

## Responsibility for unit appearance and landscaping

### ***Maintenance, repair and replacement (exterior except as noted):***

1. **Painting and repair of structure, garage doors and windows**
  - Required: Paint per the color on chart for unit number – no exceptions. Paint at least once every 5 years or more often if paint is chipping or shingles are broken or need repair. (*If you paint earlier, inform the Standards Chair in writing so the unit schedule can be adjusted.*)
  - Required: Use paint colors per chart for trim, main structure, patio, garage, deck, and chimney as required. (See Paint Spec Chart in Appendix.)
  - Required: Any broken shingle must be repaired and repainted as soon as possible.
  - Windows (wood, vinyl-clad, aluminum-clad, or fiberglass) are required to be painted their respective unit trim color.
  - **A map with your unit number, the paint chart and specs is in the Appendix.**
  
2. **Roofs, screening, chimneys, gutters, downspouts, and drainage**
  - Required: Annual inspection and clean as needed.
  - Required: Repair and replace as needed (preferably within a month after any damage).
  - Required: Protection-screening systems against birds infiltrating the units and chimney caps – any change must be approved.
  - Consider ventilating underneath eaves if unit has not already done so to avoid mold and deterioration.
  
3. **Driveway** (Asphalt Black Only – no pavers or stamped asphalt.)
  - Required: Recommend reseal each year but required at least every 2 years.
  - Required: Replace when seriously cracked as recommended by Standards Annual Inspection Report on unit.
  
4. **Lighting**
  - Required: Downward lighting is the standard for both Muirfield Village and your Condo Assn. (Sorry, no coach lights permitted and Condo Assn. does enforce.) (See Appendix for specifications.)
  - Required: Accent lighting only as approved by Standards Committee. (See Appendix for specifications for types of lighting pre-approved by Condo Assn. Unit owner is also responsible for obtaining Muirfield Village approval.)
  - May use: Motion detectors allowed but must turn off within five minutes or so.
  - May use: Landscape lighting and house lighting timers for safety for all, but please be considerate of where the lighting is positioned in relation to neighboring units.
  
5. **Signage and/or security**
  - All Signage is regulated by Muirfield Village.
  - Any permitted signage by Muirfield Village which may include but is not limited to realtor signs, security company and/or fire signage (or decals on windows for fire location or security) is permitted as allowed by Muirfield Village if placed within the unit's adjacent landscape beds within the limited common elements and blended in with

the landscape to the extent practical.

**6. House numbers, front entry, and front lawn accessories**

- Required: 4 inch black numbers only placed either vertically by front door under the porch lighting or horizontally under garage downward lighting – unit owner’s choice. (See Appendix for specifications.)
- Walkways and porch entries are wood, stone, brick, slate, galvanized stone, tile, and concrete.
- Required: Any change in the front entry must be approved in writing by the Standards and/or Grounds Committees first (as appropriate) and then by the Muirfield Village before any change is initiated.
- Please limit your front porch/entry and lawn accessories to flowers and planters.
  - Although Muirfield Village prohibits flags, statuary, and the like, enforcement seems to be sporadic based upon complaint. Thus, your Condo Assn Board has been more liberal in permitting its residents to express their individuality by not prohibiting seasonal wreaths, OSU flags on game days or seasonal banners or lawn ornaments, such as lawn fountains, bird baths, bird globes decorations, small statues, such as stone geese, lions, and the like, but asks each unit owner to take great care that decorations are appropriate, in good taste, limited in number (less is better), and displayed for a reasonable time period (before and after) in keeping with the season.
  - Flower planters or a bench or chair/table for the front porch should blend in with either the color of the unit or trim or be black to match lighting and house numbers, or unit owner should obtain special approval in writing from Standards Committee in advance prior to displaying or using.
  - The Board also asks that each unit owner look at his/her unit from the street and try to position lawn ornamentation and decoration and/or other items of individual taste where such item can be enjoyed by the unit owner but not be visible from the street with the exception of December holiday lighting and wreaths. (In some cases, this may mean that the unit owner adds landscaping so that a statute or lawn ornament is viewed from the owner’s front window but not from the street or that the unit owner moves the items of a more individual artistic décor and nature to the back outdoor living area of the unit. Please note that many units’ back patio and living areas are shared; so any individual décor item should be limited, in good taste, and appropriate in season and time period.
  - If there are any neighbor disputes regarding any such item and the neighbors can- not resolve such issue among themselves with the Standards Committee acting as a mediator, the Board reserves the right to implement greater restrictions and prohibit such items on a case-by-case basis.
  - Please note that even if the Condo Assn does not take an issue with an item of decor, Muirfield Village may have more restrictive requirements and its Rules and Regulations will control even if the Condo Assn has approved a particular item; and thus the unit owner will have to resolve such issues directly with Muirfield Village.

7. **Outdoor living areas**

- Limited common elements (but generally front and back entries, porches, patios, walk ways) in back and front areas cannot be expanded or encroached upon common elements. (See definition in Appendix 1(Condo Docs page 2 and 3) and Appendix.)
- Required that unit owner replace dead plants and/or trees unless in common element, but Condo Assn provides for **removal of dead plants and/or trees upon request of unit owner.**
- Unit owners may elect to do own **trimming** of bushes and trees or Condo Assn will provide service (but do not complain).
- All **replacement plantings must be approved** in writing before replacement from both Condo Assn and Muirfield Village. Seek your Condo Assn approval first and then Muirfield Village approval.
- No smoking or disposal of cigarettes and ashes in **mulch** areas.
- Keep **garden hoses and sprinklers** neat and tidy when not in use.
- Recommend that **garden hose roll up containers** be used that blend and coordinate with the unit.
- **Fountains (if in-ground, requires pre-approval), birdbaths, feeders and birdhouses** are best suited to the back living areas. Avoid stagnate water because of mosquito breeding and health related concerns.
- It is beneficial to all to **water the flowers, trees and grass**, even if it is outside of your limited common element. The Condo Board hopes neighbors will take turns to water and keep our area green.
- **Porch furniture** should generally be used in the back living areas and be in good taste, preferably blending or matching unit color scheme or black.
- **Porch furniture** may be left outside in back living areas during the winter but should be neat and tidy.
- **Grills** may be used only in the back living areas or around garage areas if normally stored in the garage.
- Required: **Decks and patios** (wood, painted as per spec (See Appendix), or concrete) and **Board-approved awnings** should be repaired and maintained.
- **Decks and patios should not become storage facilities.**
- **Hot tubs, swimming lap pool** and the like in back living areas only and may be above or below ground but covers must be utilized and be in good repair. Any new tub or lap pool must be approved as set forth herein and can only be placed in the unit owner's patio or deck area, preferably sunken or screened. Covers to match one of colors of unit. (See Appendix.)
- **Sprinkler systems** are permitted when approved subject to certain specific rules, but each unit owner is responsible for repair and maintenance. (See Appendix.)
- **Required: Waste materials** can only be kept within garage in sanitary containers until collection day. After collection, any materials not picked up by the refuse collectors must be disposed of appropriately. Yard materials collected on Mondays and other refuse pick up currently on Wednesday. No hazardous waste may be disposed except as permitted by law.

- **Snow removal** must be arranged by each unit owner but the Board may from time to time make arrangements for plowing the two courts.
    - **In event of snow, please do not park in street so that a snowplow can plow our streets.**
      - **Younger neighbors are asked to watch and where possible assist their more elderly neighbors** if there is significant snow fall by helping shovel or offering to drive them to store or pick up food if a snow emergency exists.
8. **Interior living area:**
- Annually check **fire detectors**.
  - Annually check **washing machine hoses**.
  - Annually check **window** appearance. (Require broken seals and wood rot windows be replaced by unit owner as soon as possible when discovered.)
  - Remember that **window treatments** should be attractive for street curb appeal and unit owners should avoid any offensively large sign or window décor that might be visible from the street.
  - Consider a security system that is monitored for fire.
9. **Inspection Report: Issued annually by Standards Committee and each unit owner is responsible to correct any items that have been noted as not in compliance or deficient.** (See Appendices 1, 4 and 5)
- The Board asks that you take immediate action to correct and encourages that if you have any issues regarding the Report, you communicate directly with the Standards Committee within ten (10 days) after receipt, or it is deemed that you have accepted.
  - If you wish to contest, speak, or write to the Standards Chair and if you are not able to successfully resolve, you may submit a statement along with any supporting documentation as to why you feel the Inspection Report item is not appropriate or correct as the case may be within 20 days after your receipt. The entire Board will meet with you and the Standards Committee to resolve within the next ten days thereafter.
  - The Board will take a position within the next 30 days thereafter. After listening to both the Standards Chair and the unit owner, the Board will make a determination of next steps that may include the Board taking corrective action and imposing an assessment on the unit owner or suggesting a formal mediation process or availing itself of other remedies in accordance with the Declaration and Bylaws should that become necessary.
10. **Improvements [Exterior (any) or interior (major change such as structural)]:**
- **Whenever you want to make any changes to the landscaping or structure**, you will need to get certain approvals from either the Grounds Chair or Standards Chair in advance in writing as well as comply with any Muirfield Village approvals **before** any work is undertaken. **Muirfield Village will not approve any improvement plans that have not been approved by your Condo Assn first.** (Board needs to be aware, as there may be insurance impact as well.)

- **Conflicts:** Besides the Condo Assn, The Muirfield Warranty Deed and the Design Standards Booklet from the Muirfield Village Association also contain guidelines for homeowners when anticipating improvements or changes to existing homes. The deed and design standards are the fundamental tools used by the Design Control Committee to enforce the rules and restrictions in the Muirfield Village Community. The Condo Assn has tried to be consistent with the Muirfield Village requirements but in some instances there may be differences in requirements. In the event that there are any conflicts between Muirfield Village and the Condo Assn Declarations and Bylaws and the Rules and Regulation promulgated there under, the more stringent requirements shall control. The Board of the Condo Assn and committee chairs will assist you where possible, but ultimately you are responsible to ensure your unit is in compliance with both of the respective Declarations and Bylaws and their Rules and Regulations.
- Please retain your written copy of your approval from the Condo Assn for your improvement or replacement as this is a volunteer board and documents could be lost as positions change hands over time.

### *What do I do if making a change or repair*

#### **Any plans for exterior changes and/or additions to your property or landscaping must be submitted in writing BEFORE ANY WORK BEGINS:**

- Required: First, submit your written request to the Standards Committee (for appearance-related issues regarding the structure) or the Grounds Committee (for landscape-related issues) for the Condo's written approval.
- Required: Secondly, submit your written request along with the Condo's approval to the Design Control Committee of Muirfield Village for its approval before any work or installation begins.
  - These requirements include but are not limited to plans to change your home, such as adding a deck, patio, arbor, screened porch, hot tub, or room addition. Any proposal to remove trees, plant trees, install new landscape beds and retaining walls--any exterior change to the property--must be approved before the work begins.
  - Build in adequate approval time to your time lines.
  - Provide a copy of Design approval to your Condo Assn for recordation.

You, the unit owner, are ultimately responsible and could be asked to substantially change or take out your new improvement at your cost or find yourself embroiled in a neighborhood dispute of your own making. Thus, we ask you to follow procedure.

## Frequently Asked Questions

### *Pets*

#### **Can I have Pets? Yes, but there are strict controls and responsibilities.**

- Pets are subject to the Dublin leash law and other Muirfield Village restrictions and the unit owner must be present with the pet. (No animal may be left on a chain unattended.)
- Required: Unit owners are required to immediately pooper scoop and dispose of all waste immediately and may be assessed for grass replacement in areas destroyed by pets.
- Unit owners may keep a pet that is not a nuisance or a source of complaint to other neighboring unit owners. Thus, unit owners must keep control of their pet and be responsible to ensure that there is no excessive noise (barking) or other issues. Unit owners are responsible for pets of any family members or guests.
- Continued violation of policies may result in loss of exercise privilege of the pet on Association common ground and may cause the Board to restrict the number, type and/or size of pet permitted on a case-by-case basis, even retroactively if a problem remains uncorrected after written notice.

### *Fence*

#### **Can I have a fence? Generally no, unless you have obtained special approvals.**

- No invisible or other fences are permitted except as approved in writing in advance first by the Condo Assn and then by Muirfield Village.
- At this time, the Condo Assn has taken the position that there are to be no invisible fences since the common limited elements and common areas are areas of joint ownership to be enjoyed by all unit owners.

### *Recreational equipment*

#### **What kind of recreational activity equipment can I have or participate in for me and/or my family on the common elements and around my Condo?**

- Swing sets, trampolines, soccer nets, play pools, sand boxes, basketball hoops, and other such outdoor recreational equipment is Not permitted since the Condo Assn has taken the position that each unit owner and their families and guests may enjoy the recreational play outdoor equipment that is provided by Muirfield Village at the pool and play areas (closest one is Glick Road which is only a few blocks away, Dublin schools (two elementary schools within the community), Dublin recreational facility and city parks (within a few miles of the community).
- Scooters, skate boarding and other such recreational play activities such as Frisbee, croquet, soft nerf football or catch and the like are permitted as allowed by Muirfield Village from time to time but shall be supervised with an adult present (outside). No play or recreation equipment is to be left outside the living areas when the activity is over. Supervision is a must so that a child does not dart into the street that might cause an unfortunate accident. Public streets and entry flower areas with stonework are not play areas.