

# MUIRFIELD ASSOCIATION, INC.

## PROPERTY HANDBOOK



*It's not just a home, it's a lifestyle!*

*April 1, 2013*



## Table of Contents

<b>SECTION 1</b>	<b>WELCOME TO MUIRFIELD VILLAGE</b>		<b>1 - 14</b>
	Overview and History of Muirfield Village	5	
	Resident Amenities	10	
	Resident Services	12	
<b>SECTION 2</b>	<b>DESIGN STRATEGIES – Preserving the Concept</b>		<b>17 – 42</b>
	Design Guidelines	19	
	Muirfield Design Control Committee	19	
	The Neighborhood and Home Site	21	
	The Home at Muirfield	24	
	Exterior Accents	35	
	Landscaping	37	
	Recreational Equipment	40	
	Utility Equipment	42	
<b>SECTION 3</b>	<b>DESIGN STANDARDS – QUICK LIST</b>		<b>45 -57</b>
	(Specific items are in alphabetical order)		
<b>SECTION 4</b>	<b>POLICIES</b>		<b>59 - 85</b>
	Assessment Collection Policy	61	
	Deed Violation Enforcement Policy	63	
	Hearing Procedure	65	
	Deed Violation Report Form	67	
	Hearing Request Form	68	
	Design Review Policy	69	
	Home Exterior Accessories Policy	72	
	Lot, Lawns & Landscapes Policy	75	
	Parking Requirements	79	
	Pet Policy	80	
	Use of Common Elements Policy	82	
	Yard Sign Policy	83	

Individual Design Review Guidelines and Applications are available online at

[www.muirfieldassociation.com](http://www.muirfieldassociation.com).





# **Welcome to Muirfield Village**

## **History, Amenities & Services**

### **Section 1**



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 \$2.25 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 of 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 Monday 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.



### **Muirfield Village Civic Association**

The Muirfield Village Civic Association (MVCA) is a separate non-profit, voluntary organization of residents who work to provide opportunities for neighbors to socialize as well as broaden involvement within the village and city. The MVCA offers activities for all age groups and interests throughout the year. There is something of interest for everyone! To obtain more information about joining this group, visit the website at <http://muirfieldvillage.org>.

### **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 [www.president@muirfins.com](mailto:www.president@muirfins.com)

### **Website**

The Association maintains an interactive website at: [www.muirfieldassociation.com](http://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 securely pay invoices online and interact with other residents.

## Resident Amenities

### Common Elements

The common elements owned by the Muirfield Association, Inc. (the “Association”) are for the exclusive use of all residents 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 blended 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. Operating on a first-come-first-serve basis unless reserved. Reservations can be made by following the link on our website, <a href="http://www.muirfieldassociation.com/Tennis">http://www.muirfieldassociation.com/Tennis</a>	4 lighted courts operating on a first-come-first-serve basis unless reserved. Reservations can be made by following the link on our website, <a href="http://www.muirfieldassociation.com/Tennis">http://www.muirfieldassociation.com/Tennis</a>
Sand Volleyball Court	Located just behind the Glick Road pool facility and is available on a first come basis.	N/A
Chipping & Putting Green	N/A	A three-hole chipping and putting green sits in the open space just north of the Holbrook pool.

*\*FOR SAFETY REASONS, and based on manufacturers’ warnings, persons under the age of 18 are not permitted to use the hot tub unless a signed waiver is on file and an adult resident is present at all times.*

**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 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. The pathways are “good-weather-paths” and 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, and the golf course fairways, are private property that is 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 getting ideas 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](http://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 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.
- Clippings near mailboxes or fire hydrants 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 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 (291-4400) or Affordable Animal Control, Inc., (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). Collection day for the community is Monday. 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 homes include a unique single-arm mailbox unit specifically designed and built by our maintenance staff. It is the responsibility of the owner to see that the mailbox is kept in good condition, however, as a service to our residents, Muirfield maintenance staff will install and perform maintenance to the mailbox unit for a fee. There is no fee to re-paint or replace broken or missing numbers. Other styles, sizes or color of mailbox units are prohibited. Contact the Association office for assistance with repairs.

**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. The contractor will pick up refuse as early as 7:00 a.m.; therefore, the containers must be taken to the curb by 7:00 am on Wednesday morning. 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, 410-4750 or visit: <http://dublinohiousa.gov/services/snow-removal/>.

The Association is only responsible for the 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, 410-4750
- Rumpke Waste Removal – refuse, 1-800-828-8171
- Columbus Dept. of Water – water, 645-8270
- Time-Warner – cable, telephone & internet, 481-5320
- AT&T- telephone, cable, telephone and internet, 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**



## **Design Guidelines**

The Board of Directors of the Muirfield Association, Inc. is dedicated to long-term good management, financial responsibility and controlled growth to preserve the Muirfield concept. While embracing the importance of quality development, they also recognize the need to continue to follow the established design standards for this community.

The Design 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.


The Guidelines provide a framework for:

- Enhancing the quality of homes and neighborhoods
- Protecting and improving property values
- Providing investor and property owner confidence by adhering to the design standards

The Design Guidelines achieve this through following the standards for new construction, remodeling, and updating existing homes. The guidelines include an explanation of design principles as well as the design solutions to implement those principles. By understanding and following the guidelines, the home and property will become 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 the 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 online at the Association's website [www.muirfieldassociation.com](http://www.muirfieldassociation.com) under "Design Review". These guidelines and applications provide the basic information needed for a successful 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:**

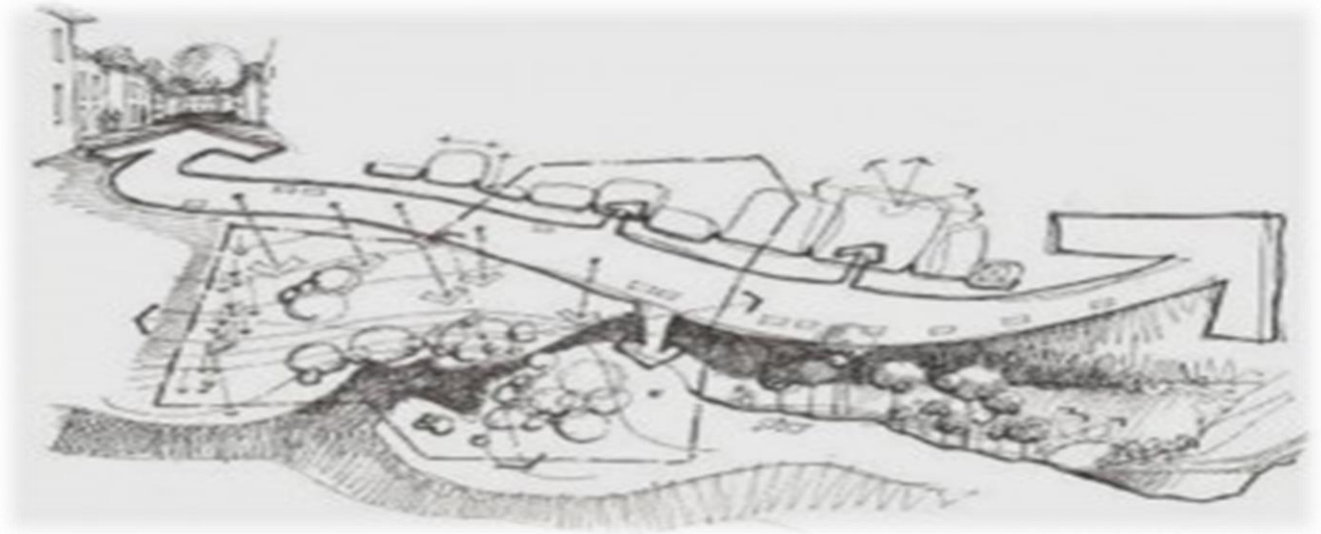
Characteristics of a ravine area may include trees, bushes, creeks and outcroppings of rock. Since erosion is the process that created the ravine, special consideration must be taken to protect the natural environment from further erosion. Sloping land often suggests multi-level homes, tiered landscaping, 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 encourages a vista where one property flows 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 that 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 for 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 the streets located in the Estates and the Country Club Estates are 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 and stucco 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.

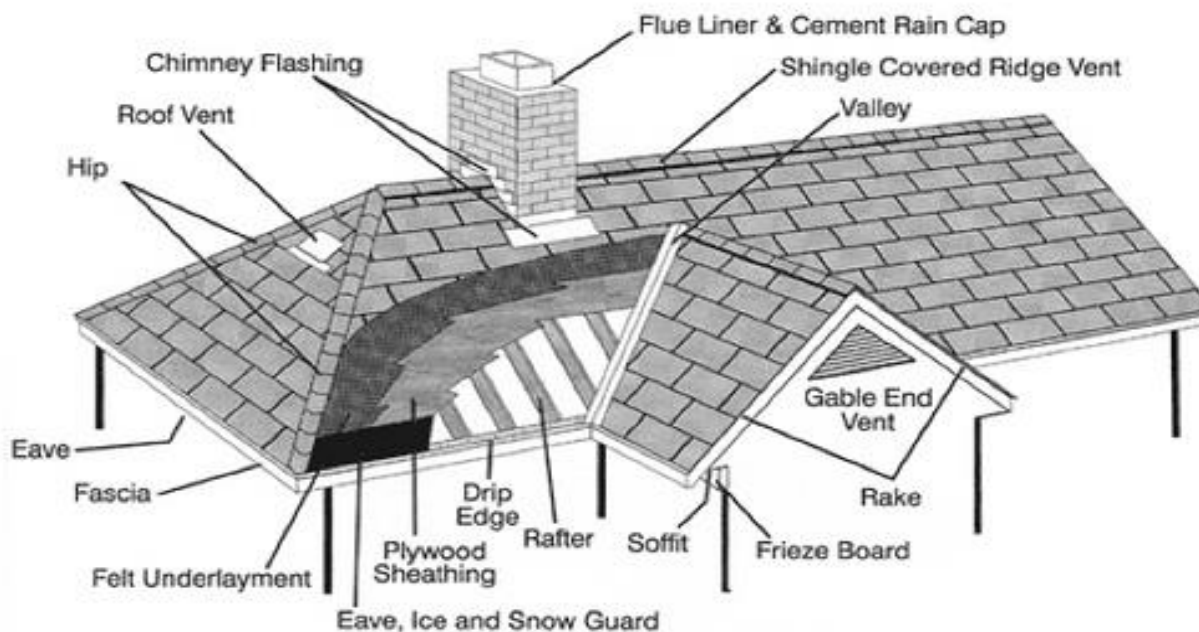
### The Roof and Building Mass:

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 rooftops 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. 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 or slate as approved by the MDCC.

Wide overhangs are strongly encouraged. A wide overhang provides protection to the home and helps the house 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.

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. Cantilevered chimneys are prohibited.



### 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 of materials. Architectural embellishments could include decking, patios, 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 neighborhood, 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 with semi-transparent or 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 - use of composite cement board siding products, such as "Cemplank", "Hardi-Plank", or other manufactured materials, will be considered for exterior remodeling projects. Natural materials are to be used on new construction.
- 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 siding
- Mill-finish aluminum extrusions for windows and doorways
- Unfinished cinder block walls
- Glass-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, garage doors, house doors, columns, porches 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 For Every Part of the House:**

Doors are a vital element providing not only visual but also physical connections between the private space within the home and the outdoor spaces and public streets. All exterior doors changes must be submitted to the MDCC for review.

A welcoming entry is probably more important than any other exterior feature of the home. In most cases, the front door must be raised-panel wood or fiberglass. There are limited areas in Muirfield Village where a flush exterior door may be considered. The door's hardware deserves careful consideration as the impact is great.



Take into account the area leading to the door. To enhance the walkway to the home, care must be taken to select aesthetically pleasing arrangements and natural materials, such as wood, brick, stone or pavers. The ideal 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 idyllic that it be part of the entry garden, partially enclosing it with plantings.



## **Storm Doors, Sliding Glass Doors, Rear Entry, Side Entry and Screen Doors**

The design and functionality is equally important when updating side or rear service doors. The quality, durability and details must be considered to complement those sections of the exterior of the house and the important 4-sided architecture.

Certain full-view fiberglass, vinyl or aluminum storm doors may be considered. Unpainted aluminum is prohibited. The color and finish must complement the trim on the home. Anodized and powder coating finishing will match and compliment most homes in Muirfield Village. Decorative "scalloped" storm door panels are prohibited.



When replacing older patio doors, consider purchasing high quality doors that will expand your view with sleek narrow site lines and larger glass space. Robust profiles with wall thickness up to 3/8" will add strength during the more demanding weather conditions. There are a variety of different types of glass doors which separate the interior from the exterior of the house including sliding folding doors, pocket doors, bi-fold doors, multi-sliding and telescoping doors. Aluminum doors and windows are





unique in that they can withstand the test of time. When properly conditioned or finished, aluminum will last for years in a fully functional condition as well as complement the décor of the home.

Screens often accompany storm doors. Should you need to replace existing screens be sure to consider details such as the style of the door and the hardware which make a big impact on the exterior appearance. Screen doors may add beauty and ventilation while improving the energy efficiency of an entrance from the outside. They must be full view and of high quality as well as appropriate to the application. Be aware that the most popular types of screen

materials are fiberglass and aluminum. The MDCC will consider the use, style and purpose of the application.

**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 considering replacing older garage

doors, reflect on 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. Should the garage door selected contain a window, the MDCC will review the style and color.



**Windows:** Windows are also vital elements that link the private and public realms. It is vital that windows are appropriately sized for the scale and style of the residence on which they are located. They need to create a consistent and cohesive fenestration

pattern. All new and replacement windows (whether replacing one or all windows in the home) must be approved by the MDCC before installation can begin. It is best to check with the Association office early in the planning stage for assistance with any type of window installation or replacement.



When meeting with a window contractor, it is necessary to get specific details how the installation will be done. Be observant of the amount of glass exposure the replacement window affords and ask about the finished exterior profile of the window.



There are many factors involved in meeting the design standards for replacement windows. In order to replicate as closely as possible the original window appearance, the typical approved window replacement involves the complete frame replacement with the original trim removed, the existing window replaced with new, and then the trim replaced. On most homes, wide board trim should be used on windows to provide adequate detail and to better integrate with the siding.

Casement, double-hung, horizontal sliding and stationary windows may be acceptable

provided they have been carefully selected and proportioned to enhance the elevations in which they are placed. The same window type should be used on all elevations so that all four sides relate. Certain vinyl windows are prohibited due to the large bulky frame, poor welds, exterior profile, reduced glass exposure and poor trim replacement.



Unacceptable examples include:

- The use of incompatible window types and shapes on the same home
- Blackened out windows or any other use of material that achieves that effect
- Boarded up windows (except during construction or during a reasonable repair period or subsequent to a weather advisory)
- Walls without windows along street frontages
- White window exteriors
- Unpainted aluminum windows

### Window Accessories and Other Window Options:

**Awnings** can make decks, patios or windows more usable in the hottest sunlight when homes have little or no shade protection. Residents may consider installing cloth awnings which will block up to 90% of the sun's harmful UVA & UVB rays.

Awnings proportioned to fit the area and in an earth-toned color that compliments the home may be approved by the MDCC. Whether considering awnings for aesthetics or sun protection, there are several items to bear in mind when selecting the right type, style and color for your home. Consider how the awning will attach to the home and whether the support arms will be free-standing or permanently mounted to the home or surrounding area. Lateral arm style supports tend to have more head clearance and usable space. The awning-to-floor vertical support post reduces the





amount of usable space and clutters the area. Look for soffit-mounted or wall mounted arrangements. Roof mounting is prohibited. Metal, fiberglass and roof-mounted awnings are prohibited. Select a solid color or small patterned tweed color that compliments the color of the house. A simple straight-across drape works best. Decorative edges such as scallops, fringe, or tassels are prohibited.

**Egress windows** have become a way to add living space to homes without changing the size or footprint of the house. Basements are being transformed into recreation rooms, bedrooms and offices. As these types of living spaces are considered, homeowners must be aware that emergency exits must be provided for below-ground spaces. Egress windows are easy-to-open windows that serve as a below ground emergency exits and are required by law. They provide fresh air circulation throughout the basement and allow sunlight in. The size must be considered for need and purpose and it must be aesthetically pleasing. When looking out the window from inside, consider the view. For example, color, texture and interest can be added with flower pots on tiered timber steps.

The MDCC will be looking to see that the egress windows are designed to be as unobtrusive as possible and match the home with regard to material, design and color. Where possible, they should not be visible from the street. The material can be made of concrete block, tiered wooden timbers, prefabricated composites or fiberglass. Some of these systems are well-designed and can be an asset to the property while others are only utilitarian. Contractors must follow local building codes for proper egress window installation.



**Shutters** may be a perfect accent on some architectural style homes. They can be decorative yet add a natural inviting look. Avoid bold colors and dramatic styles in favor of a more timeless style that emphasizes historical significance and simplicity. The shutters must be proportionate in size to the window. Select materials that are durable to add value and curb appeal.



**Window Boxes** may be approved on a case-by-case basis. Window boxes must be architecturally appropriate to the home. Care must be taken to select durable, rot free, insect and moisture-resistant planter boxes.

**Skylights** are a great feature to fill the home with natural light and fresh air. They can transform conventional rooms into splendid spaces that add value and quality to a home. The skylights may be fixed or vented style. The appearance on the exterior roofline must be non-invasive. Dome and solar tube skylights are prohibited.



**View windows, clerestories and sliding glass doors** are encouraged if designed to take advantage of the site and views. Proper protection must be provided to ensure privacy. Etched or stained glass may be considered in specific areas, but may not detract from the unified exterior appearance of the home.

#### **Other Architectural Features:**

Other architectural details and elements (railings, balconies, overhangs, 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 other architectural features. A variety of other features can provide the perfect accent or finish to a home, or conversely, ruin an otherwise beautiful home. These may include inappropriate use of egress windows, non-proportioned shutters, awnings, lighting, address numbers, lawn ornaments, outdoor living spaces and other elements. Listed are a few examples of features that deserve considerable thought and require approval from the MDCC.



**Compost Bins** can be used to divert food scraps into nutrients and food 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 and approved by the MDCC. This means utilizing identical materials, colors and overall design characteristics. These structures must be incorporated within the buildable area of the property. Structures such as 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 Décor:**

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 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 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. In addition, arbors or trellises into the project are also subject to the approval of the MDCC.



A fence 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 are 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, and;
- 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 just 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 to feel moved or engaged. 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 an oak 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.
- **Add movement.** A landscaped area needs movement to add life and interest. Add flowers to attract hummingbirds and butterflies, or several berry producers for the birds.
- **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, washed gravel and, in some cases, bark mulch.

- **Mulch.** Mulch is a layer of wood chips 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 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.

### Patios, Terraces and Decks:



Traditionally, the favorite hangouts in the home have been the kitchen and family room. But today, 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, screens, or carefully mounded earth.

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 or redwood should be stained the trim color of the house or left untreated to age naturally. If made of treated wood, the deck must be stained the trim color of the home. Certain synthetic and 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 an experienced installer 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 from less desirable views and pests 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, 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 and provide a non-obstructed view.

### Walkway

Brick pavers and stamped concrete have become very 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 a way to traverse the yard without stepping on grass that is wet or muddy. Give adequate thought to the finish taking into consideration the Ohio climate changes.

Seat walls, columns, lighting, outdoor kitchens, and fire pits can add beauty and function in this 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.



### 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.

### 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 their 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 equipment, sports nets, ball returns, etc. must be stored inside when not being used.



It is prohibited to mount basketball backboards on the home or garage. Backboards and poles must be ground-mounted and all parts shall be painted the trim color of the home. Transparent glass or acrylic backboards are permitted and do not need to be painted. Any padding used shall be the trim color of the house.



**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** also require written approval of the MDCC before installation. Approval is based on a case-by-case basis. Trampoline equipment must be located at least 10' from neighboring lot lines. Placement should be near the home and away from open views to remain as unobtrusive as possible. A good placement option is to bury the trampoline into a pit so the main body is at ground level. It may be necessary to screen the unit by planting tall landscape elements. As part of the approval process, a Hold Harmless Agreement must be signed and on file at the Association office before installation.

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

**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 many other details including fencing and landscaping. The drawing and site plan will need to detail the materials, location and size. Owners must refer to design standards for all the varying elements involved.

## Utilities Equipment

### Utilities and Services:

All utilities originate from easement areas on each lot and are to be underground. If initial installation or repairs require trenching through the common elements, written approval from

Muirfield Association is required before any work can begin. The Association has the right to deny any access through common elements.



Wiring must be properly buried and the disturbed area must be 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. Meters on the exterior of homes and other mechanical equipment must be screened from street and neighboring views with evergreen plant material for year-round coverage.

### 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. Evergreen shrubbery, at least 36" tall at planting, must be maintained to screen the exterior portions for year-round view.

Window air conditioning units are prohibited. In the case of radon mitigation units, all exterior portions of the radon unit shall be painted the same color as the house adjacent to the unit. The external pipe must terminate no more than 18" above the roofline and be below the ridgeline of the home.

**Gutters & Downspouts** must be approved by the MDCC before installation and shall be as unobtrusive as possible.

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







## **Muirfield Design Control Committee Design Standards - Quick List Section 3**



## Design Standards – Quick List

When making changes to your home, the Muirfield Design Control Committee must review the project. The following list is a variety of items that require that an application be submitted to the MDCC. Applications and guidelines are available at <http://www.muirfieldassociation.com/media-room-newsletters/design-review> and at the Association office. Approval of the application by the MDCC must be granted in writing before any installation or construction occurs.

### 1. **AWNINGS**

- a. Awning material must be solid or small patterned color that compliments the exterior of the home.
- b. Striped material, ball fringe, tassels and elaborate valances are prohibited.
- c. Support arms and/or pole location must be shown on the diagram.
- d. Awnings may not be installed on the front of any home or on the roof.

### 2. **BARBECUE GRILLS, EXTERIOR OVENS, DINING, FIREPLACES & FIRE WOOD**

- 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, outside cooking areas or fire places must be consistent with and compliment the exterior of the home. Also see 'Patios'.
- c. Firewood must be placed in an inconspicuous location at the rear or side yard and stacked neatly. Protective tarps covering firewood must be earth-tone colors.

### 3. **BASKETBALL EQUIPMENT**

- a. Basketball units must be ground-mounted.
- b. Basketball goals are prohibited to be attached to any part of the house.
- c. The entire unit - pole, mounting bracket and backboard (front & back) must be painted the trim color of the home.
- 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. Portable basketball units must be stored indoors when not in use.

### 4. **CHIMINEAS & LAWN FURNITURE**

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

### 5. **CHIMNEYS**

- a. All chimney parts must be maintained in good condition.
- b. The exterior chimney (with full external reveal) must be masonry.
- c. The interior chimney (with the external reveal starting at the roof) may be stucco stone, cultured stone or brick filet.
- d. Cedar-wrapped chimneys are prohibited.

### 6. **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.

**7. DECK INSTALLATION, REPLACEMENT AND REMODEL**

- a. Decks must be located within the buildable area of the lot.
- b. Decks are prohibited to encroach into an easement or no-build zone.
- c. Decks with a walking surface of more 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 include how all exposed areas will be finished including slopes, banks, retaining walls, railings, stairs, walkways and various screening and landscaping.
- e. The MDCC will consider cedar, redwood, and various other woods. Certain composite materials such as Trex, TimberTech, Azek, etc. will be considered for horizontal decking and stairs.
- f. Upright posts, risers, balusters, top rails (all vertical components) should be cedar, redwood or treated lumber, stained the house trim color. If composite materials are approved, they must be the trim color of the home. When standing in the yard looking at the deck, all visible portions must be the same color as the house trim.
- g. The MDCC will consider glass panels, metal spindles, cable systems, wood and other railings, depending on appropriateness with the architecture of the home.

**8. 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 house. Metal doors are prohibited.
- ii Certain accent colors may be approved. Submit color sample.
- iii Entry door design must be appropriate for the architectural style of the home.

**b. Sidelights**

- i Heavily-ornamented decorative sidelights are generally unacceptable.
- ii Sidelight design must be appropriate for the architectural character of the home. Sidelights are considered for approval on a case-by-case basis.

**c. Storm Doors**

- i Storm door frames must be wood or metal and painted the trim color of the house 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 gauge steel is 28.
- iii Garage doors may be stained a wood color or painted the trim color of the house.
- iv Certain neighborhoods will accommodate a flat panel door.
- v The architectural style of the home will be considered when replacing the door. Not all styles of garage doors will complement the architecture of the home.

**9. DRIVEWAYS**

- a. Driveways must be constructed of asphalt, (including stamped asphalt and tar-and-chip), natural-colored concrete (including stamped concrete and exposed-aggregate concrete), pavers or brick.
- b. Gravel driveways are prohibited.
- c. Driveways must be kept in good condition at all times, free of weeds, cracks, holes, and debris.
- 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 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.

**10. EGRESS WINDOW WELL**

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

**11. EXTERIOR HOME DECOR**

- a. School banners and decorative seasonal flags may be displayed on a deck, patio or interior window only.
- b. Ornamentation is prohibited on the common elements and beyond your private outdoor living space.
- c. Holiday decorations and lighting may be displayed one month before the holiday and must be removed within two weeks following the holiday.
- d. Statuaries, outdoor furniture and lawn ornaments must be kept on patios, front stoops or decks unless 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 are subject to 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, compliment the architecture of the home, and kept in good working condition. The MDCC must approve such lawn ornamentation before any Resident may incorporate it into the landscape.

**12. EXTERIOR COLORS**

- a. High-contrast, high gloss and high-chroma color combinations are prohibited.
- b. Exterior colors must be earth tones and compatible with the natural surroundings and adjacent buildings, yet not identical to homes within sight. Generally speaking, darker tones are more preferable to lighter tones.
- c. All buildings must be kept in good condition at all times. Paint/stain must not be left in a peeling, faded or otherwise poor condition.

**13. EXTERIOR FINISH MATERIALS**

- a. Large panel siding is prohibited. T-111 is only permitted on a "like-for-like" remodeling situation on existing homes.
- b. Vinyl and aluminum siding is prohibited.
- c. Cultured stone, cultured brick and similar products may be considered for remodeling only. Approval may be granted on a case-by-case basis.

**14. FENCING**

- a. Lot-defining fencing, chain-link or wire fencing is prohibited.
- b. Decorative design in fence panels is prohibited.
- c. Fencing must be constructed of wood, brick, stone or metal materials; grouping landscape material is encouraged to enclose private and service areas.
- d. Fencing approvals are limited to small dog runs, limited resident protection areas and/or swimming pool perimeters.
- e. Fencing must be tucked close to a private living area of home, deck or patio.

- f. Fenced area is prohibited to extend beyond the width of the home.
- g. Fencing is prohibited to encompass the entire rear/side or front yards.
- h. Fencing must be placed in the buildable area of the lot.
- i. Invisible pet fencing is permitted on lots. It is prohibited to install invisible fencing in an easement area or City right-of-way.
- j. Landscape materials must be planted to screen fence from the street and neighboring views.
- k. Consider opaque fencing such as the style used around the Association's pools.

**15. FLAG OF THE UNITED STATES OF AMERICA and STATE OF OHIO**

- a. See Home Exterior Accompaniments Policies for more information on displaying the flag.
- b. The flag may be displayed on the owner's home in accordance with the United States Flag Code and by the Freedom to Display the American Flag Act regulations. Owners assume the responsible use and display requirements of the law.

**16. GARAGES**

- a. Garages attached to the home must be an integrated part of the architecture of the home; finished to complement the original architectural appearance of the home.
- b. The architecture of detached garages must incorporate the same, roof pitch, color, style and finish materials as those used on the home.
- c. Owners are responsible to verify Dublin's zoning restriction regarding detached garages.

**17. GRADING / DRAINAGE / DRY CREEK BEDS / STREAMS**

- a. Refer to the City of Dublin master grading plan before you consider any grading change.
- b. French drains, dry creek beds, water retention ponds, etc. are reviewed on a case-by-case basis.
- c. Final grading of all landscaped areas must accommodate proper drainage. Grading for any type project must not cause water to pool on neighboring properties.
- d. Owners shall take care to assist in the natural flow of rain water and drainage from their lots.
- e. Owners are prohibited to impede the natural flow of surface water from or through their lots.

**18. HOSES**

- a. Garden hoses must be coiled and tuck up close to the house when not in use or stored inside an appropriate container out of public view.

**19. HOT TUBS / SPAS**

- a. A hot tub or spa must be placed on or within a deck, patio or other location that integrates it with the building structure.
- b. Hot tubs/spas must be screened with lattice, trellis, tall landscape elements or other materials to buffer noise and block views.
- c. Hot tubs/spas must compliment the home in color; be appropriate dimensionally with the selected location; and not be a disruption to neighboring residents.
- d. A hold harmless agreement must be signed and on file at the Association office before installation.

**20. LANDSCAPE**

- a. Lot-defining landscaping and regimented tree plantings are prohibited.
- b. Landscape materials must be provided and maintained to cover the front, extend to the side elevations and wrap around to 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 common elements 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 for installation or maintenance of landscaping is prohibited without the explicit permission of the neighboring owner.
- f. All portions of trees that are removed from the lot including limbs, trunk, roots, bark and debris must be disposed of properly. Tree stumps must be ground out and the area restored to original condition.
- g. It is prohibited to plant: Silver Maple, Chinese Elm, Willow and Bradford Pear.
- h. Minimum sizes for landscape materials must be: Perennials – 1 gallon at planting; Shrubs & bushes – 3 gallon or larger at planting; Evergreen trees - 7'-8' at planting; Deciduous trees - 2½"-3" at planting.
- i. Plants and trees should be northern grown or in our hardiness zone or colder ensuring they will thrive during weather fluctuations. Plants must be nursery grown, well-formed and free of disease and infestation.
- j. All landscape materials, plant beds, and landscaped areas must be kept in good condition at all times, weeded regularly, mulched and maintained in an acceptable manner.
- k. Creeks and streams running through lots must be maintained in good condition at all times. Yard waste must not impede the flow of water.
- l. Avoid plantings over drainage and utility lines. Ensure plantings are an adequate distance away from storm and sanitary sewer and water lines to avoid roots entering the lines.
- m. Driveway entrance plantings must be arranged to allow permanent, clear site distance for vehicles as well as not hide numbers on mailboxes.
- n. Lawns must be maintained with acceptable grasses or ground cover.
- o. The City of Dublin provides yard waste collection in Muirfield Village as part of a composting program. Yard waste must be placed at the curb on collection day only. Cardboard boxes are discouraged as yard waste containers as they will not be picked up if they become wet.

## **21. LIGHTING EXTERIOR**

- a. Exterior lighting must be appropriate in size, color, brightness and coverage.
- b. Directional lighting must remain on your lot.
- c. Exterior lighting is prohibited to be cause of discomfort to any neighboring Residents.

## **22. MAILBOXES**

- a. The MDCC has a standard design for mailboxes. Other styles, sized or colors of mailbox units are prohibited. Contact the Association office for installation and repairs.
- b. Mailbox number must remain in clear view.

## **23. NEW HOME CONSTRUCTION**

- a. The neighborhood and existing homes in the neighborhood must be taken into consideration when selecting the architectural style of the 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 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, exterior insulation and finish systems, stucco finish and all other finish 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 the brick or stone.
- h. Exterior chimneys must be brick or stone. Stucco stone or cultured stone may be used on chimneys that are built inside the home's structure in which the only externally exposed portion is that which starts at the roof extending upward.
- i. Trash enclosures must be used to confine refuse during construction. Trash enclosures must be cleaned and removed from the area on a timely basis.
- j. If a deck is part of initial construction, deck drawings, including railing details must be included with the application. Follow deck requirements listed above (#7).
- k. Silt retention protection must be installed to protect drainage areas.
- l. A natural swale for water flow must be provided on each lot. Water is prohibited to pond on the lot or forced onto a neighboring lot. Follow the grading plan established for the lot on file at the 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 the Landscape Section above (#19) and refer to the Lot, Lawn and Landscape Policy in Sec. 2 for further information.
- n. Street trees must be planted as part of initial landscape plan; the number and placement of trees required is based on lot frontage. Check with Association office for assistance.

#### **24. PATIO**

- a. Patios must be located within the buildable area of the lot.
- 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, crushed stone and stamped concrete materials.
- d. Existing trees and landscape materials should be protected and retained as much as possible during construction.
- e. Landscape materials must be included to provide a 'finished' look to the area.

#### **25. RAIN BARRELS**

- a. Rain barrels must be located at the rear of the home, secluded from view with evergreen shrubbery and incorporated into the environment. They may not be placed in the front of the home and/or between the home and the street.
- b. Rain barrels cannot be placed more than 1 foot away from the primary structure and must be at least 3 feet away from the property.
- c. Rain barrels must be neutral in color, painted to match the body or trim color of the home.
- d. Maximum capacity is 80 gallons; Maximum height is 6' above surrounding grade.
- e. Connector hoses from the downspout to the rain barrel must match the color of the downspout.
- f. Rain barrels constructed of natural material or designed to appear similar to a planter, stone boulder or similar items are approvable.
- g. The City of Dublin offers several styles of rain barrels at reduced prices for Dublin residents.
- h. It is the owner's responsibility to verify zoning requirements of the City of Dublin as they apply to rain barrels.

#### **26. RADON MITIGATION UNITS**

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

ridgeline of the home.

**27. RECREATIONAL EQUIPMENT**

- a. Recreational equipment shall be located in the buildable area of the lot, 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, etc. Striped accessories are prohibited as are banners and flags.
- 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 special edging will be reviewed on a case-by-case basis.
- h. Landscape materials may be required for screening. This is decided on a case-by-case basis.
- i. Portable sports equipment must be removed from the outside of the property and stored wholly inside when not in use.

**28. REMODELING, ROOM ADDITIONS AND OTHER EXTERIOR TRANSFORMATIONS**

- a. The MDCC recommends submitting a preliminary set of plans for review prior to final construction drawings. The architectural style of the home must be taken into consideration when planning exterior changes.
- b. The site plan must include footprint of home on lot, proposed addition or any change to footprint of the home, easements, build zones, property lines and siting of neighboring homes on either side of existing home.
- c. The application must include samples, color swatches, cut sheets and brochures for all the exterior finish materials including but not limited to roof shingles, garage doors, entry doors, window styles, exterior insulation and finish systems, brick, stone and other siding materials.
- 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 chimneys that are built inside the home's structure in which the only exterior exposure is that portion that starts at the roof extending upward.
- f. Trash enclosures must be used to confine refuse and debris during construction. Trash enclosures must be cleaned and removed from the lot and property on a timely basis.

**29. RETAINING WALLS**

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

**30. ROOF INSTALLATION/CHANGE**

- a. Some areas of our community require cedar shake roof materials. If in doubt about your home, check with the Association office for clarification of this requirement.
- b. Where cedar shakes are required, the 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 composite shingles that replicate cedar shakes are required. Roof materials must be at least 270 lb. per square.
- d. Roof shingles must be dimensional. The colors and series must be reviewed by the MDCC. Black or white shingle colors are prohibited.
- e. Patching or repairing limited areas of an existing roof is prohibited.



**31. SATELLITE DISH**

- a. Due to Federal Law, owners do not need prior written authorization for satellite dish installation. However, before installation of the satellite dish, owners or residents must complete the Notice of Installation form and turn it into the Association office. Owners and residents must adhere to the rules and regulations outlined.
- 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 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 home or lot must be painted to match the color of the structure they are adjacent to or attached to unless otherwise camouflaged, shielded, or screened.
- f. If the dish must be located at the front elevation it must be screened with landscape materials. The goal is to prevent view of the dish from the street and from other homes and lots to the maximum extent technologically possible.

**32. SHEDS**

- 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 'House – New Construction' guidelines for assistance.
- c. The owner is responsible for verifying zoning requirements of the City of Dublin as they pertain to the outbuildings.

**33. SIGNAGE**

- a. See Signage Policy.

**34. SKYLIGHTS**

- a. Exterior portions of skylights must be compatible with the roof color.
- b. Professionally prepared, scaled drawings (2 sets) with roof details showing skylight placement, dimensions, and colors must be submitted to the MDCC for review. Photos of the existing roof must accompany the request.
- c. Approval is granted on a case-by-case basis.

**35. SUNROOMS/SCREEN PORCHES**

- a. See "Remodeling and Room Additions".
- b. Pitch of the roof must be the same as existing house.
- c. Placement and style of windows must take into consideration architectural interest and centering on the elevation.
- d. Prefabricated construction primarily of vinyl or metal framing materials is prohibited.
- e. Exterior materials must be natural such as brick, stone, cedar or stucco.

**36. SWIMMING POOLS**

- a. Professionally prepared, scaled drawings (2 sets) with a site plan showing location, dimensions and details of pool, surrounding hardscape, fencing, landscaping, and pool utilities screening must be submitted to the MDCC with the Swimming Pool Installation Application for review.
- b. All portions of the project including but not limited to the pool, hardscape, fence and utility equipment must be located within the buildable area of the lot.
- c. Landscape materials must be provided and maintained to attractively screen the fence and pool utilities. Location, type and size of landscape materials must be considered part of the pool application review. Groupings of landscape materials are encouraged to enclose private and service areas. Landscaping must meet the requirements of the "landscaping" section of this document.

- d. Fencing, as required by law, must be installed as part of the pool application. Fencing must meet the requirements of the “fencing” sections of this document.
- e. Above ground pools are prohibited.

### 37. TRAMPOLINES

- a. If your lot slope allows for proper drainage from the pit, building a trampoline into the ground is best for both safety and aesthetics.
- b. Location of trampolines on lots 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 unit should be located close to your home, away from open views 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 landscape elements may be required to screen the unit from neighboring and street views. This 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.

### 38. TRASH PICK UP, RECYCLING & REFUSE CONTAINERS (See Home Exterior Accessories Policy)

- a. Refuse containers must be placed at the curb by 7 am on collection day and must be taken back inside that evening.
- b. Containers may not be left outside after collection day.
- c. Plastic bags are permitted as long as trash is secured inside.
- d. Acceptable containers for non-recyclable trash may be:
  - Metal or plastic cans or barrels 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 a maximum capacity of 30 gallons.
- e. Recycling containers should be placed at the curb by 7 am on collection day and taken back inside that evening.

### 39. TREES PLANTING AND REMOVAL (See Lots, Lawns & Landscapes Policy)

- a. The Warranty Deed protects our trees by creating the requirement that any tree larger than 6” in caliper may not be removed from the Property unless approved in writing by the MDCC. Therefore, before any tree is planted or before any tree over 6” caliper is removed, a request must be made to the MDCC for written approval. The MDCC will look for appropriate species, size, type, and location for replacement trees; they will expect a reasonable explanation for trees that are being removed with no plan for replacement.
- 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 of open, flowing vistas, with one yard blending into another. The original concept for our community combined 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.
- c. The minimum sizes for trees at planting are: 7’-8’ in height for evergreen trees and 2½”-3” caliper for deciduous trees. When planting trees, consider the mature size so that the limbs can be confined within lot lines. Adjacent properties own the air space on their side of the lot line and have the right to trim or prune any part of a tree extending over onto their lots.
- d. Encroaching onto common elements to access the owner’s lot for installation or removal of trees is prohibited without the written explicit approval of the MDCC. Encroaching onto a neighbor’s lot to access the lot for installation or removal of trees is prohibited without the explicit permission of the neighboring owner.
- e. All parts of trees that are removed including limbs, trunk, bark and roots, must be disposed of properly. Tree stumps must be ground out and the area restored.
- f. Association staff performs continuous tree planting, maintenance and replacement on all common

elements. The Association appreciates immediate notification when a resident observes a problem tree, hazardous situation, or a safety issue.

**40. TOOLS**

- a. All yard equipment, supplies, accessories, materials and all tools must be stored inside when not in use.

**41. UTILITY AND MECHANICAL UNITS (See Home Exterior Accessories Policy)**

- a. Residents are responsible for replacing plant materials or underground fencing (located in the easement area) that may be damaged/destroyed during utility work. Residents must keep shrubs at least ten feet (10') away from the opening of the utility structure and three feet (3') from the sides.
- b. All service wiring, entries and conduits must enter the home at ground level and may not be exposed on the outside of the house.
- c. Generators, air conditioners, heat pumps and other forms of utilities must be mounted at the rear or side rear elevation of the home and tucked into an inconspicuous location.
- d. Meters on the exterior of homes 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 exterior motor from year-round view.
- e. Window air conditioning units are prohibited.

**42. WINDOW INSTALLATION/REPLACEMENT**

- a. The Muirfield Design Control Committee is looking for a solid product; long-term aesthetics, construction quality, and the amount of glass exposure in replacement windows. Approval in writing is required before any installation and it is granted on a case-by-case basis.
- b. Full frame replacement rather than sash replacement is encouraged.
- c. When considering partial window replacement, the windows must be the same style, color and material as the existing windows in the home. Double-hung should be replaced with double-hung; casement for casement.
- d. Changing the style of the windows in a replacement situation is generally prohibited.
- e. When replacing windows, it is a good time to update the trim color of the house. Windows must be the same color as the trim. If updating the house trim color, include a color sample with the application.
- f. Window boxes may be approved if they complement the style of the home.

**43. WIRING (See Home Exterior Accessories Policy)**

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

**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

**Revisions by****Date of Board Approval**

- |   |   |                 |
|---|---|-----------------|
| 1 | William C. Andrews Architects, Dublin, Ohio   | September, 2002 |
| 2 | Richard Taylor Architects, Dublin, Ohio<br>MDCC: Klare, Reiner, Taylor, Zeier<br>Kaman & Cusimano, Attorneys At Law, Columbus, Ohio | April, 2013     |







## **Living in Muirfield Village Policies and Procedures Section 4**

Rules and regulations enacted by the Muirfield Association, Inc. to provide a framework for its operation and management.



## **Assessment Collection Policy**

The 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.

### **Annual Assessment Fees**

The annual assessment billing is mailed in 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 legal action for a personal judgment and in addition, shall have the right to enforce and foreclose the lien. 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. Interest and/or administrative late fees;
2. Collection fees and/or legal 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.

### **Deed Enforcement Assessment Fees**

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.

## **Annual Assessment Procedures**

### **First Notice**

- The Annual Assessment invoice is mailed each year in January.
- The annual assessment is due within 30 days after being levied.
- Owners are advised that interest will be added to late payments.

### **Second Notice**

If after 30 days of the date of the invoice, the debt remains unpaid:

- MAI sends owners a statement (2<sup>nd</sup> notice)
- This notice advises owners that interest will be added to the account in 15 days.

### **Third Notice**

If after 45 days of the date of the original invoice, the debt remains unpaid:

- MAI sends owners a statement which includes interest (3<sup>rd</sup> notice)
- This notice advises owners that legal action will be taken if account remains unpaid.

After 60 days of the date of the original invoice,

- MAI staff notifies the attorney of these delinquent accounts
- The Association's attorney will send a letter to those owners.

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 \$3000.00.

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.

THIS PROCEDURE WAS APPROVED BY THE BOARD OF DIRECTORS ON **1/28/2013** AND REMAINS IN EFFECT UNTIL DULY CHANGED BY THE BOARD.

## **Deed Violation Enforcement Policy**

### **Purpose:**

The purpose of this policy is to address reasonable measures to enforce deed restrictions.

### **Scope**

The enforcement process creates a framework for a flourishing community with a common vision. This policy applies to all owners and residents in Muirfield Village. Restrictive covenants and rules exist to promote uniformity and preserve property values.

### **Reference**

- A Muirfield Homeowners Association Bylaws and Design Standards
- B Articles of Incorporation for the Muirfield Association, Inc.
- C Warranty Deed
- D Ohio Revised Code 5312
- E All other governing documents for the Muirfield Homeowners Association including, but not limited to, any published rules, regulations, guidelines and resolutions.

### **POLICY**

Sensible complaint procedures combined with a fair, common-sense approach to readily observable 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 contends.

#### **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/wp-content/uploads/2011/09/Exh-A-Complaint-Form.pdf>. 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.

#### **2. Item Violations**

Item violations typically can be evidenced by photographs or similar documentation. Item violations are often discovered during a property visit, drive-by or on-site 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.



**Notifications**

- Owners are responsible for keeping the Association notified of his/her current mailing address. Deed violation enforcement shall not cease solely because notices are returned by the post office.
- It is the owner's responsibility to inform the Association office when a violation has been cleared.
- It is also the owner's duty to communicate with the Association if extenuating circumstances exist that necessitate a request for a deadline extension to correct the violation or if further information is needed.

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, the Association will send the owner/resident a written communication and include the following as applicable:
  - a. A description of the violation; and
  - b. A copy of the applicable policy, and
  - c. A copy of the documented picture, if available.
  - d. A reasonable date (deadline) by which the owner must cure the violation.
2. Second Letter - Upon inspection and verification of the continuing violation, a second letter or Notice to Cure will be mailed with a new deadline requesting cooperation. This letter will be delivered to the owner only and will:
  - a. Cite the portion of the Warranty Deed being violated;
  - b. Advise the owner of the amount of enforcement assessment to be charged per day and the date it will go into effect should they fail to comply.
  - c. A copy of the documented picture, if available.
3. Third letter - Upon subsequent inspection and verification of the continuing violation, another attempt will be made to communicate with owners. This letter is the Notice of Intent to Impose an Enforcement Assessment and Revoke Privileges. This letter will:
  - a. Cite the portion of the Warranty Deed being violated;
  - b. Include a copy of the documented picture, if available.
  - c. Remind the owner of the amount of the enforcement assessment and date it will go into effect;
  - d. Notify owners of their right to a hearing before the Board of Directors; include a Request for Hearing form and the deadline for the hearing request to be received by the Association.

This is the final opportunity for owners to comply before more serious actions are taken.

## **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 is 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. 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 third enforcement letter, the 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.

## **Board of Directors**

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 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 Violator:** In the event of repeated violations of the same or similar nature, the Board has the discretion to 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 a Notice of Impending Enforcement Assessment. The owner must still 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 same at the expense of the owner. The expense may be assessed and collected in the same manner as the annual assessment.

**Enforcement Assessment Fees:** Should violation(s) remain beyond the deadline, an enforcement assessment may be charged to an owner's account and shall immediately become eligible for collection. Fees may include but not limited to:

- An assessment for actual damages, costs for repair and/or;
- All costs for extra cleaning and/or repairs stemming from any violation and/or;
- Levy of a reasonable enforcement assessment per occurrence and/or;
- Levy of a reasonable enforcement assessment per day if the violation is continuous and ongoing in nature and/or;
- Legal action for lack of compliance.

**Legal Fees:** In any legal or equitable proceedings for the enforcement of the provisions of the deed restrictions, the unsuccessful party shall pay the attorneys' fees of the prevailing party in such amount as may be affixed by the court.

Adopted by the Board of Directors: April, 2013

**Muirfield Association, Inc.****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? \_\_\_\_\_ If so, what is the 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

**2<sup>nd</sup> Person**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Address

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



## **Design Review Policy**

The Association looks forward to working with residents who wish to update and upgrade their properties. Our staff stands ready to assist you each step of the way. The following guidelines will help you in the process of working with the Muirfield Design Control Committee (MDCC) for approval of any exterior changes you want to make!

Owners are required to apply for approval of proposed 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** the project 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 the recommended materials and submitting all the 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 the following:

- A completed application form
- Site plan and elevations
- Professionally scaled drawings
- Complete scope of work
- Samples of materials
- Paint chips and brochures
- Photographs of the areas involved
- Any other applicable or helpful information
- Review fee – the amount is listed on the application

Consideration for approval may include but are 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 property;
- 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 because of any of the following:

- Failure of such plans or specifications to comply with any provisions in the Muirfield Village Warranty Deed, 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; or
- 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. Said rules may also 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.

### **Design Review Process**

When an owner wishes to make changes to the property, the plans must be reviewed by the MDCC before the project begins.

Once the project planning is complete, owners must submit 2 complete application packets to the Association office. The applications must include applicable drawings, brochures, samples, colors and any other pertinent information. Guidelines and Applications may be found online at <http://www.muirfieldassociation.com/media-room-newsletters/design-review>. The guidelines provide a checklist of the design requirements.

Applications received by the Association office by noon the Wednesday prior to the meeting date will be included on the agenda for the upcoming meeting. Applications received less than one week in advance will be placed on the agenda for the following meeting. Applications must be submitted timely to obtain the earliest possible response.

The MDCC meets bi-monthly. The meetings are closed, however, owners and contractors may apply in writing one week before the meeting to attend for specific reasons. During the meeting, applications are reviewed and decisions to approve or disapprove the proposed changes are made. The Muirfield Association will send a written notice to the applicant advising the approval, denial or necessary changes required. The deed provides the office 30 days in which to respond to any request, however, every effort is made to respond sooner. One copy of the application will be kept on file in the office and the other returned to the applicant.

The Board of Directors has hired architects who will assist owners with their design ideas, onsite, up to one hour free of charge. Using this service may help to get ideas into a plan that complements the lot and fits into Muirfield's design standards and restrictions. Owners interested in such a consultation and home visit with one of our architects may contact the Association office at 614-889-0922.

## **Home Exterior Accessories 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 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/wp-content/uploads/2011/12/Sat-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 Muirfield Design Control Committee 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 usually the responsibility of the company. If temporary work is done during winter months, it must be buried in early spring before the first grass cutting.

### **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 Muirfield Design Control Committee 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.

### **Decorations**

- School banners, decorative and/or seasonal flags may be displayed on a deck, patio or interior window only. These types of ornamentation are prohibited on the common elements and the exterior of the homes and lots.
- At certain times of the year, holiday decorations may be displayed on the exterior of homes. Exterior holiday decorations and lighting may be installed one month before the holiday and must be removed within two weeks following the holiday. Lights must be turned off by 11:00 p.m. Inflatable decorations are prohibited.

**Mailboxes**

- The majority of 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 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.
- There is no fee to re-paint or replace broken or missing numbers.
- Other styles, sizes or color of mailbox units are prohibited.
- Some sub-associations within the community may 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.
- Signage, banners, advertising is prohibited to be attached to the mailbox unit. Shrubbery or vines that obstruct clear view of address numbers are prohibited.

**Miscellaneous Items**

- Clotheslines are prohibited. Clothing is prohibited to be hung outside any home.
- Garden hoses must be coiled up and tucked up next to the house or stored inside an appropriate container, out of public view when not in use.
- Wheelbarrows, Ladders, Yard Supplies and Tools - All yard equipment, supplies, tools, materials must be stored inside when not in use.
- Window boxes must be approved by the Muirfield Design Control Committee before installation. Approval may be granted depending on the architectural style of the home.
- Portable grills, chimneas and fire pits may be used on private lots, but must be stored on a deck or patio when not being used. They are prohibited to be stored in the public areas of the property.

**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.

**Sports Equipment and Accessories**

- Sports nets and equipment may be used in yards, but must be stored inside when not in use.
- Basketball returns and pole lights are prohibited on basketball equipment. Basketball poles, mounting brackets and back boards must be painted the trim color of the house. Pole padding may remain on the pole if it is same color as the pole, otherwise 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/wp-content/uploads/2011/12/Basketball-Guidelines-and-Application.pdf>.



#### **U. S. and State of Ohio Flags**

- The flag of the United States of America and/or the flag of the State of Ohio may be displayed on the owner's home 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 requirements of the 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 location of the flag must not interfere with the use of paths or obstruct the view of any driveway 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 size, type and location of the flag pole before installation.

## **Lots, Lawns & Landscapes Policy**

**Creek Beds & Streams** - Creeks and streams running through lots must be maintained in good condition at all times. Grass, weeds and other materials are prohibited to impede the flow of water.

**Contractors** - The Association does not provide recommendations for local vendors; however, the Muirfield Village Civic Association offers a list of preferred vendors to its members. For more information, check their website at: <http://muirfieldvillage.org/>. Residents 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.

**Drainage and Grading** of properties must follow the master grading plan on file at the City of Dublin. Each owner shall take care to assist in the natural flow of rain water and drainage from their lots. Owners are prohibited to impede the natural flow of surface water from/through their lots with landscaping improvements or changing the master grading plan. If drainage assistance systems are necessary, such as french drains, ditches, swales, dry creek beds, etc., a drainage plan must be approved by the Muirfield Design Control Committee prior to installation.

**Firewood** must be placed in an inconspicuous location at the rear or side yard, stacked neatly and kept in good condition at all times. Protective tarps covering firewood stacks must be an earth-toned color. From time to time, dead trees are removed from the common elements. The Association offers this firewood for sale to the residents. Contact the Association office at 889-0922 for availability.

### **INSURANCE**

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

### **LANDSCAPING**

Gardens, flower beds and landscaped areas can significantly enhance the lot if kept in good condition. Lots must be maintained on a regular, acceptable basis; mulched, free of weeds and debris. Wire, string, rods and other temporary fencing is prohibited. Annual flowers do not need to be approved by the Muirfield Design Control Committee, however, plans for planting perennial flowers, shrubs, bushes, trees, or other landscape materials must be approved by the Muirfield Design Control Committee prior to installation.

Landscaped areas are meant to create interest, add attention and/or screen unattractive areas. This can be accomplished by imaginative use of plant material, texture, color, shape and combinations of plants. Regular maintenance of landscaped areas is necessary. Mulch is a complimentary way to keep down weeds. Whether renovating existing gardens and landscaping or installing new, it is important to include specific information in your application. Landscape design must coordinate appropriate new plant materials and their requirements with the climate, soil, orientation, water courses, existing vegetation, related natural resources and man-made improvements. New construction landscaping must include materials at the front, side and wrapping to the rear elevations of the home.

**Minimum sizes for landscape materials:**

- Perennials – 1 gallon at planting, or larger
- Shrubs, etc. - 3 gallon at planting, or larger
- Evergreen trees - 7'-8' at planting
- Deciduous trees - 2½"-3" at planting

**New Landscape Installation and Renovation of Existing Gardens and Landscape:**

- The quantity of trees and shrubs must be sufficient to fulfill the needs of the property as interpreted by the Muirfield Design Control Committee and based on professional site design analysis and customary planting treatments of Muirfield Village.
- New plant materials must be of a reasonable quantity and variety. Plants must be nursery grown, well-formed and free of disease and infestation. Plant material must be of proven hardiness and of suitable size, color and texture.
- Trees and shrubs must be varieties that are hardy and pest resistant. Space appropriately to achieve normal mature growth.
- Avoid planting trees and shrubs over underground drainage and utility lines. Where utility boxes are present, the utility companies require that shrubs and structures be kept 10 feet away from the side of the box with doors and 3 feet from the other sides.
- Plant materials must be placed away from storm and sanitary sewers and water lines to avoid roots entering the lines.
- Driveway entrance plantings must be arranged to allow permanent, clear, safe sight distance for all vehicles.
- Property-defining plantings are not permitted.
- All areas of disturbed earth shall be reseeded with grass or other appropriate vegetation.
- Planting in undisturbed ground areas is not required when suitable existing vegetation is adequate to serve intended use and to prevent erosion.
- Landscape timbers, edging pavers, and other means of defining plant beds may be permitted with the prior written approval of the Design Control Committee.

**Lawns** shall be planted according to good horticultural practices with acceptable lawn grasses by hydro-seeding or use of sod to produce a satisfactory stand of permanent grass. When lawns are not desired, a request for an acceptable ground cover must be submitted to the Design Control Committee for review.

**Ground Cover** must be quality plants with appropriate form and growth for intended use.

**Prohibited Plants:**

The following trees are prohibited:

- Silver Maple
- Chinese Elm
- Willow
- Bradford Pear

**LAWN FURNITURE** is a welcome addition to outdoor living areas. When not in use, lawn furniture must be stored on the deck, patio, and porch or in the garage. Storing lawn furniture in the yard is prohibited.

#### **LAWN ORNAMENTS/BIRD FEEDERS/STATUARY/FOUNTAINS**

Temporary - All statuary objects, outdoor furniture and lawn ornaments shall be kept on patios, front stoops or decks. Seasonal planters and flower pots shall compliment the color scheme of the home and be kept on a deck or patio. Inflatable decorations are prohibited.

Permanent – All permanently-placed bird feeders, statues and lawn ornaments must be approved by the Design Control Committee before installing on the property. Approval shall be case-by-case, based upon conformity and harmony of the proposed plans with Muirfield Design Standards, other structures in Muirfield Village, the effect of the location and use of ornamentation on neighboring property, incorporation into a landscaped plan, and conformity of the plans.

Fountains can be nice complements to the landscape if they are scaled to fit the area, compliments the architecture of the home, and kept in good working condition. The Design Control Committee must approve such lawn ornamentation before any resident may incorporate it into the landscape.

**TREE PLANTING / REMOVAL** - Before trees are planted or removed, a request shall be made to the Design Control Committee for approval. The Committee will look for appropriate species, size, type, and location of trees. They will require a reasonable explanation for those trees that are being removed and not planned for replacement. The Warranty Deed protects trees with the requirement that any tree larger than six inches in caliper may not be removed from the property unless approved in writing by the Design Control Committee.

Property-defining or regimented tree plantings are prohibited. Planting in groupings or clumps will present a softer, more natural presentation following the original intention of open, flowing vistas, with one yard blending into another. The original concept for our community combined 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.

When planting trees, it is wise to consider the growth so that the limbs can be confined within lot lines. Neighboring owners own the air space on their side of the lot-line and have the right to shear, trim or prune umbrellas extending over onto their lots.

Encroaching onto common elements to access the owner's lot for installation or removal of trees is prohibited without the written approval of the Design Control Committee. Encroaching onto a neighbor's lot to access the lot for installation or removal of trees is prohibited without the explicit permission of the neighboring owner.

All portions of trees that are removed - limbs, trunk, bark, roots, and stumps must be removed from the lot and disposed of properly. Tree stumps must be ground out to grade and the area restored. Final grading of all landscaped areas must accommodate proper drainage.

The Association staff performs continuous tree planting, maintenance and replacement on the common property. The Association appreciates immediate notification when a resident observes a problem tree, hazardous situation, or a safety issue.

**UTILITY WORK** - Residents are responsible for replacing plant materials or underground fencing (located in the utility easement areas) that may be damaged/destroyed during utility work. Residents must keep shrubs at least ten feet away from the opening of the utility structure and three feet from the sides.

**YARD WASTE** - Yard waste includes any natural material collected during the care of lawns, gardens, vines and trees. The City of Dublin's chipper service/composting program will pick up yard waste placed at the curb. Dumping yard waste anywhere on Muirfield common ground or within the City public areas is prohibited and will be considered illegal dumping.

Tree limbs and branches will be picked up as part of the 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.

Yard waste must be placed at the curb on collection day only. Setting yard waste out on any day except collection day is prohibited. All residents appreciate the aesthetic beauty of their neighborhoods when storage containers are concealed and not blighting the streets days before collection.



## **Parking Requirements**

Each home is required to have off-street parking for 4 vehicles.

- At least 2 spaces must be covered.
- The additional 2 parking spaces must be designated paved parking areas.

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, designated trailer storage area 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. If a commercial vehicle is used by a resident on a regular basis for their personal transportation, it 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, if necessary.

## **Pet Policy**

Pets are largely integrated into family-life. For this reason, the issue of pets cannot be ignored. Most non-pet owners/non-dog owners in particular, respect the rights of their neighbors to keep a dog or a cat as long as they are responsible pet owners particularly as it relates to fouling and noise nuisance. Pet ownership carries with it a big responsibility.

Responsible pet owners keep the animal in a manner that ensures its physical and psychological well-being, so that it is not stressed when left alone and therefore does not create a noise nuisance or become destructive. They will also ensure that an animal is appropriately trained – this is particularly important in the case of dogs.

### **Definition**

For the purpose of this section, 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 instantly 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.” In addition:

- No more than 2 dogs and 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 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 (such as barking). 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 to maintain a healthy environment. Owners must carry some visible means for cleaning feces. Pet feces must be disposed of at your home or in receptacles provided along the paths.
  - If cats are allowed free access outside then residents must take steps to ensure that they do not cause a nuisance to the 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 disposing of waste inappropriately should contact the Dublin Police Department at the non-emergency number.
- Report problems with vicious or menacing dogs and excessively-barking dogs to the Dublin Police Department at 889-1112 or contact 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. Remind your installer not to post the advertisement on the Property.

## **Use of 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 do your part in keeping the common elements clean, safe and pleasant for all Residents. Listed below are some of the areas with rules specific to them.

Prohibited activities in ***all*** the common elements include but are not limited to:

- Leaving pet feces behind;
- Dumping of landscape materials, grass clippings, tree limbs, leaves and any trash;
- Littering of any type.

### **LAKES**

- Residents and their guests may fish in the Association-owned lakes. Remember to take home all fishing supplies and refuse when leaving the lakes.
- Many of the lakes are surrounded by homes. Common courtesy dictates that loitering in these areas is discouraged out of respect for the privacy of fellow owners.
- The lakes within the golf clubs that are private property and not for Muirfield residents' use.

### **PATHWAYS**

- Consideration and safety mindfulness must be practiced for the enjoyment of all residents.
- The paths are good-weather walking paths; there is no snow or ice removal.
- Motorized vehicles are prohibited with the exception of those permitted by law (such as wheel chairs).
- The cart paths within the golf courses are private property and residents must not trespass.

### **TENNIS COURTS AT GLICK RD & HOLBROOK RECREATION COMPLEX**

- Private lessons are prohibited on the courts.
- One set of tennis nets is left up at each facility through the winter months for those 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 p.m. This is out of respect for and as a courtesy to those residents living nearby.
- Residents may turn on court lights if they determine it is getting too dark to play without them prior to 10:00 p.m.
- Once the lights shut off automatically, they may not be turned back on.

#### **Turning On/Off the Tennis Court Lights:**

GLICK ROAD - There are three sets of switches at the Glick Road tennis courts that operate two courts each. These light switches are located outside the courts on the light poles on the south side of the courts, between the courts and the pool. To activate, press the red light switch once, holding the button in for a couple of seconds. The lights are vapor lights and will take a few minutes to fully illuminate.

HOLBROOK COURTS - The Holbrook tennis court light switch is located outside the courts on the main pool building, close to the water fountain, between the pool building and the courts. To activate, press the red light switch once, holding the button in for a couple of seconds. The lights are vapor lights and will take a few minutes to fully illuminate.

## **Yard Signage Policy**

### **Purpose:**

- To describe the type of signs approved for use in Muirfield Village
- To identify standards that provide coordination of the overall appearance of signs approved for use in Muirfield Village which are compatible with the natural environment.
- To preserve the noncommercial character of our residential neighborhoods.
- To outline the process by which owners may temporarily erect non-standard signs.

### **Allowed Signage:**

Real Estate Agencies posting a house for sale; property owner advertising a house For Sale by Owner; and/or builders posting new home construction may display signs prepared according the *Definition of a Standard Sign* without prior written authorization from the Muirfield Design Control Committee (MDCC). These signs are designed to blend into the environment rather than project attention.

### **Definition of a Standard 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.

**Colors:** 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 existing 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. A clear information cylinder or box may be attached to the mainframe of the sign. 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. The following also applies to non-standard signage:

- Open House and directional arrow signs are prohibited.
- For Rent signs are prohibited.
- Advertising signs, school signs, banners and seasonal or decorative signs are prohibited on the exterior of homes.
- Political Signs
  - Political signage is permitted on lots 3 weeks before Election Day and no longer than 3 days following Election Day.
  - Political signage must be located within the buildable area of your property.
- Garage Sale/Yard Sale Signs: To cooperate with residents' wishes to identify their activity and yet control the unattractive sign clutter per the Warranty Deed and Design Standards, the following policy has been established for displaying garage sale signs in Muirfield Village.
  - Only one Association-approved garage sale sign may be displayed.
  - These signs are available at the Association office at no charge.
  - Directional signage is prohibited.
  - The signs are medium brown background with dark brown lettering.
  - One garage sale sign is permitted per lot.
  - The sign must be placed at the front of the lot within the buildable area of the lot.
  - Residents must secure a garage sale permit from City of Dublin and pay an accompanying fee. Contact the City of Dublin, 5800 Building, 5800 Shier-Rings Rd (410-4400) for questions.

**Enforcement:** The Association staff or 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 after 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.



