



MUIRFIELD ASSOCIATION, INC. PROPERTY HANDBOOK

SECTION I	WELCOME TO MUIRFIELD VILLAGE	Section 1
	Overview and History of Muirfield Village	2
	Board of Directors/Committees	3
	Resident Amenities	5
	Resident Services	6
SECTION 2	PRESERVING THE CONCEPT - DESIGN STRATEGIES	Section 2
	Design Strategies	9
	The Neighborhood and Home Site	10
	The Home at Muirfield	12
	Exterior Finishes, Materials	15
	Landscaping	24
	Recreational Equipment	26
	Utilities	28
SECTION 3	DESIGN STANDARDS – QUICK LIST	Section 3
	Listed alphabetically, requirements for review of design requests	29-43
SECTION 4	POLICIES ,PROCEDURES	Section 4
	Annual Assessment Collection Policy/Procedure	44
	Deed Violation Enforcement Policy/Procedure	45
	Hearing Procedure	47
	Deed Violation Report Form	49
	Hearing Request Form	50
	Design Review Policy	51
	Home Exterior Policy	53
	Lot, Lawns & Landscapes Policy	57
	Paint Policy	61
	Parking Policy	62
	Pet Policy	63
	Signage Policy	64
	Common Elements Policy	66
	Records Request Policy/Form	68
SECTION 5	APPLICATIONS/GUIDELINES	Section 5
	Design Review Fee Chart	72
	<i>Applications and guidelines for design requests are not included in the handbook. They can be downloaded online or obtained from the office)</i>	

Welcome to Muirfield Village History, Amenities & Services, Section 1

Welcome Home! In 1974, Muirfield Village was created from the unspoiled rural countryside in Dublin, Ohio. This unique environmental community was designed by Jack Nicklaus, Muirfield Ltd., teams of skilled planners, architects and builders. The long vistas, woodlands, streams, lakes and open areas have been good neighbors to hundreds of families who are part of one of the premier communities in central Ohio. Jack envisioned the natural beauty of the land molded into a unique environmentally friendly community that met Planned Urban Development requirements and restrictions. The Muirfield concept combines exceptional design blended with the natural environment. When developing the Muirfield concept, much consideration and emphasis was placed on providing privacy for each family, the desirability of peaceful walking and bicycling paths throughout the community, and the blending of all buildings into the landscape.

Nearly 2,400 families (more than 8,000 residents) call Muirfield Village home. Building and construction are at a minimum, leaving residents with a feeling of a quiet, completed neighborhood to call home. A winding complex of tree-lined streets, secluded cul-de-sacs and courts interconnect a combination of condominiums, patio homes, and single-family homes. In the spirit of Jack's dream, the names of the streets, as well as the community itself, are taken from Scottish golf communities.

Muirfield Village lies in the northwestern corner of Dublin, Ohio and is part of Delaware and Franklin counties. There are two golf courses located within Muirfield: The Muirfield Village Golf Club and The Country Club at Muirfield Village. Thus, many neighborhoods have golf course views while others enjoy a variety of wooded lots and rolling terrain. Homes in Muirfield Village include single-floor ranches, patio homes, condominiums, large estates, and exclusive custom-built homes. There is something for everyone in Muirfield Village!

Through the years, Muirfield Village has retained the sense of country while still being conveniently located near a suburban environment. City amenities, services, and some of the finest schools in the area are only a short drive away.

The many services and amenities available in our community are funded by the assessment paid each year. Similar to real estate taxes, the assessment is billed a year in arrears. Currently, they are calculated at \$2.20 per \$1,000 of fair market value as assigned by the county auditor. The assessment invoices are mailed to owners in mid-January and are due within 30 days. The Association maintains a law-mandated reserve to defray the future replacement costs of those major capital items that the Association is obligated to maintain.

Board of Directors

When management of The Muirfield Association was turned over to the owners in 1987, a nine-member Board of Directors, the governing body representing Owners, Residents and the Association, was formed. These nine residents voluntarily dedicate their time and talents to serve the interests of our community. They are elected to three-year terms during voting at an annual meeting. Director terms are staggered so that each year, three members are elected to serve three year terms. They must be residents in good standing whose member rights and privileges have not been suspended and they must be able to attend the bi-monthly meetings. The directors are dedicated to long-term good management, controlled growth and fiscal responsibility. Their thoughtful concern ensures reasonable protection of each owner's environment.

In accordance with the ORC 5312, owners elect members to the Board of Directors from among the owners and their spouses. Owners not eligible to be elected to the Board of Directors include: those who are not an individual; any principal; member of a limited liability company; partner; director; officer; trustee; or employee of the owner.

The Board of Directors is responsible for setting policies pertaining to the Muirfield Warranty Deed and Articles of Incorporation. They approve the annual operating budget and capital expenditures. The Board meets at the Association office on the third Wednesday of every other month.

A General Manager has been retained by the Board of Directors to oversee the day-to-day operations of the Association which includes a well-informed office team, and a skilled full-time and part-time maintenance crew. You may see the maintenance crews working in your neighborhoods and in the common areas, however, all service contract requests must be submitted to the Association office and must not be made of staff in the field or working at facilities.

Muirfield Design Control Committee

The Board of Directors appoints members to the Muirfield Design Control Committee (MDCC), made up of staff and professionals for reviewing, evaluating, approving and disapproving exterior additions and changes to Muirfield properties. The MDCC is charged with enforcing Muirfield standards to protect the deed restrictions and aesthetics of the community. Besides reviewing exterior property changes, they are also charged with enforcing the deed and pursuing correction of violations of the Warranty Deed and Design Standards. The Directors and MDCC expect residents to monitor their own activities. As needed, they work diligently to see that the deed and design standards are upheld.

In accordance with policy, specific procedures are followed to alert residents when a violation is noted. Legal action may be taken against owners as a result of a violation that fails to comply with the deed and adopted design standards.

Grounds & Facilities Committee

The Grounds & Facilities Committee, made up of resident members, serve as liaisons to the Board of Directors. This committee gathers recommendations and makes suggestions to the Board of Directors pertaining to the maintenance of pathways, landscaping, lakes and capital projects for the common

elements as well as making recommendations pertaining to the rules, maintenance, safety, programs and capital projects for the pool and tennis facilities. The Grounds & Facilities Committee meets with the General Manager at the Association office on the last Monday of each month, March through November. The chairman of the committee provides a report at the Board of Director meetings.

Social Activities Committee

The Social Activities Committee, made up of resident members, serve as liaisons to the Board of Directors. This committee develops, plans, funds, organizes and staffs social activities/events for all Muirfield residents. The Social Activities Committee meets with the General Manager at the Association office. The chairman of the committee provides a report at the Board of Director meetings.

Civic Action Committee

The Civic Action Committee, made up of resident members, serve as liaisons to the Board of Directors. This committee monitors activities/developments of areas that may impact the general well-being of Muirfield residents. This committee will organize, monitor, attend meetings as needed, keep informed of pertinent actions, and alert the Board of Directors of such activities. The Civic Action Committee meets with the General Manager at the Association office. The chairman of the committee provides a report at the Board of Director meetings.

Muirfield Village Garden Club

The Muirfield Garden Club is a separate group comprised of residents with interest in gardening and flowers. They meet in member's homes, usually on the second Monday of each month, March through December. The purpose of the organization is to stimulate knowledge of gardening, to advance civic beautification, and to promote conservation of the natural resources in our community. This active group contributes time and talents to the Dublin Library, the Women's Reformatory in Marysville as well as sponsoring a Junior Gardening Program for Muirfield youths. Proceeds from the club's fund-raisers are used to beautify and enhance Muirfield's common elements and the courtyard at the Dublin Library.

Muirfins Swim Team

The Muirfins Swim Team is an independent club exclusively for Muirfield youths. Practices begin in late May and the season ends with a championship meet in mid-July. All families in good standing (without deed violations or delinquent assessments) are welcome to join. For more information about the Muirfins Swim Team, email the swim team at muirfinspresident@gmail.com.

Website

The Association maintains an interactive website at www.muirfieldassociation.com with general information about the community, activities, events, and groups. Guidelines and applications for design review, the Warranty Deed, Bylaws, and Articles of Incorporation can be downloaded. A members' area offers owners the opportunity to read minutes and download annual meeting materials.

Resident Amenities

Common Elements

The common elements owned by the Muirfield Association, Inc. (the “Association”) are for the exclusive use of all residents in good standing and their guests. There are over 250 acres of open space within the village that includes wooded areas, natural elements, lakes, open space, and manicured lawns. When Jack Nicklaus developed Muirfield Village, his vision was to build a world-class golf course surrounded by a premier residential community. His inspiration to retain as much of the natural beauty including homes that blend with the land, has resulted in our lovely community.

Reasonable repair, maintenance and replacement of the common elements are done at the Association’s expense and at the direction of the Board of Directors. The annual assessment pays for the maintenance and upkeep of these amenities.

Recreational Facilities: There are two recreation facilities. The following chart lists the available activities at each facility:

Activity	Glick Road Recreation Complex Glick Road	Holbrook Recreation Complex Muirfield Drive
Pool	Full size pool, baby pool, water slide and concession stand.	Full size pool with lap lane, baby pool, ground level spray-ground, hot tub and concession stand.
Basketball Courts	Asphalt, marked basketball courts with adjustable backboards.	Asphalt, marked basketball courts with adjustable backboards.
Tennis Courts	6 lighted courts. Reservations can be made up to a week in advance by calling the tennis pavilion at 761-1967. The summer tennis program operates here.	4 lighted courts operating on a first-come-first-serve basis.
Chipping & Putting Green	N/A	A three-hole chipping and putting green sits in the open space just north of the Holbrook pool.

Tennis Program: The Association offers a full tennis program for adult and junior residents at the Glick Road Recreation Complex. A tennis activity sheet is provided in the annual meeting packet. Information can also be found on the Association website or by calling the office at 614-889-0922.

Lakes: Twelve Association-owned lakes within our community are stocked with catfish, bass and bluegill. Residents in good standing are welcome to fish in any of the Association-owned lakes.

Pathways: Over 29 miles of paved pathways winding through wooded areas, beautiful golf course vistas and open space are available to residents in good standing. The pathways are ‘good-weather-paths’ and are not cleared of snow. The paths provide many valuable benefits including transportation links, recreation areas, habitat corridors and outdoor fitness. There is a wide range and mix of residents using the paths so constant care and consideration for safety of all users is important.

The cart paths on the two adjacent golf courses, all golf course fairways and property, are privately owned and are not part of Muirfield Association common areas. Residents are asked to respect the private ownership of these areas and refrain from trespassing on them.

Resident Services

Architectural

The Board of Directors has hired an architect and a landscape architect who will visit with residents at their home up to an hour – free of charge – for assistance in getting ideas for updates, remodeling, additions and landscape projects into a plan that complements the lot and fits into Muirfield’s design standards and restrictions. If interested in starting a conversation and home visit with one of the architects, contact the Association office at 614-889-0922.

The Association office maintains a selection of sample materials including paint, roofing, garage doors, windows, brick and stone. Residents are welcome to stop in to examine them and talk to staff about project ideas.

Calendar of Events

A list of events, meetings, and important dates for groups in our community is available on the Association’s website: www.muirfieldassociation.com.

Chipping Service and Tree Removal

The City of Dublin's Chipper Program provides residential curb service collecting and disposing of tree and shrub trimmings. To insure prompt pickup within 1-7 days, residents must arrange the pick-up through the City’s online service request or by calling the **Hot Line at 614-410-4780**. The City will bring the Chipper machine and remove tree and shrub trimmings subject to the following established regulations:

- Only tree and shrub clippings will be picked up. Clippings may not include vines or honeysuckle.
- Trees and bushes with roots cannot go through the chipper machine. Roots must be cut off and processed through other composting programs.
- Firewood, lumber, boards, wire or other debris is excluded from this service.
- Trimmings must be piled within 6’ of the curb at the end of the driveway.
- Trimming piles should be piled neatly with the cutoff ends pointed towards the street.
- City equipment and employees will not come on private property to remove trimmings.
- Avoid placing clippings near mailboxes or fire hydrants that may interfere with the official use and operations of the equipment.
- The City will not pick up clipping deemed too close to parked cars.
- The machine will accept branches with a maximum diameter of 8".
- The longer the trimmings the easier it is for the City crews to remove them.
- The amount of clippings which will be picked up is limited to one truck load per day per home. Citizens with excessive amounts of clippings should make other arrangements.
- City employees will not leave mulch at homes.

- The City of Dublin provides a holiday tree pickup. Collection will take place each Monday in January. All decorations should be removed and trees placed at the curb, free of any wrapping or bags, by 7 a.m. on Mondays. If a tree is larger than 8 feet in length it must be cut in half before being placed at the curb. For details of the City's recycling, yard waste diversion and composting programs, call 614-410-4750.

Dead Animal Removal

Dead animal removal is the Association's responsibility only when the animal is found on common elements. Dead fish from any of the common element lakes will be removed by the Association. If a dead animal is observed on a city street, residents should contact Dublin Streets & Utilities at 614-410-4750 for assistance. If a dead animal is found on private property, the property owner is responsible for removal. The Association does not endorse or recommend any particular private contractor. However, some residents have contacted Critter Control, 614-291-4400, or Affordable Animal Control, Inc., 614-539-9400, for assistance in this regard.

Leaf Pick-Up

The City of Dublin provides seasonal leaf pickup. Leaves should be raked to the curb (not in the street). Check Dublin's website under City Services at <http://dublinohiousa.gov/services/curbside-yard-waste-collection/>. Other times of the year, the City will collect leaves along with other yard waste on Mondays. Gather the leaves in biodegradable bags and place at the curb by 7:00 a.m. Monday morning.

Mailbox Installation and Maintenance

The majority of Muirfield properties include a unique single-arm mailbox unit specifically designed and built by Association maintenance staff. The units are owned by the property owner and they must be uniform in appearance and construction as other mailbox systems in the neighborhood. It is the responsibility of the owner to see that the unit is kept in good condition; however, as a service to our residents, Muirfield maintenance staff will provide the mailbox system, install it and perform maintenance to the unit for a fee. Contact the Association office to arrange for assistance with installation and repairs. Other styles, sizes or color of mailbox units are prohibited.

Recycling

The City of Dublin provides recycling containers for each home. Recycling collection takes place on Wednesdays. The schedule may change during a holiday week. Rumpke Waste Services observes six major holidays during the year – Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day. Should one of these holidays fall on a Monday, Tuesday or Wednesday, collection will take place on Thursday. The change is only effective during the week of the holiday. The week after the holiday, collection will resume on its normal schedule.

The following items can be recycled: all plastics (numbers 1-2); plastic bottles with necks (numbers 3-7); clear, brown, blue and green glass bottles and jars; aluminum and steel cans; most paper; cardboard; milk and juice cartons; and pizza boxes. For more information about this service go to: <http://dublinohiousa.gov/services/recycling-collection/>

Refuse Containers & Trash Pick-Up

The City of Dublin refuse collection takes place on Wednesdays. The schedule may change during a holiday week. Rumpke Waste Services observes six major holidays during the year – Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year’s Day. Should one of these holidays fall on a Monday, Tuesday or Wednesday, collection will take place on Thursday. The change is only effective during the week of the holiday. The week after the holiday, collection will resume on its normal schedule. Collection can begin as early as 7:00 a.m. Place refuse containers at the curb by 7:00 a.m. on Wednesday morning and take back inside the same evening after collection.

Refuse containers are prohibited to be outside before collection day. Our community is still rural enough that varmints and rodents can get into the refuse at night and make a mess. Additionally, refuse sitting at the curb for days creates an eyesore for the whole neighborhood. Residents may choose the containers, but the contractor asks that the contents not weigh over 50 lbs. Additional trash collection information may be found at: <http://dublinohiousa.gov/services/trash-collection/>

Snow Plowing and Street Cleaning

The City of Dublin provides snow removal and street cleaning services for all City streets within our community. Questions regarding snow removal/street cleaning should be addressed to Dublin Streets and Utilities, 614-410-4750 or visit: <http://dublinohiousa.gov/services/snow-removal/>.

The Association is only responsible for reasonable snow removal from the private streets within our community including Dunsinane Drive, Muirfield Court, Grey Friar Way and Strasbourg Court. The Association contracts with an independent contractor for servicing these private streets.

Utilities Information

The local utilities are:

- American Electric Power – electric, 1-800-277-2177
- Ohio Edison Electric – electric, 1-800-633-4766
- Union Rural Electric – electric, 1-800-642-1826
- Columbia Gas of Ohio – natural gas, 1-800-344-4077
- City of Dublin – recycling, 614-410-4750
- Rumpke Waste Removal – refuse, 1-800-828-8171
- Columbus Dept. of Water –water, 614-645-8270
- Time-Warner – cable, telephone & internet, 614-481-5320
- AT&T- telephone, cable, telephone and internet , 614-793-0161
- Wow Way – cable, telephone and internet, 1-888-598-5680
- Ohio Underground Utilities Protection Service (OUPS) – line search, 1-800-362-2764

Preserving the Concept Design Strategies, Section 2

The Board of Directors of the Muirfield Association, Inc. is dedicated to long-term good management, fiscal responsibility and controlled growth to preserve the Muirfield concept.

Recognizing the importance of the established design standards for Muirfield Village, the Board keeps an eye on current trends and listens to the needs and concerns of residents to ensure future sustainability of this lovely community.

The Guidelines were established to ensure that developers, architects, builders, contractors, homeowners, landscapers and residents of Muirfield Village adhere to the design requirements for building, remodeling and maintaining the character of the village. Thus, a framework is provided to:

- Enhance the quality of homes and neighborhoods
- Protect property values
- Provide investor and property owner confidence

The guidelines include an explanation of design principles as well as design solutions to implement those principles. By understanding and following the guidelines, the home and property will remain an integral part of the surroundings of this unique community. The Design Guidelines are a critical element in the Design Review process.

The Muirfield Design Control Committee

The Muirfield Design Control Committee (MDCC) was established through the terms of the Deed, Article 6. Its members are appointed by the Board of Directors. An architect, a landscape architect and the Association's general manager comprise the MDCC. At the discretion of the Board of Directors, Muirfield owner(s) may be appointed to the committee. Each position is reviewed annually. To maintain consistency, experience, and architectural harmony within Muirfield, all MDCC members appointed by the Board of Directors must have some background in real estate such as brokerage, construction, design, landscaping, financing, engineering or architecture. They must also be familiar with the Association documents including the deed, design standards and property handbook.



*"Adding value to vision,
The Muirfield Design
Control Committee is
committed to your
success."*

The MDCC reviews plans for every proposed new home, exterior remodeling, additions, alterations and landscaping to Muirfield properties. Approval from the MDCC is a requirement before any work begins. The Committee meets bi-monthly to review applications. These reviews assure property owners that the provisions of the deed and design standards are carefully evaluated and enforced. Although the

MDCC is appointed by the Muirfield Board of Directors, they are a separate entity. The MDCC has final jurisdiction in approving or disapproving any design review request. The only appeal process is through the MDCC.

The MDCC's mission is to maintain and preserve specific architectural characteristics in design and construction while understanding the needs of owners and their projects. The goals are to assist owners

in building and remodeling homes that are consistent with the original concept, enhance existing homes and neighborhoods, and provide guidance for landscaping projects. The members of the Design Control Committee are committed to the success of each project.

To assist property owners with this requirement, many of the design review guidelines and applications can be found in *Section 5* of this booklet or online at the Association's website:

www.muirfieldassociation.com under "Design Review". These guidelines and applications provide the basic information needed for review. They also serve as a checklist to insure that all design elements have been considered in the development of the home or property enhancements. As provided in the deed restrictions, the Design Control Committee reserves the right to disapprove construction or improvements on properties if the size, scale, character or architectural style is not compatible with the home, the neighborhood or with the design standards.

The Neighborhood and Home Site

Muirfield Village is divided into many neighborhoods or courts, each with its own distinct setting, architectural home style and personality. The neighborhoods were created after a detailed study of the unique natural qualities of each section of land. The architecture varies from neighborhood to neighborhood. Most feature an interior courtyard or cul-de-sac which provides intimacy and individual character. The style, color, trim, window treatment or finish types used in one neighborhood may not be appropriate or acceptable for another area of the village. There are four primary neighborhood atmospheres:

Golf Course Neighborhoods:

Most have views of the golf fairways. Each home adjacent to a fairway must blend with the golf course environment while not encroaching upon it. Views of the course must be constant and may not be blocked by landscape or structures. Most homes surrounding the Muirfield Village Golf Club are required to use heavy-weight cedar shake roofing.

Wooded Neighborhoods:

The natural stands of trees provide rustic enclosure and privacy for homes. These areas are to be preserved as 'natural', which does not allow clearing or manicuring the vegetation.

Ravine Neighborhoods:

Characteristics of a ravine area may include trees, bushes, creeks and outcroppings of rock. Since erosion is the process that created the ravine, special consideration must be taken to protect the natural environment from further erosion. Sloping land often suggests multi-level homes, tiered landscaping, retaining and seat walls and walk-out basements.

Open Land Neighborhoods:

Landscape enhancements are needed to enhance homes in these neighborhoods. Strategic placement of trees and other plant materials on these basically level lots is critical.

Before building or remodeling, it is important to identify the natural qualities of the site and work with them. Save the trees, rock outcroppings, and scenic views. The land at Muirfield varies from

level to very steep. Recognize the slopes and drainage patterns. These elements should blend with the site and enhance its natural features. Plan the home and alterations to work with these elements with a minimum of disturbance to the existing grades and contours. Avoid the temptation to fill them. When construction occurs, protect trees and natural areas. Get all plans for construction approved before commencing any exterior project. Consider earth mounding, retaining walls and stepping slopes when developing plans for homes or additions where elevations change. These elements should blend with the site and enhance the finished appearance. Grading portions of lots shall be kept near the existing grade and shall not exceed 4:1 slope.

Drainage:

Drainage issues can be completely solved before initial construction or remodeling if the master grading plan is followed. Each neighbor receives water from above him and deposits water on those below. It is essential that each property maintains the proper grading to allow a natural flow of water from one lot to the next. Storm water from buildings and pavements on each property shall be directed by pipe or swale to the nearest storm sewer or natural waterway. Storm water originating from the natural watersheds of adjacent properties shall be accommodated and transmitted through the site to an existing outlet. Muirfield Association requires silt protection measures to control storm water and sediment during and after construction. Elevations are indicated on the master grading plan at the Association office and on file at the City of Dublin Building Department.

Building Setbacks and Side Yards:

Building setbacks are defined on the plat or deed of each phase of Muirfield. It is the intention that homes have varied setbacks, not 'lined up' as in a subdivision, and be carefully sited in more random order where trees and topography indicate.

Side yard setbacks will be a minimum of 7.5' unless otherwise approved. Certain phases of Muirfield Village have more restrictive front, side and rear yard setback requirements. The original concept for Muirfield neighborhoods encouraged a vista where one property flowed into the next without regimented tree lines or blocking views with shrubbery. Avoid a 'closed in' attitude. Privacy can be achieved by strategically planting trees, shrubs and bushes in clumps or groupings to create privacy and screen undesired views. Think about where windows will be placed; avoid windows that 'look into' neighbor's windows.

Driveways:

Driveway access from the street should be easy and direct while not making the garage doors overly important. The ideal driveway connects strongly with the front entrance making it easy for a person to use the front door. It is idyllic for the driveway to be part of the entry garden, partially enclosing it with shrubs or a wall creating a real 'auto entrance'. Curved driveways and side-load garages set back from the face of the house are ideal. Garages should be placed so that the doors do not dominate the home. Side-load garages, garages set back from the main face of the home, or courtyard garages help to minimize the impact from the street.

Special driveway paving is encouraged, using brick, pavers, textured concrete or a combination of pavers and concrete. On sloping lots, consider 'sunken' or cut-in driveways. On flat sites, mounding may be considered to help driveways blend with their sites. When planning to replace or enlarge a

current driveway, always check city requirements as driveway dimensions are restricted by the City of Dublin.

Parking Spaces:

The deed provides for a minimum two-car covered parking facility plus additional off-street parking for two cars. The parking areas should be screened with plantings or gently mounded earth. When upgrading your driveway consider necessary parking. Allow ten feet in width and 20 feet in length for each vehicle. For side entry garages always allow room to easily back the car out and make the turn back towards the street. This will allow you to pull forward into traffic.

Use existing landscape to your advantage allowing the driveway to weave through and around the landscape. Planting ornamental flowers or short bushes along the edge of the driveway will not only soften the look of the hard surface, but will also create a natural border.

Add curb appeal with color and textured plantings. The driveway design can add beauty to your home in general and the yard in particular.

Any vehicle stored at the exterior of the property more than 5 days is considered a nuisance and must be stored wholly inside a garage or off-site. Campers, boats, trailers, RV's, water craft, etc. are prohibited to be stored at the exterior of the property more than 24 hours. To avoid being considered nuisances, they must be stored wholly inside a garage or off-site.

Streets:

No two Muirfield neighborhoods are alike. Broad landscaped boulevards lead to individual neighborhoods. All driveways exit on residential streets. Streets are designed to take full advantage of the qualities and natural contours of the land. Careful siting of each home in relation to its neighbor and coordination of landscaping helps create pleasant environments. Most of the streets in Muirfield Village are city streets; only streets located in the Estates and the Country Club Estates are privately- owned and maintained by the Association. Problems with on-street parking, potholes, snow removal or speeding vehicles should be directed to the City of Dublin, Streets and Utilities Department at 614-410-4750, or the Dublin Police Department at 614-889-1112.

The Home at Muirfield

Homes at Muirfield are designed to appear to hug the ground as closely as possible. One-story homes with low profiles were built on fairways and other areas where long views are important. Two-story homes are built as part of 'interior' neighborhoods and in wooded areas to blend with the tall trees. The terrain often dictates the best-suited home for the lot. On sloping lots, split-level homes or homes with special features (like balconies, overlooking views or walk-out basements) are encouraged.

One Story homes may not exceed 20' measured from the entry level at the first floor of the home to the ridge line. In some phases, one-story homes may not exceed 22' measured from the entry level at the first floor of the home to the ridge line.

One & One-Half Story homes may not exceed 26' from the entry level at the first floor of the home to the ridge line.

Two-Story homes may not exceed 35' from the entry level at the first floor of the home to ridge line. Distance between the finish grade and entry level is to be kept in accordance with the master grading plan. Check with the City of Dublin Planning and Zoning Department.

Materials and Colors:

Natural materials such as wood, brick, stone, stucco, and tile are required on new home construction. Earth tones such as browns, tans, dusty greens, warm grays and rusty reds blend well with the trees, meadows and lakes of Muirfield Village.

The Roof and Building Mass:

Roof forms are one of the most highly visible components of a residence. Not only do they provide a vital function, but they contribute to and are integral to the overall residential design through the use of distinctive, defined styles and patterns.

The general shape of the roof, walls and appendages must fit in with the land and be compatible with neighboring homes. To be consistent with the Muirfield character, the shape and material used on the roof must be carefully chosen. In general, major roof slopes should be a minimum of 3/12 and a maximum of 12/12 pitch. The roof forms throughout the community should be compatible with one another to achieve homogeneous appeal. The roof must be consistent with the style of the residence utilizing architectural elements such as cornice treatments, roof overhangs with brackets, and richly textured materials. Multiple rooflines on varying levels on large residences will help break up the vertical mass of a residence.

Gable and hip roofs with minor variations and combinations of these two roof types are preferred. Shed roofs, when designed in a sensitive manner, are acceptable. This also applies to flat roofs when combined with gable, hip or shed roofing. Flat gambrel and mansard roofs are discouraged and are only permitted with specific approval of the MDCC.

Roof material on homes abutting the Muirfield Village Golf Club, homes visible from the golf course and certain other places, are to be heavy-weight wood shakes, left to weather naturally. Roofs in other locations must be asphalt shingles, metal, slate, or tile as approved by the MDCC.

Wide overhangs are strongly encouraged. A wide overhang provides protection to the home and helps the house to appear to hug the ground. Fascia and rake boards must be stained or painted to match roofs. Gutters and downspouts are to be painted to compliment the adjacent side walls. Roof fans, jack vents and flashing, with the exception of copper, are to be painted to match the roof. Solar panels, solar tubes and sky tunnels are prohibited.

Roof patching is prohibited. All roof replacements must be approved by the MDCC. The committee reviews new materials and colors as they come on the market. The Association maintains a limited supply of colors and roofing materials for viewing at the office.

Chimney:

Fireplaces are often the heart of the home. Nothing feels better than sitting by the fire on a cold or rainy day. The Muirfield home may have one or more chimneys which contain one or more flues. An exterior chimney is one with full exterior reveal and must be constructed of masonry materials to grade. Exterior cantilevered chimneys are prohibited. Exterior chimneys must be constructed of natural stone or brick.

An interior chimney is one that is built inside the home with the exterior reveal beginning at the roof of the house. The exterior portion of an interior chimney may be constructed of natural masonry materials, cultured stone or brick filets. It is prohibited use any type of wood or cedar to wrap any type of chimney.

The Four Sides of the Home:

The general shape and style of the home must fit in with the contours of the land and be compatible with neighboring homes. The architectural style should be consistent with four-sided architecture. (*Four-sided architecture - the dominant material and design features at the front elevation must be incorporated on all elevations in some fashion.*) The City of Dublin requires “four sided architecture” on new home construction. Architecture refers to the relationship of various features of a building including texture, proportion, entrance design, doors, windows, trim details, roofs, materials, color, mass and scale. Window detailing should emphasize and connect the four-sided nature of the home. Detailed decks, brick or stone water tables and masonry chimneys are examples of enhancements where four-sided architecture should be implemented.

A side or rear elevation may face a wooded area, pathway, golf course, or neighboring residence. The level of design along a side or rear elevation, while perhaps not as intense as the front elevation, should continue the architectural style of the residence and use the same quality materials. Architectural embellishments could include decking, awnings, and landscape materials.

Muirfield homes incorporate wood, stone, brick and other approved materials as the dominant material on the front elevation. All-stucco homes are permitted, however, these homes must feature classic styled windows, door and corner trim detailing as well as distinctive accent features, quoining, EIFS, or other architectural enhancements. (*EIFS – Exterior Insulation Finishing System - a lightweight, synthetic wall cladding that includes foam plastic insulation and thin synthetic coatings. EIFS can add architectural interest with cornices, arches, columns, keystones, cornerstones, special moldings and decorative accents that would often be cost-prohibitive using conventional construction*).

Special attention to home detailing along the pathways and golf course views is expected. The public nature of these lots require emphasis on additional detailing and landscaping as if the home has multiple front elevations. Homes adjacent to fairways must blend with golf course environment. Homes adjacent to pedestrian pathways should be sensitive to preserve the natural setting while maintaining privacy.

Exterior Finishes and Materials:

The correct choices of residential building materials are paramount in the success of the Muirfield concept. Homes should be constructed of high quality, long-lasting materials to contribute to the stability and character intended. Important character-defining details such as brick patterns, joint spacing and color should be incorporated into the design.

Appropriate material examples include:

- Materials compatible with the area's construction methods and styles;
- High-quality materials which result in homes -that will be as maintenance free as possible;
- Residential building materials consistent with the architectural style of the home, and;
- Building materials appropriate to the scale of the home.

The following are durable materials -recommended for use:

- Cedar siding - recommended are 4" to 8" clapboard, rough or smooth finish; channel rustic boards; v-joint tongue-and-groove boards; vertical board and batten; or wood shingles; all with solid color stains.
- Brick - color ranges should be subtle. Speckled or glazed effects are prohibited. Brick details in chimneys, window sills, entry steps and foundations are encouraged.
- Stone - native Ohio limestone in gray or buff laid horizontally is acceptable. Rubble and roughly squared stone may be used. Square-cut dimensional or ashlar stone is not encouraged. If a flat-faced, vertical bed stone is used, flush joints rubbed with burlap are recommended. Use of artificial stone products, such as "brick filets", "cultured stone", "stucco stone" or other manufactured materials, are prohibited on new construction. Artificial stone is only considered on an interior chimney in which the exterior reveal is from the roof line upward. The MDCC may consider artificial stone on remodeling of existing structures where there is no existing brick ledge.
- Composite siding materials (cement board siding products, such as "Cemplank", "Hardi-Plank", or other manufactured materials) will be considered for exterior remodeling projects.
- Stucco, Dryvit, EIFS Systems - natural, subtle sand finish texture, hand troweled or hit-skip texture is preferred; swirls, scratches, splashes, and artificial textures are discouraged. Colors must blend with natural earth colors such as sand, subtle buffs, and tans. White is not permitted.

Inappropriate materials include:

- Exterior walls designed and/or constructed of materials with a limited life expectancy
- Materials incompatible with the architectural style of the residence
- Poorly crafted or "rustic" woodworking and finishing techniques
- Vinyl, aluminum or T-1-11 siding
- Mill-finish aluminum extrusions for windows and doorways
- Unfinished cinder block walls

Use of Color:

The roof and side wall materials of each home shall be compatible with each other and must blend into a common color tone. Natural colors of natural materials blend easily together. When man-

made materials are used, colors must blend with natural materials. Accent colors are permitted only on shutters and front entry doors as approved by the MDCC.

The color palette of a home is composed of the colors of the main body of the home, trim, and accent colors. The colors chosen for awnings, shutters and roofs also contribute to the overall color scheme of the home. The overall color scheme must reflect a cohesive appearance.

These guidelines recognize that the review of a home's color scheme is a balance between the owner's creativity and individuality, the architectural style of the building, and an overall harmonious vision for the neighborhood. A two or three-color scheme is encouraged to provide visual appeal. The main body color is the predominant color of the home. The trim color is applied to architectural elements such as windows, doors, columns, porches, decks, etc. The trim color must be complimentary to the main body color. In a three-color scheme, the accent color can be used sparingly to highlight certain architectural elements, such as a front door and shutters.

Inappropriate use of color includes:

- Colors that are garish, gaudy, loud, excessive and ostentatious
- Colors that constitute a glaring and unattractive contrast to surrounding natural environment or homes
- More than three different colors or color shades used on a single home unless appropriate to the architectural style of the home
- The use of fluorescent or day glow colors
- Color used to obscure important architectural features

Doors:

Doors are a vital element providing not only visual but also physical connections between the private space within the home and the street. A welcoming entry is more important than any other exterior part of the home. In most cases, the front door shall be raised-panel wood or fiberglass. There are limited areas in Muirfield Village where a flush exterior door may be considered. All exterior doors changes must be submitted to the MDCC for review.

To enhance the walkway to the home, care should be taken to select aesthetically pleasing arrangements and natural materials, such as wood, brick, stone or pavers. An inviting walkway connects strongly with the front entrance making it easy to use the front door and can add to your home's landscape. It is ideal that it be part of the entry garden, partially enclosing it with plantings.

Storm Doors - Certain full-view storm doors may be considered. The color of the storm door must be the trim color of the house or the color of the entry door. Decorative "scalloped" storm door panels and unpainted aluminum doors are prohibited.

Garage Doors – The MDCC will consider raised panel wood, fiberglass and certain heavy-gauge insulated steel doors as acceptable replacements. In specific areas of Muirfield and on specific architectural home styles, flush doors will be considered for approval. The garage door is generally a more discreet feature of the home and, as a general rule, the finish on the garage door will be the

trim color of the house or stained a natural wood color. When contemplating replacing garage doors, consider the architectural style of the home and the neighborhood as there are many styles available, however, not all styles of garage doors will be complementary or appropriate for the home.

Windows and Exterior Doors:

Windows and doors are vital elements that link the inside and outside of your home. From the outside, it's important that they're appropriately-sized for your home's particular style, creating a consistent and cohesive architectural pattern.

In the early days of Muirfield Village, very few options were available for windows and exterior doors; most of the originals were wood, and many of those have been, or are ready for, replacement. Today, changing technology in window and door design and construction offers many options for new and replacement units. Some of those are appropriate for installation in Muirfield Village homes, and some are not. Generally, the Muirfield Association will only approve applications for new or replacement windows and doors that are very similar in appearance to original wood units.

It is important to check with the Association office early in the planning stage for assistance with any type of window installation or replacement, since all new and replacement windows and doors must be approved by the Muirfield Design Control Committee (MDCC) before installation can begin. Please review the information below before choosing windows and doors for your Muirfield Village home.

Window and Door Construction

There are five types of window/door construction that are often seen on applications in Muirfield Village:

1. All-Wood – these are often seen on higher-end homes. All wood windows and doors can be painted or stained on both the exterior and interior, offering the homeowner a wide variety of choices in color, and allowing easy color changes down the road. All-wood is almost always approved by the MDCC.
2. Wood/Clad – these are solid wood construction, with an exterior “cladding” that protects the exterior from damage by the elements. This exterior cladding is usually aluminum, fiberglass, or vinyl. The structural strength of the wood core allows these windows and doors to closely replicate the design of traditional wood windows. These windows and doors have limited color choices on the exterior, but the interior side can be painted or stained per the owner's taste. Wood/Clad windows and doors are frequently approved by the MDCC.
3. Composite – these are built of a material made from a mixture of wood fibers and polymers (plastic). Because they are constructed entirely of this composite, they offer the advantage of very low maintenance inside and out. Their structural strength also allows these windows and doors to closely replicate the design of traditional wood windows. Fiberglass offers limited colors choices on the exterior and interior, and in limited circumstances, can be painted. Composite construction is often approved by the MDCC.
4. All-Fiberglass – Because they are constructed entirely of fiberglass, these windows and doors offer the advantage of very low maintenance inside and out. The structural strength of fiberglass also allows them to closely replicate the design of traditional wood windows and doors. Fiberglass offers limited color choices on the exterior and interior, and in limited

circumstances, can be painted. Fiberglass windows and doors are often approved by the MDCC.

5. All-Vinyl - these are built entirely of PVC, offering the advantage of very low maintenance inside and out. Vinyl frames are hollow, with additional material added to increase the strength of the vinyl. This additional material sometimes results in larger frames and sashes that do not closely replicate the design of traditional wood windows. All-vinyl offers limited color choices on the exterior and interior, and in limited circumstances, can be painted. All-vinyl windows and doors are sometimes approved by the MDCC, depending on the color and exterior profile.

While the Muirfield Association's jurisdiction only applies to changes on the exterior of Muirfield Village homes, we strongly recommend that you carefully consider the materials on the interior of your new windows and doors, too. While low-maintenance is an important consideration for the exterior of your windows and doors, it is not a factor on the interior. More important to your home's long-term value is the ability for a new owner to change the interior window color to match their decorating taste, and to match the interior trim colors. This is more or less difficult depending on the window/door construction type you choose.

Window and Door Installation

The proper installation of new and replacement windows and doors is important for the longevity of the unit and for the integrity of the wall, but also for the exterior appearance of the window/door, exterior trim (if any), and exterior cladding. For new construction, this usually means installing the window first, then the exterior trim, and finally, the siding, stucco, brick, or stone cladding.

In replacement applications, the Muirfield Association will only approve installations where the entire window unit, often including the interior and exterior trim, is removed and replaced. This "full frame" replacement method is required in order to assure that replacement window installations are indistinguishable from new window installations. Full-frame replacement may not be an option with all window and door construction types. It is the homeowner's responsibility to ensure that their window/door supplier and installer are complying with all of the requirements of the Muirfield Association.

Muirfield Village Window and Exterior Door Standards for Review

The Muirfield Association Design Control Committee will review applications for new and replacement windows, per the information above, the Muirfield Village Design Standards, and the following guidelines:

1. Window Size/Shape/ Style

- New/replacement windows should replicate the profile of traditional wood windows as closely as possible
- Window styles should be appropriate for the style of the home (i.e. double-hung windows on Colonial homes, casements on Tudor homes, etc.)
- Window styles should generally not be mixed on a house. Exceptions include fixed windows with operable windows, awning windows with casements, etc.
- Window size/shape should be appropriately proportional to the house and to other windows on the house

- Sash width should be appropriate for the window style, and should not be wider than a new traditional wood window, or larger than the window sashes being replaced
- Window “grids” should be installed where architecturally appropriate. “SDL” or “TDL” grids are preferred to between-the-glass or snap-in grids
- Exterior cladding is acceptable, but the “sharp-edged” look found in extruded cladding is preferred rather than the “soft-edged” look of roll-formed aluminum cladding
- Single hung windows are prohibited
- Decorative glass may be considered in specific areas, but may not detract from the unified exterior appearance of the home

2. New Window Installation

- New window frames and sashes should be properly located within the wall relative to the exterior finish:
 - Masonry finish – window frame, sash, and brick mould must sit behind the face of the masonry
 - Siding/Trim – on installations with perimeter trim, window frame should be flush or behind trim.
 - Window sashes that protrude beyond the face of the window frame, or the exterior trim, will not be approved
 - Siding/No Trim – brick mould may be used with siding only when no other trim material is used
 - Stucco installations (same as siding installations above)

3. Replacement Window Installation

- Replacement windows must meet all the “new window” requirements above, and:
 - Replacement windows should be appropriate to the style of the home, even if previous replacement windows were not
 - Replacement window installations should be “full frame” rather than sash only – this means that the entire window unit must be removed prior to the installation of new windows
 - Exterior trim should be removed and reinstalled/replaced
 - No additional “build out” material or “wrap” may be used on the exterior of a replacement window installation

4. General

- Applications for new windows, or window replacements, must include detailed technical information about the windows. In some cases, an actual window sample may be required
- New/replacement windows should be of the highest quality design and construction
- No windows are “pre-approved”; all window installations require review by the Muirfield DCC
- Other requirements of the Muirfield Design Standards apply (color, etc.)
- Other requirements of the City of Dublin Zoning and Building regulations may apply

Awnings

Awnings can be approved to make decks, patios or windows more usable in the summer where homes have little or no shade protection. The MDCC will consider the following in the review of awning applications:

- Awnings must be of cloth construction. Metal (other than the supporting frame), fiberglass or other awning materials are prohibited

- Awnings may only be used on the rear of a home
- No more than one awning may be used on a home
- Awnings must be designed as in integral part of the overall home design
- Awnings with lateral or retractable support arms are preferred over vertical post supports. Lateral arm style supports tend to have more head clearance and usable space. Soffit-mounted or wall-mounted supports are preferred
- Roof mounting is prohibited
- Awnings must be properly proportioned to fit the area they cover
- Awnings may only be of earth-toned solid colors or small-patterned fabrics that complement the house
- Decorative edges such as scallops, fringe, or tassels are prohibited

Canopies and Umbrellas are temporary, seasonal structures placed on decks or patios to provide shade. Canopy and umbrella tops must be cloth material. Metal, fiberglass and aluminum tops are prohibited; the support poles and framework may be metal or wood. Canopies and umbrellas may not be permanently affixed to the house in any way. They must be neutral, earth-toned colors. Logos or advertising of any kind is prohibited on any portion of the canopy or umbrella. Canopies and umbrellas may be placed on a deck or patio from April 1st until October 31st. After that date, the canopy or umbrella must be removed from the deck or patio and stored inside.

Egress Windows and Window Wells

Egress windows are emergency exits, and are required by building codes in all bedrooms and on all floors of a house. When you finish existing basement space in your home, especially if that space is to be a bedroom, you'll likely have to add egress windows. In many cases, those new windows will require window wells to meet codes.

In all cases, the installation of egress windows and/or window wells must be approved by the MDCC. The following will be considered in egress window and window well applications:

- Egress windows must be designed to be as unobtrusive as possible
- Egress windows must match the other windows in the house
- Window wells may not be installed on sides of the home facing the street. On other sides, where possible, window wells should not be visible from the street
- Window wells may be constructed of concrete block, wooden timbers, or some types of prefabricated units, depending on the construction of the home and the location of the window well
- Depending on the location, the MDCC may require landscaping to screen a window well

Window Shutters

Shutters may be used as architectural accents on some styles of homes, especially homes with a strong traditional character. Shutters should be made to appear as authentic as possible. The MDCC will consider the following in reviewing shutter applications:

- The architectural style of the home

- The size of the shutters – generally, a pair of shutters should be wide enough to cover the entire window if they were closed over the window
- Materials – shutters should be of solid wood or composite construction; some vinyl shutters may not be approvable
- Color – shutters may be an accent color, but the color must be a part of an overall approved color scheme for the house
- Location – when possible, shutters must be on all windows on any one elevation of a house
- Hardware – authentic shutter hardware is preferred

Window (Flower) Boxes

Window boxes will be considered on a case-by-case basis. Window boxes must be architecturally appropriate to the home. Care must be taken to select durable, insect-resistant and moisture-resistant materials.

Skylights

Skylights can be entirely appropriate when they complement the overall design of the house. Applications for skylights will be reviewed on a case-by-case basis with the following considerations:

- Skylights on the rear and sides of a house will generally be viewed more favorably than skylights on the front of a house
- Skylights may be fixed or operable
- Skylights must have flat glass glazing. Dome type and plastic glazing is not permitted
- Skylights may not sit on raised curbs
- Solar panels, solar tubes, and sky tunnels are prohibited
- Skylight frame colors must match the roof shingle color

Other Architectural Features:

Other architectural details and elements (balconies, overhangs, decks, patios, seat walls, railings, etc.) must be appropriate to the style and function of the home and architecturally integrated with the design of the home. The same amount of thought and care should be put into the selection and installation of these architectural features, including use of door handles and hinges, mail slots, egress windows, shutters, awnings, lighting, address numbers and other elements.

Compost Bins can be used to redirect food scraps into nutrients for gardens. Composting involves mixing yard and household organic waste in a bin and providing conditions that encourage decomposition. The decomposition process is fueled by millions of microscopic organisms (bacteria and fungi) that take up residence inside the compost pile, devouring and recycling it to produce a rich organic fertilizer and valuable soil amendment. The MDCC will review requests for composting bins, taking into consideration the location, size and type of composting receptacle. The receptacle should be located at the rear of the property, in an inconspicuous area and camouflaged with evergreen materials or opaque fencing for year-round screening while still allowing full access to the unit. When selecting a site, consider how odor and sight nuisances could affect your neighbors. Noncompliance with the sight and odor requirements may result in the bin being permanently removed.

Rain Barrels can provide a way for residents to 'go green' and be cost efficient. Rain water can be collected by attaching roof downspouts to an approved receptacle. After a heavy rain, water collected in these receptacles can be used to water gardens and yards. Using a rain barrel is a source of free soft water containing no chlorine, lime or calcium, making it ideal for gardens, flower pots or car and window washing. Screening may be necessary, depending on the location, dimension and appearance.

The MDCC will review requests for rain collection receptacles. The receptacles must be located at the rear of the home in an inconspicuous area and camouflaged with evergreen materials for year-round screening while still allowing full access to the unit. The color of the rain barrel should be considered so that it blends in with the surroundings. Plastic units are subject to fading and cracking due to weather and temperature fluctuations.

Detached Structures: Certain types of detached buildings are acceptable at Muirfield when they are designed to integrate with the design of the home; this means utilizing identical materials, colors and overall design characteristics of the home. These structures must be incorporated within the buildable area of the property. Structures such as sheds, privacy walls, fences, outdoor kitchens, fire pits, gazebos, pergolas, trellises, decks and patios must be consistent with the design of the main structure. They should be screened with landscaping to guarantee privacy. Metal storage sheds and other pre-fabricated outbuildings are prohibited.

Exterior Accents

Exterior Home Accessories:

Outdoor objects or highly ornamental objects must be carefully considered for impact of the natural environment of Muirfield Village. All ornamental decorations are subject to approval by the MDCC. Statuary, fountains, sculptures and other decorative objects are generally prohibited unless confined to a front entry, deck, patio or private living area, or strategically incorporated into a landscape area. These decorations are discouraged unless they supplement the natural theme. Decorative flags, banners, or other types of signage are prohibited on the exterior of properties.

Fences and Screening:

Preserving the open green space and remaining loyal to the Muirfield concept is an important factor when considering screening. In most situations, property defining fencing is not approved in Muirfield Village. There are limited instances in which fencing is appropriate and in those cases, the MDCC will consider the limited varieties that are suitable for both the style of the home and the type of application. Careful consideration must be given to the selection of materials.

Fencing and screening may be considered to provide privacy, create a secluded garden, craft a dog run, screen out utility equipment areas and secure protection spaces. Understanding the function and purpose of the screening or fencing will provide insight and help determine the appropriate type of material to use.

The application must include materials that are compatible with the architecture of the home and fit the natural character of the site. In some cases it is appropriate to screen an area with landscape and plant materials; in other circumstances, using wood, brick, stone or wrought iron fencing may be

suitable. Incorporating arbors or trellises into the project are also subject to the approval of the MDCC. Fencing must be maintained within the buildable area of lot. The maximum fence height is 48" and it shall not extend beyond the width of the house. Gates must be incorporated for access to the unfenced portions of the yard as it is prohibited to encompass the entire yard with fencing. If wood fencing is approved, it must be painted the trim color of the house. Chain link fencing is prohibited.

Outdoor Lighting:

Lighting and light fixtures should be part of an overall design plan and appropriate to the architectural style of the home. Even when unlit, lighting fixtures impact a residence or space with their size and form. At night, lighting can create an inviting atmosphere through the level of intensity and strategic placement of the fixtures.

Appropriate examples:

- Light fixtures that are designed to respect, enhance and contribute to the architectural style, detailing and elements of a home
- Wall mounted lighting for entryways positioned so that neighboring property owners remain undisturbed
- Wattage which is limited so that illumination does not wash onto neighboring properties, as noted in the City of Dublin lighting code
- Light fixtures that reinforce the overall composition of the home's exterior with regard to color, material, size, scale and shape

Inappropriate examples:

- Lighting which illuminates adjacent properties
- Light fixtures that do not relate to the structure/site with regard to materials, color, size, scale and style
- Open bulb posts, lanterns or spotlights with direct glare.

Mailboxes:

The majority of properties in Muirfield Village use a unique single-arm mailbox unit specifically designed and built by the Association's maintenance staff. Other styles, sizes or colors of mailbox units are prohibited. It is the responsibility of the owner to see that the mailbox is kept in good condition. As a service, residents may call the Association to request mailbox repairs. The Muirfield maintenance staff will install and perform maintenance to the mailbox unit for a very reasonable fee.

Some sub-associations within the Muirfield community feature cluster mailbox units or posts specific to that neighborhood. In those areas, owners should contact the sub-association's representative for assistance with maintenance.

Attachments to the mailbox such as banners, decorative covers and advertisements are prohibited. Residents must maintain shrubbery and vines around the mailbox unit so that the home's address is in clear view from the street.

Landscaping

The landscape design is as important as the architecture of the home. Develop a plan that blends aesthetically with the available space. Plantings around the home should be massed or grouped in critical locations rather than merely stretched along the foundation. Consider issues of privacy, screening less desirable views or accenting the best parts of the property when selecting and locating plant materials. Landscape designs may not obstruct a neighbor's view of natural features such as lakes, streams or golf course vistas. It is prohibited to define property lines with regimented rows of trees, fencing or landscape materials. Landscape materials and beds must be coordinated with neighboring property owners to create a natural flow from property to property. Keep in mind that neighbors own the air space along the lot lines. They have the right to prune or remove any portion of trees, shrubs or landscape materials that branch onto their property. Consider the size of the tree umbrella and growth patterns of shrubs before planting.

Confine all plantings to within the lot lines so that future maintenance and upkeep can be done without encroaching onto neighboring property. Earth mounding is encouraged within a property if it is subtle with gentle slopes to suggest a natural look. Final grading must accommodate proper drainage. Initial landscape application submittals must include front yard, side yard, and wrapping around to the rear yard. The addition of a deck or patio may impact the type and amount of landscape materials required.

The following are suggestions when planning or updating landscaping:

- **Start with and maintain focal points.** Focal points direct one visually. Find something that is slightly different from the rest of the landscape in form, texture or color. The trick is to make them stand out, yet not stick out. It must connect to the rest of the landscape. Scale is also important; if the landscape has broad vistas, perhaps a large tree would fit in quite well. In a smaller space, a specimen tree might be the perfect accent plant.
- **Keep curves in check.** Incorporating curves will add interest to the garden, but don't overdo it. A collection of amoeba-shaped beds would be overkill, as would a curvy path that leads away from the destination. Long, subtle curves are often best.
- **Accent the home.** Use thoughtful planting placement to soften the corners of the home and help it blend with the surroundings. Creative up-lighting can emphasize the welcoming entry to the home.
- **Right plant, right spot.** Calculate the full-grown size, consider growth rate and root patterns. Proper spacing allows air circulation to prevent fungal and insect problems.
- **Flower gardens.** Separate gardens, apart from the private living area of the home, are acceptable when properly integrated into the overall site design. Garden walks and paths are an important part of any site development. They should appear naturally permissive rather than rigid-lined walkways. Suggested materials include brick, pavers, textured concrete, and in some cases, bark mulch.
- **Mulch.** Mulch is a layer of material applied to the surface of an area of soil. Its purpose is to conserve moisture, to improve the fertility and health of the soil, to reduce weed growth, and/or to enhance the visual appeal of the area. Mulch is usually organic in nature. Dark-colored mulch is preferred. Gravel, stone, river rock and rubber or synthetic mulch in landscape beds is prohibited.
- **Natural Areas.** Certain areas of wooded lots should be left in their natural state. These natural areas provide a pleasant contrast to finished areas and reduce maintenance.

Vegetable gardens are part of the lawn and landscape. Before planting a garden, submit a request to the MDCC for approval. Approved gardens must be maintained in an orderly weed-free manner on a regular basis to remain in compliance. Upright structures, posts and netting are prohibited. When submitting the application, include what manner or material will be used to confine the garden edges. Garden applications can be found on the website at www.muirfieldassociation.com under the “Design Review” tab.

Patios, Terraces and Decks:

The backyard is taking over as the favorite gathering space for cooking, entertaining and relaxation. More homeowners are bringing all the comforts of the indoors to the outside by creating multipurpose outdoor living spaces that function as inviting extensions of their homes. Outdoor living spaces such as patios, terraces and decks must be coordinated with the style of each home. When designed to provide privacy, consider enclosing with plantings, privacy fences, walls, or carefully mounded earth.

Patios should be constructed of brick, poured concrete, concrete pavers or stone materials in a neutral appearance, similar and complementary to the inside of the home.

Care should be taken when selecting the style of the patio material, depending on how the space will be used; will the space be used for entertaining or solitary use. The finish should be smooth enough to be friendly underfoot and coarse enough to avoid icy surface in the winter. Landscape materials should be planted around the base of the patio to soften the edges and direct access to the yard. Seat walls, columns, lighting, outdoor kitchens, and fire pits can add beauty and function in an outdoor living area. Look for natural colors and patterns that will complement the house and avoid a disconnected appearance. Patio areas must be integrated into the living area of the home, not detached as a separate element in the yard.

Decks are to be large enough to be usable and built from materials similar to those used on the home. Wood decks constructed of cedar, redwood or treated lumber should be stained the trim color of the house. Certain composite materials can be considered for use on horizontal deck surfaces. Experience has shown that some composite materials have not met with good long-term results and have been taken off the market or sold to other companies. Due diligence is required before selecting a composite material.

Be sure the contractor is experienced and ask questions about possible algae development in shaded areas; how the material is affected by sun glare; does it get too hot to walk on or is it subject to fading; does the grain (rough side) accommodate amounts of rain or snow to avoid slipping; does the color bleed onto the landscaping or siding around it. A knowledgeable contractor will be able to answer these questions. Screening the underside of the deck should be done with solid skirting, lattice or other materials similar to the deck material. All vertical portions of the deck – railings, top caps, balusters, spindles, lattice skirting, etc. must be stained the trim color of the house. Other railing systems, such as cable, glass panels or bench railings may emphasize the architectural interest of the home.

Percentage of Enclosure:

A certain amount of outside enclosure is desirable, but to assure preservation of the spacious Muirfield environment, no more than 10% of every lot, in addition to the house and garage, should

be enclosed as a patio, garden or deck. Percentage of enclosure shall be indicated on the application for design approval.

Walkway:

Brick pavers and stamped concrete have become popular when designing patios and walkways. Incorporating curves will add interest but don't overdo it. Long, subtle curves are often best. The walkway is to add beauty while providing direction to traverse the yard without stepping on grass that is wet and muddy. Give adequate thought to the finish taking into consideration the Ohio climate changes.

Recreational Equipment

The installation of all recreational equipment (play sets, trampolines, basketball equipment, swimming pools, tennis courts, spas or hot tubs etc.) requires written permission of the MDCC.

Play and sports equipment must be located in the buildable area of the lot at least 10' from any neighboring lot lines. Play sets made of cedar or redwood must be left untreated to age naturally or stained the trim color of the house.

If the equipment is made of treated lumber, it must be painted the trim color of the house. The accessories may be earth-tone colors only. Primary-colored accessories are prohibited. Consideration must be given to the placement of the equipment to avoid high visibility to neighbors or obstructing views of natural elements and golf courses. The equipment may be placed on grass, however, a request for placement on mulch or other edging material will be reviewed on a case-by-case basis. Flags and striped tarps are prohibited on play sets.

Portable sports equipment such as basketball units, sports nets, ball returns, etc. must be stored inside when not in use. Unless specifically approved by the Committee in writing, no materials, supplies or equipment shall be stored on the Property except inside a closed Building, or behind a visual barrier screening such areas so that they are not visible from neighboring streets or properties.

Permanently installed basketball equipment must be ground-mounted and compliment the aesthetic and natural look of the neighborhood. Newly-installed basketball equipment must be black, dark forest green or painted the trim color of the home. Clear glass or acrylic backboards do not need to be painted. Any padding used must also be the color of the pole; if not, the padding must be removed and stored inside when not being used. It is prohibited to mount basketball backboards on the home or garage.

Hot Tub or Spa Equipment that is installed on the exterior of the house must compliment the home. Hot tubs or spas must be located on or within a patio or deck that integrates with the rest of the house and the size must be appropriate to the location. Depending on the location, the hot tub or spa must be screened. Aesthetics, privacy and courtesy must be considered.

Screening materials may consist of lattice, trellis, tall landscape elements or other approved material which may buffer noise and block views. Noise, whether from the hot tub itself or from those using it must not cause disturbance to neighboring homes.

Trampolines require written approval of the MDCC prior to installation so planning ahead is important. Approval is based on a case-by-case basis. As part of the approval process, a Hold Harmless Agreement must be signed and on file at the Association office before installation. A trampoline in the backyard may be popular with kids, but be aware of the installation and continuing maintenance requirements to address safety or aesthetic concerns. An uncared-for trampoline can be an eyesore ruining an otherwise lovely landscape. Upright poles and safety netting must be kept in good condition at all times. The MDCC will require that the plants/trees selected to screen the trampoline area be large enough and tall enough to block views from the street and neighboring homes. Provide a list of the type, location and number of plants with the trampoline application. Trampoline equipment must be located at least 10' from neighboring lot lines. An in-ground trampoline may be an option to consider. Not only safer, it's easier to hide because it's low to the ground. Some type of drainage pipe must be buried underneath it leading to an outflow basin to prevent the pit beneath the trampoline from filling with water when it rains. In this application a low seat wall around the trampoline or a row of hedges would work well as a screen.

Swimming pools must conform to regional building codes. Above-ground pools are prohibited. Approved swimming pools must be enclosed with fencing and screened with landscaping for safety, privacy and aesthetic views. Permanent walk-on pool covers may be considered in lieu of fencing. The MDCC will review each swimming pool request on a case-by-case basis.

Tennis courts may be permitted with review and approval of the MDCC. They must conform to regional building codes and adhere to the master grading plan on file at the City of Dublin. As with other recreational equipment, tennis courts must be located within the buildable area of the property and must be at least 10' from any neighboring property line. Installation of a tennis court will involve other details including fencing and landscaping. The drawing and site plan will need to identify the materials, location and size. Owners must refer to design standards for all the varying elements involved.

Storage

The Muirfield Design Control Committee is empowered to protect the natural beauty of the community. Property exteriors must be kept in good condition, free of trash, debris, yard supplies, tools, equipment, sports equipment and other miscellaneous items.

There are a variety of storage and organizational units that can free up space in the garage, making room for storing yard accessories and play equipment. Interior storage does not require an application to the MDCC. Permanent structures, like sheds, utility screens, basketball equipment, trampolines and playsets require approval from the MDCC before locating on the property. All other sports/recreational equipment must be stored inside when not being used.

Larger sports equipment, like lacrosse goals and soccer nets, are difficult to move in and out with use, so the committee has chosen to consider allowing a permanent outside location for them with specific screening and location requirements. Application for these items is available online at:

www.muirfieldassociation.com, under the "Design Review" area.

Firewood must be placed in an inconspicuous location at the rear or side yard, stacked neatly and kept in good condition at all times. Firewood cannot be stored at the front of the property or within view from the street. Most properties will not accommodate more than 1 to 1½ cord of stored firewood. To be considered firewood, wood must be of a consistent size commonly used in a moderate-sized fireplace. Logs can be no larger than 8” in diameter. If wood pieces are larger, they must be split and cut into pieces no more than 30” long.

Utilities and Services

All utilities originate from easement areas on each lot and are to be underground. Initial installation or repairs may require trenching. If trenching is required through common areas, written approval from Muirfield Association is required before any work can begin. Wiring must be properly buried and the disturbed area completely restored. All service wiring, entries and conduits must enter the home at ground level and may not be exposed on the outside of the house.

Air Conditioners, Heat Pumps, Generators, Meters & Radon Mitigation Units:

Mechanical units must be mounted at the rear elevation or side rear elevation of the home and tucked into an inconspicuous location. Meters on the exterior of homes and other mechanical equipment must be painted to match the house and screened from street and neighboring views with evergreen plant material for year-round coverage. In the case of radon mitigation units, the external pipe must terminate no more than 18” above the roofline and be below the ridgeline of the home. Window air conditioning units are prohibited.

Gutters & Downspouts must be approved by the MDCC before installation and shall be as unobtrusive as possible. They must match the trim color of the house.

Satellite Dish

To install a satellite dish, a completed Notice of Installation form must be approved and on file at the Association office. Owners and residents must adhere to the rules and regulations regarding the installation of this type of antennae equipment. The installation must be in compliance with FCC regulations, local building and safety codes as well as in accordance with the instruction of the manufacturer.

To preserve the integrity of the Muirfield concept, all installations must be as unobtrusive as possible. Exposed wiring on the exterior of the home must be kept to a minimum. Should any part of the dish, mast or wiring be visible from the street, golf course or neighboring home or lot, it must be painted to match the color of the structure they are adjacent to or attached to unless otherwise camouflaged, shielded or screened from view. Recommendations for screening include evergreen landscaping materials and imitation rocks (satellite rock covers) as approved by the MDCC.

Attic antennae are encouraged. Other exterior TV and radio reception antennae are prohibited.

Muirfield Design Control Committee

Design Standards - Quick List, Section 3

The following items may require an application be submitted to the Muirfield Design Control Committee (MDCC). Applications and guidelines are available at <http://www.muirfieldassociation.com/> under 'Design Review' or at the Association office. Approval of the application by the MDCC must be granted in writing before any installation or construction occurs.

1. **AIR CONDITIONERS, GENERATORS, HEAT PUMP**
 - a. Air Conditioners, Generators, Heat Pumps and other utility equipment must be located at the rear or side rear elevation of the home and tucked into an inconspicuous location.
 - b. All service wiring, connections and conduits must enter the home at ground level and may not be exposed on the exterior of the house. Wiring must be properly buried and the disturbed area completely restored.
 - c. Air conditioners, generators, heat pumps and other mechanical equipment located on the exterior of homes must be screened from street and neighboring views. Evergreen shrubbery, at least 36" tall at planting, must be planted around the base of the equipment for year-round screening.
 - d. Air conditioners, generators and heat pumps must be an earth-toned color.
 - e. Window air conditioning units are prohibited.

2. **AWNINGS**
 - a. Awning material must be solid or small-patterned tweed canvas that compliments the exterior of the home.
 - b. Striped material, ball fringe, tassels and elaborate valances are prohibited. A simple, straight across drape works best.
 - c. Support arms and/or pole location must be shown on the diagram.
 - d. Awnings may not be installed at the front of any home. and cannot be mounted on the roof.
 - e. Awnings must be soffit or wall mounted; awnings may not be roof-mounted.
 - f. Metal, fiberglass awnings are prohibited.

3. **BARBECUE GRILLS, EXTERIOR OVENS, DINING & FIREPLACES**
 - a. Portable outdoor cooking appliances must be stored on a deck, patio or inside a building when not in use. They must be maintained in good working order and neat in appearance.
 - b. Installation of outside pizza ovens, cooking areas or fire places must be consistent with and compliment the exterior of the home.
 - c. Permanent outdoor cooking areas must be approved by the MDCC prior to construction.

4. **BASKETBALL EQUIPMENT**
 - a. Basketball units must be ground-mounted.
 - b. Basketball goals attached to any part of the home are prohibited.
 - c. The entire unit - pole, mounting bracket and backboard (front & back) must be painted either the trim color of the home, black or dark forest green.
 - d. If padding is used, it must be the same color as the unit or removed when not in use.
 - e. Clear acrylic or glass backboards do not need to be painted.

- f. All logos on the unit must be removed or painted the same color as the unit. Logos on a clear acrylic or glass backboard do not need to be removed or painted.
- g. Portable basketball units must be stored indoors when not in use.
- h. Basketball returns/nets/light systems are prohibited.

5. CANOPIES, UMBRELLAS

- a. Canopies and Umbrellas are temporary, seasonal structures placed on decks or patios to provide shade.
- b. Canopy and umbrella tops must be cloth material. Metal, fiberglass and aluminum tops are prohibited. Support poles and framework may be metal or wood.
- c. Canopies and umbrellas may not be permanently affixed to the house in any way.
- d. Canopy and umbrellas must be neutral, earth-toned colors. Logos or advertising of any kind is prohibited on any portion of the canopy or umbrella.
- e. Canopies and umbrellas may be placed on a deck or patio from April 1st until October 31st. After that date, the canopy or umbrella must be removed from the deck or patio and stored inside.

6. CHIMINEAS & LAWN FURNITURE

- a. Chimineas are portable yard accessories and must be stored on a patio or deck.
- b. Lawn furniture must be stored on the deck, patio, porch, or in garage when not in use. Storing lawn furniture and yard accessories in the yard is prohibited.
- c. Exterior clotheslines are prohibited.

7. CHIMNEYS

- a. All chimney parts must be maintained in good condition.
- b. Exterior chimneys must have foundation and be masonry.
- c. Interior chimneys - with the external reveal starting at the roof – must be masonry, stucco stone, cultured stone or brick filet.
- d. Cedar-wrapped chimneys are prohibited.
- e. Cantilevered chimneys are prohibited.

8. COMPOST CONTAINERS

- a. Compost containers must be wholly screened from view, tucked into an inconspicuous area of the yard, and maintained on a regular basis to discourage odor and rodents.
- b. Compost containers must be approved by the MDCC prior to placement on the property.

9. DECK INSTALLATION, REPLACEMENT AND REMODEL

- a. Decks must be located within the buildable area of the property. No more than 10% of a lot (excluding the house and garage) shall be enclosed as a patio, deck or garden.
- b. Decks are prohibited to encroach into an easement area or no-build zone.
- c. Decks higher than 18” above grade must have lattice, solid skirting or other building material to screen under the deck.
- d. Plans for decks which cantilever over a walk-out basement or similar area must explain how all exposed areas will be finished including slopes, banks, retaining walls, railings, stairs, walkways, screening and landscaping.

- e. The MDCC will consider cedar, redwood, various other woods and certain composite materials such as Trex, Timbertech, etc. for horizontal decking and stairs only.
- f. Upright posts, risers, balusters, top rails, top caps – all vertical components – may be cedar, redwood or treated lumber, stained the home trim color. When standing in the yard looking at the deck, all visible vertical portions of the deck shall be the trim color of the house.
- g. The MDCC will consider glass panels, metal spindles, cable systems, wood and other railings, depending on appropriateness with the architectural style of the home.

10. DOORS

a. Entry Doors

- i. Entry doors must be wood or fiberglass stained a semi-transparent wood color or painted the trim color of the home. Metal doors are prohibited.
- ii. Certain accent colors may be approved. A color sample must be submitted for review before painting.
- iii. Entry door design must be appropriate for the architectural style of the home.

b. Sidelights

- i. Heavily-ornamented decorative sidelights are generally not approved.
- ii. Sidelight design must be appropriate for the architectural style of the home and is considered for approval on a case-by-case basis.

c. Storm Doors

- i. Storm door frames must be wood, fiberglass or metal, painted the trim color of the home or the color of the entry door.
- ii. Storm doors must be full-view glass/screen doors.

d. Garage Doors

- i. Garage doors must be raised-panel wood, fiberglass or certain well-insulated steel doors.
- ii. Minimum approved gauge steel is 28.
- iii. Garage doors must be stained a wood color or painted the trim color of the home.
- iv. Certain neighborhoods will accommodate flat panel door with approval from the MDCC.
- v. The architectural style of the home will be considered when replacing the door. Not all garage door styles will complement the architectural style of the home.

11. DRIVEWAYS

- a. Driveways must be constructed of asphalt, stamped concrete, tar-and-chip, natural-colored concrete, exposed-aggregate, pavers or brick.
- b. Gravel driveways are prohibited.
- c. Driveways must be kept in good condition at all times, free of weeds, cracks, holes, debris and surface damage.
- d. The owner is responsible for meeting the specific requirements of the City of Dublin for width of pavement, amount of pavement permitted, double-curb cuts, driveway aprons, and turn-outs. Contact the City at 614.410.4667 for assistance before submitting the request to the MDCC.
- e. Vehicles incapable of being operated on public highways may be stored on driveways no longer than 5 days; after that time, they are considered nuisances and must be stored wholly inside a building or off-site.

- f. Asphalt driveways must be replaced when the asphalt is crumbling and/or gravel is showing through the top layer.
Asphalt driveways must be resealed when there are small cracks in the driveway. Resealing means using crack filler then brushing over the entire driveway with blacktop sealer. Asphalt driveways must be recapped or replaced if resealing is not adequate. Recapping means overlaying a heavy layer of blacktop over the entire driveway. Concrete driveways must be replaced completely if they are crumbling or cracked. Paver driveways must be maintained regularly. Grass/weeds must not grow between pavers. Use of an herbicide or other products may be necessary to permanently kill grass/weeds. Pavers may require being removed and reinstalled if heaving or settling occurs.

12. EGRESS WINDOW WELL

- a. Egress window wells may be constructed of concrete block, tiered wooden timbers, pre-fabricated composites or fiberglass.
- b. All exterior portions of the window well that is visible above grade (except for a clear cover) shall be painted the color of the home adjacent to the unit.
- c. Evergreen shrubbery must be planted around the exterior well for safety and to screen from view.

13. EXTERIOR HOME DECOR

- a. School banners and decorative flags may be displayed on a deck, patio or interior window only.
- b. Ornamentation is prohibited on the common elements.
- c. Exterior holiday decorations and lighting may be displayed one month before the holiday and must be removed within two weeks following the holiday.
- d. Statuary, outdoor furniture and lawn ornaments must be kept on patios or decks unless submitted and approved by the MDCC.
- e. Seasonal planters and flower pots shall compliment the color scheme of the home and be kept on the deck or patio.
- f. Inflatable decorations are prohibited.
- g. Permanently placed bird feeders, statues and lawn ornaments must be approval by the MDCC before installing on the property. They are reviewed on a case-by-case basis.
- h. Fountains must be scaled to fit the area, integrated into a landscape area, and kept in good working condition. The MDCC must approve lawn ornamentation before installation.
- i. Exterior clotheslines are prohibited.

14. EXTERIOR COLORS

- a. High-contrast, high gloss and high-Chroma colors are prohibited.
- b. Exterior colors must be earth toned and compatible with the natural surroundings and adjacent buildings, and not identical to homes within sight. Generally, darker tones are more preferable to lighter tones.
- c. All buildings must be kept in good condition at all times, free of peeling, faded or other poor conditions.
- d. Use the Paint Change Application to submit paint/stain change request.

15. EXTERIOR FINISH MATERIALS

- a. New home exterior building materials shall be cedar, natural stone, full-size brick, stucco or a composite material that has been approved by the MDCC.
- b. Cultured stone, cultured brick and similar products may be considered for remodeling projects only. Approval may be granted on a case-by-case basis.
- c. Large panel siding is prohibited. T-1-11 is only permitted on a 'like-for-like' remodeling situation on existing homes, when approved by the MDCC.
- d. Vinyl and aluminum siding is prohibited.

16. FENCING

- a. Lot-defining fencing, chain-link or wire fencing is prohibited.
- b. Fencing approvals are limited to small dog runs, small resident protection areas and/or swimming pool perimeters.
- c. Fence panels having a decorative design are prohibited.
- d. Fencing must be constructed of wood, brick, stone or metal materials, as approved by the MDCC. Groupings of trees, shrubs or other landscape materials are encouraged for privacy and to enclose service areas.
- e. Fencing must be tucked close to a private living area of the home, such as a deck or patio. Fencing shall not encompass the entire rear, side or front yard. Fence height shall be no more than 48" height.
- f. Fenced area must not extend beyond the width of the home.
- g. Fencing shall be confined within the buildable area of the lot.
- h. Invisible pet fencing is permitted; however, it must not be installed in an easement area or City right-of-way. The ground must be restored to original condition.
- i. Landscape materials must be planted to screen fencing from street and neighboring views.
- j. Consider transparent fencing such as the style used around the Association's pools.

17. FIREWOOD

- a. Firewood must be stacked neatly in an inconspicuous location at the rear or side yard of the property. Most properties will not accommodate more than 1 to 1½ cord of stored firewood.
- b. Firewood may not be stored at the front of the house, on the front porch or in a highly visible location.
- c. If a protective tarp is used to cover firewood, the tarp must be an earth-toned color.

18. FLAGS OF THE UNITED STATES OF AMERICA and STATE OF OHIO

- a. Flags of the United States of America, the State of Ohio and US Military may be displayed on the owner's property in accordance with the regulations for the use and display of the flag as found in Title 4 of the United States Code and as permitted by the Freedom to Display the American Flag Act. Owners assume the respectful use and display as required by law.
- b. One standard-sized US flag and/or one standard-sized State of Ohio flag (not to exceed 3' x 5') is permitted to be displayed within the owner's lot. The installation and location of the flag pole must not interfere with the use of paths or obstruct views of any driveway or street for motorists or pedestrians. The flag must immediately be removed and/or replaced once it is worn, faded and/or tattered.

- c. The Muirfield Design Control Committee must approve the height, color, type and location of the flag and pole before installation.

19. GARDENS

- a. Gardens must be located within the buildable area of the property, at least 10' from any property line.
- b. Gardens must be kept in good condition at all times, maintained regularly, free of weeds and debris.
- c. Upright structures, posts, fencing and netting are prohibited.
- d. Edging/confinement material around the garden must be reviewed by the MDCC on a case-by-case basis.
- e. At the end of the growing season, all plant materials must be removed from the garden, disposed of properly and the garden returned to pre-plant condition.
- f. No more than 10% of a lot (excluding the house and garage) shall be enclosed as a patio, deck or garden.

20. GARAGES

- a. Garages attached to the home must be integrated as part of the home, complementing the architectural style of the home.
- b. The architecture of detached garages must mimic the roof pitch, color, style and finish materials of those used on the home.
- c. Owners are responsible to verify Dublin's zoning restrictions regarding detached garages.

21. GAZEBO, PERGOLA, TRELIS, FIRE PIT, RETAINING WALL

- a. Detached structures must be designed to integrate with the architecture of the home with consistent natural materials, colors and overall characteristics. The structures must not dwarf other exterior structures, patios or decks.
- b. Detached structures must be confined to the buildable area of the property and be at least 10' from property lines.
- c. Detached structures may not obstruct neighboring views of golf courses.
- d. Metal sheds are prohibited.

22. GRADING, DRAINAGE, DRY CREEK BEDS & STREAMS

- a. Refer to the City of Dublin master grading plan before considering any grading change.
- b. Final grading of all landscaped areas must accommodate proper drainage.
- c. Final grading shall not cause water to pool onto neighboring lots. Owners shall not impede the natural flow of surface water and drainage from or through their lots.
- d. All plans for creeks, French drains, dry creek beds, water retention ponds, etc. shall be reviewed by the MDCC and approved on a case-by-case basis.

23. HOSES

- a. Garden hoses must be neatly coiled or stored inside an appropriate container, tucked up close to the home, when not in use.
- b. Garden hoses that are not stored in an unobtrusive area, neatly coiled, will be subject to deed violation enforcement.

24. HOT TUBS, SPAS

- a. Hot tubs, spas must be placed on or within a private living area such as a deck or patio so that it is integrated with the home.
- b. Hot tubs/spas must be screened with a trellis, tall landscape elements, or other materials to buffer noise and screen from views.
- c. Hot tubs/spas must complement the home in color; appropriate in dimension for the selected location, and not be a disruption to neighboring properties.
- d. A Hold Harmless Agreement must be on file at the Association office before installation.

25. LANDSCAPE

- a. Lot-defining landscaping and regimented tree plantings are prohibited.
- b. Landscape beds with foundation plantings shall be provided and maintained to cover the front, side elevations, and extend around the rear elevation.
- c. Landscape beds and plant materials must be confined within lot lines so that installation and maintenance can be performed from the owner's lot.
- d. Encroaching onto Muirfield common ground to access the owner's lot for installation or maintenance of landscaping is prohibited without the written approval of the MDCC.
- e. Encroaching onto a neighbor's lot to access the lot to install or maintain landscaping is prohibited without permission of the property owner.
- f. All portions of trees that are removed, including limbs, trunk, roots, bark and debris must be removed from the site and disposed of properly. Tree stumps must be ground out to grade and the area restored to original condition.
- g. It is prohibited to plant: Silver Maple, Chinese Elm, Willow and Bradford Pear trees.
- h. Minimum sizes for landscape materials must be:
 - Perennials – 1 gallon at planting
 - Shrubs & bushes – 3 gallon or larger at planting
 - Ornamental trees – 5'-6' at planting
 - Evergreen trees - 7'-8' at planting
 - Deciduous trees - 2½"-3" at planting
- i. Plants and trees should be northern grown or in Ohio's hardiness zone ensuring they will survive during weather fluctuations. Plants must be nursery grown, well-formed and free of disease and infestation.
- j. Landscape beds shall be mulched to conserve moisture, improve fertility and health of the soil, reduce weed growth, and enhance the visual appeal of the area. Mulch material may include wood chips, shredded wood or wood bark. Dark-colored wood chips is preferred.
- k. Gravel, stone, river rock, lava rock, decorative stone and rubberized mulch is prohibited.
- l. All landscape materials, plant beds and landscaped areas must be kept in good condition at all times, free of weeds, mulched and maintained on a regular basis.
- m. Creeks and streams running through properties must be maintained in good condition at all times. Vegetation or other materials must not impede the flow of water.
- n. Avoid planting over drainage and utility lines. Maintain plantings at an adequate distance from storm and sanitary sewer lines to avoid roots infiltrating the lines.
- o. Accent plantings at the driveway entrance shall be located to allow constant, unencumbered sight for vehicles and allow clear view of address numbers on the mailbox.
- p. Lawns must be maintained with acceptable grasses or ground cover. When establishing or re-establishing a lawn, sodding or hydro seeding with a quality grass is required.

- q. The City of Dublin provides yard waste collection in Muirfield Village as part of their city services. Yard waste must be placed at the curb on collection day only, using standard refuse and recycling containers. Use of cardboard boxes is discouraged as workers will not pick up if the boxes become wet.

26. LIGHTING EXTERIOR

- a. Exterior lighting must be appropriate in size, color, brightness and coverage.
- b. Exterior lighting must be directed so that it does not wash off the property and cannot be a nuisance to neighboring properties.
- c. Exterior light posts shall be approved by the MDCC prior to installing on the property. The post and light system shall be complementary to the architectural style of the home.

27. MAILBOXES

- a. Muirfield Village uses a common mailbox system designed for a uniform size, color and style. Other styles, sizes or colors of mailbox units are prohibited. Contact the Association office for installation and repairs.
- b. Some areas (sub-associations) within Muirfield Village have established individual unique mail systems. These units are not maintained by the Association. Contact the specific sub-association for assistance.
- c. Mailbox numbers must remain in clear view, free of obstructions from landscape materials or debris.

28. NEW HOME CONSTRUCTION

- a. The neighborhood and existing homes in the neighborhood must be taken into consideration when selecting the architectural style of the new construction home.
- b. The MDCC recommends submitting a preliminary set of plans for review prior to final construction drawings.
- c. Final scaled construction drawings must be professionally prepared, with a site plan, elevations, dimensions, sizes, and details.
- d. The site plan must include a footprint of home on lot, finished floor elevations, grades, easements, build zones, property lines, distance from property lines and siting of neighboring homes on either side of lot.
- e. Exterior finish materials, roof shingle samples, color swatches, cut sheets or brochures showing garage door, entry door, window styles, finishes and other details must be included with the construction application.
- f. 4-sided architecture must be incorporated in new home construction. The dominant material at the front elevation must extend in some fashion to the remaining elevations by using a water table, chimney, build-out, etc.
- g. Exterior finishes must be natural materials, such as brick, stone, cedar or stucco. A brick ledge must be provided to accommodate real brick or stone.
- h. Exterior chimneys must be brick or stone. Stucco stone or cultured stone may be used on interior chimneys where the only exposed portion protrudes through the roof.
- i. Trash enclosures must be used to confine debris during construction. Trash enclosures must be cleaned and removed from the area on a timely basis.
- j. If a deck is included with initial construction, deck drawings, including railing details must be

included with the application.

- k. Silt retention and tree protection must be installed to protect drainage areas and existing trees.
- l. A natural swale for water flow must be provided. It is prohibited to allow water to pond on the lot or be forced onto a neighbor's lot. Follow the grading plan on file at City of Dublin.
- m. A landscape plan must be submitted for the MDCC's review within 6 months of exterior home construction completion. Initial landscape materials must be planted at the front and side elevations and wrap around to the rear elevation. *See Landscape.*
- n. Street trees must be planted as part of initial landscape plan; the number and placement of trees required is based on lot frontage. Contact the Association office for assistance.

29. PAINT, STAIN

- a. The color palette of the home is composed of the main body, trim areas and, in some cases, an accent color. An accent color is considered for shutters and front entry doors.
- b. Paint and stain colors must be earth-toned and compatible with the roof color and architectural style of the home.
- c. Home color selection should not be identical to neighboring home colors

30. PATIOS

- a. Patios must be located within the buildable area of the lot. No more than 10% of a lot (excluding the house and garage) shall be enclosed as a patio, deck or garden.
- b. It is the owner's responsibility to verify zoning requirements of the City of Dublin as they pertain to patio location and construction.
- c. The MDCC will consider natural-colored concrete, pavers, brick and stamped concrete materials.
- d. Existing trees and landscape materials must be protected and retained as much as possible during construction.
- e. Landscape beds with foundation plantings must be included to provide a 'finished' look around the patio.

31. RADON MITIGATION UNITS

- a. The radon unit must be installed at the rear elevation or the side elevation as close to the rear of the home as possible, tucked up close to the home in an inside corner or other inconspicuous location.
- b. All exterior portions of the radon unit must be painted the home color adjacent to the unit.
- c. Adequate evergreen shrubbery (at least 36" height) must be planted and maintained to screen the exterior motor from year-round view.
- d. The radon unit's external pipe must terminate no more than 18" above the roofline and be below the ridgeline of the home.

31. RAIN BARRELS

- a. Rain barrels must be located at the rear of the lot, secluded from view with evergreen shrubbery and incorporated into the environment. Rain barrels must not be placed at the front of the home or between the home and the street.
- b. Rain barrels must be placed more than 1 foot away from the primary structure and be at

least 3 feet from the lot line.

- c. Rain barrel must be a neutral color, that is complementary to the body or trim color of the home.
- d. Maximum capacity is 80 gallons; maximum height is 48" above surrounding grade.
- e. Connector hoses from downspout to the rain barrel must match the color of the downspout.
- f. Rain barrels must be constructed of natural material or designed to appear as a planter, stone boulder or similar container.
- g. It is the owner's responsibility to verify zoning requirements of the City of Dublin as they apply to rain barrels.

30. RECREATIONAL EQUIPMENT – PLAYSETS, SPORTS NETS, ETC.

- a. Recreational equipment shall be located in the buildable area of the lot and at least 10' from any neighboring lot lines.
- b. Recreational sets made of cedar or redwood must be left untreated to age naturally.
- c. Recreational sets made of treated lumber must be painted the trim color of the home.
- d. Primary or high-Chroma colors are prohibited.
- e. Recreational equipment accessories including slides and tarps must be a solid earth-tone color such as tan, gray, hunter green, forest green, etc. Striped tarps, banners and flags are prohibited.
- f. Recreational equipment must not obstruct neighboring views of the golf courses.
- g. Recreational equipment must be placed on grass; however, specific requests for mulch or artificial landing or edging material will be reviewed on a case-by-case basis.
- h. Trees or other landscape materials may be required for screening; to be determined on a case-by-case basis.
- i. Portable recreational equipment must be removed from the outside of the property and stored wholly inside when not in use.

31. REFUSE PICK UP, RECYCLING & REFUSE CONTAINERS

- a. Refuse and recycling containers must be placed at the curb by 7 am on collection day and removed from the exterior of the property that evening.
- b. Containers shall not be left outside after collection day.
- c. Plastic bags are permitted provided trash is secured inside.
- d. Acceptable containers for non-recyclable refuse may be:
 - Metal or plastic cans with two handles and a tightly fitting lid;
 - Sealed plastic bags with a maximum capacity of 30 gallons;
 - Sealed paper bags of a 1.5 mill thickness and maximum capacity of 30 gallons.

32. REMODELING, ROOM ADDITIONS, OTHER EXTERIOR ADDITIONS/CHANGES TO THE PROPERTY

- a. If property owners need preliminary direction from the MDCC, a set of plans may be submitted for review prior to final review. When planning exterior changes or additions to the home, it is important to work with the existing architecture of the home in remodeling design.
- b. Along with construction drawings, include a site plan of the lot. The site plan must include the footprint of the home on the lot; proposed addition or change to footprint of the home; identify easements, build zones, property lines and siting of homes on either side of existing

home.

- c. The application must include material samples, color swatches, cut sheets and brochures for all exterior finish materials including roof shingles, garage doors, entry doors, window manufacturer and series, brick, stone and other siding selections.
- d. 4-sided architecture is required; the dominant material at the front elevation must extend in some fashion to the remaining elevations, using a water table, chimney, build-out, etc.
- e. Exterior chimneys must be masonry. Stucco stone or cultured stone may be used on interior chimneys where the only exterior exposure is the portion that protrudes through the roof.
- f. Trash enclosures must be used to confine refuse and debris during construction. Trash enclosures must be cleaned and removed from the lot on a timely basis.

33. RETAINING WALLS

- a. Retaining walls may be used as landscape enhancements; to create more useable lawn space and add aesthetic interest to patio and yard areas.
- b. Retaining walls must be constructed of materials compatible to the home's architecture.

34. ROOF REPLACEMENT

- a. Some areas of our community require cedar shake roofing. If in doubt about your home, contact the Association office for clarification.
- b. Where required, the cedar shakes must be heavy-weight, 3/4"-5/4", hand-split or machine-split cedar shakes, left untreated to age naturally.
- c. In areas where cedar shakes are not required, heavy-weight, dimensional asphalt shingles that replicate cedar shakes are required. Roofing shingles must be at least 270 lb. per square.
- d. Roof shingle colors and series must be reviewed by the MDCC. Black, white and highly contrasting shingle colors are prohibited.
- e. Patching or repairing limited areas of an existing roof is prohibited.
- f. Skylights must be approved by the MDCC prior to installation. Provide details showing location, dimensions and colors. Approval is granted on a case-by-case basis.
- g. If skylights are approved, all exterior portions of skylights must be painted the roof color.
- h. Solar panels, solar tubes and sky tunnels are prohibited.

35. SATELLITE DISH

- a. Due to Federal Law, owners are not prohibited from installing a satellite dish on their property; however, before installation can take place, owners must provide a Notice of Installation form to the Association. Owners must adhere to the rules and regulations included with the application and Notice of Installation form.
- b. All satellite dishes must be installed in compliance with local building and safety codes, in accordance with the manufacturer's instructions.
- c. All installations must take aesthetic considerations and unobtrusive location into account.
- d. There must be a minimum of exposed wiring on the exterior of the home.
- e. Any portion of the dish, mast and wiring that is visible from the street or a neighboring lot must be painted the color of the structure it is attached to unless otherwise camouflaged, shielded, or screened.
- f. If the dish needs to be located at the front elevation to receive signal, it must be fully

screened with landscape materials or covered with an artificial boulder, and incorporated into a landscape bed. The goal is to screen the dish from street and neighboring property views while still being able to pick up signal.

- g. Other exterior TV and radio reception antennae are prohibited. Attic location is encouraged.

36. SHEDS, DETACHED BUILDINGS

- a. Detached buildings must be located in the buildable area of the lot and constructed in the same architectural style, color and materials as the existing home.
- b. Follow New Home Construction guidelines for assistance.
- c. The property owner is responsible for verifying Dublin's zoning requirements as they pertain to detached structures.

37. SIGNAGE

- a. Exterior signage permitted on lots in Muirfield Village is limited to one Realtor or For Sale by Owner and/or one Builder sign.
- b. Placement of signage shall be within the buildable area of the property, located at the front of the property. Signs may not be located at the rear of the property, along the boulevards or adjacent to the golf club courses.
- c. Follow the signage policies posted on the association's website.
- d. School, sports, or other advertising signs are prohibited on the exterior of properties.

38. SKYLIGHTS

- a. Exterior portions of skylights must be the roof color.
- b. For approval from the MDCC, provide roof details showing skylight placement, dimensions and colors. Photos of the existing roof must accompany the request.
- c. Approval is granted on a case-by-case basis.
- d. Solar panels, solar tubes and sky tunnels are prohibited

39. SPORTS NETS - LARGE OR OVERSIZE PERMANENT UNITS

- a. Nearly all sports nets fall into the category of intermittently used recreation equipment, requiring that they be stored inside or on a patio or deck when not being used. There are a few instances where an owner may request approval for an oversize, permanently-placed sport net. An application must be submitted for the MDCC's review and approval prior to placing the equipment on the property.
- b. Each application is reviewed on a case-by-case basis.
- c. Tall evergreen plantings are required to screen the equipment from views.
- d. Follow the application and guidelines on the association's website.

40. SUNROOMS, SCREEN PORCHES

- a. Pitch of the roof must be the same as existing home.
- b. Placement and style of windows must take into consideration the existing architecture of the home.
- c. Prefabricated construction materials such as vinyl or other metal framing materials is prohibited. Exterior materials must be the same as the existing home.
- d. Follow the application and guidelines on the association's website.

41. SWIMMING POOLS

- a. Professionally prepared, scaled drawings including a site plan showing location, dimensions and details of pool, surrounding hardscape, fencing, landscaping, and pool utilities screening must be submitted to the MDCC for review and approval prior to any work beginning.
- b. All portions of the project must be located within the buildable area of the lot.
- c. Landscape materials must be provided and maintained to screen the fence and pool utilities. Location, type and size of landscape materials must be part of the pool application review. Groupings of landscape materials are encouraged to enclose private and service areas.
- d. Fencing, as required by law, must be installed as part of the pool application. Fencing shall be 48" height, of a design and material approved by the MDCC.
- e. Above-ground pools are prohibited.

42. TENNIS COURTS

- a. Professionally prepared, scaled drawings including a site plan showing location, dimensions and details of tennis court, fencing, landscaping, and screening must be submitted and approved by the MDCC prior to any work beginning.
- b. Residential tennis courts shall conform to regional building codes and adhere to the master grading plan on file at the City of Dublin.
- c. Tennis courts shall be located within the buildable area of the property, at least 10' from any neighboring lot line.

43. TRAMPOLINES

- a. If the slope of your lot allows for proper drainage from the pit, installing a ground-level trampoline is preferred for safety and aesthetics.
- b. Location of a trampoline must be approved in writing by the MDCC before installation begins.
- c. Trampoline equipment must be located at least 10' from neighboring lot lines.
- d. The trampoline should be located close to the home, away from open areas to be as unobtrusive as possible.
- e. If upright poles and safety nets are used, they must be kept in good condition at all times.
- f. Tall evergreen landscape elements may be required to screen the unit from neighboring and street views. Approval is based on a case-to-case basis.
- g. A Hold Harmless Agreement must be signed and on file at the Association office before installation.

44. TREE PLANTING AND REMOVAL

- a. The Warranty Deed provides that any tree larger than 6" in caliper may not be removed from the Property unless approved in writing by the MDCC. Before any tree is planted, or before any tree over 6" caliper is removed, a written request must be made to the MDCC for approval. The MDCC will look for appropriate species, size, type, and location for replacement trees and require a reasonable explanation for trees that are being removed and/or replaced.
- b. Property-defining or regimented tree plantings are prohibited. Planting in groupings or clumps will present a softer, more natural presentation following the developer's original

intention. The original concept for our community combined good design with respect for retaining the natural woodland and beauty of the land.

- c. The minimum sizes for trees at planting are: 5'-6' height for ornamental trees, 7'-8' height for evergreen trees, and 2½"-3" caliper for deciduous trees. When planting trees, consider the mature size so that limbs can be confined within lot lines. Adjacent properties own the air space of their lot and have the right to trim or prune any part of a tree extending onto their lot.
- d. Encroaching onto common ground to access the owner's lot for installation, maintenance or removal of trees is prohibited without written approval of the MDCC. Encroaching onto a neighbor's lot to install or remove trees is prohibited without permission of the property owner.
- e. All portions of trees that are removed including limbs, trunk, bark, roots and debris, must be removed from the site and disposed of properly. Tree stumps must be ground out to grade and the area restored.
- f. Association staff performs continuous tree maintenance and replacement on Muirfield common ground. The Association appreciates immediate notification when a resident observes a problem tree, hazardous situation, or safety issue.

45. TOOLS

- a. All yard equipment, supplies, equipment, accessories, materials and tools must be stored inside when not being used.

46. UTILITY AND MECHANICAL UNITS

- a. Utility companies have the right to access and perform necessary work in easement areas on each property. If the property owners plant trees, landscaping or install underground fencing in an easement area, they are responsible for replacing the plant materials and/or underground fencing that may be damaged or destroyed during utility work. Shrubs and plantings shall be kept at least ten feet from the opening of the utility structure and at least three feet from the sides of the utility structure.
- b. All service wiring, entries and conduits must enter the home at ground level, shall not run up the exterior side of the home nor be exposed on the outside of the home.
- c. Air conditioners, generators, heat pumps, radon units and other utilities must be installed at the rear or side rear elevation of the home and tucked into an inconspicuous location.
- d. Meters and other mechanical equipment must be screened from street and neighboring views with evergreen plant material at least 36" tall at planting and must be maintained to screen the utility from year-round view.
- e. Window air conditioning units are prohibited.

47. WINDOW INSTALLATION/REPLACEMENT

- a. The MDCC is looking for a solid replacement window product that closely resembles the look of a wood window with long-term aesthetics, quality construction, and exceptional glass exposure. Written approval is required before installation begins. Approval is based on a case-by-case basis.
- b. Full-frame replacement is required.
- c. It is expected that all windows in the home will be replaced at the same time. On the

occasions where only partial window replacement is required, at least all windows on an elevation shall be replaced at the same time. The replacement windows must be the same style, color and material as the existing windows in the home. Double-hung windows must be replaced with double-hung; casement for casement. Changing the style of the windows in a replacement situation is generally prohibited.

- d. Windows shall be the same color as, or very similar to the trim color of the home. If replacing all windows, it may be a good time to consider a fresh trim color. Include the proposed trim color sample with the window replacement application.
- e. Window boxes may be considered if they complement the architectural style of the home.
- g. Single-hung windows are prohibited.

48. WIRING

- a. Wiring originates from easement areas on each lot. Utility or service wiring must be installed underground with entry to the home at grade. It may not run up the exterior walls of the home.
- b. If trenching for utilities is required through the common ground, written approval from the Association is required before work begins. The Association has the right to deny access.
- c. Wiring must be properly buried and the area reseeded and restored.

Muirfield Design Standards have been developed by:

MUIRFIELD LTD., Muirfield Village, Dublin, Ohio

- Planners/Architects: Desmond Muirhead Inc., Newport Beach, California
- Planners/Architects: Nitschke Associates, Inc., Columbus, Ohio
- Planners/Architects: Bohm NBBJ, Columbus, Ohio
- Planners/Architects: Trott and Bean, Columbus, Ohio
- Planner/Architects: Wandel & Schnell Architects, Columbus, Ohio
- Planners/Architects: Meacham & Apel, Dublin, Ohio
- Planners/Landscape Architects: James H. Bassett, Inc., Lima, Ohio
- Planers/Landscape Architects: Gerald Horn, Dublin, Ohio
- Consulting Engineer: Burgess & Niple Ltd., Columbus, Ohio
- Consulting Engineer: Bauer, Davidson & Merchant, Columbus, Ohio

<u>Revisions by</u>	<u>Date of Board Approval</u>
1 William C. Andrews Architects, Dublin, Ohio	September 2002
2 Richard Taylor Architects, Dublin, Ohio MDCC: Klare, Reiner, Taylor, Zeier Kaman & Cusimano, Attorneys At Law, Columbus, Ohio	April 2013
3 Richard Taylor Architects, Dublin, Ohio MDCC: Reiner, Taylor, Zeier Kaman & Cusimano, Attorneys At Law, Columbus, Ohio	February 2017

Living in Muirfield Village Property Policies/Procedures, Section 4

Annual Assessment Collection Policy

The Muirfield Association, Inc. Annual Assessment Collection Policy is in accordance with Article 2 of the Warranty Deed and addresses the application and use of the annual assessment fees and deed enforcement fees.

The annual assessment billing is usually mailed at the end of January of each year. Payment is due and considered late if not received within 30 days. Interest in the amount of 8% per annum shall be incurred on late payments.

Delinquency of more than 90 days may result in a lien being filed against the property and/or legal action for a personal judgment. In addition, the Association shall have the right to enforce and foreclose on the property. Any costs, including attorneys' fees, recording costs, title reports and/or court costs, incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.

Unpaid assessments may result in the suspension of owners/residents rights to use the common property and elements. (See Sec. 5.05)

Payments received are allocated to the owner's account in the following order:

1. Collection of legal fees;
2. Interest and/or administrative late fees;
3. Principal amount owed for common expenses and assessments.

Owners may request a certificate stating that all annual charges or installments thereof (including interest and other fees, if any) have been paid with respect to any specified unit as of the date of such certificate. In the event that all charges and installments thereof have not been paid, the certificate must set forth the amount (including interest and fees, if any) due and payable as of such date. The Association may charge a reasonable fee for this certificate.

Annual Assessment Procedure

First Notice – Original Invoice

- The Annual Assessment invoice is sent via electronic means or postal mail.
- The annual assessment is due within 30 days of invoice date.

Second Notice

Should the assessment remain unpaid after 30 days of the date of the invoice:

- MAI sends owners a statement (2nd notice) via electronic means or postal mail.
- This notice advises owners that 8% interest will be added to the account if not paid within 15 days.

Third Notice

- Should the assessment remain unpaid after 45 days of the date of the original invoice:

- MAI sends the owner a statement which includes interest (3rd notice) via electronic means and also by postal mail.
- This notice advises owners that legal action will be taken if account is not paid within 15 days.

After 60 days of the date of the original invoice:

- MAI staff notifies the attorney of the delinquent accounts.

After 90 days has passed without payment:

- MAI staff sends the Association attorney a list of 90-day delinquent accounts.
- The association's attorney is authorized to automatically file a lien against any account that is delinquent more than 90 days and release said lien upon satisfaction.
- The Association's attorney will solicit authorization from the Board of Directors to file a Complaint of Foreclosure against any Lot with an account that has a balance more than \$3,000.

At any time, should another lien holder issue a Complaint for Foreclosure; the Association's attorney will file an Answer to protect the Association's interest if there is no lien. They will file an Answer and a Cross Claim against the owner if there is a lien in order to pursue the amount owed to the Association. The Cross Claim may be dismissed only upon receipt of payment in full.

Deed Violation Enforcement Policy

The Muirfield Association, Inc. Deed Violation Enforcement Policy is in accordance with the Articles of the Warranty Deed and measures for enforcing the property restrictions as found in the Bylaws, Design Standards, Ohio Revised Code 5312 and all other governing documents for Muirfield Homeowners Association including, but not limited to, any published rules, regulations, guidelines and resolutions.

If any owner fails to perform any act that he/she is requested to perform by the Warranty Deed, Bylaws, Design Standards or other Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from the owner the entire cost and expense, including reasonable attorney fees, of such cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

Sensible complaint procedures combined with a fair, common-sense approach to violations will be used to maintain the integrity of the community. All deed violations must be corrected in a timely manner. There are two types of complaints in which the Association most often addresses:

1. Conduct Violations

Conduct violation might typically be described as behavioral issues within a neighborhood. The burden of submitting conduct complaints rests with owners within the community. All conduct violations **must be reported in writing and signed by the resident alleging the violation**. This form can be found online at <http://www.muirfieldassociation.com/deedenforcement.php>.

Board members are under no duty to take action on conduct violations that are reported verbally or contained in an unsigned, written communication.

Once a properly completed violation form has been submitted, the board will determine what further investigation of the allegation is necessary and conclude whether action against the violating owner is warranted. These types of violations may include barking dogs, noise emanating from the property, etc.

2. Item Violations

Item violations typically can be evidenced by photographs or similar documentation. Item violations are often discovered during a property walk-through, drive-by or onsite inspection. The General Manager will address item violations as they are observed or reported.

If a violation is of a serious nature that affects the safety of the owners or residents, the police should be called immediately and/or legal action immediately initiated.

Deed Enforcement Assessment Procedure

The Association will notify owners and residents of enforcement actions in accordance with the following outlined procedures:

1. First Letter – Upon receipt of evidence of a verified violation, a notice will be sent via electronic means or by posted mail to the owner and resident, and include the following as applicable:
 - a. A description of the violation;
 - b. A copy of the documented picture, if available; and
 - c. A 10-day deadline in which the owner must cure the violation or submit a request for an extended deadline.
2. Second Letter – Upon inspection and verification of the continuing violation, a second letter containing a Notice of Intent to Impose an Enforcement Assessment and Revoke Privileges will be sent via electronic means or by posted mail to the owner with a new deadline requesting correction. This notice will:
 - a. Include a description of the violation and copy of the documented picture, if available;
 - b. Advise the owner of the amount of the proposed enforcement assessment to be charged per day and the date by which the violation must be cured to avoid the enforcement assessment and revocation of recreational privileges; and
3. Notify owners of their right to a hearing before the Board of Directors; enclose a Request for Hearing form, stating the deadline that the hearing request must be received by the Association. This is the final opportunity for owners to comply before more serious action is taken.
4. If the violation is not cured after the imposition of enforcement assessments and revocation of privileges, the Association may utilize all other remedies available including, but not limited to, correction of the violation at the owners cost, recording lien for unpaid enforcement assessments, and filing a lawsuit seeking injunctive relief, foreclosure, court costs, and attorney's fees. The Association reserves the right to utilize any enforcement remedy at any time to address unique circumstances or situations.
5. In some instances, the normal violation notice will be modified to address the need for immediate attention. In these instances, the initial notice will request correction immediately rather than a ten-day deadline. Some examples of violations that would be included in this instance might include storage of mulch bags, portable basketball equipment, sports nets, recreation equipment stored outside, non-approved signage on properties, and boats and trailers stored outside on properties.

Hearing Procedure

In the event that the owner wishes to discuss the allegations with the Board of Directors, the owner must mail or deliver a written request for a hearing to the Association within 10 days from receipt of a notice of enforcement. The following must take place:

- a. The Board must make arrangements for the requested hearing to be held no later than 60 days after the date the written request was received.
- b. The Board shall provide the owner with a written notice that includes the date, time, and location of the hearing at least 10 days prior to the hearing date.
- c. With mutual agreement, either party may request a postponement of the hearing; however, a new hearing date must be set and kept. Hearings may not be indefinitely postponed.
- d. The proceedings may be recorded by either party and the owner does not have to be present for the hearing to be conducted.
- e. The hearing will be held in Executive Session to protect the privacy of the property owner. The Board and requesting owner will have the right to present evidence. Reasonable time will be allotted for discussion of the issue.
- f. Proof of the hearing, evidence or written notice to the owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes.
- g. The owner must receive notice of the Board's decision and any enforcement assessment imposed within 30 days of the hearing.

If the Owner fails to request a hearing within 10 days of the second enforcement letter - Notice of Intent to Impose an Enforcement Assessment and Revoke Privileges - the right to that hearing is waived, and the enforcement assessment may be imposed.

The Board of Directors is committed to exercising their authority in a fair and impartial manner. The Board members do not serve as detectives, rather they are elected to uphold the provisions contained within the Association's governing documents with consistency. They may consider special circumstances or decide to proceed with legal action for any violation of the Warranty Deed, Bylaws or Design Standards at their sole discretion following either the hearing requested by the owner or the deadline expiration to request such a hearing. Once the Board has referred the violation to an attorney, all future communications must be directed to the attorney.

In the event that an individual board member has personally witnessed or was personally affected by an alleged violation, that board member assumes the role of a complaining owner and must relinquish his or her role as a decision-maker with respect to that particular matter. Should a board member have any involvement in the matter, he or she must exclude oneself from participating in any discussion, vote or other board business relative to that particular violation to ensure impartiality.

Recurring Violation

In the event of repeated violations of the same or similar nature, the Board has the discretion to revoke privileges and impose a fine immediately upon written notice for a similar violation within one year of the original violation. In this case, the owner will receive only an Enforcement Billing and Revocation of Privileges Notice. The owner must notify the Association when the violation has been cleared in order to discontinue the assessment at the earliest possible date.

Forced Maintenance

As authorized by the Warranty Deed, Section 9.02, the Association reserves the right to enter the property involved to abate and remove the violation at the expense of the owner. The expense may be assessed and collected in the same manner as the annual assessment.

Enforcement Assessment Fees

Landscape Violations – include trees, tree stumps, grass mowing, landscape beds, etc. After normal violation procedures and notifications have been followed with no compliance occurring, (two prior notices and warning of enforcement assessment being applied), the owner may be billed \$10 per day, up to \$250 in enforcement assessments. After that time, a lien for non-payment of the enforcement assessment may be placed on the property until the violation is corrected and enforcement assessment is paid.

Non-Dwelling Architectural and Conduct Violations – includes non-approved construction, outside storage, etc. After normal violation procedures and notifications have been followed with no compliance occurring, two prior notices and warning of enforcement assessment being applied), the owner may be billed \$10 per day, up to \$500 in enforcement assessments. After that time, legal counsel will alert the owner to the need for correction of the violation of bill the owner \$95 legal administrative fee. A lien for non-payment of the enforcement assessment and non-compliance will be placed on the property until the violation is corrected and enforcement assessment is paid. In some cases, self-help actions may be recommended by the Board of Directors.

For Cosmetic Dwelling Architectural Violations – includes non-approved painting, shutters, mowing, driveways, etc. After normal violation procedures and notifications have been followed with no compliance occurring, two prior notices and warning of enforcement assessment being applied), the owner may be billed \$10 per day, up to \$500 in enforcement assessments. After that time, legal counsel will alert the owner to the need for correction of the violation of bill the owner \$95 legal administrative fee. A lien for non-payment of the enforcement assessment and non-compliance will be placed on the property until the violation is corrected and enforcement assessment is paid. If correction is not made and fees paid in full, foreclosure on the enforcement assessment or a suit for injunctive relief may be placed on the property. In some cases, self-help actions may be recommended by the Board of Directors.

For Structural Dwelling Architectural Violations – include non-approved roof, siding, windows, etc. After normal violation procedures and notifications have been followed with no compliance occurring, two prior notices and warning of enforcement assessment being applied), the owner may be billed \$10 per day, up to \$750 in enforcement assessments. After that time, legal counsel will alert the owner to the need for correction of the violation of bill the owner \$95 legal administrative fee.

A lien for non-payment of the enforcement assessment and non-compliance will be placed on the property until the violation is corrected and enforcement assessment is paid. If correction is not made and fees paid in full, foreclosure on the enforcement assessment or a suit for injunctive relief may be placed on the property. In some cases, self-help actions may be recommended by the Board of Directors.

Violation Report Form

The Muirfield Design Control Committee Process and the Deed Enforcement Policy are two important factors that have been lifelines for the high standards of this community. In compliance with the Enforcement Policy & Procedures the following report is made.

I understand that copies of complaints and the identity of the complainants will be made available to the alleged violator in the event of an Enforcement Hearing before the Board of Directors.

Nature of conduct or complaint:

Resident Names (Offender):

Location or address:

Lot#:

Specific details of the violation:

Number of occurrences:

Dates of the violation:

Time of Day

Was any attempt made to resolve the issue? _____

What were the results? _____

May we contact you? _____

Best contact number? _____

Complainant's Name (Please print)

Complainant's Address

Signature ***THIS FORM MUST BE SIGNED***

Date

Request for a Hearing

Unless a written request for a hearing, signed by the person(s) named as Owner(s) in the accompanying correspondence is received by the Board of Directors within 10 days, the Board may proceed with the enforcement assessment without a hearing and you will have waived your right to a hearing. If you want to request a hearing, then this completed form must be received within 10 days.

I, _____, Lot # _____, request to be scheduled for a hearing in front of the Board of Directors at the time of the next scheduled meeting or sooner, of which I will be notified at least 7 days in advance.

I believe the enforcement assessment should not be imposed because: _____

Signature

Date

Printed Name

Address

2nd Person

Signature

Date

Printed Name

Address

Return this form to:
Muirfield Association, Inc.
8372 Muirfield Drive
Dublin, Ohio 43017

Design Review Policy

The Muirfield Association, Inc. looks forward to working with residents who wish to update and upgrade their properties. The following guidelines will help guide the process of working with the Muirfield Design Control Committee (MDCC) for approval of any exterior changes desired.

Owners are required to apply for approval of proposed exterior projects and the MDCC must approve or disapprove the plans. All new construction, exterior additions, remodeling or alterations, as well as changes to landscaping must be reviewed and approved in writing by the MDCC **before** any work begins. All requests for variances from the Design Standards or any other rule or regulation must also be made in writing. All variances granted shall be considered unique and will not set a precedent for future decisions by the MDCC.

Owners will be best equipped for project approval by selecting recommended materials and submitting all required samples, pictures and drawings in a timely fashion. Each project is unique as are the submission requirements. Some projects may require an architect, a general contractor and professional drawings. The more information provided, the easier it is for the MDCC to understand the project concept and intention. An application submission must include:

- A completed application form
- Site plan and elevations
- Professionally scaled drawings
- Complete scope of work
- Material samples, paint chips, brochures
- Photographs of all areas involved
- Any other applicable or helpful information
- Review fee as indicated on the application

Consideration for approval may include but is not limited to:

- Compliance of the plans and specifications to the general intent of the restriction;
- Conformity to the Muirfield Design Standards;
- Harmony of the proposed plans with other structures in the Muirfield Village;
- The effect the improvements may have on neighboring properties;
- The architectural style of the house, how it sits on the property, natural elements involved and general complexion of the neighborhood.

Should the committee disapprove the application, the project may not start until modifications to the original application are made, resubmitted to the MDCC and written approval received. The MDCC has the right to disapprove any plans and specifications submitted to it due to any of the following:

- Failure of such plans or specifications to comply with any provisions in the Muirfield Association Declaration, Bylaws, Property Handbook, Design Policies, Rules, or design and construction criteria
- adopted by the Board or the MDCC

- Failure to include information in such plans and specifications as may have been reasonably requested
- Objection to the design or appearance of any of the proposed landscaping
- Incompatibility of design or appearance of any proposed structure or building or use with any existing structures or buildings and uses
- Objection to the location of any proposed structures or building upon any portion of the Lot;
- Objection to the grading plan
- Objection to the color scheme, finish, proportions, style, or architecture, materials, height, bulk, or appropriateness of any proposed building or structure
- Objection based solely on aesthetic reasons
- Any other matter which, in the reasonable judgment of the MDCC, will render the proposed building or structure or use inharmonious with the general plan of improvement of Muirfield or the buildings, structures, or uses located upon other portions of the Property.

It is important to remember that even if in the same neighborhood, no two properties are alike and no two applications are the same. Each application is reviewed as a separate and unique case with many aspects to be considered. Therefore, each application is reviewed on a case-by-case basis.

All structural additions, alterations, and improvements by an Owner must also be made in compliance with all laws, rules, ordinances, and regulations of all governmental authorities having jurisdiction. An Owner making or causing to be made any structural additions, alterations, or improvements agrees and is deemed to have agreed to hold the Association and all other Owners harmless from any liability arising therefrom.

The MDCC may issue a variance from the requirements set forth in this Handbook or in any rules or regulations the MDCC adopts to comply with Federal, state, or local laws, requirements, and/or ordinances. Any variance granted by the MDCC will be considered unique and will not set any precedent for future MDCC decisions.

The MDCC may promulgate additional rules governing the form and content of plans to be submitted for approval and may issue statements of policy with respect to approval or disapproval of the architectural styles or details or other matters which may be presented for approval. Such rules may add to, clarify, interpret, expound, and/or elaborate on the architectural guidelines and restrictions provided for in this Handbook, including but not limited to rules on color, materials, location, and size of any improvements on a Lot or Dwelling. The Association may establish a reasonable fee for MDCC plan review, which fee the Owner must pay in accordance with the procedures the MDCC adopts. Such rules and such statements of policy may be amended or revised by the MDCC from time to time and no inclusion in, omission from, or amendment of, any such rule or statement is deemed to bind the MDCC to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the MDCC's discretion as to any such matter, but no change of policy shall affect the finality of any approval granted prior to such change.

Home Exterior Policy

Antennas

- Installation of any satellite dish/antenna in the common elements is prohibited.
- Any owner or resident contemplating the installation of a satellite dish/antenna on any lot must obtain and comply with the Association's Satellite Dish Rules and Regulations and must submit a drawing to the Muirfield Design Control Committee (MDCC) indicating the proposed location, height, and screening materials to be used. A copy of the Satellite Dish Rules and Regulations may be obtained from the Association office, or online at <http://www.muirfieldassociation.com/docs/Satellite-Dish-Guidelines-Application.pdf>.

Cable and Utility Services

- Each lot has easement areas for the distribution of utilities to the home
- Gas and other utility or service wiring must be installed underground with entry to the home at grade. It may not run up the exterior walls of the house. Lines must be fished through the interior walls. Service lines must be buried underground
- Before work begins, residents must insure that their cable and utility technicians obtain prior written approval from MDCC before trenching through common elements. The Association has the right to approve/disapprove common element encroachment.
- The affected area must be restored to original condition following installation. This is ultimately the responsibility of the property owner. If temporary work is done during winter months, it must be buried in early spring before the first grass cutting
- Exposed utility pipes such as radon, downspouts and gutters must be painted the siding color

Contractors

- Residents are responsible for the actions of hired contractors
- Approval of exterior projects, additions and/or changes to lots and homes are ultimately the responsibility of the owner, however, contractors may submit plans to the MDCC on behalf of the owner
- Contractors may not access, damage or remove common elements during installation or maintenance of lot or home projects
- Any common elements damaged by contractors shall be the owner's responsibility to restore to original condition. The owner is responsible for having acceptable repairs/restoration made in a timely manner

Driveways

Driveways must be maintained at all times

- Asphalt driveways need to be replaced when the asphalt is crumbling and/or gravel is showing through the top layer
- Asphalt driveways need to be resealed when there are small cracks in the driveway. Resealing means using crack filler then brushing over the entire driveway with blacktop sealer

- Asphalt driveways can be recapped or replaced if resealing is not adequate. Recapping means overlaying a heavy layer of blacktop over entire driveway
- Concrete driveways must be replaced completely if they are crumbling or cracked
- Paver driveways must be maintained regularly. Grass/weeds must not grow between pavers. Use of an herbicide or other product may be necessary to permanently kill grass/weeds. Pavers may require being removed and reinstalled if heaving or settling occurs

Lawn Furniture can be a welcome temporary addition to outdoor living areas. When not in use, lawn furniture must be stored on the deck, patio, porch or garage.

Lawn Ornaments /Bird Feeders /Statuary /Fountains /Banners /Decorations

- All inflatable decorations, yard accessories are prohibited
- Seasonal or temporary ornamentation, planters and flower pots must compliment the color scheme of the house and must be kept on patios, front stoops or decks
- Holiday decorations may be displayed on the exterior of homes at various times of the year
- Exterior holiday decorations and lighting may be installed one month before the holiday and must be removed within two weeks following the holiday. Exterior lights must be turned off by 11:00 pm
- School banners and seasonal flags may be displayed on a deck, patio or interior window only
- Window boxes must be approved by the MDCC before installation. Approvals may be granted on a case-by-case basis depending on the architectural style of the home

The MDCC must approve all permanently-placed bird feeders, statues, yard figurines, fountains and other types of lawn ornamentation before placement on the property. Approvals are granted or denied case-by-case based on the conformity and harmony of the proposed plans with Muirfield Design Standards, other structures in Muirfield Village and the effect on natural elements and neighboring properties. All ornamentation must be scaled to fit the area and compliment the architecture of the home. All approved ornamentation must be kept in good condition.

Mailboxes

The majority of mailboxes on Muirfield Village properties include a unique single-arm mailbox unit specifically designed and built by the Association's maintenance staff. It is the responsibility of the owner to see that the mailbox unit is kept in good condition. As a service to our residents, Muirfield maintenance staff will install and perform maintenance to the mailbox unit for a fee. Contact the Association office for assistance with repairs and pricing. At this time, there is no fee to re-paint or replace broken or missing numbers.

Some sub-associations within our community feature cluster mailbox units or posts specific to that neighborhood. In those areas, owners must contact the sub-association's representative for assistance with maintenance/replacement.

Other styles, sizes or color of mailbox units are prohibited. Attaching signage, banners and advertising, including invisible fencing signs, is prohibited. Shrubbery or vines planted near mailboxes must allow an unobstructed view of the address numbers.

Radon Units

- Installation of radon units must be approved by the MDCC prior to installation
- The unit shall be installed at the rear or side rear of the house, as unobtrusively as possible
- All portions of the radon unit shall be painted the color of the adjacent house siding and/or trim
- The exhaust pipe shall terminate no more than 18" above the roofline and below the ridgeline of the house
- Evergreen shrubs must be planted to screen the motor from view. The evergreens must be at least 3' in height

Refuse Containers, Trash Pick-Up and Recycling

- Refuse containers should be placed at the curb by 7 a.m. on collection day and taken back inside that evening. Containers may not be left outside after collection day
- Acceptable containers for non-recyclable trash include: metal or plastic cans or barrels with two handles and a tightly-fitting lid; sealed plastic bags; or sealed paper bags of a mill thickness of at least 1.5 and a maximum capacity of 30 gallons. All refuse must be secured inside the container
- No more than 50 pounds of weight may be placed in any container
- Overloaded or wet boxes are not acceptable containers and will not be picked up

Storage

The Muirfield Design Control Committee is empowered to protect the natural beauty of the community. Property exteriors must be kept in good condition, free of trash, any type of debris or clutter. Unless specifically approved by the MDCC in writing, no materials, supplies or equipment may be stored on the Property except inside a closed building, or behind a visual barrier screening so that they are not visible from streets or neighboring properties.

- Construction materials for remodel projects may require special consideration but may not be stored on the lot indefinitely. All exterior construction projects require authorization from the MDCC and the materials or components of the project may not remain on the lot past the completion date approved by the MDCC or no more than 14 days
- Large landscaping project materials may not remain stored outside for more than 10 days
- Clotheslines are prohibited. Clothing is prohibited to be hung outside any home
- Hoses must be stored inside a building or in an appropriate container, out of public view, when not in use
- Ladders, wheelbarrows and all other equipment, yard supplies, materials and tools must be stored inside when not in use
- Portable grills, chimineas, fire pits and other items designed for exterior home use may be used on private property, but must be stored on a deck, patio, porch or in garage when not being used. They are prohibited to be stored in the yard or on Association-owned common areas
- Storing lawn furniture in the yard or landscaping is prohibited
- Portable sports equipment and toys may be used in yards, but must be stored inside when not in use

When purchasing larger items for use outside of the home, owners must consider how and where they will be stored.

There are numerous exterior storage solution systems available as well as garage organization and storage systems to eliminate clutter. The addition of an exterior storage system as well as permanent structures such as a utility shed or utility screens require the approval of the MDCC before locating on the property.

Recreational Equipment

- Some equipment may be permanently installed outside with prior specific MDCC authorization in writing
- Applications are available online for playsets, tether ball poles, trampolines and other specialized recreational equipment
- Some large sports equipment such as lacrosse goals and soccer nets may be difficult to move inside when not being used; the MDCC will consider approval for their use, with specific screening and location requirements
- The Recreational Equipment application is available online at www.muirfieldassociation.com under the Design Review tab

Basketball Equipment

- There is a specific application for basketball equipment requests
- MDCC approval is required before basketball equipment may be permanently installed
- Basketball returns and pole lights are prohibited
- All new units, including the pole, mounting brackets and back boards, must be painted black, dark green or the trim color of the house. Clear back boards do not require paint
- Basketball pole pads may remain on the equipment if the padding is the same color as the pole. Pole padding can be painted the same color of the pole using vinyl paint. If padding is not the pole color, it must be removed and stored inside when not in use
- A copy of the basketball equipment guidelines and application may be obtained from the Association office or online at <http://www.muirfieldassociation.com/docs/Basketball-Application-Guidelines.pdf>
- Full-sized portable basketball units may be used on properties only if stored inside when not in use.

U. S., State of Ohio and Military Flags

- Flags of the United States of America, the State of Ohio and US Military may be displayed on the owner's property in accordance with the regulations for the use and display of the flag as found in Title 4 of the United States Code and as permitted by the Freedom to Display the American Flag Act. Owners assume the respectful use and display as required by law
- One standard-sized US flag and/or one standard-sized State of Ohio flag (not to exceed 3' x 5') is permitted to be displayed within the owner's lot. The installation and location of the flag pole must not interfere with the use of paths or obstruct views of any driveway or street for motorists or pedestrians. The flag must immediately be removed and/or replaced once it is worn, faded and/or tattered
- The Muirfield Design Control Committee must approve the height, color, type and location of the flag and pole before installation

Lot, Lawn & Landscape Policy

Lot drainage and grading must follow the master grading plan on file at the City of Dublin. Final grading of all lots, lawns and landscaped areas and any changes made thereafter must accommodate proper drainage. Each owner shall take care to assist in the natural flow of rain water from their lots. Owners must not impede the natural flow of surface water from/through their lots with landscaping or mounding or by changing the master grading plan. If a drainage assistance system such as a French drain, ditch, swale, dry creek, etc. becomes necessary, a plan must be approved by the City of Dublin and the Muirfield Design Control Committee (MDCC) prior to installation. Creeks and streams running through lots must be maintained in good condition at all times. Grass, weeds and other materials must not impede the flow of water.

Vacant lots can provide natural beauty and open space. Owners must maintain built properties and vacant lots on a regular basis, keeping weeds, brush and high-growing grasses under control. Lots must be free of debris, hazardous trees and storage materials. Water may not pool or stagnate and must be drained to reduce mosquito infestation. During construction phase, properties must be kept free of weeds and trash. Construction debris must be confined within a trash enclosure and disposed of regularly.

See the **Home Exterior Accessories Policy** for use of lawn furniture, lawn and landscape ornaments, bird feeders, statuaries, fountains, banners, flags or other outdoor décor.

Lawns shall be planted according to good horticultural practices with acceptable grasses by hydro-seeding or sodding to produce a satisfactory stand of permanent grass. Mowing, trimming, weeding and edging are required to maintain lawns on a regular basis. Healthy, regularly-maintained lawns are more able to resist weeds. Grass length may be as short as 2" but not taller than 6" anywhere on the lot. Proper lawn care may increase the value of the property. If mowable areas are not practical for the topography of the lot, a request for an acceptable ground cover must be submitted to the MDCC for review.

Landscaped areas can enhance the lot when kept in good condition. Regular maintenance is required, including:

- Trim or prune plants to control overgrowth and encourage plant health
- Edge the beds to accommodate a clean definition between landscaping and lawn
- Keep beds free of weeds
- Apply at least 4" of mulch to discourage weed growth. Mulch also offers an attractive finish
- Clear the beds of tree droppings (twigs, bark, leaves, seed pods, etc.) as each season produces them
- Wire, string, rods and other temporary area-defining items are prohibited

It is prohibited to store yard equipment, materials, supplies, tools, mulch, or any other item on the lawn or in landscape beds, including: mulch bags, sand, top soil, stone, timbers, yard waste, pots, weed cloth and edging materials.

Hardscape areas such as decks, patios, walks, driveways, landscaping timbers and ties as well as retaining walls must be kept in good condition at all times. They must remain free of debris, tripping hazards, peeling, cracking, weeds, algae, stains, scaling and any other type of deterioration.

New Construction Landscaping must include adequate materials at the front, side and wrapping to the rear elevations of the home as designated by the MDCC. Purchasers of built properties in Muirfield Village are responsible for conditions at time of purchase and must bring the property into compliance should there be pre-existing violations.

Whether installing new or removing or renovating existing landscaping, the MDCC must approve additions and changes prior to any work beginning. Applications for approval can be found on the website at www.muirfieldassociation.com under the Design Review tab. It is important to include specific information in your application. Landscape design must coordinate new plant needs with the climate, soil, orientation, drainage and existing vegetation, as it relates to the natural resources and man-made improvements. Driveway entrance plantings must provide permanent, clear, safe sight distance for all vehicles.

Plants must be hardy and pest-resistant. They must be well-formed and free of disease and infestation. The quantity and variety of all new plant materials must be sufficient to fulfill the needs of the property. Plants must be of suitable size, color and texture for the area and spaced to accommodate normal growth as interpreted by the MDCC and based on professional site design analysis and customary planting treatments of Muirfield Village. Property-defining plantings are not permitted. Landscape timbers, edging pavers, and other means of defining plant beds may be permitted with prior review and approval of the MDCC.

Planting annual flowers does not need approval from the MDCC; however, plans for new flower beds, perennial flowers, shrubs, bushes, trees, or other landscape materials and hardscapes must be approved by the MDCC prior to planting or installing. Minimum plant sizes are as follows:

- Perennials – 1 gallon at planting, or larger
- Shrubs, etc. - 3 gallon at planting, or larger
- Ornamental trees – 5'-6' height minimum at planting
- Evergreen trees - 7'-8' height minimum at planting
- Deciduous trees - 2½"-3" caliper minimum at planting

Avoid planting trees, shrubs or large perennials in easement areas or near underground drainage and utility lines. Where utility boxes are present, utility companies require a minimum 10 foot clearance from the side of the box with doors. Other sides require at least three feet from the unit. Property owners are responsible for replacing plant materials or underground fencing located in the utility easement areas, if damaged during utility work. All areas of disturbed earth shall be restored with an adequate amount of soil and sodded or hydro seeded with a quality grass seed.

Trees are a crucial element to the natural beauty in Muirfield Village and require special consideration. Before trees are planted or removed, a request must be submitted to the MDCC for approval. The Committee will consider the species, size, type, and location of replacement trees. Property-defining or

regimented tree plantings are prohibited. Planting in groupings or clumps will obstruct less appealing views while providing a more natural presentation in accordance with the original intention of open, flowing vistas, with one yard blending into another. The original concept for this community combines good design with respect for the natural beauty of the land. Retaining the woodland is as important today as it was in the beginning development.

Property owners are responsible for the maintenance of trees on their lots. This includes all aspects of the trees from clearing fallen branches and bark, treating diseased trees and removing dead trees. Association staff performs continuous tree maintenance on all common elements. The Association appreciates immediate notification when a resident observes a problem tree, hazardous situation, or a safety issue on common ground.

Tree Removal requires MDCC approval in all cases. The Warranty Deed provides that trees larger than six inches caliper may not be removed from the property unless approved in writing by the MDCC. In some cases, dead trees may present a safety hazard and emergency removal may be necessary before obtaining written approval. The Association will work with property owners in these types of situations when notification is made to the Association office.

Removal of living trees will be considered if there is good reason. In some instances, a tree can be removed without replacement at the discretion of the MDCC if doing so adds benefit to the existing trees or surrounding landscape.

In most cases, when a dead tree is removed, the MDCC will require that a new tree be planted to replace it. There are exceptions which must be explained on the tree application and will be taken into consideration by the MDCC. The Committee will expect a reasonable explanation for those trees not planned for replacement. Decisions are made on a case-by-case basis and at the sole discretion of the MDCC.

Tree Stumps must be ground out to grade and the area restored when a tree has been removed. All portions of the removed tree -wood chips, limbs, trunk, leaves, etc. must be removed from the site and disposed of properly. Only a limited amount of firewood (no more than one and one-half cord of cut, stacked firewood) may be stored on the property.

Replacing Trees after the removal of a tree requires thoughtful planning. When planting trees, take into consideration the location and growth of the selected tree species in order to manage the rooting system and future size of limbs within your own lot lines. Neighboring properties own the air space on their side of the lot-line and have the right to shear, trim or prune the tree umbrellas that extend onto their lots. Encroaching onto neighboring properties to access an area for installation or removal of trees requires permission of the property owner.

Firewood must be placed in an inconspicuous location at the rear or side yard, stacked neatly and kept in good condition at all times. To be considered firewood, wood must be of a consistent size commonly used in a moderate-sized fireplace. Logs can be no larger than 8" in diameter. If wood pieces are larger, they must be split and cut into pieces no more than 30" long. The amount of stacked firewood cannot exceed 1½ cord, measuring approximately 4'x4'x12'. Tree parts such as fallen limbs or branches must be

removed from the site. Small pieces of wood kept for kindling must be cut and tied into bundles no more than 12" in diameter. No more than 5 bundles may be kept on the property and must be stacked with the firewood. Large pieces of trees are not considered firewood and may not be stored on the property. Protective tarps used to cover stacked firewood must be earth-tone in color.

When dead trees are removed from the common elements, the Association cuts and splits the trees into firewood and offers this firewood for sale to the residents in half and full cord increments. The maintenance staff will deliver and stack the wood at your direction. Deliveries usually begin in November and continue throughout the winter months. Contact the Association office at 889-0922 for availability and pricing or to place your name on the waiting list.

Gardens are part of the lawn and landscape. Before planting a garden, submit a request to the MDCC for approval. Approved gardens must be maintained in an orderly, weed-free manner on a regular basis to remain in compliance. The application can be found on the website at www.muirfieldassociation.com under the Design Review tab.

Yard waste includes any natural material collected during the care of lots, lawns and landscaping. The City of Dublin's chipper service/composting program will collect yard waste placed at the curb on collection day only. Setting yard waste out on any day except collection day is prohibited.

Tree limbs and branches will be picked up as part of the City's Chipping Service provided the limbs are bundled in 4' lengths with the cut ends toward the street. Cardboard boxes used to contain yard waste or refuse will not be picked up if they become wet.

Dumping yard waste anywhere on Muirfield common ground or within the City public areas is prohibited and will be considered illegal dumping. Offenders may be prosecuted.

Contractors The Association does not provide recommendations for local vendors; however, the Muirfield Village Civic Association offers a list of vendors to its members. For more information, check their website at: <http://muirfieldvillage.org/>. Property owners are responsible for the actions of hired contractors. Contractors may not access, damage or remove common elements during installation or maintenance of lot or home projects.

Any common elements damaged by contractors shall be the owner's responsibility to restore to original condition.

The owner is responsible for having acceptable repairs/restoration made in a timely manner. If not completed in a timely, acceptable manner, legal action will be taken to seek compliance.

Insurance The Association provides coverage for all common elements, buildings and facilities owned by the Association. Each owner is responsible for obtaining insurance coverage on his/her home and lot. Only the Board of Directors may submit claims against the master insurance policy.

Paint Maintenance Policy

The Muirfield Design Standards, By-Laws and Warranty Deed require that the exterior of each house in Muirfield Village be maintained on a regular basis using approved materials and colors. Each house is unique and shows age at different intervals. The amount of sun, shade, rain, type of siding and amount of insulation are things that have an effect on the exterior of the house. As properties age they require maintenance and improvements to prevent them from falling into disrepair. Regular routine inspection is essential to protecting the outside of the house.

The following conditions suggest paint or stain maintenance is required:

- Peeling or bubbling paint
- Significant cracks
- Bare wood visible
- Mold, mildew, algae, moss, rotting, rust or other deteriorating condition
- Faded, worn appearance
- Presence of wood/surface destroying insects
- Holes in the siding or deck boards
- Evidence of water damage
- Evidence of weak base materials – spongy, rotting or other types of decay
- Gaps between materials and cracked, crumbling caulking

Changing the color on any portion of the house or undertaking a complete re-paint or re-stain requires prior approval from the Muirfield Design Control Committee (MDCC).

The color palette of a home is made up of the main body siding, trim areas and accent colors. The overall color scheme must reflect a complimentary, unified appearance blending with the natural surroundings. For this reason earth toned colors are best. Awnings, shutters and roofs must be considered in the overall color scheme. A limited number of accent colors are permitted for shutters and front entry doors. A two-color scheme is encouraged to provide visual appeal. The main body is the predominant color on the home. The trim color must be complimentary to the main body color. In a three-color scheme, an accent color may be used sparingly to highlight the front door and shutters.

Trim areas include: windows, garage doors, entry doors, storm doors, screen doors, columns, trim boards, corner boards, soffits, fascia, decks and porches. Also included are vents, utility pipes, meters, equipment, gutters and downspouts. Storage sheds, fences, outdoor living spaces, and permanent sports equipment must also follow the same color scheme.

Avoid:

- Bright and primary-colors including white and black
- Colors that constitute an obvious contrast to the surrounding natural environment or other homes
- More than three different colors or shades on a single home
- Color used to obscure important architectural features
- Prior to starting the paint project, submit 2 copies of the application including paint chips and photos to the MDCC. Applications are online at www.muirfieldassociation.com under the Design Review tab

Parking Policy

The following vehicle parking restrictions have been established for all properties in Muirfield Village:

- Each home is required to have off-street parking for 4 vehicles with at least 2 spaces covered. The additional 2 parking spaces must be located on the paved driveway area.
- Vehicles are prohibited from being parked in yards or on any grass area.
- Vehicles incapable of being operated upon public streets, inoperable or unlicensed are prohibited to be stored on the property outside of the garage for longer than 5 days.
- Recreational vehicles, mobile homes, motor homes, trailers, recreational equipment usually towed on trailers, and all other forms of transportation objects are permitted to be parked in driveways for 24 hours. After that time they must be stored wholly inside a private garage or off-site.
- Any vehicle stored at the exterior of the property more than 5 days is considered a nuisance and must be stored wholly inside a garage or off-site.
- Commercial vehicles at the property may be in the driveway or outside of the garage when the vehicle is there temporarily in connection with construction and property improvements and services.
- A commercial vehicle used by a resident on a regular basis for their personal transportation must be stored wholly within the private garage.
- Vehicles in violation of time constraints shall be considered a nuisance and must be removed from the property.
- Residents must adhere to the “on-street” parking policies of the City of Dublin. Violations may be reported to the Dublin City Police or to the City Code Enforcement Department.
- In accordance with Section 9.02 of the Warranty Deed, violations to this policy shall give the Association the right to enter the Property to remedy and remove vehicles at the expense of the Owner.

Pet Policy The Association defines a household pet as an animal that is traditionally kept in the home for pleasure rather than for commercial purposes. Dogs and cats are the most traditional family pets. Common household pets do not include any animal that is considered “wildlife, farm animal or livestock”. If this definition conflicts with any applicable State or local law or regulation defining the pets that may be owned or kept in dwelling accommodations, the State or local law or regulation shall apply. This definition shall not include animals that are used to assist persons with disabilities.

Owning a pet at Muirfield Village

- Pet owners must abide by the ordinances of the City of Dublin concerning pet ownership which state: “All dogs must be on a leash unless the animal is capable of responding immediately to the minimum obedience commands of ‘Come’, ‘Sit’, or ‘Stay’
- No person shall permit an animal to enter public or private property unless the animal is securely controlled by a leash not to extend six feet in length
- No more than 2 dogs and/or 2 cats may be maintained on any lot
- Should the cat or dog have a litter, the litter may reside on the property up to 3 months
- No animals, birds, insects, livestock or poultry may be raised, bred or kept on the Property except household pets. Animals maintained, kept or bred for sale or other commercial purposes are prohibited
- Owners are responsible for pets they own and any pets visiting the property
- Pets shall be under the control of their owner at all times and cannot cause a fouling or noise nuisance
- When off of the Owner’s lot, pets must be under the owner’s control by a hand-held leash or immediate vocal command
- Animal welfare organizations can advise on how to avoid common noise disturbances from pets. They may be of assistance for behavior advice and information on local training classes

Animal Fouling

- When walking dogs (or other pets), it is the walker’s responsibility **to immediately** clean up pet waste. Owners must carry some visible means for cleaning feces. Pet feces must be disposed of properly. For convenience, the Association has installed waste receptacles along the pathways
- When cats are allowed free access outside, residents must take steps to ensure that they do not cause a nuisance to neighbors
- Pet owners must repair any damage caused to communal property by their pets
- Residents observing someone not immediately cleaning up after their pets or not disposing of waste appropriately should contact the Dublin Police Department at the non-emergency number 614-889-1112
- Report problems with vicious or menacing dogs and constantly-barking dogs to the Dublin Police Department at 614-889-1112 or the Animal Control in your county

Invisible Fence for Pets

- Underground invisible pet fencing is permitted on lots.
- Residents are discouraged from installing invisible fencing in an easement area or City right-of-way. If service work needs to be performed in the easement area and wiring is damaged or disturbed, it is the Owner’s responsibility to repair/replace any wiring installed in the easement area
- Advertisements of any type may not be posted on any part of the Property, regardless of the size
- A reasonable period of time, not to exceed 3 weeks, is permitted for the use of the training flags

Signage Policy

The sign policy for Muirfield Association, Inc. describes type of signs approved for use in Muirfield Village. It is intended to clarify the overall uniform appearance of signs approved for use in Muirfield Village which are compatible with the natural environment.

Allowed Signage

Realtors, builders or property owners may use signage to advertise a house For Sale as follows:

Frame/Sign

- The standard sign is a metal frame that can be placed in the ground by pushing down with the weight of one person
- The frame is constructed to accept standard, square or rectangular panels approximately 24" – 36" in width
- The frame is constructed of angle-type steel material that allows panels to be secured by a clip or tab system. It is prohibited for a combination of such panels to exceed 7.0 square feet of face area of any one side of a double-faced sign
- Signs shall be Olympic Oxford Brown or Sherwin-Williams Wolf Drive Grey (equal to Pantone #418 background with an off-white or cream (equal to Pantone #4545) lettering (not white)
- This color standard applies to all panel elements of the sign. Other color combinations are prohibited

Lettering

Copy must be a standard block, non-serifed typeface such as Helvetica. Exception is granted where the proper name of the entity is a "stylized" typeface which is verified by use on business cards or letterhead

Logos

Graphic logo images which represent the identity of the Company are permitted provided that such logo does not exceed 20% of the sign face

Quantity

No more than one Real Estate or For Sale by Owner sign and/or one builder sign may be posted on any one lot

Placement

One approved Real Estate, For Sale by Owner, and Builder sign shall be placed on the front of the lot within the buildable area of the property. The sign must be oriented with the address of the property. Signage is prohibited to be located along the boulevard, at the rear of the lot, or facing the golf courses

Term: The term of such use is limited to a period ending when the house goes into contract

Non-Standard Signage

Exterior signage is very limited in Muirfield Village. To obtain permission to place any sign that does not meet the definition of a standard sign requires application to the MDCC for review. When submitting an application it is important to include the type of sign requested, such as post and arm or metal tube type. Signs must not be placed on common elements nor on street posts or in City rights-of-way. Signage found on common elements will be removed and stored for 60 days. Residents are encouraged to use newspaper or electronic media to advertise their sale.

Prohibited exterior signage includes:

- Open House and directional arrow signs
- For Rent signs
- Advertising signs, school signs, banners and seasonal or decorative signs

Political Signage

- Political signs may be placed at the front of the property three weeks before Election Day and must be removed within 3 days following Election Day
- Political signage must be located within the buildable area of your property

Garage Sale/Yard Sale Signage

- Garage sale/yard sale signs may be placed at the front of the property, within the buildable area of the lot
- One Association-approved garage sale sign may be displayed per property; signs are available at the Association office at no charge
- Directional signage and colorful information tubes are prohibited
- Residents must secure a garage sale permit from the City of Dublin and pay an accompanying fee. Contact the City of Dublin, 5800 Building, 5800 Shier-Rings Rd., 614-410-4400, with questions

Enforcement

The Association staff or other appointee may remove signs that do not comply with the rules. If removed, the signs will be stored at the Association office and disposed of if not claimed within 60 days. The sign guidelines are available to all new residents in their welcome packet, posted on the website under 'Design Review', and upon request from the Association office.

Common Elements Policy

The common elements are all the areas owned by the Association and enjoyed by all owners and residents of Muirfield Village. The Association appreciates your commitment to participate in keeping the common elements clean, safe and pleasant for all residents. Listed below are some of the areas with rules specific to them.

Lakes

The Muirfield Village lakes were built to assist with storm water overflow and prevent flooding which makes them retention basins. Water levels constantly fluctuate through the year. Residents are encouraged to enjoy the beauty and ambience they provide, however, their use is limited.

- Residents in good standing and their guests may fish in the Association-owned lakes. Remember to take all fishing supplies and refuse when leaving the lakes
- Many of the lakes are surrounded by homes. Use common courtesy and refrain from loitering in these areas out of respect for the privacy of fellow owners
- The lakes within the golf clubs are private property; non-members may not trespass on this property. Golf club management has warned that trespassers will be prosecuted
- Entering any Muirfield lake is prohibited including, but not limited to swimming, boating, skating and walking on frozen surface

Pathways

Muirfield Association-owned paths provide access to most neighborhoods within the village, meandering through some beautiful areas. The paths are good-weather paths, meaning there is no snow or ice removal; use at your own risk. Residents must be mindful of weather conditions when using the paths. Following 'share the trail' etiquette helps ensure the paths are fun and safe for everyone.

- Be respectful. All path users, including bicyclists, joggers, walkers, wheelchairs, strollers, skateboarders, roller bladers and skaters, should be respectful of other pathway users regardless of the mode of travel, speed or skill level
- Stay on the right side of the path, except when passing others
- Slower moving traffic has the right-of-way. When approaching someone on the path, allow the slower moving person to proceed first
- Use an audible warning to alert those ahead. When passing someone on the left ring a bike bell or call out to them "passing on your left" so that they know someone is coming around them
- Read and obey all path and road signs
- Do not litter; put trash/pet waste bags in a proper receptacle
- Keep pets under control; leash dogs and clean after them
- Use safe speeds; be in control of equipment at all times
- Do not block the path; move to the right side of the trail if stopping to allow room for others to get by
- Motorized vehicles are prohibited with the exception of those permitted by law - such as wheelchairs and utility vehicles used by the Association
- The cart paths within the golf courses are private property and residents may not trespass; violators will be prosecuted

Recreational Facilities

Tennis Courts

- Each facility will allow one net to remain in place through the cooler months for the occasional pleasant days
- Wind screens are removed in the fall after the tennis season is over
- Tennis court lights will turn off automatically at 10:00 pm as a courtesy to nearby residents
- Tennis court lights are turned on by following the lighting instructions posted on the pool building
- Once the lights shut off automatically, they may not be turned back on until the next day

Swimming Pools

- Use in accordance with all state laws and rules posted at each facility

Other Common Areas

Gazebo, Bridges, Reserve Areas, Parking Lots

- Most of these areas within Muirfield Village have an intended use and should function for that purpose in a safe and respectful manner
- Rollerblading and skateboarding is prohibited within the gazebo or on the gazebo and pool stairs
- When not functioning as intended use, empty parking lots may be used recreationally if used safely and respectfully. The Association is not responsible for any damages, injuries, thefts or other actions resulting from recreational use
- All illegal activity is prohibited

Revocation

Delinquent Fees - Any property owner, family members and/or residents living at a Muirfield property will lose privileges for using the common elements including the pools, tennis courts, paths, and other Muirfield Association amenities until the total delinquent assessment, late fees, and associated legal charges have been paid in full.

Deed Enforcement - Any property owner, family members and/or residents living in Muirfield Village will lose privileges for using the pools, tennis courts, paths, common areas and other Muirfield Association amenities until all deed violations are cleared and all associated enforcement fees have been paid.

Records Request Policy

Records available for Inspection:

Pursuant to Ohio Revised Code Section 5312.07, and unless otherwise prohibited by law or this policy, any owner may examine and copy the books, records, and financials, of the Association (the "Records"), pursuant to the requirements, charges, and standards set forth by this policy.

An owner may not examine or copy any of the following Records:

- Information that pertains to personnel matters, including but not limited to salary/benefits information, performance reviews, applications, disciplinary action, and;
- Communications with legal counsel or attorney work product pertaining to potential, threatened, or pending litigation or other property-related matters;
- Information that pertains to contracts or transactions currently under negotiation or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements;
- Information that relates to the enforcement of the Warranty Deed, Bylaws, or Design Guidelines, or Muirfield Rules against other owners;
- Executive session minutes
- Information, the disclosure of which is prohibited by state or federal law.

ALL REQUESTS FOR RECORDS MUST BE IN WRITING. An owner who wants to inspect or copy the Association's Records must submit a written request to the Association's office. The request must specify the particular Record(s) desired, including pertinent time periods, and shall state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the Association to retrieve the Record(s) requested.

ONLY OWNERS OR AUTHORIZED REPRESENTATIVE MAY INSPECT. Every owner shall have the right to inspect or copy the Association's Records in compliance with the rules and procedures contained in this policy. An owner may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the owner's behalf

RULES OF CONDUCT AND PROCEDURE GOVERNING REQUEST TO INSPECT/COPY

- All inspections shall take place at the Association's office or at such other location as the Association's general manager designates. No owner shall remove original Records from the location where the inspection is taking place.
- The Association shall make Records available for inspection within a reasonable time, but no more than four weeks, after the Association actually receives the written inspection request. This time frame may be extended if the Records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association will notify the owner (by telephone, in person, by email, or in writing) that the Records are available, and specify the time, date, and place for the inspection.
- No owner shall alter Association Records in any manner.

- All people inspecting or requesting copies of Records shall conduct themselves in a businesslike manner and shall not interfere with the operations of the Association's office or such other location where the inspection or copying is taking place. The general manager will assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection shall be directed only to that one staff person. During an inspection, the owner may designate for copying Records by use of a tab, clip, or Post-It note upon the page(s) desired. Owners shall not exercise their inspection or copying rights to harass any other owner or resident, board member, general manager, officer, director, or employee.

CHARGES FOR COPIES/INSPECTION

Upon written request, owners will be provided approved meeting minutes at no charge. Other than the meeting minutes or other Records the general manager or the Board make available at no charge, the Association's general manager may charge the requesting owner a reasonable per page fee for copying Records. In addition, the general manager may charge the requesting owner a minimum clerical fee for the copying or sending of Records.

To preserve the sanctity of the Records, a physical records inspection requires the presence of a staff member. For inspections that last greater than one hour, the general manager may charge the requesting owner an hourly rate, not to exceed \$75.00 per hour, to be billed in quarter hour increments for staff attendance at the Records inspection.

The owner must pay the costs of copying and/or inspection at the time of billing for copies or actual inspection. However, the general manager may, in his sole discretion, require advance payment.

Request to Inspect Records

Instructions: This request form must be completed by any owner desiring to inspect or receive copies of any Association books of account, meeting minutes, or other Association documents (the "Records"). No more than four weeks is needed to process a request. If there is a question with any request, the owner will be notified within a reasonable amount of time of the reason for any delay. The Association will notify the owner (by telephone, in person, by email, or in writing) that the Records are available and specify the time, date, and place for the inspection.

The Association requires that the owner provide the reason for each Record requested and the intended purpose of the request to protect the Association and personal confidences where necessary. The Association's goal and intent is to allow inspection of most Association documents. Given the personal and legal nature, however, of some documents, the Association must place reasonable restrictions on the inspection process. This includes a requirement that any inspection take place in the presence of a staff person assigned by the Association.

Inspections of the Association's Records shall take place during the time specified by the Association at the Association's office or at such other location as the Association's general manager designates. Copying charges are 50¢ per page and a minimum clerical fee of \$20 for the copying of pages. To preserve the sanctity of the Records, a physical Records inspection requires the presence of a staff member. If the Records inspection exceeds one hour, you, the owner, agree to pay \$75.00 per hour in quarter hour increments for staff attendance at the Records inspection. All inspection, copying, and mailing charges will be assessed to the owner's account and/or paid in advance, as the Board or general manager will determine.

This form must be completed in full, signed, and dated in order to process the request.

Owner's Name: _____ **Phone Number(s):** _____

Address: _____

Record Requested	Reason and Purpose of Request
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Do you anticipate making copies of any Records to be inspected? ___ Yes ___ No

The charges listed in the instructions will be assessed to your account. If the charges are expected to exceed \$25.00, do you wish to receive a total estimate of the charges before receiving the Record? ___ Yes ___ No

I hereby agree not to use or distribute any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than that stated above. I agree to indemnify, defend, and hold Muirfield Association, Inc., its Directors, officers, and employees, and their respective successors, heirs, and assigns, harmless for any claim made or damage sustained by any person arising from, related to, or concerning my inspection, use, or receipt of copies of Association records. I further consent and agree that all inspection and copying charges incurred pursuant to this request, as outlined above, will be assessed to my account or paid in advance, as directed by the Board.

Owner Signature

Date

Print Name

Living in Muirfield Village

Design Review Fee Chart, Section 5

APPLICATION NAME	FEE	INCLUDES
Additions to House: Room/Garage Addition, Remodeling	175	Remodeling, Additions to house & garage
Air Conditioning/Generator/Heat Pump	10	HVAC, Generator, Heat Pump
Awnings	15	Awnings
Basketball Equipment	5	Basketball Equipment
Composting Container	15	Compost Bins
Deck Addition or Remodel	35-75*	Decks
Detached Structures – Shed	50	Stand-alone Shed
Door Changes (Storm, Entry, Side Doors)	5	Entry, Service, Storm, Patio, Screen Door
Driveway	10	Driveway Changes, Replacement
Egress Window	15	Egress Windows
Fencing	35	Fencing & Screening
Garage Doors	10	Garage Doors
Garden	10	Stand-alone Garden
Gazebo, Pergola, Trellis, Firepit, Retaining Wall	35-75*	Gazebo, Pergola, Trellis, Fire pit, etc.
Grading Change	35	Grading, French Drain, Swale, Ditch
Hot Tubs & Spas	35	Hot Tubs & Spas
Landscaping	35-150*	Landscaping – depends on scope of work
Lighting – Exterior	5	All Exterior Lighting
Miscellaneous Exterior Projects	5	Gutters, Downspouts, Chimney, Drainage, Foundation, Misc. Storage, Flags
New Home Construction <small>includes initial landscape plan</small>	400	New Home Construction
Outdoor Kitchen, Pizza Oven, Fireplace	35-75*	Outdoor Kitchen, Pizza Oven, Fireplace
Paint/Stain Change	5	Paint or Stain Change
Patio Plan	35	Patio
Playsets, Forts, Recreation Equipment	35	Playsets, Forts, Recreation Equipment
Porch Addition/Change	150	Porch – front and rear
Radon Mitigation	10	Radon Unit
Rain Barrel	15	Rain Barrels
Roof Replacement	10	Roof
Satellite Dish Installation	10	Satellite Dish
Shed, Stand-alone Garage, Storage Building	150	Shed, Stand-alone Garage, Storage Building
Shutters	5	Shutters
Siding or Exterior Material Change	35	Siding Change
Skylights	10	Skylight Installation/Replacement
Sports Nets, Sports Equipment	10	Lg. Soccer, Lacrosse, Exterior Storage
Sunroom, Screened Porch	150	Sunroom, Screen Porch Addition/Change
Swimming Pool Installation	150	Swimming Pool
Tent- Temporary	5	Tent
Trampoline Installation	10	Trampoline
Tree Removal/Replacement	5	Tree – Remove & Replace
Walkways & Sidewalks	5	Walkway/ Sidewalk
Window Installation/Replacement	35	Windows

*Depends on scope of work or amount of equipment

Design Review applications and guidelines are online at <http://www.muirfieldassociation.com/designreview.php>.