of the DRC.

**5.4.B:** Any action required to be taken by the DRC may be taken regardless of its ability to meet as a quorum, if a majority of the DRC is able to review the matter individually and come to a majority opinion.

**5.4.C:** In cases where there is disagreement, the DRC shall make every effort to facilitate a discussion of the matter among all members through teleconferencing and/or other means of communication.

**5.4.D:** The DRC will keep and maintain a record of all actions taken by it.

**5.4.E:** If an Owner and/or Consultant disagrees with the DRC's written decision, the Owner and/or Consultant may provide, in writing, additional information or input, and request a clarification or reconsideration.

**5.4.F:** Additional expenses incurred by the DRC may be billed to the Owner. However, the decision of the DRC will be final.

**5.4.G:** After the Declarant has delegated to the Board the appointment of DRC members, any Owner may appeal DRC actions as described in Section 8.4.6 of the CC&Rs. Prior to the Declarant having delegated to the Board the appointment of DRC members, any Owner may make a written appeal to the Declarant.

**5.4.H:** The powers of the DRC relating to design review will be in addition to all design review requirements imposed by Kittitas County and any other governing body with legal action.

## **5.5: APPROVED DESIGN PROFESSIONALS**

**5.5.A:** The design team is to be comprised of the following Consultants:

1. Architect (refer to Section 5.6);
2. Landscape Architect (refer to Section 5.6)
3. Additional professional services, as required.

## **5.6: PROTOCOL FOR APPROVAL OF ARCHITECTS/DESIGNERS**

**5.6.A:** Architects/Designers and Landscape Architects may work on a particular Homesite at Suncadia, provided the conditions listed below are met.

1. Compliance with all state registration requirements:

- a. The Architect and Landscape Architect are to provide the DRC with a copy of his/her license and/or the license of his/her firm(s) to practice architectural design or landscape architecture in Washington.
2. Affidavit on compliance with regulations:
  - a. The Architect and Landscape Architect or approved designers are to review the Suncadia Design Guidelines.
  - b. The Architect and Landscape Architect are to provide the DRC with a signed copy of the Affidavit, certifying that he/she has reviewed and understood the documents referred to above and will comply with their provisions.

**5.6.B:** Owners may submit a request to the DRC for approval of an unlicensed Building Designer and/or unlicensed Landscape Designer for approval by the DRC.

1. The DRC shall have sole discretion to approve or disapprove any Designer or Landscape Architect who is not a licensed Architect or Landscape Architect.
2. The DRC may disapprove an Architectural Designer or Landscape Designer if, in the DRC's reasonable opinion, the Designer does not have the qualifications, training, experience, or understanding of the design requirements to execute the design and construction of a residence at Suncadia.
3. Owners are advised that DRC approval of an unlicensed designer is not assured. No work should be undertaken prior to written approval.

**5.6.C:** Owners and their Consultants must comply with any licensing requirements established by Kittitas County. The approval of an unlicensed Designer to design a particular residence, or landscape for a particular client, does not require the DRC to approve him/her for any other Owner or Lot. To be considered for approval by the DRC, unlicensed Architectural Designers or Landscape Designers must submit the following:

1. Plans, elevations, and photos of three recent examples of the designer's residential designs that would generally meet the Design Guidelines.
2. A list of a minimum of three residential clients whom the DRC may contract as references.

**5.6.D:** If approved to design a residence at Suncadia, Architectural Designers or Landscape Designers must review the Suncadia Design Guidelines and provide the DRC with signed affidavits, available from the DRC office, certifying that he/she has reviewed the Design Guidelines and will comply with their provisions.

## **5.7: GUIDELINES AND VESTING**

**5.7.A:** The Guidelines may be amended from time to time. Each Owner is responsible for obtaining a copy of the most recently revised Design Guidelines. A proposal shall be subject to the Guidelines which are in place at the time a complete Preliminary Review submission is accepted as complete by the DRC.

## **5.8: PRE-DESIGN CONFERENCE**

**5.8.A:** The Pre-design Conference is a mandatory orientation session designed as an on-site review of site conditions, design, design approach, DRC requirements, and processes.

**5.8.B:** This meeting should precede any significant investment in design services.

**5.8.C:** Early in the initial conceptual design process for a proposed project (as described in Section 5.1), the Owner, Architect, Landscape Architect, and any other key project team members are to meet with at least one member of the DRC or DRC Administrator to discuss the proposed project.

1. During this meeting, the DRC representative will explain to the project team their responsibilities in implementing the Guidelines.
2. This meeting will initiate the design process and provide an opportunity to address any questions regarding building requirements, site conditions, and the interpretation of the Guidelines or the design review process.

**5.8.D:** Prior to the Pre-Design Conference, the Owner is to have engaged the services of an Architect, Landscape Architect, or approved designer and reviewed the Guidelines together with these Consultants.

**5.8.E:** It is strongly recommended that unlicensed designers have completed the process of approval to work in Suncadia. Initial concept sketches are encouraged but not required. The Owner and Architect, at a minimum, are to attend this initial meeting. The DRC may request additional information as necessary to describe the project.

## **5.9: PRELIMINARY DESIGN REVIEW**

**5.9.A:** Within six months of the Pre-Design Conference, the Owner is to submit a written application and preliminary design documents for Preliminary Design Review.

**5.9.B:** A checklist of the required preliminary design documents is found in Section 5.9.2 below. The Preliminary Design Review will ensure that:

1. All structures are sited to step with the topography, blend into the landscape, and minimize grading and site impact.
2. The transition between the building and the surrounding environment accomplishes the intent and specifics of the Guidelines.
3. The roofs, massing, building materials, landscape materials, and other site and architectural Improvements are consistent with those of any adjoining buildings and/or outdoor amenities, as well as the Guidelines.

### **5.9.C: CONCEPTUAL SUBMISSIONS (OPTIONAL)**

1. Owners and/or design representatives may choose to submit sketches and/or conceptual designs for DRC feedback prior to submitting for Preliminary Design Review. On sensitive sites and projects, the DRC may, at its discretion, request an Owner/project team to submit conceptual plans for review prior to Preliminary Design Review.

## 5.10: PRELIMINARY DESIGN REVIEW SUBMISSION MATERIALS

**5.10.A:** The Applicant is to prepare and submit to the DRC for review and approval a Preliminary Design Review package, which adequately conveys: existing site conditions, constraints, building orientation and design, grading, drainage, vehicular and pedestrian access, the proposed use of exterior materials and colors, and conceptual landscape design.

**5.10.B:** The package shall include items on the current Preliminary Checklist. Please obtain from the DRC Administration.

**5.10.C:** The following list describes the information that will be required for new construction projects and for alteration, rehabilitation, or additions to an existing structure.

1. All pages of submissions and all models and samples must include: date of submittal, lot number, division, scale, as appropriate, North arrow, and Owner's name.
2. Drawings are to be to a standard scale. Elevations are to be labeled according to professional practice, noting north, east, south, and west elevations. Use of "front, left, right, and back" is not acceptable.

**5.10.D:** New construction projects are to submit all items listed below. Submissions for additions to existing buildings need only submit items 2 through 10. Submissions for the alteration and/or rehabilitation of an existing structure and/or major landscape Improvements need only submit items 7 through 10. Incomplete applications will not be considered.

1. **Preliminary Design Review Application Form and Fee.**
2. **Written Description of the Project**
  - a. Including any unique characteristics of the program or the site design, response to these characteristics, and **any departures** that are proposed.
3. **Preliminary Design Review Checklist**
  - a. Completed and signed by the Architect.
4. **Property Survey**
  - a. (1" = 20'-0" minimum scale), a property survey prepared by a licensed surveyor indicating property boundaries; front, rear and side setbacks; the area of the property and Building Envelope; all easements of record; all existing 4" caliper and greater trees (as measured four (4) feet from the ground); all shrubs greater than 5' in height and any significant drainages, as applicable. Species should be noted, and all wildlife trees located.
5. **Site Plan**
  - a. (1" = 20'-0" minimum scale), showing Building Envelope, existing topography and proposed grading and drainage (1' contour interval), cut and fill calculations, building footprint with finished floor grades and dimensioned roof overhangs, Defensible Space zone, driveway, parking area, drainage, fences, walls, patios, decks, pools and any other site amenities. Existing vegetation patterns, proposed clearance areas, and trees to be removed and/or preserved are to be indicated. Wildlife trees, "nurse logs," major rocks, etc., must be shown.

**6. Floor Plans**

- a. (1/8" = 1'-0" minimum scale, unless otherwise specified), including all proposed uses, proposed walls, door and window locations, overall dimensions, furnace and water heater locations, finished floor elevations, extent of stone or faux stone veneer, dimensions of all roof overhangs, total square footage for all floors of all structures, and calculation showing compliance with the 60% guideline.

**7. Roof Plan**

- a. (1/8" = 1'-0"), containing all plan elements, areas of balconies and porches, and main fireplace and furnace penetrations.

**8. Schematic Elevations**

- a. (1/8" = 1'-0" minimum scale), including Building Heights, all roof pitches; graphically illustrate existing and finished grades and configuration of foundations and footings, and notation of exterior materials.

**9. Conceptual Landscape Plan**

- a. (1" = 20'-0" minimum scale), a conceptual plan showing irrigated areas, areas of planting, both inside the Building Envelope and any proposed in the Natural Area with a preliminary plant list and key noting both scientific and common names, extent of any lawns, areas of disturbance, areas to be re-vegetated, Building Envelope, the Defensible Space zones (see Firewise Guidelines), any water features, patios, decks, courtyards, schematic utility layout, service areas and any other significant design elements. Preliminary cut and fill calculations must be submitted. Proposed contours must agree with those shown on the site plan.

**10. 3-D Computerized or Study Model**

- a. (1/8" = 1'-0" minimum scale), illustrating the relationship between proposed and existing building forms and topography, and prevailing site conditions. This need not be an expensively detailed model, but simply adequate to communicate basic three-dimensional concepts.

**11. Staking Plan**

- a. (1" = 20'-0" minimum scale), Illustrating the layout of proposed building corners and site Improvements. Staking is to occur as described in Section 5.9.3. Property corners and all setbacks are to be verified and staked by a civil engineer or surveyor. Stakes shall be numbered sequentially and recorded on the staking plan.

**5.10.E:** The DRC reserves the right to amend the Preliminary Design Review submission requirements on a case-by-case basis as required by conditions and considerations particular to each Homesite and/or building(s).

## **5.11: STAKING AND TREE TAPING**

**5.11.A:** Upon submittal of the Preliminary Design Review Application for all Improvements, the corners of the Building Envelope, proposed buildings, any proposed building additions, all other major Improvements, and driveway centerlines are to be staked by a qualified professional.

**5.11.B:** The Preliminary Design Review submission will not be considered complete until the building footprint and driveway are staked and taped and approved by the Design Review Member or staff.

**5.11.C:** Trees proposed for removal are to be marked in the field with red tape. Trees to be pruned and/or limbed are to have blue tape tied to the limb and/or area of trimming. Trees proposed for transplanting are to be taped with a yellow ribbon and a stake placed in the proposed location of transplant.

## **5.12: PRELIMINARY DESIGN REVIEW PROCESS**

**5.12.A:** Upon receipt of the required documents and staking of the Property, the DRC Administrator will forward a copy of all plans, application materials and other pertinent information to the DRC members and staff, and the Owner of any Privately-Owned Amenity that is adjacent to or otherwise in the direct line of sight of the proposed Improvement.

**5.12.B:** The DRC will then notify both the Owner of the specific Homesite and the owner of the Privately-Owned Amenity of the scheduled meeting date to review the preliminary design documents.

**5.12.C:** The owner of the Privately-Owned Amenity may forward to the DRC any comments it has regarding the proposed design.

**5.12.D:** The DRC shall review proposals and develop required modifications based upon the Design Guidelines.

**5.12.E:** If the DRC schedules a meeting, the Owner and/or Consultant(s) will be notified and may attend the meeting, but are not required to be present. No formal presentation of the project is planned. DRC will subsequently provide the Owner with the conclusions of the review in writing.

**5.12.F:** A second cycle of review may be necessary to review corrected and/or new materials. Corrected materials will be provided to the DRC on a published submission date for consideration.

## **5.13: FINAL DESIGN REVIEW**

**5.13.A:** Within one year of Preliminary Design Review approval, the Owner is to initiate Final Design Review by submitting the written application and final design documents. All items must be in compliance with the Guidelines prior to submission for Final Design Review. Incomplete applications will not be considered.

## **5.14: FINAL DESIGN REVIEW SUBMISSION MATERIALS**

**5.14.A:** The applicant is to prepare and submit to the DRC for review and approval a Final Design Review package that adequately conveys compliance with the Guidelines. Final design documents are to conform to the approved Preliminary Design Review documents. All architectural plans are to be prepared by an Architect or approved Designer. All landscape plans are to be prepared by a licensed Landscape Architect or approved Landscape Designer.

**5.14.B: Required Final Design Review Materials**

1. **Final Design Review Application Form**
2. **Written Description of the Project**
  - a. including any unique characteristics of the program or the site design, response to these characteristics, and any departures that are proposed.
3. **Final Design Review Checklist completed and signed by the Architect.**
4. **Staking Plan and Tree Taping**
  - a. (1" = 20'-0" minimum scale), Illustrating the layout of building corners and site Improvements.
  - b. Upon submittal of Final Design Review documents, Applicants are to re-stake the buildings as necessary, as described in section 5.9.3. The Applicant is to contact the DRC prior to re-staking to confirm staking requirements.
  - c. If plans have not changed significantly in the opinions of the DRC, re-staking may not be required.
  - d. Trees proposed for removal are to be marked in the field with red tape. Trees to be pruned and/or limbed are to have blue tape tied to the limb and/or area of trimming. Trees proposed for transplanting are to be taped with yellow ribbon and a stake placed in the proposed location of transplant.
5. **Site Plan**
  - a. (1" = 20'-0" minimum scale) showing existing topography and final grading and drainage (1' contour interval), building footprint (including accessory structures) with finished floor grades, building setbacks, easements, Building Envelope, Defensible Space, driveway, address marker, parking area, drainage, utilities, mechanical equipment or generators, fences/walls, patios, decks, pools and any other site amenities. Existing vegetation patterns (including extent of tree canopies), proposed clearance areas, and trees to be removed and/or preserved are to be indicated.
6. **Grading, Drainage, and Erosion Control Plans**
  - a. (1" = 20'-0" minimum scale), showing existing and proposed grades, final cut and fill calculations, all drainage structures and/or other drainage design solutions, and cut and fill calculations. Plans are also to indicate the size of stockpiles, where they are to be located on the Construction Site, and the length of time they will remain. The extent and location of sediment fencing and measures taken to control erosion during grading and construction are also to be indicated.
7. **Foundation, Floor Plans**
  - a. (1/8" = 1'-0" minimum scale, unless otherwise specified), for all buildings, including all proposed uses, room dimensions, total square footage for conditioned and unconditioned spaces, line of any basement exemption, door and window locations and sizes, location and type of all exterior lighting fixtures. The Building Envelope must be shown on these plans. Area calculations and floor area apportionment (60% guideline compliance) must be included.
8. **Roof Plans**
  - a. (1/8" = 1'-0" minimum scale). Roof plans are to be dimensioned and indicate ridge elevations, roof pitches, and locations of drainage systems, chimneys, vents, flues, satellites, antennas, and solar panels. Visual screening of satellites, antennas, and solar panels is to likewise be addressed. The Building Envelope must be shown on these plans, with all overhangs dimensioned to confirm compliance. Any areas proposed for special consideration of gutters must be shown and dimensioned.
9. **Elevations**

- a. (1/8" = 1'-0" minimum scale), illustrating the exterior appearance of all views labeled in accordance with the site plan. Indicate the height of chimney(s) as compared with the ridge of the roof, the highest ridge of the roof, finished floor elevations, and existing and finished grades for each elevation. Describe all exterior materials, colors, and finishes (walls, roofs, trim, chimneys, windows, doors, light fixtures, etc.)

#### **10. Landscape Plans**

- a. (1" = 20'-0" minimum scale), including Building Envelope, irrigation plans, both temporary and permanent, with locations of main irrigation lines, areas of automatic irrigation, type of controls and type of heads; proposed plant materials, sizes, and locations; trees to be removed; Defensible Space zones (see Firewise section), areas of planting, water features, patios, decks, terraces, courtyards, final utility layout, service areas and any other significant design elements. Finished floor elevations, exterior landscape finished elevations, and top of wall elevations must be included.

#### **11. Lighting Plan**

- a. (1/8" = 1'-0" minimum scale), including locations of all exterior architectural and landscape light fixtures. Cut sheets are to be submitted for all proposed fixtures and bulb types, including wattage and lumen specifications for each fixture and the total lumen output calculation for the Homesite.

#### **12. Sample Board (24" X 36" size)**

#### **13. Typical Finish Details**

- a. Door and window trim
- b. Exposed columns and beams, including details of any exposed brackets or connectors
- c. Exterior rails
- d. Brackets, decorative beams, etc.
- e. Material transitions: wood siding to stone base, columns to stone sections of plinths
- f. Stone base and plinth details

#### **14. Construction Schedule**

- a. Include start and completion dates for both building and landscape construction.

**5.14.C:** The DRC reserves the right to amend the Final Design Review submission requirements on a case-by-case basis as required by conditions and considerations particular to each specific project and/or property.

## **5.15: STAKING AND TREE TAPING**

**5.15.A:** Upon submittal of Final Design Review documents, Applicants are to re-stake the buildings, as described in section 5.9.3, if the building footprint has been altered from that staked at Preliminary Design Review or if requested by the DRC.

**5.15.B:** The Applicant is to contact the DRC prior to submitting final design documents to confirm staking requirements.

**5.15.C:** Trees proposed for removal are to be marked in the field with red tape. Trees to be pruned and/or limbed are to have blue tape tied to the limb and/or area of trimming. Trees proposed for transplanting are to be taped with a yellow ribbon and a stake placed in the proposed location of transplant.



## **5.16: FINAL DESIGN REVIEW PROCESS**

**5.16.A:** Upon receipt of the required documents and re-staking of the property (where applicable), the DRC will forward a copy of all plans, application materials and other pertinent information to the owner of any Privately-Owned Amenity that is adjacent to or otherwise in the direct line of sight of the proposed Improvement and they shall be briefed on the proposal.

**5.16.B:** The DRC will then notify both the Owner of the specific Homesite and the owner of the Privately-Owned Amenity of the scheduled meeting date to review the final design documents.

**5.16.C:** The DRC will review and comment on the application at the meeting and subsequently provide the Owner with an approval or conclusive recommendations in writing for refinements to the design.

**5.16.D:** The Owner and/or Consultants are welcome to attend the DRC meeting. Attendance is not required. A second review meeting may be necessary to review corrected and/or new materials. Corrected materials are to be provided to the DRC.

## **5.17: FINAL DESIGN APPROVAL**

**5.17.A:** Prior to issuing final design approval, the DRC will forward a copy of all plans, application materials, and other pertinent information to the owner of any Privately-Owned Amenity that is adjacent to or otherwise in the direct line of sight of the proposed Improvement.

**5.17.B:** The owner of the Privately-Owned Amenity shall then have 10 working days to reply in writing, either approving or disapproving the proposal, stating in detail the reasons for any disapproval.

**5.17.C:** The DRC may not approve any application without first obtaining approval from the owner of the Privately-Owned Amenity.

1. If the owner of the Privately-Owned Amenity does not reply in writing within this time period from receipt of application and materials, his/her right to object to the matter will be waived.

**5.17.D:** The DRC will issue final design approval in writing within seven (7) working days of receiving written approval from the owner of the Privately-Owned Amenity.

**5.17.E:** Construction must commence within twelve (12) months of final design approval, or a resubmittal for design approval shall be required. Any resubmittal will be subject to the Guidelines and Fee Schedule in place at the time of resubmittal.

## **5.18: CHANGES TO APPROVED PLANS**

**5.18.A:** The Suncadia Residential CC&Rs contain provisions that any improvements by the property Owner must conform to approved plans.

**5.18.B:** The final approval of a proposed design constitutes an agreement with the Association that the proposed home or modification to a home be consistent with the approved plans and specifications.

**5.18.C:** The DRC, however, understands that the construction process may ultimately result in either a need or desire to make a change in the approved drawings and will welcome the opportunity to review proposed changes. In the event a change is desired, the Owner, Contractor, or Architect must submit the proposed changes in a graphic form to the DRC for review.

**5.18.D:** The DRC will respond to a request for change in a reasonable manner as quickly as possible, but the review process will remain consistent with the aforementioned policies and Guidelines. Applications for changes to approved plans shall include the following:

1. A clear statement of the scope of the requested change.
2. A statement supporting the reasons for the change.
3. Appropriate graphic materials or samples illustrating the change.

**5.18.E:** Field changes must be coordinated with the DRC or its designee. While field changes may be approved, items 1 – 3 shall be required to be submitted to the DRC in a timely manner for the project files. The DRC may levy substantial fines, if field changes occur without approval.

**5.18.F:** If changes are made to approve drawings without DRC review and approval, a stop work notice may be posted on the project until such time as the required approval is obtained. To avert construction delays, submit changes as early as possible for DRC approval.

## **5.19: RESUBMITTAL OF PLANS**

**5.19.A:** In the event that the DRC does not approve final submittals, the Owner will follow the same procedures for a resubmission as for original submittals. An additional design review fee is required for each resubmission, as specified by the DRC. See Section 5.22 for design review fees. Additional consultation with DRC or its members may result in hourly fee charges.

## **5.20: COUNTY APPROVAL**

**5.20.A:** The Owner is to apply for all applicable building permits from the Kittitas County Building and Planning Departments. Any adjustments to DRC-approved plans required by the County review are to be resubmitted to the DRC for review and approval prior to commencing construction. The issuance of any approvals by the DRC implies no corresponding compliance with the legally required demands of other agencies.

## **5.21: SUBSEQUENT CHANGES**

**5.21.A:** Subsequent construction, landscaping, or other changes in the intended Improvements that differ from approved final design documents, sample boards, or the mock-up are to be submitted to the DRC for review and approval prior to making changes.

## **5.22: WORK IN PROGRESS OBSERVATIONS**

**5.22.A:** During construction, the DRC will check construction to ensure compliance with approved final design documents. These observations are specified in Sections 6.2 and 6.3 of these documents. If construction changes or alterations are made to the approved designs that have not been approved, the DRC will issue a Notice to Comply.

## **5.23: NOTICE TO COMPLY**

**5.23.A:** In the event that the DRC finds construction changes and/or alterations during the Construction Monitoring process that have not been approved, the DRC will issue a Notice to Comply per the procedures outlined in Section 6.2.1.

## **5.24: RIGHT OF WAIVER**

**5.24.A:** The DRC recognizes that each Homesite and/or Building has its own characteristics and that each Owner has their own individual needs and desires.

**5.24.B:** For this reason, the DRC has the authority to approve deviations from portions of the Guidelines that Governmental Authorities do not mandate.

**5.24.C:** It should be understood, however, that any request to deviate from these Guidelines will be evaluated at the sole discretion of the DRC.

**5.24.D:** Prior to the DRC approving any deviation from the Design Guidelines, it must be demonstrated that the proposal is consistent with the overall objectives of these Design Guidelines and that the deviation will not adversely affect adjoining properties or Suncadia as a whole.

**5.24.E:** The DRC also reserves the right to waive any of the procedural steps outlined in the Guidelines, provided that the Owner demonstrates there is good cause.

## **5.25: RE-USE OF PLANS**

**5.25.A:** Suncadia homes shall be custom-designed to respond to the characteristics of the Homesite. No literal re-use of plans will be permitted. Floor plans may be reused if, in the opinion of the DRC, the resulting home is integrated into the site conditions, responds to tree cover, natural topography, and orientation. Proximity will be taken into consideration. Rooflines and exterior treatments must not present the same aesthetic.

## **5.26: NON-WAIVER, NO INADVERTENT PRECEDENTS**

**5.26.A:** An approval by the DRC of drawings, specifications, or work done or proposed, or in connection with other matters requiring approval under the Guidelines, including a waiver by the DRC, shall not be deemed to constitute a waiver of the right to withhold subsequent approval.

1. For example, the DRC may disapprove an item shown in the final design submittal even though it may have been evident and could have been, but was not, disapproved at the Preliminary Design Review.
2. An oversight by the DRC of non-compliance at any time during the review process, construction process, or during its final inspection does not relieve the Owner/Developer from compliance with these Guidelines and all other applicable codes, ordinances, and laws.

**5.26.B:** Any error, omission, or misjudgment by the DRC in any one instance shall not constitute the creation of a precedent governing future approvals and decisions. The DRC reserves the right to learn from any such errors or misjudgments and shall not be required to approve repetitions of them.

## **5.27: NON-LIABILITY**

**5.28.A:** The DRC or any member, employee, or agent of the DRC will not be liable to any party for any action, or failure to act with respect to any matter if such action or failure to act was in good faith and without malice.

## **5.28: DESIGN REVIEW SCHEDULE**

**5.29.A:** The DRC will make every reasonable effort to process all reviews in a timely manner. Due to seasonal fluctuations in activity, the DRC will not be liable for delays that are caused by circumstances beyond their control. Contact DRC for the estimated review schedule.

## **5.29: FEES**

**5.29.A:** In order to defray the expense of reviewing plans, monitoring construction and related data, and to compensate consulting Architects, Landscape Architects, and other professionals, these Guidelines establish a total fee for each type of Improvement submittal payable upon submittal of the initial project application.

**5.29.B:** Fees for resubmission are to be established by the DRC on a case-by-case basis. Application fees may be amended from time to time, as needed. A current fee schedule may be obtained from the DRC office. Please check with the DRC Administrator to verify the current fee.

## **5.30: APPLICATION FORMAT**

**5.30.A:** An application and information package are available from the DRC for each submission. Each submission is to be accompanied by the required information, as specified in the application package instructions and these Guidelines.

# 6.0 CONSTRUCTION GUIDELINES

ISSUED: 06.01.2025

## 6.0: REMARKS

To ensure the construction of any Improvement within Suncadia occurs in a safe and timely manner without damaging the natural landscape or disrupting residents or guests, these Guidelines will be enforced strictly during the construction period. Contractors and Owners are responsible for ensuring all sub-consultants, suppliers, and other personnel are aware of and comply with these Guidelines. Fines and penalties may be imposed for non-compliance.

Construction or grading will not begin until final approvals have been issued from the DRC and all building and other pertinent use permits obtained from Kittitas County.

## 6.1: PRE-CONSTRUCTION CONFERENCE

**6.1.A:** The Pre-Construction Conference is to be held prior to any site disturbance and the beginning of site set-up. All conditions of final design approval are to have been satisfied prior to scheduling the Pre-Construction Conference. At the sole discretion of the DRC, a conditional approval may be issued. During the preconstruction conference, the Contractor and Owner will meet with an authorized representative of the DRC to review the approved final plans, the Construction Area Plan, the Construction Guidelines, the Fine Schedule, and to coordinate scheduling and construction activities with the DRC. Particular emphasis is placed on the importance of requesting approval for any field changes to the design.

**6.1.B:** Prior to the requested meeting date or at the time of the meeting, the applicant is to prepare and submit to the DRC the following:

1. Pre-Construction Conference Request Form
2. Compliance Deposit, Solid Waste Fee, and Construction Monitoring Fee
3. Signed Contractor Affidavit (available from DRC Office)
4. Building permit and any related use permits from Kittitas County
5. Two (2) copies of the Construction Area Plan (see Section 6.4)
6. Construction sign order form and fee
7. Contractor Emergency Contact Information Sheet

## 6.2: CONSTRUCTION MONITORING

**6.2.A:** In addition to the building inspections required by Kittitas County, the following construction observations are to be scheduled with the DRC:

1. **Pre-construction Conference**– This observation includes review of staking of the Construction Area (as shown on the Construction Area Plan), including the survey of all corners of proposed buildings, driveways, and stakes showing the extent of grading. In addition, flagging of all areas

- to be protected will be reviewed. To schedule this meeting, the Contractor is to submit to the DRC the Pre-construction Conference Request Form.
2. **Site Observation**- A water meter and backflow preventer are to be properly installed prior to the Site Observation to ensure water is available for construction. This observation is to occur prior to the start of any Construction Activity.
    - a. After the Site Observation, the DRC issues either an approval or a Notice to Comply. In the event a Notice to Comply is issued, the Contractor is to rectify the discrepancies found and schedule an additional observation.
  3. **Formwork Certification** – Contractor shall provide written certification to the DRC from a licensed surveyor or civil engineer that formwork placement has been completed in accordance with the approved plans.
  4. **Foundation Observation** – This observation may occur after the foundation and/or subfloor is substantially complete. During the Site Observation, the Contractor and DRC representative will determine the construction milestone that triggers the Foundation Observation.
    - a. To schedule this meeting, the Contractor is to submit to the DRC the Construction Observation Request Form seven (7) working days prior to the requested meeting date.
    - b. During this observation, the DRC will assess the general site conditions to confirm they are consistent with the conditions agreed upon at the Pre-construction Conference and the Construction Area Plan. The DRC recognizes that the excavation and foundation phase of construction significantly impacts the site. However, by this stage of construction, the Contractor is to have the site orderly, safe, and clean, with the following completed:
      - i. Drainage in place
      - ii. Foundations backfilled
      - iii. Trenches filled in
      - iv. Rough grading for the landscaping completed
    - c. If there are to be exceptions due to construction sequencing, they are to be discussed with and approved by the DRC representative during the Pre-construction Conference and when scheduling this inspection.
    - d. The DRC issues either an approval or a Notice to Comply. In the event a Notice to Comply is issued, the Contractor is to rectify the discrepancies found and schedule an additional observation.
  5. **Framing Observation** – This observation occurs when framing is substantially complete. During the Foundation/Mock-Up Observation, the Contractor and DRC representative will determine the construction milestone that triggers the Framing Observation.
    - a. To schedule this meeting, the Contractor is to submit to the DRC the Construction Observation Request Form prior to the requested meeting date.
    - b. During this observation, the DRC will determine if the building as framed, including window and door openings, is consistent with approved plans.
  6. **Mock-up Observation** - A full-scale mock-up (minimum 4 foot by 6 foot) that accurately conveys all proposed exterior materials, colors, and detailing, including window, corner and trim details and/or details of areas where one material changes to another is to be constructed, shall be built prior to the application of any exterior finish materials. In order to adequately evaluate reflectivity, mock-ups are to be placed south-facing, in full sunlight. The DRC will review the on-site mock-up and either approve it or issue a letter stating which elements or materials are not approved for use and note a time by which the mock-up is to be revised and reviewed by the DRC. If the

**6.2.B:** Contractor cannot meet the schedule for completion, he/she is to submit a timeline, which the DRC may or may not approve.

## **6.3: OBSERVATION REPORT REVIEW**

**6.3.A:** Following the construction observation, the DRC administrator reviews the report to determine if any concerns need to be addressed by the DRC. If the report is favorable, the DRC administrator issues an approval. If the report is not favorable, the DRC reviews the report.

1. If the DRC determines that the changes made by the Contractor are not in keeping with the Design Guidelines, a Notice to Comply will be issued, along with a copy of the inspection report, notifying the Contractor and Owner that specific changes from the approved plans are not in keeping with the Design Guidelines and therefore the Contractor must correct the deficiency or the Contractor and/or Owner must submit to the DRC an alternative plan to bring the design into compliance with the Guidelines. The proposed revision(s) must be submitted graphically and are subject to review by the DRC. The DRC will make every effort to review and respond in a timely fashion.
2. If the DRC determines that the changes made by the Contractor are in keeping with the Design Guidelines, a notice is sent to the Contractor and Owner explaining that the changes are acceptable but reminding them that changes need to be pre-approved to avoid delays and additional design review costs.
3. If the DRC determines that the deviation(s) are significant, it may impose a fine (See current fee and fine schedule).
4. If the Contractor or Owner fails to submit a proposed revision in a timely manner, the DRC will issue a stop work order, which, if violated, will be subject to a fine (See current fee and fine schedule) levied for each day work continues without resolution with the DRC of the unapproved construction. The Owner has the right to appeal the decision of the DRC to the Declarant.

**6.3.B:** If the Contractor or Owner is unable, unwilling, or refuses to submit a proposed revision or is unable, unwilling or refuses to make changes to the home per the DRC's request, the DRC will recommend to the Declarant that it use its powers as outlined in Article 12 of the Suncadia Residential CC&R's. The CC&Rs give both the DRC and the Executive Board the capacity to enter the property and cure non-conforming design using funds in the Compliance Deposit to pay for necessary curative work. If the value of the work exceeds the balance of the Compliance Deposit, the DRC and Executive Board also have the ability to use other Association funds to complete the necessary work, which amount shall be payable to the Operations Fund as an Individual Assessment, provided that no items of construction shall be altered or demolished in the absence of judicial proceedings. Prior to the Declarant having delegated to the Board the appointment of DRC members, any Owner may make a written appeal to the Declarant.

## **6.4: FINAL OBSERVATIONS**

**6.4.A:** Final construction approval by the DRC takes place in two steps as described below:

**6.4.B:** Final Construction Observation – This observation is to be done prior to applying for Certificate of



Occupancy with Kittitas County and may be scheduled when all Improvements, with the exception of landscaping and any landscape lighting, have been completed.

1. To schedule this meeting, the Contractor is to submit to the DRC the Final Observation Request Form along with a "Certificate of Compliance" signed by the Contractor, stating the construction was completed in substantial conformance with the approved drawings.
2. During this observation, the DRC will verify that final construction and exterior lighting installation have been completed in accordance with approved plans. The Contractor is to bring as-built plans to the observation for comparison with DRC-approved final plans.
3. If approved, the DRC issues a written approval Notice of Completion in a timely manner. If not approved, the DRC issues a Notice to Comply in a timely manner. In the event a Notice to Comply is issued, the Contractor is to rectify the discrepancies found and schedule an additional observation.

**6.4.C: Final Landscape Observation** – This observation is to be done subsequent to the installation of all landscaping and any associated lighting that has been installed.

1. To schedule this meeting, the Contractor/Owner is to submit to the DRC the Final Observation Request Form.
2. During this observation, the DRC will verify that the final landscape and lighting installation have been completed in accordance with approved plans. The Landscape Architect, approved designer, and/or Landscape Contractor are to submit a signed "Certificate of Compliance" form stating that the landscape has been installed in accordance with DRC-approved plans.
3. The DRC issues either a "Notice of Completion" or a Notice to Comply. In the event a Notice to Comply is issued, the Owner/Contractor is to rectify the discrepancies found and schedule an additional observation. Additional fees may be levied for multiple observations.
4. A one-year re-inspection shall be conducted to ensure landscape materials are established and to authorize the removal of the temporary irrigation system.

## **6.5: CONSTRUCTION AREA PLAN**

**6.5.A:** Prior to the Pre-construction Conference, the Contractor is to provide the DRC with a detailed Construction Area Plan, showing the area in which, all Construction Activities will be confined and how the remaining portions of the Homesite will be protected. Access during all stages of construction, including after completion of framing, is to be addressed to ensure the continued protection of existing trees. Construction Activities are to be limited to within 40 feet of proposed structures, with the exception of access drive and utility Improvements.

**6.5.B:** This Construction Area Plan is to indicate the following:

1. Vehicular access route. (maximum of one, coinciding with the approved driveway location)
2. Extent of construction fence. (where appropriate)
3. The extent of tree protection fencing around trees that may be impacted by construction.
4. Location and size of the construction material storage
5. Parking areas (including the maximum number of vehicular parking spaces)
6. Locations of the chemical toilet, temporary trailer/structure, dumpster, debris storage, and firefighting equipment
7. Fueling and staging areas
8. Areas of utility trenching

9. Limit of excavation
10. Location and size of stockpiles, and the length of time stockpiles are to remain
11. Drainage patterns
12. Erosion control measures

**6.5.C:** A construction fence is required to be installed to enclose the Construction Area after tree removal.

**6.5.D:** Construction fences are to meet the following Guidelines:

1. The fence is to follow the alignment of the Construction Area boundary, have a single entrance located at the driveway, and be maintained intact until the completion of construction.
2. Construction trailer(s) (if approved by the DRC), portable toilet(s), construction material storage, and dumpsters are all to be in a DRC-approved location.
3. In special cases and when approved in advance, the DRC may allow materials to be stored outside the construction fence.

**6.5.E:** The DRC may approve the Construction Area Plan with or without conditions, or require changes to be made and the revised plan resubmitted for review and approval. Upon approval, the DRC will issue a permit to proceed that is to be posted at the Construction Site throughout the building period. All materials must be contained on the construction site and not on adjacent properties or roadsides.

## **6.6: COMPLIANCE DEPOSIT**

**6.6.A:** After the DRC approves the proposed Construction Area Plan as described in Section 6.4, and prior to commencing any Construction Activity, a Compliance Deposit is to be delivered to the DRC as security for the project's full and faithful performance during the construction process and in accordance with DRC-approved final plans.

**6.6.B:** The amount of the Compliance Deposit is to be determined by the DRC. (See current rate schedule)

**6.6.C:** The DRC may use, apply, or retain any part of a Compliance Deposit to the extent required to reimburse the DRC for any cost it may incur on behalf of the project's Construction Activity. The DRC is to be reimbursed for any fees incurred to restore the Compliance Deposit to its original amount. Construction Activity shall be halted until the Compliance Deposit is brought up to the original amount.

**6.6.D:** The DRC shall return the Compliance Deposit to the Owner after the issuance of a Final Landscape Observation approval (See Section 6.3.2).

## **6.7: ACCESS TO CONSTRUCTION AREA**

**6.7.A:** Access during construction of a building or other Improvement is to be approved by the DRC in accordance with the following requirements:

1. Only one construction access route will be permitted onto any one Construction Site, unless otherwise approved by the DRC.

2. The location of the main resort construction entrance, along with standard operational procedures of the entrance gate, will be determined from time to time and issued to each Contractor working within Suncadia.
3. Access for heavy equipment and tower cranes (including crane reach) is to be approved by the DRC.
4. Material and equipment deliveries are to be consolidated to the extent feasible.
5. All vehicles are to observe speed limits as posted.

## **6.8: VEHICLES AND PARKING AREAS**

**6.8.A:** Each Contractor is responsible for ensuring his/her subcontractors and suppliers obey the speed limits and traffic regulations posted within Suncadia. Fines will be imposed by the local police, DRC, and/or the Community Council against the Contractor, Owner, and/or the Compliance Deposit for repeated violations.

**6.8.B:** All vehicle and parking areas should be in accordance with the following requirements:

1. The vehicular access route, staging, and parking areas are to be included on the Construction Area Plan submitted to the DRC at the Pre-Construction Conference. (See Section 6.4)
2. Adherence to the speed limits is to be a condition of the contract between the Contractor and his/her subcontractors/suppliers. The DRC may deny repeat offenders future access.
3. Construction crews are not to park on or otherwise use other sites or any open space.
4. Private and Construction Vehicles and machinery are to be parked only within the Construction Area or other areas so designated by the DRC and Community Council.
5. All vehicles are to be parked so as not to inhibit traffic.
6. Driving or parking within the staked drip line (canopy) of trees is not permitted and may result in fines.
7. A minimum of 1-1/4" crushed rock to be placed at the construction entrance/future driveway

## **6.9: STORAGE OF MATERIALS AND EQUIPMENT**

**6.9.A:** The following Guidelines regarding material and equipment storage are to be adhered to:

1. All construction materials, equipment, and vehicles are to be stored within the DRC-approved Construction Area.
2. Equipment and machinery are to be stored on-site only while needed.
3. All flammable products are to be stored in a metal cabinet with doors.
4. Equipment is to be inspected daily for damaged hoses, leaks, and hazards. Equipment that is not in proper working order should not be utilized.
5. Equipment cleaning, maintenance, and painting may not occur under tree canopies.
6. Proposed storage facility areas are to be designated in the Construction Area Plan.
7. Paints, stucco, primers, etc., are to be stored in an enclosed area that is bermed or sealed from spills.
8. Fueling and fluid filling are to be confined to contained and designated staging areas as shown on the Construction Area Plan.
9. Absolutely no washout or debris may be put into the storm drainage system.
10. Concrete is to be disposed of using best practices.

## **6.10: HOURS OF CONSTRUCTION**

**6.10.A:** The time of construction will be limited to between the hours of 7:00 AM and 7:00 PM, Monday–Friday, and from 9:00 AM to 5:00 PM on Saturday, unless otherwise approved or changed by the DRC.

**6.10.B:** Construction activities may not occur on nationally recognized holidays as posted by the DRC. Essentially, quiet activities that do not involve heavy equipment or machinery may occur at other times, subject to the review and approval of the DRC. Personnel are not to remain at the Construction Site after working hours.

## **6.11: FIRE AND SAFETY PRECAUTIONS**

**6.11.A:** The following fire and safety precautions are to be adhered to at all Construction Sites:

1. All fires are to be reported, even if it is thought to be contained, extinguished or already reported.
2. One or more persons are to be appointed as the individual(s) responsible for reporting emergencies and/or phoning 911.
3. Access for emergency vehicles is to be maintained at all times.
4. Access to fire hydrants, emergency water tanks, and emergency turnouts is not to be blocked at any time.
5. Smoking materials are to be discarded in approved containers.
6. A shovel and fire extinguisher, rated at least 4A, 20BC, are to be mounted in plain view.
7. All equipment, including small tools, is to utilize a working spark arrestor.
8. Warming fires are not permitted.
9. No charcoal grills or wood-burning appliances are allowed.

## **6.12: CONSTRUCTION TRAILERS AND/OR TEMPORARY STRUCTURES**

**6.12.A:** The use and siting of any construction trailer or the like is to be in compliance with the approved Construction Area Plan.

**6.12.B:** The DRC will work closely with the Owner and/or Contractor to site the trailer in the best possible location to minimize impacts to the site and to adjacent Owners.

**6.12.C:** All such facilities will be removed from the property prior to issuance of a Certificate of Occupancy. Construction trailers are to be painted in unobtrusive colors, beige, gray, or similar, or as approved by the DRC.

**6.12.D:** Temporary living quarters for the Owner, Contractor, or their employees are not permitted on the Homesite.

## **6.13: SANITARY FACILITIES**

**6.13.A:** Sanitary facilities are to be provided for construction personnel on-site in a location approved by the DRC. The facility is to be maintained regularly and, if possible, screened from view of adjacent properties and roads. Sanitary facilities may not be situated closer than 50 feet from drainages and/or sensitive resources.

## **6.14: DEBRIS AND WASTE REMOVAL**

**6.14.A:** The following debris and waste removal procedures are to be adhered to at all Construction Sites:

1. Contractors are to clean up all trash and debris on the Construction Site at the end of each day. Trash is to be securely covered to prevent wildlife access.
2. Trash and debris are to be removed from each Construction Site at least once a week and transported to an authorized disposal site.
3. To the greatest extent practicable, the Contractor is to develop and maintain a waste management program that separates all construction waste on-site for recycling or reuse and diverts it from landfill disposal. Contractors are to check with local waste disposal agencies to determine which recycling services are available for construction waste materials. Salvage may include the donation of materials to charitable organizations.
4. Lightweight material, packaging, and other items are to be covered or weighted down to prevent wind from blowing such materials off the Construction Site.
5. Temporary concrete “wash pits” are to be situated in approved locations and cleaned by the Contractor after completion of construction.
6. Paints, solvents, and other hazardous materials are not to be disposed of on-site.
7. Contractors are not to dump, bury, or burn trash anywhere on the Homesite or other property within Suncadia.
8. During the construction period, each Construction Site is to be kept neat and tidy to prevent it from becoming a public eyesore or affecting adjacent areas.
9. Dirt, mud, or debris resulting from activity on each Construction Site is to be promptly removed from roads, open spaces, driveways, or other portions of Suncadia.
10. Any clean-up costs incurred by the DRC, the Declarant or the Association in enforcing these requirements will be taken out of the Compliance Deposit or billed to the Owner as needed.

## **6.15: HAZARDOUS WASTE**

**6.15.A:** In order to monitor hazardous material, use and/or respond quickly to spills, the Contractor is to comply with the following criteria:

1. The Contractor is to provide a contact person and telephone number for a company experienced in emergency response for vacuuming and containing spills of oil or other petroleum products.
2. In the event of a spill, the Contractor is to immediately attempt to stop the flow of contaminants.

3. Absorbent sheets are to be used for spill prevention and cleanup. Several boxes are to be located at fuel trucks, storage areas, and in maintenance vehicles. Inventories are to be maintained as necessary.
4. The responsible on-site Contractor is to commit all necessary manpower, equipment, and materials to the containment and rapid clean-up of spills.
5. A reportable spill is defined as a spill of one or more gallons, and a significant spill is defined as more than ten gallons.
6. After any reportable spill is contained, the Contractor is to notify the appropriate local, state, and federal agencies as well as the DRC.
7. The Contractor is to maintain a list of product names and a Materials Safety Data Sheet (MSDS) for all hazardous material products used or located on-site. In the event of a leak, spill, or release, the Contractor is to provide MSDS to emergency personnel for health and safety concerns.
8. Equipment is to be fueled in designated staging areas only. Equipment that cannot be readily moved to designated staging areas (track-mounted equipment) is to be fueled a minimum of 100 feet from known drainage courses.
9. Disposal of paint residue on-site or anywhere in Suncadia is not permitted.
10. Disposal of mortar, cement, concrete (containers), and other such materials is to only occur in designated containment areas.
11. Prior to storing a hazardous material, the Contractor is to ensure that:
12. The material is stored in an approved container
13. The container is tightly closed
14. The container has the proper warning label
15. The container is inspected for leaks
16. All contaminated soil is to be stored in a lined and bermed storage area that is protected from wind, erosion, and rainfall.
17. Inspect equipment and vehicles for damaged hoses, leaks, and hazards prior to the start of and at the end of each shift. Do not run equipment that is leaking hazardous products.
18. Working equipment is to be visually inspected daily for proper working condition. Maintenance and service records are to be made available upon request.
19. Intentional or unreported spillage or dumping of fuels, hydraulics, solvents, and other hazardous materials will be cause for eviction.

## **6.16: EXCAVATION AND GRADING**

**6.16.A:** During construction, erosion is to be minimized on exposed cut and/or fill slopes through proper soil stabilization, water control, and re-vegetation.

**6.16.B:** To ensure proper control of erosion and sedimentation, the following procedures are to be adhered to:

1. Contractors are to employ Best Management Practices (BMPs), as outlined in the Department of Ecology's Stormwater Management Manual for the Puget Sound (1992 Edition) or any subsequent BMPs issued by Kittitas County.
2. Silt fencing is to be placed around the downslope perimeter of graded areas, while still providing adequate space for construction activities. Soil may not be placed against the fence. Silt is to be cleared out regularly.
3. Outer slopes are to be completed first and stabilized immediately.

4. Modification and/or repair of fencing is to be performed as soon as the need is evident. Inspect erosion control measures regularly, especially during storm cycles. Perform pre- and post-storm inspections.
5. Emergency erosion control materials, including rice straw bales and silt fencing, are to be stockpiled on-site. Cover bales with plastic or a suitable tarp.
6. In some areas, multiple silt fences may be required.
7. Vegetation disturbances are to be limited to within the Building Envelope and within 5 feet of driveways unless otherwise approved by the DRC.
8. Topsoil is to be properly stockpiled, completely covered to minimize blowing dust within the Construction Area, and reused as part of the site.
9. Slope roughening/terracing may be desirable to stabilize re-vegetation on exposed cut bedrock slopes.
10. Disturbed areas are to be watered to prevent dust from leaving the Construction Area.

## **6.17: VEGETATION AND HABITAT PROTECTION**

**6.17.A:** The following procedures are to be adhered to:

1. Trees, whether inside the Building Envelope or in the Natural Area, are not to be removed without prior approval from the DRC.
2. Adequate drainage is to be provided to prevent ponding of water around the base of trees.
3. Vehicle and equipment parking and materials storage are not allowed within the drip line of trees.
4. Soil compaction is to be avoided around all trees.

## **6.18: FOUNDATIONS**

**6.18.A:** If conditions warrant it, it is necessary that the Owner seek the assistance of a licensed soils Engineer to examine and test soil conditions prior to undertaking any design or construction of foundations.

**6.18.B:** The Declarant and DRC make no representations or warranties, expressed or implied, as to the soil conditions.

1. The Owner and the Owner's Architect, Engineer, and Contractor are to give due consideration to the design of the foundation systems of all structures.
2. It is the Owner's responsibility to conduct an independent soils engineering investigation to determine the suitability and feasibility of any site for the construction of the intended Improvement.

## **6.19: AIR QUALITY CONTROL**

**6.19.A:** Air quality control procedures are to be in accordance with the following requirements:

1. Construction equipment exhaust emissions are not to exceed local code requirements for air pollution limitations.
2. Open burning of removed vegetation is not permitted.

## **6.20: CONSTRUCTION SCHEDULE**

**6.20.A:** Construction must commence within twelve (12) months of final design approval, or a resubmittal for design approval shall be required.

**6.20.B:** Re-submittal will involve additional fees as established on the fee schedule.

**6.20.C:** All Improvements commenced on a Homesite (with the exception of landscaping and landscape lighting) are to be completed within twelve (12) months after commencement, according to approved Final Design Review plans, unless an exception is granted in writing by the DRC.

**6.20.D:** All landscaping and associated lighting are to be completed within 3 months of occupancy unless the DRC grants a variance based on weather conditions or other factors. If an Improvement is commenced and construction is then abandoned for more than 90 days, or if construction is not completed within the required period of time, the DRC may impose a fine for each day (or such other reasonable amount as may be set) to be charged against the Owner of the property until construction is resumed, or the Improvement is completed, as applicable, unless the Owner can prove to the satisfaction of the Declarant that such abandonment is for circumstances beyond the Owner's control.

## **6.21: DAMAGE REPAIR AND RESTORATION**

**6.21.A:** Damage and scarring to other property, including adjacent properties, existing buildings, roads, driveways, and/or other Improvements will not be permitted. If any such damage occurs, it is to be repaired and/or restored promptly at the expense of the person causing the damage or the Owner of the Property.

**6.21.B:** If the Contractor crosses into protected areas or other areas outside the limits of clearing, the Contractor is to:

1. Re-vegetate the area disturbed immediately and maintain said vegetation until established to the Owner's satisfaction, and pay any fines imposed by Kittitas County or other governmental agencies as a result of said violation.

**6.21.C:** Upon completion of construction, each Owner and Contractor will be responsible for cleaning up the Construction Site and for the repair of all property that was damaged, including but not limited to restoring grades, planting shrubs and trees as approved or required by the DRC, and repair of streets, driveways, pathways, drains, culverts, ditches, signs, lighting and fencing. Any property repair costs as mentioned above, incurred by the DRC, Declarant, or Association, will be taken out of the Compliance Deposit or billed to the Owner.

## **6.22: RIGHT TO FINE**

**6.22.A:** The DRC reserves the right to issue fines to the Owner and/or Contractor, or to apply the fine to the posted Compliance Deposit, for the violation of any of the procedures set forth in these Guidelines. All fines imposed will be responsive to the nature and consequences of the violation.



## **6.23: CONSTRUCTION SIGNS**

**6.23.A:** All signs at Suncadia will conform to a unified standard prescribed by the DRC. Temporary construction signs will be limited to one per site and are to be installed parallel to the street. Sign frames shall be obtained from Suncadia. See fee schedule. A completed sign application form accompanied by the sign fee should be submitted to the DRC office. Allow four weeks for sign production. Construction signs are to be removed at the completion of construction.

## **6.24: NO PETS**

Construction personnel are prohibited from bringing pets of any kind into Suncadia. Fines may be levied for non-compliance.

## **6.25: SECURITY**

Security precautions at the Construction Site may include temporary fencing approved by the DRC. Security lights, audible alarms, and guard animals are not allowed.

## **6.26: NOISE CONTROL**

The contractor is to make every effort to minimize noise. In order to minimize disturbance to neighbors and wildlife, radios, stereos, or similar devices are not allowed.

## **6.27: SPEED LIMIT**

All vehicles are to adhere to posted speed limits. Fines will be issued for those exceeding the speed limit as posted or as required by road and weather conditions.

## **6.28: ACCESS REGULATIONS**

**6.28.A:** Access during construction of a building or other Improvement is to be approved by the DRC in accordance with the following requirements:

1. Only one construction access route will be permitted onto any one Construction Site, unless otherwise approved by the DRC.
  - a. Access will be permitted only during normal Construction Hours.
  - b. Construction personnel are not permitted to invite or bring family members or friends to the jobsite.
  - c. Dogs are not permitted on construction sites at any time.
  - d. Access for heavy equipment and tower cranes (including crane reach) is to be approved by the DRC.
  - e. Material and equipment deliveries are to be consolidated to the extent feasible.
  - f. All vehicles are to observe maximum speed limits as posted.

# 7.0 GLOSSARY OF DEFINITIONS

ISSUED 06.01.2025

## REMARKS

Unless the context otherwise specifies or requires, the following words or phrases, when capitalized in these Design Guidelines, shall have the following meanings:

## DEFINITIONS

### **Accessory/Ancillary Structures**

Any structure detached from the main residence, including guesthouses, pool houses, pavilions, storage sheds, potting sheds, and/or art studios.

### **Applicant**

An Owner and/or Owner's Consultant that is applying for approval on the new construction, renovation, alteration, addition, and/or any other Improvement to any building and/or site.

### **Architect**

A person licensed to practice architecture in the State of Washington.

### **Association**

Refer to the definition contained within the CC&RS.

### **Board**

Refer to the definition contained within the CC&RS.

### **Building Coverage**

The first floor Building Square Footage, not including roofed outdoor areas.

### **Maximum Building Coverage**

The maximum Building Coverage, also known as the maximum first floor Building Square Footage, shall be fifty percent (50%) of the Building Envelope and shall include the garage. In no case shall the Maximum Building Coverage be required to be less than required in the Design Review Guidelines, which includes the garage.

### **Building/Improvement Envelopes**

**Primary** - That portion of a Homesite, wherein all Improvements may take place (as established by front, rear, and side setbacks), including all buildings, terraces, pools, auto courts and/or garages, with the exception of some landscape planting, utilities, walls, and driveways.

**Secondary** - The Secondary Envelope is an extension of the Building Envelope to the rear of the Homesite, in which landscaping and outdoor spaces such as terraces and patios may be constructed. Homes and Ancillary Structures, however, may not be built within the Secondary Envelope.

**Building Height**

The vertical distance between the lowest perimeter points of each building volume, as determined by the DRC, at existing or finished grade, whichever is more restrictive, to the ridge of the highest sloping roof above.

**Building Square Footage**

The sum of the gross horizontal areas of all floors of all buildings on a Homesite measured to the exterior face of walls, including but not limited to lofts, stairways, fireplaces, halls habitable attics, above-grade basements, bathrooms, closets, storage, mechanical/utility areas, and garages.

Portions of basements where the floor is greater than four (4) feet below existing or finish grade (whichever is lower) shall not be included in the Building Square Footage calculation.

Roofed walkways, verandas, porches, or other outdoor rooms shall not be included in the Building Square Footage calculation.

**Minimum Building Square Footage**

The minimum Building Square Footage shall be per the Design Review Guidelines and include the garage.

**Maximum Building Square Footage**

The maximum Building Square Footage is calculated based on the lot size. The DRC maintains a table for all lots and individual lot diagrams produced after April 2004 that specify the Maximum Building Square Footage for each lot.

**Common Area**

Refer to the definition contained in the CC&Rs.

**Compliance Deposit**

The deposit that is required to be delivered to the DRC prior to commencing any Construction Activity

**Construction Activity**

Any site disturbance, construction, addition, or alteration of any building, landscaping, or any other Improvement on any Construction Site

**Construction Area**

The area in which all Construction Activity, including Construction Vehicle parking, is confined on a particular Homesite

**Construction Site**

A site upon which Construction Activity takes place

**Construction Vehicle**

Any car, truck, tractor, trailer, or other vehicle used to perform any part of a Construction Activity or to transport equipment, supplies, or workers to a Construction Site.

**Consultant**

A person retained by an Owner to provide professional advice or services.

**Contractor**

A person or entity engaged by an Owner for the purpose of constructing any Improvement within Suncadia. Damage and Compliance Deposit

The deposit that is required to be delivered to the DRC prior to commencing any Construction Activity

**Declarant**

Refer to the definition contained within the CC&Rs.

**Defensible Space**

Defensible space is the area around and, on a structure, where fuels and vegetation are treated, cleared, or reduced to slow the spread of wildfire toward the structure.

**Design Guidelines: (Guidelines)**

The architectural, landscape, design, and construction standards, restrictions, and review procedures adopted by the Declarant and enforced by the Design Review Committee as outlined in this document and any future books or addenda that the Design Review Committee may adopt. The Design Guidelines shall apply to all Homesites at Suncadia. Refer also to the definition provided in CC&RS.

**Design Review Committee (DRC)**

The Design Review Committee appointed by the Declarant as provided in the CC&Rs to review and either approve or disapprove proposals and/or plans and specifications for the construction, exterior additions, landscaping, or changes and alterations within Suncadia.

**Development Period**

Refer to the definition contained within the CC&RS.

**Enclosed Area**

The sum of the gross horizontal areas of all floors of all buildings on a Homesite measured to the exterior face of walls, including but not limited to lofts, stairways, fireplaces, halls, habitable attics, basements, bathrooms, closets, storage, mechanical / utility areas, and garages. Roofed walkways, verandas, porches, or other outdoor rooms shall not be included in the Enclosed Area calculation.

**Engineer, Professional Engineer, or Civil Engineer**

A person licensed to practice as a professional engineer within the State of Washington.

**Fire Free Zone**

The Fire Free Zone forms a perimeter around all structures on the Homesite. The Fire Free Zone is to be kept clear of all combustible materials, including forest/wood debris and dry/dead vegetation. The

minimum distance of the Fire Safety Zone from structures is currently 15 feet. Fire Safety Zone is measured from the outer edge of the building eaves.

**Governmental Authority**

Refer to the definition contained within the CC&RS.

**Homesite**

A subdivided residential lot within Suncadia. Refer to the definition for “Unit”, as contained in the CC&RS

**Homesite Diagram**

The individual site plan for each Homesite is provided to the Owner by the DRC and/or Suncadia Resort at the close of escrow and/or at the commencement of the design review process. Each Homesite Diagram specifies important design parameters for the individual Homesite, including the Building Envelope, Natural Area, and easement areas.

**Improvement**

Any changes, exterior alterations, additions or installations on a Homesite including any grading, excavation, fill, clearing, Residence or buildings, Accessory Structures, roads, driveways, parking areas, walls, retaining walls, stairs, patios, courtyards, hedges, posts, fences, signs, mailboxes, sports and play equipment or any structure of any type or kind.

**Landscape Architect**

A person licensed to practice landscape architecture in the State of Washington.

**Mass or Massing**

The overall size, volume, spread, expression, and articulation of building forms, including the main house, accessory structures, covered terraces, and other roofed areas, as they relate to the topography and landscape of each particular property. A building’s compliance with the maximum Building Square Footage requirement is necessary but may not be sufficient to demonstrate a building has complied with Massing requirements as described in these Guidelines.

**Master Plan**

See the definition contained in the CC&RS.

**Natural Area**

That area of a Homesite that lies outside of the Building envelope. The Natural Area is to remain in a natural vegetated state to create screens that obscure built Improvements from neighboring Homesites, streets, Common Areas, the golf course, and/or other Privately-Owned Amenities. The Natural Area may not contain buildings or any hardscape elements, such as terraces, pools, spas, auto courts, and/or landscape structures. With the exception of driveways, approved walking paths, and minimal complementary improvements such as address markers, no construction of any kind shall take place within the Natural Area.

Restoration of plantings in this area is encouraged, as appropriate, and is required to be indigenous species as described in the Approved Plant List. Limited clearing within the building envelope will,

however, be permitted for the purpose of creating framed openings that allow views to important features such as the river corridor, mountains, and the golf course.

**Owner**

The term “Owner” shall mean the record owner of any Homesite within Suncadia. The Owner may act through an agent provided that such an agent is authorized in writing to act in such capacity.

**Privately Owned Amenity**

See definition contained in the CC&RS.

**Residence**

The building or buildings, including any garage, or other Accessory Structures, used for residential purposes constructed on a Homesite, and any Improvements constructed in connection therewith.

**Story**

That portion of any building (including garages) included between the surface of any floor and the surface of the floor above it, or if there is no floor above, then the space between the floor and the ceiling next above it. Any portion of a Story exceeding 18 feet in height shall be considered as an additional Story for each 18 feet or fraction thereof. If the finished floor level directly above a basement is more than six feet above grade, such basement shall be considered a Story.

**Wildlife Tree**

A tree that has been marked for preservation due to its aesthetic character and/or its value (or potential value) for wildlife habitat

# 9.0 PLANT LIST

ISSUED: 06.01.2025

## BOTANICAL NAME

## COMMON NAME

### TREES

<i>Abies lasiocarpa</i>	Alpine Fir
<i>Acer circinatum</i>	Vine Maple
<i>Acer circinatum</i> 'Pacific Fire'	Pacific Fire Vine Maple
<i>Acer glabrum</i>	Rocky Mountain Maple
<i>Alnus sinuate</i>	Alder, Sitka
<i>Cornus nuttali</i>	Western Flowering Dogwood
* <i>Cornus nuttali</i> 'Eddies White Wonder'	*Eddies White Wonder Dogwood
<i>Larix occidentalis</i>	Western Larch
<i>Pinus ponderosa</i>	Ponderosa Pine
<i>Populus tremuloides</i>	Quaking Aspen
<i>Sorbus sitchensis</i>	Mountain Ash (Sitka)
<i>Tsuga mertensia</i>	Mountain Hemlock

### TALL SHRUBS

<i>Corylus cornuta</i>	Hazelnut
<i>Crataegus douglasii</i>	Hawthorn
<i>Holodiscus discolor</i>	Ocean Spray
<i>Philadelphus lewisii</i>	Mock Orange
<i>Physocarpus capitatus</i>	Pacific Ninebark
<i>Physocarpus capitatus</i> "Siskiyou Beauty"	Siskiyou Beauty Pacific Ninebark
<i>Prunus emarginata</i>	Bittercherry
<i>Prunus virginiana</i>	Common Chokecherry

### SMALL AND MEDIUM SHRUBS

<i>Amelanchier alnifolia</i>	Western Serviceberry
* <i>Arctostaphylos patula</i>	*Greenleaf Manzanita
<i>Cornus serica</i>	Red Osier Dogwood
<i>Cornus serica</i> 'Kelseyii'	Dwarf Redtwig Dogwood
<i>Mahonia aquifolium</i>	Oregon Grape, Shining
<i>Potentilla fruticosa</i>	Shrubby Cinquefoil

Potentilla fruticosa 'Pink Beauty'	Pink Beauty Bush Cinquefoil
Ribes sanguineum	Blood Currant
Ribes sanguineum 'King Edward VII'	King Edward VII Blood Currant
Ribes spp	Red or Golden Currant
Rosa gymnocarpa	Baldhip Rose
Rosa nutkana	Nootka Rose
Rosa woodsii	Wood Rose
Rubus parviflorus	Thimbleberry
Spirea betulifolia	Shiny-leaf Spirea
Spirea douglasii	Douglas' spirea; hardhack
Symphoricarpos albus	Common Snowberry
Thalictrum occidentale	Western Meadowrue
Vaccinium parvifolium	Red Huckleberry
Viburnum edule	Highbush Cranberry
Woodsia oregana	Oregon Woodsia
*Athyrum filix-femina	Common Lady Fern

#### **GROUND COVER**

Apocynum androsaemifolium	Spreading Dogbane
Arctostaphylos uva ursi	Kinnikinnick
*America maritima	*Thrift
Asarum caudatum	Wild Ginger
Calamagrostis rubescens	Pinegrass
Carex geyeri	Elk Sedge
Ceanothus prostratus	Squaw Carpet, Mahala Mat
Clintonia uniflora	Beadily Queens Cup
Cornus canadensis	Canadian Bunchberry (spreading)
Eriogonum spp	Buckwheats (spreading) ok if native
Eriogonum umbellatum	Sulfur Buckwheat (Mat Forming)
*Eriophyllum lanatum	*Wooly Sunflower
Festuca Idahoensis	Idaho Fescue
Fragaria virginiana vesca	Wild Strawberry
Fragaria spp	Woodland Strawberry
Gymnocarpium dryopteris	Oak Fern
*Heuchera cylindrica	*Roundleaf alumroot
*Heuchera cylindrica	*Coral Bells
Juniperus communis	Common Juniper
Linnaea borealis	Western Twinflower
Mahonia nervosa	Oregon Grape, Cascade



Mahonia repens	Oregon Grape, Creeping
Pachistima myrsinites	Oregon Boxwood (Myrtle)
Penstemon fruticosus	Shrubby Penstemon
*Penstemon davidsonii	*Davidson's Penstemon
Phlox difusa	Spreading Phlox
Rubus pedatus	Strawberry Bramble
Sedum stenopetala	Worm-leaf Stonecrop
Sedum oreganum	Oregon Stonecrop
Smilacina stellata	Starry Solomon-plume
Streptopus roseus	Rosy Twistedstalk
Trientalis latifolia	Broad-leaved Starflower

### GRASSES

Calamagrostis rubescens	Pinegrass
Calamagrostis canadensis	Bluejoint grass
Festuca idahoensis	Idaho Fescue
Festuca rubra	Creeping Red Fescue
Carex geyeri	Elk Sedge

### WILDFLOWERS

Achlys triphylla	Vanilla Leaf
Anaphalis margaritacea	Pearly Everlasting
Aralia nudicaulis	Wild Sarsaparilla
Arnica cordifolia	Heartleaf Arnica
Balsamorhiza sagittata	Arrowleaf Balsamroot
Castilleja spp.	Indian Paintbrush
Lathyrus spp.	Peavine
Lonicera ciliosa	West Trumpet Honeysuckle
Lupinus latifolius	Broadleaf Lupine
Lupinus laxiflorus	Spurred Lupine
Osmorhiza chilensis	Sweetroot Sweet-cicely
Osmorhiza occidentalis	Western Sweet-cicely
Trillium ovatum	White Trillium
Vicia disperma	Vetch

### GRASSES/EROSION CONTROL MIX

New Suncadia Mix	Chariot Hard Fescue 40%
	VNS Sheep Fescue 40%
	Canbar Canby Bluegrass 20%

\* Plants that are only allowed  
within the Building Envelope

#### **PROHIBITED PLANTS**

<i>Abies grandis</i>	Grand Fir
<i>Acer rubrum</i> "Bowhall"	Bowhall Red Maple
<i>Calamagrostis x acutiflora</i>	Feather Reed Grasses
<i>Carex o. garberi</i> "evergold"	Gold carex
<i>Ceanothus velutinus</i>	Snowbrush, Red Root (flammable & attracts deer)
<i>Cornus alba</i>	White Dogwood
<i>Echinacea purpurea</i>	Cornflower
<i>Festuca glauca</i>	Blue Fescue
<i>Helictotrichon sempervirens</i>	Blue Oat Grass
<i>Miscanthus sinensis</i>	Maiden Grass
<i>Physocarpus malvaceus</i>	Mallow Ninebark
<i>Physocarpus opulifolius</i> "diabolo"	Diabolo Ninebark
<i>Polystichum minitum</i>	Western Sword fern
<i>POA Glauca</i>	Glaucus Bluerass
<i>Polystichum mintum</i>	Western Sword Fern
<i>Populus tremoloides</i> "erecta"	Swedish Aspen
<i>Prunus yedoensis</i> 'Akebono'	Flowering Cherry
<i>Pyrus calleryana</i> 'Chanticleer'	Flowering Pear
<i>Rudbeckia hirta</i>	Blackeyed Susan
<i>Sambucus nigra</i>	Blue Elderberry
<i>Salvia officinalis</i>	Sage
<i>Spirea Japonica</i> "goldflame"	Japanese Spirea
<i>Thuja plicata</i>	Western Red Cedar
<i>Vaccinium ovatum</i>	Evergreen Huckleberry

#### **PLEASE NOTE:**

<i>Pseudotsuga manziesii</i>	Douglas Fir -This is strongly discouraged! Please do not use this as a choice. If it is absolutely necessary, we must insist that the trees originate from local parents in Seed Zone 631, and evidence must be provided to verify this.
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# 10.0 Fee Schedule

ISSUED: 06.01.2025

## CONSTRUCTION VIOLATIONS & SCHEDULE OF FINES

<b>Access to Construction Site</b>	
Driveway access road not graveled	100.00 each occurrence
Only one access to the construction site unless approved by DRC	100.00 each occurrence
<b>Air quality - Open burning of removed vegetation</b>	500.00 each occurrence
<b>Construction Trailers and/or Temporary Structures</b>	
Unapproved trailers or temporary structures on the jobsite	200.00 each occurrence
<b>Damage Repair and Restoration – Damage and scarring to other property</b>	Cost to repair plus 200.00
<b>Debris and Waste Removal</b>	
Construction site debris and trash	100-300.00 each occurrence
Tracking dirt, mud, and debris onto the roadway	100-300.00 each occurrence
Failure to use the designated disposal site	100.00 each occurrence
<b>Excavation and Grading</b>	
Silt fence not erected	100 each occurrence
Silt fence is down in areas or requires repair	50.00 each occurrence
Uncovered dirt piles	50.00 each occurrence
Damage to existing trees	Cost to repair plus 200.00
<b>Fire and Safety Precautions</b>	
Improper disposal of smoking materials	500.00 each occurrence
Improperly stored rags & flammable materials	500.00 each occurrence
Require fire safety equipment not on jobsite	500.00 each occurrence
<b>Hazardous Waste</b>	
Dumping or burying hazardous waste materials	500.00 each occurrence
Improper disposal of mortar, cement, concrete, etc.	200.00 each occurrence
<b>Hours of Construction</b>	
Working unauthorized hours	100.00 each occurrence
Working on designated holidays or Sundays	200.00 each occurrence
<b>Noise Disturbance – Radios, stereos, or similar devices</b>	100.00 each occurrence
<b>Pets brought to the development</b>	100.00 each occurrence
<b>Sanitary Facilities</b>	
Refusal to install a sanitary facility	100.00 each occurrence
Use of sanitary facilities other than own	100.00 each occurrence
Vandalism to sanitary facilities	100.00 each occurrence
<b>Signage – Refusal to remove construction sign or unauthorized signage</b>	100.00 each occurrence
<b>Speeding and/or reckless driving</b>	100.00 each occurrence
<b>Storage of Materials and Equipment</b>	
Building materials stored outside of the Approved Construction Area	100.00 each occurrence
<b>Temporary Living</b>	
Sleeping overnight in the Job Trailer, home, or vehicle	200.00 each occurrence
<b>Vehicles and Parking Areas</b>	
Blocking Fire Hydrants within 10 feet	100.00 each occurrence
Blocking Emergency vehicle access	100.00 each occurrence
Blocking the roadway	100.00 each occurrence
Not parking in uniform manner	100.00 each occurrence
Parking on neighboring property or open spaces	100.00 each occurrence
Parking overnight	100.00 each occurrence
Driving or parking within the staked drip line canopy of trees	100.00 each occurrence
Entering through Firehouse Road or unauthorized entrance	100.00 each occurrence
<b>Warming Fires / BBQ use</b>	
Open Fires, Warming Fires, or BBQ on jobsite	500.00 each occurrence
<b>Water / Storm Drains</b>	
Tapping into a fire hydrant or a water source other than own	200.00 each occurrence
Dumping material into storm drains	200.00 each occurrence

# 11.0 Dark Sky Requirements

ISSUED: 06.01.2025

## 11.1: DARK SKY REQUIREMENTS:

### 11.1.A: FIVE PRINCIPLES FOR RESPONSIBLE OUTDOOR LIGHTING

2. Useful
  - a. Use light only if it is needed
  - b. All light should have a clear purpose. Consider how the use of light will impact the area, including wildlife and their habitats.
3. Targeted
  - a. Direct light so that it falls only where needed.
  - b. Use shielding and careful aiming to target the direction of the light beam so that it points downward and does not spill beyond where it is needed.
4. Low level
  - a. Light should be no brighter than necessary.
  - b. Use the lowest light level required. Be mindful of surface conditions, as some surfaces may reflect more light into the night sky than intended.
5. Controlled
  - a. Use light only when it is needed.
  - b. Use controls such as timers or motion detectors to ensure that light is available when it is needed, dimmed when possible, and turned off when not required.
6. Warm-colored
  - a. Use warmer-color lights where possible.
  - b. Limit the amount of shorter wavelength (blue-violet) light to the least amount needed.

### 11.1.B: LIGHTING DESIGN REQUIREMENTS:

1. Use light only if it is needed
  - a. The purpose of outdoor lighting should be evident from its design, including placement, aiming angle, brightness, and other characteristics.
  - b. Note that this does not preclude the use of architectural, landscape, and similar 'aesthetic' lighting, including lighting of water features and swimming pools, provided that their design minimizes any impacts on other property owners.
  - c. Consider defining permitted and prohibited uses according to the preferences of the community.
2. Direct light so that it falls only where needed.
  - a. All outdoor lighting should be designed, installed, and aimed such that it only illuminates its intended target and prevents emission of light into the night sky.
  - b. Allowable outdoor lighting should strictly avoid creating conditions of light trespass.
  - c. Property owners must ensure that architectural, landscape, and similar lighting is, to the greatest practical extent, confined to the surfaces and objects it intends to highlight.
3. Use light only when it is needed.
  - a. All night "security" lighting should not generally be permitted

- b. Outdoor lighting can enhance nighttime security through the use of active controls such as timers and motion-sensing switches.
  - c. Property owners should be obligated to properly maintain control equipment in good working order.
  - d. Motion sensors should be adjusted according to manufacturers' specifications in terms of both trigger sensitivity and trigger duration
    - i. Sensitivity should be set such that triggering occurs only upon sensing large objects, such as animals and people
    - ii. Trigger duration should not exceed five (5) minutes, at which point the lamp is extinguished
  - e. Controls must fail into the "OFF" condition and not the "ON" condition.
- 4. Light only to the brightness needed.
  - a. Light should be neither too bright nor too dim for the task.
  - b. Selecting the proper amount of light, along with properly directing it and limiting its duration of use, is crucial to minimize glare.
- 5. Minimize the emission of blue light
  - a. Lighting should use lamps with the "warmest" color appearance possible.
  - b. For general applications, the correlated color temperature of lamps should not exceed 3,000 kelvins.
  - c. It is not possible to determine the CCT of a lamp by visual inspection, so consult manufacturer data sheets or product packaging for the specification of a particular lighting product.

**11.1.C: ZONE E1 STANDARDS** In accordance with certain conditions of Suncadia's development approval, all Homesites are to comply with International Dark Sky Association (IDSA) lighting requirements for communities within Zone E1.

- 1. These standards are specified in the IDSA's Outdoor Lighting Code Handbook, Version 1.14, December 2000 / September 2002, and are listed below. These lighting standards, along with those listed in Section 2.17 – Exterior Lighting, Design Guidelines, are to be implemented in order to assure the quality of the nighttime dark sky at Suncadia is preserved.
  - a. Total outdoor light output is not to exceed 10,000 Lumens (lm) per acre or 5,500 lm per residence, whichever is greater.
  - b. All fixtures must be fully shielded such that the source of light is not directly visible and may not be directed more than 45 degrees above the horizontal.
  - c. No direct light source may be visible from off the Homesite.
- 2. Example of 5,500 lumen limitation: IDSA standards allow a homeowner to have the following exterior lighting:
  - a. Two (2) 60-Watt (GE Code #60A19) lamps = 1,170 lm
  - b. Six (6) 50-2watt halogen (GE Code #50PAR/H/FL25) par floods = 3,540 lm Total = 5,250 lm
- 3. For a full-acre lot, slightly less than two times this configuration of lamps could be used (assuming similar lamp types) without exceeding the maximum allowable lumens.

#### **11.1.D: DEFINITIONS**

- 1. **Fully shielded:** means lighting whose design prevents the direct emission of light at angles above the local horizontal. Fully shielded lighting generally consists of lighting products whose light sources (i.e., lamps) are concealed within an opaque housing and whose light emerges such that it is only directed toward the ground.

2. **Correlated color temperature (CCT)** means a numerical rating characterizing the color qualities of a light source. It is measured in units of kelvins (K). Under U.S. Energy Department rules, CCT must appear on the packaging of all new lighting products sold in the U.S.
3. **Light trespass:** means a condition in which light emitted on one property is directly visible from any other property. Light trespass is defined to exist regardless of whether the receiving property owner finds the light objectionable.