

**West Bellfort Property Owners  
Association**

**[www.westbellfortpoa.com](http://www.westbellfortpoa.com)**

**Newsletter**

**January 2025**

**WBPOA BOARD MEETINGS ARE HELD ON  
THE 4<sup>TH</sup> TUESDAY OF EACH MONTH AT 6:30  
P.M. AT THE BRAESRIDGE CLUBHOUSE**

**WBPOA BOARD MEMBERS:**

Barbara Hite, President  
Etan Mirwis, Vice President  
Phil Abrams, Secretary  
Marc Warren, Treasurer  
Michelle Amber, Board Member  
Asher Belles, Board Member  
Jeannette Calhoun, Board Member  
Joy Cunningham, Board Member  
Neal Harris, Board Member  
Daphne Jack, Board Member  
Lovell Lloyd, Board Member  
Gary Rosenbaum, Board Member  
Marcy Williams, Board Member



**WBPOA MANAGEMENT  
COMPANY**

Cathy Hooper  
Sterling Association Services  
6842 N Sam Houston Parkway W  
Houston, TX 77064  
Phone 832-678-4500  
Fax: 832-678-4510  
Email: [chooper@sterlingasi.com](mailto:chooper@sterlingasi.com)  
Any other Sterling Representative  
should be able to assist as well.

**Ludington Clubhouse Rental**

Joy Cunningham  
713 / 417-8154  
[Joycunningham@sbcglobal.net](mailto:Joycunningham@sbcglobal.net)

**Braesridge Clubhouse Rental**

Marcy Williams  
[mmmarcyw@sbcglobal.net](mailto:mmmarcyw@sbcglobal.net)  
713 / 261-7738 – new number



**WBPOA is patrolled by :**

Harris County off-duty Sheriff  
Deputies

713 630 8370  
[patrolwbpoa@gmail.com](mailto:patrolwbpoa@gmail.com)

**Please see REMINDER  
announcement in this  
newsletter**

# Happy New Year from West Bellfort POA!

As we welcome 2025, let's work together to make our neighborhood a safer, more connected, and enjoyable place to live. Here are a few updates and tips to kick off the year:

## Neighborhood Safety

- Stay Alert:** Remember to report any suspicious activity to local law enforcement or your neighborhood watch. Keeping an eye out for each other ensures our community remains secure.
- Lock Up:** Always lock doors, windows, and vehicles—even when at home. A small habit that makes a big difference!
- Lighting Matters:** Ensure your outdoor lighting is in good working order to deter unwelcome visitors. Consider motion-activated lights for added security.
- Speed Limit Reminder:** Let's protect our pedestrians and children—observe speed limits and watch for kids at play.

## **Community Connection**

•**Get Involved:** Join our neighborhood committees or volunteer at upcoming events. It's a great way to meet neighbors and strengthen our community bonds.

•**Attend HOA Meetings:** Stay informed and have a voice in shaping the future of our neighborhood. Our next meeting is on January 25, 2025 at the Braesridge Clubhouse @ 6:30 p.m.

•**Social Events:** We're planning a variety of gatherings this year! Stay tuned for more details.

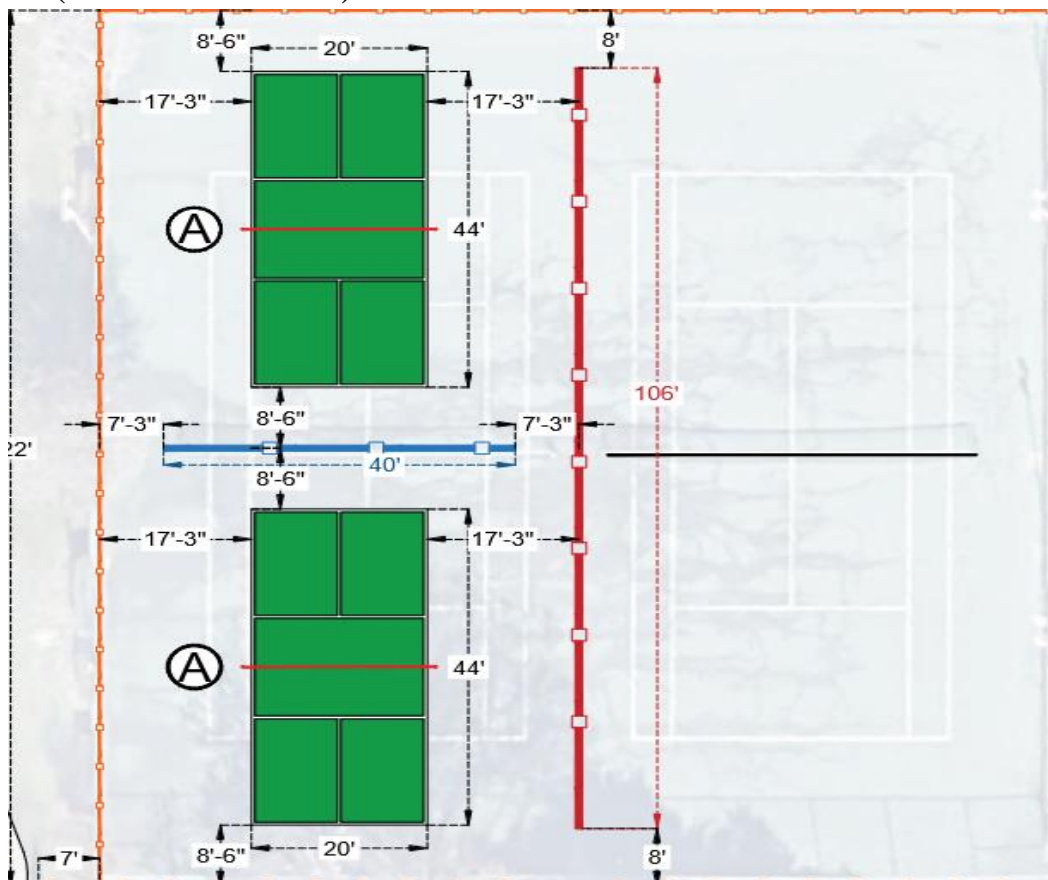
Let's make 2025 a year of safety, connection, and community pride. Together, we can ensure Northfield remains a place we all love to call home.

Please visit our website at  
**WestBellfortPOA.com**

## Pickleball Coming to the Kittybrook Park

In mid February one tennis court will be converted into two pickle ball courts. The other tennis court will be crack filled and resurfaced with 2 coats of Plexipave acrylic color. A divider fence will be placed between the tennis court and the pickleball courts.

Pickleball is one of the fastest growing sports in America. One of the reasons pickleball has become so popular is because (almost) anyone can play. You will see players out on the court from 5 years old to 90+ years old. Compared to other sports, there is a low (but never zero) chance.



# PARK CELEBRATION DECEMBER 15 AT LUDINGTON PARK







## 2025 POA DUES

The invoices for 2025 POA dues were mailed in November. **We understand 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 Cathy or Gail, 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 fair to allow usage to those who are not paying for the upkeep.

### POA DUES – ADDITIONAL INFORMATION

Payment coupons for POA dues **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 2025 Budget;** the payment coupons have been mailed already, but you are also 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.





**Please use your bag to  
keep our park beautiful!**

# REMINDER MESSAGE FROM SERGEANT CHRIS MOORE

My name is Sergeant Chris Moore and I am the coordinator for the West Bellfort Property Owners Association security. There are approximately ten (10) “off duty” Harris County Sheriff’s Deputies that have been on the job since December 2023 at various times and shifts as many of you have already met. If you do not know, the Non-Emergency Line for security is: **713-630-8370**. As always, if someone is in immediate danger or an In Progress crime is occurring, always call 911 first.

Below, I discuss some crime prevention tips to keep you, your loved ones, and our community safer:

## **LIGHTING IS ONE OF THE MOST COST-EFFECTIVE DETERRENTS TO BURGLARY**

- Install landscape lighting
- Place motion detector lights at the front and rear entryways
- Aim motion detector lights away from the house so lights activate when someone approaches
- Place exterior lights so as to prevent bulbs from being easily removed or broken
- Set interior lights on a timer

## **ALARMS ARE RECOMMENDED**

- Use those monitored by a UL approved company
- Install both interior and exterior sirens
- Install sensors on all exterior doors and windows

## **WINDOWS SHOULD BE SECURED BY SECONDARY LOCKING DEVICES**

Place a dowel rod horizontally in the interior track of sliding windows and vertically in the interior track of standard windows

**GARAGE DOORS SHOULD BE CLOSED AND SECURED BY A LOCKING DEVICE WHENEVER POSSIBLE**

- Garage door opener
- Standard lock/latch handle Exterior lock that utilizes a key Padlock on the inside rail

## **VEHICLES SHOULD BE LOCKED AND SECURED WHEN NOT IN USE AND VISIBLE ENTICEMENTS ELIMINATED**

- Park vehicles in a well-lighted area
- Keep valuables such as cash, loose change, sunglasses, purses, wallets, CDs, tapes, and tools out of sight
- Secure the vehicle with auto alarm if possible
- Secure the steering column with an anti-theft device
- Secure pickup tailgates with locking device
- Avoid leaving keys inside of the vehicle
- Avoid leaving the vehicle running while unattended



## **Northfield Sheriff Patrol**

Vacation Watch Request - North Field Section 3/4/5

**Visit the website @  
<https://westbellfortpoa.com/patrol>**

In closing, vigilance is the best practice to keep yourself and loved ones safe. If you see something, don't hesitate to say something. We look forward to meeting and getting to know each of you while we focus on keeping our community safe.

**Sergeant Chris Moore**

## 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. 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.

**GARAGE / YARD SALES ARE NOT ALLOWED.**

CITY OF HOUSTON SOLID WASTE MANAGEMENT

# YARD WASTE

## CHANGES TO CURBSIDE COLLECTION

Solid Waste Management has expanded options in placing yard waste out at the curb. The use of **city-approved biodegradable bags** for yard waste collection is no longer required.

Residents can now have the option to use commercially available biodegradable, compostable, and personal reusable containers.



- ✓ 100% COMPOSTABLE BAG
- ✓ 100% BIODEGRADABLE BAG
- ✓ PERSONAL CONTAINER WITH LID

If you hired a yard service company or any other contractor to do yard work, it is their responsibility to remove the waste generated by their work.

\*Biodegradable bags must be 100% biodegradable bag or 100% compostable bag, meeting the American Society for Testing and Materials (ASTM) D6400 or EN 13432 specifications.



CITY OF HOUSTON  
SOLID WASTE MANAGEMENT DEPARTMENT

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

# Recycling in WBPOA

North side – **tree waste ONLY** – 2<sup>nd</sup> Friday of each **ODD** numbered month  
South side of West Bellfort  
**tree waste ONLY** – 3<sup>rd</sup> Thursday of each **ODD** numbered month

North side **junk waste** 2<sup>nd</sup> Friday of each **EVEN** numbered month

**February 14, April 18**

South side **junk waste** 3<sup>rd</sup> Thursday of each **EVEN** numbered month.

**February 20, April 17**

You can legally place your heavy trash at the curb on the **Friday** prior to either the Tree Waste pickup or the Junk Waste pickup.



Houston Solid Waste Management has launched HTX Collects, a mobile app that will allow residents to stay better connected with the City's waste and recycling collection programs.

## 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



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).

**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 7:00 a.m. 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

**Bulk waste is defined as items such as furniture, appliances and other bulky materials, NOT household waste or small cardboard boxes.**



**YES!** Put these in your recycling cart.

**Cans**



Aluminum & Steel Cans  
*empty and rinse*

**Cartons**



Food & Beverage Cartons  
*empty and rinse*

**Glass**



Bottles & Jars  
*empty and rinse*

**Paper**



Cereal Boxes, Newspaper, Magazine & Mail, Flattened Cardboard & Paper Tubes

**Plastic**



Kitchen, Laundry, Bath Bottles & Containers

## Curbside Recycling

- City-provided containers must be placed at the curb between 6 p.m. the day before and 7 a.m. on the scheduled collection day.
- Container facing the street with the handle facing the house.
- Containers must be accessible and not blocked by obstacles, including parked cars, trees, mailboxes, fencing, etc. Blocked containers will not be emptied.
- Leave at least a three (3) feet space between garbage and recycling container to allow our trucks to safely operate.
- Remove containers from the curb line and/or public view by 10:00 p.m. on the day of collection and stored in a secure location.

### YES! RECYCLE

(Green Recycling container)

**Paper:** Newspaper, magazines, catalogs, junk mail, office paper

**Plastic:** Containers #1 - 5 and 7 (*rinsed & drained*) examples include water and soda bottles, milk jugs, yogurt cups, margarine tubs, detergent bottles

**Aluminum Cans** (*rinsed & drained*)

**Bimetal Cans** (*rinsed & drained*): Examples include soup cans, vegetable cans, fruit cans, coffee cans

**Glass** (*rinsed & drained*): Bottles, jugs and jars

**Cardboard** (*flattened*)

**Cartons:** Gable top and shelf-stable cartons, examples include milk cartons, juice cartons, soup cartons, soy milk/alternative milk cartons

### NO!

(DO NOT put in Green Recycling container)

**Film or flexible plastics:** examples include ALL plastic bags, shrink wrap, plastic wrapping from cases of water or soda, plastic cereal bags, Styrofoam, cracker bags, etc.

**Greasy & Soiled Paper:** Food contaminated paper, tissue paper, wrapping paper, paper towels or napkins.

**Yard waste:** E.g. leaves, grass, twigs, branches

**Textiles:** E.g. clothing, shoes, sheets, towels, pillows

**Large plastic items:** toys, garden hoses, coolers, furniture, buckets

*When in doubt leave it out.*

## Environmental Service Centers

The Environmental Service Centers provide drive through drop-off locations for Houston residents to bring their household hazardous waste (HHW) such as anti-freeze, batteries, fuel, oil, paint, pesticides, paint thinner, herbicides and household cleaners. Residential electronic scrap items will also be accepted (monitors, televisions, printers, keyboards, mice, scanners, fax machines, telephone handsets, VCRs, CPUs, cellular phones and other small consumer electronics). These items should not be placed on the curb with or in your container for collection with garbage or tree waste/junk waste pickup. Styrofoam blocks (plastic #6) and packing "peanuts" are not accepted at the ESC-South location.

**NORTH** - 5614 Neches, Building C  
Open 2nd Thursday of the month from 9 am - 3 pm

**SOUTH** - 11500 South Post Oak  
Open every Tuesday and Wednesday from 9am - 3pm and 2nd Saturday of the month from 9 am - 1 pm

## Container Replacement

Residents needing to replace containers more frequently than once every 10 years will have the following fees added to their monthly water bill.

- Fee reflected on property owners water bill must be paid in full before delivery.
- Fee includes the container delivery fee and the cost to purchase the replacement container.
- The city will replace damaged parts such as wheels, lids and handles at no charge.
- Department will replace containers city collectors damaged beyond use at no charge.

### Fees and Charges

Container Delivery/Retrieval . . . . . \$23.84

Cleaning & Disposal of Content . . . . . \$40.14

\*Only applies to retrieval of unauthorized containers.

Container Cost varies at the time of each purchase order.

## Westpark Recycling Center

The Westpark Consumer Recycling Center is the City's premier drive-through recycling drop-off location. Accepted items include aluminum and tin cans, household plastic containers #1-5 & 7, glass bottles and jars, paper, and cardboard. Also accepted batteries, used motor oil and filters, latex paint, antifreeze, electronics and tires. There is a box for clothes and shoes. Styrofoam blocks (plastic #6) and packing "peanuts" are not accepted at the ESC-South location. Styrofoam is not accepted in the curbside recycling program.

The center is open Monday through Saturday from 8:00 a.m. to 5:00 p.m.

**Westpark Recycling Center**  
5900 Westpark  
Houston, TX 77057



Construction material accounts for 38% of the waste stream in the Houston area. The Reuse Warehouse benefits the community by providing space for excess building materials that would otherwise be dumped in local landfills. The facility accepts material from individuals, supply companies, and builders, and makes it freely available for reuse by any non-profit organization.

**REUSE WAREHOUSE**

9003 N. Main St.  
Houston, TX 77022  
reuse.warehouse@houstontx.gov

Hours of Operation:

Tuesday - Friday: 8:30 a.m. to 4:30 p.m.

Every 2nd and 4th Saturday of the month  
8:30 a.m. to 12:30 p.m.

Closed: Sunday and Monday

**Dead Animals**

Dead animals can be picked up by calling 311, the City's Customer Service Hotline. A fee is required for large dead animal pickup. For large animal pickup during the weekend, please call 311 from 7:00 a.m. to 3:00 p.m. Do not place dead animals with household garbage or tree waste/junk waste collection.

For dead animals on the freeway and feeder, call TXDOT at 713-802-5000.

**Fines**

Violation of any provision of the solid waste ordinance is punishable upon first conviction by a fine of no less than \$50 nor more than \$2,000. Each subsequent conviction is punishable by a fine of no less than \$250 nor more than \$2,000. Each day that any violation continues may be punishable as a separate offense. To report a violation or to file a complaint, call 311.



**MASCOTS**

To request a Solid Waste Management Department mascot or a Speaker from the SWMD please call 3-1-1.

**Adopt-A-Container Program**

Non-profit organizations may request large bulk containers for weekend neighborhood cleanup campaigns. Requests must be sent to the SWMD in writing at least 14 days before the anticipated cleanup date. Bulk containers are provided on a "first-come, first-serve" basis and are delivered on Friday and collected on Tuesday. Only non-profit organizations and civic organizations coordinating a neighborhood cleanup campaign are eligible to sponsor bulk containers. For more information, call 3-1-1.

**Yard Waste**

Find out how easy your choices are!

Grasscycling Composting Compostable Bags



**City of Houston Compostable Bags**

Look for City-approved compostable bags at your local grocery and hardware stores.

www.houstonsolidwaste.org

For information visit [www.houstonsolidwaste.org](http://www.houstonsolidwaste.org)



City of Houston  
Solid Waste Management Department

PO Box 1562, Houston, TX 77251

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

Houston residents call 3-1-1 for non-emergency calls.

The Trash Facts is a newsletter published by the Solid Waste Management Department. Information may be reproduced for public dissemination by civic groups and neighborhood organizations.

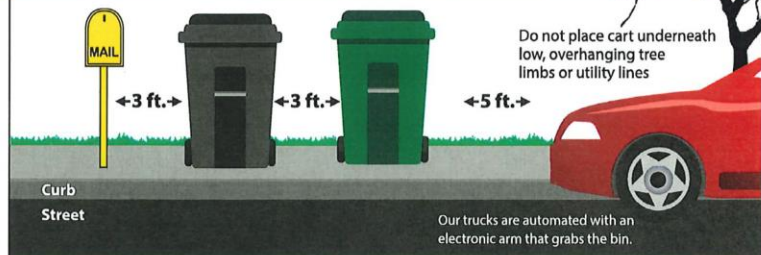
Mark C. Wilfalk, SWMD Director

swdworks@houstontx.gov

**Placing Your Cart**

HOW TO POSITION YOUR CARTS CORRECTLY

- 1 Allow 3 feet between carts and structures such as mail boxes, lamp posts and 5 feet from cars
- 2 Face the metal bar toward the street
- 3 Make sure the lid is closed



Do not place cart underneath low, overhanging tree limbs or utility lines

Curb  
Street

Our trucks are automated with an electronic arm that grabs the bin.



# Website Improvements

Please check out the updated WBPOA website @ [westbellfortpoa.com](http://westbellfortpoa.com)

Welcome to the West Bellfort community!

**WEST BELLFORT**  
PROPERTY OWNERS ASSOCIATION

[Home](#) [Board](#) [Meetings](#) [Documents](#) [Clubhouse](#) [Pool](#) [Contact](#)



**GREASE CLOGS PIPES**  
Put Grease In Its Place

**POUR**  
in a safe container

**COOL**  
in the fridge

**TOSS**  
in the trash

**LA GRASA BLOQUEA LAS TUBERÍAS**  
Ponga la Grasa en su Lugar

**VIERTALA**  
en un recipiente seguro

**ENFRÍELA**  
en el refrigerador

**DESÉCHELA**  
en la basura

**HOUSTON PUBLIC WORKS**  
ProtectOurPipes.org

 **Don't Forget!**

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.

**BIG**  
Blueprint Improvement Group  
Project Management  
Construction Services  
Home Inspections  
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**



## 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. 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

**BE SAFE BE SEEN**

**CROSS RESPONSIBLY**

- Cross only at marked crosswalks and intersections
- Wait for the walk signal to cross at intersections
- Use sidewalks or walk facing traffic so drivers can see you
- Pay attention – don't text while crossing
- Don't step suddenly in front of traffic

**STAY ALERT**

**PEDESTRIAN SAFETY IS NO ACCIDENT**

RIDEMETRO.ORG | CALL OR TEXT 713-635-4000



**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

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.



## WBPOA ASSOCIATION COMMITTEES

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

Clubhouse	Joy Cunningham, Marcy Williams
Landscape	Marcy Williams
Newsletter	Joy Cunningham, Daphine Jack
Parks & Recreation	Asher Bellas, Neal Harris
Pool	Phil Abrams
Safety	Barbara Hite
BLOCK CAPTAINS	Volunteers Needed!!

**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 6842 N. Sam Houston Pkwy W., Houston, TX. 77064 (Phone 832-678-4500) Email: [ACC@sterlingasi.com](mailto:ACC@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 180 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

**Please note this form can be found on the website at  
[www.westbellfortpoa.com](http://www.westbellfortpoa.com)**