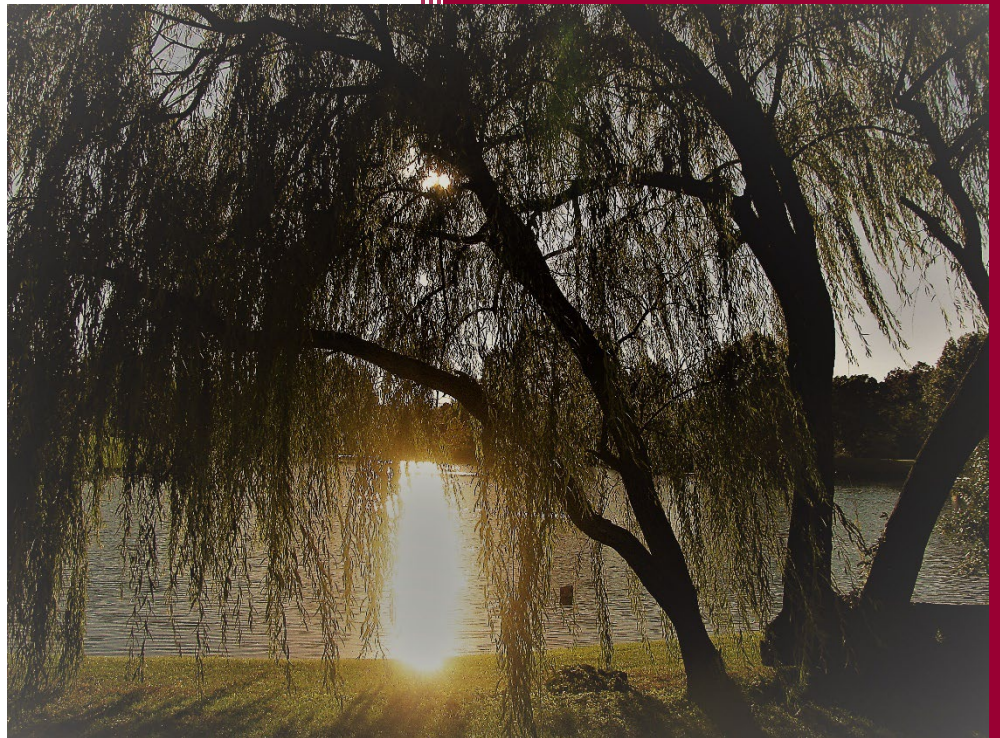


*Melrose Homeowners Association
of Pickerington, INC.*

**Melrose
Inverness at Melrose**

**Deed Restriction
Handbook**



Prepared By:

Melrose Homeowners Association
Board of Directors
4/1/2026

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Introduction



To every homeowner that makes Melrose a great place to live,

Welcome to the Melrose Homeowners Association of Pickerington, INC.! This handbook summarizes important information about living in Melrose & Inverness at Melrose including community guidelines, financial responsibilities & overall neighborhood maintenance.

The Melrose Homeowners Association of Pickerington, INC. became certified with the State of Ohio on March 6, 1996. The **Declaration of Certificate** is the origin of a corporation & miscellaneous filings for the name of the 'not-for-profit' organization. This Declaration states the existence of the INC. & includes Article of Incorporation. Every organization must file for status every five (5) years with the Secretary of State for continued existence if no other filing has been submitted. Once the legal status of a **Homeowners Association (HOA)** is registered, bylaws are established, along with other documents like covenants, conditions, & and restrictions (CC&Rs) and rules and regulations.

Declaration of Certificate for the [Melrose Homeowners Association of Pickerington, INC.](#) is **Roll 5452** at **Frame 1233** of the Records of Incorporation & Miscellaneous Filings with the Ohio Secretary of State.

HOA Bylaws are legal documents that revolve around operational issues, mainly pertaining to the board of directors. There are specific rules that explain how an HOA runs daily. Within the bylaws, you'll find information about:

- **Board member election processes**
- **Board member term restrictions**
- **Quorum details**
- **Meeting protocols**
- **Board member duties**
- **Voting methods**

HOA bylaws are like the rulebook that states how the HOA operates behind the scenes. They provide communities with communication on how exactly the board members that preside over them function and hold members accountable in their positions. Without HOA bylaws, an HOA risks a lack of structure, hindering clear communication between board members and residents as well as undermining board member accountability, which is essential for a well-organized community. In larger communities, organizing an HOA without bylaws offers little benefit, making bylaws an integral component of any efficiently run HOA.

Code Of Regulations (Bylaws) for Melrose and Inverness at Melrose:

[Document 202400008401](#), Recorder's Office, Fairfield County, Ohio

Typically, the board of directors oversee the enforcement of HOA bylaws and covenants, conditions & restrictions, with potential delegation to committees for specific tasks. Alternatively, HOA management companies can offer a neutral third-party approach, taking directions on behalf of the board.

Restrictive covenants (sometimes called deed restrictions, covenants, conditions & restrictions) are contractual limits imposed on the use or occupancy of real property. Restrictions may affect a single tract of land or an entire subdivision. These restrictions can substantially limit the use and development of property.

The term **deed restriction** references restrictions imposed by a Homeowners Association. However, **deed restrictions** also refer to restrictions found in the Conveyance Instrument, General Warranty Deed, Special Warranty Deed, etc. *Developers place restrictions on land to maintain a certain amount of uniformity in a subdivision or development.* Deed restrictions included in the conveyance will follow the land unless the restriction instrument provides otherwise. This is not conditioned on a formal association. **The deed restrictions in the conveyance may not be voted on or amended.**

Some restrictions are a form of contractual agreement, and they may be modified. Often the restrictions themselves will provide a mechanism for modification with the consent of a specified percentage of the affected landowners or a designated committee. The restrictions generally have a set period and automatically renew for another set time if there has not been a majority or unanimous vote.

A **deed restricted community** is a development where a Homeowners Association has restrictions in place that prohibit certain actions. These rules are established & enforced by a private entity (the community HOA), not a local government. **The goal of these specific bylaws is to maintain a neighborhood's aesthetic and support property values.**

Part of the annual fees that are paid to your HOA go towards the enforcement of their deed restrictions. The rules operate much like a '*social contract*' among all residents, where each homeowner sacrifices certain uses of their land to guarantee the beauty of the neighborhood.

BENEFITS OF A DEED RESTRICTED COMMUNITY

Deed restricted communities tend to work best when the rules are fair, and enforcement is proactive. Deed restrictions can ensure that your neighborhood stays beautiful & prevent property values from falling.

DEED RESTRICTED COMMUNITY RISKS

The most obvious risk of buying a home in a deed restricted community is that the rules could be more oppressive than if they are beneficial. This can occur within older communities where the rules were established a long time ago, recently constructed communities tend to have few strict rules. Deed restrictions are not easily changed, so it's quite likely any strict rules will remain in effect for future owners as well. Since a Homeowners Association is considered a private entity & not a government agency, they can override certain constitutional protections. You're also obligated to pay community HOA fees & can face consequences if you don't. **The HOA can place a lien against your home.**

DEED RESTRICTIONS for Melrose and Inverness at Melrose:

Melrose (Plat Cabinet 1, Slot 78)	- Deed Volume 566\Page 99 and Deed Volume 577\Page 515
Melrose Section 2 (Plat Cabinet 1 Slot 96)	- Deed Volume 576\Page 602
Melrose Section 3 (Plat Cabinet 1 Slot 116)	- Deed Volume 595\Page 629
Melrose Section 4 (Plat Cabinet 1 Slot 112)	- Deed Volume 591\Page 379
Melrose Section 5 (Plat Cabinet 1 Slot 127)	- Deed Volume 610\Page 294
Melrose Section 6 (Plat Cabinet 1 Slot 150)	- Deed Volume 627\Page 619 and Deed Volume 630\Page 263
Melrose Section 7 (Plat Cabinet 1 Slot 159)	- Deed Volume 651\Page 978
Melrose Section 8 (Plat Cabinet 1 Slot 171)	- Deed Volume 650\Page 403 and Deed Volume 650\Page 415
Inverness at Melrose (Plat Cabinet 1 Slot 150)	- Deed Volume 627\Page 612

An Association Regulation is a rule or order that governs, or controls conduct within a specific jurisdiction (gives detail to an already legally binding rule and/or covenant). An HOA can pass additional regulations to help enforce and clarify the rules outlined within their CC&Rs. **These regulations often can be adopted by the board without a vote from all the homeowners if they aren't more restrictive than existing guidelines** unless otherwise defined in the Declaration or Bylaws.

Active Association Regulation (included in this handbook):

Resolution 2009-1 (late fee to annual due date) 2.9.2009

Resolution 2025-1 (increase in annual dues) 12.18.2024

Resolution 2025-2 (unpaid violation remedy) 12.18.2024

Resolution 2025-3 (standards for uniform fencing enclosing property) 12.18.2024

Resolution 2025-4 (uniform standards for mailbox) 1.22.2025

Resolution 2025-5 (identical deed restriction violation(s) within a 12-month period) 1.22.2025

Resolution 2025-6 (collection Policy) 1.22.2025

Resolution 2025-7 (placement & storage of basketball goals) 1.1.2025

Resolution 2025-8 (hidden fence standards for a garbage container) 1.1.2025

Resolution 2025-9 (uniform standards for yard signage) 8.27.25

This resource covers descriptions, restrictions, rules, maintenance, finances and procedures that help make our community a great place to live. We encourage your cooperation in upholding these guidelines to maintain our property values and promote overall neighborhood warmth.

The Melrose Homeowners' Association of Pickerington, INC. utilizes [PMI Centerline](#) to manage the Association & assist with Subdivision needs. The purpose of PMI Centerline is to serve as an intermediary for all issues within Melrose and Inverness at Melrose. Services required but are not limited to:

- **Board Member Assistance**
- **Community Communication**
- **Assessment Collection**
- **Accounting & Reporting**
- **Compliance Inspection (monthly)**
- **Document Management**
- **Maintenance & Inspection**

Information (including homeowner portal) for **PMI Centerline** can be found at www.pmicenterline.com

The official website of the Melrose Homeowners Association can be found at www.Melrosehoa.com

The Melrose HOA currently runs on a financial budget from ALL 398 properties within the Subdivision. As of 2025 Annual dues per property in Melrose & Inverness at Melrose are **\$200.00**. The annual accounts receivable are **\$79,600**.

Handbook Guide



This handbook is your guide to living in Melrose and Inverness at Melrose with HOA direction. It supplements (not replace) recorded governing documents, which take precedence if there are any discrepancies. Those documents include [Ohio Revised Code Chapter 5312](#) and the **Declarations and Bylaws**.

Due to Melrose & Inverness at Melrose consisting of nine (9) sections, each of which have their own set of Covenants, Conditions & Restrictions (CCRs), The Melrose Board of Directors voted unanimously to cross-reference ALL sets of said CCRs & enforce only the rules and regulations that were found to be uniform throughout ALL recorded documents of every section. The reason for this is to prevent unequal enforcement with potential delegation based upon the physical location of a home in the subdivision.

This handbook covers:

- **Communications:** Connecting with neighbors and the Homeowners Association.
- **The Association:** How the HOA operates, including board/management roles, maintenance, insurance, finances, decision-making, and enforcement.
- **Common Elements:** Rules for shared spaces and common areas.
- **Homeowner Exterior Guidelines:** Your maintenance responsibilities and permitted exterior changes (if any).
- **Homeowner Financial Guidelines:** Your financial obligations.
- **Enforcement Procedure:** How violations are handled.
- **Appendices/Forms:** Useful forms (i.e. Regulations).

We encourage you to review this handbook and contribute to keeping Melrose & Inverness at Melrose a great community. As this handbook gets periodically updated, any additions/amendments will be actively communicated to all homeowners.

Melrose Homeowners Association of Pickerington, INC.

I. Communication

Communication between the professional Property Management Company, Board of Directors, homeowners and residents is essential for the successful and effective operation of the community. It is important that homeowners keep their contact information up to date with the Management Company, including mailing address, email address and phone number.

As further explained later in this handbook, our community is governed by volunteer board members who are elected by the homeowners from among the homeowners. While the Board of Directors are responsible for the community's priorities and decisions, our community also has a professional Property Management Company to run the day-to-day management, financials, maintenance, and operation of our community.

Currently the Property Management team that represents Melrose and Inverness at Melrose are:

PMI Centerline

1355 King Ave., Suite 200

Columbus, Ohio 43212

614.285.5629

team@pmicenterline.com

www.pmicenterline.com



Per the Melrose Code of Regulation of Melrose Homeowners Association of Pickerington, INC., **Article V** (Board of Trustees), **Section 1** (Trustees), there shall be five (5) Trustees, and the terms of the Trustees shall be staggered so that the term of at least two (2) Trustees will expire and a successor will be elected at each annual meeting of the Association. Per **Article VI** (Officers), **Section 1** (Enumeration of Officers), the offices of this association shall be a **President**, a **Secretary**, a **Treasurer** and such other offices as the Board may from time to time determine. All Trustees must also be members of the HOA. The same person may hold more than one office.

If you ever have a question or concern, please contact the Management company or Board president. The Board may only make decisions at Board meetings (unless otherwise unanimous) except for emergency health and safety issues. To maximize efficiency, please contact the Management company or Board president to assist you.

As the Melrose HOA is a not-for-profit Ohio corporation, there is an annual meeting once a year. Notice will be sent to you in advance of the meeting containing the date, time, and place. The legal purpose of this meeting is to elect, from among your fellow homeowners, the Directors to serve on the board; There are often general reports and a question & answer session. Attending this meeting benefits all residents while addressing issues in the neighborhood. *We hope to see you at the annual meeting!*

II. The Association

Our community, like all other HOA communities in the State of Ohio, has an Association to operate, manage, and govern the property. Governed by a Board of Directors, the Association performs many essential functions to keep the Melrose HOA a premier community, such as maintenance, purchasing insurance, adopting budgets and assessments, allocating reserves, property operation and covenant enforcement. Together, all these items contribute to everything that your Association does for you.

A. The Board of Directors

The Association is administered by a Board of Directors that are elected from among the homeowners at the Association's annual meeting. To be a Board director, you must either be a homeowner, the spouse of a homeowner, or, if the property is owned by a corporation or other business entity, director, officer, employee, or agent of the corporation who is designated by the corporation.

Serving on the Association's Board is a tremendous opportunity to serve our community and have an impact on the matters and decisions that affect our neighborhood. **All Board directors volunteer their time to serve the community.**

Again, to share this responsibility among all of us, everyone is encouraged to run for and serve on the Board.

B. Committees (if warranted)

Committees are an invaluable tool in an Association. Having committees can extend the Board's reach, ability, and effectiveness. The Melrose HOA committees are advisory in nature; For example, a Landscaping Committee could make recommendations to the Board regarding landscaping for the entryway, or an Activities Committee could make recommendations for social events within the neighborhood.

C. Surveys

From time to time, the Board may send surveys to obtain input from homeowners regarding issues that could potentially have an impact on the Association. Although advisory in nature, community surveys can provide valuable information. Please complete surveys to help the Board with its decision-making processes.

D. Maintenance Responsibility

The Association's main responsibility is the reasonable management, maintenance, repair and replacement, as needed, of the Association's Common Elements. The Board, when establishing the budget, sets and prioritizes all the Association's maintenance responsibilities. In general, the items that have an immediate impact on the safety of persons or property receive greater priority; However, the Board's continued goal is to have a well-maintained community.

The list below includes components that the Association is responsible for regarding upkeep and maintenance. For a more complete listing, please consult the Declaration. If you are uncertain about the responsibility of a certain item, please contact the Management Company or Board president.

The Association is responsible for the reasonable maintenance, repair, and/or replacement of the following:

- a. Entrance features (including landscape mounding along Refugee Rd.)
- b. Electric power, wires, conduits, and ducts that serve the Common Areas, such as main lines
- c. All trees & landscaping in the Common Areas

E. Insurance

The Association obtains and provides extensive insurance coverage. This includes property insurance on structures, general liability insurance and director and officer liability insurance. These insurance policies are not only required by the Declaration but are also meant for our protection as homeowners change to customize to our neighborhood.

1. Property Insurance

The Association obtains property insurance, also known as casualty insurance, for sudden, unexpected events that happen to structures from events such as fires, tornadoes and hailstorms. For more details on what the Association is responsible for insuring, please refer to the Declaration.

2. General Liability Insurance

This insurance covers the Association and protects the community from liability associated with acts, damage, or injuries that occur on shared property (Common Area). This insurance helps to protect us in the unlikely event that someone was injured on the property, sued the Association and prevailed.

3. Director and Officer Liability Insurance

The Board of Directors, just like all other corporate boards, must often make difficult decisions. This insurance protects the Association's volunteer Board members in the event one or all of them are named personally in a lawsuit. We want to continue to protect the volunteers whom serve the community.

F. Budget & Assessments

One of the Board's main functions is to establish a budget every year for the Melrose HOA that incorporates all the upcoming year's common expenses. This is a time-consuming but diligent process, where the Board must review prior expenses and contracts, plan for short/long-term projects and evaluate the Association's financial condition. As the Association's only real form of revenue is from assessments paid by the homeowners, it is imperative that the Board budget wisely.

Our Association's common expenses include, but are not limited to, the cost of maintenance and repairs to all components that are the Association's responsibility, insurance premiums, utility services to the common elements, accounting, management, legal fees, landscaping and reserves. Once a budget is established, the Board then allocates each property's share of these items based on each property's undivided percentage of interest in the Common Elements.

The Association's only real source of income comes from these assessments. If one homeowner does not pay, that means the remaining homeowners must make up for the shortfall. Consequently, it is imperative that all the homeowners pay their share and pay it on time. The Board has enacted a collections policy to aggressively address unpaid assessments, which can be found in **Section VI** of this Handbook.

G. Property Operation & Management

In addition to the financial, maintenance, and insurance responsibilities outlined above, the Association is also responsible for the property's general operation and management. This includes coordinating contractors, answering homeowner questions, sending out requests for proposals, processing homeowner requests and applications, posting accounting receivables/payables and communicating with the homeowners through the website and direct mailings, all of which is handled by the Management Company.

H. Rules & Enforcement

The Association's Declaration, Bylaws, and these rules outline regulations, requirements, and restrictions to protect and preserve property values. These regulations are meant to protect from decreasing property values, deteriorating exterior appearance, and inappropriate neighborhood conduct; **This collectively serves for all our best interests.**

In exercising this authority, the Board also has the ability to promulgate the rules found in this Handbook, in addition to the provisions found in our Declaration and Bylaws, that govern items, including but not limited to, interpretation of the governing documents, personal conduct of residents and guests, maintenance standards, architectural modifications and operational policies.

The Board is given the duty, as elected representatives from the homeowners, to evenly and appropriately enforce the restrictions, rules, and regulations found in our governing documents, and take this responsibility very seriously. As a result, the Board has also adopted an Enforcement Procedure, a copy of which can be found in **Section VII** of this Handbook, which outlines the method by which the Board may initiate enforcement action, as well as all rights and expectations that a homeowner may have regarding the enforcement process.

III. Common Element Information & Guidelines

A. Vehicles & Parking

All vehicular traffic shall obey the posted speed limit signs and other signage/painting on curb.

Parking General Guidelines

1. [Melrose & Inverness at Melrose residents are to abide to Pickerington Codified Ordinance CHAPTER 452 – Parking Generally.](#)
2. As a courtesy, when parking in the public street:
 - Vehicles should not impede access to another homeowner's driveway
 - Vehicles should not park in front of a mailbox that could result in void of mail
 - Vehicles should not park across a sidewalk
 - Vehicles should not park in front of homes other than self (if applicable)

Commercial trucks, trailers, boats, campers and mobile homes may not be stored on streets or driveways for more than 48 hours in any 30-day period.

3. Parking vehicles or trailers are prohibited on any lawn or landscape area.
4. Inoperable vehicles (vehicles with flat tires, expired license plates, or other vehicles incapable of movement under their own power, etc.) which are parked for more than 48 consecutive hours are not allowed.

B. Pets

Pet owners are responsible for promptly cleaning up after their animals and disposing of animal waste appropriately. The following rules clarify the covenants and restrictions of the Association Declaration and Bylaws:

1. [Melrose & Inverness residents are to abide by Pickerington Codified Ordinance CHAPTER 618 – Animals](#)
2. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot. Only household pets, such as cats and dogs, are permitted. Pets must not be bred or maintained for commercial purposes and must not run unattended.
3. Homeowners and residents will be required to take action to prevent their pets from disturbing others and being a nuisance.
4. No animal pens or houses are permitted.

C. Trash Collection & Garbage container storage

All homeowners are to abide by the following guidelines for both trash collection & garbage container storage.

Trash Collection

1. All trash for collection must be set out at the main street next to the curb.
2. Residents will be responsible for cleaning up trash spillage from their containers.
3. It encouraged that trash is not set out for pickup until 500pm the preceding day.

Garbage container storage

1. Garbage containers, when not set out for collection, must be stored out of sight from the front/side of the property, concealed within garages or screened areas.
2. If stored outside, garbage containers shall be concealed by means of a screening wall per [Resolution 2025-8](#) (Hidden fence standards for a garbage container) or sufficient landscaping to provide a permanent screen at all times of the year.

D. Mailboxes

Homeowners are responsible for maintaining the condition of their mailboxes, including ensuring that mailboxes are upright, free of damage, and have legible address numbers. Mailboxes and address lettering must conform to Developer or HOA standards. Mailbox posts and address stones must match uniform subdivision standards set forth by [Resolution 2025-4](#) (uniform standards for mailbox).

E. Landscaping & Lawns

[Melrose & Inverness residents are to abide by Pickerington Codified Ordinance CHAPTER 680 – Weeds](#)

The Association provides landscape services and maintenance to the Association's Common Areas as well as the service to the Melrose common area pond.

Residents are encouraged to maintain a neat appearance to their home which includes regular lawn maintenance & upkeep of landscaping and flowerbeds. Failure to do so will be viewed as a nuisance & subject to a Deed Restricted violation.

F. Solicitation and Garage/Yard Sales

Melrose & Inverness at Melrose are private subdivisions; Solicitation is not permitted within the Association.

A community garage/yard sale for Melrose & Inverness at Melrose is held every year during the month of June. Homeowners are encouraged to host sales during this time. If a homeowner opts to promote a garage/yard sale that is not on the community date, a garage/yard sale application must be filled out by the homeowner & sent to the Pickerington Planning & Zoning Department for a permit (there is no fee).

[Pickerington Garage Sale application](#)

Garage/Yard sale signs may be placed throughout Melrose & Inverness at Melrose for advertisement of sale so as it abides per [Resolution 2025-9](#) (uniform standards for yard signage).

IV. Homeowner's Exterior Guidelines

The Association encourages homeowners to make improvements to the property's landscaping or other exterior physical, and it is encouraged that those modifications and improvements are consistent with the architectural harmony of the community, comply with documented standards and have obtained the Board's approval (in specified cases).

These rules and regulations are intended to be flexible to provide the Board with the ability to address all circumstances that may arise in connection with the exterior of a proposed modification. All decisions by the Board will be documented and maintained by the Association's 3rd party vendor, including any extenuating or unique factors involved in the decision-making process. As with any board promulgated rule, the Board reserves the right to add to, delete, modify or otherwise amend the rules and regulations as it deems necessary for the health, safety and comfort of all residents for specific approval requests.

A. General

Keep the area surrounding the home free from trash, paper, and other debris.

B. Personal Effects

All personal property, such as lawn chairs, bicycles, etc. are encouraged to be placed inside the property or in the garage when not in use. Patio tables and chairs, patio swings, grills may be stored on the rear patio year-round when kept in a clean orderly manner and in good repair.

No signs, temporary canopies, or any other device or ornament may be hung, displayed, affixed or placed on the exterior walls, doors, fences or roofs. An ACC Request may be submitted to the Management Company for the Board's consideration to approve or disapprove of any such additions. ACC Requests may be submitted on the portal.

C. Prohibited Items

The following items, though not all inclusive, are prohibited:

1. Temporary structures, sheds, dog houses, trailers, tents, shacks, or outbuilding
2. Clotheslines and similar hanging devices
3. Livestock and poultry
4. Above-ground swimming pools

D. Portable Moving Container/Dumpster

One (1) portable moving container/dumpster is permitted in the homeowner's driveway during moving and/or property construction. Residents are requested to notify the Management Company and/or Board President prior to the intent to have a portable moving/container/dumpster on premise.

E. Landscape Beds & Borders

No wall of any kind, for any purpose, shall be erected, placed or suffered to remain on any lot nearer the street excepting ornamental railing, walls & fence not to exceed three (3) feet in height located on or adjacent to entrance, platform or steps. Nothing herein contained, however, shall be constructed as preventing the use of such portion of any lot for walks, drives, planting of trees or shrubbery, growing of flowers or other ornamental plants, or for small statuary entranceways, fountains, or similar unsightly objects shall be allowed to be placed or suffered to remain anywhere thereon.

F. Flowers & Shrubs/Gardens

Residents are encouraged to maintain a neat appearance to their flowerbeds, including pruning and replacement as needed. Failure to do so per [Pickerington Codified Ordinance CHAPTER 680](#) will be viewed as a nuisance & subject to a Deed Restricted violation.

Vegetable plants and gardens are only allowed in the backyard area out of sight from the front and must be maintained in pots or raised gardens. Such gardens must be maintained during the growing season and removed at the end of the growing season.

G. Fences

The Developer (Declarant) reserves the right to establish standards for uniform fencing. Any fencing should be installed in such a way as to relate to and enhance the architecture of the home, improve the site design and create attractive outdoor spaces (such as the ambiance of a landscaped courtyard). It is desirable that sensitive landscape design be in integral part of any fencing installation.

[Resolution 2025-3](#) (standards for uniform fencing enclosing property)

- All fencing must be split rail. This will consist of three (3) rows of horizontal fence posts that are supported by vertical posts
- All fencing must be wood
- Fencing must not exceed 48” in height
- Additions of approved rancher’s wire or hardware cloth mesh to fence to create a ‘*nearly invisible*’ barrier for pet containment
- The fencing design should enable a mower to keep the fence line trimmed

Fences are not to be installed without prior approval from the Board of Directors. An ACC Request is to be submitted to PMI Centerline for the Board’s consideration, to approve or disapprove any such additions. ACC Requests may be submitted on the portal.

When enclosing an in-ground pool, spa/hot tub and/or deck, a privacy fence up to six (6) feet in height may be installed immediately enclosing the area. An ACC Request is to be submitted to PMI Centerline for the Board’s consideration, to approve or disapprove any such additions. ACC Requests may be submitted on the portal.

No fences are permitted within any landscape mounding area within the Melrose (Lot 4-12, 57-59, 68, 69) and Inverness at Melrose Subdivision (Lot 1, 11-14).

H. Garbage Screens

Garbage containers, when not set out for collection, must be stored out of sight from the front/side of the property, concealed within garages or screened areas (wall). If stored outside, garbage containers shall be concealed by means of a screening wall per [Resolution 2025-8](#) (Hidden fence standards for a garbage container) or sufficient landscaping to provide a permanent screen at all times of the year.

- Hidden fencing must be wood, plastic, or vinyl material
- Hidden fencing must not exceed four (4) feet in height
- Hidden fencing must consist of at least two (2) sides to completely screen garbage containers from street view, including one side facing the street and one side being parallel with home

I. Flags

Flags are permitted to be flown on any property in Melrose or Inverness at Melrose. It is encouraged that the size of a flag does not exceed 4x6 ft. Flags may be flown from a flagpole, a bracket that is mounted to a home or vertically hanging from a fixed structure.

It is highly encouraged that the flag of the United States, if flown, adhere [United States Code Title 4 Chapter 1 – The Flag](#). Also, see [U.S. Flag Code](#).

Flags that promote negative subjectivity & do not promote objective honor will be viewed as a nuisance & subject to a Deed Restricted violation.

J. Holiday Décor/Outdoor lighting

Appropriate exterior décor/outdoor lighting is permitted in Melrose & Inverness at Melrose. Display may be placed out as early as 45 days prior to Holiday and must be removed no later than 30 days after Holiday. Homes that do not follow these guidelines will be viewed as a nuisance & subject to a Deed Restricted violation.

Halloween window is September 16th thru November 30th

Christmas window is November 10th thru January 24th

K. Signs (Construction/Advertising/Political)

The purpose of yard sign maintenance is to maintain clean curb appeal along the streets of Melrose & Inverness at Melrose throughout the subdivision. Allowing yard signage without restraint would allow for temporary obstacles that may be considered a 'nuisance' to the neighborhood.

[Resolution 2025-9](#) (uniform standards for yard signage)

- **Construction**

During construction projects a homeowner may display one sign no more than one square foot that may be placed in the front yard (on private property) for work reference. Said sign may be placed in front yard no more than two (2) weeks prior to construction & must be removed no later than two (2) weeks after completion.

- **Advertising**

When advertising a home for the purpose of sale there may be one professional sign no more than five square feet placed in the front yard (on private property).

Specified signs for the purpose of a charitable event/festival are acceptable. Said sign may be placed in front yard no more than two (2) weeks prior to event date & must be removed no later than five (5) days after event.

Specified signs for the purpose of a garage/yard sale are acceptable. Said sign(s) may be placed in the public right-of-way for direction to residence no more than five (5) days prior to event date & must be removed no later than two (2) days after event.

Signs for the purpose of financial profit (work for hire, commercial OR private) are not acceptable & will be considered a nuisance.

- **Political**

All political signs placed in Melrose & Inverness at Melrose are to follow the city guidelines: [Pickerington Codified Ordinance 1292.02 – Permitted Signs for Which No Certificate Is Required](#)

Political signs are limited to three (3) per home & there is to be no repetition of same signage.

Any signs located in the public Right-Of-Way, regardless of theme (unless otherwise noted above), will be discarded.

L. Basketball Goals

Basketball goals are permitted in Melrose & Inverness at Melrose, however there are restrictions.

[Resolution 2025-9](#) (uniform standards for yard signage)

Permanently install basketball goals (hoops) must abide by the following regulations:

1. Basketball goals must be installed on posts in the ground or concrete
2. Basketball goals must be equipped with a backboard and net
3. Basketball goals are not permitted to be mounted to the home

Portable basketball goals (hoops) must abide by the following regulations:

1. Basketball goals must be equipped with a backboard and net
2. Basketball goals must be kept in working order and free of damage
3. Basketball goals must be stored on property in an upright position or out of street view
4. Basketball goals are not permitted to be stored within the public right-of-way when not in use

M. Other Exterior Items

Any other exterior items not covered under the foregoing guidelines must be approved by the Board of Directors in advance of installation.

V. Homeowner's Financial Guidelines

The Melrose Homeowner's Association of Pickerington, Inc. operates on an annual budget of \$79,600 which is used on maintaining the standards of appearance, safety, and values of our neighborhood for the property owners that live here. In addition to operating costs, the board must also plan for future repairs, replacements, expenses, legal fees, etc. that may arise from managing the neighborhood.

A. Association Fees

Annual assessments (HOA fees) are due on March 1 and apply to that calendar year.

Assessments are considered late if received after March 31.

B. Collection Policy

Homeowners are responsible for payment of annual assessments or charges and any special assessments for capital improvements. Assessments that are not fulfilled by the homeowners are subject to [Resolution 2025-6](#) (Collection Policy).

- A \$50.00 delinquent fee and a \$10.00 administrative delinquency handling fee will automatically be assessed for all balances on April 1.
- The homeowner will be responsible for all charges and legal fees affiliated with delinquent accounts, non-sufficient fund checks, etc.
- The following process of debt payment will be fulfilled in the following order for any account that is delinquent:
 1. *Interest owed to the Association*
 2. *Administrative late fees*
 3. *Court costs, attorney's fees, and other costs of collection*
 4. *Principal amounts the homeowner owes for the common expenses or penalty assessments chargeable against the property*

Any cost, including attorney's fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments will be added to the amount owed by the delinquent homeowner.

If a homeowner's account is delinquent, voting privileges and use of the Common Elements will be suspended until full payment is received.

If any homeowner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration and Bylaws or this Handbook, the Association may, but will not be obligated to, undertake such performance or cure such violation and shall charge and collect from said homeowner the entire cost and expense, including reasonable attorney fees, of such performance or cure incurred by the Association. Any such amount will be deemed to be an additional assessment and will be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the extent as if it were a lien for common expenses.

In the event any payment or partial payment of any obligation to the Association will be dishonored by the payer institution (i.e., the bank or other institution upon which the payment is drawn) the property and homeowner(s) thereof for which the tendered payment was made shall be charged the sum of \$30.00, in addition to any bank charges, to assist the Association in defraying the additional, administrative cost of handling the dishonored instrument.

All assessments, installments of assessments, and other charges made pursuant hereto will be the joint and several obligations of the homeowner at the time the same became due, and a charge on the Property with respect to which the same arose.

C. Sale of a property

For conveyance, or transfers, The Management Company will send the attached welcome letter (Section VII of this Handbook) directly to the new owner as soon as title confirms closed.

Liens that are not settled *before* transfer, but as part of the closing are commonly taken from the seller's balance is paid via check from title.

For this service PMI Scioto Metro charges a \$150 transfer fee that is most commonly paid by the seller, but it is a negotiable item between buyer and seller.

D. Leasing a Property to a Tenant

Please note the following prior to leasing Property to a Tenant and contact the Management Company for additional information regarding leasing restrictions.

1. Leasing or sub-leasing a property for transient or hotel purposes, as defined as periods of less than 30 days, or providing hotel and similar services, or roomers/boarders, is not encouraged.
2. The Homeowner is encouraged to provide the Management Company with the following information before the tenant takes up residence:
 - a. *Term of the lease;*
 - b. *Full name of the tenant(s)*
3. The Homeowner is responsible for making the tenant aware of and providing them with a copy of this Handbook.
4. The homeowner is responsible for tenant violations of the Declaration, Bylaws, or this Handbook. The homeowners shall be responsible for rule violation assessments and all other damages and any recourse the homeowner may wish to take against a tenant who is in violation.

VI. Enforcement Procedure

It is necessary for all Homeowner Associations to have enforcement procedures to address rules and regulations violations. Enforcement is a shared responsibility of all homeowners. The procedures are as follows:

A. Complaints

Complaints against anyone violating the Handbook, Deed Restrictions or CCR's can be submitted to the Management Company, Board president or [anonymously online](#).

B. Responsibility for Guests/Tenants

The Homeowner is responsible for any violation of the Declaration, Bylaws, or Handbook by the homeowners, guests, or the occupants, including tenants, of his/her property.

C. Violations of Governing Documents

Notwithstanding anything contained in this Handbook, the Board will have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectively implementing a legal remedy to impose compliance, including court costs and attorney fees, will be added to the account of the responsible homeowner(s).

D. Enforcement Assessment

Prior to the imposition of an enforcement assessment violation, the following procedure will be followed per [Resolution 2025-2](#) (unpaid violation remedy):

- *First 20 days - Courtesy Letter*
- *If there is no remedy after first 20 days, Courtesy Letter with a \$50 fine*
- *If there is no remedy after second 20 days, Violation Letter with a \$100 fine*
- *If there is no remedy after third 20 days, Violation Letter with a \$200 fine*
- *If there is no remedy after fourth 20 days, \$200 fine every 30 days thereafter & engage Attorney*

In addition [Resolution 2025-5](#) (identical deed restriction violation(s) within a 12-month period) that identical deed restriction violation(s) on the same property within a 12-month period of inception violation shall immediately be escalated to the next violation status.

The Homeowner has a right to, and the procedures to request a hearing before the Board to contest the proposed charge and/or enforcement assessment.

To request a hearing, the Homeowner must contact the Management Company or Board president with a "Request for Hearing" notice, which must be received by the Management Company or Board president no later than the tenth day after the homeowner received the notice

E. Hearing Information

If a homeowner timely requests a hearing at least seven (7) days prior, the Board shall provide the homeowner with a written notice that includes the date, time and location of the hearing. If the homeowner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or the enforcement assessment will be immediately imposed.

At the hearing, the Board and alleged responsible homeowner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence, or written notice to the homeowner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes.

The Homeowner will then receive notice of the Board's decision and any enforcement assessment imposed within 30 days of the hearing. The Association may file a lien for an enforcement assessment and/or damage charges, which remain unpaid for more than 10 days. In addition to any other action and in accordance with the procedure outlined in Section D above, actual monetary damages and/or an enforcement assessment per occurrence, or if the violation is of an ongoing nature, may be levied by the Board against a homeowner in violation.

VII. Appendices

A. Welcome Letter

Letter from PMI Centerline on behalf of the Melrose HOA. This letter is usually presented at the closing of a property to the new owners.

B. Melrose Architectural Review for the “Total Environment” Concept

The “Total Environment” Concept was introduced with inception of Melrose Subdivision by the Developer. The purpose of this unrecorded document was “...to define aesthetic & design standards that enhance the natural features of the land and provide guidelines for a premium quality neighborhood.”

Currently there is no Architectural Control that the Melrose HOA has over the exterior of a home; There are guidelines regarding paint color schemes & roof shingle color that are encouraged to be used if desired. There are also other uniform standards set in place that are enforced by the Melrose HOA as these standards fall under Deed Restrictions and CC&Rs on record with the Fairfield County Recorder’s Office. These items include but are not limited to the following:

- *Fencing*
- *Driveway material*
- *Standard mailbox design*

C. Resolution of the Board of the Melrose Homeowners Association

The Melrose Board of Directors are pro-active in defining deed restrictions. In certain instances, a Resolution may be deemed necessary to give detail to an already legally binding rule and/or covenant. This Association Regulation often can be adopted to help enforce and clarify the rules outlined within the CC&Rs. These Regulations can be adopted by the board without a vote from all homeowners if they aren’t more restrictive than an existing guideline unless otherwise defined in the Declaration or Bylaws.

- *Resolution 2009-1*
- *Resolution 2015-1*
- *Resolution 2023-1*
- *Resolution 2025-1 (increase in annual dues)*
- *Resolution 2025-2 (unpaid violation remedy)*
- *Resolution 2025-3 (standards for uniform fencing enclosing property)*
- *Resolution 2025-4 (uniform standards for mailbox)*
- *Resolution 2025-5 (identical deed restriction violation(s) within a 12-month period)*
- *Resolution 2025-6 (Collection Policy)*
- *Resolution 2025-7 (placement & storage of basketball goals)*
- *Resolution 2025-8 (hidden fence standards for a garbage container)*
- *Resolution 2025-9 (uniform standards for yard signage)*



Welcome to Your New Home and Community!

Congratulations on your new home! We at PMI Centerline, your community management team, are thrilled to welcome you to this fantastic community. Below, you'll find important information about community operations and how to get started.

1. Communication

We're here to help! If you have any questions or need assistance, please don't hesitate to reach out to us. For the fastest response, we recommend emailing us at team@pmicenterline.com, which allows us to support a large number of owners efficiently and provide you with the best possible service. You may also call us at 614-285-5629 for assistance.

2. Owner Portal

Register for the owner portal to access your account and manage a variety of services:

- **Website Access:** Go to pmicenterline.com, select **CUSTOMER LOGIN** at the top of the page, and follow the registration instructions. Your registration will be reviewed within 2 business days, after which you'll receive an email from donotreply@cincsystems.net to set your password (check your spam/junk folder if needed).
- **Portal Features:** Once registered, you can view your account ledger, submit work order requests, download community documents, and more. You can also access the portal through our mobile app, **Property Management Inc by CINC Systems**, available on Apple and Android devices.

3. Contact Information

To ensure you receive important updates, please review and update your contact information:

- **My Profile Page:** Once registered, go to **My Profile** in the portal to verify your contact details. If any changes are needed, please email our team with updates.

4. Billing Method

The default billing method is a mailed statement. For faster service, we recommend updating your preference to receive **emailed statements** on the **My Profile** page of the portal or enrolling in **ACH Direct Debit** for automatic payments.

5. Payment Methods

PMI Centerline manages all association payments. You have three payment options:

- **ACH Direct Debit:** Enroll through the portal's **Home** page by the 1st of the month for ACH payments to debit on the 5th (or next business day) each billing month. Regular assessments will be automatically drafted. Note that balances due at the time of enrollment will not be included. Please review all terms and conditions on the enrollment form.



- **Lockbox:** You may mail checks or set up Bank Bill Pay directly to the Association's banking lockbox:
 - **Payable to:** Your Association Name
 - **Mail to:** Your Association Name, PO Box 367, Wheaton, IL 60187
 - Please include your property address or account number on your check. We recommend mailing checks at least 10 days before the 1st to account for any postal or processing delays.
- **Online:** Use the portal/app to make online payments via checking (eCheck) or credit card. Processing fees apply: \$2.95 for eCheck and 3.25% for credit card payments. This option is ideal for immediate payments.

6. Exterior Modifications

The association's **Architectural Control Committee (ACC)** ensures the quality and appearance of the neighborhood. Before beginning any exterior modifications, please submit a request for ACC approval:

- **Online Request:** Go to the **Modifications** page under the **Homeowner** dropdown in the portal.
- **Hard Copy Request:** You may also request a hard copy of the modification form via email.

Starting work without ACC approval could result in a violation, and you may be required to alter or remove unapproved changes at your own expense.

Welcome Once Again!

We're excited to have you as part of the community! If you have any questions or need assistance, please don't hesitate to reach out to our team using the contact information provided above.

Sincerely,

PMI Centerline

On Behalf of the Board of Directors

Melrose

ARCHITECTURAL REVIEW

for the

“TOTAL ENVIRONMENT” CONCEPT

The intention of the Deed Restrictions and the Architectural Review process in Melrose is to define aesthetic and design standards which will enhance the natural features of the land and will provide guidelines for a premium quality neighborhood. To accomplish this, the Builders and Developer of Melrose have consulted with one of the finest architectural firms in Central Ohio who is noted for design excellence and sensitivity.

Some of the more significant aspects of the Architectural Review for the “Total Environment” are explained below. Your salesperson can address additional questions you may have.

HOME STYLES AND MODELS

To promote a more custom atmosphere, only pre-selected home models may be built in Melrose. These homes meet minimum size requirements (1900 sf for 2-story; 1500 sf for ranches) and no bi-level homes may be built. Additional guidelines require that similar elevations or exterior color schemes must be separated by a minimum of two (2) lots. Further, all-aluminum fronts may not be located next to one another.

The primary fireplace and chimney structure of each home in Melrose is masonry. Additional fireplaces may be pre-fabricated units, however, any exterior portion of the pre-fabricated flue must be framed in to conceal the metal flue and to approximate the proportion and scale of a typical chimney.

Future additions or alterations to homes also fall under the requirements for Architectural Review and approval.

COLOR PALETTE

A pre-selected color palette, as described on the Architectural Review Application, is used exclusively in Melrose. Soft, warm, harmonious shades of earthtones and greys provide consistency within the neighborhood, while eliminating bright or obtrusive color schemes which can sometimes dominate other homes on the street. Each home is individually reviewed and approved to assure compliance with the pre-selected palette, and the elevation design of each

model has bearing on the amount of trim/accent color which may be acceptable. Roofing shingles, also, are kept consistent throughout Melrose. Overhead garage doors are to be painted to match the trim color, or when wooden doors are used, stained with semi-transparent stain to match the trim color.

Any material appearing on the exterior of a home, now or any future change, must conform to architectural review standards. The architect and Architectural Review Committee have the right to review and amend the color palette for the best interest of the neighborhood.

FENCING

While some fencing is desirable for privacy or to protect small children and pets, cordoning each lot with perimeter/property line fencing tends to create a cluttered appearance of small home sites, and it diminishes the open, green vistas which have been intentionally created. To eliminate this undesirable (and seemingly unfriendly) situation, we have required that **all** fencing be individually approved by the Developer.

Design guidelines for fencing have been established to help simplify requests. All fencing must be wood. No metal, chain-link, stockade, or picket fencing styles will be permitted. Privacy fencing may only be installed in the rear of the homes in an area immediately surrounding a patio, deck, terrace, hot-tub, etc. and it must be stained to match the home or the entrance feature fencing.

Use of split-rail fencing, as used on the entrance feature, is encouraged whenever appropriate. By adding an approved “rancher’s wire” or “hardware cloth” mesh to the split-rail fence, a nearly-invisible barrier can be created to contain pets. The fencing design should enable a mower to keep the fence line trimmed. Buried wire fencing is the preferred alternative for containing pets.

Any fencing should be installed in such a way as to relate to and enhance the architecture of the home, improve the site design, and create attractive outdoor spaces (such as the ambiance of a landscaped courtyard). Fencing to simply section off lots will not be accepted. It is desirable that sensitive landscape design be an integral part of any fencing installation. All non-privacy fencing must be stained to match the neutral color used on the entrance feature fencing.

HOME SITING AND SITE DESIGN

All driveways in Melrose are concrete, not asphalt, and the garage and driveway location of each home is predetermined to create the most attractive street scape possible. Curb-cuts are installed during the construction of the streets to minimize subsequent cuts, and underground utility lines are located to avoid driveway locations. Planned driveway locations help in the grouping of the two (2) street trees which are provided on every lot, either in the spring or the autumn. A standardized mailbox design, which is stained to match the entrance feature fencing, as well as brass post lamps, where installed, are other details of subtle consistency which enhance the feel of quality in Melrose. Street lights are installed for safety and security for the neighborhood.

Homeowners are required to provide uniform brass house numbers on both sides of their mailbox post, and on their home, to complete this "Total Environment". Information regarding the approved brass number styles, sizes, and purchase locations can be provided by your salesperson.

Landscape plans, alterations or additions to homes, driveways, patios, etc. are all subject to architectural review. Antennas, clotheslines, barns, utility sheds, out-buildings of any type (including pet houses), or above-ground swimming pools are not permitted. Basketball hoops must be installed on posts and backboards painted to match the home, and no backboards may be mounted on the home.

MELROSE HOMEOWNERS ASSOCIATION

Each property owner in Melrose automatically becomes a member of the Melrose Homeowners Association. This association will provide for the ongoing care and ownership of the entrance feature, landscaping, present and future green space areas (such as the walk-way to Violet Elementary School) and any other neighborhood amenity which is developed to serve all the residents of Melrose.

Perhaps the greatest benefit to the Association is to create a forum for the opportunity for the Melrose residents to become acquainted with neighbors and unify the community with shared information, goals, and friendship.

**RESOLUTION OF THE BOARD OF THE
MELROSE HOMEOWNERS' ASSOCIATION**

2009-1

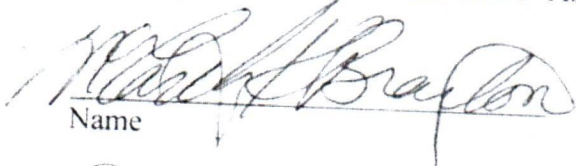
Pursuant to the powers vested in the Board of the Melrose Homeowners' Association, the following Rules and Regulations are hereby enacted this 2nd date of December, 2009:

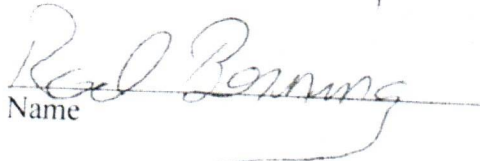
Be it resolved, should any assessment or charges due from any Lot Owner(s) remain unpaid for more than 30 days after the due date thereof, then in addition to all other remedies provided for in the controlling documents, the following shall also apply:

- I. A late fee shall be due in the amount of \$50 (Fifty Dollars).
- II. The Lot Owner(s) shall be liable for all attorney fees, collection costs, court costs, filing fees, recording fees, and all other fees and costs of any nature incurred in or pertaining to the collection of amounts past due. This includes, but is not limited to, fees and costs charged by any management company, collection agency, and/or law firm, whether charged on a contingent fee basis, flat fee basis, hourly basis, or any combination thereof, in pursuing collection and/or legal proceedings and/or undertaking any other actions to collect amounts past due.

Melrose further states that it believes the existing controlling documents already provide for the recovery of the items set forth in Section II herein, but approves this document to amend and/or clarify the same, and to provide for the late fee set forth herein.

Approved by Melrose Homeowners' Association Board


Name


Name


Name

Name

Name

Name

Name

Name


PROPOSED DRAFT OF POLICY
MELROSE HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES

Policy Number: PROPOSED 2015-1

Topic: Deed restriction enforcement fines

It is the policy of the Melrose Homeowners Association Board of Trustees that the following fines and penalties be immediately adopted, and implemented. From this date on, for the first thirty days after adoption, any violation will get a written warning. The owner shall have 10 (ten) days after receipt of the written notification to request a hearing which shall be provided by the Board of Trustees within at least 30 (thirty) days to appeal the boards deed restriction violating decision. After the expiration of a thirty day warning period, all deed restriction violations will be fined \$10.00 per day for failure to remedy.

Adopted: 4-8-2015


Manager of Melrose
onyx REALTY

MEETING MINUTES
BOARD OF TRUSTEES MEETING
MELROSE HOMEOWNERS ASSOCIATION OF PICKERINGTON INC
April 8, 2015
7:30PM
At Tim Horton's on Refugee and State Route 256

I. Call to Order and Verification of Quorum - Meeting was opened at 7:36 with South Central presentation.

Eleanor Buggie; Present

Joel Stieg; Present

Julie Engle; Present

Kollene Caspers; Present

Mack Braston; Not present

Matt Parr; Present

Rod Berning : Not present

Onyx Realty was represented by Nick Davis and Doug Davis

II. Financial Report as of Feb. 28, 2015

A. Operations account balance	\$ 4,651.66
B. Year to date profit and loss is	-\$ 2,010.99)
C. Accounts receivable	\$ 6,216.66

III. New Business

A. Electric Company Presentation- Represented by Tom Lacey and assisted by Pete and Rob. Tom talked to the board members about the electric line running through Melrose and through properties in the Melrose Subdivision. He assured the members South Central wants to work with the homeowners to ensure the property looks presentable and fits the homeowners' needs, as well as keeping the line up to safety standards by ensuring trees are cut back, or moved away from the line. Tom said he can have Pete or Rob meet at the homeowner's property and can walk the line and plan the surrounding landscaping. There will be no change to the current easement line. South Central is on a three-year trimming cycle, they inspect areas of the line about every three years and maintain what is necessary for safety standards. Tom insisted homeowners to visit the South Central Website, and follow the vegetation link, and use the "Right Tree, Right Place" application.

B. Community Deed Restriction Enforcement Discussion – Deed restrictions were reviewed and discussed. Trim and garage colors were addressed, as well as roofs, mailboxes, trash receptacles, exterior paint color of siding and decks, and other restrictions. The board and Onyx discussed many properties not conforming to the community restrictions. Onyx presented the board with a draft of a deed restriction enforcement fine policy for homes nonconforming to the community restrictions. Joel motioned to approve the penalty fine structure, Julie 1st, Matt 2nd. The board did approve the deed restriction enforcement fine and a letter campaign to implement via delivery of three letters to all homeowners over the next six months. The board recommended that we inventory all non-conforming deed restrictions, communicate the infractions to everyone and give them a limited opportunity to get compliant with the deed restrictions, Then communicate the new enforcement fine to everyone with a date certain time that everyone must be in compliance in order to avoid a fine.

The initial route of making homes conform to the restrictions is:

1. Notify all homeowners of all restrictions of which they need

to conform to.

2. After 60 days, notify homeowners of the adoption of fines, and the amount of fines per violation. Notify owners of an upcoming sweep from the board members and Onyx Realty to obtain a new list of nonconforming homes.
3. After 30 days, send all nonconforming homes a letter addressing the violation and penalty fine.
4. After 30 days, send final notice to nonconforming homes addressing the violation and fine, and notify owner if noncompliant in 30 days, the violation will be sent to an attorney.

C. Joel asked Onyx to look into purchasing signs for both entrances presenting the website to welcome homeowners in Melrose to visit the Melrose website for new information, events and communication

V. Unfinished Business

VI. Open Forum (Please limit time to 3 minutes)

VII. Adjournment
Adjourned at 8:45

2023-1

Melrose Homeowner's Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

Pursuant to the powers vested in the Board of the Melrose Homeowner's Association of Pickerington, INC, the following rules & regulations are hereby enacted this 22 day of February, 2023.

Be it resolved, should any assessment or charges due from any Lot Owner(s) of Melrose OR Inverness at Melrose remain unpaid for more than 30 days after the Due Date thereof, then in addition to all other remedies provided for in the controlling documents, the following shall apply:

- I. First 30 days - Courtesy Letter
II. If no remedy after first 30 days, Violation Letter with a \$50 fine
III. If no remedy after second 30 days, Violation Letter with a \$100 fine
IV. If no remedy after third 30 days, Violation Letter with a \$200 fine
V. If no remedy after fourth 30 days, \$200 fine every 30 days thereafter & engage Attorney

The Lot Owner(s) shall be liable for all attorney fees, collection costs, court costs, filing fees, recording fees and all other fees & costs of any nature incurred in or pertaining to the collection of amounts past due. This includes but is not limited to fees & costs charged by any management company, collection agency OR law firm, whether charged on a contingency basis, flat fee, hourly waiver, or any combination thereof, in pursuant collection and/or legal proceedings and/or undertaking any other actions to collect amounts that are past due.

Melrose Homeowner's Association of Pickerington, INC. further state that it believes the existing controlling documents already provide for the recovery of the items set fourth in Section II herein, and to provide for the late fee set forth here.

Approved by the Melrose Homeowner's Association of Pickerington, INC. board members.

[Signature]
President

2.22.23
Date

Dianna Roth
Vice-President

2-22-23
Date

Keith Rank
Name

2-22-2023
Date

[Signature]
Name

2-22-2023
Date

Melrose Homeowners Association of Pickerington, INC.


Resolution of the board of the Melrose Homeowner's Association
2025-1 (increase in annual dues)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 18 day of December, 2024.

Pursuant with Ohio Revised Code (ORC) 5312 – Ohio Planned Community Law Resolution and the Articles of Incorporation of the Melrose Homeowner's Association of Pickerington, Inc. - Declaration Third, The Melrose Homeowner's Association of Pickerington, Inc. Board of Directors hereby approves a per annum fee per Lot of **200 dollars** in HOA dues, effective January 1, 2025, to be used to cover rising operational costs (i.e. including common area maintenance, liability insurance, utilities, reserve fund) as outlined in the recently adopted budget, in order to maintain the current level of community services and amenities.

Further stating effective January 1, 2025 the Melrose Homeowners Association of Pickerington, Inc. will operate on a \$79,600 annual budget to be used on aforementioned costs & shall include continued reserves in an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of special assessments, unless the owners, exercising not less than a majority of the voting power of the owners association, waive the reserve requirement in writing annually.

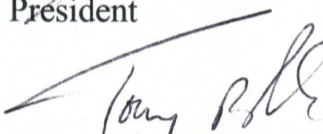
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

12, 18, 24

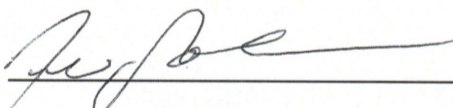
Date



Vice- President

12-18-24

Date



Date

12-18-24

Date



Date

12-18-24

Date

Date

Date

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association
2025-2 (unpaid violation remedy)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 19 day of December, 2024.

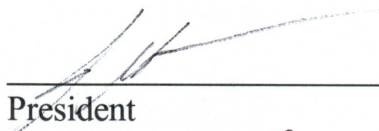
Be it resolved, should any assessment or charges due from any Lot Owner(s) of Melrose OR Inverness at Melrose remain unpaid for more than 20 days after the Due Date thereof, then in addition to all other remedies provided for in the controlling documents, the following shall apply:

- I. First 20 days – Courtesy Letter*
- II. If no remedy after first 20 days, Courtesy Letter with a \$50 fine*
- III. If no remedy after second 20 days, Violation Letter with a \$100 fine*
- IV. If no remedy after third 20 days, Violation Letter with a \$200 fine*
- V. If no remedy after fourth 20 days, \$200 fine every 30 days thereafter & engage Attorney*

The Lot Owner(s) shall be liable for all attorney fees, Collection costs, court costs, filing fees, recording fees and all other fees & costs of any nature incurred in or pertaining to the collection of amounts past due. This includes but not limited to fees & costs charged by any management company, collection agency OR law firm, whether charged on a contingency basis, flat fee, hourly waiver, or any combination thereof, in pursuant collection and/or legal proceedings and/or undertaking any other actions to collect amounts that are past due.

Melrose Homeowner's Association of Pickerington, INC. further state that it believes the existing controlling documents already provide for the recovery of the items set fourth in Section II herein, and to provide for the late fee set forth here.

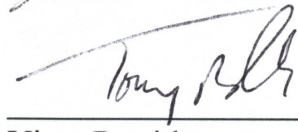
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

12.19.24

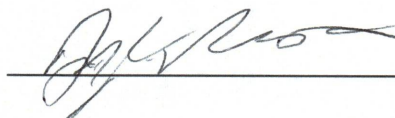
Date



Vice- President

12-18-24

Date



Date

12-18-24

Date



Date

12/18/24

Date

Date

Date

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

2025-3 (standards for uniform fencing enclosing property)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 18 day of December, 2024.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Deed Restriction 17

Melrose, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6

Deed Restriction 7

Melrose Section 7, Melrose Section 8, Inverness at Melrose


"Developer (Declarant) reserves the right to establish standards for uniform fencing, and no fencing shall be constructed or erected without the prior consent of Developer (Declarant)."

Be it resolved, standards for uniform fencing of the aforementioned sections of Melrose are acceptable. Design guidelines for fencing have been established to help simplify requests.

- **All fencing must be split rail. This will consist of three (3) rows of horizontal fence posts that are supported by vertical posts**
- **All fencing must be wood**
- **Fencing must not exceed 48" in height**
- **Additions of approved rancher's wire or hardware cloth mesh to fence to create a 'nearly invisible' barrier for pet containment**
- **The fencing design should enable a mower to keep the fence line trimmed**

Any fencing should be installed in such a way as to relate to and enhance the architecture of the home, improve the site design and create attractive outdoor spaces (such as the ambiance of a landscaped courtyard). It is desirable that sensitive landscape design be in integral part of any fencing installation.

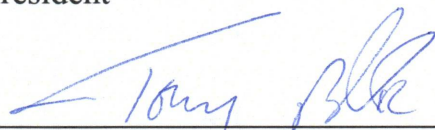
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

12.18.24

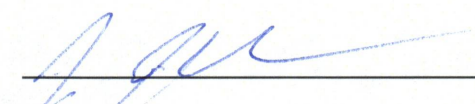
Date



Vice- President

1-1-25

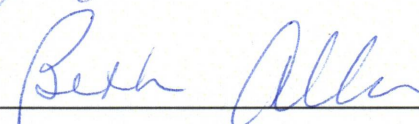
Date



Date

1/01/25

Date



Date

1/01/25

Date

Date

Date

Resolution of the board of the Melrose Homeowner's Association

2025-4 (uniform standards for mailbox)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 22 day of January, 2025.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Deed Restriction 11

Melrose, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6, Inverness at Melrose

"Developer (Declarant) reserves the right to establish standards for uniform mailboxes and address lettering, and that none of the aforementioned shall be constructed, displayed or erected without the prior consent of Developer (Declarant)."

Deed Restriction 6

Melrose Section 7, Melrose Section 8


"All residences will be provided with a mailbox post similar in size, shape and color as that set out on Exhibit A. Mailboxes shall be installed and maintained in the locations designated by Declarants."

Be it resolved, uniform standards for mailbox of the aforementioned sections of Melrose are acceptable. Design guidelines for mailbox have been established to help simplify requests.

- Mailbox post to be cedar material & dimensioned per template
- Mailbox to be traditional FIGURE 1A per the United States Postal Service
- Mailbox material to be cedar wrap
- Mailbox post & mailbox to be painted per Melrose HOA approved color standard
- 4" black aluminum numbering required on the left side of the mailbox post (as it faces the street)

All above guidelines are accompanied with an exhibit pertaining (labeled "A", "B", etc) as to further exemplify specific design standard.

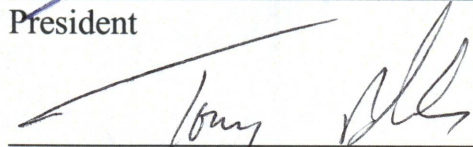
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

1.22.25

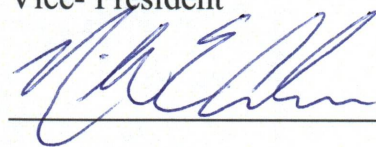
Date



Vice- President

1/22/25

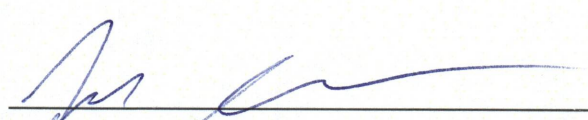
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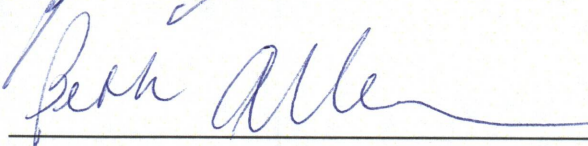
Date



Date

1/22/25

Date



Date

1/22/25

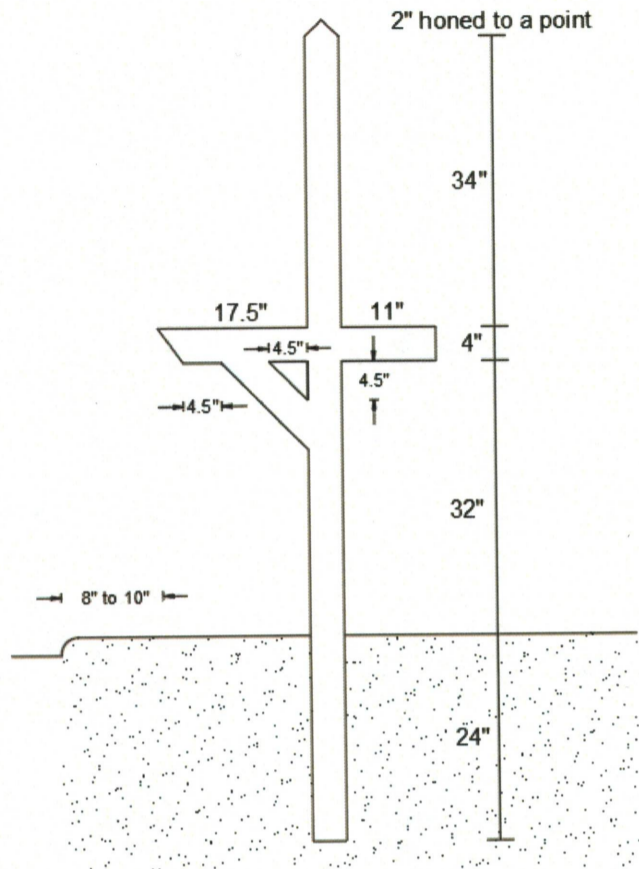
Date

**Mailbox post to be cedar material & dimensioned per template
(Exhibit "A")**

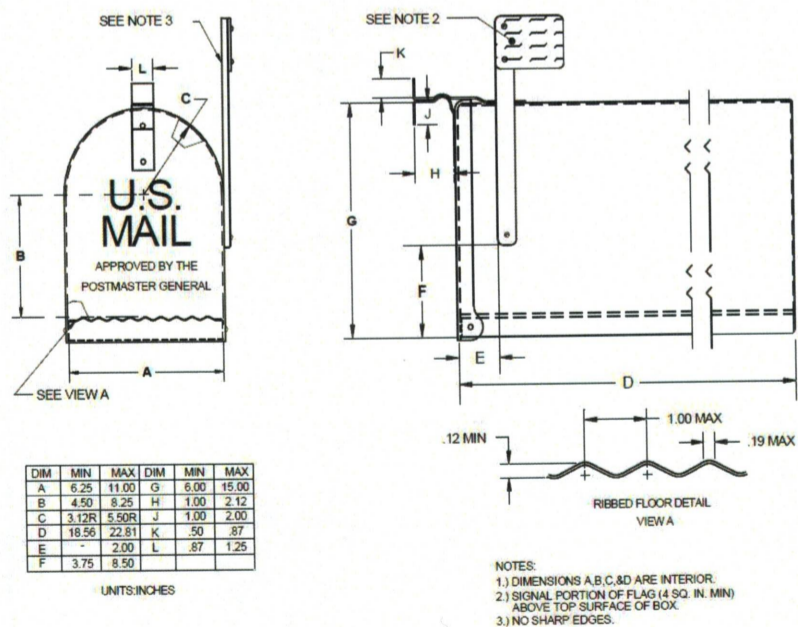
Available for purchase

- Cedar Craft Products, Inc.
RY03 – 4x4 cedar craft post

Cedar Craft Products, Inc.
PO Box 9
776 Reynoldsburg-New Albany Rd.
Blacklick, Ohio 43004
614.759.1600
www.cedar-craft.com



**Mailbox to be traditional FIGURE 1A per the United States Postal Service
(Exhibit "B")**



**TRADITIONAL MAILBOX
FIGURE 1A**

**Mailbox material to be cedar wrap
(Exhibit "C")**

Cedar-Wrapped Mailbox

Real Cedar, Standard Thickness in slats to be 1/2" or 3/4" with overall dimensions approximately 21" long x 8" wide x 10" tall



Available for purchase

- Amazon.com via [ASAP Mailboxes and More, Inc.](#)
- Cedar Craft Products, Inc.
CW01 – cedar wrap mailbox

Cedar Craft Products, Inc.
PO Box 9
776 Reynoldsburg-New Albany Rd.
Blacklick, Ohio 43004
614.759.1600
www.cedar-craft.com

**Mailbox post & mailbox to be painted per Melrose HOA approved color standard
(Exhibit "D")**

Approved color standard is **Melrose HOA Mailbox Color**

Available for purchase

- [Sherwin-Williams Paints](#)
- FREE from Melrose HOA



SHERWIN-WILLIAMS.

Formula for one (1) quart of Melrose HOA Mailbox Color

SALES NUMBER	SIZE	PRODUCT	DESCRIPTION
6512-01451	QUART	K60W653	LATITUDE EXT FL DB
Custom: MELROSE HOA MAILBOX COLOR			
CCE*Color Cast			
		OZ	32 64 128
W1	White	- 5	1 1
B1	Black	- 10	1 -
R2	Maroon	- 1	- -
Y3	Deep Gold	- 12	- -
Custom Manual Match			
HOA MAILBOX COLOR			

Formula for one (1) gallon of Melrose HOA Mailbox Color

SALES NUMBER	SIZE	PRODUCT	DESCRIPTION
6512-01469	GALLON	K60W653	LATITUDE EXT FL DB
Custom: MELROSE HOA MAILBOX COLOR			
CCE*Color Cast			
		OZ	32 64 128
W1	White	- 23	- -
B1	Black	- 42	- -
R2	Maroon	- 4	- -
Y3	Deep Gold	- 48	- -
Custom Manual Match			
HOA MAILBOX COLOR			

**4" black aluminum numbering required on the left side of the mailbox post
(as it faces the street)
(Exhibit "E")**

Approved numbering standard is **4" Hillman Black Aluminum Flush Mount**

Available for purchase

- Amazon.com via [Hillman Store.](#)
- Cedar Craft Products, Inc.
Hillman 4" Black Aluminum Flush Mount

Cedar Craft Products, Inc.
PO Box 9
776 Reynoldsburg-New Albany Rd.
Blacklick, Ohio 43004
614.759.1600
www.cedar-craft.com

4" NAIL-ON HOUSE NUMBERS HILLMAN

Black Aluminum
Includes: (2) Nails

1234567890

Character/Symbol	Item Number	Package QTY	HSU QTY	UPC
1	841618	3	3	045899375013
2	841601	3	3	045899375020
3	841622	3	3	045899375037
4	841624	3	3	045899375044
5	841626	3	3	045899375051
6	841628	3	3	045899375068
7	841630	3	3	045899375075
8	841632	3	3	045899375082
9	841634	3	3	045899375099
0	841636	3	3	045899375006

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

2025-5 (identical deed restriction violation(s) within a 12-month period)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 22 day of January, 2025.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

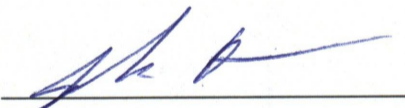
Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Melrose, Melrose Section 1, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6, Melrose Section 7, Melrose Section 8, Inverness at Melrose

Be it resolved, any identical deed restriction violation(s) within a 12-month period of inception violation shall immediately be escalated to the next violation status per **Resolution 2025-2** (unpaid violation remedy) set forth on January 1, 2025.

The Lot Owner(s) shall be liable for all attorney fees, Collection costs, court costs, filing fees, recording fees and all other fees & costs of any nature incurred in or pertaining to the collection of amounts past due. This includes but is not limited to fees & costs charged by any management company, collection agency OR law firm, whether charged on a contingency basis, flat fee, hourly waiver, or any combination thereof, in pursuant collection and/or legal proceedings and/or undertaking any other actions to collect amounts that are past due.

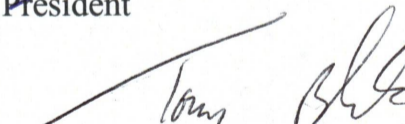
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

1.22.25

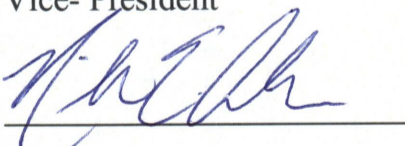
Date



Vice- President

1/22/25

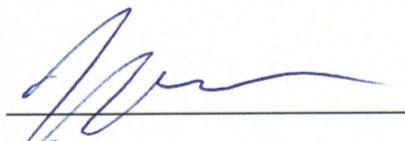
Date



Date

1/22/25

Date



Date

1/22/25

Date



Date

1/22/25

Date

Resolution of the board of the Melrose Homeowner's Association

2025-6 (Collection Policy)

MELROSE HOMEOWNERS ASSOCIATION OF PICKERINGTON, INC.
COLLECTION RESOLUTION

WHEREAS, the Board of Directors ("Board") of Melrose Homeowners Association of Pickerington, Inc. ("Association") is empowered to authorize the preparation, filing, and recording of a Lien through O.R.C. Chapter 5312.

WHEREAS, pursuant O.R.C. Chapter 5312, the Board has the authority to designate an authorized representative of the Association to subscribe Liens for the Association.

WHEREAS, the Board hereby authorizes the attorneys at the law firm of Williams & Strohm, LLC to be the designated representative of the Association in signing any liens authorized by the Board.

WHEREAS, pursuant to O.R.C. Chapter 5312, the Board has the authority to adopt and amend rules that regulate the collection of delinquent assessments and the application of payments of delinquent assessments.

WHEREAS, the Board has adopted such rules for the collection of delinquent assessments and hereby grants the law firm of Williams & Strohm, LLC the authority to obtain a delinquency list from the property manager each month; to prepare and send the demand letters; to prepare, file and record liens; and to prepare and file such action, at law or in equity, as provided in the collection policy adopted by the Board.

THEREFORE, be it resolved that the Board hereby authorizes the designated representatives of the attorneys of the law firm of Williams & Strohm, LLC to sign the liens pursuant to O.R.C. Chapter 5312; to obtain a delinquency list from the management company each month; to prepare and send the demand letters; to prepare, file, and record liens; and to prepare and file such action, at law or in equity, as provided in the collection policy adopted by the Board.

This collection resolution was adopted by a majority vote of the Board on this 22 day of January, 2025.

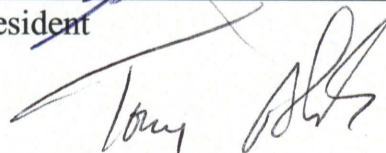
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

1.22.25

Date



Vice- President

1/22/25

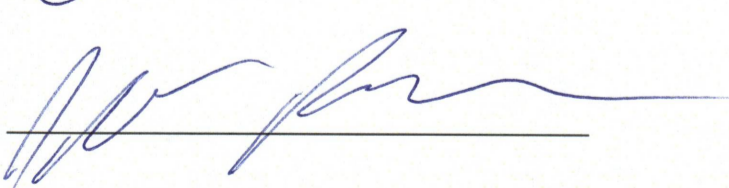
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Date

1/22/25

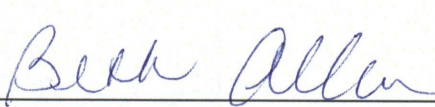
Date



Date

1/22/25

Date



Date

1/22/25

Date

Resolution of the board of the Melrose Homeowner's Association

2025-6 (Collection Policy)


The following collection policy is hereby adopted by the Board of Directors ("Board") of Melrose Homeowners Association of Pickerington, Inc., ("Association") on this 22 day of January, 2025.

1. Annual assessments are due on March 31 of each year. Assessments are considered late if received **on or after** April 2. The Board has the authority to charge annual operating assessments, special assessments for capital improvements, special individual lot assessments, enforcement assessments, and any other charges allowable pursuant to the Association's governing documents or Ohio law.
2. If the annual assessment (or other assessments properly charged by the Association) remains unpaid thirty (30) days after it is due, the Association will charge a late fee of \$ 50. In addition to late fees, the Association may be charged collection costs by a third-party vendor, including but not limited to a property management company, for administrative tasks, of which costs will be charged back to the owner's account. Further, an NSF fee of **\$30.00** (or the amount charged by the bank if more than \$30.00) shall be charged to the owner's account for each check or automatic withdrawal that is returned or cancelled for insufficient funds in the owner's account.
3. The Association's attorney shall send a demand letter to any owner whose account balance is **90 days** or more past due. The costs of the demand letter will be added to the owner's account. This shall not be deemed a condition precedent to any of the collection actions set forth below. The demand letter will be sent to the owner at the address of the lot for which the assessments are owed. Should an owner wish for demand letters to be sent to an alternate address, the owner must notify the Board of such alternate address in writing.
4. The Association's attorney shall file a Lien against any lot for which an account balance is **120 days** or more past due. The Association's attorney shall file a Lien Release upon full payment of any past due balance owed if a Lien has been filed for an unpaid balance.
5. The Association's attorney shall prepare and file a foreclosure against any lot owner that is delinquent in the payment of any assessments and related charges by more than \$ 1000 in arrears. The complaint shall not be dismissed until payment of all amounts past due are paid in full, including all legal fees and court costs.
6. Any lot owner who is more than thirty (**30**) days in arrears shall hereby have their voting privileges revoked until such time as their account is brought current.
7. The Association's attorney shall file a protective Answer or an Answer and Crossclaim, with the Board's authorization, in any foreclosure initiated by the lot owner's lender or another lien holder. The Association's Crossclaim shall not be dismissed until payment of all amounts past due are paid in full, including all legal fees and court costs.
8. At the discretion of the Board, the Association's attorney may file complaints for collection of delinquent amounts in Municipal Court (including Small Claims Division) prior to reaching other thresholds set forth herein.
9. All costs related to collection of unpaid assessments and amounts owed, including, without limitation, attorney fees and paralegal fees, court costs, postage, and recording/filing fees will be charged to the delinquent owner's account and made a part of the unpaid balance owed to the Association.

10. Payments received on delinquent accounts shall be applied in this order: (1) first, to any interest owed to the Association; (2) second, to late fees owed to the Association; (3) third, to collection costs, attorney fees, and paralegal fees incurred by the Association; and (4) fourth, to the principal amounts owed to the Association for the common expenses or penalty assessments chargeable against the lot.
11. Once the Board has authorized the filing of a foreclosure, the Association reserves the right to refuse any partial payment that is submitted on a delinquent account.
12. Nothing contained in this collection policy shall be deemed a condition precedent to any of the collection actions set forth above.
13. In the event the Board feels the Association's interests are at risk of being harmed by waiting for a delinquent account to reach any of the delinquency milestones set forth herein or to address incidents of serial delinquency, the Board may authorize the immediate filing of a lien and/or foreclosure.
14. This collection policy will remain in full force and in effect until such time as the Board, in its full and complete discretion, changes the collection policy.

This collection policy was adopted by a majority vote of the Board at a meeting, or in the alternative, by unanimous consent in a writing without a meeting, on this 22 day of January, 2025 and is effective immediately.

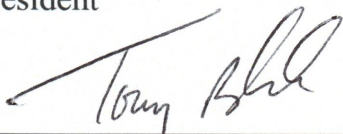
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



 President

1.22.25

 Date



 Vice- President

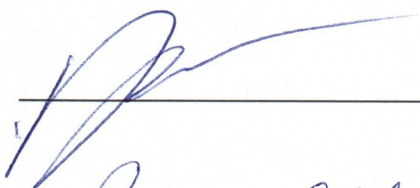
1/22/25

 Date



1/22/25

 Date



 Beth Allen

1/22/25

 Date

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

2025-7 (placement & storage of basketball goals)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 1 day of January, 2025.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Deed Restriction 6

Melrose, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6, Inverness at Melrose

Deed Restriction 13

Melrose Section 7, Melrose Section 8

"No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood."

Be it resolved, standards for placement & storage of basketball goals of the aforementioned sections of Melrose are acceptable. Design guidelines for fencing have been established to help simplify requests.

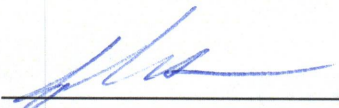
Permanent Basketball Goals

- Basketball goals must be installed on posts in the ground or concrete
- Basketball goals must be equipped with a backboard & net
- Basketball goals are not permitted to be mounted to a home

Portable Basketball Goals

- Basketball goals must be equipped with a backboard and net
- Basketball goals must be kept in working order at all times
- Basketball goals must be stored on property in an upright position OR out of street view
- Basketball goals are not permitted to be stored within the public right-of-way when not in use

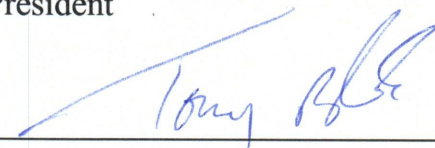
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

1.1.25

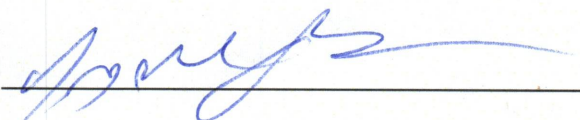
Date



Vice- President

1-1-25

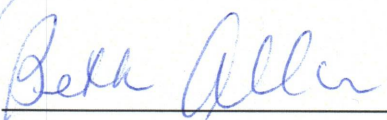
Date



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1/01/25

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1/01/25

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Date

Date

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

2025-8 (hidden fence standards for a garbage container)

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 1 day of January, 2025.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Deed Restriction 14

Melrose, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6, Inverness at Melrose

Deed Restriction 20

Melrose Section 7, Melrose Section 8

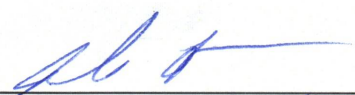
"No lot shall be used or maintained as a dumping ground for rubbish. Trash, garbage or other waste shall not be kept except in sanitary containers, which shall be concealed and contained within the dwelling unit or garages or concealed by means of a screening wall or material similar to and compatible with that of the Unit of the Lot, or shall be concealed by sufficient landscaping to provide a permanent screen at all times of the year, except during the construction of a dwelling unit."

Be it resolved, hidden fence standards for a garbage can uniform fencing of the aforementioned sections of Melrose are acceptable. Design guidelines for a hidden fence have been established to help simplify requests.

- **Hidden fencing must be wood, plastic or vinyl material**
- **Hidden fencing must not exceed 48" in height**
- **Hidden fencing must consist of at least two (2) sides to completely hide garbage containers from street view (i.e. one side facing street, one side being parallel with home)**

Hidden fencing should be installed in such a way as to relate to and enhance the architecture of the home, improve the site design and create attractive outdoor spaces (such as the ambiance of a landscaped courtyard). It is desirable that hidden fencing be the same color as either the color of the home or trim color of the home.

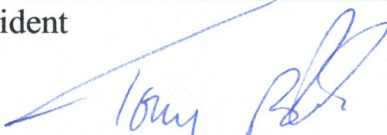
Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



President

1.1.25


Date

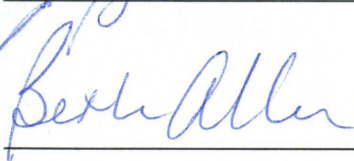


Vice- President

1-1-25

Date





1/10/25

Date

1/01/25

Date

Date

Melrose Homeowners Association of Pickerington, INC.

Resolution of the board of the Melrose Homeowner's Association

2025-9 (uniform standards for yard signage)

Construction signs

Advertising signs

Political signs

Pursuant to the powers vested in the Board of the Melrose Homeowners Association of Pickerington, INC, the following rules & regulations are hereby enacted this 27 day of August, 2025.

In pursuance of a general plan for the protection, benefit and mutual advantage of all lots described and of all persons who now are or may hereafter become owners of any of lots or parts thereof, Declarants execute and record each and all of the following reservations, restrictions, conditions, easements, covenants, obligations and charges ("Restrictions") which are for the mutual benefit and protection of and shall be enforceable by any of the present or future owners of said lots.

Melrose Deed Restrictions & Covenants on record with the Fairfield County Recorder's Office, Fairfield County, Ohio and further detailed under the following:

Deed Restriction 10

Melrose, Melrose Section 2, Melrose Section 3, Melrose Section 4, Melrose Section 5, Melrose Section 6, Inverness at Melrose

Deed Restriction 17

Melrose Section 7, Melrose Section 8

"No sign of any kind shall be displayed to the public view on any of the aforementioned lots except one professional sign of not more than one square foot may be attached to the front of a residence, and one sign of not more than five square feet advertising the premises for sale or for rent, and except those other signs as may be approved by Grantor intended to be used by a builder to advertise the premises during construction and sales period. Notwithstanding the foregoing, the Grantor reserves the right to establish standards for uniform signage and the total number of signs to be used by each builder and realtor during the construction and sales period as to all of the aforementioned sale."

Be it resolved, uniform standards for yard signage (Construction, Advertising, Political) of the aforementioned sections of Melrose are acceptable. Guidelines for a yard signage have been established to help simplify requests.

• **CONSTRUCTION**

During construction projects a homeowner may display one sign no more than one square foot that may be placed in the front yard (on private property) for work reference. Said sign may be placed in front yard no more than two (2) weeks prior to construction & must be removed no later than two (2) weeks after completion.

• **ADVERTISING**

1. When advertising a home for the purpose of sale there may be one professional sign no more than five square feet placed in the front yard (on private property).
2. Specified signs;
 - a) for the purpose of a charitable event\festival are acceptable. Said sign may be placed in front yard no more than two (2) weeks prior to event date & must be removed no later than five (5) days after event.
 - b) for the purpose of a garage\yard sale are acceptable. Said sign(s) may be placed in the public right-of-way for direction to residence no more than five (5) days prior to event date & must be removed no later than two (2) days after event.
3. Signs for the purpose of financial profit (work for hire, commercial OR private) are not acceptable & will be considered a nuisance.

• **POLITICAL**

All political signs placed in Melrose & Inverness at Melrose are to follow the Codified Ordinance of Pickerington, **Ordinance 1292.02** – *Permitted Signs for Which No Certificate Is Required, Sub-Section (e)* attached to this Resolution known as "Exhibit A". Number of Political signs is limited to three (3) per home & there is to be no repetition of same signage.

Any signs located in the public Right-Of-Way, regardless of theme (unless otherwise noted above), will be discarded.

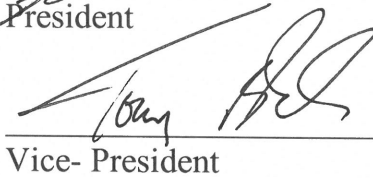
The purpose is to maintain clean curb appeal along the streets of Melrose & Inverness at Melrose throughout the subdivision. Allowing yard signage without restraint would allow for temporary obstacles that may be considered a "nuisance" to the neighborhood.

Approved by the Melrose Homeowners Association of Pickerington, INC. board members.



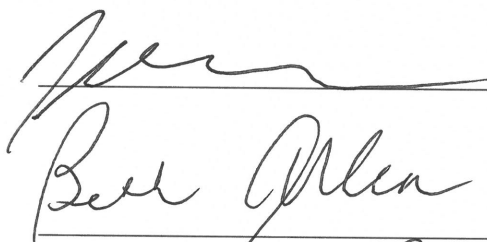
President

8.27.25
Date



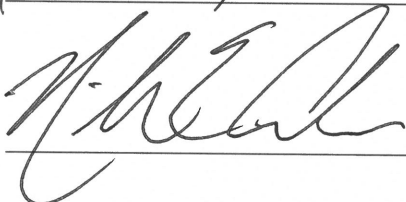
Vice- President

8-27-25
Date



Beck Allen

8-27-25
Date



M. Clark

8/27/25
Date

8/27/25
Date

CODIFIED ORDINANCES OF

PICKERINGTON, OHIO

Local legislation current through December 5, 2023

State legislation current through February 28, 2024

Published by:

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JDB
8.27.25

CERTIFICATION

We, Lee A. Gray, Mayor, and Heather Moore, City Clerk, pursuant to Ohio R.C. 731.23 and 731.42, hereby certify that the general and permanent legislation of the City of Pickerington, Ohio, as revised, arranged, compiled, numbered, codified and printed herewith in component codes, is correctly set forth and constitutes the Codified Ordinances of the City of Pickerington, Ohio, complete to December 5, 2023.

/s/ Lee A. Gray

Mayor

/s/ Heather Moore

Municipal Clerk

DIRECTORY OF OFFICIALS

(2024)

COUNCIL

Nick Derksen (President)
Bob McCracken (Vice President)
Tricia R. Sanders
Crystal Hicks
Brian Wisniewski
Jaclyn Rohaly
Kevin Kemper

OFFICIALS

Mayor
City Manager
Law Director
Finance Director
City Clerk

Lee A. Gray
Greg Butcher
Philip K. Hartmann (Frost, Brown, Todd)
Chris Schornack
Heather Moore

ADOPTING ORDINANCE

Ordinance No. 98-109

Passed December 17, 1998

AN ORDINANCE APPROVING, ADOPTING AND ENACTING THE CODIFIED ORDINANCES OF PICKERINGTON, OHIO, 1998; REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH; PUBLISHING THE ENACTMENT OF NEW MATTER; AND DECLARING AN EMERGENCY.

WHEREAS, the Council has had the matter of codification and general revision of the legislation of the City before it for some time; and

WHEREAS, it has heretofore entered into a contract with The Justinian Publishing Company to prepare and publish such codification; and

WHEREAS, the codification of the City's legislation, together with the new matter to be adopted, the matters to be amended and those to be repealed, is before the Council; and

WHEREAS, in order to meet publishing deadlines, this matter shall be adopted as an emergency;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PICKERINGTON, FAIRFIELD-FRANKLIN COUNTIES, OHIO, THREE-FOURTHS OF ITS MEMBERS CONCURRING:

SECTION 1: That the ordinances and resolutions of the City of Pickerington, Ohio, of a general and permanent nature, as revised, codified, arranged and consolidated into component codes, titles, chapters and sections, are hereby approved, adopted and enacted as the Codified Ordinances of Pickerington, Ohio, 1998.

One book-form copy of the Codified Ordinances shall be certified as correct by the Mayor and the Municipal Clerk, attached to this ordinance as a part hereof and filed with the permanent records of the City of Pickerington, Ohio.

SECTION 2: That all ordinances and resolutions or parts thereof that are in conflict or inconsistent with any provision of the 1998 Codified Ordinances are hereby repealed as of the effective date of this ordinance, except as follows:

(a) The enactment of the 1998 Codified Ordinances shall not be construed to affect a right or liability accrued or incurred under any legislative provision prior to the effective date of such enactment, nor an action or proceeding for the enforcement of such right or liability. Such enactment shall not be construed to relieve any person from punishment for an act committed in violation of any such legislative provision, nor to affect an indictment or prosecution therefor. For such purposes, any such legislative provision shall continue in full force notwithstanding its repeal for the purpose of revision and codification.

(b) The repeal provided above shall not affect:

- (1) The grant or creation of a franchise, license, right, easement or privilege;
- (2) The purchase, sale, lease or transfer of property;
- (3) The appropriation or expenditure of money or promise or guarantee of payment;
- (4) The assumption of any contract or obligation;
- (5) The issuance and delivery of any bonds, obligations or other instruments of indebtedness;
- (6) The levy or imposition of taxes, assessments or charges;
- (7) The establishment, naming, vacating or grade level of any street or public way;
- (8) The dedication of property or plat approval;
- (9) The annexation or detachment of territory;
- (10) Any legislation enacted subsequent to October 19, 1998.

SECTION 3: That sections and subsections of the 1998 Codified Ordinances without a legislative history or with the words "Adopting Ordinance" at the end thereof are or contain new matter ordained by this Adopting Ordinance.

SECTION 4: That pursuant to Section 2.06 of the City Charter, Ohio R.C. 731.23 and Section 222.01 of the Codified Ordinances, the Municipal Clerk shall cause to be published a notice of the enactment of this ordinance, containing the title of this ordinance, and a summary of the new matter contained in the Codified Ordinances, which summary is attached hereto as Exhibit "A".

SECTION 5: That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the citizens of Pickerington and for the further reason that it is necessary to have an up-to-date codification of the laws of the City, one which is consistent with State law, where and as required by Article XVIII, Section 3, of the Ohio Constitution, with which to administer the affairs of the City, enforce law and order in the City and avoid practical and legal entanglements. Therefore, this ordinance, including the Codified Ordinances of the City of Pickerington, 1998, shall become effective immediately upon its passage by Council and approval by the Mayor.

APPROVED BY: Lee A. Gray /s/

Lee A. Gray, Mayor

DATE OF APPROVAL: December 17, 1998

EFFECTIVE DATE: December 17, 1998

ATTEST: Lynda Yartin /s/

Lynda Yartin, Municipal Clerk

SPONSOR: Washington

APPROVED AS TO FORM AND LEGALITY OF PURPOSE: Robert E. Mapes /s/

Robert E. Mapes

Law Director

1292.02 PERMITTED SIGNS FOR WHICH NO CERTIFICATE IS REQUIRED.

The following signs shall be permitted in the Municipality subject to the following regulations. No zoning certificate shall be required for any sign constructed or erected in accordance with this section.

- (a) Signs displaying the address and name of the occupant of the premises for a residential structure, not including designations as to employment or home occupations, and limited in size to one square foot and limited to one sign per premises.
- (b) Signs required or authorized for a public purpose by any law, statute or ordinance, including traffic control devices.
- (c) Signs in the nature of cornerstones, commemorative tables and historical signs, limited in size to twelve square feet and not illuminated.
- (d) Signs clearly in the nature of decorations customarily associated with any national, local or religious holiday, limited to sixty days in any one year and to be displayed for not more than sixty consecutive days. Such signs may be illuminated or animated, provided that safety and visibility hazards are not created.
- (e) Political signs or posters concerning candidates for election, to be removed not later than five days after such election. Such signs shall not exceed six square feet in area, shall not be illuminated, shall not create a safety or visibility hazard and shall not be located over a public right-of-way. Ballot issue signs may be permitted within the right-of-way only when specifically permitted by the City Manager or designee. No sign governed by this section shall be placed on any property without prior approval of the landowner.
- (f) Signs that indicate the sale, rental or lease of a particular structure or land area, to be limited in size to six square feet, with one sign allowed per street front. Such signs shall not be located in a public right-of-way, nor shall they be used in lieu of permanent signs.
- (g) Interior signs of a business use, incorporated into a window display, as permitted in Section 1292.03(a)(4), and limited to nine square feet or less. Such signs are limited to one sign per window.
- (h) On site directional signs indicating points of entry or exit for a facility or off-street parking area, provided such signs are limited to a maximum of two square feet in area and three feet in height and do not interfere with safe vehicular or pedestrian traffic circulation and are not located within the clear sign distance triangle.
- (i) Menu boards, provided such signs are oriented solely for the use of patrons utilizing the drive-thru and are directed toward traffic internal to the site.

(Ord. 2014-27. Passed 8-5-14.)