

# ARCHITECTURAL DESIGN GUIDELINES

## REFERENCES

- The Summary of Proposal and Decision 2003
- Touchmark at Grapetree Exterior Color Palettes Notebook
- Touchmark at Grapetree Exterior Paint Color Policy
- Amended and Restated Declaration Establishing Covenants, Conditions, Restrictions, and Easements for Touchmark at Grapetree
- Touchmark at Grapetree Rules & Regulations

## 1.0 ARCHITECTURAL REVIEW COMMITTEE

- 1.1 The Architectural Review Committee (ARC) was created in April of 2016 by the Touchmark at Grapetree Homeowner's Association Board of Directors. ARC members are appointed by the Board.
- 1.2 The purpose of the ARC is to review the Dwelling and Landscape plans, materials and color selections for compliance with the requirements set forth in Architectural Design Guidelines and those in the CC&R's, paragraph 7.3.
- 1.3 The administration and interpretation of these Guidelines shall be at the discretion of the ARC. (See 19.0, Periodic Exterior Construction Review). Enforcement of Architectural Design Guidelines shall be at the discretion of the Homeowner's Association Board of Directors.
- 1.4 Compliance with Architectural Design Guidelines does not create a warranty to homeowners or builders of quality or compliance with building codes, zoning, or other regulations or standards. The ARC is not responsible for reviewing plans or specifications for compliance with any applicable law, regulation or building code. The Touchmark at Grapetree Homeowner's Association and the ARC explicitly disclaim liability for any failure of the lot or improvements to meet any standards for quality, fitness for their intended purpose, or to comply with applicable law, regulation or building code.

## 2.0 ARCHITECTURAL DESIGN APPROVAL

- 2.1 Prior to construction of any dwelling, the lot owner shall submit an Application for Dwelling to the ARC. The ARC shall review a complete Application to ensure that it is materially in compliance with these Guidelines. If the approval is conditioned, the applicant must submit amended plans and/or specifications in keeping with the ADG conditions before construction may begin; if the applicant fails to submit such amended plans and/or specifications within 30 days, the Application will be deemed rejected. If the Application has material

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deficiencies, the ARC will reject it with a written explanation of the basis for the rejection, and the ARC's obligation will be satisfied as to that Application. Each Application must be submitted to the ARC and shall consist of the following information: The review shall occur within 10 days of receipt of the complete Application and all required documents and if deemed satisfactory, approval of the Application for Dwelling will be granted, with or without conditions. Each application must be submitted to the ARC and shall consist of the following information:

- 2.1.1 One full set of 36x24 construction documents for the review process and one 11x17 set for the official record. Construction plans include floor plans, site plans, and elevations for all sides of the dwelling. The site plan shall at a minimum depict the dwelling footprint, roof overhangs and setbacks. Driveway slope will be indicated on the side elevation that illustrates grading and step downs and shall not exceed City Code. See Section 12.1.
- 2.1.2 A completed Application for Dwelling.
- 2.1.3 A list for specification for exterior finishes and details, including siding material, finish color and style; stone/brick materials and coverage definitions including dimensions of same; roofing material and color trim materials, dimensions and finish color; door style and finish color; window style, material, and finish color; and garage door style and finish color. These specifications may be included in the construction plans.
- 2.1.4 A detailed landscape plan with material list and quantity.
- 2.1.5 A copy of the City-approved drainage plan.

The review shall occur within 10 days of receipt of the complete Application and all required documents and if deemed satisfactory, approval of the Application for Dwelling will be granted, with or without conditions.

- 2.2 Prior to construction or installation of any other improvement on lot or the exterior of a dwelling, including but not limited to repainting, residing, re-roofing, patio privacy screen, or material changes to landscaping, the lot owner shall submit an application to the ARC on a form prescribed by the ARC. Minor landscape changes may be made without prior approval with the understanding that if the ARC determines that the change/s are not minor and do not fit within the ADG, the owner will have to remove/modify same at their expense. Any interior modifications that impact the requirements of these Guidelines such as garage modification which render the garage to be less than a 2-car garage as defined in paragraph 7.1 shall also require specific approval of the ARC. The application shall be accompanied by plans and specifications appropriate to the type

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proposed improvement sufficient to fully inform the ARC as to the nature and finished appearance of the proposed improvement. The ARC shall act on such applications in the same time periods and manner as described in paragraph 2.1; provided, the ARC's time period for accepting or rejecting an application will not begin until all reasonable information requested by the ARC relating to the application has been submitted.

- 2.3 Prior to the start of construction, all agreements shall be a part of a mutually approved document signed by both the HOA and land owner.
  - 2.4 An Application for Exterior Paint Color Approval may be submitted at a later date but under no circumstances less than 20 days prior to start of either painting or roofing, whichever occurs first. The ARC will respond within 10 days. (See Section 9.0)
  - 2.5 An Application for Landscape Design Approval may be submitted at a later date but under no circumstances less than 20 days prior to start of landscape work. The ARC will respond within 10 days. (See Section 14.0)
  - 2.6 An Application must also be submitted to the ARC for approval no less than 20 days in advance for any remodeling, painting, landscaping, irrigation work or other changes to the exterior or interior as defined in 2.2 of the Dwelling. (See Section 9.6)
- 3.0 PROFESSIONAL REQUIREMENTS**
- 3.1 Plot plans and stakeouts shall be completed and be compliant with ARC approved plans prior to the start of construction. (See Section 2.1)
  - 3.2 No improvements of any kind shall be done without all permits required by applicable law, regulations or building codes and all improvements shall comply with The Summary of Proposal and Decision 2003, restrictions stated in the CC&Rs, the Plat, and all local building codes and ordinances.
- 4.0 CONTRACTOR RESPONSIBILITIES**
- 4.1 Silt control fences, when needed, protecting adjacent property from erosion and runoff must be maintained during all earth work.
  - 4.2 The contractor shall keep a clean site free from hazardous materials, construction debris or trash visible from the street during construction. At no time shall the mailboxes or residents' driveways be blocked by construction crews.

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- 4.3 The contractor shall protect fences, sidewalks, curbs and all streets from damage during construction and landscaping. Damage shall be reported to the Board of Directors or the ARC within 24 hours of incident, including timeframe for repair. If damage is discovered by a resident, it should be reported to the Board of Directors.
- 4.4 The contractor is responsible for controlling dust, maintaining and cleaning the streets of any dirt created as a result of their construction activity. Debris and trash shall be picked up on a weekly basis.
- 4.5 City noise ordinances shall be followed with the exception of rocking/pounding which is restricted to weekdays, 8:00am to 5:00pm. Any other exceptions must be approved in advance by the ARC. (City ordinances allow for excavating from 7:00am to 10:00pm.)
- 4.6 No vacant lot may be used as a long term storage area or dump site for the contractor or sub contractor.
- 4.7 The lot owner is responsible for ensuring compliance by such lot owner's contractor. The lot owner is responsible for the cost of repairing many damage caused by such lots owner's contractor to common area improvements.

## **5.0 ZONING & ALLOWABLE USES**

- 5.1 All zoning and allowable use requirements shall be in compliance with the CC&Rs, The Summary of Proposal and Decision 2003, the Plat and Spokane City Municipal codes.
- 5.2 No property within the subdivision shall be re zoned, sub-divided or short platted except as allowed in the CC&Rs.
- 5.3 Only single family, one story Dwelling with or without daylight basements shall be permitted. Two story Dwelling are not permitted. However, second story spaces are permitted if they are contained within the first floor roof framing (attic space) or dormers.
- 5.4 Mobile homes in driveways or on pads, temporary structures and storage structures are not permitted.

## **6.0 DWELLING AREA & SETBACKS**

- 6.1 The minimum size of each dwelling unit shall be 1400 square feet. Square footage is defined as heated living space. Garages, porches, covered patios and unheated basements shall not be calculated in the square footage above.

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- 6.2 Setbacks shall be per The Summary of Proposal and Decision 2003. These are: front, minimum of 20 feet; side, minimum of 5 feet, with at least 10 feet between structures; rear, minimum of 25 feet. Garages must be at least 20 feet from sidewalks. The foregoing notwithstanding, if Spokane City Municipal Code imposes a more restrictive setback, the Code will control.
- 6.3 All lots shall front on a public or private street. Lot access by easement requires specific ARC approval.

## 7.0 GENERAL DESIGN FEATURES

- 7.1 Each Dwelling shall have a minimum 2 car attached garage capable of containing 2 mid-size cars. 3 car garages will be reviewed by the ARC. Approval will be granted on an individual basis.
- 7.2 The garage elevation/facade shall not be more than 60% of the total front elevation. (The elevation is the facade area including doors, windows and siding.)
- 7.3 In addition to the entry, a living space on the front elevation shall have a minimum area of 30% glazing. A height to width ratio of approximately 1:1.6 shall be provided (See Appendix A for actual window sizes). Additional window sizes will be considered on a case by case basis.
- 7.4 A variety of architectural features such as bay and bow windows with hip roofs, picture windows, dormers, push outs, partial or fully bricked columns, half timbers in gables, corbels, covered entries, porches are required to add interest, lend continuity to the neighborhood and maintain the architectural style and aesthetic appeal consistent with the existing homes.
- 7.5 Brick or stone veneer shall be at least 42" high and have a 36" min return to the side elevations. Variation in height of stonework is required. On corner or other lots that have more than one side exposed to any street, the brick and stone veneer requirement applies equally to all such house sides. A side of a lot is exposed to a street if there is no other lot between the subject lot and the street, even if there is common area property between the subject lot and the street. Exceptions will be considered on a case by case basis.
- 7.6 No duplication of colors or elevation design including roof, gable, window and front entry shall be permitted on adjacent lots.

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- 7.7 Front elevations shall have an entry that includes one of the following:
- if glazing in the door, then
    - a single sidelite with minimum of 10” glazing
  - if no glazing in door, then
    - a. a single sidelite with a minimum of 10” glazing and transom with 10” minimum glazing extending the width of the sidelite and door;
    - b. 2 sidelites with a minimum of 7” glazing;
    - c. 2 sidelites with minimum of 7” glazing and transom with a minimum of 10” glazing extending the width of sidelites and door.
- 7.8 Glazing in garage doors is encouraged.
- 7.9 Garage and front doors shall be raised panel or decorative design. No flush doors shall be permitted.
- 7.10 Gables and end roofs over garages and rear elevations are required to have decorative vents, 8” wide half timbers, corbels or other decorative architectural features in the gables. Board and batten construction will be considered on an individual basis. (See Section 11.2)

## 8.0 ROOFING

- 8.1 All roofing material to be, as a minimum, premium 30-year asphalt architectural/raised profile shingles in shades of brown, grey, charcoal, or black.
- 8.2 A variation in roof pitch is required between adjacent homes with a minimum pitch of 7:12 pitch. Steeper pitches are encouraged.
- 8.3 Roof overhangs shall be 16" min and rakes 6" min.
- 8.4 Roof lines must be compatible with existing homes and incorporate hips and gables. Shed/mono-pitched and mansard (also called French or curb) roofs are not permitted.
- 8.5 Roof vents must be located on the rear and side elevations when possible. Roof vent color must be selected as close as possible to coordinate with roofing. Continuous ridge vents are encouraged.

## 9.0 EXTERIOR PAINTING COLORS

- 9.1 An Application for Dwelling Approval including exterior paint colors and roofing color must be submitted to the ARC not less than 20 days prior to the start of painting or roofing, whichever

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comes first. Exceptions to allow for expression of individuality may be permitted with approval of the ARC. All exterior colors must be within the range of suggested Exterior Color Palettes.

- 9.2 Approved color palettes can be viewed in the Homeowner's Association Review Committee Exterior Color Palettes Notebook at Lexington Homes. A duplicate copy is kept with the ARC and may be referenced at anytime.
- 9.3 Painted dwellings shall have a minimum of 3, not to exceed 4, colors: body(siding), gable(accent) and trim. Fully bricked homes are an exception.
- 9.4 Paint colors shall coordinate with selected brick, stone veneer and roofing materials.
- 9.5 Gutters and down spouts must coordinate with exterior paint colors.
- 9.6 When it is necessary to repaint a home due to wear, tear, fading, etc. or at such time as an owner desires to change the exterior color of his home, the color(s) must be approved by the ARC. Color selections must comply with the general palette suggestions shown in the Exterior Color Palette Notebook, May 2016. Color variations may be permitted with approval of the ARC.

## **10.0 WINDOWS**

- 10.1 All windows shall be vinyl or aluminum clad wood windows with white, almond or brown tone frames. Other frame colors will be considered on an individual basis.
- 10.2 Windows in occupied rooms shall have a header height of 6'8"-6'9" AFF (above finished floor). Exceptions will be considered for rooms with higher ceilings.
- 10.3 Muntin bars/window grilles are permitted.
- 10.4 Windows must meet the glazing requirements. (See Section 7.3)

## **11.0 SIDING & MASONRY**

- 11.1 Aluminum, vinyl or T-111 siding are not permitted
- 11.2 Permitted siding materials include:
  - Stucco—sand finish with integral color
  - Siding—cementitious or cedar bevel lap siding is preferred (5"- 7" exposure)

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- Board with 4" batten - cementitious or cedar
- Shingle siding - cementitious or cedar
- Straight edge or staggered shingles will be permitted.
- Masonry veneer, brick or stone (natural or concrete)

11.3 All siding materials on street facing elevations shall extend to within 6" of finished grade.

11.4 The siding materials on elevations that do NOT face a street shall follow/step with the grade of the lot with 6" min. and 24" max. of exposed foundation between the finish grade and siding except at step downs where 30" is allowed.

11.5 All windows and doors to have min. 4" - 6" trim.  
All corner boards to be 4" min.  
All fascia boards to be 8" min.  
All half timber trim in gables to be 8" min.

11.6 Chimneys, if installed, must be finished in a material coordinating with the Dwelling exterior.

## **12.0 DRIVEWAYS & WALKS**

12.1 Driveway slopes less than the City Code requirement are encouraged.

12.2 Driveways shall be broom finished concrete sloping away from the garage. Other decorative finishes such as stamped or aggregate concrete are encouraged.

12.3 Walkways shall be broom finished concrete sloping no more than 5% and minimum 4' wide. Other decorative finishes such as stamped or aggregate concrete are encouraged.

12.4 Any colors added to concrete shall be subject to ARC approval.

## **13.0 GRADING & DRAINAGE**

13.1 A grading and drainage plan shall be submitted for review to the ARC.  
(See Section 2.1)

13.2 Changes affecting grade and drainage after construction of the Dwelling may only be made based upon designs or plans prepared by a civil engineer, landscape architect or other suitability qualified professional, and approved by the ARC.



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## 14.0 LANDSCAPE & LIGHTING

The purpose of the following guidelines is to ensure that each home has sufficient landscaping, completed in a timely manner, that complements the overall character and street appeal of our development.

- 14.1 An Application for Landscape Design Approval must be submitted to the ARC. (See Section 2.3)
- 14.2 The lot shall be graded in conformity with the drainage pattern required by the 1) Summary of Proposal and Decision 2003 or 2) Spokane Municipal codes. A summary of the drainage plan shall be submitted to the ARC as part of the application process.
- 14.3 All grounds shall be landscaped in harmony with the natural surrounding of our environment and community landscaping. No weeds, noxious plants or unsightly vegetation shall be planted or allowed to grow.
- 14.4 Front yards require a lawn consisting of sod over a minimum of 4” of top soil and should be of sufficient size to meet 14.3. Other areas not planted in lawn, i.e. planting beds and walk ways, shall be finished with such mulching materials as bark, crushed rock or similar material, or natural soil, all of which shall be consistent with the overall appearance of the home, meet the requirements set forth in 12.2 and 12.3 and require approval of the ARC. Any side yard landscape must take 17.3 into account.
- 14.5 Tree and shrub planting requirements shall be as follows:
  - 14.5.1 All lots shall have a min. of one (1) tree planted in the front yard. Deciduous trees must be a minimum of 2 caliper; coniferous trees will be a minimum of 5’ tall.
  - 14.5.2 Rear yard landscaping shall include trees and shrubs. Exceptions must be approved by the ARC.
  - 14.5.3 Blue spruce and red maples will be considered on a case by case basis by the ARC considering the overall landscape design.
  - 14.5.4 Shrubs shall be planted in sufficient numbers with a mix of both deciduous and evergreen of various heights to give visual weight to the landscaping.
  - 14.5.5 Evergreen shrubs shall be planted to cover exposed concrete on front and side elevations and to hide utility equipment (17.3).
- 14.6 Yard Enhancements
  - 14.6.1 Non permanent enhancements to the home exterior or landscaping, including, but not limited to, yard art, seating, tables, statuary, pots and flower beds are permitted, but must be consistent with character of the

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home and neighborhood. The HOA may require removal of any such items deemed to be inconsistent with the character of the home and neighborhood.

14.6.2 Similarly, minor permanent enhancements as described in 14.6.1 are permitted without approval of the ARC provided they meet the same criteria and possible removal requirement.

14.6.3 Permanent installations require ARC approval. (See Section 2.1.4)

14.7 Landscaping must be completed no later than 60 days from occupancy. Weather related exceptions are permitted ONLY with ARC approval. Approved landscape plans must be installed in their entirety within these 60 days whether done by the contractor or homeowner.

14.8 Each home shall have installed at the time of initial landscaping an automatic underground irrigation system with outside access to any automatic controls for adjustments to include but not limited to irrigation control, maintenance, summarizing and winterizing by the development landscape contractor on behalf of the HOA.

14.9 Retaining walls shall be constructed of boulder rocks in keeping with the current theme of the development. Brick and masonry stone over concrete will be considered by the ARC on a case by case basis. No exposed concrete retaining walls shall be permitted.

14.10 Exterior light fixtures must have cutoff or shield features to prevent light pollution. No high output exterior lighting, including but not limited to mercury vapor and halide lights, shall be allowed.

## **15.0 FENCING & PRIVACY SCREENS**

15.1 Fencing of individual properties shall not be permitted.

15.2 Invisible (underground wire) fence systems for pet control are permitted.

15.3 A privacy screen shall be permitted at rear and side yard patios.

15.3.1 Privacy screens of natural living materials are permitted and must be maintained to a scale appropriate to the lot and house and kept at a height not to exceed that of the eaves.

15.3.2 Privacy screens constructed of wood shall be no taller than 60" (5ft.) in height and no longer than the length of the patio. The privacy screen must be freestanding and contain some architectural details such as 6" x 6" columns with decorative

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caps, bevel top details, a lattice section at the top of the screen, etc. They must be painted or stained a color complimentary to the house or sealed if left natural. No pressure treated wood will be permitted.

15.3.3 Masonry privacy screen may be permitted with ARC approval.

15.3.4 Landscape privacy screens such as an arborvitae hedge shall also be permitted and must follow the height guidelines of privacy screens. (See Section 15.3.1)

15.3.5 Enclosing a patio with fencing that returns to the house requires specific approval from the ARC.

15.3.6 Modification to perimeter fencing is not allowed except the possible addition of a gate with lock that requires approval by the ARC. Privacy screens can be placed in front of the perimeter fence as long as they do not interfere with the maintenance of the perimeter fence. (See Section 15.3.2)

## **16.0 MAILBOXES**

16.1 All mailboxes shall be consistent in style throughout the development.

16.2 Mailboxes shall be installed in accordance with the USPS Regulations

16.3 Mailboxes shall be installed vertically and plumb on 3" diameter/ square or greater painted steel post.

## **17.0 EQUIPMENT & GARBAGE SCREENING**

17.1 Trash, recycling and yard debris must be kept in containers and must be screened to minimize visual impact from the street, except when at curb for pickup.

17.2 Containers and other items placed in public view shall not be at the curb earlier than the day before scheduled pickup. Empty containers shall be removed from the curb in a timely manner.

17.3 Placement of heat pumps, condensers and other outdoor utility devices shall be considered for noise attenuation when possible. Utility units must be landscaped to minimize visual impact from the street. (See Section 14.5.5)

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## 18.0 ANTENNAS & SERVICE FACILITIES

18.1 Exterior antennas and satellite receivers and transmission dishes are prohibited except to the extent expressly mandated by the Federal Communication Commission rules. Exceptions are made for home satellite dishes. Prior to installation, the ARC must approve its size and location to minimize its view from streets and/or adjacent dwelling(s).

## 19.0 SOLAR ENERGY PANELS

19.1 No individual solar energy panels shall be permitted on any Building Lot in the Properties without prior approval of ARC. If approved, the following regulations must be followed:

19.1.1 The system will be designed, located, constructed, and equipped in accordance with the requirements and standards and recommendations of all applicable governmental authorities and the following guidelines and requirements. If the solar energy panels are used to heat water, the panels and installation shall be certified by the Solar Rating Certification Corporation or another nationally recognized certification agency. If the solar energy panels are used to generate electricity, the panels and installation need to meet all applicable safety and performance standards established by the national electric code, the institute of electrical and electronics engineers, accredited testing laboratories, such as underwriters laboratories, and, where applicable, rules of the utilities and transportation commission regarding safety and reliability.

19.1.2 For purposes of this rule, “Solar energy panels” means a panel, device or system or combination of panels, devices or systems that relies on direct sunlight for use in: (1) the heating or cooling of a structure or building; (2) the heating or pumping of water; or (3) the generation of electricity.

19.1.3 The following guidelines and requirements are to be followed:

19.1.3.1 No part of the roof-mounted solar energy panels may be visible above the roof line.

19.1.3.2 A solar energy panel may only be attached to the slope of a roof facing a street if:

- A. it conforms to the roof slope by being mounted parallel to the roof slope and projecting no more than 6” above the roof plane; and,
- B. the top edge of the solar energy is parallel to the top edge of the roof ridge.

19.1.3.3 The solar energy panel frame, support brackets, or any visible piping or wiring shall be painted the same color

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- as the adjacent roof, wall, or trim surface to which it is mounted.
- 19.1.3.4 Ground-mounted solar energy panels are not allowed due to the restricted Lot sizes in Grapetree.
  - 19.1.3.5 Owners who install solar energy panels must indemnify or reimburse the Association or its Members for loss or damage caused by the installation, maintenance, or use of a solar energy panels.
  - 19.1.3.6 Solar energy panels must be screened to prevent access by birds and other animals between the solar energy panel (including any frame, support brackets and mounting hardware) and the roof or other surface to which it is mounted.
  - 19.1.3.7 The Owner of any dwelling with solar energy panels must cause the solar energy panels to be cleaned no less than once per year.
  - 19.1.3.8 The solar energy panels must be removed if no longer in use.
  - 19.1.3.9 Installation of solar energy panels is subject to ARC approval for compliance with these requirements and generally applicable Architectural Design Guidelines.

## **\*APPENDIX A**

### **Actual window sizes for ratio of 1:1.6:**

**2'6" x 4'0"**

**3'0" x 5'0"**

**3'6" x 5'6"**

**4'0" x 6'6"**

**4'6" x 7'0"**