



MEMBER HANDBOOK

Effective January 1, 2025
Revised Date June 23, 2024

Revision 0002

Community Association Manager:
The Twenty Seven Group, LLC
6059 Frantz Road, Suite 202
Dublin, OH 43017
<https://www.the27grp.com>
Office: 614-721-3177

TABLE OF CONTENTS

Section 1 Our History and The Ballantrae Community Association	8
1.1 Welcome to Ballantrae!	9
1.2 The History of Ballantrae	9
1.3 The Ballantrae Community Association (“Community Association”)	10
1.4 The Community Association’s Mission Statement.....	11
1.5 Board of Directors.....	11
1.6 Community Association Meetings.....	12
1.7 Board Committees	12
1.7.1 Architectural Review Committee (“ARC”)	12
1.7.2 Golf Course of Dublin (“GCD”) Committee	13
1.7.3 Landscape Committee	13
1.8 Common Property	13
Section 2 Useful Member Websites.....	14
2 Useful Member Websites.....	15
2.1 The Twenty Seven Group (“Portal”)	15
2.2 BallantraeDublinOH.com	15
Section 3 The Design Review Policy	16
3 Design Review Policy	17
Section 4 ARC Design Strategies Preserving the Concept.....	20
4 Design Strategies – Preserving the Concept	21
4.1 The Neighborhood and Home Site	21
4.1.1 Golf Course Homes.....	21
4.1.2 Drainage	22
4.1.3 Building Setbacks and Side Yards	22
4.1.4 No-Build Zone.....	22
4.1.5 Driveways.....	22
4.1.6 Parking Spaces.....	23
4.1.7 Streets	23
4.1.8 Ponds and Lakes	23
4.2 The Homes at Ballantrae.....	23
4.2.1 Materials and Colors	24
4.2.2 The Roof and Building Mass	24
4.2.3 Chimney	24
4.2.4 The Four Sides of the Home	25
4.3 Exterior Finishes and Materials	25
4.3.1 Use of Color	27
4.3.2 Exterior Paints and Stains.....	28
4.3.3 Doors	28
4.3.4 Storm Doors	28
4.3.5 Garage Doors.....	28

4.3.6	Windows and Exterior Doors.....	28
4.3.6.1	Window and Door Construction.....	29
4.3.6.2	Window and Door Installation.....	29
4.3.7	Awnings.....	30
4.3.8	Egress Windows and Window Wells.....	30
4.3.9	Window Shutter	30
4.3.10	Window (Flower) Boxes.....	30
4.3.11	Skylights	31
4.3.12	Other Architectural Features.....	31
4.3.13	Compost Bins.....	31
4.3.14	Rain Barrels	31
4.3.15	Detached Structures (Including Gazebo, Pergola, Pavilion, Trellis, Fireplace/Firepit, Outdoor Kitchens, and Retaining Walls)	32
4.4	Exterior Accents.....	32
4.4.1	Exterior Home Accessories.....	32
4.4.2	Fences and Screening.....	32
4.4.3	Outdoor Lighting	33
4.4.4	Mailboxes.....	33
4.5	Landscaping	34
4.5.1	Tree Removal	34
4.5.2	Planting Trees.....	35
4.5.3	Vegetable Gardens.....	35
4.5.4	Decks, Patios, and Terraces	35
4.5.5	Patio Canopies and Umbrellas.....	36
4.5.6	Percentage of Enclosure.....	36
4.5.7	Walkways	36
4.6	Recreational Equipment.....	37
4.6.1	Storage	37
4.6.2	Firewood	37
4.7	Utilities and Services.....	38
4.7.1	Air Conditioners, Heat Pumps, Generators, Meters, and Radon Mitigation Units.....	38
4.7.2	Gutters and Downspouts.....	38
4.7.3	Satellite Dishes	38
4.7.4	Security Cameras.....	38
4.7.5	Renewable Energy	38
4.7.6	Temporary Tents	39
Section 5	ARC Design Standards – Quick List.....	40
5	Design Standards – Quick List	41
5.1	Definitions	41
5.2	Home Exteriors (Installations / Replacements) Modifications, Alterations.....	41
5.2.1	Exterior Remodeling and Additions (Including Room Additions, Sunrooms, and Screened-In Porches)	41
5.2.2	Detached Garage.....	41
5.2.3	Air Conditioners, Heat Pumps, Generators, Meters, and Radon Mitigation Units.....	42
5.2.4	Satellite Dishes	42
5.2.5	Wires and Cables.....	42

5.2.6	Paint and Stain Maintenance Standards.....	42
5.2.7	Garage Door New / Replacement.....	43
5.2.8	Roofing Installation and Replacement.....	43
5.2.9	Roofing Colors	43
5.2.10	Shutter Installation.....	44
5.2.11	Doors	44
5.2.12	Sidelights	44
5.2.13	Storm Doors, Sliding Glass Doors, Rear Entry, Side Entry, and Screen Doors	44
5.2.14	Siding.....	44
5.2.15	Trim	45
5.2.16	Exterior Lighting	45
5.2.17	Windows	46
5.2.18	Skylights	47
5.2.19	Egress Windows	47
5.2.20	Chimneys.....	47
5.2.21	Driveway Guidelines.....	47
5.2.22	Miscellaneous Installations	47
5.3	Outdoor Living Areas (Installations / Replacements)	48
5.3.1	Awnings.....	48
5.3.2	Patio Canopies and Umbrellas.....	48
5.3.3	Decks and Patios.....	48
5.3.4	Walkway Guidelines	49
5.3.5	Detached Structures (Gazebo, Pergolas, Pavilions, Trellis, Fireplace/Firepits, Outdoor Kitchens, and Retaining Walls)	49
5.3.6	Fences	50
5.4	Recreational Equipment (Installations / Replacements).....	50
5.4.1	Swimming Pool.....	50
5.4.2	Hot Tub or Spa Installation	50
5.4.3	Basketball Equipment.....	51
5.4.4	Play Sets	51
5.4.5	Sports Nets.....	51
5.4.6	Trampolines.....	52
5.5	Yards and Landscaping.....	53
5.5.1	Grading Changes and Retaining Walls	53
5.5.2	Landscape and Screening	53
5.5.3	Ponds and Lakes.....	54
5.5.4	Decorative Items.....	55
5.5.5	Outdoor Equipment.....	55
5.5.6	Signs.....	55
Section 6	Administrative Policies and Procedures.....	56
6.1	Assessment Collection Policy	57
6.2	Enforcement	57
6.2.1	Conduct Violations	58
6.2.2	Content Violations.....	58
6.3	Enforcement Assessment Policy.....	58
6.4	Suspension of Privileges.....	60

6.5 Forced Maintenance 60

6.6 Enforcement Assessment Fees 60

6.7 Records Request Policy 60

6.8 Communications Policy..... 62

6.9 Anti-Harassment Policy..... 62

Appendix A Ballantrae Color Palette 63

Appendix B Variance Request Application 70

Appendix C Renewable Energy Policy 71

Appendix D Forms..... 72

Section 1

Our History and The Ballantrae Community Association

1.1 Welcome to Ballantrae!

Ballantrae is an extraordinary golf-community, which sets a new standard for residential homes and community spaces and provides open spaces as a key component to residential life.

The community is themed on the Irish Highlands, and features a rolling grassland landscape with stone walls, monoliths, and ruins. The home and building architecture are reflective of the European Romantic Revival style. Ballantrae Park features the famous “Three Dancing Hares” sculpture, a water fountain splash pad, and the beautifully maintained Dublin City Pool - South.

Ballantrae is designed around a central spine of greenspace: The Golf Course of Dublin. The course, initially designed by Dr. Michael Hurdzan, is a 205-acre Par 72, measuring 7,021 yards, with a full-service clubhouse and driving range. The course is the only true links golf experience in the Midwest. It is a high-end, public, daily-fee course, designed to take advantage of the expansive-feeling landscape with landform contouring to add interest. A meadow-grass landscape gives the course a feeling of playing out in the open prairie. The golf course, along with other pocket parks, public open spaces, and a 20-acre park along Woerner Temple Road combine to make 39% of the community open space.

Currently, 979 families call Ballantrae 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.

1.2 The History of Ballantrae

In the mid-1990s, the City of Dublin was experiencing fast growth due to its desirable traits as a place to live, work, and raise a family. Due to the ever-increasing pressure to develop more and more farmland, the City prepared a Community Plan in 1997 to guide new community designs. An area west of the City was of particular interest for a new community, but the land around the old Rings Farmstead was riddled with challenges.

The 640-acre Ballantrae site was generally flat and featureless terrain. The site offered little in the way of natural features to add interest, other than several small, wooded areas. No active streams were present, with existing drainage achieved through agricultural drain-tiles and ditches. Some development in the area, which took place prior to annexation to Dublin, had not set a positive aesthetic direction for the area.

The Edwards Company, a local Columbus developer, began to assemble ownership contracts to the land and work with the city officials, neighboring residents, planners, architects, and home builders, to prepare a community plan that would deliver on the expectations for high quality, while solving some of the issues of a featureless site. The Ballantrae plan answered the call raised in the City’s Community Plan: maintain relatively low density, extend and improve surrounding arterial roadways, include greenspace in the form of the golf course along main roadways so everyone benefits from the views, provide beautiful lakes and water features that also solve the drainage problems, preserve the historic Rings Farmhouse built in the late 1860s, and provide a mix of home styles to suit a growing and diverse Dublin population.

Community construction began in 2000 with essential roadways and infrastructure. Ballantrae hosted the BIA Parade of Homes in 2002.

1.3 The Ballantrae Community Association (“Community Association”)

Ballantrae is made up of 979 homes; 295 of these homes also belong to one of the four condominium associations (hereafter “Sub Area or “Condo-Associations”) within Ballantrae:

- The Woodlands at Ballantrae (64 condominiums)
- The Lakes at Ballantrae (80 condominiums)
- The Villas at Ballantrae (89 patio homes)
- The Glens at Ballantrae (62 patio homes)

In the Community Association’s foundational legal documents (the Declaration and the Bylaws), the parcels of land owned by Owners in the Condo-Associations are called “Units.” The parcels of land owned by Owners in Subarea Associations within Ballantrae that are not considered Condo-Associations are called “Lots”.

In this Handbook, as well as the Declaration and Bylaws, the Owner of either a Unit or a Lot is referred to as a “Member” of the Community Association, while anyone living in a Lot or Unit, regardless of whether they own the Unit or Lot, are referred to as “Occupants”. Members generally have the following rights and privileges:

- To vote for Board members during the annual meeting;
- To vote for changes to the Declaration and Bylaws governing the Community Association; and
- To run for election and serve on the Board of Directors.

The Community Association has three governing documents that collectively define our community standards and how the Community Association will operate.

- **Declaration:** Declares Ballantrae is a deed-restricted community; it declares use restrictions of the property within Ballantrae and defines maintenance responsibilities for Members and the Community Association.
- **Bylaws:** Defines the laws governing the internal operations and affairs of the Community Association.
 - Both the Declaration and Bylaws are legal documents on file with Franklin County and can only be changed by a positive vote of 75% of the entire Member community.
- **Member Handbook:** A compilation of Community Association Rules related to changes to the exterior appearance of a Member’s property and other important information as determined by the Board of Directors.
 - This Handbook is meant to supplement and clarify (not replace) the Declaration and Bylaws. If there is a discrepancy between what is expressed in the Handbook and the Declaration or the Bylaws, the Declaration or Bylaws will govern and control.
 - The capitalized terms used in this Handbook are defined in the Declaration. Additional terms have been added a part of the revisions to the Handbook.
 - The Handbook Rules apply to all Members, Occupants, and guests. However, Federal and State Fair Housing laws may require the Board to make reasonable accommodations of the Handbook Rules or to allow a reasonable modification of property within Ballantrae for the disabled, upon request.
 - Changes to the Handbook become effective once they have been published to all Members.

These documents can be downloaded from the Community Association’s website at www.BallantraeDublinOH.com.

The Community Association is funded by an annual Operating Assessment paid by the owners of each Lot or Unit per year. Operating Assessment invoices are mailed to Members in early-January and are due on February 1. The Community Association also maintains a law-mandated reserve to defray the future replacement costs of those major capital items that the Community Association is obligated to maintain.

1.4 The Community Association's Mission Statement

The mission of the Community Association is to protect and enhance property values and the quality of life in Ballantrae.

The Board works to accomplish this mission through:

- Enforcing the Community Association's defined standards and policies;
- Creating a well-maintained and landscaped community;
- Collaborating with the City of Dublin, The Golf Club of Dublin, and neighboring communities as necessary; and
- Ensuring the financial health of the Community Association.

The Board of Directors are elected by the Members to execute this mission.

1.5 Board of Directors

The Bylaws provide for a 12-member Board of Directors ("Board") elected by the Members. To assure that both Lot Members and Unit Members are adequately represented, the Bylaws provide that nine of these Directors be Lot Members elected by Lot Members, and three be Unit Members elected by Unit Members.

Directors serve without compensation and have the duty and authority to act on behalf of Members and are responsible for:

- Managing the Community Association's affairs and overseeing the operations;
- Managing the Community Association's Common Property;
- Establishing and enforcing the Rules and regulations;
- Fostering open communication within Ballantrae and considering concerns of Members;
- Promoting trust and cooperation; and
- Providing a safe and friendly neighborhood environment.

Each Director is elected to a three-year term at an annual meeting. Director terms are staggered so that each year, three members are elected by the Lot Members and one member is elected by the Unit Members to serve three-year terms.

In accordance with the Bylaws, Members elect the Board of Directors from among the Members or their spouses. To be eligible to serve on the Board of Directors, the Member must be in good standing. Members not eligible to be elected to the Board of Directors include: those delinquent in the payment of any obligation or Assessment owed to the Community Association or those who are an adverse party to the Community Association, its Board of Directors, or any Board member thereof in any litigation.

The Directors are dedicated to good, long-term management and fiscal responsibility. Their thoughtful concern ensures reasonable protection of Ballantrae's quality of life. Once elected, Directors serve until the conclusion of their three-year term or earlier resignation (if applicable) and can only be removed through a special meeting in which at least a 75% vote of all Members is obtained. There is no limit on the number of consecutive terms a Director may serve.

The Board of Directors is responsible for setting policies pertaining to the Ballantrae Declaration and Bylaws. They approve the annual operating budget and capital expenditures.

The Board will meet as often as it determines necessary to review the Community Association's finances, operations, and other business. Minutes of the meetings of the Board will be posted on the Community Association's website or the Community Association Manager's web-portal once approved, and copies will be available to Members, upon request, through the Management Company.

Any Lot or Unit Member may request that an item be placed on the Board's meeting agenda and/or request the opportunity to appear before the Board by contacting the Community Association Manager, in writing, at least two weeks prior to a Board meeting. Members may contact the Community Association Manager for the date of the next Board Meeting. The Board will review all requests on a submission by submission basis to determine if the request will be addressed at the Board Meeting.

At Board meetings, attending Lot and Unit Members will be recognized and allowed to comment for a reasonable period. After all Lot and Unit Members have had the opportunity to comment and respond to questions from the Board, the Board will go into executive session to discuss the issue(s) and make a determination.

The Community Association retains a Community Association Manager to oversee day-to-day operations and to serve as the primary means of contact between Members and the Board. Contact information for the Community Association Manager is contained on the front cover of the Handbook and the Community Association's website.

1.6 Community Association Meetings

An annual meeting of the Members will be held in April of each year or on such other date within one month thereafter, as may be designated by the Board. Special meetings of Members may also be called. Both annual and special meetings require a minimum of five days' advance notice to Members.

1.7 Board Committees

The Board has three permanent committees described below that support Ballantrae. The Board may create additional committees, as needed, to address specific needs of Ballantrae. All committees may include Members who do not serve on the Board but who want to offer their time and skills for a specific project.

1.7.1 Architectural Review Committee ("ARC")

The Board is charged with enforcing Ballantrae's design standards and protecting the deed restrictions and aesthetics of the community. Besides reviewing applications for Improvements, the Board is also charged with enforcing the deed restrictions relating to the Community Association's architectural review authority and pursuing correction of violations of the Design Strategies and Standards. ARC members, which may be comprised of both Board and non-Board members, are appointed by the Board of Directors and supported by professionals who aid ARC members in reviewing, evaluating, and adjudicating applications for Improvements described in the Design Strategies and Standards.

The responsibility for maintaining Ballantrae's Design Strategies and Standards does not rest exclusively on the Board and ARC. All Members and Occupants are expected to monitor their own activities and to actively work to keep their homes and landscaping well maintained and to remain in compliance with all community standards.

In accordance with this Handbook, specific procedures are followed to alert Members when a violation is noted. Legal action may be taken by the Board against Members who fail to comply with the Declaration and Ballantrae's Design Strategies and Standards.

1.7.2 Golf Course of Dublin ("GCD") Committee

GCD is the central feature of Ballantrae and a healthy, well maintained golf course, with a positive reputation in Central Ohio, is good for Ballantrae's quality of life, and our property values. The GCD Committee focuses on four priorities:

- Providing a focused communication venue with GCD;
- Addressing significant, pervasive issues with GCD and its golfers;
- Monitoring GCD's corrective actions and commitments; and
- Encouraging GCD to be a valuable neighborhood amenity.

1.7.3 Landscape Committee

The Landscape Committee's mission is to provide a pleasant community atmosphere in three ways:

- Setting the landscaping maintenance standards and priorities for the Common Property;
- Executing relevant projects in the Common Property; and
- Working with the City of Dublin and the Condo-Associations to maintain a cohesive, appealing look and feel to the community.

1.8 Common Property

Ballantrae benefits from wide expanses of common space. These common spaces are the responsibility of one of several entities, including the Community Association, the Golf Course of Dublin, the City of Dublin, and one of the four Condo-Associations. A detailed map showing which entity is responsible for each element can be found on the Association's website.

Reasonable repair, maintenance, and replacement of the Community Association's Common Property are done at the Community Association's expense and at the direction of the Board of Directors. The annual Operating Assessment pays for the maintenance and upkeep of these amenities.

Members may be responsible for the cost of any maintenance, repair, or replacement work due to damage to the Common Property that they cause or that is caused by any of their Occupants or guests. Members will first be provided written notice by the Association of the intent to charge the Member's account for said costs, including an estimate of the costs to be billed. The Member will have the right to request a hearing before the Board to review matter.

If you see an area in need of maintenance, please contact the Community Association Manager and they will make sure the entity responsible for the affected area is notified.

Section 2

Useful Member Websites

2 Useful Member Websites

Members should be familiar with and maintain access to two password protected websites:

- The Twenty Seven Group (the27grp.com); and
- Community Association website (BallantraeDublinOH.com).

2.1 The Twenty Seven Group (“Portal”)

The Portal provides Members with specific information about their Lot or Unit, such as outstanding account balances, status of Improvement (exterior modification) applications, and any outstanding Community Association violations. Most significantly, the Portal maintains a detailed record of all approved Improvements (submitted after July 1, 2018).

To register for access to the Portal, Members can send an email to info@the27grp.com.

2.2 BallantraeDublinOH.com

This is the Community Association’s website and contains information of interest to the entire community. This includes the Community Association’s annual budget and quarterly financial results, minutes of the Board and annual meetings, the Association’s Declarations and Bylaws, descriptions and links to highlighted City services, most commonly referenced City of Dublin Ordinances (provided for informational purposes only), and contact information for the primary utilities servicing Ballantrae. Additionally, the website also contains pertinent forms, including a Violation Report, Request for a Hearing form, and Request to Inspect Records form.

To register go to www.BallantraeDublinOH.com and click on ‘Register’ in the upper right corner and follow the instructions provided.

Key City services highlighted include the following:

- Chipping Service and Tree Removal;
- Holiday Tree Pickup;
- Dead Animal Removal;
- Leaf Pickup;
- Recycling;
- Refuse Container and Trash Pickup; and
- Snow Plowing and Street Cleaning.

Most frequently referenced City Ordinances:

- Parking;
- Pets;
- Sidewalks;
- Offensive Activities;
- Garage Sales;
- Open Fires; and
- Block Parties – requiring street closure.

Section 3

The Design Review Policy

3 Design Review Policy

The Community Association, through the ARC, works with Members who wish to repair, update, and/or upgrade their properties. The process to obtain approval for any specified Improvement to a Member's property is described below.

Members are required to apply for approval of all proposed Improvement projects, as further defined in Declaration Article I, Section 15, and detailed in the Design Strategies & Standards Sections of this Handbook.

Each Sub Area has its own Declarations, By Laws and Handbooks, which are more restrictive than the requirements of the Ballantrae Community Association or the ARC. Sub Area members must apply for approval from both the ARC and their respective Sub Area associations. Sub Area members must obtain their respective Declarations and related Design Guidelines from their Sub Area Boards. Before applying for approval from the ARC, members must first seek and obtain approval from the appropriate Sub Area association. Applications that have not been submitted to, and approved by, the appropriate Sub Area shall not be submitted to, or considered by, the Ballantrae Community Association or the ARC. Nothing in this Handbook or ARC guidelines will permit Sub Area improvements or modifications that are contrary to the Sub Area requirements, standards or restrictions.

The ARC must evaluate all applications against the Design Standards and then must approve or disapprove the applications within 30 days. All Improvements, including window and garage doors replacements, landscaping, and any installation or placement of a permanent feature (i.e. play sets, trampolines, patios, pergolas, etc.) must be reviewed and approved, in writing, by the ARC before any work begins or financial commitments are made.

All requests for variances from the Design Standards must be made in writing. The ARC may issue a variance from the requirements set forth in the Design Standards to comply with Federal, State, or local laws, requirements, ordinances, and/or unique situations related to a particular Lot or Unit. Any variance granted by the ARC will not set any precedent for future Board or ARC decisions. A Variance Request Application form is provided in Appendix "E" of this Handbook. The ARC will not grant a variance request that would permit any improvement or modification that is contrary to the member's Sub Area requirements, standards or restrictions.

Members will be best equipped for project approval by following the Design Standards and submitting complete applications as defined in the Design Standards Section of this Handbook. Some projects may require professional drawings from an architect or general contractor. The more information provided, the easier it is for the ARC to understand the project concept and intention. A complete application must include the information detailed in the Design Standard for that project. This information may include the following:

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

An application returned because it did not contain sufficient information for the ARC to fully evaluate the project is considered unapproved. When the Member resubmits the complete application, it will be considered a new application and the ARC will have the full 30 days to evaluate the project.

Consideration for approval may include, but is not limited to:

- Compliance of the plans and specifications to the general intent of the Design Standards;
- Compliance with any deed restrictions;
- Harmony of the proposed plans with other structures within Ballantrae;
- The effect the Improvements may have on neighboring properties; and
- The architectural style of the dwelling, including how it sits on the property, natural elements involved, and general complexion of the neighborhood.

Should the ARC disapprove the application, the Member may not move forward with the project. If a project is started or financial commitment made without prior, written approval from the ARC, the Member is doing so at their own risk and may be subject to any enforcement remedies available to the Community Association.

The ARC has the right to disapprove any plans and specifications submitted due to any of the following:

- Failure of such plans or specifications to comply with any provisions in the Ballantrae Community Association or Sub Area Declaration, Bylaws, or Member Handbook;
- Failure to include required information in such plans and specifications;
- 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, architecture, materials, height, or bulk of any proposed building or structure; or
- Any other matter which, in the reasonable judgment of the ARC, will render the proposed Improvement inharmonious with the general plan of Ballantrae, including existing buildings, structures, or uses located upon other portions of Ballantrae.

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

All Improvements by a Member must be made in compliance with all applicable laws, rules, ordinances, and regulations of all governmental authorities having jurisdiction. A Member making or causing to be made any Improvements agrees and is deemed to have agreed to hold the Community Association and all other Members harmless from any liability arising therefrom. Additionally, the ARC's approval of any application for a proposed Improvement does not include any verification that the required local building permits will be issued.

The ARC may establish 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 standards and restrictions provided for in the Design Strategies & Standards Sections of the Handbook - including, but not limited to, rules on color, materials, location, and size of any Improvements on a Lot or Unit. The Community Association may establish a reasonable fee for ARC plan review, which the Member must pay in accordance with the procedures the ARC adopts. Such rules and statements of policy may be amended or revised by the ARC from time to time. No inclusion in, omission from, or amendment of any such rule or statement is deemed to bind the ARC to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the ARC's discretion as to any such matter. No change of policy will affect any approval granted prior to such change.

If an improvement it is not specifically mentioned in the standards, then it is considered prohibited.

The Board has engaged a design professional to assist the ARC in reviewing the Tier-1 and Tier-2 applications. The Board has established an application fee that is roughly equal to 50% of the estimated average cost of the design professional's review for applications within the appropriate tier. The fee will be reviewed and, if necessary, reset by the Board semi-annually.

The fee for applications received after September, 2022 are detailed as follows:
(review fees are currently suspended until further notice by the Board)

Tier-1 Projects (Application fee \$90.00) include:

- Additions/Remodeling to the dwelling;
- Decks, patios, fire pits;
- Detached Structures;
- Fencing;
- Gazebo, pergola, pavilion;
- Landscaping;
- Outdoor kitchen, pizza oven, fireplace;
- Retaining Wall;
- Sunroom/screened porches; and
- Swimming pools.

Tier-2 Projects (Application fee \$25.00) include:

- Awnings;
- Doors;
- Driveways;
- Egress Windows;
- Exterior Lighting;
- Garage Doors;
- Grading Changes;
- Hot Tubs and Spas;
- Paint/Stain;
- Roof;
- Shutters;
- Siding / Exterior Materials;
- Skylights;
- Tree Removal;
- Windows; and
- A/C, Generator, or Heat Pump;
- Basketball Equipment;
- Gardens;
- Play Sets / Trampolines;
- Sports Nets; and
- Walkways;
- Other Exterior Projects not specifically listed (screens, soffits, fascia, gutters, downspouts, gutter guards, chimney work, foundation work, and exterior accessories).

Section 4

ARC Design Strategies

Preserving the Concept

4 Design Strategies – Preserving the Concept

The Design Strategies (“Strategies”) are the guiding architectural and landscaping concepts and principles that give Ballantrae its unique and consistent look and feel as a high-end residential community. The Strategies are used by the Board of Directors, ARC, and its consulting design professionals to define the tactical Design Standards used to evaluate a Member’s Application for Exterior Modifications (“Application”).

When the Design Standards are silent on a specific point on an Application, the ARC and their consulting design professionals refer back to the Design Strategies to make an informed decision on how to proceed. In this way, the overall integrity of Ballantrae is retained and our property values protected.

This approach provides Members with confidence that the look and feel of the community they moved into will be maintained and that the community will retain its appearance.

The Design Strategies and Design Standards apply to all alterations or Improvements contemplated on property within Ballantrae. For any proposed Improvements within the community, Members are required to obtain the approval from the ARC prior to commencing work.

4.1 The Neighborhood and Home Site

Ballantrae is divided into many neighborhoods or Subarea Associations. The neighborhoods tend to each focus on a central open space and are divided by a series of breaks that allow the unique golf-course scenery to infiltrate the streetscape. The architecture throughout Ballantrae carries a consistent theme – European Romantic Revival – and the landscape exhibits characteristics of the Irish highlands with tall grasses and stone outcroppings. Most neighborhoods feature an interior courtyard or cul-de-sac, which provides intimacy and individual character.

While the neighborhoods exhibit a common overall theme in landscape and architecture, distinctions are possible through the preservation of existing hedgerows as definitions of edge and space, and through adjustments in building patterns. Some neighborhoods are characterized by large Lots and homes, while others are distinctly more compact with smaller frontages and close setbacks. The differences create variety of character and provide some areas with more open views of the landscape and golf course, while other neighborhoods become more streetscape oriented.

4.1.1 Golf Course Homes

Most homes have views of the golf fairways. Each Lot or Unit adjacent to a fairway must blend with the golf course environment while not encroaching upon it. Home and site design must take advantage of golf course views by framing the best sightlines for maximum impact when seen from windows and outdoor living spaces.

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 Ballantrae is generally very flat, and the master plan sought to provide an effective drainage pattern throughout the community. Recognize the existing slopes and drainage patterns. These elements must blend with the site and enhance its natural features. Plan the home and any alterations to work with these elements with minimum disturbance to the existing grades and contours. Avoid the temptation to fill them. When construction occurs, protect trees and natural areas. Members must have all plans for construction or modification approved by the ARC 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 must blend with the site and enhance the finished appearance. Grading portions of Lots are required to be kept near the existing grade and are not permitted to exceed 4:1 slope.

4.1.2 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 them and deposits water on those below. It is essential that each Lot or Unit maintains the proper grading to allow a natural flow of water from one Lot or Unit to the next.

Storm water from buildings and pavements must be directed by pipe or swale to the nearest storm sewer or natural waterway. Storm water originating from the natural watersheds of adjacent properties must be accommodated and transmitted through the site to an existing outlet. Ballantrae Community Association requires silt protection measures to control storm water and sediment during and after construction. Elevations are indicated on the master grading plan, which may be obtained by contacting the Community Association Manager and is also on file at the City of Dublin Building Department.

Improvements are not permitted to interfere with or damage any existing drainage easements that are shown on the Ballantrae plat maps. Copies of the plat maps can be obtained from the Franklin County Recorder's office.

4.1.3 Building Setbacks and Side Yards

Building setbacks are defined on the plat or deed for each Subarea Association of Ballantrae. Homes have varied front setbacks, ranging from 25 to 35 feet, and are not 'lined up' as in a typical subdivision.

Side yard setbacks for homes on Lots must be a minimum of 7 feet, and combined 15 feet, unless otherwise approved by ARC. Certain phases of Ballantrae have more restrictive front, side, and rear yard setback requirements.

The original concept for Ballantrae neighborhoods encouraged a vista where one property flowed into the next without regimented tree lines or blocking views with shrubbery. Avoid a 'closed in' attitude. Privacy can be achieved by strategically planting trees, shrubs, and bushes in clumps or groupings to create privacy and screen undesired views. Think about where windows will be placed; avoid windows that 'look into' neighbor's windows.

4.1.4 No-Build Zone

- No-Build Zones are indicated on the subdivision plats for each Subarea Association. Typically, the No-Build Zones for a Lot are as follows: for Lots abutting the golf course or Common Property, the No-Build Zone is the rear 30 feet of the Lot; for all other Lots within Ballantrae, it is the rear 25 feet of the Lot. For Units in a condominium Subarea Association, please refer to the subdivision's plat.
- No-Build Zones must remain free of any structures, including, but not limited to, the following: driveways, walks, buildings, fences, decks, pools, play sets, and playground equipment. Landscaping is not permitted in No-Build Zones without ARC's advance approval.
- Additionally, certain portions of Ballantrae are designated as No Disturb Zones. These areas can be delineated on the recorded plat maps. Similar to No-Build Zones, No Disturb Zones must remain free of any structures. Further, disturbing, removing, or otherwise altering any natural features within No Disturb Zones is prohibited. This generally includes grading and placing any utility facilities.

4.1.5 Driveways

Driveway access from the street must 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 an entry garden, partially enclosing it with shrubs or a wall creating a real 'auto court'. Side-load garages set back from the face of the house are preferred. Garages must 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.

4.1.6 Parking Spaces

The deed provides for a minimum two-car covered parking facility plus additional off-street parking for two cars. The parking areas should be screened with plantings or gently mounded earth.

When upgrading your driveway, consider necessary parking. Allow ten feet in width and 20 feet in length for each vehicle. For side entry garages, always allow room to easily back the car out and make the turn back towards the street. This will allow you to pull forward into traffic.

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.

4.1.7 Streets

No two Ballantrae neighborhoods are alike. Broad landscaped boulevards lead to individual neighborhoods. All driveways exit on residential streets. Streets are designed to shape the community and reveal views and vistas in a choreographed arrival. Careful coordination of landscaping helps create pleasant environments. Most of the streets in Ballantrae are City streets; only streets located in the condominium Subarea Associations are privately owned and maintained by that condominium Subarea 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.

4.1.8 Ponds and Lakes

Ballantrae's unique landscape promotes open, natural greenspaces with integrated ponds and lakes which manage the development's stormwater resources. These sculpted grasslands gently roll and blend into these open bodies of water. Under the control and maintenance of the City of Dublin, these ponds and lakes have neighboring properties owned by either the golf club or private residents. The treatment and management of the border properties will have a long-term impact on the original, designed aesthetic of the Ballantrae. This naturalized, grass line water's edge should not be interrupted by residential landscape improvements.

4.2 The Homes at Ballantrae

The homes at Ballantrae are a mixture of European Revival and Colonial Revival architecture. European Revival homes take hints from the beautiful architecture of France, England, and Scotland. They often feature a balance of wood, stone, and plaster on exterior walls. Other features consist of large windows, typically with arched heads. Another uniquely European-style trait is the use of complicated rooflines that could feature everything from shingles to stone to copper. Colonial Revival style homes are most easily recognized by their influence from 18th century colonists. Often featuring wide porches, shutters, meticulously spaced windows, wood accents, and siding.

4.2.1 Materials and Colors

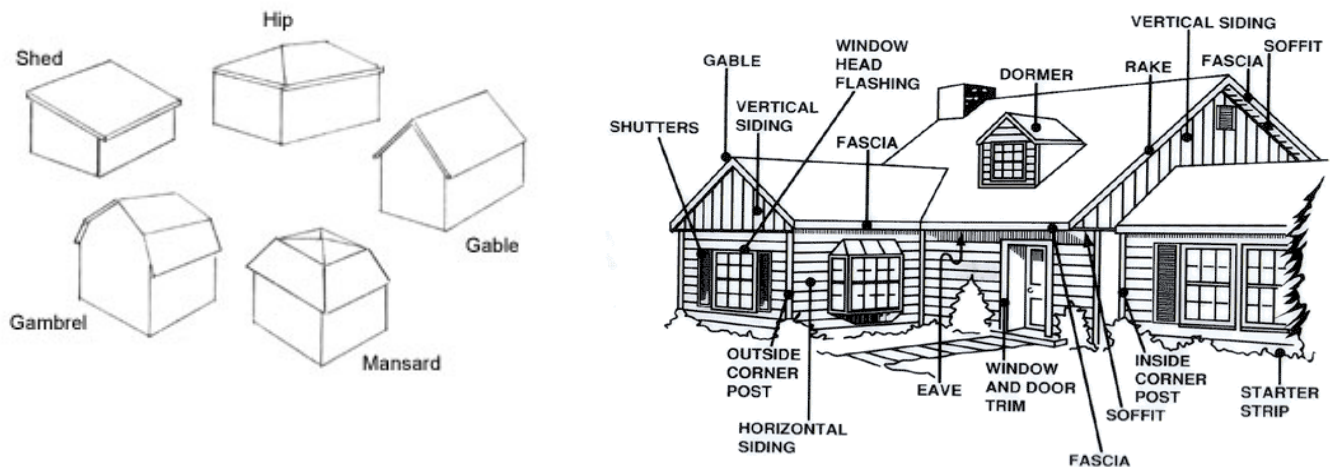
Natural materials such as wood, brick, stone, stucco, and/or cementitious siding are required. Earth tones such as browns, tans, dusty greens, and warm grays blend well with the trees, meadows, and lakes of Ballantrae.

4.2.2 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 community architectural theme and be compatible with neighboring homes. To be consistent with the Ballantrae character, the shape and material used on the roof must be carefully chosen (refer to Section 5.2.8). In general, major roof slopes should be a minimum of 7/12 and a maximum of 12/12 pitch. The roof must be consistent with the style of the residence, utilizing architectural elements such as cornice treatments, roof overhangs with brackets, and richly textured materials. Multiple rooflines on varying levels on large residences will help break up the vertical mass of a residence.

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



Wide overhangs are strongly encouraged. A wide overhang provides protection to the home and helps the house to appear to hug the ground. Fascia and rake boards must be stained or painted to match trim. Gutters and downspouts are required to be painted the same color as the home's trim. Roof fans, jack vents, and flashing, with the exception of copper, are required to be painted to match the roof.

4.2.3 Chimney

Fireplaces are often the heart of the home. Nothing feels better than sitting by the fire on a cold or rainy day. The Ballantrae home may have one or more chimneys that contain one or more flues.

An exterior chimney is one with full exterior reveal and must be constructed of masonry materials to grade. 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 must be constructed of natural masonry materials, cultured stone, or brick filets.

It is prohibited to use any type of wood or cedar to wrap any type of chimney.

4.2.4 The Four Sides of the Home

The general shape and style of the home must fit in with the architectural palette throughout the community and be compatible with neighboring homes. The architectural style must 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. Architectural style 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 architectural style must 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, must continue the architectural style of the residence and use the same quality materials. Architectural embellishments to the side or rear elevation could include decking, awnings, and landscape materials.

Ballantrae homes must incorporate wood, stone, brick, or 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 required. 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 must be sensitive to preserve the natural setting while maintaining privacy.

4.3 Exterior Finishes and Materials

The correct choices of residential building materials are paramount in the success of the Ballantrae concept. Homes must 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 must be incorporated into the design. The following are high quality, durable materials approved for use:

Cedar siding - recommended are 4" to 8" clapboard, rough or smooth finish; channel rustic boards; v-joint tongue-and-groove boards; vertical board and batten; or wood shingles; all with solid color or stained.

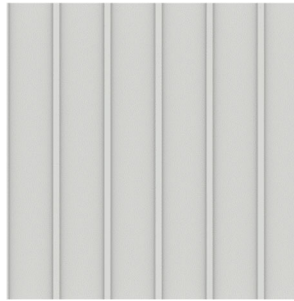
Textured Clapboard



Smooth Clapboard



Board and Batten



Shake Shingle

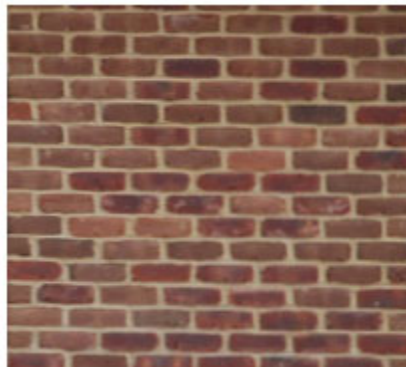
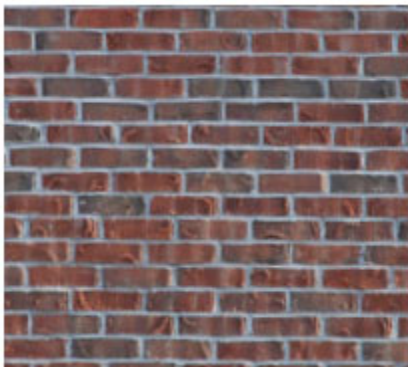


Beaded Clapboard

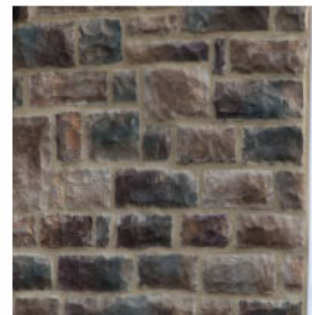
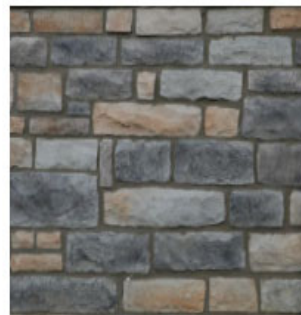
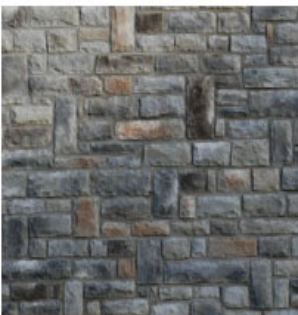


Tongue and Groove

- Composite siding materials (cement board siding products, such as “Cemplank”, “Hardi-Plank”, or other manufactured materials) are approved for remodels.
- 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 permitted. 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 “stucco stone or brick” or other manufactured materials, are prohibited on new construction. The ARC may consider artificial stone on remodeling of existing structures where there is no existing brick ledge.



- 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. Post construction color-changes, or color applications that are part of repair and remodel work must use a paint product that is specifically designed for use on stucco, c, and EIFS. Standard house paint is not permitted to be used.
- Stucco texture finishes recommended for use:



Dryvit has been the world leader in insulated exterior cladding system technology since 1969.

Texture and color are essential components of a building's character. Choosing these is a journey and this color chart is intended as the starting point. Each of the Dryvit integrally colored coatings or finishes can be manufactured in virtually any color you specify. A range of our most popular textures is shown below. If you don't see the texture or color you like, call your local Dryvit distributor. Most have state of the art, custom color matching equipment on site and they will be pleased to work with you to achieve the exact look you desire. For more information and the name of your nearest Dryvit distributor, call toll free at 1-800-556-7752 or [click here](#).



4.3.1 Use of Color

The roof and side wall materials of each home must 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 certain architectural details, such as shutters and front entry doors, as approved by the ARC.

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 for the home and also blend with other nearby homes. In order to maintain the integrity of the architectural vision of the community, a color palette is maintained by the Community Association and will be used by the ARC in evaluating proposed color choices. Refer to Appendix "A" for the Ballantrae Color Palette. When making exterior modifications that require color selection, the Member is **must** to consult the Ballantrae Color Palette for pre-approved selections. Members may use colors from any manufacturer, provided that samples are provided to confirm color match to the Ballantrae Color Palette.

These Design Strategies and Standards recognize that the review of a home's color scheme is a balance between the Member'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 required to provide visual appeal. The main body color is the predominant color of the home. The trim color is applied to architectural elements such as windows, doors, columns, porches, decks, etc. The trim color must be complimentary to the main body color. In a three-color scheme, the accent color must be used sparingly to highlight certain architectural elements, such as a front door and shutters.

Prohibited use of color includes:

- High-chroma colors are prohibited.
- Colors that constitute a glaring and unattractive contrast to surrounding environment or homes in Ballantrae;
- 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; and
- Color used to obscure important architectural features.

4.3.2 Exterior Paints and Stains

Each house is unique and shows age at different intervals. The amount of sun, shade, dampness, sunlight, type of siding, amount of insulation, and all types of weather are just a few things that have an aging effect on the exterior of the house. Whether the house has a type of siding, stone, stucco, brick, shakes, wood lap, or other material, it is most likely that paint or stain is present as well.

4.3.3 Doors

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

4.3.4 Storm Doors

Certain full-view storm doors may be considered. The color of the storm door must match the immediately surrounding trim color of the house or the color of the door it encloses. Decorative “scalloped” storm door panels and unpainted aluminum doors are prohibited.

4.3.5 Garage Doors

The ARC will consider raised panel wood, fiberglass, insulated aluminum, and certain heavy-gauge, insulated steel doors as acceptable replacements. The garage door is generally a more discrete feature of the home and, as a general rule, the finish on the garage door must be the trim color of the house or stained a natural wood color. When contemplating replacing garage doors, consider the architectural style of the home and the neighborhood as there are many styles available, however, not all styles of garage doors will be complementary or appropriate for the home.

4.3.6 Windows and Exterior Doors

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

Changing technology in window and door design and construction offers many options for replacement units. Some of those are appropriate for installation in Ballantrae homes, and some are not. Replacement windows are required to match the style of the home with appropriate muntin patterns and trim.

It is important to check with the ARC early in the planning stage for assistance with any type of window replacement, since all replacement windows and doors must be approved by the ARC before installation can begin. Please review

the information below before choosing windows and doors for your Ballantrae home, as well as the Design Standards.

4.3.6.1 Window and Door Construction

There are five types of windows/doors that are often seen on applications in Ballantrae:

- All-Wood –all wood windows and doors can be painted or stained on both the exterior and interior, offering a wide variety of choices in color, and allowing easy color changes down the road. All-wood is almost always approved by the ARC.
- Wood/Clad – these are solid wood construction, with an exterior “cladding” that protects the exterior from damage by the elements. This exterior cladding is usually aluminum, fiberglass, or vinyl. The structural strength of the wood core allows these windows and doors to closely replicate the design of traditional wood windows. These windows and doors have limited color choices on the exterior, but the interior side can be painted or stained per the Member’s taste. Wood/Clad windows and doors are frequently approved by the ARC.
- Composite – these are built of a material made from a mixture of wood fibers and polymers (plastic). Because they are constructed entirely of this composite, they offer the advantage of very low maintenance inside and out. Their structural strength also allows these windows and doors to closely replicate the design of traditional wood windows. Fiberglass offers limited colors choices on the exterior and interior, and in limited circumstances, can be painted. Composite construction is often approved by the ARC.
- All-Fiberglass –these windows and doors offer the advantage of very low maintenance inside and out because they are constructed entirely of fiberglass. The structural strength of fiberglass also allows them to closely replicate the design of traditional wood windows and doors. Fiberglass offers limited color choices on the exterior and interior, and in limited circumstances, can be painted. Fiberglass windows and doors are often approved by the ARC.
- All-Vinyl - these are built entirely of PVC, offering the advantage of very low maintenance inside and out. Vinyl frames are hollow, with additional material added to increase the strength of the vinyl. This additional material sometimes results in larger frames and sashes that do not closely replicate the design of traditional wood windows. All-vinyl offers limited color choices on the exterior and interior, and in limited circumstances, can be painted. All-vinyl windows and doors are sometimes approved by the ARC, depending on the color and exterior profile.
- While the Community Association’s jurisdiction generally only applies to changes on the exterior of Ballantrae homes, we strongly recommend that you carefully consider the materials on the interior of your new windows and doors, too. While low maintenance is an important consideration for the exterior of your windows and doors, it is not a factor on the interior. More important to your home’s long-term value is the ability for a new owner to change the interior window color to match their decorating taste, and to match the interior trim colors. This is more or less difficult depending on the window/door construction type you choose.

4.3.6.2 Window and Door Installation

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

In replacement applications, the ARC will only approve installations where the entire window unit, often including the interior and exterior trim, is removed and replaced. This “full frame” replacement method is required in order to assure that replacement window installations are indistinguishable from original window installations. Full-frame replacement may not be an option with all window and door construction types. It is the Member’s responsibility

to ensure that their window/door supplier and installer are complying with all of the requirements of the Community Association and ARC.

4.3.7 Awnings

Awnings are permanent structures attached to the home to provide shade over a deck or patio and make them more usable in the summer where homes have little or no shade protection. There are several items to consider when selecting the awning type, style, and color for your home. Consider how the awning will attach to the home and how the support arms will affect maneuverability. Lateral-arm style supports tend to have more head clearance without using support posts. Awning-to-floor vertical support posts reduce the amount of usable space and clutter the area. Awnings must be compatible with the house in color and style. Awning components and materials must be Earth-Tone colors. Awnings that are solid in color or contain simple, clean lines are required. Scallops, patterned fabrics, or high-chroma colors are prohibited.

4.3.8 Egress Windows and Window Wells

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

Egress windows can 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, Members must be aware that emergency exits must be provided for below-ground spaces.

Egress windows are easy-to-open windows that serve as below ground emergency exits. They provide fresh air circulation throughout the basement and allow sunlight in. The size must be considered for need and purpose. Egress windows must be designed to be as unobtrusive as possible and match the home with regard to material, design, and color. They should not be visible from the street. The material can be concrete block, tiered wooden timbers, and certain prefabricated composites or fiberglass. Some of these systems are well-designed and can be an asset to the property, while others are only utilitarian.

When adding a below-grade window, think about what you will see when looking out the window from inside. All exterior portions of the window seen above grade (except for a clear cover) must be painted the color of the house adjacent to the unit. Consider adding color with flower plantings on tiered steps or texture with the chosen form or material. Include color samples of materials and a landscaping plan.

In all cases, the installation of egress windows and/or window wells or a below-grade window that is visible from the exterior must be approved by the ARC.

4.3.9 Window Shutter

Shutters may be used as architectural accents on some styles of homes. Shutters should be made to appear as authentic as possible. Shutter design must be paired with the home's architectural style. Prior to replacing or adding shutters to the home, research should be done to pair the correct shutter style with the architecture of the home. Reference the Ballantrae Color Palette for approved accent colors.

4.3.10 Window (Flower) Boxes

Window boxes will be considered on a case-by-case basis. Window boxes must be architecturally appropriate to the home. Care must be taken to select durable, insect-resistant, and moisture-resistant materials. Members must refer to the Ballantrae Color Palette for approved accent colors. Window boxes must be at least as wide as the window opening, and preferably as wide as the window trim.

4.3.11 Skylights

Skylights are permitted when they complement the overall design of the house. Skylights must be placed on side or rear facing roof planes, must be as low-profile as possible, and framing colors must blend with the roof color. Applications for skylights will be reviewed on a case-by-case basis.

4.3.12 Other Architectural Features

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

4.3.13 Compost Bins

Compost bins can be used to redirect food scraps into nutrients for gardens. Composting involves mixing yard and household organic waste in a bin and providing conditions that encourage decomposition. The decomposition process is fueled by millions of microscopic organisms (bacteria and fungi) that take up residence inside the compost pile, devouring and recycling it to produce a rich organic fertilizer and valuable soil amendment.

The ARC will review requests for composting bin, taking into consideration the location, size and type of the composting receptacle. The receptacle must be located in the rear-yard, in an inconspicuous area, and camouflaged unit. When selecting a site, consider how odor and sight nuisances could affect your neighbors. Any compost bin that is noncompliant with sight and location requirements or whose odor unreasonably disturbs or causes a nuisance for neighboring homes may be required to be permanently removed by the Member.

4.3.14 Rain Barrels

Rain barrels can provide a way for Members to 'go green' and be cost efficient. Rain barrels are defined as an above-ground storage receptacle with an automatic overflow system that collects and stores storm water runoff from the roof of a structure that would have been otherwise routed into a storm drain. By attaching roof downspouts to the receptacle, rain water can be collected to use for outdoor watering. Using a rain barrel is a source of free soft water containing no chlorine, lime, or calcium, making it ideal for gardens, flowerpots, or car and window washing.

The ARC will review requests for rain collection receptacles. The receptacles must be located in an inconspicuous area in the rear-yard or side-yard, against the wall of the home, and screened with evergreen shrubs for a year-round screening, while still allowing full access to the unit, as further provided below. The color and ornamental style of the rain barrel must be considered so that it blends in with the surroundings. Industrial-looking containers, as depicted below, are prohibited.

Rain barrel installations must conform to the following conditions:

- Rain barrels are to be located at the side or rear of the home, no more than one foot away from the exterior surface of the home, and at least 7' from the Lot line (if applicable). Rain barrels are not permitted to be placed at the front of the home or in the side-yard if adjacent to a street (e.g. corner lots).
- Rain barrels must be screened with evergreen shrubs.
- The maximum permitted combined capacity on one Lot is 100 gallons.
- The maximum height, including support framing, is 48" above grade.

- Connections from the downspout to the rain barrel must be black or match the color of the downspout.
- Rain barrels styles must be an appropriate design to complement the residence and designed to appear similar to a planter, stone boulder, or similar yard accessory.
- Rain barrels must be neutral in color. Some designs may need to be painted to match the body or trim color of the home at the discretion of the ARC.

4.3.15 Detached Structures (Including Gazebo, Pergola, Pavilion, Trellis, Fireplace/Firepit, Outdoor Kitchens, and Retaining Walls)

Certain types of detached structures are acceptable at Ballantrae when they are designed to integrate with the design of the home; this means utilizing identical materials, colors, and overall design characteristics of the home. These structures are limited to the rear yard, unless otherwise approved by the ARC, and must be consistent with the design of the home. Unless integrated into a deck or patio as further described in Section 5.3.5, detached structures must be enhanced with landscaping to soften the lines, and where applicable, to provide privacy or screening with respect to adjacent neighbors' homes and outdoor living areas. Storage sheds and other pre-fabricated outbuildings are prohibited.

4.4 Exterior Accents

4.4.1 Exterior Home Accessories

Outdoor, ornamental objects must be carefully considered for impact of the natural environment of Ballantrae.

Statuary, fountains, sculptures, and other similar decorative structures are generally prohibited unless confined to a front entry, deck, patio, or private living area, or incorporated into a landscape area.

4.4.2 Fences and Screening

Preserving the open green space, views of the golf course, and remaining consistent with the Ballantrae concept is an important factor when considering screening. Walls and fences may be utilized to define spaces such as private gardens, patios, decks, and pools, etc., and must not be used to delineate Lot lines.

There are limited instances in which walls or fencing are permissible and in those cases, the ARC will consider approval of the limited varieties that are suitable for both the style of the home and the type of application. Careful consideration must be given to the selection of materials. Fencing and screening may be considered to provide privacy, create a secluded garden, screen out utility equipment areas, and provide protection for spaces such as pools. Understanding the function and purpose of the screening or fencing will provide insight and help determine the appropriate type of material to use. Landscape plantings are permitted where privacy screening is desired. The technique of a "wall" of one type of evergreen shrub must be avoided. Instead, use mixed shrub plantings consisting of deciduous and evergreen material, incorporating both shrubs and trees, and ornamental plantings as well.



Screening techniques that result in a “wall-of-green”, using all one plant type are prohibited.



Permissible buffer planting: Mixed, informal plantings of evergreen trees, various evergreen and deciduous shrubs provide a softer buffer.

Walls and fences must include materials that are compatible with the architecture of the home and fit the character of the neighborhood, as further outlined in Section 5.3.6. Fencing is an architectural extension of the home. In some cases, it is appropriate to screen an area with landscape and plant materials; in other circumstances, using wood, brick, stone, or wrought iron fencing may be suitable.

Incorporating arbors or trellises into the project are also subject to the approval of the ARC. For additional screening requirements, please see Section 5.5.2.

4.4.3 Outdoor Lighting

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

4.4.4 Mailboxes

The Glens at Ballantrae, The Lakes at Ballantrae, and The Woodlands at Ballantrae feature cluster mailbox units that are maintained by their respective condominium Subarea Associations.

Except for the above specified Subarea Associations, all mailboxes in Ballantrae are required to be of a consistent, standard community design. Contact the Community Association Manager for directions on who to contact to repaint, repair, or replace the mailbox or to replace missing numbers.



Current “standard” community mailbox.

4.5 Landscaping

The landscape design is as important as the architecture of the home. 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. It is prohibited to define property lines with regimented rows of trees, fencing/walls, or landscape materials. Landscape materials and beds must be coordinated with neighboring properties to create a natural flow from property to property. Keep in mind that neighbors may 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 canopy and growth patterns of shrubs before planting.

Members must confine all plantings to within the Lot lines so that future maintenance and upkeep can be done without encroaching onto neighboring properties. Earth mounding is encouraged within a Lot 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, as further specified in Section 4.5.4.

Members must take the following into consideration when planting or updating landscaping:

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

4.5.1 Tree Removal

Tree removal requires ARC approval in all cases. Tree removal also requires a tree removal permit to be issued from the City of Dublin. The applicant is responsible for coordinating all City required permits. Trees larger than six inches diameter-at-breast-height (DBH) (4 ft.-6 in. above grade) may not be removed unless approved in writing by the ARC.

Removal of dead trees, in some cases, may present a safety hazard and emergency removal may be necessary before obtaining written approval. The Community Association and ARC will work with the Member in these types of situations when prior notification is made to the Community Association Manager.

Removal of living trees will be considered if there is good reason. In some instances, a tree can be removed without replacement at the discretion of the ARC if doing so adds benefit to the existing trees or surrounding landscape. However, any tree removed from a No-Build Zone is required to be replaced with trees with total caliper inches equal to or exceeding the diameter inches removed.

Tree stumps must be ground out to grade and the area restored when a tree has been removed. All portions of the removed tree (wood chips, limbs, trunk, leaves, etc.) must be removed from the site and disposed of properly.

Removal of any trees, living or dead, within No Disturb Zones is generally prohibited without the prior, written approval of the ARC and the City of Dublin Planning Director.

4.5.2 Planting Trees

Planting trees requires thoughtful planning and ARC approval. When planting trees, take into consideration the location and growth of the selected tree species in order to manage the rooting system and future size of limbs within your own Lot lines. Neighboring properties may have the right to shear, trim, or prune the tree umbrellas that extend onto their Lots.

4.5.3 Vegetable Gardens

Vegetable gardens are part of the lawn and landscape. Gardens must be located in the rear and side yard only and within the Buildable Area of the Lot.

4.5.4 Decks, Patios, and Terraces

The backyard is taking over as the favorite gathering space for cooking, entertaining, and relaxation. More Members 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, fences, walls, or carefully mounded earth.

Patios must be constructed of brick paver, poured concrete, concrete pavers, or stone pavers in a neutral appearance, similar and complementary to the exterior of the home.

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

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

Be sure the contractor is experienced and ask questions about possible algae development in shaded areas; how the material is affected by sun glare; does it get too hot to walk on or is it subject to fading; does the grain (rough side) accommodate amounts of rain or snow to avoid slipping; does the color bleed onto the landscaping or siding around it. A knowledgeable contractor will be able to answer these questions.

If screening the underside of the deck is required, screening must be done with solid skirting, lattice, or other materials similar to the deck material. Stairs must include solid risers between treads. All vertical portions of the deck – railings, top caps, balusters, spindles, lattice skirting, etc. must either be painted the exterior trim color of the house or stained a color that is compatible with the exterior color scheme of the house. Other railing systems, such as cable, glass panels, or bench railings may be considered to emphasize the architectural interest of the home if it is compatible with the home's architectural style.



Examples of permissible deck skirting (small gaps allow air circulation) and solid stair risers, designed to be compatible with the style of the deck. Lattice must be square, framed with appropriate structure, and limited spans to avoid flimsy installations. Skirting must be designed as an integral part of the deck, and not be an after-thought.

4.5.5 Patio Canopies and Umbrellas

Patio canopies and umbrellas are temporary, seasonal structures placed on decks or patios to provide shade. Canopies and umbrellas are not permitted to be permanently affixed to the house in any way. Logos or advertising of any kind are prohibited on any portion of the canopy or umbrella.

4.5.6 Percentage of Enclosure

A certain amount of outside enclosure is desirable, but to assure preservation of the spacious Ballantrae environment, no more than 15% of every Lot, excluding the house and garage, is permitted to be enclosed as a patio, garden, or deck. Percentage of enclosure must be indicated on the application for design approval. Enclosed patio, garden, or deck shall be defined as those areas surrounded on 3 or more sides with a vertical barrier such as a fence or wall, or within a permanent overhead roof or canopy.

4.5.7 Walkways

Creative walkway design is encouraged, using brick, pavers, textured concrete, or a combination of pavers and concrete to complement the entry to the home and coordinate with the driveway. On sloping Lots, consider 'sunken' or cut-in walkways. On flat sites, mounding or curves may be considered to help the walkway blend with the site.

Natural concrete, brick pavers, and stamped concrete have become popular when designing patios and walkways. Incorporating curves will add interest but don't overdo it. Long, subtle curves are often best. The ideal walkway connects strongly with the entrance making it easy to access the door and can add to your home's landscape. It is ideal that it be part of an entry garden, partially enclosing it with plantings. The walkway is to add beauty while

providing direction to traverse the yard without stepping on grass that is wet and muddy. Give adequate thought to the finish taking into consideration the Ohio climate changes.

4.6 Recreational Equipment

Consistent with maintaining private, tranquil outdoor living spaces, exterior recreational equipment must be screened from street views and from adjacent homes and any outdoor living areas (e.g. patio, terrace, or deck). The installation of all permanent recreational equipment (play sets, trampolines, basketball equipment, swimming pools, tennis courts, spas, or hot tubs etc.) requires prior, written ARC approval. Recreational equipment installations must be planned and located within the Buildable Area of the Lot (outside of building setbacks and No-Build Zones and without interfering with or damaging any drainage easements), while minimizing impact (sight, sound, proximity) to adjacent homes and outdoor living areas, and the street. Placement must include plans for screening, unless the equipment will be stored in the home or garage when not in use. Basketball poles must be located in proximity to the driveway as further explained in the Section 5.4.3.

Temporary equipment, such as sports nets, portable basketball goals, ball returns, etc. must be stored inside the home or garage when not in use. Temporary equipment may be stored outside only when completely screened from the street and an adjacent property and with ARC approval.

Recreation equipment must use materials and colors that are consistent with those used on the home. Play sets must use natural wood framing. Recreation equipment constructed with subdued, Earth-Tone colors (black, tan, gray, hunter green, forest green) is recommended over equipment that is in primary or high-chroma colors.

4.6.1 Storage

The Ballantrae Architectural Review Committee is empowered to protect the natural beauty of the community. Property exteriors must be kept in good condition, free of trash, debris, yard supplies, tools, equipment, sports equipment, and other miscellaneous items, except as otherwise provided in this Handbook.

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

Larger sports equipment, like lacrosse goals and soccer nets, are difficult to move in and out with use, so the ARC has chosen to consider allowing a permanent outside location for them with specific screening and location requirements. Application for these items is available online at www.BallantraeDublinOH.com, under the "Design Review" area.

4.6.2 Firewood

Firewood must be placed in an inconspicuous location at the rear or side yard, stacked neatly and kept in good condition at all times. Firewood is not permitted to be stored at the front of the home or anywhere that is visible from the street. If necessary, an evergreen landscape beg may be used to block line of sight. A maximum of a half cord of firewood is permitted to be stored per home. Logs can be no larger than 6" in diameter and 24" long. If wood pieces are larger, they must be split/cut or removed from the property.

4.7 Utilities and Services

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

4.7.1 Air Conditioners, Heat Pumps, Generators, Meters, and Radon Mitigation Units

Mechanical and utility equipment must be effectively screened from view in order to convey a high-quality, uncluttered appearance throughout the neighborhood. Careless placement of meters, condensers, vents, riser pipes, or conduits must be avoided. In general, such equipment must be located in the rear of the house, or the rear-half of the side of the house, and at ground-level. Screening is required, as further outlined in Section 5.2.3, and equipment must be painted to match the color of the background structure (wall or roof color). Riser-pipes of radon mitigation units must be routed through the interior of the wall and vented through the roof.

4.7.2 Gutters and Downspouts

Gutters and downspouts must be as unobtrusive as possible. They must match the trim color of the house.

4.7.3 Satellite Dishes

To preserve the integrity of the Ballantrae concept, all installations must be as unobtrusive as possible. Members must make every effort to ensure that dishes are as inconspicuous as possible and appropriately screened. Dishes must be installed indoors unless acceptable quality signals cannot be received. If it is necessary to install outdoors, the dish must be located in the rear yard. If acceptable quality signal cannot be received in the rear yard, the dish may be installed in the side or front yard in a location providing acceptable quality signal and the maximum protection against visibility from the street as is reasonably possible. Attic antennae are encouraged.

One direct broadcast satellite ("DBS") dish antenna one meter (approximately 39") or less in diameter, one multichannel multipoint distribution service ("MMDS") antenna one meter in diameter or diagonal measurement or less, and one antenna designed to receive television broadcast signals (hereinafter referred to in the entirety as "dish(es)"), per lot, are permitted. Additional dishes may not be installed unless the Member establishes a specified need for such dishes reasonably acceptable to the ARC. Dishes will be not larger nor installed any higher than is necessary for reception of an acceptable quality signal.

4.7.4 Security Cameras

Security cameras must be low profile, attached to the home, and installed in a manner ensuring the privacy of the adjoining properties.

4.7.5 Renewable Energy

Any Member contemplating the installation of any renewable energy equipment must obtain and comply with the ARC's Renewable Energy Policy, as detailed in Appendix "F" and must submit professionally prepared drawings to the ARC for approval.

4.7.6 Temporary Tents

- Tents must be located at least 7' from any Lot lines.
- Tents must not obstruct neighboring views of the golf course.
- Flags, banners, advertisements, or other signage is not permitted to be displayed on tents.
- Tents larger than 200 sq. ft. need a permit from Washington Township Fire Department.
- Tents must be removed within seven (7) calendar days from the date of installation.

Section 5

ARC Design Standards – Quick List

5 Design Standards – Quick List

The following items require that an application be submitted to the ARC for approval. Applications and guidelines are available at <http://www.BallantraeDublinOH.com/> under ‘Design Review’ or at the Community Association Manager’s website. Approval of the application by the ARC must be granted in writing before any installation or construction occurs. It is strongly recommended that ARC approval be received in writing before you make any non-refundable financial commitments.

5.1 Definitions

Earth-Tone: For the purposes of this text, the term “Earth-Tone” means colors such as black, tan, brown, gray, hunter green, forest green, and is offered for guidance in color selection. Applications that require color selection must refer to the Ballantrae Color Palette, and final color is subject to ARC approval.

Buildable Area: the area within the Lot lines and exclusive of any building setback and No-Build-Zones.

5.2 Home Exteriors (Installations / Replacements), Modifications, Alterations

5.2.1 Exterior Remodeling and Additions (Including Room Additions, Sunrooms, and Screened-In Porches)

When constructing an addition or remodeling an exterior building element, construction materials must be the same as the existing house in color and type.

- The massing, form, and scale of any addition must be appropriately sized to the existing home.
- Additions must not be overwhelming in scale to the existing home.
- The ARC will review any additions to the front and side of the home and the back of the home if it is visible from the street or golf course on a case-by-case basis.
- Additions must be located within the Buildable Area of a Lot.
- Additions must be offset from the home’s existing façade by a minimum of 2 feet. Exterior walls of the addition are not permitted to align with any of the existing home’s exterior walls.
- Conversion of any existing garage into a room addition is prohibited.
- Windows and doors of an addition must match the same material, color, and style configuration as the existing home.
- The addition’s roof pitch must, if possible, match the existing home’s roof pitch.
- Roofing materials are required to match the existing home’s roof materials and colors.
- The addition’s location must minimize tree removal.
- Supplemental landscaping may be required to compensate for the removal of significant vegetation or to provide appropriate screening where necessary.
- Exterior wall materials must be consistent with the existing home’s materials and colors.
- Temporary, prefabricated or demountable walls or roof materials are prohibited.

5.2.2 Detached Garage

- Detached garages must be setback a minimum of 8 feet from the forward-most wall of the home massing. Where a side-load garage is incorporated into the home, the detached garage must be setback behind the side-load garage.
- Detached garages are required to be placed within the Buildable Area of the Lot.

- Detached garages must be architecturally detailed to match the house, and match colors and materials, doors, windows, and the roof. Refer to the ARC architectural standards for individual building components (roof, doors, windows, color palette, etc.)

5.2.3 Air Conditioners, Heat Pumps, Generators, Meters, and Radon Mitigation Units

- Air conditioners, generators, heat pumps, and other utility equipment must be located at the rear or rear half of the side rear elevation of the home and tucked into an inconspicuous location, as further outlined in Section 4.7.1.
- All service wiring, connections, and conduits may not be exposed on the exterior of the house unless they are visually masked from view by the unit or approved landscaping.
- The unit(s) must be screened from street view. Screening must consist of evergreen plant materials, fencing, or walls.
- Window air conditioning units are prohibited.
- Air conditioning units, generators, and heat pumps must be constructed of Earth Tone colored materials.
- Air conditioner condensers must be placed at ground level. The authorized exception is that condensers are permitted to be placed on wall-mounted brackets not more than 12 inches above grade. Required screening must be the height of the unit or taller.
- Any exposed portion of a utility unit that is not screened (such as vents, pipes, conduits), is required to be painted to match the background (house siding, roofing color).
- Radon mitigation units: riser pipe must be internally routed through the wall and vented through the roof, and not attached to the exterior of the house.
- Vent pipes must terminate no more than 18 inches above the roof-plane and must be below the ridgeline of the home. Vent pipes are required be painted a color that matches the roof field-color. Vent pipe roof-penetrations must be located on a rear-facing roof plane.

5.2.4 Satellite Dishes

- Installations must be inconspicuous in placement, as specified in Section 4.7.3, preferably at ground-level or on a mast not to exceed 4 feet in height unless acceptable quality signal cannot be received.
- Installations must be screened with evergreen shrubs to prevent view of the dish from the street and from adjacent homes to the maximum extent possible. Any portion of the dish or mast that is visible from the street or adjacent homes must be painted to match the color of the structure they are adjacent to or attached to.
- All wiring must be contained in conduit painted to match the color of the siding and must be routed to limit the amount of exterior wiring.

5.2.5 Wires and Cables

Wires and cable, including those installed to convey radio or television signals, must be hidden, buried, or secured flush with the side of each house (and painted to match the siding) so as to minimize their visibility.

5.2.6 Paint and Stain Maintenance Standards

The color palette of a home is composed of the main body of the home, trim, and accent colors. Awnings, shutters, and roofs also contribute to the color scheme. The overall color scheme must reflect a complementary, uniform appearance. A two or three-color scheme is permitted to provide visual appeal. The main body color is the dominant color of the home. The trim color is applied to architectural elements such as trim boards, windows, garage doors, entry and service doors, columns, porches, decks, etc. The trim color must be complimentary to the main body color. In a three-color scheme, the accent color can be used sparingly to highlight certain architectural elements, such as a front door and shutters.

- Colors must be selected from the Ballantrae Color Palette, specific SubArea Color Palettes, or otherwise approved by the ARC.
- Please refer to Section 4.3.1 for additional information on color requirements.
- Please refer to Appendix “A” for the approved Ballantrae Color Palette.
- Any home that is painted a non-approved color(s) on the date that this Handbook becomes effective must be painted with the color(s) approved from the Ballantrae Color Palette when the home is repainted or when the home’s existing paint color is otherwise altered.

5.2.7 Garage Door New / Replacement

- Garage doors must be raised panel wood, fiberglass, insulated aluminum, or heavy-gauge insulated steel.
- The garage doors design and trim must be paired with the style of the home.
- Replacement doors must match the existing door to be replaced.
- The ARC, on a case-by-case basis, will review garage doors with windows and decorative hardware.
- Garage doors are required to be painted to match the homes trim color or stained a natural wood color.
- Alternative colors may be proposed and reviewed by the ARC.

5.2.8 Roofing Installation and Replacement

- The only approved roofing materials are dimensional asphalt shingles.
- Standing seam metal roofing is permitted on first floor secondary roofs such as porches or bay windows.
- Roofing patching is prohibited.
- Roofing colors must be muted tones of browns and greys and be selected to compliment the color and architecture details of the home.
- Roof patching is prohibited. The ARC may review minimal repair needs on a case-by-case basis.

5.2.9 Roofing Colors

Shingle



Metal



5.2.10 Shutter Installation

- Shutters must be made of long lasting, durable materials, consisting of vinyl, fiberglass, wood, or composite wood.
- Shutters are required to be proportionate to the individual window. The combined shutter width must be as wide as the window, so in theory to appropriately cover the windows when shut, even though many modern shutters are fixed open.
- The shutter style must be properly paired with the home's architectural style.
- Shutters are not permitted on oversized picture or casement windows.
- Shutters must be painted to compliment the colors of the home. Refer to the Ballantrae Color Palette approved colors. High-chroma colors are prohibited.

5.2.11 Doors

- Doors must be wood, fiberglass, or metal that is stained a semi-transparent wood color or painted the trim color of the house.
- There are limited selections of accent colors for use on entry door and shutters. Refer to the Ballantrae Color Palette for approved accent colors.
- Entry door design must be consistent with the home's architectural style.
- Colors must be selected from the Ballantrae Color Palette, or otherwise approved by the ARC.

5.2.12 Sidelights

- Sidelight design must be consistent with the architectural character of the home and considered for approval on a case-by-case basis.
- Sidelight trim must be the same color as the entry door trim.

5.2.13 Storm Doors, Sliding Glass Doors, Rear Entry, Side Entry, and Screen Doors

- Storm / screen doors must be "full-view" and no panels other than glass or transparent screening.
- Storm / screen doors with ornamental styles that are consistent to the architecture of the home may be approved on a case-by-case basis.
- Storm / screen doors must be finished in the same color as the door it encloses or the immediately surrounding trim.
- Replacement storm or screen doors, sliding glass doors, or rear or side entry doors must match the type, style, material, and color of the existing door.

5.2.14 Siding

Whether you are planning to replace the existing siding on the whole house with the same material or change to a different type of exterior finish, written approval from ARC must be obtained prior to starting this project.

- Exterior siding of all structures must be finished using all natural materials, including brick, stone, manufactured stone, wood, stucco, fiber-cement siding, or a combination.
- Replacement or repair of siding must match the existing material, profile, and color as the existing homes siding.
- Approved profiles are 4"- 8" clapboard, rough or smooth finish; channel rustic boards; v-joint tongue-and-groove boards; vertical board and batten; wood shingles; all with solid color or stained.

- Brick - color ranges should be subtle. Speckled or glazed effects are prohibited. Brick details on chimneys, window sills, entry steps, and foundations are encouraged.
- Stone - native Ohio limestone in gray or buff laid horizontally is permitted. 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. Artificial stone products are only considered on an interior chimney in which the exterior exposure is from the roof line upward. The ARC may consider artificial stone on remodeling of existing structures where there is no existing brick ledge.
- Composite siding materials such as “Cemplank”, “Hardi-Plank”, or other manufactured materials, will be considered for exterior remodeling projects.
- Stucco, Dryvit, EIFS Systems – Natural, subtle sand finish texture, hand troweled or hit-skip texture is preferred; swirls, scratches, splashes, and artificial textures are discouraged.
- Repairs to stucco and EIFS should be done to match the finish of the existing façade. White stucco is not permitted.
- Partial re-siding is prohibited for all materials.
- Colors must be selected from the Ballantrae Color Palette, or otherwise approved by the ARC.
- Vinyl material is permitted on a limited basis with ARC approval. In order to be considered, the vinyl application must meet the following criteria at a minimum:
 - A home predominantly wrapped on all sides with brick or stone may use vinyl on hard-to-construct gable ends, eaves, arches, soffits, etc.;
 - Vinyl is prohibited on front elevations;
 - Use of vinyl on the three remaining elevations is limited to a maximum of 35% of the opaque surface area of each individual elevation; and
 - Vinyl must be applied to OSB or plywood substrate and is required to have a minimum thickness of 44 mils (0.044 inches).
- Beaded or cedar-shake, in a smooth or textured low-gloss finish are permitted.
- High chroma colors are prohibited.

5.2.15 Trim

- Trim materials must be constructed of wood, aluminum, PVC, or fiber cement products.
- Trim replacement must match the existing trim on the home.
- Trim details such as louvers, columns trim, or ornament must be consistent with the architectural style of the home.
- Trim must be painted an approved color from the Ballantrae Color Palette.

5.2.16 Exterior Lighting

Lighting and/or light fixtures are part of an overall design plan and must be consistent with the architectural style of the home. Excluding the front yard post light, seasonal colored bulbs may be used.

Permissible examples:

- Wall mounted lighting for entryways positioned so that neighboring properties remain undisturbed;
- Wattage that is limited so that illumination does not wash onto neighboring properties, as noted in the City of Dublin lighting code; and
- Light fixtures that reinforce the overall composition of the home’s exterior with regard to color, material, size, scale and shape.

Prohibited examples:

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

5.2.17 Windows

Window Size/Shape/Style:

- Replacement windows must replicate the profile of traditional wood windows as closely as possible.
- Window styles must be consistent with the style of the home (i.e. double-hung windows on Colonial homes, casements on Tudor homes, etc.)
- Window styles generally are not permitted to be mixed on a house. Exceptions include fixed windows with operable windows or awning windows with casements.
- Window size/shape must be appropriately proportioned to the house and to other windows on the house.
- Sash width must be appropriate for the window style and must not be wider than a new wood window, or larger than the window sashes being replaced.
- Window grids must be installed where architecturally appropriate. SDL- simulated divided lite or TDL-true divided lite grids are preferred to between-the-glass grids.
- Exterior cladding is acceptable, but the “sharp-edged” look found in extruded cladding is preferred rather than the “soft-edged” look of wrapped cladding.

Window frames and sashes must be properly located within the wall relative to the exterior finish:

- Masonry finish – window frame, sash, and brick mould must sit behind the face of the masonry.
- Siding/Trim – on installations with perimeter trim, window frame must be flush or behind trim.
- Siding/No Trim – brick mould may sit beyond siding but sash must be flush with or behind siding.
- Stucco installations (same requirements as siding installations above).

Replacement windows must meet all of the ‘new window’ requirements in this Section and in Section 4.3.6.2, in addition to the following:

- Replacement window installations must be full frame;
- Exterior trim must be removed and reinstalled/replaced;
- Additional “build out” material is not permitted to be used in a replacement window installation; and
- Replacement glass must match the appearance of other glass in existing windows on the home.

Additional window requirements:

- All window installations or replacements require review by the ARC prior to installation. Repairs of faulty or broken glass panes are permitted without prior, written ARC approval provided that the window is repaired with the same materials as the existing window.
- Other requirements of the Ballantrae Design Strategies and Standards apply (color, style, etc.).
- Other requirements of the City of Dublin Zoning and Building regulations may apply.
- Blackened out windows, obscure glass, or any other use of material that achieves that effect is prohibited.
- Boarded up windows (except during construction or during a reasonable repair period or subsequent to a weather advisory) are prohibited.
- Unpainted, aluminum windows are prohibited.

5.2.18 Skylights

- Skylights are a great feature to fill the home with natural light and fresh air. They can transform conventional rooms into spaces that add value and quality to a home
- Skylights on the rear and sides of a house are recommended.
- Skylights may be fixed or operable.
- Skylights must have flat glass glazing. Dome type and plastic glazing is not permitted.
- Skylights are not permitted to sit on raised curbs and must be low profile.
- Skylight tubes and sky tunnels are prohibited.
- Skylight frame colors must match the roof shingle color.

5.2.19 Egress Windows

Contractors must follow local building codes for proper egress window installation. The following will be considered in egress window and window well applications:

- Egress windows must be designed to be as unobtrusive as possible.
- Egress windows must match the other windows in the house.
- Window wells are not permitted to be installed on the front elevation. Where possible, window wells must not be visible from the street. On side elevations, window wells must be screened. Corner Lots are permitted to place windows on the elevation facing the secondary street, provided that they are fully screened and with ARC approval.
- Window wells may be constructed of concrete block, tiered wood timbers, or some types of prefabricated units or fiberglass, depending on the construction of the home and the location of window well.
- Depending on the location, the ARC may require landscaping to screen a window well.

5.2.20 Chimneys

- All chimneys must be externally clad in natural stone or brick, or cultured stone. The use of wood or any siding is prohibited to wrap the chimney.
- An exterior chimney is one with full exterior reveal and must be constructed of masonry materials to grade.
- Chimneys can contain one or more flues.
- Stucco chimneys are only permitted for all-stucco home and with ARC approval.
- Cantilevered, Dog House, and through-wall chimneys are prohibited.

5.2.21 Driveway Guidelines

- Driveway widths and auto-court footprints should be minimized to limit impervious hardscape.
- Quality driveway paving is recommended using brick, pavers, asphalt, natural-colored concrete, natural-colored stamped concrete, or a combination of pavers and concrete. Gravel and “tar-and-chip” driveways are prohibited. Driveway dimensions and curb cuts are restricted by the City of Dublin. When planning to replace or enlarge a current driveway, check City requirements.
- Front yard landscaping should incorporate shrub plantings near the driveway to soften and buffer the areas where cars are likely to be parked.

5.2.22 Miscellaneous Installations

This includes screens, soffit, fascia, gutters, downspouts, gutter guards, chimney work, foundation work, or other exterior accessories.

- The replacement of screens, soffit, gutters, downspouts, and gutter guards must be done to match the existing materials and colors.
- Foundation and chimney masonry repairs must be performed with materials as close to possible as the existing masonry of the home.

5.3 Outdoor Living Areas (Installations / Replacements)

5.3.1 Awnings

- Awnings must be of cloth construction. Metal (other than the supporting frame), fiberglass, or other awning materials are prohibited.
- Awnings may only be used on the rear of a home.
- No more than one awning may be used on a home.
- Awnings must be designed as in integral part of the overall home design, and permanently installed.
- Awnings with lateral or retractable support arms are recommended over vertical post supports. Lateral arm style supports tend to have more head clearance and usable space. Soffit-mounted or wall-mounted supports are recommended.
- Roof mounting is prohibited.
- Awnings must be properly proportioned to fit the area they cover.
- Awnings must be of Earth-Toned, in a solid color or with simple, clean lines. Fabrics must complement the house.
- Decorative edges such as scallops, fringe, or tassels are prohibited.

5.3.2 Patio Canopies and Umbrellas

- Canopy and umbrella tops must be cloth material. Metal, fiberglass, and aluminum tops are prohibited.
- Support poles and framework must be powder coated metal or wood.
- Canopies and umbrellas are not permitted to be permanently affixed to the house in any way.
- Logos or advertising of any kind are prohibited on any portion of the canopy or umbrella.

5.3.3 Decks and Patios

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, tree groupings, privacy fences, walls, or carefully mounded earth.

- Decks and patios must be located in the rear yard only and within the Buildable Area of the property. It is prohibited to encroach onto an easement or No-Build Zone.
- Patio areas must be integrated with the living area of the home, not detached as a separate element in the yard.
- Permitted patio materials are concrete (including natural, exposed aggregate, buff-wash, and stamped-colored), brick paver, concrete paver, or stone paver.
- Seat walls, columns, lighting, outdoor kitchens, and fire pits can add beauty and function in this outdoor living area. Such elements must be designed and include materials that complement the house and avoids a disconnected appearance.
- For decks, the ARC will consider cedar, redwood, treated lumber, and various other woods that are stained a color compatible with the home's exterior. Certain composite materials may be considered for horizontal decking, railings, and stair treads and riser only, such as Trex, TimberTech, etc.
- All vertical components of the deck (railings, balusters, top caps, stringers, risers, skirt boards, etc.) must be stained the trim color of the home or stained a color that is compatible with the exterior color scheme of

the house. When standing in the yard viewing the deck, all visible portions of these vertical components must be the trim color on the home or other compatible color.

- Decks with walking surface over 18" from grade must have lattice or wood skirting of an approved style.
- All stairs must include solid risers with each tread so as to screen the deck framing.
- ARC will consider glass panels, metal spindles, cable systems, wood and other types of railings, depending on the architecture of the home.
- Plans for upper decks that cantilever over a walk-out basement or similar area must include a plan describing how all exposed areas will be finished. These areas may include slopes, banks, retaining walls, railings, stairs, walkways, below decking ceiling panels, and various other screening and landscaping.
- Decks and patios must be landscaped around the entire perimeter with a mix of evergreen, deciduous, and perennial plant materials. Landscaping must be designed to enhance the appearance of the space, emphasize transitions between the deck/ patio and yard, and provide enclosure and screening.
- Decks and patios may be required by the ARC to be screened with respect to adjacent homes and outdoor living areas. Screening is required to consist of a mix of evergreen shrubs, or evergreen and deciduous shrubs



Decks and patios without perimeter landscaping are prohibited.



Decks and patios must be landscaped around their entire perimeter.

5.3.4 Walkway Guidelines

- Front walks are required to provide access to the front door of each home.
- Walks may connect front door to the driveway, to the street sidewalk, or to both.
- Permitted walk materials are concrete (including natural, exposed aggregate, buff-wash, and stamped-colored), brick paver, concrete paver, or stone paver.

5.3.5 Detached Structures (Gazebo, Pergolas, Pavilions, Trellis, Fireplace/Firepits, Outdoor Kitchens, and Retaining Walls)

- Architectural style and overall design must be compatible with the style and design characteristics of the home. Roofing materials must match those used on the home.
- When using brick, stone, or wood, the materials, colors, and finishes must match those used on the home.
- Detached structures are required to be located within the Buildable Area of the rear yard only.
- Except when incorporated into a deck or patio, landscaping must be provided around the foundation of the installation to the approval of the ARC and must be used to enhance the appearance and blend with existing home landscaping.
- Screening may be required by the ARC to be provided with respect to adjacent homes' outdoor living areas. Screening must consist of evergreen shrubs, a mix of evergreen and deciduous shrubs. Screening from the golf course is not required, but the use of landscaping to frame views is recommended.
- Storage sheds and prefabricated outbuildings are prohibited.

- Outdoor kitchens, fireplaces, and fire pits must meet the requirements of the City of Dublin and Township Fire.
- Fireplaces and fire pits are required to incorporate materials that match those used on the home.

5.3.6 Fences

- A fence must be maintained within the Buildable Area of the rear yard, and should be limited to enclosing or defining a pool, deck, patio, or private garden.
- Fences must comply with City of Dublin ordinances.
- Gates must be incorporated into a fence for access. Members are prohibited to enclose the entire yard perimeter with fencing.
- Permitted materials include:
 - Black, unornamented wrought-iron or high quality aluminum that appears to be wrought iron
 - Brick that matches the primary existing brick on the house
 - Stone that matches the primary stone surround of the house
 - Pave stones used on a patio that abuts the wall,
 - Dry-stacked rubble or field stone walls that match those on the Golf Course of Dublin.

5.4 Recreational Equipment (Installations / Replacements)

5.4.1 Swimming Pool

- Pools must be located within the rear yard only, and within the Buildable Area.
- Pools must be in-ground only. Above-ground pools are prohibited.
- Pools and pool deck area must be screened from the street and from adjacent homes and outdoor living areas. Screen plants must include evergreen shrubs, a mix of evergreen and deciduous shrubs, decorative fences, or walls.
- Fencing or other protective barriers, as required by applicable ordinances or building or zoning codes, must be installed as part of the pool application.
- The pool and deck/ patio are required to be landscaped around the entire perimeter, except where interfaced with the home.
- All pool equipment must be completely screened on all sides.
- Pool site and equipment plans are required to be prepared by a design professional.
- Final grading of the Lot must accommodate proper drainage, using the City's master drainage plan. Water is prohibited to pond or be forced onto neighboring properties. See Grading Guidelines.
- Landscape materials must be maintained to adequately screen the fence and pool utilities. Location, type, and size of landscape materials must be considered part of the pool application review.

5.4.2 Hot Tub or Spa Installation

- Hot tub or spa equipment installed on the exterior of the house must compliment the home.
- Hot tubs or spas must be located within the Buildable Area of the Lot, on or within a patio or deck that integrates with the house, and the size must be appropriate to the location.
- The hot tub or spa must be screened from the street and adjacent homes and outdoor living areas to the approval of the ARC. Privacy and noise pollution must be considered.

- Screening materials may consist of lattice, trellis, tall landscape elements, or other approved material that can buffer noise and block views.



Permissible application of a hot tub integrated into a deck, with stairs, matching colors, and deck railing modified use as privacy screen.

5.4.3 Basketball Equipment

- Portable sports equipment, such as basketball equipment, sports nets, ball returns, etc. must be stored inside when not being used.
- Permissible Equipment: basketball equipment must be ground-mounted and painted black, dark forest green, or the trim color of the home. Transparent glass or acrylic backboards are permitted and do not need to be painted. Ball return nets must be removed when not in use. Lighting systems are not permitted on the basketball unit.
- Basketball poles are required to be installed in a location not more than 20 inches from the driveway, and are not permitted within 20 feet of any street right-of-way, measured from the lot-side edge of the street sidewalk. Backboards and hoops shall not be mounted to the home or garage.

5.4.4 Play Sets

- Play sets must be located in the Buildable Area of the backyard at least 7' from any neighboring Lot lines.
- Play sets are not permitted to be taller than 12' at their highest point.
- Consideration must be given to the placement of the equipment to avoid high visibility to roadways and neighboring homes and outdoor living areas. The play set must be screened with landscaping from view from the street. If the play set is near a neighboring patio or deck, it must also be screened with landscaping.
- Play set screening must consist of a minimum of 3 evergreen trees or a mix of 3 large evergreen shrubs and 2 large deciduous shrubs. Shrubs are required to be of a variety that achieves a minimum mature height of 12 feet. Depending on the proposed location of the play set, additional screening may be required by the ARC to gain approval.
- The play set must be placed on grass, however, a request for placement on mulch or other edging material will be reviewed on a case-by-case basis.
- Play sets made of cedar or redwood are recommended and may be left untreated to age naturally. If the equipment is made of treated lumber, it must be painted the trim color of the house or stained a medium wood-toned color (i.e. not white pine, treated lumber green, mahogany, or black walnut).
- The principle play set accessories, such as the slides, tarps, and cargo ropes, must be a single, solid (no stripes), Earth-Tone color. Smaller accessories such as swing seats, climbing points, roman rings, etc. may be either the already selected Earth Tone color or one primary (yellow, blue, red) color.

5.4.5 Sports Nets

Nearly all sports nets fall into the category of temporary recreation equipment and must be stored inside or on the patio or deck when not in use.

Golf ball barrier netting to protect patios or other outdoor living areas and residents will be reviewed and approved by the ARC on a case-by-case basis after other remediation efforts have proven ineffective. Since this netting is difficult to move, the ARC has chosen to consider semi-permanent installation with specific landscape screening and location requirements. An application must be submitted for the ARC's review and approval prior to placing the equipment on the Lot.

Prior to applying to install golf ball barrier netting, Members must attempt the following alternatives listed below for reasonable protection:

- Window protection screens;
- Trellis, pergola, or pavilion with incorporated screen panels for protection of the sitting area. Screens may be fixed or "roll-up" type and may be overhead or along an elevation facing the expected golf-ball flight path (see below pictures for examples);
- Trees and large shrubs;
- Mounding with plantings to snag rolling golf-balls; or
- Smaller net installations placed directly adjacent to the outdoor living area.



Smaller, individual protection net assemblies incorporated into a trellis structure, and set close to a patio.



Retractable protection screen integrated into a patio trellis.



Retractable protection screen incorporated into a rear porch.

5.4.6 Trampolines

- Trampolines must be located within the Buildable Area of the backyard at least 7' from any neighboring Lot lines and located to minimize views from the street.
- Trampoline safety netting may not be taller than 12' at their highest point when measured from the trampoline surface.
- Consideration must be given to the placement of the equipment to avoid high visibility to roadways and neighboring homes and outdoor living areas. The trampoline must be screened with landscaping from view from the street and an adjacent home.
- Screening must consist of a mix of shrubs and trees and a mix of evergreen and deciduous materials, in a quantity to provide suitable screening to the approval of the ARC.
- Screening shrubs are required to be installed with a minimum 48 inches in height, and trees with a minimum 8 feet in height at maturity.
- The trampoline must be placed on grass.
- In-ground, sunken trampolines are permitted with screening and drainage plans.
- Trampoline trim, pads, and other accessories must be a single, solid (no stripes), Earth-Tone color.
- If you are planning to install a new trampoline or if you plan to replace an existing trampoline, written approval from the ARC must be obtained prior to starting the project (i.e. making a purchase commitment).

5.5 Yards and Landscaping

5.5.1 Grading Changes and Retaining Walls

- Consult the City of Dublin Planning and Engineering departments prior to any grading project.
- Grading for any project must not cause the natural flow of rain water or any other type of drainage to pool onto neighboring properties. The natural flow of surface water from or through each Lot via swales or drainage systems cannot be altered.
- French drains, dry-creek beds, water retention ponds, ditches, swales or any other type of drainage or grading issue will be reviewed on a case-by-case basis.
- Retaining walls must not exceed 4 feet in exposed face height, unless otherwise approved by the ARC. Walls are required to be professionally designed and applications must include construction details identifying base and footings, materials, reinforcing, and drainage. Walls must be constructed of stone or faced with stone veneer. Stone materials must be native to the region. Decorative concrete masonry units may be permitted with ARC approval.

5.5.2 Landscape and Screening

Landscaping throughout the Lot must be provided as required by City of Dublin Code of Ordinances and Section 4.5.

Screening is sometimes required for a number of reasons: to provide privacy to outdoor living areas, homes, and streets, buffer and screen undesirable views out of the yard, to create a sense of enclosure and space, and to frame and accentuate great views and vistas out of the yard. Occasionally, screening will also be required for installations that will require sensitivity to impact to adjacent neighbors. For the purposes of this text, screen shall mean a visual barrier as opaque as possible, and at least as tall as the item being screened. The ARC considers plant growth rates, sizes, and density of foliage in review of screens.

The following must be addressed when plans are submitted for review:

Rear Yard Buffers:

Buffers are visual and/ or physical separations between two or more areas, using plant materials to provide the separation. Occasionally, it may be desirable to install a buffer for privacy, space definition, or to frame a view off-site (such as from a patio to a golf-course vista). Buffers shall follow these standards:

- The use of one single shrub type (such as arborvitae) to create a “wall-of-shrubs” is not generally permitted but may be permitted in limited applications screening a small, specific area (such as the edge of an outdoor kitchen, an auto court, or a utility structure) and when limited to not more than 7 of the same shrub in a row.
- Property lines must not be lined with single, linear rows of plant materials to define the Lot boundary.
- Buffering may be provided in the form of mixed groupings of shrubs and trees. Groupings must consist of 3 to 7 shrubs and/or trees, and a mix of evergreen and deciduous species. Arrangement of plants within the grouping must be informal in layout. Groupings must be located based on line-of-sight studies to determine undesirable views that are to be screened and must provide gaps between groupings to frame views.

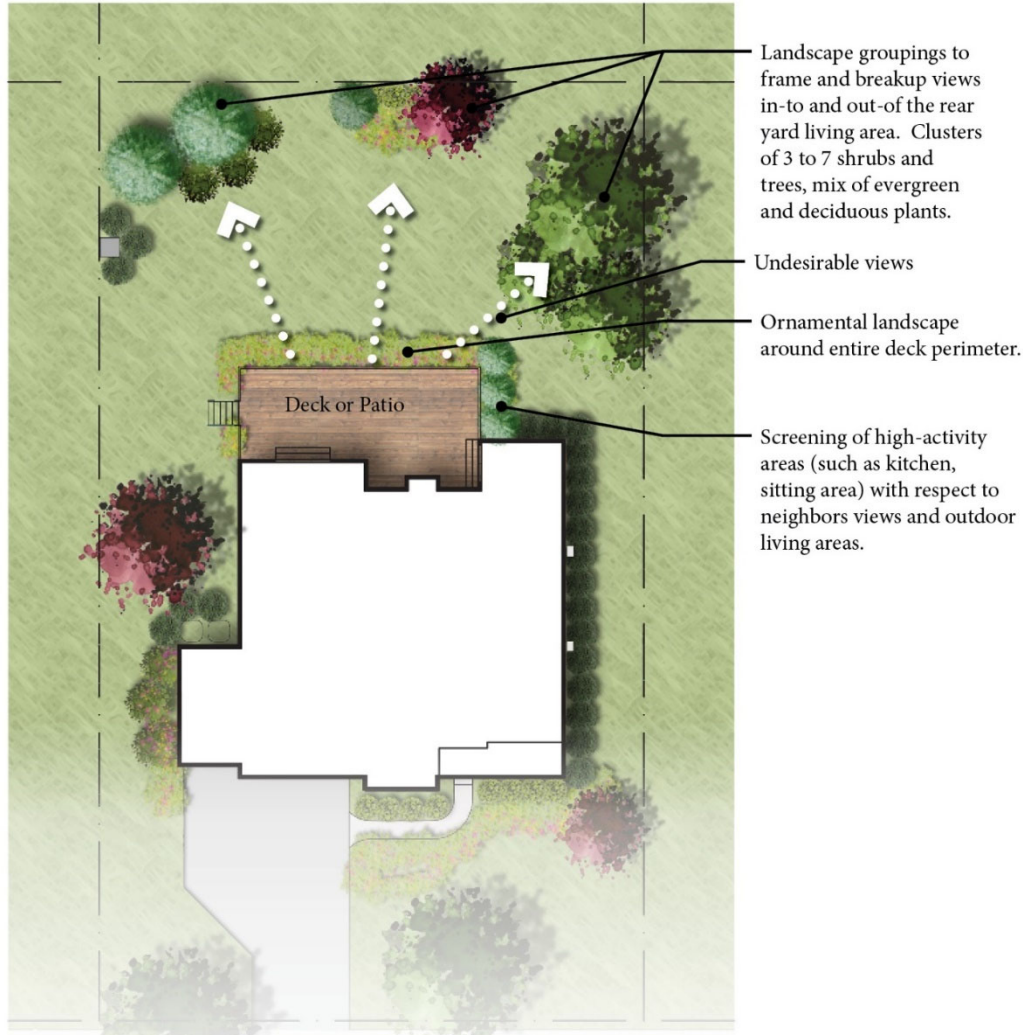
Required Screening:

- The ARC requires screening on various Improvements, including utility meters and other mechanical and utility equipment, air conditioning equipment, exhaust pipes, valve covers, irrigation equipment, compost bins, rain barrels, recreational equipment, and pools, pool decks, and pool equipment must be screened.

Refer to those sections for further definition of permitted screening materials. The use of perennials or ornamental grasses is not permitted for screening.

Outdoor Living Areas (Patios, Decks, Terraces) and Detached Structures:

- Members will be required to provide screening plants around outdoor living areas or detached structures where awkward conflicts and views may exist between high-activity areas (such as sitting areas, outdoor kitchens and grills, fire-pits) and an existing adjacent home's outdoor living area or detached structure. In these cases, screening must consist primarily of shrubs and must also incorporate a mix of evergreen and deciduous materials.



Ballantrae Design Standards have been developed by: Planners/Architects: OHM, Columbus Ohio

5.5.3 Ponds and Lakes

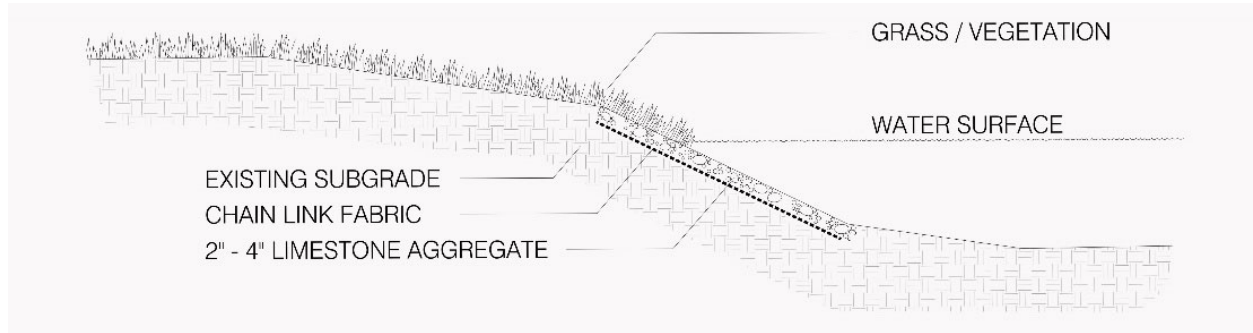
The Irish Highlands landscape character and the treatment of the pond and lakes edges encourages simplicity of materials. Water edges are intended to have a consistent grass line that is not influenced by residential landscaping. The placement of boulders, stone, wood timbers as a means of preserving the water's edge is prohibited. Likewise, planting the water's edge with ornamental landscape plantings is a deviation from the original grass line edges of ponds and is prohibited.

If a property owner believes that the water's edge adjacent to their property has moved due to erosion, the ARC may permit the homeowner to restore the water's edge back to its original horizontal location. These restoration projects will be reviewed on an application-by-application basis.

All pond or lake edge restoration projects are subject to ARC approval.

Restoration projects due to muskrat burrowing damage will be addressed as follows, at the owner's expense.

POND BANK CROSS SECTION DETAIL:



5.5.4 Decorative Items

Decorative items are encouraged when utilized in a subtle and tasteful manner. Decorative items may be subject to ARC review if the items are questioned by the neighbors, community manager or the Subarea Boards.

5.5.5 Outdoor Equipment

Outdoor equipment should be responsibly used on site and appropriately stored inside the Unit.

5.5.6 Signs

Exterior signs, organized in a professional and consistent manner can be utilized within the community while maintaining the image of a high-quality community.

Section 6

Administrative

Policies and Procedures

6.1 Assessment Collection Policy

The Ballantrae Community Association Assessment Collection Policy is in accordance with Declaration Article V and addresses the application and use of Assessments, including Operating Assessments and Individual Parcel Assessments (enforcement assessments).

The annual assessment billing is mailed in January of each year.

1. All assessments are due on February 1st and are considered late if not received by March 31st.
2. An administrative late charge of \$25.00 per quarter will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)
3. The Community Association will apply any partial payments on unpaid assessments in the following order:
 - a. Interest owed to the Community Association;
 - b. Administrative late fees or enforcement assessments owed to the Community Association;
 - c. Collection costs, attorney's fees, and paralegal fees the Community Association incurred in collecting the assessment; and, finally,
 - d. Oldest principal amounts the Member owes to the Community Association for Common expenses chargeable against the Lot or Unit.
4. Any unpaid assessment may result in the Community Association filing a lien, a suit for money judgment, and/or foreclosure. While a foreclosure case is pending, partial payments may not be accepted and, if the Lot or Unit is leased, a Receiver may be appointed to collect the rents. Once judgment is obtained, the Community Association may proceed with post-judgment action, including bank attachment and wage garnishment.
5. Any costs the Community Association incurs in the collection of unpaid Assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports, and court costs, will be charged back to the account.
6. If any Member (either by their conduct or by the conduct of any Occupant) fails to perform any act required by the Declaration, the Bylaws, or the Rules, the Community Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Community Association incurs in taking such action will be charged back to the account.

6.2 Enforcement

The Community Association's Enforcement Policy is in accordance with the Articles of the Declaration and outlines measures for enforcing the property restrictions as found in the Declaration, Bylaws, Design Standards, Ohio Revised Code 5312, and all other governing documents for Ballantrae Community Association including, but not limited to, any published Rules, regulations, guidelines, and resolutions.

If any Member violates any provision contained in the Declaration, Bylaws, Design Standards, or other Rules, the Community Association may, but is not obligated to, assess the Member an enforcement assessment (also referred

to in the Declaration as an Individual Parcel Assessment) or undertake such performance or cure such violation and charge and collect from the Member the entire cost and expense, including reasonable attorneys' fees, of such performance or cure incurred by the Community Association. Any such amount will be deemed to be an Individual Parcel Assessment and will be due and payable immediately following notification of such charge and the Community Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for Common Expenses.

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

6.2.1 Conduct Violations

- Conduct violations might typically be described as behavioral issues within a neighborhood. The burden of submitting conduct complaints rests with Members within the community. All conduct violations must be reported in writing and signed by the Member alleging the violation. This form can be found on the Community Association's website. Board members are under no duty to act upon conduct violations 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 Member is warranted.

6.2.2 Content Violations

- Content violations typically can be evidenced by photographs or similar documentation. Content violations are often discovered during a property walk-through, drive-by, or onsite inspection. The Community Association Manager will, on behalf of the Board, address content violations as they are observed or reported.
- In the event any criminal conduct is suspected, or a Member or Occupant feels that their health or safety is threatened, the police, fire department, or other appropriate enforcement authority should be called immediately and/or legal action immediately initiated.

6.3 Enforcement Assessment Policy

Prior to the imposition of a charge for damages to the Common Property or other property, or an enforcement assessment for a violation, the following procedure will be followed:

1. Notwithstanding anything contained in these Rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, Design Standards, or Rules ("Governing Documents") as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, will be assessed to the responsible Member's account.
2. The Member is responsible for any violation of the Governing Documents by the Member, or the guests, or Occupants, including tenants, of the Member's Lot or Unit.
3. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, replacement, or removal, will be charged to the responsible Member's account.

4. In addition to any other action and if applicable, in accordance with the procedure outlined above, the Board may: a) levy an enforcement assessment for damages and/or cleaning of the Common Property or other property, or b) levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day, or c) levy an enforcement assessment for the approximate cost to physically remedy or remove the violation. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.
5. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
 - a. Written notice(s) will be served upon the alleged responsible Member specifying:
 - i. A description of the property damage or violation;
 - ii. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforcement assessments;
 - iii. A statement that the Member has the right to, and the procedures to request a hearing before the Board to contest the proposed charge or enforcement assessment; and
 - iv. If applicable, a reasonable date by which the Member must cure the violation to avoid the proposed charge or assessment.
 - b. To request a hearing, the Member must mail or deliver a written "Request For Hearing" form, which must be received by the Board not later than the tenth day after receiving the notice required by Item 5(a) above.
 - i. If a Member timely requests a hearing, at least seven days prior to the hearing the Board will provide the Member with a written notice that includes the date, time, and location of the hearing. If the Member fails to make a timely request for a hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed.
 - ii. At the hearing, the Board and alleged responsible Member have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence of written notice to the Member to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within 30 calendar days of the hearing, the Member will be sent written notice of the Board's decision.
 - iii. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.
6. The Community Association may file a lien for any enforcement assessment that remains unpaid for more than 10 days.

The Board of Directors is committed to exercising their authority in a fair and impartial manner. The Board members are elected to uphold the provisions contained within the Community Association's governing documents with consistency. They may consider special circumstances or decide to proceed with legal action for any violation of the Declaration, Bylaws, Design Standards, or Rules at their sole discretion following either the hearing requested by the Member or the deadline expiration to request such a hearing. Once the Board has referred the violation to an attorney, all future communications must be directed to the attorney.

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

6.4 Suspension of Privileges

In the event of any violation of the Declaration, Bylaws, Design Standards, or Rules, the Board has the discretion to revoke voting privileges of any Member (including any Occupant and guest) rights to use the Common Property. In this case, the Member will receive a Revocation of Privileges Notice. The Member must notify the Community Association when the violation has been cleared in order to restore any suspended privileges.

6.5 Forced Maintenance

As authorized by the Declaration Article III, Section D, the Community Association reserves the right to enter any Lot or Unit involved, to abate and remove the violation at the expense of the Member. The expense may be assessed and collected in accordance with the Community Association's Assessment Collection Policy.

6.6 Enforcement Assessment Fees

A lien for non-payment of any enforcement assessment will be placed on the Lot or Unit until the violation is corrected and enforcement assessment is paid. If correction is not made and fees paid in full, foreclosure on the enforcement assessment or a suit for injunctive relief may be placed on the Lot or Unit.

6.7 Records Request Policy

Records available for inspection or copying:

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

A Member may not examine or copy any of the following Records:

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

All requests for records must be in writing:

- A Member who wants to inspect or copy the Community Association's Records must complete and submit the "Request to Inspect Records" form, located in Appendix "G" to the Community Association's office. The request must specify the particular Record(s) desired, including pertinent time periods, and state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the Community Association to retrieve the Record(s) requested.

Only Members or authorized representatives may inspect Community Association records:

- Every Member has the right to inspect or copy the Community Association's Records in compliance with the rules and procedures contained in this Policy. A Member may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the Member's behalf.

Rules of conduct and procedures governing requests to inspect/copy records:

- All inspections will take place at the Community Association's office or at such other location as the Community Association Manager designates. Members are not permitted to remove original Records from the location where the inspection is taking place.
- The Community Association will make Records available for inspection within a reasonable time, but no more than 30 calendar days, after the Community Association actually receives the written inspection request. This time frame may be extended if the Records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Community Association will notify the Member (by telephone, in person, by email, or in writing) that the Records are available, and specify the time, date, and place for the inspection.
- Altering Community Association Records in any manner is prohibited.
- All people inspecting or requesting copies of Records must conduct themselves in a businesslike manner and not interfere with the operations of the Community Association's office or such other location where the inspection or copying is taking place. The Community Association Manager will assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection must be directed only to that one staff person. During an inspection, the Member may designate for copying Records by use of a tab, clip, or Post-It note upon the page(s) desired. Members are not permitted to exercise their inspection or copying rights to harass any other Member or Occupant, Board member or officer, Architectural Review Committee member or other committee member, Community Association Manager (or anyone at the Management Company), or employee.

Charges for copies/inspection:

- Upon written request, Members will be provided approved meeting minutes at no charge. Other than the meeting minutes or other Records the Board elects to make available at no charge, the Community Association, through its Management Company, may charge the requesting Member a reasonable per page fee for copying Records. In addition, the Community Association Manager may charge the requesting Member a minimum clerical fee for the copying Records.
- To preserve the sanctity of the Records, a physical records inspection requires the presence of a staff member. For inspections that last greater than one hour, the Community Association Manager may charge the requesting Member an hourly rate, not to exceed \$75.00 per hour, to be billed in quarter hour increments for staff attendance at the Records inspection.
- The Member must pay the costs of copying and/or inspection at the time of billing for copies or actual inspection. However, the Board or Community Association Manager may, in their sole discretion, require advance payment

6.8 Communications Policy

Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trades community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Property.

6.9 Anti-Harassment Policy

The Association will not tolerate harassment of any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions, including Board members' living conditions, is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, violence, or inundating a person's telephone or email with excessive and unnecessary communications. The Association also prohibits threatening to cause physical harm or property damage to any Owner, Occupant, employee, agent, contractor, or other party for any reason. The Association also prohibits causing harm to another individual or property. Aggressive or threatening actions and words are prohibited to be directed at any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Board. This complaint will go straight to the Board. If a Board member is the person performing the prohibited harassment or being harassed, then contact a different Board member in writing that you feel comfortable reporting the harassment to. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Appendix A

Ballantrae Color Palette

When a new build, renovation or maintenance project proposes a new paint color, the proposed color must fit within the Ballantrae Color Palette. The Ballantrae Color Palette is based around the communities European Revival Architecture, which employs earth tones reminiscent of European country homes.

The color examples below are meant to guide the homeowner in choosing the appropriate paint color tone for their project. Any of the colors below can be quickly approved by the ARC. Any colors which deviate from the Ballantrae Color Palette will require an extended review and will be evaluated by the ARC on a case-by-case basis.

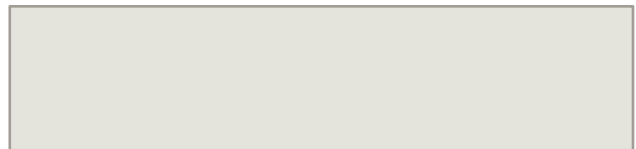
The colors below are labeled as a primary or accent colors. Primary colors are the main color reserved for the home's siding or any large area. Accent colors are the bolder colors and help to complement or contrast the primary color of the mold. Accent colors are typically reserved for shutters, details, or doors. Primary and accents colors should be paired together carefully for the proper aesthetics. Accent colors may be requested to be used as a primary color.

The color samples below are from the Sherwin-William colors catalogue. If a color from another paint manufacturer is desired, the paint can be matched to paint number of the Ballantrae Color Palette.

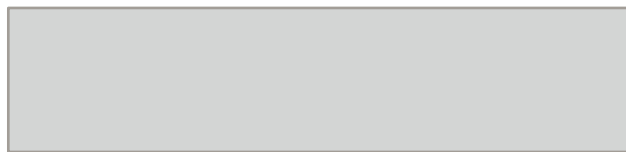
All paint and or stain colors must be approved by the ARC. High chroma colors are prohibited.



SW-7006
Extra White
Primary / Accent Color



SW-6203
Spare White
Primary / Accent Color



SW-7661
Reflection
Primary / Accent Color



SW-7071
Gray Screen
Primary / Accent Color



SW-6255
Morning Fog
Primary / Accent Color



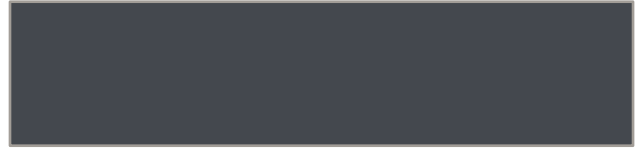
SW-6256
Serious Gray
Primary / Accent Color



SW-7075

Web Gray

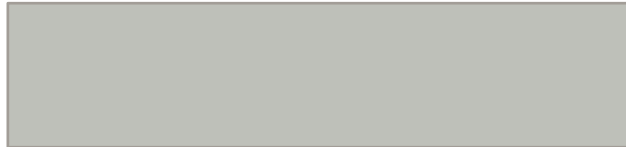
Primary / Accent Color



SW-7076

Cyberspace

Accent Color



SW-6198

Sensible Hue

Primary / Accent Color



SW-6200

Link Gray

Primary / Accent Color



SW-7018

Dovetail

Primary / Accent Color



SW-7675

Sealskin

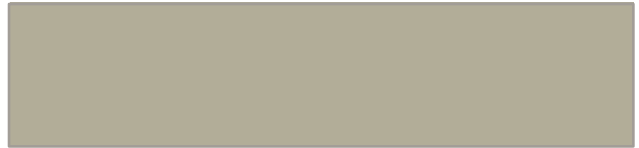
Accent Color



SW-6421

Celery

Primary / Accent Color



SW-26164

Svelte Sage

Primary / Accent Col



SW-6213
Halcyon Green

Primary / Accent Color



SW-2811
Rookwood Blue Green

Primary / Accent Color



SW-7601
Dockside Blue

Primary / Accent Color



SW-7611
Tranquil Aqua

Accent Color



SW-7616
Breezy

Primary / Accent Color



SW-608
Adrift

Accent Color



SW-6240
Windy Blue

Primary / Accent Color



SW-9151
Daphne

Accent Color



SW-7018
Dovetail

Primary / Accent Color



SW-7675
Sealskin

Accent Color



SW-6421

Celery

Primary / Accent Color



SW-6164

Svelte Sage

Primary / Accent Color



SW-6213

Halcyon Green

Primary / Accent Color



SW-2811

Rookwood Blue Green

Primary / Accent Color



SW-7601

Dockside Blue

Primary / Accent Color



SW-7611

Tranquil Aqua

Accent Color



SW-7616

Breezy

Primary / Accent Color



SW-608

Adrift

Accent Color



SW-6240

Windy Blue

Primary / Accent Color



SW-9151

Daphne

Accent Color



SW-6900

Optimistic Yellow

Accent Color



SW-6682

June Day

Accent Color



SW-7579

Alaea

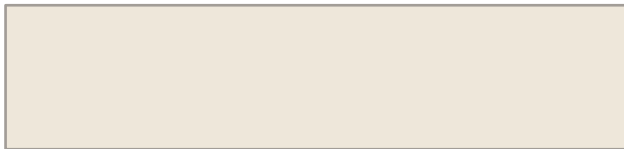
Accent Color



SW-7594

Carriage Door

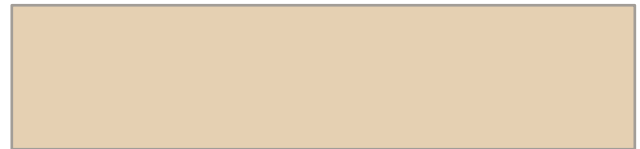
Accent Color



SW-7012

Creamy

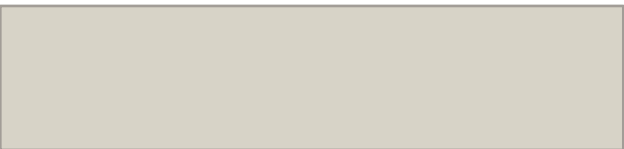
Primary / Accent Color



SW-6113

Interactive Cream

Primary / Accent Color



SW-6169

Sedate Gray

Primary / Accent Color



SW-7530

Barcelona Beige

Primary / Accent Color



**SW-6121 Whole
Wheat**
Primary / Accent Color



**SW-6123
Baguette**
Accent Color



**SW-7544
Fenland**
Primary / Accent Color



**SW-6159
High Tea**
Accent Color



**SW-7020
Black Fox**
Accent Color



**SW-7674
Peppercorn**
Accent Color

Many of the homes within Ballantrae are clad in Stucco or Exterior Insulation and Finish Systems (“EIFS”). Stucco and EIFS exterior systems require re-coating, restoration or replacement as they age. If and when a new system is replaced or installed its color must fit within the correct color palette for the European Revival style within Ballantrae. Typical European stucco colors range from the “natural color” of the material or dyed with pigment in brown and gray tones.

The color of a new or replaced system must be chosen out of the palette below. The colors below are from Dryvit’s color chart but other stucco or EIFS company colors can be matched to the color numbers below. If a color is desired that is not listed below, the homeowner can request the color be reviewed by the ARC.



Appendix B

Ballantrae Community Association Variance Request Application

Master Plan Lot Number _____

Plat lot #: _____

Owner(s) Name: _____

Street Address: _____

Date: _____

Date of Sub Area Approval: _____ (attach proof of approval)
(if applicable)

Variance Request:

Reason For Request:

Architectural Review Committee Approval:

Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

Appendix C

Renewable Energy Policy

The following Renewable Energy Policy and related design guidelines are intended to act as a guide in preparing an application to the Ballantrae Architectural Review Committee. It is the intent of this policy and these guidelines to preserve the unique character of the community and protect investments within the community overall, while providing each member this opportunity. This means that home improvement projects related to Renewable Energy Systems will be applicable to every property or owner within the community. Through the established review process, the ARC will evaluate each application on a project-by-project basis.

PHOTOVOLTAIC (PV) / SOLAR ENERGY SYSTEMS

Photovoltaic (PV) / solar energy systems / solar energy collection devices (SECD), including, but not limited to, solar panels, must be flush-mounted (i.e., the plane of the solar panel is parallel to the roof pitch of the dwelling). Only rear and side roof locations are allowed; installations anywhere else on the lot are prohibited. PV / solar energy systems are not permitted to be ground mounted. For properties on corner lots or other unique characteristics, the committee will review applications on a case-by-case basis. All components of the PV / solar energy system must be compatible with the design of the dwelling. For purposes of this guideline, examples of compatibility include, but are not limited to, the following:

- The color of PV / solar energy system components must be substantially similar to the color of the dwelling roof shingles to the extent practical.
- PV / solar “shingles” that mimic the look of a composite shingle are acceptable but must match the color of the dwelling roof shingles as much as is practical.
- Piping, electrical connections, or other lines or wires must be located directly under the system and/or alongside the perimeter of the system, when possible, and placed as inconspicuously as possible so that there is a minimum of exposed piping, electrical connections, or other lines or wires when viewed from all angles of the Lot. Piping must be painted to match the color of adjacent structural/exterior surface area(s) (i.e. roofing, siding).
- Bus bars must match the color of the panels as close as possible in order to appear as one contiguous form.
- The array configuration and orientation must be rectangular to create a cohesive and contiguous array even if it requires the relocation of obstructions (i.e. vent stack).

The highest point of a PV / solar panel installation must be lower than the ridge of the roof where installed. Additionally, the array must not extend or overhang beyond the sides or bottom of a roof plane in which it is installed.

Applications for photovoltaic (PV) / solar energy systems submitted to the Ballantrae Architectural Review Committee must include the following:

1. Submit 2 complete applications including diagrams that are “drawn to scale” that are professionally prepared by the licensed contractor installing the system showing where on the dwelling roof the system will be installed. The drawings must include the dimensions of the system and roof;
2. Photos of the roof area where the photovoltaic (PV) / solar energy system will be installed;
3. Provide manufacturer’s description of the system, series, style and color of products. Include brochures and cut-sheets of specified products;
4. Documentation (i.e. drawings and photos) depicting any proposed changes to landscaping or other exterior modifications to the Lot or dwelling to accommodate the photovoltaic (PV) / solar energy installation; and
5. Approval is granted on a case-by-case basis
6. In the event that the Owner can provide proof from the designer/installer that the SECD would be at least 20% less efficient on the rear of the dwelling unit, the ARC will review alternative accommodations for the SECD system.

Appendix D

Forms

FORM – VIOLATION REPORT

The Architectural Review Committee Design Standards and Strategies and the deed restrictions contained in the Declaration and Bylaws set forth the high standards of this community. In compliance with the Association's enforcement policies and procedures, the following report is made:

I understand copies of this Violation Report 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 or a court hearing.

Nature of complaint: _____

Name(s) of Offender(s) (if known):

Location or address of violation: _____

Specific details of the violation:

Number of occurrences:

Date(s) of the violation:

Time(s) of violation:

Was any attempt made to resolve the issue? _____

What were the results of any attempts to resolve? _____

May we contact you? _____ Best contact number? _____

Complainant's Name (Please print)

Complainant's Address

Signature

Date

THIS FORM MUST BE SIGNED

FORM – FORMAL COMPLAINT

FORMAL COMPLAINT

VIOLATOR (S), IF KNOWN:

ADDRESS, UNIT NUMBER, IF KNOWN:

CAR, VEHICLE, LICENSE PLATE NUMBER, IF APPLICABLE:

PET OR ANIMAL DESCRIPTION, IF APPLICABLE:

VIOLATION: Describe nature, location, date, time, etc.

Signature: _____

DATE: _____

Unit Number: _____

Print name: _____

PLEASE MAKE COPY OF THIS FORM FOR USE

PLEASE SUBMIT FORM TO:

Ballantrae Community Association, Inc.

Attn: The Twenty Seven Group, LLC

6059 Frantz Road, Suite 202

Dublin, Ohio 43017

<https://www.the27grp.com>

Office: 614-721-3177 or 614-957-0027

Email: bca@the27grp.com or bryan@the27grp.com

FORM – REQUEST FOR A HEARING

Unless a written request for a hearing, signed by the person(s) named as Member(s) in the accompanying correspondence, is received by the Board of Directors within 10 days of receipt of an enforcement letter, 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 by the Community Association Manager at the address specified below.

I, _____, Lot or Unit # _____, 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 seven days in advance.

I believe the enforcement assessment should not be imposed because:

Date _____ Signature _____

Printed Name _____ Address _____

2nd Person (if more than one)

Date _____ Signature _____

Printed Name _____ Address _____

Return this form to:
Ballantrae Community Association, Inc.
Attn: The Twenty Seven Group, LLC
6059 Frantz Road, Suite 202
Dublin, Ohio 43017
<https://www.the27grp.com>
Office: 614-721-3177 or 614-957-0027

FORM – REQUEST TO INSPECT RECORDS

Instructions: This request form must be completed by any Member desiring to inspect or obtain copies of any Community Association books of account, meeting minutes, or other Community Association documents (the “Records”). In most circumstances, requests to inspect or copy records will be processed within 30 calendar days. The Community Association Manager will respond to the Member’s request, on behalf of the Community Association, in accordance with the Community Association’s Records Request Policy. If there is a question with any request, the Member will be notified within a reasonable amount of time of the reason for any delay. The Community Association Manager will notify the Member (by telephone, in person, by email, or in writing) that the Records are available and specify the time, date, and place for the inspection.

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

Inspections of the Community Association’s Records will take place during the time specified by the Community Association Manager at the Community Association’s office or at such other location as the Community Association Manager designates. Copying charges are 50¢ per page and a minimum clerical fee of \$20.00 for the copying of pages. To preserve the sanctity of the Records, a physical Records inspection requires the presence of a staff member. If the Records inspection exceeds one hour, you, the Member, agree to pay \$75.00 per hour in quarter hour increments for staff attendance at the Records inspection. All inspection and copying charges will be assessed to the Member’s account and/or paid in advance, as the Board or Community Association Manager determines.

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

Member’s Name: _____ **Phone Number(s):** _____

Address: _____

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

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

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

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

Member Signature

Date

Print Name

Address