

# MEADOWS AT WINCHESTER – HOME OWNERS ASSOCIATION DESIGN STANDARDS

THE DESIGN STANDARDS made in 2006, and subsequently revised, by the Design Review Board as set forth in section VII. Architectural Standards, A: Design Review Board, of the Declaration of Covenants, Easements, Conditions and Restrictions for the Meadows of Winchester. Revised and approved February 2008 and August 2009.

## I. Introduction

The Meadows at Winchester residential area is designed to be a unique community of homes based on thoughtful land planning. As years pass and as additions and improvements are made, it will be very important to keep the entire community in mind and not merely the individual improvement. In order to ensure property values, and uphold the architectural integrity of the community, the Meadows at Winchester Design Review Committee (MWDRC) was established July 2006

## II. Background

The Meadows at Winchester was developed by M/I Homes, Dominion Homes and Homewood Homes which established the Declaration of Covenants, Conditions and Restrictions for the Meadows at Winchester which each member should receive as part of their closing documents. The Declaration of Covenants, Conditions and Restrictions for Meadows at Winchester require that all improvements to each lot and home, including but not limited to landscaping, building additions, decks, patios, recreational structures and revisions to colors on exterior materials, shall be approved by the MWDRB. This review is to occur prior to the installation of any such improvements as set forth by the following standards.

### **The Meadows at Winchester Design Review Board (MWDRB)**

The MWDRB has the authority to approve, modify, or disapprove any and all proposed exterior physical improvements to your home and/or property. The MWDRB will be comprised of three members; President, Vice President and Secretary whom may be appointed at will by the Board of Trustees. If there is no functioning MWDRB then the Board of Trustees will be the acting MWDRB. If a seat in the MWDRB becomes vacant the Board of Trustees will appoint a replacement. The MWDRB will be a volunteer committee comprised of resident owners which is governed by the MWDRB and/or the Board of Trustees.

## III. Design Standards

The proposed improvements to your home should be tastefully and professionally designed so as to add character and to increase the value of your property and those surrounding you. The following is a summary of the Meadows at Winchester Design Guidelines. It requires that all additions and exterior modifications utilize good taste and materials that are comparable to your original home as outlined in the “Design Standards” for each particular area, such as:

## **Architectural and Structural Improvements and Additions**

Structural items include, but are not limited to:

Swimming Pools – Below ground swimming pools must be fenced in. Swimming pools must be clean and in good working order. See Non-Structural Improvements for above ground pool restrictions.

Porches – Cannot extend more than six feet from the front of the dwelling. Materials must match the exterior of the home or be stained an earth tone.

Screen Porches – Exterior must match the color of the home or be stained an earth tone. Porches must be at the rear of the dwelling.

Sun Rooms – Exterior must match color of home and be at the rear of the dwelling.

Room Additions – Exterior must match the homes material and color and be placed in the rear.

Alterations to the Physical Structure of your home .

Alterations to the color of your home.

## **Non-Structural Improvements (see/use improvement approval form)**

**A. Fencing** – All fences shall: conform to current “Columbus City Code” in regards to distance from a side walk on corner lots; be made of wood or vinyl (no chain link or chicken wire); match the color of the home or stained in an earth tone; be no greater than 6’0” in height; be installed with the beauty side facing out and all fences need to be properly maintained and structurally sound. All fences must be erected from the rear of the house towards their back line.

**B. Decks** – All decking shall: be an extension of the home’s architecture with attention to detail in railings and steps; be made of wood or vinyl; match the color of the home or stained in an earth tone; Open space below deck should be enclosed with wood or vinyl skirting or lattice work.

**C. Patios** – All patios shall: be created from concrete, brick, or stone on an approved base and slope so as to not retain water.

**D. Trellises Arbors and Gazebos** – All Trellises, Arbors and Gazebos shall: be made of wood or vinyl; painted or stained in a color that matches the home or in an earth tone.

**E. Hot Tubs** – All hot tubs shall: be approved for location; be set on an appropriate concrete pad or adequate wood framing; be placed in an appropriate location with the least visual impact on neighboring home; be appropriately screened and properly maintained.

**F. Sheds and Auxiliary Buildings** – Are not permitted. In the case of a variance approved by the Design Review Board the following shall apply; sheds shall: be no larger than 8 x 10 x 8 in size; shall not be made of steel, aluminum or sheet metal; exterior must match the house in color and material.

**G. Awnings** – Awnings will be allowed over decks and patios only. Awnings over individual windows will not be allowed. Awnings must be of a durable vinyl or cloth material. The color must match the siding and trim color. They must also have a wind rating of at least 60 MPH. The style and a color swatch of the material must be submitted for approval to the MWDRC.

**H. Satellite Dishes** – All Satellite dishes shall; be no more than 24 inches in diameter; be mounted to the home in a location which minimizes visibility of the device from the street which the dwelling fronts.

**I. Screen/Storm Doors** – All screen and storm doors shall: be maintained in good working order; and add to the appearance of the home.

**J. Landscaping** – All landscaping that affects the grade of the lot or has a retaining wall for a planting bed of more than 24 inches in height and more than three feet from the foundation of the home must be submitted for approval. Any landscaping along sidewalks and driveways (other than what was included with the house landscaping package) will need to be submitted for approval. The planting of annuals and perennials is encouraged. Approval will be needed for all tree and bushes of any type. Yard lights shall be limited to no more than 12 inches in height. A rough sketch of the landscaping must be provided with placement and types for approval.

**K. Walls** – Walls of any height are not permitted; excluding retaining walls as outlined in Section J.

**L. Playgrounds & Swing Sets** – All Playgrounds and Swing sets and recreational play items shall: if the playgrounds or swing set is made of wood then it must be stained an earth tone and properly maintained; be mounted/installed in a location which minimizes visibility of the item from the street which the dwelling fronts. Stationary and portable basketball hoops are permitted; however portable hoops cannot be

placed on the sidewalk or in the street, and must be stored away from view during the winter months (December thru March).

**M. Swimming Pools** – No above ground swimming pools taller than 12 inches are allowed. Violation is considered a non-structural condition and will be cited and subject to enforcement procedures below. In the case of a variance approved by the Design Review Board the following shall apply:

Temporary pools may be permitted with the following conditions:

1. They must be temporary in nature;
2. They may only be erected between Memorial Day and Labor Day;
3. They must be located within a fenced yard;
4. They must be kept clean and in working order;
5. They must be removed and stored out of view between Labor Day and Memorial Day;
6. Any required City permits must be obtained prior to installation

**N. Mailbox** – All mailboxes shall: conform to U.S. Postal Standards

**O. Gardens** – Gardens of 150 sq. ft. or less are allowed as long as they are maintained properly (weed control). Raised gardens with the use of landscape timbers are recommended. Any gardens larger than 150 sq. ft. will require approval with a rough sketch of the size and placement on the lot.

### **Approval Process for Improvements or Additions**

It will be necessary to submit the following information for approval prior to beginning any improvements:

A sketch of proposed improvements, a map of your property can be found by visiting the Franklin County Auditor's website at ([www.franklincountyohio.gov/auditor](http://www.franklincountyohio.gov/auditor)).

A copy of the Contractor's scope of work and any building permits (if applicable).

Photos of the proposed site before improvement.

After all necessary information has been submitted allow up to two weeks for modification requests and/or approval.

Homeowners will be responsible to comply with all applicable City Codes and Regulations regarding easements, rights of way, etc.

**Please be advised the MWDRB provides an approval on aesthetics only! All building permits are the responsibility of the homeowner. The Home Owners Association DOES NOT issue building permits.**

The MWDRB reserves the right to make periodic inspections during construction to insure compliance with these guidelines.

For questions about what is required or to submit the information for approval contact:

Don Acquista – Advanced Realty / Management, Inc

Attn: Meadows at Winchester HOA

5350 E. Livingston Ave.

Columbus, Ohio 43232

Or

Email Don Acquista – [dacquista@advancedrealtymgmt.com](mailto:dacquista@advancedrealtymgmt.com)

#### **IV. Notifications of Approval/Contingency/Denial**

Once your submission has been reviewed your plans you will receive one of three notifications in writing:

**Approval Notification** – This notice informs you that your plan has been approved as submitted, no changes needed. This notice must also be prominently displayed during completion of the improvements.

**Contingency Notification** – This notification will inform you of any changes or additions that, if made, will result in an approval to proceed.

**Notification of Denial** – This notice will inform you that your plan has been denied, and provide the explanation for that denial.

If you do not agree with the contingencies for approval, or a denial of your plans, you may appeal the decision. Your appeal must be in writing and addressed to the members of the Board for the Meadows at Winchester Homeowners Association. This can be sent to:

Don Acquista – Advanced Realty / Management, Inc

Attn: Meadows at Winchester HOA

5350 E. Livingston Ave.

Columbus, Ohio 43232

Or

Email Don Acquista – [dacquista@advancedrealtymgmt.com](mailto:dacquista@advancedrealtymgmt.com)

Upon approval, an official document will be sent to you for your records. If your plan is not approved, you will be notified in writing as to why it was not approved and what conditions, if any, must be met to obtain approval.

If unseen conditions arise, the MWDRB reserves the right to modify the approval.

## **V. Enforcement of MWDRB Guidelines**

Please always keep in mind that these guidelines are in place to protect your property values. These are guidelines you as a homeowner in the community agreed to abide by when you purchased your home. If the MWDRB finds any homeowner in violation of these guidelines or improvement approval, the following may occur:

A notice will be sent informing the homeowner that they are in violation;

The MWDRB may request a copy of the homeowner's MWDRB approval letter as proof that the homeowner did indeed receive approval;

The MWDRB may approve the improvement under the category of non-conforming or they may request that changes be made or structures be removed;

Fines may be imposed on the homeowner if sufficient notice is given and the homeowner chooses not to cooperate. These fines will be assessed to the homeowner and failure to pay such fines may result in a lien being levied and/or a Small Claims Court action may be initiated.

## **VI. Fines imposed after a violation has been observed:**

Once a violation has been observed by the HOA the following procedure will be followed:

1. A warning notice will be mailed to the homeowner to correct the violation
2. If the violation remains after ten days a fine of \$25.00 will be imposed
3. If the violation remains after another ten day period, a fine of \$50.00 will be imposed.
4. If the violation remains after another ten day period, a fine of \$75.00 will be imposed.
5. Each subsequent 30 day period that the violation continues, a fine of \$75.00 may be imposed.
6. After 30 days the HOA may initiate legal actions to remedy the violation and/or collect any fines owed.

Members may submit a variance request to the HOA concerning the violation upon receipt of the initial warning notification of the violation. Notice and timing guidelines will remain in effect while the variance is being processed. The enforcement actions may be suspended during the variance process. Non-approval of the variance will require the Member to make the necessary corrections initially indicated. Variances for Members who are delinquent on dues or assessments will not be considered or approved until such time as all fees, fines, dues, and assessments are paid.

## **Compliance**

Unapproved improvements will be given an immediate cease and desist order. Owner will be instructed to submit an approval request. An approval request form can be found on the HOA website; submission directions and procedures are listed in the DRC standards. If unauthorized and unapproved improvement continues after notice of violation, the owner will be fined. Upon submission of approval request, procedures as outlined in the DRC standards will be followed; if approved the owner will promptly receive an approval notice and construction can continue. If requested improvement does not comply with standards, the DRC will issue guidelines and instructions on how to comply for approval. No approvals will be given if member is delinquent on dues or assessments.

Immediate compliance will be required on the following violations (to be expanded as needed):

1. Garbage receptacles must be screened from view from front street/curb view at all times prior to 24 hours before regular weekly trash pickup and prior to 24 hours after regular weekly trash pickup
2. Portable basketball hoops are not permitted in the street or obstructing a sidewalk at any time and must be stored from view during the winter months (Dec 1-Apr 1).
3. Recreational vehicles, including boats are limited to hour restrictions listed in the deed restrictions and city of Columbus codes.
4. Curbside trash is not permitted except during times governing garbage receptacles prior to and after regular weekly or special trash pickup.
5. No signs, other than realtor signs are permitted in member yards. Political campaign signs will be allowed for one month before an election and removed immediately after the election. The same standard applies for graduation signs.

## **Variances:**

## **SHEDS**

Variance request for storage sheds and containers will be reviewed by the DRC and forwarded to the HOA board for approval.

Variances for storage containers will conform to being no larger than 6'L x 4'Wx 6'H; such containers must not be visible from the front street/curb or appropriately screened from view with foliage. Permitted colors will be white, neutral, earth tones or match the home exterior color.

Variances for storage sheds must conform to existing standard, be no larger than 8'H x 10'W x 8'L, free standing and be erected on an appropriate foundation. Colors must be consistent with those identified above. Members with existing storage containers and sheds can submit a variance, but still must conform to stated standards. Existing storage containers and sheds not conforming to these standards will be required to be corrected to comply or be demolished. Such violations will be treated as non-structural and follow procedures listed above. Any other variance desires should use similar format to request and justify.

### **TEMPORARY POOLS**

Variance requests for temporary above ground pools will be reviewed by the DRC and forwarded to the HOA Board for approval. Temporary above ground pools must conform to the standards provided in the Non-Structural Improvements section of this document.

## **VII. MISCELLANEOUS:**

Any changes to these guidelines may be recommended at any time by the MWDRC. Any change will require approval by the Board of Trustees. These guidelines have been established for the betterment of our community. If you would like to suggest a change or addition, please contact a member of the MWDRC or a member of the Board of Trustees.



Approved this 25<sup>st</sup> day of August, 2009,

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Kate Dickey, HOA President

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John Dickey, HOA Vice President

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Larry Bell, HOA Treasurer

Concurrence by Design Review Board Coordinators

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Jeff Hull

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Bruce Ridenour