



> Dear New Neighbor,

Congratulations on the purchase of your new home! On behalf of the Hampton Place Homeowners Association Board of Directors, we would like to officially welcome you to the neighborhood and the Homeowners Association. We are pleased that you have chosen to call Hampton Place your home!

The Homeowners Association is in place to preserve the integrity and maintain the appearance of the neighborhood by:

- Providing Financial Management & Neighborhood Planning
- Common Area Maintenance & Repairs
- Provide Architectural Change & Improvement Guidance
- Oversee the Enforcement of the Hampton Place Governing Documentation

Within this welcome packet, we have provided a general overview of the Association. Additionally, you will find some helpful information on North Ridgeville and the surrounding areas. Please take a moment to familiarize yourself with these and let us know if you have any questions!

The Homeowners Association extensively uses our website (hamptonplace.org) and eNotifications (email) to help keep the neighborhood informed of special events, updates, and announcements.

We ask that you please register on the website at your earliest convenience so you can have access to all Hampton Place Homeowners Association information

You may register by completing the following:

1. Go to: <http://www.hamptonplace.org/register>
2. Input Requested Information (Invitation Code: HPResident)
3. Click Submit Button
4. Once submitted, the Hampton Place Board of Directors must confirm your registration. You will be notified via email once this is confirmed.

This is a great community and we look forward to meeting you whether it be walking down the streets, at an HOA meeting, or a community activity. Please do not hesitate to contact the HOA with any questions!

Again, WELCOME!

Brad, Jason, Patrick, Donna, Larry

Hampton Place Board of Directors

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Homeowners Association Governing Bodies

Board of Directors

The Hampton Place Homeowners Association is governed under the authority and direction of the Board of Directors. The current Board of Directors is as follows:

- Brad Gladish – President
- Jason Briscoe – Vice-President
- Patrick Retko – Treasurer
- Donna Sabo – Director
- Larry Mollenkamp – Director

Officer:

- Secretary - OPEN

Management Company & HOA Violation Inspections.

Hampton Place has contracted with [Barnett Management](#) to handle the responsibilities of paying HOA expenses, collecting annual HOA dues, and inspecting for/enforcing HOA rules. You will receive notices periodically regarding Hampton Place matters.

The Board of Directors has also designated the following committees to exist and function under the authority of the Hampton Place Homeowners Association. The current committees are as follows:

Design Review Committee

The Hampton Place Design Review Committee is responsible for reviewing resident submitted plans for including, but not limited to, placement, installation or construction of any structure (barns, decks, etc.) to ensure they meet all the requirements of the Hampton Place Governing Documentation. They may also participate in discussions with the Board of Directors regarding HOA guidelines, standards, and more.

Event Committee

The Hampton Place Event Committee is responsible for developing and planning various social events to bring the community together. Examples include “The Hampton Hooley” (Block Party), Easter Egg Hunt, Movie Night, and more.

Holiday Committee

The Hampton Place Holiday Committee is responsible for planning and coordinating decorations for holidays. Examples include Christmas Lights in the Entrance Way, Decorations for Fourth of July, Memorial Day, Veterans Day, and more.

Welcoming Committee

The Hampton Place Welcoming Committee is responsible for welcoming new residents and helping familiarize them with items related to the Homeowner’s Association and the community.

Detailed information on the roles and responsibilities of the Board of Directors and the Committees may be found within each Committee’s charter and currently available on the Hampton Place Website. Please contact the Homeowners Association if you have any questions or have interest in being on the Board of Directors or joining a committee.

Homeowners Association Governing Documents

The Hampton Place Homeowners Association is governed by a series of Declarations, Rules, Restrictions and Guidelines including but not limited to:

- Declaration of Covenants, Conditions, Restrictions and Reservations and Easements
- Supplemental Declarations of Covenants, Conditions, and Restrictions and Reservation and Easements
- Code of Regulations
- Design Guidelines – Standard Lot,
- Design Guidelines – Lot Maintenance
- Design Guidelines – Fences

Each homeowner is provided these documents upon signing the purchase agreement from the builder. It is **strongly recommended** that all residents read and familiarize themselves with all documents. The latest versions can always be found at <http://hamptonplace.org>.

COMMON DECLARATIONS AFFECTING RESIDENTS (PARAPHRASED)

- Each and Every Lot, its House and any improvement erected thereon shall be maintained in a reasonable manner by the Owner
 - Sidewalks, driveways, and walkways must be free of lawn debris
 - Lawns and all flowerbeds [must be] freed of weeds and maintained
 - Pet Owners [must] immediately and thoroughly cleanup all areas and/or neighbors yards after their pet defecates.
- No Owner or Occupant shall cause, permit, [...] discharges of liquid, solid wastes or other harmful matter into the ground or any body of water.
- Trash containers shall not be [visible] except on days of trash collection
- The placement, installation, erection of any structure, [...] exterior alteration or modification of existing improvements upon any Lot **require prior plan approval from the Design Review Committee** including barns, storage sheds or other outbuildings (see Design Review Process)
- Landscaping [...] must be completed within three (3) months of occupation of the House, weather permitting
- An antenna (or satellite dish) must be located in the rear yard on the rear of the house in such a manner so as not to be visible by a person [...] directly in front of the house. Other locations are permitted if placement under these guidelines precludes reception of an acceptable quality signal. In such case, the owner and [...] the Association shall attempt to find a location with the least visual impact upon the surrounding properties
- No resident or their agents, contractors, landscapers, etc. may do or permit anything that causes damage to or alters the flow of surface water within Hampton Place Common areas. Moreover, any alteration or damage caused by a resident, their agents, contractors, landscapers, etc. to any Hampton Place common areas shall be repaired at the expense of the resident responsible at fault.

Homeowners Association Design Review Process

In accordance with Section 9.2.1 of the *Declaration of Covenants, Conditions, Restrictions and Reservations and Easements*, **Certain activities require prior plan approval from the Homeowners Association.** These activities include, but are not limited to:

- The placement, installation or erection of any structure upon any lot;
Example of items requiring review: Decks, Barns, Sheds, Patios, Fences, Swing Sets
- Construction, including staking, clearing, excavation, grading and other site work
- Exterior alteration or modification of existing improvements

It is recommended that all residents review the *Design Review Committee Charter* available on the Hampton Place Website. This provides full details of the overall responsibilities, operation, jurisdiction, enforcement, and appeal process for all Design Review Committee and requests.

REQUESTING A REVIEW FROM THE DESIGN REVIEW COMMITTEE

1. Ensure all the requirements outlined in the Hampton Place Governing Documentation including all Design Review Guidelines prior to submitting request for review.
 - **Latest Documentation:** <http://www.hamptonplace.org/documentation>
2. Complete the online Design Review Request Form (Free). This allows the Design Review Committee and the Requesting Resident to track the progress of all requests.
 - **Request Form:** <http://www.hamptonplace.org/DesignReview>

NOTE: While it is the intentions of the Design Review Committee to provide a prompt response, please allow up to 14 days for a decision.

3. If approved, the resident is permitted to proceed with construction*.
4. If declined, the resident is not permitted to proceed with construction.
 - a. The Design Review Committee will provide a detailed explanation for declining the residents request
 - b. The Design Review Committee will be available to assist with identifying an agreeable solution that meets all the requirements set fourth in the governing documentation.

*Note: Approval from the Design Review Committee only confirms the requested element(s) meet all the requirements set fourth in the Hampton Place Governing Documentation. All permit, safety requirements, etc. required by city, county, state and federal government must be adhered to as defined by all applicable ordinances, statutes, laws and other authoritative sources.

Homeowners Association Website & Communications

The Homeowners Association extensively uses our website and email to help keep the residents informed of special events, updates, and announcements.

Hampton Place Website: www.hamptonplace.org

Hampton Place Email Address: info@hamptonplace.org

We ask that you please register on the website at your earliest convenience so you can have access to all Hampton Place Homeowners Association information.

You may register by completing the following:

5. Go to: <http://hamptonplace.org/register>
6. Input Requested Information (Invitation Code: HPResident)
7. Click Submit Button

Once submitted, the Hampton Place Board of Directors must confirm your registration. You will be notified via email once this is confirmed.

Additionally, the website is an excellent resource for the following:

- Community Calendar
- Announcements
- Rules & Restrictions
- Reporting Violations
- Submitting Common Area Service Tickets
- Committee Information
- FAQs
- Contact Information
- Hampton Chat (online discussion forum)
- Design Review Form & More!

Note: All official communications from the Hampton Place Homeowners Association will be sent via US Postal mail including, but not limited to:

- Annual Meeting Invitations
- Annual Dues Invoices
- Violation Notifications



New Resident Helpful Hints & Tips

We're glad to have you as our neighbor here in Hampton Place! Over the years, many residents have shared a few hints and tips with each other. Now we'd like to share them with you!

- Trash Collection occurs weekly on Tuesdays. Trash receptacles (provided by the city) should go out Monday evening. Please make sure they're not visible during the week.
- **IMPORTANT** – Talk to your mortgage company about what property value your taxes are assessed against. Often for newly constructed homes, the first 1-2 years of property taxes are assessed against the value of the land only and are calculated too low. Eventually, taxes are reassessed against the land and the value of the home.

To compensate for the miscalculated taxes and the “corrected tax rate”, lenders make adjustments that often result in \$250-\$500+ per month (tax) payment increase. Your mortgage company should be able to help identify if you are at risk and ways to plan.

- Annual HOA Meetings are typically held February/March of each year.
- Nearby Businesses of Interest:

South of Hampton Place	North of Hampton Place
<ul style="list-style-type: none"> • North Ridgeville Library • South Central Park • Giant Eagle (Grocery) • Marc's (Grocery) • AutoZone • Walgreens/CVS • Gas Stations • Dairy Grove Ice Cream (summer) • Banks • US Post Office • Restaurants • Interstate I- 480 	<ul style="list-style-type: none"> • Miller Nature Preserve • Costco • Marc's (Avon) • Banks • Restaurants • Lowes/Home Depot • Walmart • Heinens (Grocery) • Target • Kohls • Best Buy • Interstate I-90

- Cable TV & Internet Providers
 - Soectrum (Cable, Internet, Phone)
 - Dish/Direct TV (Sattelite)
 - WOW! (Cable, Internet, Phone)
 - Windstream (Phone/Internet)
- Get Involved! Throughout the year, there are many opportunities for residents to participate in neighborhood events. Either as an attendee, volunteer, or committee member, its great to meet new people and be a part of the Hampton Place Family!
- Most of the HOA Rules have been in place since the beginning of the development, even prior to any homes. All rules must be enforced regardless of HOA Leadership's personal views on such rules. Please understand, enforcement is never personal and the Board is just doing their required duty.



We Want You!

Hampton Place Committees

Want to meet new people and have a great time helping Hampton Place continue to be an exceptional place to live? If so, then WE WANT YOU! The Hampton Place Board of Directors is accepting applications for committee membership. Committees include the *Event Committee, Holiday Committee, and Welcoming Committee.*

Committee Information and **Online Application** may be found at:

www.hamptonplace.org/committees