



ACC Newsletter – April 2018

Who we are...

The Architectural Control Committee (ACC) of Westminster at Crabapple is appointed by HOA members every year at the Annual Meeting. The purpose of the ACC is to maintain the integrity of the community, and to assure that the property within our community is developed and maintained in a fashion that protects the investment of every homeowner.

As a committee it is our responsibility to receive, review, and approve the ACC Approval Request Forms pertaining to any modification to, or work being performed on, the exterior of any Lot within our community.

We also serve as the go to contact when neighbors have any complaints regarding either HOA Covenant or City Code violations.

Why we do this...

The ACC holds the happiness of our HOA members, and harmony of our community, as its highest priorities. With that in mind, our intent is to promote and assure that all improvements are aesthetically compatible and reflect the image of a quality community.

It is our philosophy that as a community, we are all made aware of any changes that can affect both the homeowner performing those changes, as well as those homeowners who surround them.

We are not here to arbitrarily choose what you can or cannot do to your own property, but simply to ensure that no disruption comes to our neighbors. By overseeing any changes made to the parts of your property that can be seen by others, we ensure that no work is performed which would unreasonably devalue the properties in the immediate surroundings.

How can you help?

The best way that HOA members can help the ACC sustain the property values within the Westminster at Crabapple neighborhood is to simply follow the “Declaration of Covenants” for Westminster at Crabapple, and the ACC’s “Design Standards”.

Step 1: If you plan on making any modifications to the exterior portion of your property, please visit <http://westminsteratcrabapple.com/documents>, and find the link to the ACC Approval Request Form.

Step 2: Download and complete the ACC Approval Request Form in its entirety.

Step 3: Submit your completed ACC Approval Request Form, and supporting documents, to the ACC by one (1) of the three (3) methods outlined in the Approval Request Form.

Step 4: Wait for a response, and an approval, from the ACC before beginning your work.

Note: The ACC shall have thirty (30) days after receipt of any complete Approval Request Form to approve or disapprove any said Approval Request Form. However, it is the ACC's goal to be more efficient, and speed up the approval process, for a quicker turnaround time, so that our neighbors may complete their work expeditiously. Further, if, and when, the ACC has not agreed with any work being requested, the ACC encourages the homeowner to work together with the ACC to reach an amicable resolution.

Another way that homeowners can help the ACC is by informing the ACC, through email or in person, of any architectural / property concerns that they may have about other homes. We must remember that many of our homeowners are simply NOT aware that they may be violating either the HOA Covenants or City Code, and all it usually takes is a simple conversation between the ACC and the homeowner to bring about positive change.

Help us help them!

REMINDERS & NEXT STEPS

- **Annual Walkthrough** – The ACC and members of the HOA will be completing our Annual Neighborhood Walkthrough on **April 28th** this year. We will be reviewing each house, yard, driveway, mailbox, and any other exterior portion of your property visible. We will be looking for anything that is not compliant with both the “Declaration of Covenants” for Westminster at Crabapple, and the ACC’s “Design Standards”. Notices of Violations will be sent out by the HOA Board after the walkthrough.
- The “Declaration of Covenants” for Westminster at Crabapple, the ACC’s “Design Standards”, and the ACC Approval Request Form can be found online at: <http://westminsteratcrabapple.com/documents>. Please review, and be familiar with, these documents. It is your responsibility as a homeowner to be in compliance with the HOA.
- Our neighbors take much pride in keeping a beautiful front yard. Please help by taking part! Remember that it is required by both the City and our Covenants to keep the front yard adequately landscaped. This includes watering, mowing, and weeding your lawn and/or maintaining your current landscaping. Please be aware that the City requires the RESIDENT, not just the owner, to carry out this important responsibility. This includes any areas visible to any street.
- Keeping Trash/Recycle Bins visible to the street is against our Covenants. Please be courteous, and promptly store them your behind your fence or in a place where they are not visible after the trash has been collected!

- Remember that our Covenants require you to submit an ACC Approval Request Form for painting your home, EVEN IF IT IS THE SAME COLOR! Why? Because it is important that the ACC is aware of any work taking place on to your home. If another resident complains about your peeling paint, then we will already know that you are taking steps to continue sustaining the beauty of your home.
- Please remember that only the DESIGNATED driveway (in front of your garage) is allowed for parking. Cars parked on ANY other part of the property, or in the street in front of any home for an extended period, are in violation of City rules and our Covenants.
- Please remember that we are HERE TO HELP with any questions or concerns that you may have. The ACC is committed to the needs of our community, and is available to discuss any issues pertaining to our responsibilities within the committee. Please feel free to contact us at ACC@westminsteratcrabapple.com.
- We would like more of our homeowners to become involved in our community. If you have any interest, please feel free to reach out to us at your earliest convenience at the above email address, meet us the HOA/ACC meetings, or chat with us if you see us personally.
- The ACC would like to thank the households that have already submitted any Approval Request Forms for, amongst others, painting, landscaping, fencing, and roof replacements. It's due to your cooperation that we can perform our duties.

Thank you, and we look forward to seeing you very soon!

The Westminster at Crabapple Architectural Control Committee,

Allyson Young
 Patty Lindquister
 Adam D'Anella
 Jason Tolan