



Meadow Ridge Homeowners Association

Architectural Guidelines

Adopted March 9, 2017

Meadow Ridge

Architectural Committee is comprised of 5 members appointed by the HOA Board
Members are homeowners/spouses within Meadow Ridge in good standing with the
HOA. A majority of members must be present for a quorum

ADOPTED BY MEADOW RIDGE
BOARD OF TRUSTEES 3/9/17

Meadow Ridge Homeowners Association Architectural Committee Guidelines

The purpose of the Home Owners Association (HOA) is to maintain and enhance the economic value of each lot and home, and to enhance the quality of life thereon" (Deed Restrictions Section 20). "The Association will have the legal right under Ohio Law to establish and maintain construction, appearance and activity criteria in the subdivision" (Deed Restrictions Section 21). The following provide guidance on compliance with the Declaration of Covenants, Conditions and Restrictions of Meadow Ridge Subdivision dated 17th day of October 2007, as well as the Code of Regulations, adopted August 10, 2016.

These guidelines shall become effective on the date of Board approval. However, requirements set forth in the Meadow Ridge Deed Restrictions and Code of Regulations, remain in force from the date of their inception or as otherwise determined by the HOA Board.

In applying the Board approved guidelines to individual applications, the Architectural Committee will submit a recommendation to the Board, and the Board will make the final decision. In the event of a denial, the Homeowner may appeal the decision to the HOA Board for up to thirty days following notification of the denial. After 30 days, the denial is final.

For submissions related to their own property, Architectural Committee members shall abstain from voting.

Property improvements must comply with all applicable codes and governmental regulations and requirements. Approval by the Board will not constitute assurance that improvements comply with applicable governmental codes and regulations, nor does approval insure that a permit is not also required. Homeowners who are requesting approval for a new build or improvement may submit in advance via mail or email, or may attend the meeting to present in person.

Any improvement requiring advance approval for which none was received, may result in an action against the owner, which may include fines or liens, if not remedied within 30 days of notice. An appeal may be submitted to the Board within 30 days of notice. If an appeal is submitted, the owner will have 30 days to come into compliance once the Board completes the appeal process. For appeal process, see **Addendum C**.

The Architectural Committee is charged with applying the Board approved guidelines to new applications as referenced in the Deed Restrictions and Code of Regulations and listed below, and making recommendations to the Board:

BUILDING & IMPROVEMENTS: In accordance with the Declaration of Covenants/Deed Restrictions, Section 2, "No building or other improvement, including but not limited to, fences, mailboxes, accessory buildings or structures, landscaping, swimming pools, or any other improvements affixed to the real estate, shall be erected, placed or altered on any of said lots, unless the building plans, including a grading and landscaping plan, specifications, a professionally prepared stake survey, and a plot plan showing the location and general design, have been approved".

A. HOME & GARAGE: *Deed Restriction Requirements Section 3:*

1. Single Family dwellings only
2. Single story must be at least 1700 square feet excluding the garage
3. Two story must be at least 2000 square feet excluding the garage
4. Three story homes are prohibited.
5. Must have a minimum of a 2 car garage with maximum of 4 car garage.

6. Must have at **least 60% Masonry on the front elevations.** (See Addendum A regarding masonry.)
7. The buildable area is defined and drawn out on your Plot map for your lot. The home must be built within that buildable area. These documents are recorded at the Hancock county court house.
8. Drive way must be concrete
9. Basement windows are prohibited on the front elevation of the house with no greater than 16 inches basement wall height.
- 10. Home plans require advance written approval before any construction is started.**

B. FENCES: In accordance with the Declaration of Covenants/Deed Restrictions, **Section 12**, which states “**No fence or hedgerow** will be permitted in the Subdivision unless otherwise approved”. *In order to be consistent in providing consideration, and to maintain and enhance the economic value of each lot and home, as set forth in the Covenants, the Board will use the following guidelines to **consider approval**:*

1. Fences shall be made of aluminum, with an open style, and of a color that will **minimize visibility** to neighbors.
2. Fences may be no less than 36 inches tall, and may not exceed 48 in height.
3. The location/placement of any fencing must be approved in advance. The impact of the fencing to nearby homes and the neighborhood, both functionally and aesthetically, will be considered. If there is potential for an adverse impact, all affected or potentially affected homeowners will be notified and have the opportunity to provide feedback to the Board prior to Board approval.
4. Fences must adjoin the house, and will be permitted in side and back yards, and set back at least 25 feet from the front corners of the house running immediately parallel to the road.
5. All fences shall be maintained in good repair
6. Hedgerows, for the purposes of enforcing the Covenants/Deed Restrictions, shall be defined as the same type of hedges or shrubs which touch each other and create a solid wall in a line greater than 35 feet in length. This is meant to allow for some privacy for pools, closer homes, and neighbors that want privacy and/or some space separation.
7. *All fences and hedgerows must be approved in writing in advance of installation per the Covenants/Deed Restrictions.*
8. **Nothing in this section shall be construed as an obligation of the Board to approve fencing. The above guidelines are factors for Board consideration in using its judgment to approve or deny fencing requests.**

C. **ACCESSORY BUILDINGS OR STRUCTURES:** In accordance with the Declaration of Covenants/Deed Restrictions, **Section 2**, “No building or other improvement, including but not limited to, fences, mailboxes, accessory buildings or structures, landscaping, swimming pools, or any other improvements affixed to the real estate, shall be erected, placed or altered on any of said lots, unless the building plans, including a grading and landscaping plan, specifications, a professionally prepared stake survey, and a plot plan showing the location and general design, have been approved”. *In order to be consistent in providing approval, and to maintain and enhance the economic value of each lot and home, as set forth in the Covenants, the Board will use the following guidelines to **consider** such approval:*

1. Accessory buildings may be no larger than 300 square ft.
2. Construction of accessory/outbuildings, per Covenants/Deed Restrictions **Section 13**, “shall be constructed of good quality common building materials, and finished in a manner and character that will enhance the value of other lots and buildings”.
3. For the purpose of approving accessory buildings, the Board will consider “good quality common building materials” as new materials consistent with those used in constructing the house, such as wood, siding, masonry, roof shingles.
4. The location of the accessory building on the lot requires advance Board approval, and any adverse impact to nearby homes will be considered. If in question, nearby homeowners will be notified and have the opportunity for input prior to Board approval.
5. For the purpose of providing the required approval for structures, the board will use the following guideline: A “structure” is defined as an item larger than 5 feet in height or width, affixed to the real estate, excluding common utility light poles. Examples of structures include, but are not limited to, gazebos, docks, and decks.
6. Docks are permitted but must be constructed on the top surface with composite wood materials or other high quality materials, and structurally, must be cantilevered over the water or secured on land. Per the Meadow Ridge Code of Regulations Section 3.2, the Lakefront member’s usage area extends up to 10 feet from the shoreline. No dock, whether floating or cantilevered, may extend outside of the Lakefront member’s usage area.
7. All docks must be secured on land. **Poles in the water are not permitted.**
8. Buildings and/or structures must be maintained in good repair.
9. All accessory buildings and structures require advance written approval.

D. **SWIMMING POOLS:** In accordance with the Declaration of Covenants/Deed Restrictions, **Section 2**, “No building or other improvement, including but not limited to, fences, mailboxes, accessory buildings or structures, landscaping, swimming pools, or any other improvements affixed to the real estate, shall be erected, placed or altered on any of said lots, unless the building plans, including a grading and landscaping plan, specifications, a professionally prepared stake survey, and a plot plan showing the location and general design, have been approved”. *In order to be consistent in providing approval, and to maintain and enhance the economic value of each lot and home, as set forth in the Covenants, the Board will use the following guidelines to provide such approval:*

1. No above ground swimming pools. (Deed Restrictions Section 11-i)
2. The location and structure of the pool must be approved in advance. (Deed Restrictions Section 2)
3. All fencing guidelines apply. (Deed Restrictions Section 2)

E. SIGNAGE: *Per the Covenants/Deed Restrictions Section 11-b:*

1. No advertising signs except real estate "For Sale", or signage as required during construction.

F. Outside: *Per the Covenants/Deed Restrictions:*

1. Garbage containers shall not be visible. They may be kept to the front or along side of the property when properly screened. (Deed Restrictions Section 11-d)
2. Satellite dishes must be less than 9sq ft in total, or the maximum size required by law. All such satellite dishes shall be placed at the rear of the dwelling in a location least visible from the street. (Deed Restrictions Section 11-g)
3. No above ground storage tanks. (Deed Restrictions Section 11-h)
4. No clothes lines and hanging of laundry outside is allowed within the subdivision. (Deed Restrictions section 11-j)
5. Basketball hoops may not be attached to the house/garage and shall be of good construction. (Deed Restrictions section 11-n)
6. No boat, recreational vehicle, house trailer, motor home, camper or trailer or truck larger than a one and one half ton in size (excluding job trailers during construction) shall be parked on any lot or street for more than 3 days in any 60 days other than inside a closed building. (Deed Restrictions Section 11-e)
7. No vehicles shall be parked on the roads or right of way for greater than 72 hours. (Deed Restrictions Section 11-e)
8. The Covenants/Deed Restrictions Section 11c, state that "the premises should not be used in any way that would endanger the health of, or unreasonably disturb the peace and quiet of any holder of any adjoining or adjacent lot." With this as a basis, **gasoline powered recreational vehicles are not permitted on Lot 1**, which is the common area which includes the lake. Small electrically powered watercraft are permissible at very low speeds with no wake, so as to preserve the quiet and safety of all homeowners.

G. Lighting – *per the Covenants/Deed Restrictions Section 11-k*

1. Lighting shall not be of a nature that it is disturbing to surrounding homes/neighbors
2. No colored lights except during holidays

H. Landscaping: *In accordance with the Declaration of Covenants/Deed Restrictions, Section 2, "No building or other improvement, including but not limited to, fences, mailboxes, accessory buildings or structures, **landscaping**, swimming pools, or any other improvements affixed to the real estate, shall be erected, placed or altered on any of said lots, unless the building plans, including a grading and **landscaping plan**, specifications, a professionally prepared stake survey, and a plot plan showing the location and general design, have been approved". In order to be consistent in providing approval, and to maintain and enhance the economic value of each lot and home, as set forth in the Covenants, the Board will use the following guidelines to provide such approval:*

- a. Landscaping considerations: Landscaping shall be tasteful and of a manner that is not excessive or detrimental to the overall appearance of the neighborhood. The landscaping plan should be submitted for approval along with grading as specified in the Deed Restrictions and noted above.

- b. Lawns shall be graded and seeded within 2 months after construction is complete, **weather permitting**. (Deed restrictions Section 5)
- c. Vacant lots are to be mowed, with grass height not to exceed 8 inches. (Deed Restrictions Section 7)

NOTE: Landscaping Deed Restriction Requirements: *hedgerows are defined in Section B-7. Trees/plants that do not meet the definition of >35 feet in length with like trees/hedges touching each other are not considered hedgerows for the purposes of review, and therefore do not require approval. Likewise, the Deed Restrictions require approval of a "landscaping plan" which we perceive to be "at the time of build, if available". Given that the planting of trees and shrubs is often an ongoing, intermittent process, this committee does not believe that it is required that individual trees, shrubs, etc require approval, so long as the overall appearance maintained is tasteful and not excessive in nature so as preserve the expectation of adding value to the community.*

I. Animals- per the Covenants/Deed Restrictions Section 11-a:

- 1. Animals and livestock other than family pets, are not permitted.
- 2. Pets shall be handled so as not to be a nuisance to neighbors

J. Application and review process

Initial Home Construction

Please submit building plans, including materials, grading and landscaping, specifications, a professionally prepared stake survey, plot plan showing the location and general design, and landscaping plans. Please utilize the attached Applications shown as **Addendum B**. Please allow 30 days for review after complete information is received.

Improvement to property:

Any significant change to the exterior of the home requires prior approval. Examples include but are not limited to an addition, change in exterior materials such as masonry, fencing, accessory buildings/structures of any kind.

Failure to obtain advance approval:

Failure to obtain advance approval will result in a fine at the discretion of the Board.

On-going failure to comply with Deed Restrictions and/or the Code of Regulations may result in additional fines and/or a lien against the property involved, at the discretion of the Board.

To contact the Board (email: meadow.ridge.estates.hoa@gmail.com; mail: PO Box 57, Van Buren)

ADDENDUMS

- A.** Masonry requirements
- B.** Application for review of construction or improvements
- C.** Appeal process

ADDENDUM A

Masonry Products

The purpose of this document is to provide guidance on the Declaration of Covenants, Conditions and Restrictions of Meadow Ridge Subdivision dated 17th day of October 2007, to maintain and enhance to economic value of each lot and home. Specifically Section 13. Construction Materials, ***“The front elevation of all homes shall be covered with brick or other approved masonry material over a minimum of sixty percent (60%) of its area”.***

Masonry Material definition is based upon the International Building & Residential Code. Masonry materials include:

- Brick
- Natural stone
- Cultured stone

MEASUREMENT:

PRIMARY METHODOLOGY

- Gross SF area of the exterior portion of the front of the house that faces the street (strict architectural definition of “Front Elevation), including man doors, garage doors and windows.

Calculations

(SF of “Architectural Front Elevation” including all openings) * 60% . The front portion of posts covered in masonry may be included in the calculation for masonry.

Process:

Builder or owner shall submit the plan to the Architectural Committee with measurements, blueprints including all elevations, and placement on the lot. Builder/owner shall indicate the portions to be covered in masonry materials, and type of masonry materials.

The Architectural Committee will review the plans, and seek any necessary clarification from the owner. Once all required information is received, the Committee will provide approval/denial within 30 days.

ALTERNATIVE METHODOLOGY AS APPROVED BY BOARD:

Applicants may submit a request for consideration of plans not meeting the primary methodology, but meeting at least 60% masonry on the entire **“front of the house”** (defined as the portion of the house on the front side, from one end of the foundation to the farthest point of the foundation on the opposite end, and excluding roof line fascia). These plans may be approved on a case by case basis, with consideration to overall appearance, use of fiberglass shakes or other materials, as opposed to vinyl siding, and expectation of adding value to the community. The final decision to grant this exception is at the sole discretion of the Board based upon recommendation by the Architectural Committee. However, in all cases, 60% masonry is required.

Measurements

- Gross SF area of the “Front of the House” excluding doors and windows. The “Front of the House” is defined as the portion of the house on the front side, from one end of the foundation to the farthest point of the foundation on the opposite end, and excluding roof line fascia.

Calculations

(Front of house SF – Openings SF) * 60%

ADDENDUM B

Application Process for Construction or Improvement

The homeowner (or home builder) is to provide the following information to a member of the Architecture Committee at least 30 days prior to finalizing building plans and financing for the project; preferably 60 days prior to allow for potential appeal process if approval is not granted for the initial submission.

An inclusive list of plan information to be submitted is below, the actual plans submitted must include information pertinent to the nature of the structure or improvement (eg., new home construction would include all items listed below, accessory buildings may not include landscaping or masonry specification but would include the other information, fences would mainly require a sketch of the intended fence location with reference to existing home structure along with specification of fence materials. It is strongly encouraged to use pictures or visual aids in describing the nature and materials of the item being constructed. If in doubt as to what information needs to be submitted for your project, consult with a member of the Architecture Committee.

- All elevations
- Materials
- Grading
- All measurements and specifications (including square footage, roof pitches and masonry coverage on the front elevation)
- Professionally prepared stake survey, plot plan showing the location and general design
- Landscaping plans (a sketch of the location and general design is acceptable, specific plant selection is not necessary). If the home builder is not doing the landscaping then the home owner must submit landscaping plans within 30 days of taking possession of the home and may not initiate landscaping construction until approval has been granted by the Architecture Committee.

Within 2 weeks of receiving the plans the architecture committee will review the plans. The committee must have a majority of membership present to review and make a recommendation regarding the plans. The committee may review and vote via email.

Approval may be withheld pending additional information, either information requested of the homeowner or an item pertinent to the plans that needs to be discussed between the Architecture Committee and the HOA Board. Regardless, the additional information must be obtained and final recommendation made within 2 weeks of the initial plan review by the Architecture Committee.

If denied by the Board, the homeowner (or home builder) may either modify the plans and re-submit to the Architecture Committee at the homeowner's discretion, or the homeowner may file an appeal with the HOA Board, see Appeal Process defined in Addendum C.

NEW BUILD APPROVAL SUBMISSION

PROPERTY ADDRESS: _____

OWNER: _____

BUILDER: _____

DATE SUBMITTED: _____

REVIEW OF NEW BUILD APPLICATION

____ YES ____ NO Single Family dwelling

____ YES ____ NO Overall home size meets requirements:
Single story >1700 square feet excluding the garage
Two story > 2000 square feet excluding the garage
Actual = ____ story ____ Sq Feet

____ YES ____ NO Must have a minimum of a 2 car garage with maximum of 4 car garage.

____ YES ____ NO Must have at **least 60% Masonry on the front elevations**
____ **Method 1** ____ **Method 2**
Square footage of front elevation = _____
60% = _____
Actual per drawing = _____

____ YES ____ NO Home must be built within buildable area.

____ YES ____ NO Driveway concrete.

____ YES ____ NO No basement windows on front of house.

____ YES ____ NO Basement wall height meets requirement for no greater than 16 inches

____ YES ____ NO **Home plans require advance written approval before any construction is started.**

____ YES ____ NO **Landscaping plan included?**

If no, landscaping plan deferred? _____

ADDENDUM C APPEAL PROCESS

Any improvement not in compliance with guidelines and restrictions may result in an action against the owner, which may include fines or liens, if not remedied within 30 days of notice. An appeal to such an action may be submitted to the Board within 30 days of notice. If an appeal is submitted, the owner will have 30 days to come into compliance once the Board completes the appeal process.

If you wish to appeal a decision provided to you by the Board, please utilize the following process:

Within 30 days of notification of the decision, submit to the HOA Board via e-mail or hard copy, your request to appeal the decision including:

- i. A copy of your original application for approval
- ii. A letter stating the decision for which you are requesting re-consideration,
- iii. Why you believe that the decision from the Architectural Committee was in error,
- iv. Any evidence or data that you have to support your request.

The Board will evaluate the materials submitted and other relevant information, and afford you the opportunity to discuss your concerns in person prior to rendering a final decision.

The Board will have up to 30 days from the date the appeal is submitted to provide you with a final determination.

IF time is of the essence and the decision by the Architectural Committee creates a delay in construction that is extremely problematic, please note in your letter to the Board that **TIME IS OF THE ESSENCE**, and the Board will do their utmost to expedite a rapid turnaround.