

# HAMPSTED VILLAGE AREA DESIGN GUIDELINES

## Required Architectural Standards

### **INTRODUCTION**

Hampsted Village is designed to be a community of homes based on thoughtful land planning and sound Georgian architectural design. As years pass and as additions and improvements are made, it is very important to keep the entire community in mind and not merely the individual improvement. In order to uphold property values and ensure the architectural integrity of the community, the Architectural Review Committee was established.

The Hampsted Village Architectural Review Committee (ARC) consists of approximately four members who are appointed by the Hampsted Village Board of Trustees. The ARC has put together a series of guidelines to help community members maintain and beautify homes consistent with the architectural design of the community. “The Declaration of Covenants, Conditions, Restrictions and Easements for Hampsted Village” specify that all improvements must be approved in writing by the Architectural Review Committee (“ARC”) before the improvement begins. The ARC’s role is to work with homeowners to ensure and maintain the community’s aesthetic standards. The homes in our community were built with four-sided architecture – the dominate material and design features at the front elevation must be the same and incorporated on all sides of the dwelling. Please keep this in mind when planning new projects or other exterior improvements.

These guidelines are intended to provide homeowners with direction regarding the types of improvements that may be approved by the ARC and to list required architectural standards for a variety of improvements. These guidelines are provided for informational purposes only and are not to be construed as approval for any particular improvement. The ARC retains final authority to approve, approve with conditions, or deny any application.

The ARC reserves the right to make periodic inspections during construction to assure compliance with these guidelines.

### **SUBMISSION PROCESS**

Before submitting the necessary application information, the ARC requests that you carefully consider any potential impacts that your improvements will have on your neighbors.

It will be necessary to submit copies of the following:

1. Completed ARC Application Form.
  - [www.hampstedvillage.org/submissions](http://www.hampstedvillage.org/submissions)
2. Site plan to scale showing the entire lot with all easements and setbacks, existing structures, and clearly defined new structures (be sure to include driveways and patios).
  - If structural changes are planned, include floor plans to scale showing new structure and pertinent information relating to any existing structures.
3. Elevations to scale showing all sides with relation to existing structures, including clear notation of all materials and colors.

4. List of materials being used (e.g., shingles, fencing, siding, pavers, or other hard structure surface), paint colors (if applicable), and plants, shrubs and trees. Images of these items are most helpful and will assist the ARC in an expedited review process.

5. Actual site and/or house photos from multiple angles.

6. If the work to be performed is for a replacement or repair to the exterior, then the owner may submit the work order and/or estimate as long as it includes a materials list that conforms to ARC guidelines, owner's name, address and phone number, along with contractor's name, address and phone numbers, and photos of the work area affected. This will allow the ARC to expedite the review process.

NOTE: If the resident is filing a claim with their insurance company, they should have approval of the ARC before accepting the proceeds and/or signing a release.

Information may be submitted to the Hampsted Village Homeowners' Association property manager via one of the following channels:

- Online: [www.hampstedvillage.org/submissions](http://www.hampstedvillage.org/submissions)
- Email: [ARC@HampstedVillage.org](mailto:ARC@HampstedVillage.org)
- Mail: NAI Ohio Equities, 8000 Walton Parkway, Suite 250, New Albany, OH 43054

Many exterior alterations may also require City approval. Residents or their subcontractors must seek City approval on their own behalf. City project approval does not constitute ARC approval and vice versa.

Upon approval, notice will be sent to the submitter for their records via email and a copy will be kept in our files. If your plan is not approved, you will be notified via email and advised what conditions, if any, must be met to obtain approval.

The ARC strives to respond to all applications within a 30-day timeframe (often quicker, whenever possible). An ARC Application must be submitted and approval provided by the ARC before any exterior improvement is undertaken, including the replacement or reconditioning of any element (including, but not limited to siding, roofing, windows, etc.) and for any reason (including routine maintenance or repairs due to weather damage, vandalism, or other catastrophic events). A late application fee will be assessed if any material improvement requiring approval commences before ARC approval has been obtained.

- **\$500 late fee may be assessed to any structural improvements, fence or landscape projects which are started or completed without ARC approval.**
- **\$100 late fee may be assessed to any cosmetic (ex: paint) projects or improvements which are started or completed without ARC approval.**

ARC approvals are good for six (6) months in order to provide adequate time for project completion. The applicant must contact the property manager if any changes in timing or plans develop. Upon project completion, it is the applicant's obligation to inform the HV property manager and provide appropriate photographs showing how the completed project conforms to the approved plan. To help ensure community standards are met, the ARC reserves the right to have a representative make periodic inspections during or after project work to assure compliance with approved plans.

## **STRUCTURAL IMPROVEMENTS**

**ARC approval must be obtained for any and all proposed exterior structural improvements to your home and/or property, including but not limited to:**

### **1. ROOFS**

Must be a high quality, 25-year warranty, dimensional asphalt shingle consistent with those currently found in Hampsted Village.

Black, dark grey and weather wood color shingles are generally permitted with ARC approval; Brown, red, green, blue, or multi-colored shingles are not permitted. Painting of roofs any color is strictly prohibited.

Metal, shake, slate, faux slate, thatch, or other non-dimensional asphalt shingle roofs are not permitted. Flat roofs and small auxiliary roofs on porticos or bump outs which were originally designed with copper or metal roofing may be replaced with like kind materials with ARC approval.

Popular shingles manufacturers and colors can be found below. **Selection of these products can expedite the ARC review process; ARC review & approval for roof projects is still needed:**

<b>Manufacturer</b>	<b>CertainTeed</b>	<b>IKO</b>	<b>GFA</b>	<b>Owens Corning</b>
<b>Series</b>	<b>Landmark or Landmark Pro Series</b>	<b>Cambridge or Dynasty Series</b>	<b>Timberline HDZ Series</b>	<b>Duration Series</b>
<b>Color</b>	Weathered Wood	Weathered Wood	Weathered Wood	Driftwood
	Moiré Black	Dual Black / Granite Black	Charcoal	Onyx Black
	Cinder Black	Charcoal Grey	Pewter Gray	Estate Gray
	Colonial Slate	Harvard Slate		Williamsburg Gray

Other manufacturers and series may be considered; however, a specification sheet, shingle sample and explanation on how a new selection will match both the existing options and existing homes in the neighborhood must accompany your submission for review.

### **2. SIDING**

Must be brick or vinyl siding. Vinyl siding must be 6.5” beaded vinyl siding with wood grain finish unless the house was originally built with siding less than 6.5” in which the replacement siding can be either 6.5” or the size of the original siding being replaced. Vinyl siding must be installed horizontally. Brick must fully wrap exterior on 4 sides; no face brick is permitted.

Projects to replace or repair a partial re-siding of a house must use siding that matches the existing siding on the house. If it is not possible to match (or substantially match) the appearance of the new siding with the color, pattern, and materials of the existing siding, the ARC may require a full re-siding of the house or any portion thereof.

Vertical siding, panel siding, batten style, shake style, etc. is not permitted. Wainscot finishes for porches can be found in the porch section of this document.

Siding must be kept clean and in good condition. Discolored, damaged or melted siding must be cleaned, repaired or replaced immediately.

Popular siding manufacturers and colors can be found below. **Selection of these products can expedite the ARC review process; ARC review & approval for siding projects is still needed:**

Manufacturer	ALCO	Alside	Royal Building Products	Ply Gem - Mastic
Series	Charleston Beaded	Williamsport Colonial Beaded Premium	Carolina Sands Beaded	Charleston Beaded
Finish	Wood Grain	Wood Grain	Wood Grain	Wood Grain
Size/Width	6.5"	6.5"	6.5"	6.5"
Color	Glacier White	Glacier White	Aspen White	White
	Classic Cream	Antique Parchment	Pearl	Classic Cream
		Natural Linen		

### 3. DOORS

Front doors must be one of the following types: 6-panel exterior door, smooth or embossed wood grain texture, steel or fiberglass (e.g., Jeld-Wen Smooth Pro SP-60) or Georgian style ¾ - Clear Glass with Divided Light Grids.

**Selection of these styles & colors can expedite the ARC review process; ARC review & approval for door projects is still needed:**

	Front Door	Front Door	Back Door	Service Door	Storm Door
Style	6 Panel Solid Exterior Door	Georgian 3/4 Lite	Full View, Half View or Sliding	6 Panel Solid Exterior Door	Full View
Divided Lite Grids	N/A	6 or 8 Grids	Required	N/A	N/A
Texture	Wood Grain or Smooth	Wood Grain or Smooth	Wood Grain or Smooth	Wood Grain or Smooth	Smooth
Glass	Clear Glass	Clear Glass	Clear Glass	N/A	Clear Glass
Sidelights	Optional	Optional	N/A	N/A	N/A
Transom	Required	Optional	N/A	N/A	N/A
Height	80"	80" or 96"	80"	80"	80"
Color	Wood or Wood-look, or the color must match the shutters, or red door with black shutters option	Wood or Wood-look, or the color must match the shutters	Color should match trim or siding color	Color should match trim or siding color	Color should match trim or door color

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Sidelights are optional. Any sidelights must be full light style with clear glass and may or may not include divided light grids to match window grids. Transom windows above the door may be removed when installing a Georgian style ¾ Lite door. The transom must be rectangular with clear glass and divided light grids. Sidelights and transoms must match the door color or the trim color. Sliding doors and French doors are sparsely found in the community and must adhere to the same requirements as other doors including full view, clear glass and divided light grids.

The door color must match the shutters with the following exceptions: wood or wood look finish, New Albany Red painted door with black shutters, or for homes with no shutters the door may be painted an approved color. List of approved paint colors can be found on the website [www.hampstedvillage.org](http://www.hampstedvillage.org). or in section 6 of this document.

Overhead garage doors must be solid raised paneled, insulated doors, without windows or hardware décor. The color of the garage door should match the shutters or the trim. Garage doors should be consistent with existing garage doors in the neighborhood. No wood doors, partial glass or full glass doors are permitted. Dented, damaged or faded garage doors must be immediately painted, repaired or replaced.

#### **4. WINDOWS**

Exterior windows must be Georgian style, divided light design. Simulated or “faux” divided light styles are acceptable and common throughout the community. Windows without grids will not be approved.

- **COLOR:** Window color must be white. No other window colors are permitted.
- **STYLE:** Windows must be white vinyl or vinyl clad insulated windows. Single hung and double hung windows are acceptable. Non street facing auxiliary windows may be casement style. For oval shaped, half-moon shaped or other non-rectangular windows, grids are still required consistent with original look. Horizontal sliding windows are not permitted.
- **SCREENS:** Full screen, half screen or no screen is common. If screens are present, screens must be maintained in overall good condition with no rips, tears or fading.

Projects to add, replace, or repair windows must use ones which match the existing windows on the house. If it is not possible to match (or substantially match) the appearance of the existing windows, the ARC may require a full replacement of all windows or any portion thereof.

#### **5. DECKS / PATIOS / PORCHES / PERGOLAS & PAVILIONS**

Screened & enclosed porches, decks and patios are an extension of the home’s architecture with attention to detail in design, finishes and steps. Landscaping for all screened & enclosed porches, decks and patios is required and must receive prior approval by the ARC.

Hardscape areas such as decks, patios, walks, and retaining walls must be kept in good condition at all times. They must remain free of debris, tripping hazards, peeling, cracking, weeds, algae, stains, scaling and any other type of deterioration.

## DECKS

- Decks are an extension of the home's architecture with attention to detail in railings and steps. If railings are present, railing style should be consistent with Georgian style finishes.
- Decking material may be wood or high-quality composite material.
- All wood decks must be painted to match the color of the home, the color of the trim or stained neutral. Homeowners must ensure that painted deck materials are repainted or re-stained when significant paint/stain discoloration, fading, peeling, or flaking occurs. The ARC retains sole discretion to determine whether paint/stain discoloration, fading, peeling, or flaking is sufficiently significant to require re-painting/re-staining.
- Space below the deck must be enclosed with wood skirting or latticework.
- Decks require landscaping and privacy screening which must be approved by the ARC.

## PATIOS

- Patios may be constructed using natural stone, concrete pavers, poured concrete, and/or brick.
- Brick patios must use the same or substantially similar brick to match the ones used on the house siding or plinth.
- Poured concrete patios must be stained or stamped. Standard concrete with a brick ribbon border is also acceptable. The brick used must be the same or substantially similar to the brick used on the house siding or plinth. Plain concrete patios are not permitted.
- The ARC has sole discretion to determine whether a proposed patio is of the appropriate size and/or location.
- Patios require landscaping and privacy screening which must be approved by the ARC.
- Retaining walls or outdoor fireplaces may be used for screening in conjunction with natural landscape.
- Sport courts are discouraged but will be reviewed on a case-by-case basis.

## PORCHES: Screened & Enclosed

- Screened & enclosed porches are an extension of the home's architecture with attention to detail in design, finishes and steps. The design of these improvements should look as original to the house as possible and maintain consistency with other similar improvements in the neighborhood.
- All roofed porches must have shingle roof to match existing roof; flat roof porches are also permitted. Standing seam metal roofs are not permitted.
- All exposed wood on porches must be painted to match trim color; this includes any/all trim, framing and wainscoting.
- Screened porches may be full or partial screen; unscreened walls must be finished with wainscoting or vinyl siding to match the home. Shake siding, vertical siding, batten siding or other finishes which do not match existing home are not permitted.
- Enclosed porches with windows must have window grids similar to the existing windows in the home. Doors, storm doors and windows should follow design guidelines in the appropriate sections. Use of vinyl window panels have been approved for porches in the community but must be white and have grids.

- Screened and enclosed porches require skirting, lattice work or brick foundations which match the existing brick plinth of the home.
- Screened and enclosed porches must be located at the rear or rear sides of the house. No front porch screening or enclosure is permitted.
- Screened and enclosed porches require landscaping and privacy screening which must be approved by the ARC.

#### PERGOLAS & PAVILIONS

- Pergolas are permitted on patios or decks and may be slatted (pergolas) or roofed (pavilions).
- Pergolas & pavilions should not be attached to the structure of the house.
- Roofed pergolas (pavilions) must have dimensional shingles that match the existing shingle color of your home. If or when the house shingles are replaced the ARC retains the right to require replacement on the pergola roof to maintain consistency. Metal roofs on pergolas (pavilions) are not permitted.
- Pergolas should be constructed of wood and may be either a natural cedar, stained wood, or painted wood or wood like composite (ex: Hardi); if painted, the color must match the trim color of the house.
- The ARC has sole discretion to determine whether a proposed pergola or pavilion is of the appropriate size and/or location.
- Pre-fabricated metal or aluminum pergolas or pavilions are not permitted.
- Pergolas & pavilions require landscaping and privacy screening which must be approved by the ARC

#### **6. HOUSE TRIM / SHUTTERS / GUTTERS / PAINT COLORS**

Homeowners must ensure that house trim is maintained to prevent any significant degradation in appearance or structural integrity. ARC approval must be obtained only for any trim, gutter or shutter painting or repairs that would change the existing color of the house trim. General maintenance of trim does not require ARC approval.

TRIM: Homeowners must ensure that house trim is repainted when significant discoloration, fading, peeling, rot or flaking occurs. The ARC has sole discretion to determine whether discoloration, fading, peeling, rot or flaking is sufficiently significant to require painting or repainting.

PVC or composite exterior trim boards and fascia may be used, but must closely match the color, texture, and style of the replaced material.

SHUTTERS: Shutters when present must be slatted, louvered style consistent with original design and those found within the neighborhood. Shutters may not be removed on homes if part of original design.

Broken or damaged shutters must be replaced. If it's not possible to match existing shutters exactly in terms of size, style and design, the ARC may require a full replacement of all shutters.

GUTTERS: Gutters & downspouts must be as unobtrusive as possible. They must be constructed of aluminum and must match the trim color of the house. Downspouts must use underground drain; no downspouts are permitted to flow onto the yard, adjacent yards, creeks or greenspace. Copper gutters are not permitted in Hampsted Village communities.

PAINT: List of approved paint colors can be found on the website at [www.hampstedvillage.org](http://www.hampstedvillage.org). Please visit or contact the Sherwin Williams New Albany store for colors; these colors are not found on the SW website. When in store, please refer to a binder they have with these approved colors. A new worker may not understand they need to refer to the binder with the approved colors.

- Trim Colors: Hampsted White, Hampsted Pearl, Hampsted Ivory
- Door & Shutter Colors: Hampsted White, Hampsted Pearl, Hampsted Ivory, Deep Chestnut, New Albany Red, Deep Rose, New Albany Plum, Clam Brown, Weathered Brown, Black, Black Stone, Dark Lichen, Mossy Stone, Essex Green, New Albany Blue
- Garage Door Colors: The garage door must match either the color of the trim or the color of the shutters; when no shutters are present, the color should match either the trim or front door.

## 7. DRIVEWAYS

Driveways must be maintained in good condition. They must remain free of debris, tripping hazards, peeling, cracking, weeds, stains, scaling and any other type of deterioration. The resealing of the asphalt surface does not require ARC approval. Any new, additional, revised, or replaced driveway construction must be approved for placement and materials.

The driveway must be black asphalt or brick; full concrete or gravel driveways are not permitted. Any use of brick driveways must use the same or substantially similar brick to match the ones used on the house siding or plinth. All driveways must reach the street at the width of the poured concrete apron.

## 8. SIDEWALKS

Residents should check to ensure in which community they reside for sidewalk responsibility to repair cracks or shifting:

- Columbus (homeowner must contact the City of Columbus 614-645-3111).
- New Albany (responsibility of the homeowner but may get additional information from the city of New Albany at 614-855-0076).

General resident sidewalk responsibilities include keeping sidewalk in front your home free of weeds, snow, other debris and permanent staining. Weeding includes weeds at the street in front of curb, weeds around street trees, within the sidewalk and general sidewalk edging.

## 9. WALKWAYS / BRICK FRONT STEPS

Walkways and brick front steps to the front door of the house must use the same or substantially similar brick (color, size, shape) to match the bricks used on the house siding or plinth from original design.

Any changes to the original walkway design or original materials will require ARC approval before work is started. Repairs such as releveling or tuck pointing which do not change the original design of the walkway or brick front



step in terms of the color, size, material and shape of the brick, is considered general maintenance and does not require ARC approval. The ARC encourages owners to salvage original brick as much as possible for walkway and front porch step projects.

## **10. ACCESSORY DWELLING UNITS (ADU) / GRANNY PODS / IN-LAW SUITES**

Accessory dwelling units (ADU), sometimes known as “granny pods or in-law suites”, which are not attached to the primary dwelling and connected to the original foundation are prohibited. Any addition to the dwelling which may or may not include an attached ADU must be approved by the ARC and the city prior to the start of any construction. Structural additions will require extensive architectural work to make sure any addition maintains the original design of the home; city permits will also be required. Please leave plenty of time to get a large structural project like an ADU approved.

## **NONSTRUCTURAL IMPROVEMENTS**

**ARC approval must be obtained for any and all proposed exterior non-structural improvements to your home and/or property, including but not limited to:**

### **1. FENCING**

Lot defining fencing is approved for Hampsted Village communities. There are two permissible locations for fence installation related to property lines:

- Fences can be installed on the property line. If you build your fence on the property line, then you acknowledge a neighboring fence that may be built later is allowed to connect to your fence.
- Fences which are not installed on the property line must be at least 3 feet inside the property line and must maintain at least a 6-foot separation from an existing neighboring fence.
- Unless connecting as previously described, fences are not permitted to be any closer than 6 feet to each other. Fence alleys are not permitted.
- No front yard fencing is permitted. Corner lots are considered to have two front yards, one along each adjacent street. Therefore, when fences are installed on corner lots, no fence shall be built between the curb and the build line. Fences are also not permitted to run across a driveway.
- A fence approved for the backyard of an owner’s property may not extend closer to the front yard than half of the length of the house.
- Fences must be erected along straight lines at consistent heights so as to provide a clean, professionally installed appearance.
- Fences are not permitted if they would be adjacent to a designated community green space.

All fences in Hampsted Village approved after June 1, 2017, must be constructed of white painted wood or black aluminum. Chain link, shadow board, and split rail are just some examples of unacceptable fence styles. Vinyl fencing has been phased out since 2017 and new vinyl fencing is generally not permitted.

Chicken wire, mesh of any kind, lattice work, etc., are strictly prohibited and may not be added to any fence in order to restrain pets. Invisible fences can be used in combination with an ARC approved fence to enhance the ability of a fence to restrain an owner’s pet(s). The ARC, in its sole discretion, may require landscape screening with the fence.

All fence approvals are conditioned upon the duty of the owner at all times to maintain the appearance of the fence in good condition, including replacement of damaged, broken, or missing fence boards, and painting as appropriate from time-to-time (including gate hardware visible from the outside of the fenced yard) at the expense of the owner. Fences must be immediately repainted when significant paint discoloration, fading, peeling, or flaking occurs. Fences must also be cleaned so they are free of mildew and mold. The Board of Trustees has sole discretion to determine whether fence paint discoloration, fading, peeling, or flaking is sufficiently significant to require repainting and fence mildew, or mold is sufficiently significant to require cleaning. The owner is responsible for maintaining their property on both the inside and outside of their fence.

	Color	Height	Style	Post Size	Picket Size	Spacing
<b>Wood Fence</b>	Painted White	48"	Dog Ear, Pyramid or Flat Picket	4"x4"	3-4" width	2-3" between pickets; consistent spacing required
<b>Aluminum Fence</b>	Black	48"	3 Rail Design w/ Classic Bottom	2"x2"	1/2"-3/4" width Horizontal Railing: 1"-1.5" width	2-4" between pickets; consistent spacing required

**WOOD FENCES:**

- Wood fences must be open picket style and painted white. Three standard designs for top of pickets on wood fences will be accepted; 1) Dog ear: 2) Pyramid; and 3) Flat. The proposed design must blend in with adjacent wood fences when adjacent wood fences are present.
- Wood fences must be 4 feet high. Wood fence posts must be 4 inches by 4 inches in size.
- Wood fence post caps cannot exceed 6 inches in height above the top of the fence line. The design of the post cap must be consistent with Georgian Architecture and approved by the ARC.
- Pickets on wood fences must be installed face out. All support wood posts and rails must face in toward the owner’s property. The width of the picket on a wood fence can be 3 to 4 inches and must be constructed in a consistent pattern.
- The spacing between pickets on wood fences can be between 2 to 3”. The spacing of the pickets must be consistent throughout the wood fence.

**ALUMINUM FENCES:**

- Aluminum fences must be painted black. The standard design for aluminum fences must be a 3-rail classic bottom design.
- Aluminum fences must be 4 feet high. Black aluminum fence posts must be 2 inches by 2 inches in size. Black aluminum fence rail post caps should be minimal and no more than 1 inch above the top horizontal rail. The width of black aluminum rails should be from ½ inch to 1 inch and must be constructed in a consistent pattern.

- The spacing between black aluminum railings can be between 2 to 4 inches. The spacing of the rails must be consistent throughout the fence.
- There must be 3 horizontal rails on black aluminum fences. The top rail must be 48 inches; the second rail from the top should be 3¾ inches below the top rail and the bottom rail should be 6 inches from the bottom of the vertical rails. Horizontal rails should be 1 to 1.5 inches wide and 1 to 1.5 inches high.

**Under no circumstances may a black aluminum fence attach/about up to a white picket fence, nor may they be any closer than 6 feet apart. No fence advertisements or labeling permitted.**

In rare cases, a small section of privacy fence may be approved. This is generally for corner lots and immediately abutting the patio and in cases when landscape screening cannot provide necessary privacy. Privacy fencing is highly discouraged and approved only for small sections and on a case-by-case basis.

INVISIBLE FENCE: Underground invisible pet fencing is permitted. Residents are discouraged from installing invisible fencing within close proximity to the sidewalks. Invisible fence advertisements of any type may not be posted regardless of the size. A reasonable period of time, not to exceed 3 weeks, is permitted for the use of the training flags. Invisible fencing does not generally require ARC approval for installation.

## **2. TRELLISES / ARBORS / OUTDOOR KITCHENS**

- Trellises and Arbors must be approved for materials, paint colors, design, and location.
- The ARC has discretion to determine whether maintenance is needed due to significant discoloration, fading, peeling or flaking.
- Outdoor kitchen or grill stations must be consistent with the design and materials of the patio and/or main structure. These structures must be screened with landscaping.

## **3. AUXILIARY BUILDINGS / SHEDS / GAZEBOS**

- Auxiliary buildings including, but not limited to, storage sheds, gazebos, aluminum pergolas, doghouses and greenhouses, are not permitted.

## **4. SWIMMING POOLS / HOT TUBS / SPAS**

Professionally prepared, scaled drawings including a site plan showing location, dimensions and details of pool, surrounding hardscape, fencing, landscaping, and pool utilities screening must be submitted to the ARC for review and approval prior to any work beginning. In ground pools and pool decks must be approved in advance for materials, color, design, location, fencing, and screening. It is required that all in ground pools be appropriately screened. Homeowners are reminded that they are responsible for ensuring compliance with all legal requirements applicable to in ground pools.

- All in ground pools will require an approved fence regardless of cover style.
- Surrounding hardscape may be stamped, stained concrete or patio pavers.
- Above ground pools or partially above ground pools are prohibited.

- Inflatable or plastic wading pools are permitted without approval with the following conditions: they must be temporary in nature, no pumps or filters are allowed, wading pool height is not to exceed 18 inches. When not in use, wading pools must be emptied and stored out of view of neighboring homes.
- Hot tubs must be approved for materials, location, design, and color. Hot tubs must be placed in an appropriate location with the least visual impact on neighboring homes. All hot tubs must be appropriately screened.
- Noise, whether from the pool, spa or hot tub itself or from those using it must not cause disturbance to neighboring homes.

## **5. PLAYGROUNDS, SWING SETS, TRAMPOLINES AND OTHER OUTDOOR RECREATIONAL EQUIPMENT**

Playgrounds, swing sets, basketball hoops, trampolines, sandboxes, and all other outdoor recreational equipment require prior ARC approval. Consideration must be given to the placement of the equipment to avoid high visibility to neighbors. All items must be properly screened.

- Portable sports equipment such as sports nets, rebounders, ninja courses, etc. must be stored inside when not in use or behind a visual barrier screening such areas so that they are not visible from neighboring streets or properties.
- Swing sets are to be wooden and stained, and should be properly maintained to meet the standards of the community. Swing sets must be screened from street view.
- Playgrounds, trampolines, and other recreational equipment require well planned screening. Trampolines are highly discouraged and will therefore be subject to heightened screening requirements. To be considered for ARC approval, the trampoline must be screened so as to be nearly invisible from the road in all seasons. In houses with alleyways, trampolines must also be screened from alley view.
- ARC approval is not needed for firewood storage however, 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 cannot be stored at the front of the property or within view from the street. Firewood must be of a consistent size commonly used in a moderate-sized fireplace or firepit. Caution and courtesy to neighbors should be priority when using open firepits or outdoor fireplaces.

**BASKETBALL HOOPS:** Basketball hoops are permitted and may be either permanent or portable, subject to the following restrictions and conditions:

- Basketball hoops and all related equipment must be properly maintained in good condition. Balls must be stored out of view of the street and neighbors; balls cannot be stored in or around the hoop. Worn or damaged nets must be immediately replaced.
- The base of portable hoops must be installed according to the manufacturer’s instructions and cannot be weighed down or covered with blocks or other objects.
- Backboards must be tempered glass, a minimum of 50” and a maximum of 72” horizontal, and be properly maintained in good condition. Fogged, cracked or broken backboards must be immediately removed, repaired or replaced.

- Basketball hoops must be placed on the side of the driveway and as far up the driveway and away from disturbing any neighboring property as is practical. Basketball hoops cannot be placed further than halfway down the driveway.
- Basketball hoops cannot be attached to the house or placed in between garage doors. Basketball hoops cannot be placed along or moved to sidewalks, curbs, or streets.
- The pole and related structure must be black; any pole padding must closely match the pole color. Ball returns, backstop netting and lights are prohibited.

## **6. OUTDOOR LIGHTING / LAMPS**

New permanent outdoor lighting, including low mounted landscape lighting, must be approved by the ARC. This does not include non-permanent solar landscape lighting or holiday-related decorative lighting.

- Lighting of the front entry and rear yard for safety and convenience of the homeowner is encouraged. Exterior lighting must have Georgian style and be well maintained. Broken or missing glass on exterior fixtures must be immediately repaired or replaced. Worn or faded lighting fixtures must be replaced or repainted.
- Exterior lighting must be appropriate in size, color, brightness and coverage. Regular use of bright lights or flood lights is discouraged if neighbors may be impacted.
- Street lamps and alley lamps must be maintained in proper working order. Faded or worn paint, broken or missing glass panels must be repaired or replaced immediately.

## **7. LANDSCAPING / TREES / SCREENING**

Each homeowner must ensure that their property and yard are appropriately landscaped and maintained. The ARC has discretion to determine whether landscaping and yard maintenance complies with this requirement.

Landscaping changes or additions must be pre-approved for location and materials. This includes any landscaping that affects the grade of the lot, planting beds, retaining walls, etc. This is not meant to include typical additions to your landscaping such as annuals or perennials, yearly mulching, weeding or other landscape maintenance.

- All landscape materials, plant beds and landscaped areas must be kept in good condition at all times, free of weeds, mulched and maintained on a regular basis.
- Mulch must be double or triple processed black or brown hardwood mulch.
- Extensive use of pebbles, stones, lava rock or river rock as landscaping (or mulching material) is not permitted. Rubberized mulch is not permitted.
- Lawns must be maintained with acceptable grasses or ground cover. When establishing or re-establishing a lawn, sodding or hydro seeding with a quality grass is required.
- No tree(s) may be removed without ARC approval. All portions of trees that are removed, including limbs, trunk, roots, bark and debris must be removed from the site and disposed of properly. Tree stumps must be ground out to grade and the area restored to original condition.
- All homes in the Hampsted Green section of the neighborhood that back to alleys were originally built with arborvitae screening at the rear of each home and as such, all homes backing to the alleys must have and maintain arborvitae screening for both privacy and consistency. Any needed replacement of

arborvitae will require 5' minimum height in order to expediate screening. The arborvitae species selected should match adjacent and neighboring homes or the existing arborvitae screening.

ARC approval for planting trees is necessary only when replacing your Street Tree (see Street Tree guideline below) or when you are planting in your front or side yard and in lots of 3 or more at a time.

### TREE LAWN/STREET TREE

The tree lawn is defined as the area between the sidewalk and the street. Although each homeowner technically owns the tree lawn, the governing municipality retains a “right of way” and/or easement interest in that area.

- Homeowners should consider contacting the governing municipality before placing anything in the tree lawn, such as irrigation systems, plumbing, gas lines, invisible fences, etc. If a homeowner places such items in the tree lawn without approval from the governing municipality, the municipality may not bear responsibility to fix any damage such items sustain while the municipality is exercising its “right of way” and/or easement rights.
- Maintenance of trees in the tree lawn (“street trees”) is generally the responsibility of the governing municipality. Street trees should be trimmed to allow for underneath passage via the street and sidewalk.
- Residents should contact their respective municipality:
  - City of Columbus, Parks and Recreation Forestry Division, 614-645-6640 or call 311
  - City of New Albany, 614-855-0076
- Homeowners must contact the governing municipality before planting any trees in the tree lawn. Formal written approval from the governing municipality may be required.
- The choice of street trees planted by the municipality is often beyond the control of the HVHOA. If the resident chooses to plant a street tree, then in the interest of maintaining uniformity throughout the community, ARC approval is required before planting any street trees.

### SCREENING

It is encouraged to utilize trees and/or shrubs for screening purposes, but the homeowner must ensure that ARC approval is obtained before planting any trees or shrubs on the property for this purpose. The homeowner must also ensure that any trees and/or shrubs utilized for screening purposes will shield the screened object from view throughout the entire year. Evergreen trees and/or shrubs are most effective for this purpose. If deciduous vegetation is utilized for screening purposes, the homeowner must ensure that other appropriate steps are taken to shield the screened object from view during the winter months, when there are no leaves on the vegetation. The appropriateness of any required screening is to be determined by the ARC in its sole discretion.

Items that require screening include, but are not limited to: Trash cans, recycling cans, patios, decks, trampolines, hot tubs, recreational items, pool, pool equipment, etc.

Under certain rare circumstances, it may be acceptable for fencing to be used for screening purposes, but homeowners must ensure that ARC approval is obtained before constructing a screening barrier.

## **8. TRASH CANS / RECYCLING CONTAINERS / LEAF BAGS**

Trash and recycling containers are expected to be stored inside the garage. Any trash or recycling cans stored outside, must be reasonably screened from public view, including views from the street and neighbors, with the area around the containers maintained in a clean, neat condition and in good repair at all times.

- Trash and recycling cans and any other items subject to pick-up (ie: leaf bags) must not be placed on the curb or otherwise in view more than one day prior to the scheduled pickup. All cans must be removed on the day following the pick-up.
- Under certain rare circumstances, wood fencing can be approved to screen trash and recycling containers (vinyl cannot be used). If approved, 5.25" wide wood fence boards can be used vertically to fence off an area attached directly next to the house. A wood screening fence must fully shield cans and have a height of no less than 4 feet and not higher than 4.5 feet. Wood screening may not directly abut a fence. If a fence is present, landscaping may be needed to separate the screening structure and the fence.
- Wood fencing used for screening must be painted to match the house trim paint color or to exactly match the color of the siding. Screening for trash and recycling cans by fence boards may require landscaping at the base.

## **9. BIRD FEEDERS & BIRD BATHS / WILDLIFE / PETS**

The Hampsted Village communities are surrounded on the east and west by established wetland areas. Additionally, our community includes a neighborhood pond, creek, greenspaces and other areas which may attract wildlife. Any feeding of wildlife is highly discouraged due to the likelihood of attracting unwanted pests, rodents, flocks of birds, coyotes, etc. Additionally, the city or county provides regular mosquito spraying in our community throughout the summer, so bird baths or water features which could potentially host mosquitos are highly discouraged. Feeding of feral animals or wild animals may be considered a nuisance which is in violation of the community CCRs.

- Bird feeders shall be limited to a maximum of three (3) per yard. Bird baths shall be limited to one (1) per yard. Bird baths should be regularly cleaned and have regular water changes; standing or dirty water which may attract mosquitos must be immediately removed.
- Bird feeders & bird baths are only permitted in backyards. Bird feeders can only be hung from trees or garden hooks. Bird feeders cannot be attached to fencing, housing, pergolas, or tree trunks.
- Bird feeders must be fully enclosed and must be of typical size and style.
- For the health and safety of our community, ground feeders, placing food directly on the ground or placing bird baths on the ground is strictly prohibited.
- No animals, livestock, or poultry of any kind shall be kept, raised, or bred on any portion of the Hampsted Village Area, except dogs, cats or other household pets (per section 10.12 HV CCR's).
- All dog waste in private yards and greenspaces shall be promptly cleaned up by the dog owner and disposed of properly. Doggie pots are available at all greenspaces and are maintained by the HOA.

## 10. ORNAMENTATION / HOLIDAY DECORATIONS

- Window boxes must be approved by the ARC before installation. Window boxes must be regularly maintained and installed symmetrically. Rotted or deteriorated window boxes must be immediately removed; in most cases if one box is removed all boxes must be removed to maintain a symmetrical appearance.
- Seasonal or temporary ornamentation, planters and flower pots must compliment the color scheme of the house and must be kept on patios, front stoops or decks. Out of season faux flowers, faux plants or faux greenery are non-permitted.
- Permanent ornamentation including fountains, koi ponds, statues or other “lawn art” is not permitted for areas which are within view of the street(s) and is generally discouraged. Permanent ornamentation requires ARC approval and will require screening.
- Ornamentation and exterior decorations which are not considered to be temporary holiday decorations are not permitted.
- Garage screens are not permitted. Draperies and screens are not permitted on street facing front porches. Draperies and zipper screens are not permitted on or attached to any pergolas or pavilions.
- ARC approval is not necessary for holiday decorations. However, the ARC retains the right to require the immediate removal of inappropriate or excessive decorations.
- Holiday decorations and lighting must not be put up more than 30 days prior to the holiday and must be taken down within 30 days after the holiday has concluded.
- Exterior clotheslines are prohibited.

## 11. MAILBOXES

HVHOA adopted a new mailbox policy in 2019. Mailboxes throughout the community were replaced by HVHOA with consistent black mailboxes as the community-wide standard. HVHOA will handle general maintenance due to normal wear and tear, but mailboxes must be maintained appropriately by the homeowner and remain free from:

- Rust, bent, broken, or missing pieces.
- Leaning or discolored poles.
- Decorative items, plants or flowers touching the bottom of the mailbox.
- Numbers with the incorrect font.
- Plants or flowers touching the bottom of the mailbox.

Residents should contact the property management company if assistance is needed to repair or replace a mailbox. Residents will be financially responsible for repairs or replacement due to damage.

If your mailbox is damaged (e.g., hit by a car or snowplow, etc.) please contact the property management company for a list of vendors. When a mailbox is damaged, the resident is expected to repair or replace it within 45 days of the event. If a damaged mailbox is not repaired or replaced within 45 days, the Association will mail up to two Notices to the homeowner at the address on file with the Association.

- Notice of Non-Compliance (i.e. a friendly reminder)
- Final Notice



- If the mailbox is not repaired or replaced within 30 days from the date of the Final Notice, the Association will hire a contractor to repair or replace the mailbox (as needed and determined by the property management company).
- The cost of services performed by the hired contractor through the Association will be charged to the homeowner's account, and the homeowner will incur late fees if the contractor fee is not paid to the Association in a timely manner.

## 12. SIGNS

Temporary signs, banners, or similar messaging (collectively referred to as "signs") of appropriate size, condition, and location may be permitted when supporting the following situations (whether in-person, virtual, or celebratory events):

- High school or college graduation of a family member for up to four (4) weeks during the graduation season of the student(s).
- School-sponsored sports, student athletes, or other student organizations (e.g., sports, band or cheer) during the active season or duration of the activity.
- School-sponsored programs or events (e.g., choir concert or drama production) for up to two (2) weeks prior to the event.
- Local New Albany events (e.g., McCoy Center performances, or Heit Center programming) for up to two (2) weeks prior to the event.
- Fundraising events (e.g., Pelotonia) for up to two (2) weeks prior to the event.
- Important life cycle events (e.g., birth of a child) for up to two (2) weeks after the event.
- Politically oriented signs (only signs supporting a candidate or ballot issue connected to a specific election) may be displayed only during the two (2) week period before an election.
- A single security sign no larger than 12" X 12" may be staked in the flower bed in front of the home. Security window stickers on front doors or sidelights are also permitted.
- Any sign including hate speech or a message promoting a direct attack on others, or containing obscene, indecent, or profane content is expressly prohibited.
- Contractor advertising signs are discouraged but may be displayed temporarily during work actively done at the location by the contractor. Such signs must be promptly removed when the work is completed.
- All other signs are prohibited unless prior written ARC approval is obtained.

Signs must be removed within 48 hours of the conclusion of the event, activity, election, or prescribed permitted time frame. Signs are not permitted to be affixed to the exterior of a house or publicly displayed through a window. The ARC retains the right to determine on a case-by-case basis what signs are of appropriate size, condition, location, and duration.

Real Estate signs must conform to the New Albany Standard, no larger than 30" x 40" and must be either painted or PVC vinyl board using "New Albany Blue" with white lettering and installed on a 4"x 4" white post. Real Estate signs include For Sale, For Lease and FSBO. Approved Real Estate signs must be well maintained, should not be leaning or tilted, and no other types of realtor signs are permitted. Real estate signs must be installed in the center

of the front yard, in the general line of the front door and not within the tree lawn. For information on ordering your own real estate sales sign, you may contact Ohio Equities at (614) 939-8600 for information about vendors.

### 13. FLAGS

No flags of any kind shall be displayed to the public view on or from any portion of the Hampsted Village Area except the following approved flags which are approved for constant display:

- United States Flag
- State Flag of Ohio
- POW/MIA Flag
- US Service Flags (Blue Star banners, Gold Star banners, Army, Marine Corps, Navy, Air Force, Coast Guard, Space Force)

Temporary display of Sports Team Flags (High School, College, Professional) is permitted – displayed on game day and removed within 48 hours after game day.

### 14. SOLAR PANELS / SOLAR COLLECTION DEVICES

Solar panels may be approved in Hampsted Village communities. Solar panels should be installed only on the roof of the primary residential structure. Solar panels should be located in a position least visible from any street or common area. All installations must take into consideration screening to limit visibility of solar panels from the street, common area, and by neighbors. Ideally, solar panels are installed only at the rear of a home unless visible from a common area. Homes with south facing front roofs are not good candidates for solar panels in this community.

- Solar panels installed on a pitched roof must be parallel to the plane of the roof or otherwise conform to the slope of the roof. Solar panels on flat roofs are discouraged.
- Solar panels should be installed on rear facing roofs. If installed on a side facing roof, panels should extend no more than half the length of the roof starting from the rear of the home.
- Solar panels should be installed in a singular array. More than 2 solar arrays are discouraged.
- All black solar panel models are preferred. If all black models are not selected, the solar panel frames must adequately match the color of the roof. No bare aluminum is permitted.
- Conduit, electrical wiring and converter boxes should be at the rear of the house and not visible from the street. All conduit and electrical wiring must be painted in a color consistent with the color of the shingles, soffits, and siding (each, as appropriate). If the home is brick, the conduit may be painted to match the trim.
- Solar panels must not extend beyond the perimeter boundary of the roof section to which it is attached and should terminate no less than 3' from the edge of all roof lines.
- Solar panels must not be greater than 12 inches above the roof surface to which it is attached.
- Solar panels should have typical residential sizing of approximately 3'x5' and must be installed uniformly in either portrait or landscape mode.

- Solar panels must be maintained in good repair and working order. Any solar panel system damaged, destroyed, or disused must be removed or repaired within ninety (90) days after such initial damage, destruction, or disuse. Damaged or discolored solar panels must be immediately replaced with matching panel(s).
- Written ARC approval is required prior to the removal of approved solar panels. If solar panels are removed for any reason, ALL hardware, conduit, and wiring must also be removed from the roof, soffits, and siding. Temporary partial removal of solar panels for replacement or repair of roof may be acceptable for short periods of time as deemed reasonable at the sole discretion of the ARC.
- If solar panels are removed for any reason, the owner must obtain written ARC approval before reinstallation.
- Solar Panels must be installed in conformance with all applicable governmental rules, laws, regulations, and ordinances, including but not limited to applicable zoning, building, and fire codes.
- Solar shingles are not yet established in Hampsted Village. Solar shingle proposals will be required to meet roof shingle guidelines for color and conformity as well as the above outlined solar guidelines for minimal visibility.

Installation of ground mounted solar panels will be considered for ARC approval only if: Solar panels installed on the roof of the primary residence as set forth above would reduce annual energy production by more than 10% AND if solar panels are shielded from any street abutting the property or any common area at street level by vegetation tall and wide enough to prevent an individual on the street or common area from being able to see the solar panels, AND the installation complies with all setback requirements for the lot.

Solar Easements: Solar easements or shade control between neighbors is beyond the scope of authority of the ARC and Board of Trustees. Similarly, the ARC and Board of Trustees are unable to consider solar easements or shade control when requiring landscape screening and/or when considering approval for neighborhood projects.

## **15. SATELLITE DISHES**

No approval of the ARC is required prior to the installation or use of a “dish” antenna less than one meter (39.37 inches) in diameter. A satellite dish or antenna that is one meter (39.37 inches) in diameter or more must have the prior written approval of the ARC for location, size and appropriate screening.

A satellite dish or antenna that is less than one meter (39.37 inches) in diameter and is designed to receive direct broadcast satellite service, video programming service via broadband radio service or local television broadcast signals, shall be placed in a location on the property such as the side or rear of home so as not to be visible from the street so long as the placement does not prevent reception of an acceptable quality signal.

## **16. VEHICLES / BOATS / TRAILERS**

The Declaration of Covenants, Conditions, Restrictions and Easements for Hampsted Village (CCR’s) sections 10.6 & 10.7 lists restrictions for motorized vehicles, abandoned, inoperable or oversized vehicles which includes:

- No trucks, commercial vehicles, vehicles with commercial writing on their exteriors, vehicles primarily used or designed for commercial purposes, utility or pick-up trucks, motorcycles, trail bikes, recreational vehicles, motor homes, motor coaches, snowmobiles, campers, trailers, boats or boat trailers, or any other motorized vehicles other than passenger automobiles shall be parked, stored or in any manner kept or placed on any portion of the Hampsted Village Area or the roads therein, except in an enclosed garage.
- Abandoned or inoperable automobiles or vehicles of any kind, shall not be stored or parked on any portion of the Hampsted Village Area.
- Oversized vehicles, for purposes of this section shall be vehicles which are too high to clear the entrance to a residential garage.
- No commercial vehicles, boats, jet skis, campers, RVs, trailers, motorcycles, non-working vehicles, etc. may be parked on the street, driveway or in yards.

## **GENERAL PROVISIONS**

The ARC retains the right to amend or modify these Design Guidelines and to impose other restrictions applicable to all or any part of the Hampsted Village Communities. Section 11.9 states “No building or improvement shall be placed, erected or installed in the Hampsted Village Area, no construction, no exterior alteration or modification or existing improvements, and no plantings or removal of plants, trees or shrubs shall be permitted without, until and unless the owner first obtains the written approved thereof from the Committee and otherwise complied with the provision hereof. Any excavation, construction, reconstruction, or the refinishing or alteration of any part of the exterior of any Building or other improvement in the Hampsted Village Area is absolutely prohibited until and unless the Owner or developer first obtains approval therefore from the Architectural Review Committee and other wise complies with the provisions hereof. All Improvements shall be construction only in accordance with approved plans”.

The ARC may authorize variances from compliance with any of the Design Guidelines when circumstances such as topography, natural obstructions, hardship or aesthetic or environmental considerations require. Such variances may only be granted when unique circumstances dictate and variance shall not (a) be effective unless in writing, (b) contrary to the restrictions set forth in the Hampsted Village Declarations, or (c) stop the ARC from denying a variance in other circumstances. The inability to obtain approval of any governmental agency, the denial of any permit or disapproval of the terms of any financing shall not necessarily be considered a hardship warranting a variance. The ARC reserves the right to make periodic inspections during or after construction of improvements to assure compliance with these Guidelines.

The omission or failure of the Board to enforce the design guidelines, in whole or in part, shall not be deemed a waiver, modification or release of any owner from the obligation to follow the design guidelines.

The ARC may appoint one or more other committees to assist the ARC in fulfilling its duties under these Design Guidelines. If any provision of the Design Guidelines is held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect, invalidate, or render unenforceable any other provision.