

To Our WBPOA Community:

Hello, everyone! We hope all in our community remain healthy, masked up for safety and that your families are safe and healthy as well.

In light of the continuing COVID-19 issues, the tennis court, Kittybrook and Ludington Parks remain closed for the time being, as do both clubhouses. We continue to strongly encourage everyone to keep away from and avoid using the tennis court, parks and the playground equipment in order to avoid close contact with crowds and avoid touching items which can carry and hold the COVID-19 virus germs.

Should you or anyone with you elect to enter the tennis court, Kittybrook or Ludington Parks or play on any playground equipment against the Board's advice, you do so at your own risk; anyone who may accompany you does so at their own risk as well.

Your WBPOA Board and Sterling Management continue to monitor the guidelines established by the City of Houston, the various health departments and the CDC in relation to the opening of the public facilities, including the pool. The Board remains in contact the pool company and Sterling Management to ensure all City and Health Department guidelines and rules are in place to allow proper opening of the pool as soon as we are able to do so. We will keep the community posted as to timing.

When the pool is allowed to be opened, there will be strict City and Health Department rules and regulations in place, including limiting the number of people allowed in at any given time. We appreciate your understanding and adherence to these regulations as they will be strictly enforced in order that we may legally be allowed to keep the pool open. In the meantime, please remember you **MUST** be current on all outstanding WBPOA fees in order to use the pool when it does open, so please use this time to bring your accounts current, if they are not already.

Finally, your WBPOA Board plans to meet as usual on August 25th; however, whether the meeting will be in person or via conference call continues to be guided by the CDC and city policies about gatherings. Please rest assured your Board continues work on your behalf, utilizing all legal forms of communication in order to effectuate business as required to meet the needs of the community. We will attempt to address any residents who request time on the meeting agenda as best as possible, given the circumstances. Regardless if the meeting is held in-person or via conference call, homeowners are encouraged to attend. Please contact Sterling for information on meeting location and call in details (if held via conference).

We ask that everyone please continue to wear face masks and keep up with your social distancing practices. While it is not always comfortable wearing face masks, they do offer some protection. Hopefully, by continuing to follow safe practices, we will be able to return to some sense of normalcy while continuing to help safeguard our families and community.

With warm regards,
Your WBPOA Board

West Bellfort Property Owners Association

www.westbellfortpoa.com

Monthly Newsletter

August 2020



WBPOA BOARD MEETING

Tuesday, August 25, 2020

6:30pm

Location to be determined*

*Meetings continue to be held via conference calls based on CDC and CofH guidelines as to gatherings. Homeowners are encouraged to attend calls; please contact Sterling Management for call details.



IMPORTANT NEWS!

DUE TO THE CURRENT COVID-19 OUTBREAK, YOU ARE ASKED TO PLEASE AVOID THE COMMUNITY PARKS AND TENNIS COURT AT THIS TIME AS THEY REMAIN CLOSED. SHOULD YOU IGNORE THIS REQUEST, YOU DO SO AT YOUR OWN RISK. THE CLUBHOUSES AND POOL ALSO REMAIN CLOSED.

2020 POA DUES

It is getting close to time for invoicing for the upcoming 2021 POA dues, but some remain behind paying the dues for 2020. **We understand with the current COVID-19 crisis some may be experiencing unforeseen financial difficulties. If this applies, please contact Sterling ASI as soon as possible at (832) 678-4500 and ask for Roxanne, Amy or anyone at Sterling for assistance in arranging a payment plan.** While the Board is understanding of these unprecedented times, for us to best serve the community and properly maintain amenities, POA dues must be paid. Non-payment of dues severely impacts our community, as amenities cannot otherwise be maintained. **Therefore, non-payment of dues will restrict use of community amenities** as it is not correct to allow usage to those whom are not paying for the upkeep.

POA DUES – ADDITIONAL INFORMATION

Payment coupons for POA dues were **are not an agreement to enter into a payment plan.** As stated above, if for any reason you were not be able to pay your dues, please contact Sterling or your POA Board **AS SOON AS POSSIBLE**, as it is imperative that the HOA receives payments so as to stay in line with the 2020 Budget. If you lost the payment coupon mailed last November, you are welcome to pay **via the WBPOA website** or to mail your payment to the following:

West Bellfort POA
c/o Sterling ASI
PO Box 38113
Houston, Texas 77238-8113

Please specify the property address you are making payment for in the memo line of the check; alternatively, you are welcome to include a separate piece of paper with the address and any other particulars to ensure your payment is properly applied.

WBPOA BOARD MEMBERS:

Barbara Hite, President
Jeannette Calhoun, Vice President
Phil Abrams, Secretary
Marc Warren, Treasurer
Mari Angelo, Board Member
Asher Belles, Board Member
Joy Cunningham, Board Member
Dyaz Godfrey, Board Member
Isaac Herbst, Board Member
Mary James, Board Member
Eleni Saatsoglou, Board Member
Allen Segal, Board Member
Marcy Williams, Board Member

WBPOA MANAGEMENT COMPANY

Roxanne Martinez, CMCA, AMS
Sterling Association Services
6842 N Sam Houston Parkway N
Houston, TX 77064
Phone 832-678-4500
Fax: 832-678-4510
Email: roxanne@sterlingasi.com
Any other Sterling Representative should be able to assist as well.

Ludington Clubhouse Rental

Joy Cunningham 713 / 417-8154
Joycunningham@sbcglobal.net

CLOSED

Braesridge Clubhouse Rental

Jeannette Calhoun 713 / 203-2407
jcalhoun@insurepointe.com

WBPOA is patrolled by :
Harris County Constable Precinct 7
Constable May Walker
Precinct 7 Dispatch 713-643-6602

Deputies assigned to WBPOA:

Sgt. J. Meek
Deputy Garcia
Deputy Lewis
Deputy Manzanare

Please contact your alarm company and have the Constable's precinct listed as the first police authority contact.

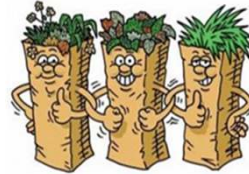


Volunteers Needed to Serve as Block Captains



Block Captains are residents who volunteer their time and efforts to The community to serve as “point persons” between the residents, the POA Board, its committees and The property management team.

You will not be asked to do anything that puts yourself in harm’s way. The time involved is minimal. By serving as the “eyes and ears” of The community, you will play a big part in keeping it safe, friendly and beautiful. You can even “co-share” and team up with a neighbor. If you have an interest in serving as a Block Captain, please contact any of the Board members or Roxanne Martinez of Sterling Management, or attend the upcoming WBPOA Board Meeting on **Tuesday, August 25, 2020 at 6:30pm.**



JUNK / HEAVY WASTE PICKUP MONTH!

Northfield III & IV (North of West Bellfort): Aug 14th
Northfield V (South of West Bellfort): Aug 20th

Tree / Yard Waste
ODD months
January / March /
May / July /
September / November

Junk / Heavy Waste
EVEN months
February / April / June /
August / October /
December

One day at a time - This is enough. Do not look back and grieve over the past, for it is gone; and do not be troubled about the future, for it has not yet come. Live in the present, and make it so beautiful that it will be worth remembering.
Ida Scott Taylor.

Recycling in WBPOA

August 2020 Pickup Dates:
Aug 13th and 27th



All WBPOA residents are on Schedule A/Thursdays for recycling pickup, which occurs every other week.

Important Recycling Info:

- Use the Green Bin for recycling **ONLY**
- Recycle Schedule A – every other week
- Pickup on Thursdays
- Bins may be put at the curb late Wednesday evenings and must be at curb by 7:00am Thursdays
- Bins **MUST** be removed from the curb on Thursday evenings
- **Bins MUST be stored out of sight.**
- Recycling may also be taken to:
 - Westpark Consumer Recycling Center, 5900 Westpark, Houston, TX 77057

Important Trash Facts:

- Regular pickup every Thursday
- Bins may be set out at the curb the evening before
- Bins **MUST** be removed from curb by Thursday evenings
- **Bins MUST always be stored out of site**
- **TREE / YARD** waste is every “odd” month
- **JUNK / HEAVY** trash pickup is every “even” month
- Junk / heavy trash can be taken to:
Southwest Trash Depository / Recycle Center
10785 Southwest Freeway
Hours: Wed – Sun, 9am to 6pm
Accepts junk and tree waste and recyclables



If for any reason a household has too much trash to fit inside the black garbage bin, residents can purchase city stickers to place on the outside of large plastic garbage bags. The stickers can be purchased from Fiesta or Seller’s Brothers customer service windows or at hardware stores. The stickers **MUST** be visible street side, or the bags will not be picked up.

Residents with physical limitations can contact 311 and complete a Solid Waste Pickup Request Form (for either regular trash or recycles, or both) to qualify for special pickup services. If qualified, city services will then pick up from the residents’ specified locations and return them to the same location when emptied. The location **MUST** be out of sight from the street, but accessible to the city services (ie, behind unlocked fence gate).

BACK TO SCHOOL FYI

Don't Miss the Back to School Fest!!

The 10th Annual Mayor's Back to School Fest presented by Shell will take place on Friday and Saturday, August 7-8, 2020 in the NRG Park Yellow Lot. To accommodate the growing number of students who need assistance, this year's Back to School Fest will be a drive-through event over a two-day period.

Registration is recommended for participation in the fest:
<https://www.houstontx.gov/btsf/registermystudent.html>



The annual fest presented by Shell Oil Company provides Houston area elementary students and their families with some of the tools they need to start the school year off right. In addition to distributing 25,000 backpacks with school supplies, the Mayor's Office of Special Events has partnered with the Houston Food Bank to provide food to the students' families. Additionally, the Mayor's Health Equity Response (H.E.R.) Task Force will distribute face masks to ensure a safe return to school.

If you or anyone you know is in need of supplies to start the school year, register and come by to pick up your supplies. Stay safe!



Before doing any new work to the exterior of your home (landscaping, roofing, windows, etc.), you must obtain approval from the Board by completing an ARC application. A copy is found at the back of this newsletter.



Help for Homeowners during COVID-19

Lone Star Legal Aid's [Foreclosure Prevention Project](#) helps individuals and families stay in their homes by fighting foreclosures.

Foreclosures can occur for a range of reasons, including defaulting on a home loan, failing to pay property taxes, failing to pay homeowners association dues, failing to meet reverse mortgage requirements.

Did You Know: COVID-19 mortgage payment relief is available for single-family homeowners? Learn more

@HUDgov <https://www.hud.gov/coronavirus/homeowners>

For additional resources on foreclosure, please visit our COVID-19 Evictions and Other Resources page [here](#). You can also apply for free legal help with fighting a foreclosure by calling 1-800-733-8394 or online or www.lonestarlegal.org.

DEED COVENANTS & RESTRICTIONS

WBPOA is a deed restricted community and its Board is responsible for ensuring the restrictions are followed by all homeowners and / or their tenants. Real estate agents are required to provide copies of deed covenants to all home buyers. Homeowners are legally responsible for any non-compliance of the restrictions by tenants. A summary of restrictions is attached to the newsletter. For a full list of restrictions, please refer to the WBPOA Deed Covenants provided by your realtor; alternatively, the deed restrictions and other association documents may be found at www.westbellfortpoa.com (under "Documents") or please contact WBPOA's property management company, Sterling Association Services, at 832-678-4500, or contact any of your Board Members. Non-compliance of WBPOA's Deed Covenants allows the WBPOA to implement fines, fees and other rights to enforce deed restrictions; non-payment of such grants additional rights and powers to the WBPOA.



Looking for something to do that you can involve your children and help others, gets you out of the house safely and feels rewarding? Come help out at the Houston Food Bank! The newsletter editor has been volunteering at the Food Bank once a week for the last few months and can attest that it is at once exhausting and exhilarating, a lot of fun, and is an excellent opportunity to meet a lot of people while practicing social distancing and hygiene safety. People as young as 6 can volunteer! Please call the Food Bank at (713) 223-3700 or visit their website at www.houstonfoodbank.org to learn more. The team at the Food Bank takes hygiene VERY seriously – they always have, since it involves food – but they are especially diligent during COVID.

You might already know that the Food Bank and their network of 1,500 Partners provide essential services on a daily basis. Hundreds of thousands of people are counting on the organization and its Partners even more during the COVID-19 situation. The people they serve almost by definition do not have food reserves. But did you know that the Food Bank also provides programs and services aimed at helping families achieve long-term stability including nutrition education, job training, health management, and help in securing state-funded assistance? To learn more about this incredible organization, please visit <https://www.houstonfoodbank.org/>. Some basic information is below on how you can get help from the Food Bank, or how you can volunteer to help. The Food Bank is in dire need of volunteers, so please consider registering as a volunteer today!

If You Need Help

[Find a Houston Food Bank partner near you:](#) Call our helpline at 832-369-9390

[Summer Meal Sites:](#) Summer Food Service Program: At Home Children Meal Boxes

Eligible families that need meals for their children can apply to receive meal boxes of 5 frozen lunches and 5 breakfast delivered once a week to their home. **Apply today:** [English](#) | [Spanish](#)

Parents and caregivers can text FOOD or COMIDA to 877-877 to find their nearest meal sites.

Text **FOOD** to **855-308-2282** to find the nearest food pantry in the area.

[Apply for SNAP](#)

[How To Get Virtual Assistance \(CAP\)](#)

[Submit your request](#) for assistance and receive a call back Call the helpline at 832-369-9390

P-EBT/P-SNAP is a one-time benefit for families that have lost access to free or reduced-price meals because of closures related to COVID-19. Find answers to frequently asked questions here: [P-SNAP FAQs](#)

Pandemic Electronic Benefit Transfer (P-EBT) is a one-time benefit for eligible families to buy food.

How to apply for P-EBT: [English](#) | [Spanish](#)

If You Want To Help

[Make A Donation](#)

If you are able to make a donation to support those impacted, your gift will fill boxes with food for our neighbors across our 18-county service area. Because of our partnerships with manufacturers and distributors, we can turn one dollar in to providing someone with access to three meals!

Volunteer Activities

Currently, we have a need for more volunteers to help us perform necessary tasks. Below are the many ways you can help:

Warehouse Projects at 535 Portwall – [Please sign up for a shift today!](#)

Kitchen Projects at 535 Portwall – [Please sign up for a shift today!](#)

Desk duty at 535 Portwall – [Please sign up for a shift today!](#)

Offsite – [Sign up via Crowdsourc Rescue, a Houston-based disaster response non-profit](#)

Help deliver food to elderly, isolated, and those who are in need. *(will need to use own car)*

Safety Measures For Our Volunteers:

As always, the health and safety of partners, staff and the community is Houston Food Bank's number-one priority. We are following [CDC recommended sterilization procedures](#) and have increased the frequency of cleaning and disinfecting, especially around high-traffic areas We are practicing social distancing with our volunteers. Volunteers working warehouse projects are required to wash hands before their shift starts, during breaks, when they switch projects, and after their shift. Gloves are also available for wear for warehouse projects. To help slow the spread of COVID-19, the CDC is now recommending using a cloth face covering in public settings. Therefore, **Houston Food Bank is asking all volunteers to bring their own face coverings when coming to volunteer.**

THE IMPORTANCE OF CURB APPEAL

Your home is one of the most major investments you will make in your lifetime. Maintaining a home from the inside out is critically important to retaining its value over time. The more mature your home becomes, the more important it is to maintain it. This applies to your curb appeal as well.

Curb appeal is very important, not just for the appearance of your home, but for the entire neighborhood. Keeping up the appearance of the exterior of your home may not be as exciting as decorating the interior, but in many ways it is much more important. If a majority of the homes in the neighborhood are allowed to fall into poor condition, this screams “we don’t care about our homes”.

Attached to this newsletter is some further information about curb appeal. It should start with the condition of your house, the grass, landscaping, plants, fencing, etc. Little things like keeping bins out of sight, cleaning leaves out of the gutters, power-washing mold and fungus off the bricks or hosing the driveway may seem insignificant, but it all adds up to an attractive, well-kept appearance. Things like loud exterior paint colors, broken down cars, piles of trash, boats in driveway, falling gutters, broken fences can make your house look trashy and ill-maintained... and makes the entire neighborhood look trashy and ill-maintained. Worn down houses invite things like rodents, snakes and crime!

Your POA Board is charged with protecting the overall value and appearance of the neighborhood. Their duty is to ensure all homeowners follow the deed restrictions. The Board and property management company are not being “mean” by enforcing the rules and regulations – they are doing it because they care about the community and wish to protect not only your home values, but our neighbors as well. A poorly maintained community is a magnet for the criminal element. So by simply maintaining your home, inside and out, you are actively participating in maintaining your home value, the overall home values in the neighborhood and helping to reduce crime. Therefore, please do your part by respecting the rules and regulations of WBPOA. **REMINDER: any improvements or major exterior work to your home (front and back) including painting, landscaping, etc. must be approved by the ARC Committee. The ARC Committee approval form is located at the back of this newsletter.**

Grocery carts = convenient in stores In WBPOA = eyesores!

If you see empty grocery carts in the WBPOA subdivision, please call and report to:

Fiesta Mart: 713-272-2700
Gray and red or has Fiesta logo



Walmart: 713-771-4740
Green and gray or has Walmart logo

Joe V's: 713-721-0100

Texas Transportation Code - TRANSP § 545.302

Stopping, Standing, or Parking Prohibited in Certain Places

The City of Houston and the WBPOA are very strict about enforcing the State’s neighborhood parking regulations. Non-adherence to these regulations will result in a parking violations / fines from the City, as well as violation notices from WBPOA. **The homeowner illegally parked or whose tenants are illegally parked will be financially responsible for any resulting fees incurred by the WBPOA to enforce the regulations.**

Under 545.302(a), An operator may not stop, stand, or park a vehicle in the following manners:

1. on the roadway side of a vehicle stopped or parked at the edge or curb of a street;
2. on a sidewalk;
3. in an intersection;
4. on a crosswalk;
5. between a safety zone and the adjacent curb or within 30 feet of a place on the curb immediately opposite the ends of a safety zone, unless the governing body of a municipality designates a different length by signs or markings;
6. alongside or opposite a street excavation or obstruction if stopping, standing, or parking the vehicle would obstruct traffic;
7. on a bridge or other elevated structure on a highway or in a highway tunnel;
8. on a railroad track; or
9. where an official sign prohibits stopping.

(b) An operator may not, except momentarily to pick up or discharge a passenger, stand or park an occupied or unoccupied vehicle:

1. in front of a public or private driveway;
2. within 15 feet of a fire hydrant;
3. within 20 feet of a crosswalk at an intersection;
4. within 30 feet on the approach to a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway;
5. within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance, if the entrance is properly marked with a sign; or
6. where an official sign prohibits standing



See a summary of the
parking regulations
attached to the
newsletter for a quick
reference.





August 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9 Flag Day	10	11	12	13 Recycle Pick Up	14 Junk / Heavy Waste Pick Up North*	15
16	17	18	19	20 Junk / Heavy Waste Pick Up South*	21	22
23 Father's Day	24	25 WBPOA Board Mtg Location TBA 6:30pm	26	27 Recycle Pick Up	28	29
30	31					

* WBPOA – Northfield III and IV (North Side of West Bellfort): Junk Waste 2nd Friday of even months / Tree Waste 2nd Friday of odd months

* WBPOA – Northfield V (South Side of West Bellfort): Junk Waste 3rd Thursday of even months / Tree Waste 3rd Thursday of odd months

WBPOA ASSOCIATION COMMITTEES

Please come to a Board Meeting if you wish to serve on a committee or as a Block Captain

Architectural Review (ARC):	Barbara Hite, Jeannette Calhoun, Eleni Saatsoglou, Allen Segal, Marc Warren, Marcy Williams
Clubhouse:	Jeannette Calhoun, Joy Cunningham
Landscape:	Marcy Williams
Newsletter:	Mari Angelo
Parks & Recreation:	Asher Belles, Isaac Herbst
Pool:	Phil Abrams
Safety:	Barbara Hite
BLOCK CAPTAINS:	Volunteers Needed!

VACATION WATCH

WBPOA residents can request vacation watches from Constable Precinct 7 for vacation planning needs. You can register for a deputy vacation watch by visiting the Precinct 7 website <https://constable7.harriscountytexas.gov> and select "Vacation Watch". Forms need to be completed at least 7 days in advance.



See Something, Say Something!

PLEASE NOTE: Our deputies are diligent about patrolling our community, but they need our help. If you see something that does not look right, please call Dispatch at 713-643-6602 – you do not have to give your name or other details, simply report the action. If the matter turns out to be nothing, no harm done! Also, our deputies are listed on the front of this newsletter. There are ADDITIONAL Precinct 7 deputies who are not assigned to our neighborhood; however, the fact they are with the same Precinct only enhances our patrol. Should you have any concerns about our coverage, please contact Barbara Hite, your Board president, any Board member or Sterling ASI. You are also welcome to come to a Board meeting to express your concerns. **If you plan a trip out of town, please get registered with Precinct 7 for a vacation watch – our patrol officers will be happy to help keep an eye on your home.**

Recycle More

The City of Houston accepts recyclables at curbside, the Neighborhood Depository/Recycling Centers and drop-off facilities.

Examples of acceptable plastics and materials:



1 Plastics
Soft drink and water bottles



2 Plastics
Milk jugs, juice bottles, and food containers



3 Plastics
Detergent bottles shampoo bottles



4 Plastics
Condiment bottles



5 Plastics
Yogurt containers and empty medicine bottles



6 Plastics
Styrofoam blocks
(Not Accepted in Curbside Recycling Program. Accepted at the Westpark Recycling Center and ESC - South only)



7 Plastic
Large water bottles



Mail, Envelopes, and Paper



Newspapers, Magazines, Telephone Books and Catalogs



Aluminum & Tin Cans



Flattened Cardboard



Glass Bottles & Jars
Accepted in curbside automated recycling, neighborhood depositories, dropoff locations and Westpark



NO Used Motor Oil
Do not place in recycling bin. Motor Oil is not collected in your curbside recycling or trash, bring to Westpark, ECS's or auto parts store.
Beginning February 1, 2020

Follow us:

@houstontrash /houstonsolidwaste

www.houstonsolidwaste.org

or call 3-1-1 for additional information.

2020 Bi-Weekly Collection Schedule

Schedule A

Schedule B

City Holiday *(Follow the adjusted "Holiday Schedule")

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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23	24	25	26	27	28	29

March						
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29	30	31				

April						
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May						
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24	25	26	27	28	29	30
31						

June						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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26	27	28	29	30	31	

August						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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6	7	8	9	10	11	12
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27	28	29	30			

October						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- If your collection day is during the "A Week" then follow the schedule for the shaded yellow week. Ex: Thursday A service days in January are the 2nd, 16th & 30th.
- If your collection day is during the "B Week", you will follow the unshaded week's schedule. Ex: Tuesday B service days in January are the 7th and 21st.

*For the Holiday Schedule and additional information, visit our website at www.houstonsolidwaste.org or call the Houston Service Helpline 3-1-1.

WEST BELLFORT PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL APPLICATION

In accordance with the governing documents of your Association, all exterior improvements and/or changes from the original construction must be submitted for and approved by the Architectural Control/Review Committee (ACC/ARC). Failure to receive approval for the improvement and/or change may result in you having to remove, alter or change the improvement in order to comply with the rules and regulations of the Association. Please complete the application below in its entirety and return to **STERLING ASSOCIATION SERVICES, INC. (SASI) to 11201 LAKE WOODBRIDGE, SUGAR LAND, TX. 77478 (Phone 832-678-4500) or Facsimile 832-678-4497) Email: Houston@sterlingasi.com**

Community Association _____

Property Address _____ Sec/Blk/Lot _____ / _____ / _____

Name _____

Work# _____ Home# _____ E-mail _____

Mailing Address _____

No improvement will be considered and is automatically denied without the following:

- ▶ **A site plan/survey indicating location of the proposed improvement, providing the distance from the structure to the fence and/or lot lines and easements.**
- ▶ **Color swatches and samples or pictures of materials to be used in the improvement (shingle, paint, brick, stain, siding, etc).**
- ▶ **Completion of all applicable areas below of the application.**

Status: _____ / _____ - _____ / _____ / _____ _____ / _____ / _____ _____
 Start Stop Date Date of Completion Under Construction

Check one of the following:

- | | | |
|---|---|--|
| <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Roof (Weatherwood or Driftwood Only) | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Patio (ground) | <input type="checkbox"/> Sunroom/Patio Enclosure | <input type="checkbox"/> Permanent Basketball Goal |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Portable Basketball Goal |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Arbor/Pergola | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Mailbox | <input type="checkbox"/> Driveway/Sidewalk (new & extension) |
| <input type="checkbox"/> Gates/ Burglar Bars | <input type="checkbox"/> Solar Screens | <input type="checkbox"/> Landscape Statuary |
| <input type="checkbox"/> Window Shades/ Awnings | <input type="checkbox"/> Playground Equipment | <input type="checkbox"/> Storm Doors/Windows |
| <input type="checkbox"/> Other _____ | | |

Size: Height _____ Width _____ Length _____

Location of Improvement:

Front of House Back of House Left side of house (stand and face house) Right side of house (stand and face house)

List of Materials with color and/or material samples or photos provided (check all applicable)

<input type="checkbox"/> Base paint color _____	<input type="checkbox"/> Trim paint color _____
<input type="checkbox"/> Garage door paint color _____	<input type="checkbox"/> Garage door trim color _____
<input type="checkbox"/> Stain color _____	<input type="checkbox"/> Fence color/material _____
<input type="checkbox"/> Siding color/material _____	<input type="checkbox"/> Roof color _____
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other _____	

____ I understand the ACC/ARC are a group of volunteers in the community and will do their best to act as quickly as possible in their determination regarding my application. I hereby certify that the proposed construction/ modification is in full compliance with all the Declaration of Covenants, Conditions and Restrictions and all guidelines currently adopted by the Association. I do understand the committee has 30 days to review the request.

____ I understand that the decisions are determined concerning only my architectural plans submitted. I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans.

_____ Owner's Signature	_____ Date
APPROVED/APPROVED CONDITIONALLY/DISAPPROVED.	
	_____ ACC COMMITTEE CHAIR SIGNATURE and Date