

# *To Our WBPOA Community:*

Hello, everyone! We hope that all in our community remain safe and healthy, and send prayers of quick recovery for any whom may have come down with COVID-19.

As you know, there are currently plans in place by our various government officials to re-open businesses and transition back to our normal lives. However, the transition is a slow process. As such, your WBPOA Board and our management company continue to follow the guidelines established by the CDC and other health authorities in light of the continuing COVID-19 issues. Therefore, the tennis court, Kittybrook and Ludington Parks remain closed, as do both clubhouses and the pool. 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 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.**

As stated above, the community pool remains closed. This is due in part as pool companies are still not allowed to train lifeguards given the virus outbreak. Therefore, there will be NO pool tag distribution during May. We will keep the community posted as to when we will be allowed to open the pool and can schedule pool tag distribution. In the meantime, please remember you MUST be current on all outstanding WBPOA fees in order to obtain tags when they can be distributed, so please use this time to bring your accounts current, if they are not already.

Finally, although your WBPOA Board does plan to meet in person as usual on May 26<sup>th</sup>, the actual ability to meet will be guided by the CDC and city policies about gatherings. Please rest assured your Board continues work on your behalf, regardless of our ability to meet in person, 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.

Sterling Management, your WBPOA Board and the pool company continues to stay in touch with city officials and the Health Department regarding rulings and guidelines as to the pool and other public amenities within our community, and will keep you updated as to when the community amenities will be available for use again.

Although is no longer a mandated order, we do ask that everyone please continue to wear face masks and keep up with your social distancing practices. We are hopefully nearing the end of the COVID-19 pandemic and by continuing to follow these 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

May 2020



### WBPOA BOARD MEETING

Tuesday, May 26, 2020

6:30pm

Braesridge Clubhouse

10810 Braesridge\*

\*Meetings to be determined based on CDC and CofH guidelines as to gatherings.

### Newsletter Highlights:

- See page 2 for an urgent community crime alert

### 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  
Ben Helstein, Board Member  
Isaac Herbst, Board Member  
Eleni Saatsoglou, Board Member  
Allen Segal, Board Member  
Marcy Williams, Board Member

### IMPORTANT NEWS!

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

### 2020 POA DUES

**2020 WBPOA DUES ARE NOW PAST DUE. If for any reason you did not receive your notice, contact Sterling ASI as soon as possible at (832) 678-4500 and ask for Roxanne, Amy or anyone at Sterling, who will be more than happy to assist you. For the POA to best serve the community and properly maintain our amenities, POA dues are to be paid promptly. Non-payment of dues severely impacts our community, as we cannot maintain the common areas, clubhouses, parks, pool and tennis court without your dues. 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; however, there is a payment plan option. However, you must have selected the payment plan option before the end of February 2020. If for any reason you were not be able to make payments or select the payment plan option prior to the deadline, then 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, 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 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

### 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 Ferrettis  
Deputy Manzanare  
Deputy Pyland

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

## URGENT CRIMINAL ACTIVITY ALERT

The WBPOA Board has recently been informed about an individual who has been illegally trespassing onto WBPOA residential properties in the middle of the night because he claims to be "interested in architecture". This individual either opens fence gates or jumps over fences. In turn, this means the individual has immediate access to residential homes, as well as possible Peeping Tom activities. At this time, the individual is primarily entering the backyards or climbing fences along the Fondren / Ludington area, but is of course able to move around the neighborhood. His activities are primarily in the very late night or very early morning hours.

Sgt. Meeks has recently informed us that the individual has been identified and the deputies in our Constable Contract are attempting diligently to capture this person. However, he has not yet been captured as yet due in part because the Constable Precinct 7 has not been contacted by anyone while this man is in progress of his activities. **Although identified, he cannot be arrested until either the authorities have identifiable proof (fingerprints, etc.) or unless he is caught in progress of his illegal activities.**

**As such, it is absolutely critical that the Precinct 7 be called IMMEDIATELY at 713-643-6602 if you see anyone doing any suspicious activity so they can arrest and charge this individual. Please do not engage with this man in any fashion, just call the deputies immediately!**

Please also ensure your gates, homes and vehicles are locked and secured, and please ensure to use your security alarms. If anyone has home security footage of suspicious activity or any information which can assist in capture this man, please contact Constable Precinct 7 as soon as possible.

As always, please remember to call the deputies if you see any suspicious activity at any time. While they do an excellent job for our community, our deputies cannot be everywhere at once. So please do your part in helping to keep our community and residents safe and report ANY suspicious activity immediately!



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.

## 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](http://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.



Project Management  
Construction Services  
Event Administration

Contact Us Today!

713-259-0673  
info@think-b-i-g.com  
www.think-b-i-g.com

PLEASE DO NOT FEED STRAY CATS  
UNLESS YOU PLAN ON ADOPTING THEM



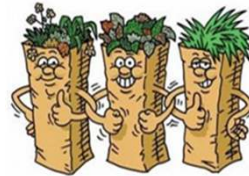


# Volunteers Needed to Serve as Block Captains



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, May 26, 2020 at 6:30pm.**



**TREE / YARD WASTE PICKUP MONTH!**  
Northfield III & IV (North of West Bellfort): May 8th  
Northfield V (South of West Bellfort): May 21st

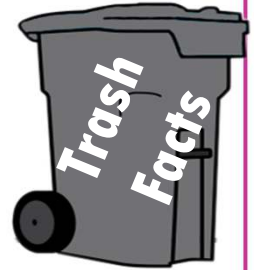
Tree / Yard Waste  
**ODD months**  
January / March /  
May / July /  
September / November

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

Waves are inspiring not because they rise and fail, but because each time they fall. They never fail to rise again.  
Josh Billings

### Important Trash Facts:

- Regular pick up 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



## Recycling in WBPOA

May 2020 Pickup Dates:  
**May 7th and 21st**



All WBPOA residents are on Schedule A/Thursdays for recycling pickup, which occurs ever 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

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 pick up 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).

## Community Dollars

Although the COVID pandemic created quite a lot of chaos in our worlds, it did not stop the forward progress the WBPOA Board is making on behalf of our community! Your Park & Recreations Committee has done a fabulous job of sprucing up the Ludington Park and revamping the Kittybrook Park! The Ludington Park is sporting a couple of new pieces of playground equipment. At Kittybrook, the committee installed three new tables, a new Climber, two new benches, and a new trash receptacle. We think you will agree that the parks are looking great! We hope you continue to do your part as well by making great use of the trash receptacles to keep our parks clean.

The Parks & Recreations Committee is also working with the Landscape Committee to address some drainage issues at both parks to keep water from ponding.

The Pool and Clubhouse Committees are working together on upgrades to the bathrooms at the Ludington Clubhouse, and in the bidding process to hopefully have the work done while the pool is closed. We will continue to keep you posted on how your Community Dollars are being used to keep our community a great place to live and play!



**Kittybrook  
Park**



Although it may be tempting to play at either of the community parks, please remember that the parks are officially closed at this time due to COVID-19. **ANYONE ELECTING TO IGNORE THE CLOSURES OF THE PARKS AND PLAYGROUND EQUIPMENT AT EITHER PARK DOES SO AT THEIR OWN RISK.**

PS: More great changes for our neighborhood -- Have you seen the new signs in our area designating the Brays Oaks Management District? We are part of their Super Neighborhood and benefit in so many ways from their hard work and efforts for us all -- THANK YOU!



## 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.





# MAY 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 <b>Cinco de Mayo</b>	6	7 <b>Recycle Pick Up</b>	8 <b>Tree / Yard Waste Pick Up North*</b>	9
10 <b>Mother's Day</b>	11	12	13	14	15	16
17	18	19	20	21 <b>Recycle Pick Up Tree / Yard Waste Pick Up South*</b>	22	23 <b>Ramadan Ends</b>
24	25 <b>Memorial Day</b>	26 <b>WBPOA Board Mtg Braesridge Clubhouse 6:30pm</b>	27	28	29 <b>Shavuot</b>	30 <b>Shavuot</b>
31						

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

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

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



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 OTHER 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](http://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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						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

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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12	13	14	15	16	17	18
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26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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				

July						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
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27	28	29	30			

October						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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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](http://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  
 APPROVED/APPROVED CONDITIONALLY/DISAPPROVED.

\_\_\_\_\_  
 Date  
 ACC COMMITTEE CHAIR SIGNATURE and Date

**WEST BELLFORT PROPERTY OWNERS ASSOCIATION  
SUMMARY OF DEED RESTRICTIONS\***

Section	Title	Summary
4.1	Lot Use Restriction	Home is residential use only; cannot operate as a duplex, apartment, garage apartment, any multi-family use
		Property cannot be used as a business, educational, church (religious facility), professional or any commercial activity of any type
		Owner(s) / Tenant(s) are permitted to utilize a personal office on site; however, members of the public cannot be invited, permitted or allowed to enter the living area, grounds or other parts of the property to conduct business of any kind
		Should Owner(s) / Tenant(s) utilize a personal office, such use must comply with state and federal laws, city ordinances and any other governing agency or authority
		No signs or other manner of advertising of personal or commercial business / profession are permitted on the physical site, via hard media, social media or any other medium
		No employees are permitted
		No offensive activity or condition, noises or odors are permitted
		Owner(s) / Tenant(s) are not permitted any use or other activity on site or in the community which threatens the security or safety of other residents
		<b>NO Garage sales, estate sales, rummage sales, moving sales or any similar activities in the home or in the community</b>
4.1	Living Unit Restriction	Max number of related persons permitted to live within the home is restricted to 2 times the number of bedrooms originally built with the home; The max number of Unrelated persons permitted to live within the home is restricted to two individuals. EXCEPTION: Homeowners may operate a City / County / State unit home, but residents must follow stipulated neighborhood guidelines. The Homeowner is to maintain the property to community standards and must follow deed restriction guidelines
4.1	Garages / Carports	All homes must have a garage; Garage conversions are not permitted without ARC approval; Carports are not permitted.
4.2	Driveways	Driveway entrance and exit must face the same street the home faces. Side street exits / entrances are not permitted
4.6	Fencing / Roofing	Fencing lines are defined; no chain link fencing; other types of fencing require ARC Committee approval; roofing must be composition
4.8	Mail Boxes / House Numbers, Etc.	Mail boxes, house numbers and similar exterior items must be harmonious to the neighborhood
4.10	Grass / Trees	All lots must be sodded with natural grass only; types of natural sod and trees are under ARC Committee control
4.11	Vehicular Sight Lines	No fencing, construction or plantings of any kind may block vehicular sight lines
4.12	Signage	No signage, banners or similar of any kind; realtor signs are allowed at the discretion of the ARC committee
4.13	Vehicles, Equipment, Machinery, Etc.	No boats, trailers, camping units, RVs, bus, truck, self-propelled or towable equipment or machinery of any kind are allowed to be in view; must be kept within an enclosed garage; garage height is restricted
4.14	Trash	<b>No trash, rubbish, garbage, manure or debris of any kind is to be kept anywhere on the lot. Bins must be kept from view at all times except for specified garbage pick up times; specific bins must be utilized</b>
4.15	Nuisances	No noxious or offensive activity or noises at any times; work on vehicles in open view is not permitted; no discharges of firearms or fireworks; definition of "Nuisance(s)" is at the sole discretion of the ARC Committee
4.16	Lot Maintenance	Lots and exteriors must be maintained in a neat and attractive manner; no painting, construction or other work may be performed on the exterior home or landscape without explicit approval from the ARC committee, including painting of the home and any work to the rear exterior of homes; homeowner is solely responsible for the cost of removal of any structure not found to be in harmony with the neighborhood
4.18	Construction	Any emergency construction (related to natural disasters, storms, etc.) or exterior construction related to ARC approved improvements or any noisy interior construction / renovations are to be conducted between the hours of 7:00am and 9:00pm. Other restrictions may be placed at the discretion of the ARC Committee (for example, in observance of religious holidays).
4.19	Animals	NO farm or livestock animals of any kind are permitted. Common household pets are defined and include fish, birds, hamsters, cats and dogs. Cats and dogs are limited to three (3) per household. All animals are to be restrained when in public and are not allowed to roam loose.
4.23	Leasing	Residential homes are only allowed to be leased as a standard family residential unit as defined in the Declarations. Residences cannot be leased in the manner which can be defined as a hostel, hotel or other temporary, transient leasing unit. Tenants are to follow community guidelines. The Homeowner will be held responsible for Tenant(s)' actions and / or non-compliance of deed restrictions, including the payment of any fines or fees placed against the residence.

*\*Summary only; does not include all restrictions. For a full list of restrictions, please refer to the WBPOA Deed Restrictions provided by your realtor; alternatively, the deed restrictions and other association documents may be found at [www.westbellfortpoa.com](http://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 Restrictions 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.*

**ALL WORK TO THE EXTERIOR OF THE HOME OR TO THE LANDSCAPING, INCLUDING TO THE REAR OF THE HOME, REQUIRES THE APPROVAL OF THE ARCHITECTURE REVIEW COMMITTEE. ATTACHED AT THE BACK OF THIS NEWSLETTER IS THE ARC APPROVAL FORM.**

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

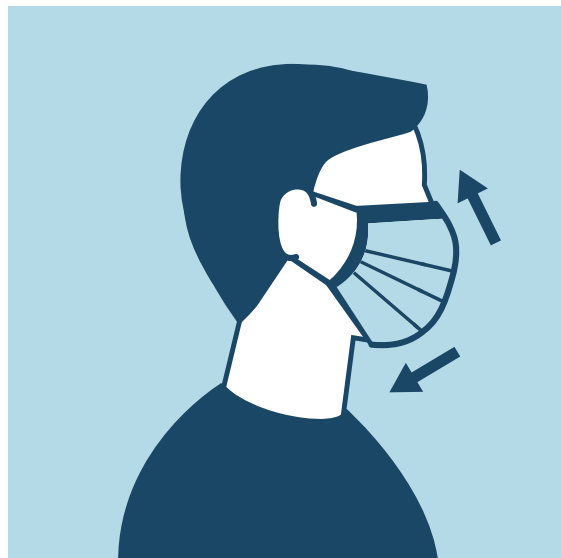
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

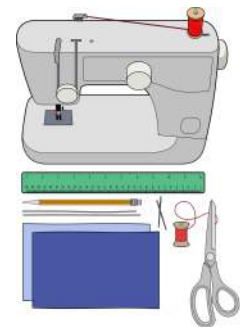
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

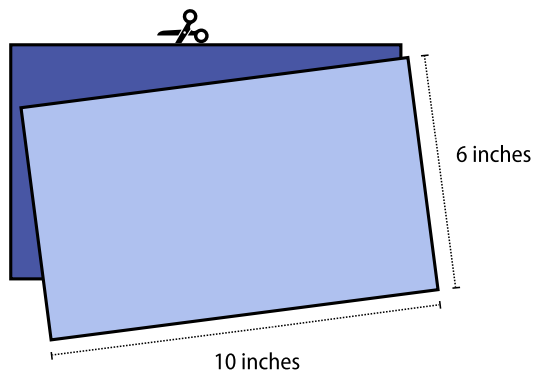
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

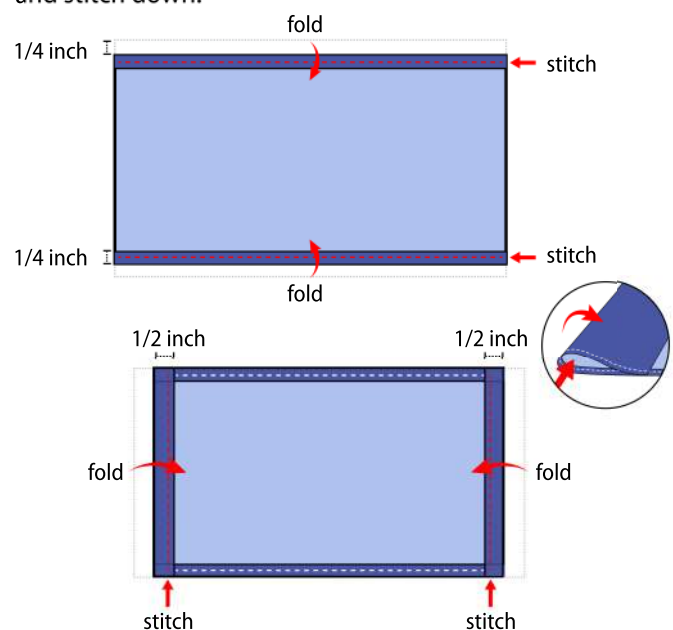


## Tutorial

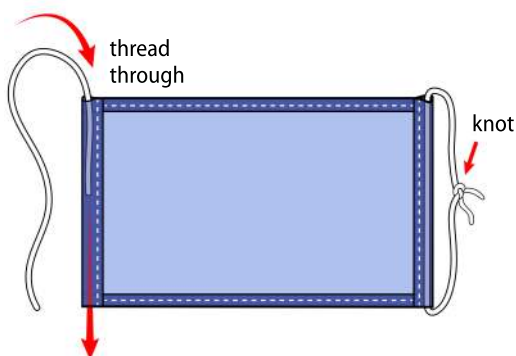
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



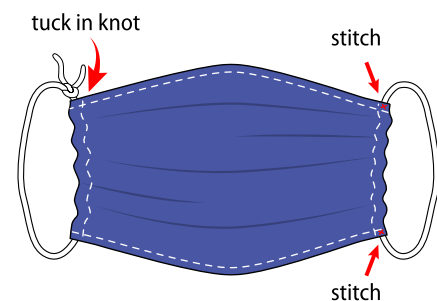
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

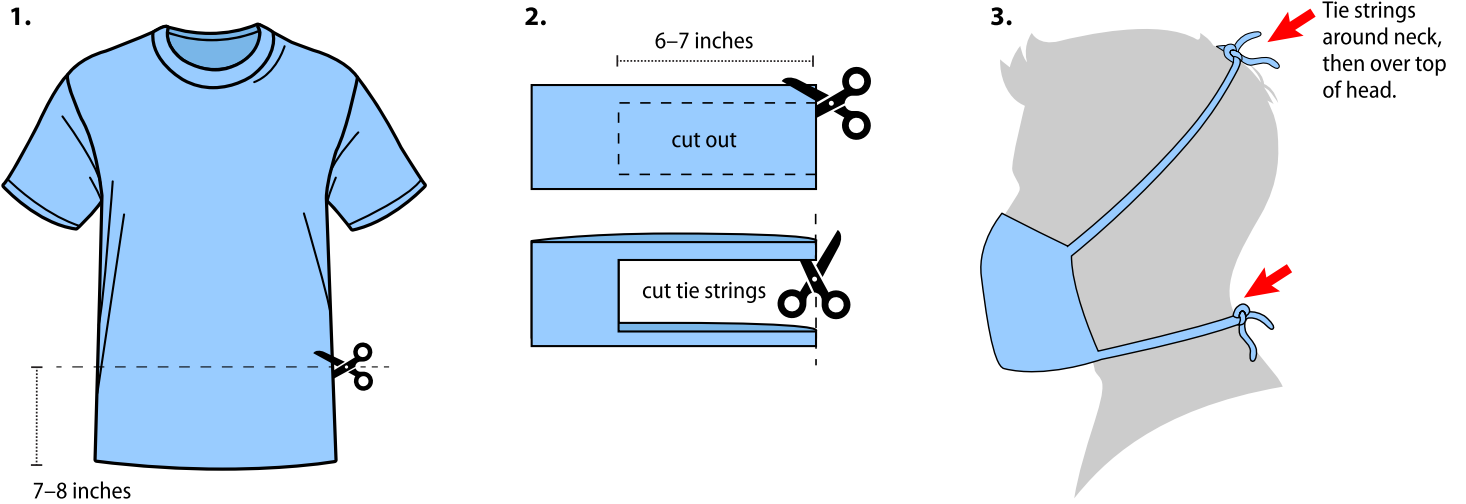


# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial



# Bandana Cloth Face Covering (no sew method)

## Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial

