

# West Bellfort Property Owners Association

www.westbellfortpoa.com

## Monthly Newsletter

October 2019



**WBPOA BOARD MEETING**  
Monday, Oct 28th 6:30pm  
Braesridge Clubhouse  
10810 Braesridge Drive



### NATIONAL NIGHT OUT

Due to Rosh Hashana, the WBPOA is not able to host a National Night Out again this year, but the Fiesta Mart on West Bellfort and Fondren will be hosting a National Night Out Event on Tuesday, October 1, 2019 starting at 6:00pm. Bring your family and let's meet and greet our neighbors!



Before doing any new landscaping or other work on the exterior of your home, please remember to submit an ARC application (found at the back of this newsletter)

### 2020 POA DUES

The notices for the 2020 dues will be mailed out in November. **If you do not receive your notice, contact Sterling ASI as soon as possible at (832) 678-4500 and ask for Roxanne, Jeanenia or anyone at Sterling, who will be more than happy to assist you.** You are also welcome to come to any board meeting or contact a board member. 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. **As such, 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. **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 BOARD MEMBERS:

Barbara Hite, President  
Jeannette Calhoun, Vice President  
Phil Abrams, Secretary  
Marc Warren, Treasurer  
Mari Angelo, Board Member  
Pesach Baral, 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

### 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.



# 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 Annual Homeowners Meeting on **Monday, October 28, 2019 at 6:30pm.**



**JUNK / HEAVY PICK UP MONTH!**  
Northfield III & IV (North of West Bellfort): Oct 11th  
Northfield V (South of West Bellfort): Oct 17th

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

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

DON'T WORRY ABOUT FAILURES, WORRY ABOUT THE CHANCES YOU MISS WHEN YOU DON'T EVEN TRY

## Recycling in WBPOA

October 2019 Pickup Dates:

**Oct 10<sup>th</sup> and 24<sup>th</sup>**

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

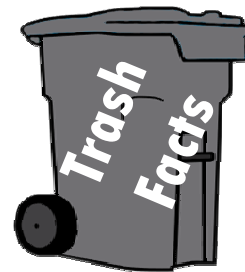


Important Recycling Info:

- Use the Green Bin for recycling **ONLY**
- **NO GLASS** in the recycling bins
- 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.**
- Glass may 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).

**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
		Garage sales, estate sales, rummage sales, moving sales or any similar activities are not allowed in the home or community
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	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
4.15	Nuisances	No noxious or offense 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.**

# Community Dollars *Our WBPOA Community*

The WBPOA Board is asking all homeowners, especially landlords, to keep yards maintained to the high standards of the WBPOA. Your POA is required to go through many steps before force mowing, which means your POA fees are spent on yards which get out of hand. It can take a long time to get the funds paid back. These pictures are only two examples of how quickly yards can get out of control. Please help us save your POA \$\$ and help keep our community looking nice by staying on top of your lawn maintenance, and ensure tenants do the same!

This is the only tree – the rest are weeds!



## *Community Schools*

Please keep an eye out for the children going to the schools in our community, especially at intersections. Please **SLOW DOWN**, pay attention to the speed limit and stop signs in all areas of our neighborhood!



## *Community Parks*

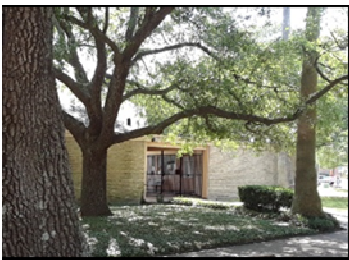
Fall is in the air, which in Texas means that temps have fallen into the 80's – great time to play in the parks and to enjoy a great game of tennis at the community court!

**NOTICE: Large amounts of trash are still being picked up at the parks, especially at Ludington. Your POA dues have to pay for the clean up, so please respect our community parks and ensure to place garbage in the provided bins. Thank you!**



## *Community Clubhouses*

The holidays are coming up shortly, so be sure to book the clubhouses now for your family events! Please contact Joy Cunningham to book the Ludington Clubhouse or Jeannette Calhoun for the Braesridge Clubhouse. Their contact details are on the front of the newsletter.



## *Ludington Pool*

The pool is now closed until May – but don't worry, swim time will be here again before you know it!



## *Community Involvement*

We want you.... to be an active member of your community!! Come to a Board meeting, contact one of your POA Board Members or Roxanne Martinez of Sterling Management to find how you can serve on one of the Board committees or serve as a Block Captain!



## 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.





# OCTOBER 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Rosh Hashana	2	3	4	5
6	7	8 Yom Kippur	9	10 Recycle Pick Up	11 Junk / Heavy Trash Pick Up North*	12
13 Sukkot	14 Sukkot	15 Sukkot	16 Sukkot	17 Sukkot Junk / Heavy Trash Pick Up South*	18 Sukkot	19 Sukkot
20 Sukkot	21 Shmini Atzeret	22 Simchat Torah	23	24 Recycle Pick Up	25	26
27	28 WBPOA Board Meeting Braesridge Clubhouse 6:30pm	29	30	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

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, Pesach Baral, Ben Helstein
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!

We have a great team of deputies who watch over our neighborhood, **BUT THEY CANNOT HELP YOU IF YOU DO NOT CALL.** Although getting on Nextdoor Northfield is helpful in alerting the community, it is not helpful to our constables – they don't read Nextdoor! So do your part by reporting suspicious activity directly to the authorities. Be sure to have the Constable Dispatch the first law enforcement contact for your home alarms. As always, if you see something suspicious, be sure to report it immediately –our patrol officers are quick to respond and will address issues ASAP. This also helps track what is happening around the area. **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  
(Not Accepted in Curbside Recycling Program. Accepted at Neighborhood Depository/ Recycling Centers and drop-off facilities.)



Used Motor Oil  
Do not place in recycling bin. Place on curb or bring to Westpark or ECSs.

# 2019 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						
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		

March						
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						

April						
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				

May						
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	

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	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			

August						
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

September						
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					

October						
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		

November						
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

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 3rd & 17th.
- 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 8th and 22nd.

\*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.

Follow us:

@houstontrash /houstonsolidwaste

[www.houstonsolidwaste.org](http://www.houstonsolidwaste.org)

or call 3-1-1 for additional information.

**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