

MEWS CONDOMINIUM ASSOCIATION INFORMATION, GUIDELINES, AND ADMINISTRATIVE RULES AND REGULATIONS

Revised & Approved by Board of Managers, June 2008

GENERAL INFORMATION

Condo Characteristics

All structures, walls, sidewalks and streets are owned by the Mews Condominium Owners Association, as is the real estate upon which the condominiums are built. Your ownership is considered to be from the painted wall in. Limited common area is defined as that area beyond ten (10) feet from the unit and not enclosed by a stone wall. All other areas are common areas.

Organization

The unit owners elect a Board of Managers for a term of two years. The Annual Meeting is held in October or November. The Board meets bimonthly the third Monday of the month and meeting times, usually 7:00 PM, and location, are announced to the owners should they desire to attend or have a matter they desire to have discussed. Board members for 2008-2009:

Pam Hartman, President

Frank Deaner, Vice President and Treasurer

Marilyn Deeg-Secretary

Mare Hull

Sharon Danyi

Ian Rennick, Property manager (mailbox located in the park area)

Mews web site address: <http://www.themewsatmuirfield.com>

Muirfield Association web site address: www.muirfieldvillage.org/

In order to check Muirfield Design standards for Muirfield, you must go to the Muirfield Office and request a copy.

Fees

Mews Association fees are billed quarterly in January, April and July and October. *A penalty of ten (10) percent is assessed for late payments.* Fees for the Muirfield Association are billed semi-annually by that group.

Services Provided

Maintenance-the Mews Association provides regular outside maintenance of all of the buildings, walls, sidewalks and driveways outside the courtyard gates. Requests for **all** repairs/replacements must be addressed **in writing** to the Property Manager (request forms attached). Decks, benches, paved areas and other amenities within the courtyard are the responsibility of the unit owner as are the replacements and repair of all doors, windows and mechanical devices. Snow removal: Strathmore Lane is a private street owned by the Association. Our contract for snow removal stipulates that the street will be plowed when there is an accumulation of two (2) inches, or more, of snow. **In order for proper snow removal, owners please move their cars inside garages.** Sidewalks from the entrance of the unit to the street and to the garage entrance will be cleared, as well as the sidewalks in front of the mailboxes.

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Parking Policy

Owners are requested to keep their cars in garages with garage doors closed. Guests are asked to park directly in front of host's unit, around the Mews Park or along the curb at the east entrance to the Mews. **For safety sake, cars should not be parked directly across the street from each other, preventing passage of plows or emergency vehicles.** We follow the Memorial Tournament parking rules that each resident receives in the mail near tournament time. Violators may be towed.

Courtesies Expected

Noise: The close proximity of units prohibits loud noise and noisy parties after 11:00 PM.

Pets: Pets (**both dogs and cats**) are not permitted to run loose in the Mews or on any Muirfield Village property. Owners are required to pick up and dispose of animal pet waste in a sanitary manner.

Gates/Garage Doors: Gates and garage doors are to remain closed at all times. For ventilation in the summer, garage doors should not be raised more than 24". **A key for the locked gate at the West end can be obtained from the Property Manager.**

Garage Lights: A photocell controls the garage lights so that they are all on during the night for uniform lighting. The Property Manager replaces the bulbs.

Memorial Tournament Rental: The By Laws prohibit rental of any unit for a period of less than one month. Golf pros participating in the tournament may stay in the Mews as invited guests.

Muirfield Village Association

The MVA controls the landscaping, buildings and general appearance of Muirfield Village. Its policies and regulations also govern the Mews. The dues to that organization are in addition to those of the Mews. The Association headquarters are located in the building behind the Muirfield Drive swimming pool. Soon after you move in you should stop by to report your move so that you may be included in the next addition of the Association's Directory and receive your pool passes and guest pool passes, **as well as a copy of the design standards.** Any improvements planned must also be presented to the Muirfield Association in addition to the Mews Board before work is initiated. (This includes satellite dishes.)

City of Dublin Services

The city of Dublin provides regular yard waste pick-up weekly (currently on Monday). This includes Christmas tree removal during the month of January. Such waste must be placed in an approved brown paper bag and placed at the curb. Check Dublin city web site for more details concerning curbside chipper service and residential yard waste.

<http://www.dublin.oh.us/city/cservices/yard.html>

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Garbage, trash and recycling of plastics, glass, cans and paper are picked up every Wednesday. These items must be at the curb by 7:30 AM. Additional **blue** recycle containers **in two sizes** are available from the city of Dublin.

Periodically the city will spray for mosquitoes.

GUIDELINES

In order to maintain an aesthetically pleasing uniformity in the appearance of the exterior of the buildings and structures of the condominium property, the Declaration of The Mews Condominium at Muirfield requires that the written consent of the Board of Managers be obtained by a unit owner prior to altering, repairing, refinishing, replacing or servicing the exterior surfaces of any unit, the limited common areas or facilities or the common areas or facilities. In addition, the Bylaws of The Mews Condominium Association allows for adoption of administrative rules and regulations in order to facilitate governing the operation and use of the condominium property.

The Board of Managers has prepared the following Guidelines in order to clarify and simplify Unit Owner requests for changes to their Units. The Board has designated certain items of repair or replacement that may proceed without full Board approval providing the Guidelines are followed. Items of work not specifically identified in these guidelines should be submitted to the Board of managers for approval as indicated in paragraph V of these Guidelines.

By reference, the Design Guidelines of the Muirfield Association are incorporated within these guidelines. Unit Owners are cautioned that in some instances the Muirfield Association may require review and approval of changes to individual units including landscaping and patio areas.

I. Common Areas (see attached site plan)

- A. Plantings: Unit Owners must secure written permission from the Board of Managers prior to initiating any changes to plantings within the common **or limited common** areas.
 - 1. All planting beds within Common areas and outside courtyard gates will be annually edged and mulched unless a Unit Owner requests otherwise.
 - 2. All trees and shrubs within Common Areas and outside courtyard gates will be pruned and fertilized on a scheduled basis unless a Unit Owner requests otherwise.
 - 3. All other plant materials installed by Unit Owners within Common Areas are to be maintained by the individual Unit Owner.
 - 4. Any mulch installed by individual Unit Owners within Common or Limited Common areas should be of the same type as that installed by the Association.
- B. Paving: Unit Owners must secure written permission from the Board of Managers prior to initiating any changes to pavement in any common areas. Where driveways and walks have been replaced by Unit Owners rather than by the Association, repair and

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replacement of those driveways and sidewalks will be the responsibility of the Unit Owner.

II. Limited Common Areas

A. General

1. Subject to Muirfield requirements and the following Guidelines, modifications to plantings and patios within courtyards **do** require review and approval by the Board of Managers.
2. Trash containers should be kept within unit garages or screened as required by Muirfield Design Guidelines.
3. Requests for installation trellis', hot tubs, and other amenities must be submitted for review and approval prior to installation in areas other than individual Courtyards. Any such added amenities are required to be properly maintained by the individual Unit Owner.

B. Courtyards & Patios

1. Plantings and patios within courtyards should be designed to maintain a uniform appearance within the Mews **and be properly maintained**. Plant materials should be consistent with the size and scale of the courtyard and not infringe on adjacent Unit Owner's Limited Common areas.
2. Trellises and plantings should not be permanently attached to the walls or roofs of the buildings. Where plantings have previously been attached to the exterior walls, the Mews Condominium Association will not be held responsible for damage to such plantings as a result of routine maintenance work on the units.
3. Drainage lines installed beneath courtyard and patio areas may require periodic repair or replacement. Unit Owners will be notified prior to such work occurring in order to coordinate removal of plantings and patio paving materials. Additional cost incurred as a result of removing and replacing paving materials will be the responsibility of the individual Unit Owner.
4. Pavers for any common area outside of courtyards need to be approved by the Board.

C. Planting beds

1. All planting beds within Limited Common areas **but** outside courtyard gates will be annually edged and mulched unless a Unit Owner requests otherwise.
2. All trees and shrubs within Limited Common areas **but** outside courtyard gates will be pruned and fertilized on a scheduled basis unless a Unit Owner requests otherwise.
3. All other plant materials installed by Unit Owners within Limited Common Areas are to be maintained by the individual Unit Owner.
4. Any mulch installed by individual Unit Owners within Limited Common areas should be of the same type as that installed by the Association.

IV. Building (Unit) Perimeter

A. Paint Colors (Check with property manager for availability of our paint inventory). We use latex paints.

Paint colors are Sherwin Williams Woodscapes (latex) Anderson Sandstone

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for all siding and cedar pergola/lattice or cedar window trim.

Coronado Rustscat (latex) "Anderson Sandstone" or "Olympic Pewter" for front door and garage service door. Coronado Rustscat (latex) "Anderson Sandstone" for brick mold trim around doors and windows.

- B. Windows and Sliding Doors: Existing window and sliding door units may be replaced with equivalent units as listed below. Window and door opening sizes and function may **not** be changed without prior written approval of the Board of Managers. Note that depending on manufacturer selected, windows and doors that match existing sizes and function may be special order items. Muntins are not permissible on any units.

1. Suggested Operable Windows:

- a. Pella Clad Casement Windows, Architectural or Designer Series (Pro-line Series are not approved for use), aluminum clad color "Putty". Integral blinds are permissible.
- b. Marvin Casemaster Aluminum Clad Windows, "Pebble Gray" color cladding.
- c. Pozzi Aluminum Clad Casement Windows, "Champagne" color cladding.
- d. Andersen Perma-Shield (vinyl clad) Casement Windows, "Sandtone" color cladding.
- e. Peachtree (to match)

2. Sliding Glass Doors / Patio Doors: Sliding glass doors may be replaced with the equivalent units or with sliding patio doors. Door opening size and configuration may not be changed without prior written approval of the Board of Managers. Three (3) panel 12'-0" sliding door units may be replaced with four (4) panel 12'-0" sliding door units. In-swinging or out-swinging patio doors are not approved for use. All exposed exterior hardware is to be dark oil-rubbed bronze, brushed nickel, or match clad color (no bright brass or chrome). Suggested sliding doors:

- a. Pella Clad Contemporary Sliding Doors, Designer Series, screen on the exterior side of the unit, "Putty" color cladding.
- b. Pella Clad French Sliding Glass Doors, Designer Series, screen on the exterior side of the unit, "Putty" color cladding.
- c. Marvin Aluminum Clad Sliding French Doors, screen on the interior in same color as door, "Pebble Gray" color cladding
- d. Marvin Aluminum Clad Trimline Patio Doors, screen on the exterior in same color as door, "Pebble Gray" color cladding
- e. Pozzi Gliding Patio Doors, wide stile (French) or narrow stile (contemporary), "champagne" color cladding, screen on interior side of the unit.
- f. Andersen Frenchwood Gliding Patio Door, "Sandtone" vinyl cladding, screen on interior side of unit.
- g. Andersen Permashield Gliding Patio Door, "Sandtone" vinyl cladding, screen on interior side of unit.
- h. Peachtree

C. Garage Doors:

1. Material
 - a. Wood

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- b. Wood-based
 - c. Insulated Metal
 - 2. Style: Flush
 - 3. Color: Sandtone (matched to exterior color of buildings)
 - 4. Note: installation of overhead doors other than wood may need approval of the Muirfield Association
- D. Entry Door
 - 1. Material
 - a. Steel
 - b. Fiberglass
 - c. Fire doors
 - 2. Style
 - a. Solid (flush or paneled; no windows)
 - b. Full non colored** glass (integral blind is permitted)
 - 3. Finish: Primed to be field painted to match buildings and doors
- E. Equipment Replacements
 - 1. Heat Pumps: Electric heat pumps may be replaced with equivalent units. Changes to landscape screening or other proposed screening require prior written approval of the Board of Managers.
- F. Chimney Caps: Chimney caps with bird screens are recommended for all chimneys. Units compatible with those on other Units may be installed without approval of the Board of Managers. Unit owners will be responsible for any damage to the adjacent roof areas as a result of the installation.
- G. Attic Ventilation: Existing attic soffit vents and roof vents are to be kept unobstructed. Bathroom fans should be vented directly to the exterior. **Attic exhaust fan(s) must be operational.**
- H. Antennas: No antenna for transmission or reception of television signals or any other form of electromagnetic radiation shall be erected or maintained on the property outside any Unit, whether attached to a Unit or otherwise, without the prior written approval of the Board of Managers.

V. Approval by Board of Managers

- A. Subject to compliance with the Bylaws of The Mews Condominiums and these guidelines, improvements, repairs and/or replacements meeting the guidelines above do not require the approval of the Board of Managers. Any questions on compliance standards should be directed to the Board of Managers prior to any changes being made.
- B. No other improvements, changes, construction, addition, landscaping, tree removal or other work or action which in any way alters the exterior appearance of the Property shall be commenced or continued until the same have first been approved in writing by the Board of Managers in accordance with the Muirfield Design Standards and these rules and regulations. Approval shall be requested by submission to the Board of Managers of plans in sufficient detail to thoroughly describe the proposed modifications.

C. All requests for repairs or replacement presented to the Board of Managers by Unit Owners are subject to inspection of the unit to determine whether the repair or replacement is necessitated by additions or alterations made by the Unit Owner or any previous Unit Owner. If the inspection determines that the repair or replacement has been necessitated by a Unit Owner's addition or alteration, the Board may waive responsibility for the repair or replacement. Additions or alterations include plantings and landscaping in patio and courtyard areas.

1. Basis of Approval: Approval shall be based, among other things, upon conformity and harmony of the proposed plans with the existing buildings and improvements within the Mews Condominium development.
2. Failure to Approve or Disapprove: If the Board of Managers fails either to approve or disapprove such plans and specifications within thirty (30) days after the same have been delivered to the Board of Managers either personally or by mail, it shall be presumed that the Board of Managers has approved said plans.

