



ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

Guidelines, Criteria, and Procedures

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Introduction

About the Architectural Review Committee

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

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

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

Article 4.4 in the CC & R's states:

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

Review Procedures

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

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

Review Fees:

General Application Review: \$35

Additional Fees:

- Remodeling/Additions: \$100
- Major landscaping inspection fee (usually involving motorized equipment): \$65

Review Process

Homeowner ARC Application Completion

Please complete the Issaquah Highlands Architectural Improvement Application, ARC Application Checklist, and Acknowledgement of Applicant forms. Applications may be found at the community website - www.ihwebsite.com or obtained from the ICHA offices. Please supply the ARC with all items the ARC Application Checklist requires. If you have any questions, please contact your community manager.

Homeowner Submits ARC Submittal Package to IHCA

Please deliver the ARC application package at least seven (7) days prior to the next scheduled ARC meeting to give ample about of time for review. Any application not submitted on time may not be reviewed until the following month. Applications must include all of the information listed in the ARC Application Checklist in order to be reviewed by the ARC.

The application can be mailed or dropped off at the Community Association Office, or at the address below seven (7) days prior to the next meeting date. If you have any questions regarding your application, please notify the Community Manager at the Community Association Office

Contact Information:

IHCA ARC
IHCA Offices
Phone: (425) 427-9257
Fax: (425) 837-4720
Email: arc@ihcommunity.org

Physical Address
City of Issaquah Building Department
1775 12th Ave NW.
Issaquah, WA 98027

Mailing Address:

IHCA ARC
c/o IHCA Offices
2520 N.E. Park Drive Suite C
Issaquah, Washington 98029

Mailing Address
City of Issaquah Building Department
P.O. Box 1307
Issaquah, WA 98027

Complaint Procedure / Fine System

The following procedure has been established for handling Community Association members' complaints regarding violations of the Architectural Review Guidelines. Complaints may be registered at the Community Association office. Those homeowners who wish to be contacted regarding the handling of their complaint must provide their name, email address and phone number if possible.

HOMEOWNERS ARE ENCOURAGED TO RESOLVE MATTERS AMONGST THEMSELVES WHENEVER POSSIBLE.

Complaints tend to fall into one of the following categories:

- 1) **LACK OF ACTION** - e.g. yards/landscaping not started, completed, or maintained. Woodpiles in inappropriate locations, etc.
- 2) **PROJECTS IN PROGRESS** - without ARC approval or which deviate from the submitted, approved plan; or which raise a neighborhood concern due to problems not originally considered, e.g. property infringement, quality of work, etc.
- 3) **COMPLETED PROJECTS** - not approved by the ARC or which deviate from the submitted, approved plan. Complaints may also arise due to misuse, problems not originally considered, property infringement, quality of work, lack of City/County approval/permits, tree removal, etc.

Community managers will review the complaints and work with the ARC and homeowners to resolve all issues. The following actions may be taken.

- 1) **LACK OF ACTION** - contact homeowner, explain the Architectural Review which has been violated, request compliance and timeline for completion.
- 2) **PROJECTS IN PROGRESS** - contact the homeowner and explain the violation or problem. Community managers may issue A STOP WORK ORDER, request a specific action by the homeowner (see possible actions below) and report to the ARC at the next meeting, presenting a copy of the Stop Work Order and other relevant documentation. The ARC will then determine any further action.
- 3) **COMPLETED PROJECTS** - with the exception of the Stop Work Order, this type of complaint will be handled as with Projects in Progress.

Actions which may be requested of the homeowner include, but are not limited to: 1) submission of application and plans for ARC approval; 2) submission of modifications to plans; 3) steps to mitigate concerns or problems; 4) resolution by agreement among neighbors involved; 5) removal of unapproved project.

It is in the best interest of all parties involved to review, discuss, and recommend possible resolutions. If the subject homeowner has not made a good faith effort to resolve the complaint by the subsequent ARC meeting, the ARC will then provide a written time schedule for homeowner's resolution of the problem. The complaint will remain on the ARC agenda until it is resolved.

If a homeowner refuses to take steps to correct a violation after adequate time to do so has elapsed, the ARC will send a letter by certified mail to the homeowner outlining the violation, requesting immediate compliance, and advising that a hearing may be requested before the Board of Directors. If a hearing is requested, it shall be scheduled as soon as possible.

If at the hearing, the Board finds a violation to exist, or if no hearing is requested and violation continues for more than fourteen days after the receipt by the homeowner of the certified letter, the Board of Directors may impose a fine on the homeowner. Any fine shall become a lien in favor of the Community Association and against the lot or living unit in question, arising in the same manner as liens as noted in the Covenants, Conditions, Restrictions, and Easements of Issaquah Highlands. The fine will be levied daily, at \$50.00 per day, until the violation is cured. Fines will be billed and collected in the same manner as the Community Association's general dues.

The Board of Directors has also approved a fine system to be utilized in the event projects that require prior ARC approval are built or started without proper approval. A warning will be given on the first offense; however, a fine of \$100.00 will be levied on the second offense.

In the event of a continuing violation that results in the assessment of more than thirty days of fines the Board of Directors will review the details of the situation to determine the appropriate course of action. The Community Association may, at that time, initiate legal proceedings to enjoin further violations and to collect any unpaid fines. Fines may continue to be assessed during the tendency of such legal proceedings.

Maintenance Requirements

Property owners are responsible for the maintenance of all structures and grounds that are a part of their property. Proper maintenance includes, but is not limited to, mowing lawns, removing trash, exterior painting and replacing deteriorated wood, replacing shingles, straightening fences, cleaning decks and siding, etc.

Examples of items that would be considered violations of these maintenance requirements are:

- Peeling exterior paint.
- Fences with broken or missing parts.
- Storage sheds with broken doors or in need of repainting or other repairs.
- Decks with missing or broken steps/railing or otherwise in need of repair.

The ARC realizes that most property owners support the high standards set forth in our community. They wish to preserve the value of their investment and to avoid situations that could involve personal liability and will therefore voluntarily maintain their property in the highest possible condition. The Association does, however, expect all residents to provide for appropriate maintenance in a timely manner.

ARCHITECTURAL STANDARDS

Harrison Street and Grand Ridge Neighborhoods

If you live in either the Harrison Street or Grand Ridge Neighborhoods, there are specific guidelines for your area. Please refer to those guidelines when applying for ARC review.

Pre-Approved Construction

If you intend to repair or replace exterior items which were part of the original construction or were added after the original construction for which you obtained written ARC approval and you are planning to use **IDENTICAL** materials, you may do so without requesting ARC approval prior to performing the work. Examples of this may be repairing a cracked walkway with exposed aggregate, repainting your home in the original colors (a color that has been previously approved), replacing a broken light fixture with an identical fixture, etc. If you have any concerns, please contact the community manager for guidance on deciding if you need to submit an application to the ARC.

Major Alterations

Examples of Major Alterations include the following projects:

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

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

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

1. Contact the City of Issaquah, tell them you are from the Issaquah Highlands and determine any city codes that may affect your plan. Do not apply for a building permit until after the ARC approves your application. This will save you time and money.

2. Submit an application to the ARC. The application should include as much information as practical but must include at least a site plan showing location of structures, dimensions, elevations, property lines, relationship to adjacent neighbor view lines to greenbelts when applicable, and neighbor notification signatures.
3. Once the ARC application is approved, proceed to acquiring building permits through the City of Issaquah as required.

Accessory Structures

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

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

Air Conditioners

Window air conditioning units must be mounted flush to the window and not allowed to protrude externally. Installation of a mechanical condenser unit on an external concrete pad needs prior ARC approval to meet criteria and will require landscape screening or fencing. Concrete condenser pads may only be located on the side or in the back of a home on the homeowner's lot, and when feasible, with at least a five (5) foot set back from the neighbor's property line. The unit's noise rating must be below seventy-five (75) decibels. Tubing and wiring attached to the home must be painted to match the house color. Air conditioner sound blankets may be required to cover the units. Requests from condominium homeowners must be submitted with written approval from the condominium association's Board of Directors in order for the request to be eligible for consideration.

Decks

All decks must be compatible with the house in materials and color (i.e. must be painted or stained). All decks require ARC approval.

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

Drainage

Obstructing or retarding the flow of drainage is prohibited. Any alteration to houses or lots, which may change existing drainage patterns onto adjacent lots, is prohibited without the approval of the appropriate governmental agency. Please see the section covering the project you are planning to do for any specific guidelines for drainage.

Driveways

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

Exterior Lighting

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

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

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

Exterior Fire Pits and Stoves

Outdoor recreational fires are allowed only in professionally manufactured fire pits and cooking devices. Manufactured fire pits must have spark arrestors. No permanent, in-ground fire pit installations are allowed after the effective date of this rule dated July 27, 2005. Homeowners must have proper fire suppression equipment on hand, such as a garden hose, shovel with bucket of sand, or fire extinguisher. Adult supervision of fires is required.

Fences

All living, wood or metal fences in Issaquah Highlands require prior approval of the Architectural Review Committee.

A privacy fence will drastically alter the appearance of your property and adjacent properties. For this reason, the ARC recommends that you discuss your fencing plans with your neighbors prior to filing an application with the Committee.

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

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

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

Chain link and other wire fences are not allowed except for the purposes of pet enclosures or on single-family properties along a rear yard adjacent to a natural area. The fence must only be visible from the subject property and the upper stories of adjacent residences. Wire fences are allowed to border green belts and may be allowed in side yards with approval of a variance from the ARC.

ARC approved chain link fencing located on rear yard property lines adjacent to natural areas must be vinyl or powder coated black in color and match the link style of other approved rear yard chain link fencing.

Any Chain link fencing approved by the ARC must also meet City of Issaquah Water Quality Standards as well as any other City code regarding fencing.

A. General fence requirements:

1. Wood fences and screens shall be painted or stained when constructed and repainted/stained as necessary.
2. Fences, walls, and screens built on slopes greater than 15% and visible from a public space or common area shall step in sections.
3. Fence designs shall have a desirable appearance from both sides except when one side is adjacent to a critical area and not visible from a public area.
4. Fences shall be constructed using high quality workmanship and high quality construction materials.
5. Chain link or other types of metal fences are not permitted except in special circumstances as determined by the IHARC.
6. Metal fences must be powder coated or vinyl coated a dark color.

B. Front yards:

1. The combined height of a fence, rockery, or retaining wall located in a front yard shall not exceed 42 inches.
2. The only fence style permitted in a front yard is a picket fence or similar open-style fence.

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

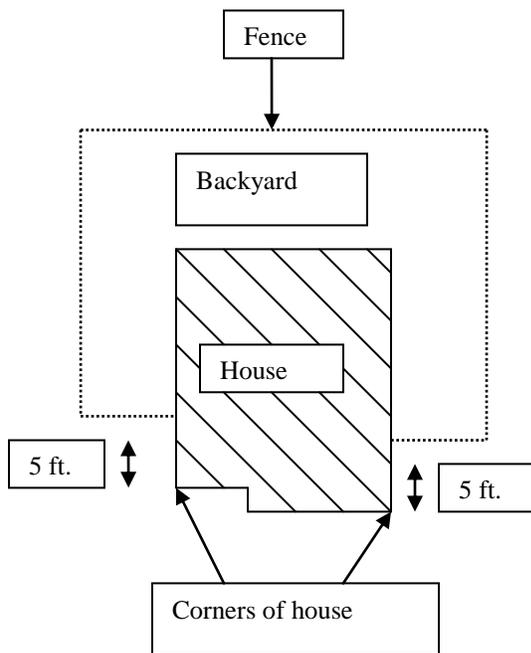
1. Public spaces or common areas are defined as the following:
 - a) Streets
 - b) Sidewalks

- c) Trails
 - d) Parks
 - e) Open Space including critical areas
2. Fences and screens over 48 inches in height in a side or rear yard and adjacent to public space or common area shall be either:
 - a) At least 50% visually permeable for the portion above 48 inches; or
 - b) At least 50% visually permeable for 50% of the entire fence surface area; or
 - c) At least 50% visually permeable for the entire fence surface area.
 3. Fences and screens 48 inches or less in height may be either solid style or open style.
 4. If the combined height of a fence, rockery or retaining wall exceeds six (6) feet, then the fence shall be set back at least 24 inches from the face of the rockery or wall.

D. Side and rear yards:

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

Side yard fences attached to the house must have an opening or a gate on at least one side of the house to allow for access between front and back yards.



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

1. In order to provide adequate backing-out distance in alleys, fences shall be set back at least four (4) feet from the edge of alley right-of-way or thirteen (13) feet from the

centerline of the alley, whichever is greater, when located across from and in the vicinity of a garage, parking space, or other vehicle access point.

2. Fences located in or adjacent to joint use driveways or private access tracts shall be set back a sufficient distance from the property line to provide adequate travel and/or back-out space.

F. Gates:

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

I. Fence and Gate Stain/Paint Colors:

Please consider the following when choosing a stain:

A semi-solid color stain (film-forming opaque stain) is a permanent application and will fail by cracking and peeling. They also have a tendency to chalk. A semi-transparent stain (penetrating, low-hide stain used for changing the color of the wood) will fail by erosion. This is a benefit, since you do not have to worry about cracking and peeling if applied correctly. The negative is that semi-transparent stains tend to erode rapidly in areas where there is a lot of weathering (like the south and west sections of the house), and not as much in better protected areas (under eaves, awnings, and north side of the house).

1. Pre-approved stain/paint colors are as follows:
 - Cabot Semi-Solid or Semi-Transparent Stains.
 - New Redwood #0117
 - Chestnut Brown #0136
 - Cordovan Brown #0137
 - Dark Gray #0147
 - Dune Gray #0167
 - Taupe #0195
 - a) You can find these stains at Lowes, Rodda, McClendons and Sherwin Williams stores. Home Depot does NOT carry Cabot stains.
 - Parker Paint Semi-Solid or Semi-Transparent – Aspen Tan #RPS3455
(Aspen Tan available only at the Redmond Parker Paint Store)
2. Stain or paint color must accompany submittal package for ARC review.
3. Other stain or paint colors may be used, but are subject to ARC review and approval.

All fencing must be painted or stained with a color approved by the ARC. Exceptions to these standard color Standards may be made by the ARC for fencing located adjacent to Issaquah Highlands Park Drive.

H. Fence and Gate Styles:

1. Pre-approved styles are below. Other fence or gate styles may be used, but are subject to ARC review and approval. Please submit photograph of style or reference style below on application.



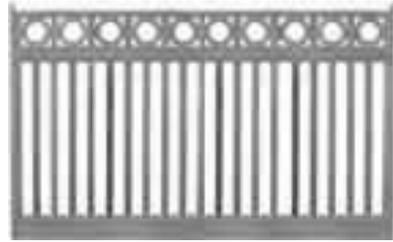
a.



e.



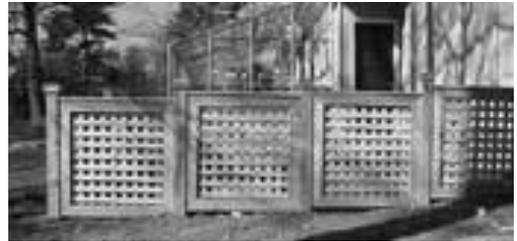
b.



f.



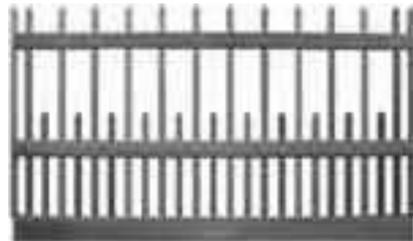
c.



g.



d.



h.



i.

Flags

A permanent flag pole, either vertical or horizontal, may be used to display an official American flag. All permanent, residential flag poles, whether vertical or horizontal, require prior ARC approval before installation. No flag or pennant other than an official American flag may be flown from any permanent flag pole at any time. Once a flag pole has been approved and installed, an American flag must be flown from sunrise to sunset on all days the weather permits. A flag may not be illuminated and displayed at night. Proper flag etiquette must be observed at all times.

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

The size of the American flag flown should be proportionate to the flag pole used to display it, but no larger than 3' x 5'. The maximum permitted height of a vertical flag pole (above ground) is 20'. The maximum permitted length of a horizontal flag staff is 5'.

This policy does not cover non-permanent flags and pennants displayed on a temporary basis from a bracket affixed to a dwelling. Violators of these rules are subject to fines and penalties as outlined in the Association's rules. Contact a Community Manager if you have questions regarding this policy.

Hot Tub/Gazebo

All hot tubs/spas must be located in the rear of the property and must incorporate a locking cover or be completely enclosed by a six-foot wooden fence. Hot tub and gazebo framing structures must be made of wood and stained or painted in a color compatible with the color of the house. Corrugated and/or vinyl materials are prohibited. Issues taken into consideration are noise, size/location (including gazebo coverings), windows and softening by landscaping.

Sun control devices and privacy screens require prior ARC approval and shall be no more than eight (8) feet in height when measured from ground level or the deck level in which the spa is located.

Landscaping

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

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

For landscaping requiring motorized vehicles, a \$65 fee has been established to cover costs of verifying the condition of streetscape or other affected common area plantings and irrigation systems before the work begins, and to verify the satisfactory condition of the plantings and system(s) when work is finished. Applicant will contact IHCA at completion of work for follow-up inspection. Any damage to these plantings or systems adjacent to the worksite shall be repaired to HOA specifications at the expense of the Applicant.

Site-specific conditions or equipment (e.g., valve boxes, meters), may require special protection by the Applicant and the cost of this additional protection is borne by the Applicant. Applicant, the IHCA and contractor agree to work together to develop a protection scheme which will

ensure a reasonable standard of protection at an affordable cost. If the scope of work will or may be reasonably expected to cause runoff of soil or other material from this site Applicant will direct Contractor to install catch basin “socks” in the two nearest downstream catch basins (as designated by IHCA).

Excepted motorized equipment is specifically limited to blowers and string trimmers. Applicants are reminded that Washington law requires the owner or their contractor to call the Underground Utility Locator Service at 1-800-424-5555 at least two business days prior to digging 12” or deeper.

Issaquah Highlands has been designed to three neighborhood types:

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

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

House and Garden

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

Encouraged:

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

Discouraged:

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

Specific Standards:

1. Plant materials shall be a combination of ornamental, native and drought-tolerant varieties adapted to the climatic conditions of Issaquah Highlands.
2. Planting areas should consist of 75% lawn or evergreen groundcover.
3. Low hedges used as screens shall have a maintained height of 42 inches.
4. Trees shall be a variety tolerant of selective pruning without topping.
5. Trees and large shrubs shall be set back from house facades.
6. Trees and large shrubs should be located so as not to block views from interior rooms or adjacent properties.

7. Evergreen plant materials shall be used to screen exposed house foundations.
8. Minimum plant sizes at installation. [Refer to Plant Size and Spacing Requirements]

Special landscape considerations for hillside lots:

Encouraged:

- Screening of unarticulated house elevations from distant views.
- Low terraced retaining walls with landscape elements.

Discouraged:

- The use of lawn on slopes greater than 4:1.

Specific Landscape Hillside Standards:

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

Cottage Lane

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

Residential Landscaping

Encouraged:

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

Discouraged:

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

Specific Standards:

1. Plant material shall be a combination of ornamental, native and drought-tolerant varieties adapted to the climatic conditions of the Issaquah area.
2. The use of “old-fashioned” plants; such as roses, lilacs, lavenders and alyssum.
3. Planting areas shall contain a minimum 30% perennial varieties.
4. Perennial plants shall provide borders for pedestrian circulation areas and common outdoor spaces.
5. Low hedges used as screens adjacent to public space or shared common space shall have a maintained height of 42 inches.
6. All areas not devoted to vehicle or pedestrian circulation shall be landscaped with plant materials.
7. Trees placed so as not to block views or sun from adjacent properties.
8. Provide flowering bulbs in groundcover areas and perennial beds.

9. Plant window boxes and planters with perennials, annuals, vegetables and herbs.
10. Climbing vines shall be flowering varieties and may be grown on fences, arbors, walls, screens and trellises.

Hillside Landscaping

- Landscaping considerations when house lot slope exceeds 15%:
- Encouraged:
- Screening of houses from distant views.
- The use of native or drought tolerant groundcovers and wildflowers.
- Low terraced retaining walls with landscape elements.
- Maintained outward views over the trees from homes and outside gardens.

Discouraged:

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

Specific Standards:

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

Traditional Townscape

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

Residential Landscaping

Encouraged:

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

Discouraged:

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

Specific Standards:

1. Plant material shall be ornamental varieties adapted to the climatic conditions of Issaquah Highlands.
2. Plant materials shall be minimum 80% evergreen (conifer and broadleaf evergreen) adjacent to public space.

3. Plantings located adjacent to the house foundation shall be closed form and tightly massed.
4. Plant material shall have a maturity which remains proportionate with the scale of the house.
5. Trees placed so as not to block views or sun from adjacent properties.
6. Formal evergreen hedges adjacent to public space shall have a maximum maintained height of 48 inches.
7. Evergreen groundcover shall be used in shaded areas and on slopes over 25%.
8. All areas not devoted to vehicle or pedestrian circulation shall be landscaped with plant materials.
9. Incorporate flowering bulbs in groundcover areas.
10. Climbing vines shall be evergreen varieties and may be grown on fences, buildings, arbors, screens and trellises.

Hillside Landscaping

Landscaping considerations when a house lot slope exceeds 15%:

Encouraged:

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

Discouraged:

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

Specific Standards:

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

All arbors and pergolas require ARC approval prior to installation. Wooden structures should be constructed of a rot-resistant wood and painted or stained. Metal structures must be powder coated. A sample of the color must accompany your application. Structures constructed of materials other than wood or powder coated metal are rarely approved.

All structures must be securely anchored. Your application must provide a detailed drawing or description of how your structure will be secured along with a detailed drawing of the structure itself.

Please note that the city of Issaquah may require that you obtain a building permit for your structure.

Painting

The ARC must approve any changes in exterior colors for houses, fences, decks, trim and roofs in advance. Color chips (samples) must be submitted with the application along with a detailed description of where the colors are to be applied (trim, body, doors, etc.). Color blocking (colors ending on an outside corner) is prohibited; all paint colors and materials shall end at inside corners of the structure. Colors must follow the existing architecture.

Patios

Patios must be located primarily in rear yards. Material shall be brick, stone or concrete. Mitigation of any possible adverse effects of drainage changes must be shown on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Homeowners shall be responsible for mitigation of any adverse effects of drainage changes after completion of patio construction.

Pet houses / Runs / Enclosures

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

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

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

Kennels and stables (as defined by the applicable government agencies) are prohibited.

Prohibited items/ Construction

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

Antenna

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

Awnings

Use of awnings for any purpose is prohibited on residential homes.

Clotheslines

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

Drainage

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

Temporary Structures

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

Trash, Building Materials

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

Recreation, Sports and Play Equipment

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

Play structures cannot exceed nine (9) feet in total height. Considerations as to location, size, impact and noise will be reviewed with each application.

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

Fixed freestanding or portable basketball backboards (Hoops) are allowed from March 1 to December 1 if the following requirements are met:

- (i) The Unit on the Residential Property where the Hoop is located is not an apartment, condominium or townhome;
- (ii) The Hoop has bottom weight sufficient to eliminate any significant risk of tipping;
- (iii) The Hoop is kept reasonably clean and in good working order, with a net fully intact, at all times;
- (iv) The Hoop is used only between 9:00am and 8:00pm
- (v) Does not violate any noise or nuisance rules

Retaining Walls

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

Front Yards

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

Side and Rear Yards

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

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

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

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

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

Satellite Dishes

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

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

Satellite dishes are allowed under the following guidelines:

1. Satellite dish shall be 1 meter (approximately 39”) or less in diameter. Any satellite dishes and antennas over one meter are not covered by the Telecommunications Act of 1996 and FCC Rules and are therefore still prohibited.
2. The Telecommunications Act and FCC Rules permit some regulation by the Association, such as the means, method and location of the dish or antenna installation, as long as no “unreasonable” delay or cost is involved. The Association can require compliance with building codes, unobtrusive placement, painting, camouflage and other reasonable measures to ensure the safety of the installation and minimize the visual effect on the community.
3. Certain locations have been designated as preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home and the neighborhood, These locations are:
 - Entirely within and entirely below the height of approved privacy fencing which fully encloses the rear yard, or;
 - Located at low level in gardens where it cannot be seen by other residents, or;
 - Mounted on the roof of the house, where it is least visible from a road, public open space or common area, with its highest point below the peak of the roof line, painted to match the roof color, and preferably as close to the chimney as possible; or,
 - **Mounted on the rear of the house, where it is least visible from a road, public open space or common area.**
4. Dishes fixed to buildings in order to receive a signal should always be discreetly placed where they are least visible. Normally, dishes should not be visually prominent from a road, public open space, or common area.
5. The device is of a color, which is reasonably compatible with the color and materials of the home.

6. All wires for dishes must be buried or hidden from view.
7. The device does not adversely affect the safety of others.

Homeowners are requested to be sensitive to their neighbors and work with the installers to choose an aesthetically pleasing location for their satellite dish so that property values are not adversely affected.

If the ARC finds that the above guidelines for the placement of the satellite dish have not been met, the ARC may require the relocation of the satellite dish at the homeowner's expense.

All residents must file a notice of installation of satellite dish form no later than seven (7) days after the installation. However, to ensure the means, method and location of the dish is acceptable, it is recommended you submit notification before installation.

Siding

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

Signs

All signs not addressed in the CC&Rs or Community Rules and Regulations are subject to ARC approval.

Solar Panels

Installation of solar panels is allowed on the rear of the home and subject to neighborhood height restrictions.

Sun Control Devices

Sun control devices and privacy screens require prior ARC approval and shall be no more than eight (8) feet in height when measured from ground level or the deck level in which the device is located. This rule does not apply to retractable patio furniture umbrellas.

Swimming Pools

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

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

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

Trash, recycle and yard waste receptacles.

Trash, recycle and yard waste receptacles may be temporarily placed in a location designated by the primary Issaquah Highlands waste collection provider (the “Trash Collector”) for a period of twelve (12) hours before and twelve (12) hours after the Trash Collector’s designated pickup time.

Any trash, recycle or yard waste receptacles left outside the home at any other time besides the designated Trash Collector’s pick up time shall be secured in a way to keep any animal, including bears, from gaining access. The ARC recommends putting these receptacles inside enclosures that match the look and feel of the home along the side or rear of the property.

Please see Community Use Restrictions and Rules (URR) for additional information and guidelines.

Trees

Trees on Private Land

Removing, altering or installing trees on private land

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

- Homeowners may prune trees on their own lots without application to the ARC
- Homeowners may replace dead or dying trees on their own lots with the same type of tree in the same location without application to the ARC.

Fallen trees on private land

By deciding to purchase next to a wooded area with trees, the homeowner is assumed to know the inherent risks of trees falling on to their property. These homeowners are advised to maintain adequate insurance coverage to cover property damage and the costs for removal of fallen trees from their property. In the event of a fallen tree on to the homeowner’s lot, the homeowner may remove the fallen tree immediately in conjunction with filing their insurance claim. The cost to remove a fallen tree is the responsibility of the owner of the land where the fallen tree lies.

Trees on Common or Public land

No resident may add, alter or remove any trees in the common areas, wetlands, parks, sensitive areas or on private land without advance written approval of the ARC and/or the appropriate governmental agency. Violators of the rules are subject to fines and penalties as outlined in the Association’s rules. In addition, the homeowner in violation is responsible for all costs and fines levied by any governmental agencies.

Hazardous Trees on Public Land

Hazardous trees, defined as dead, declining or trees oriented in such a way as to create a potential danger to property or people may be eligible for removal or alteration. View enhancement or view maintenance is not a valid reason for tree removal or alteration.

IHCA Trees

IHCA trees are located in the medians, streetscapes and Association-owned land and parks, shall be maintained by the Association. Removal and cost assessment decisions for Association trees shall be made by the Association. Removal costs may be paid by either the Association, the applicable Neighborhood in which the trees are located, or levied as a specific assessment to the impacted Homeowner(s). For questions regarding Association trees or to report a hazardous tree, contact a Community Manager.

Hazardous trees located on City or County land

These trees require prior approval of the relevant governing body before they can be touched. To determine whether a hazardous tree is on Association, City or County land, please contact a Community Manager.

Requests for Association involvement for tree removal on City or County land must be made in writing by the homeowner to a Community Manager. The request must include the tree(s) location(s), description of the tree(s) and reason for removal. The Community Manager will evaluate the written request(s), inspect the tree(s) and respond to the homeowner in writing with a decision. The Association will contact the City or County, as applicable, to obtain the necessary permission(s). The Association may arrange for the tree evaluation and/or removal using the Association's approved arborist and/or tree service, as required.

In the event that the City or County gives permission for removal but will not pay for the removal cost, all removal costs, including permits, shall be paid by the requesting homeowner(s). This includes the cost for a tree evaluation by a certified arborist or professional tree service, regardless of whether or not permission is granted to remove the tree(s). Any consideration to enlarge a financial impact to encompass more than just the requesting homeowner(s) will be subject to the Architectural Review Committee (ARC) approval on a case by case basis.

Windows

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

Wires and Pipes

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

Should the homeowner fail to complete the work within the specified time frame; the Association has the right to have the work performed and bill the homeowner.