

## Carolina Crossing South Homeowners Association

### Annual Meeting Minutes January 14, 2020

- I. Meeting Called to Order at 1834 after establishment of quorum - see sign-in
- II. Proof of Meeting Notice was mailed to each homeowner in Jan 2020
- III. Reading of Last Year's Minutes - waived per unanimous vote; minutes posted on the HOA website
- IV. Introduction of current Directors
- V. Treasurer's Report - see attached report; breakout of comments/discussion below
  - A. Noted that the Directors declined to increase the dues; will space projects and revisit increase later if necessary
  - B. Expect Gate telephone cost to decrease by 50% with the gate upgrade from landline to cellular network
  - C. Damage to the exit gate from vehicle knocking the gate off the track - not witnessed so unable to pursue reimbursement; in the future, if seen or police report, will seek damages from responsible party
  - D. Audit is completed yearly
  - E. Site Coordinator - added in in 2019; Third party Contractor - drives property twice/month noting non-compliance; generates report for Kyse Management and then letters are sent to owners
  - F. Operating Account - Used to pay bills
  - G. Reserve Account - Preserves interest earning capability; cannot use to pay bills
  - H. Interim Account - move money into and out of Operating Account to maintain capability and avoid tapping into Reserve account
  - I. Homeowners' Comments/Questions:
    1. Prior years in the black provides a secure feeling that we are fiscally responsible
    2. The Stone Wall along Schertz Parkway is in need of power washing; Plan to complete this annual year based on fiscal capability
    3. Fence along Savannah needs to be stained - Plan to complete this annual year based on fiscal capability
    4. Entrance area - Plan to explore changing the landscaping to decrease water usage, address area that will not grow grass, etc; look at changes to the lighting to update the entrance area
    5. With the upgrade of the gate controller, is the gate in need of further repairs? A quarterly maintenance plan was initiated after Kyse Management began working with Carolina Crossing South (CCS). Thus the gate is well-maintained. The question was raised why remotes built into automobiles are no longer able to be linked to the gate. It was noted that the gate software is not compatible with all vehicles. Kyse Management contacted the software manufacturer and informed them and asked for updates. It is not limited to makes or model years. Members will be notified as updates are available.
    6. Why are gate remotes on the budget? Kyse Management buys them in bulk for owner availability and then charges members the same price and then it is equalled out in the budget.
    7. The pedestrian gate is #1234. There was a discussion to change the code for security purposes. Since pedestrians without business in the community can walk in when a vehicle goes through the gate it is not beneficial to change the code due to the number of children that use it to go to and from school. The community is reminded that the gate is not for security.

## Carolina Crossing South Homeowners Association

### VI. President's Report

1. Architectural Control Committee (ACC) improvement request form - form modified several years ago but not previously approved by the HOA members; Easier to use with breakout areas vs a paragraph format for the owner to fully describe project; Motion to approve new form received and unanimous approval. Will upload to the HOA website
2. Sidewalks along the outer fence on Savannah are small and overcrowded with the volume of children between the two schools forcing them into the grass and street. Previously, the city enlarged the sidewalk outside of Carolina Crossing North. This topic will be presented to the City Council on the 28th of January at 6 pm. Request as many residents of Carolina Crossing South attend as possible to assist in emphasizing this issue. While enhancing the safety of the children, it will also lessen the requirement to water and decrease the water staining on the fence along Savannah.
3. Another issue is the use of the subdivision entry area by parents picking up their children. As many as 6 vehicles have been parked in the entrance/exit area at one time creating difficulty getting into and out of the neighborhood. We are working with the principal of Wilder as that appears to be where the children are coming from. We have previously agreed against placing signs or painting the curbs as it diminishes curb appeal and does not markedly impact the parking.
4. The website for Carolina Crossing South is fully functional and under the control of the Directors. The website continues to be [myccshoa.org](http://myccshoa.org). Links are active on the site. Information is updated monthly. The website was renewed in December 2019 for \$383.50 and will be current for 2 years. The website is modified and managed through [godaddy.com](http://godaddy.com)
5. Previously due to a limited board, the management company needed to make decisions to ensure the upkeep of the subdivision. When we met to review the proposed budget for this year, it was noted that we were paying for trash pick-up in the common areas, and other minor services, with a minimum required timeframe of two hours for each visit including drive time to the neighborhood. This was costing around \$108/visit several times per month. Due to the small size of our community, this was whittling our resources and was the decision of the Directors to stop this service. This will now fall to our residents to maintain our common areas and pick up the trash. Several have already been joining in but it will take the entire community to keep our neighborhood looking good and trash free.

### VII. Election of Directors

- A. The member body was reminded that we finally have a full board to allow decisions to be made for our community. Many members have had multiple tours as Directors but it is essential that we remain involved. It is imperative for the success of our community that we have a full board.
- B. There are 3 openings on the board
  1. Daryl Grohman
  2. Michelle Porter
  3. Gayla Wilson (Gayla was approved by the board only as a bridge until the next election)
- C. Nominations received
  1. Josephine Young (3573 Peachtree)
  2. Don Kraft (3588 Peachtree)
  3. Gayla Wilson (3516 Hamilton Place)

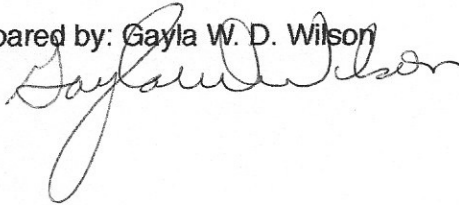
## Carolina Crossing South Homeowners Association

- D. With three openings and three nominations, a motion was received to approve all three nominations as Directors. Unanimously approved.
- E. Deep appreciation to Daryl Grohman and Michelle Porter for their unwavering support for the community over the last several years. Round of applause ensued.

### VIII. Owner's Forum

- A. Street Resurfacing - How long before we need to relook that? As needed. The top coat is UV protection. A gated community should get 8-12 years out of a resurfacing. There is an area in our community of a couple hundred feet or so that was missed during the last resurfacing. It would probably be another 4-6 years before we need to re-do the coating. It is approximately 14-16K for sealing a neighborhood our size.
  - B. The medical complex on the corner of Savannah and Schertz Parkway is now fully occupied and there is overflow parking occurring on Savannah which is complicating traffic flow.
  - C. There is an increase in dog poop in the neighborhood. How can we address this? If you see them, you can contact City Compliance but you need to have the person's (whose dog is defecating) address. This has also been addressed on the website and Facebook. Please pick up after your pets.
  - D. Blowing lawn debris into the middle of the street is a violation of the City code and ultimately blows into other peoples yards, driveways, etc. Please report this to City Compliance.
  - E. We need to paint the gate. DTM Paint required.
- IX. Meeting was adjourned at 7:46 pm

Minutes prepared by: Gayla W. D. Wilson



ANNUAL MEETING REPORT AS OF 01/13/20

(H)=Current Owner (P)=Prev Owner (R)=Resident/Tenant (V)=Developer

PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO SETTLED	SIGNATURE
3500 Hamilton Place Timothy & Jutta Jacobs (H) 316 Beverly Drive; Schertz, TX 78154-1504	3500HP			_____
3501 Hamilton Place Alejandro and Martha Aldana (H)	3501HP			_____
3504 Hamilton Place Allan Beardsley (H)	3504HP			_____
3505 Hamilton Place Darryl Grohman (H) PO Box 1111; Helotes, TX 78023	3505HP			_____
3508 Hamilton Place Elizabeth Barnes (H) 211 B Titan; Sheppard AFB, TX 76311	3508HP			_____
3509 Hamilton Place David West (H) CMR 427 Box 691; APO, AE 09630-0007	3509HP			_____
3512 Hamilton Place Claudette Barnett (H)	3512HP			_____
3513 Hamilton Place John & Elaine Ostrowski (H)	3513HP			<u>John Ostrowski</u>
3516 Hamilton Place William & Gayla Wilson (H) <i>billgayla@earthlink.net</i>	3516HP			<u>Gayla Wilson</u>
3517 Hamilton Place Danielle Momeo (H)	3517HP			_____
3520 Hamilton Place Frank McElroy (H) 3528 Sumter Glade; Schertz, TX 78154	3520HP			_____
3521 Hamilton Place Barbara Rierson (H) 10918 Crown Park; San Antonio, TX 78239	3521HP			<u>Barbara Rierson</u>
3524 Hamilton Place Shannon Colton (H)	3524HP			_____
3525 Hamilton Place Milo Colton (H)	3525HP			_____




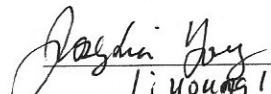
ANNUAL MEETING REPORT AS OF 01/13/20

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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO	SETTLED	SIGNATURE
3528 Hamilton Place Kenneth Mamot (H)	3528HP				<i>K.J. Mamot</i> <i>KMAMA55@GMAIL.COM</i>
3529 Hamilton Place Joseph & Beverly Hymer (H)	3529HP				
3532 Hamilton Place Robert & Laura Zapata (H)	3532HP			09/19/18	
3501 Peachtree Lane Farrel Bordelon (H)	3501PTL				
3505 Peachtree Lane Dustin & Priscilla Smith (H) 8815 Candies Creek Ridge; NW Lot 11; Charleston, TN 37310-5194	3505PTL				
3509 Peachtree Lane Ivan & Mabel Avila (H)	3509PTL				
3513 Peachtree Lane Jordan Adams (H)	3513PTL			12/11/19	
3517 Peachtree Lane Pedro & Mayra Olguin (H)	3517PTL				
3521 Peachtree Lane Ricardo Castillo (H)	3521PTL				
3525 Peachtree Lane Scott Durham (H)  Darlene Durham (H)	3525PTL				
3529 Peachtree Lane Clifford & Barbara King (H)	3529PTL				
3533 Peachtree Lane Richard & Cindy Patterson (H)	3533PTL				<i>Cynthia Patterson</i>
3537 Peachtree Lane Frank & Michele Garcia (H)	3537PTL				
3540 Peachtree Lane Charles and Teresa Stasenka (H)	3540PTL				
3541 Peachtree Lane Eric Santos (H)	3541PTL				
3544 Peachtree Lane Mario and Julia Mungia (H)	3544PTL				

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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO SETTLED	SIGNATURE
3545 Peachtree Lane John Buckley (H)	3545PTL			
3548 Peachtree Lane Timothy & Karen Choina (H) 8000 Donore Pl. #21; San Antonio, TX 78229	3548PTL			
3549 Peachtree Lane James Schiek (H)	3549PTL			
3552 Peachtree Lane American Homes 4 Rent (H) 30601 Agoura Rd. Ste 200; Augoura Hills, CA 91301	3552PTL			
3553 Peachtree Lane Billy Trapp (H)	3553PTL			
3556 Peachtree Lane Brittany Stubel (H)	3556PTL			 brittany.stubel@yahoo.com
3557 Peachtree Lane Buffalo Arrow LLC (H) PO Box 291; Cibolo, TX 78108	3557PTL			
3560 Peachtree Lane Michael & Kathleen Hale (H) 8280 Linne Rd.; Seguin, TX 78155	3560PTL			
3561 Peachtree Lane Marlon & Leticia Pugh (H)	3561PTL			
3564 Peachtree Lane Hector Rodriguez (H)	3564PTL			
3565 Peachtree Lane Laura Jo & Thomas Griffith (H)	3565PTL			
3568 Peachtree Lane James Balthazar (H)	3568PTL			
3569 Peachtree Lane Charles Howell (H)	3569PTL			
3572 Peachtree Lane Ricky and Cindy Bradley (H)	3572PTL			
3573 Peachtree Lane Larry & Josephine Young (H)	3573PTL			 Josephine Young jyoung1972@gmail.com

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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO SETTLED	SIGNATURE
3576 Peachtree Lane David Rasmussen (H)	3576PTL			_____
3577 Peachtree Lane Farmer Housholder (H)	3577PTL			_____
Geraldine Housholder (H) 4031 Grizzly; Casper, WY 82604				_____
3580 Peachtree Lane Blaise Cui (H)	3580PTL			_____
3581 Peachtree Lane Rodney and Rie Richter (H)	3581PTL			_____
3584 Peachtree Lane David Rhoads (H)	3584PTL			_____
3585 Peachtree Lane Francisco Mendoza (H)	3585PTL			_____
3588 Peachtree Lane Donald Kraft (H)	3588PTL			<i>Donald and Geri Kraft</i>
3589 Peachtree Lane Ladonna Bacon (H)	3589PTL			_____
3593 Peachtree Lane Diana De La Rosa (H)	3593PTL			_____
3500 Piedmont Place Stacey Mann (H)	3500PP			_____
3501 Piedmont Place Philip Lemoine (H)	3501PP			_____
3504 Piedmont Place Aaron and Maren Nicholson (H)	3504PP			_____
3505 Piedmont Place Frank Jaap Jr. (H) 1264 Tenderfoot; New Braunfels, TX 78132	3505PP			_____
3508 Piedmont Place Ralph Miller (H)	3508PP			_____
3509 Piedmont Place Ingrid Torres (H)	3509PP			_____
3512 Piedmont Place	3512PP			_____

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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO	SETTLED	SIGNATURE
3512 Piedmont Place Properties Two LLC (H)	3512PP				_____
American Homes 4 Rent (H) 30601 Agoura Rd. Ste 200; Agoura, CA 91301-2148					_____
3513 Piedmont Place Colleen Boland (H)	3513PP				_____
3516 Piedmont Place Bowen Pratkan (H)	3516PP				_____
3517 Piedmont Place Ronald Brannigan (H) 19515 Remington Manor St.; Spring, TX 77379	3517PP				_____
3520 Piedmont Place Hazel Nash (H)	3520PP				_____
3521 Piedmont Place John Hipp (H)	3521PP				_____
3524 Piedmont Place Richard Casaus (H)	3524PP				_____
3528 Piedmont Place Thomas Borowiec (H) 20507 Deer Garden Cove; Garden Ridge, TX 78266-2821	3528PP				_____
3532 Piedmont Place Irma Doskal (H)	3532PP				_____
3536 Piedmont Place Craig & Carra Milikien (H)	3536PP				_____
3540 Piedmont Place Daniel Gutierrez (H)	3540PP				_____
3544 Piedmont Place Kelly Killian (H)	3544PP				_____
3548 Piedmont Place Steven and Sylvia Coon (H)	3548PP				_____
3552 Piedmont Place Dane Jensen (H)	3552PP				_____
3556 Piedmont Place William Deeb (H)	3556PP				_____



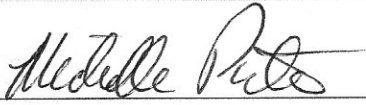
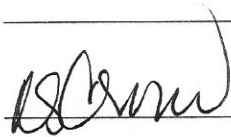
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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO	SETTLED	SIGNATURE
3560 Piedmont Place Kerry Eberhard (H)	3560PP				
3500 Saratoga Place Robert Woodfork (H)	3500SP				<del>Robert Woodfork</del> Robert Woodfork rwoodfork@sbcglobal.net
3501 Saratoga Place Jacklyn Nepomuceno (H)	3501SP			03/22/19	
3504 Saratoga Place John & Emma Barr (H)	3504SP				
3505 Saratoga Place Steven & Jennifer Spreen (H)	3505SP				
3508 Saratoga Place Abel Bracamonte (H)	3508SP				
Jessica Bracamonte (H)					
3509 Saratoga Place Riley and Maria Griffin (H)	3509SP				
3512 Saratoga Place Cynthia Jolly (H)	3512SP				
3513 Saratoga Place Ramie & Jesus Arenivas (H)	3513SP				JESSE ARENIVAS JR
3516 Saratoga Place Thomas Lake (H) TomLake@SATAX.RR.COM	3516SP				Thomas Lake
3517 Saratoga Place Deborah Wells (H)	3517SP				Debbie Wells dswells4@yahoo.com
3520 Saratoga Place Joseph Padilla (H)	3520SP				
Angelica Ramos-Padilla (H)					
3521 Saratoga Place Janey Sturgis (H)	3521SP				
3524 Saratoga Place David & Kristina Ellis (H) 4870 Cliff Drive; Rapid City, SD 57702	3524SP				
3525 Saratoga Place John Engelhardt (H) 6191 Circle Oak Dr.; Bulverde, TX 78163	3525SP			08/09/19	

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PROPERTY ADDRESS	ACCOUNT NO	LOT/UNIT	RATIO	SETTLED	SIGNATURE
3528 Saratoga Place Michelle Porter (H)	3528SP				
3529 Saratoga Place Michael Baird (H)	3529SP				
3532 Saratoga Place Maria & Pete Dimas (H)	3532SP				
3500 Sherman Drive Edward & Gloria Marshall (H)	3500SD				
3501 Sherman Drive Melissa Knepper (H)	3501SD			08/05/19	
3504 Sherman Drive Robert & Martha Chinnock (H) 4418 N Placita Gacela; Tucson, AZ 85718	3504SD				
3505 Sherman Drive Dawna & Duane Conti (H)	3505SD				
3508 Sherman Drive Steven Icke (H)	3508SD				
3509 Sherman Drive Vincent Davis (H)	3509SD				
3512 Sherman Drive Robert Crow (H)	3512SD				
3513 Sherman Drive Joseph Martin (H)	3513SD				
3516 Sherman Drive Ricardo Santini (H)	3516SD				
3517 Sherman Drive Mary Ann Saldana (H)	3517SD				

Total Properties Listed: 103

**NOTICE OF THE ANNUAL MEETING  
FOR MEMBERS OF  
CAROLINA CROSSING HOMEOWNERS  
ASSOCIATION, INC.**

**Please note the day of the meeting is Tuesday, January 14<sup>th</sup> 2020. The previous notice that was mailed had the incorrect day of week.**

This is a public notice advising all property owners of Carolina Crossing Homeowners Association, Inc. of the 2020 Annual Meeting. The following will be reviewed and discussed as designated in the Bylaws for the purpose expressed therein:

- |   |                           |
|---|---------------------------|
| I. Call To Order Meeting                    | VI. Election of Directors |
| II. Roll Call                               | VII. Unfinished Business  |
| III. Proof of Notice of Meeting             | VIII. Adjournment         |
| IV. Reading of Minutes of Preceding Meeting |                           |
| V. Financial Report                         |                           |

**Carolina Crossing Homeowners Association, Inc. Annual Meeting will  
be held:**

**DATE: Tuesday, January 14, 2020  
TIME: 6:30 to 8:00 PM  
PLACE: City of Schertz Library  
Schertz Parkway**

All members are cordially invited and urged to attend. In order to conduct official business, a quorum of ten (10) percent must be present in person or by proxy.

**Carolina Crossing South  
2019 Income and Expenses &  
Cash Balances**

**INCOME:**

Assessment	41,493.94	40,788.00
Bank Account Interest	47.73	0.00
Late Fee	46.20	0.00
<b>Total Income</b>	<b>41,587.87</b>	<b>40,788.00</b>

**EXPENSES**

**Direct Expenses**

Electric/Lighting	★ 1,258.00	1,000.00
Maintenance	108.00	200.00
Fence Repair	0.00	500.00
Management Fee	11,400.00	11,400.00
Insurance	3,121.00	3,600.00
Signage	0.00	100.00
Irrigation Repairs	3,690.09	3,500.00
Groundskeeping	9,147.19	9,000.00
Tree Trimming/Removal	★ 3,624.00	400.00
Electricity/Gas	2,190.00	2,500.00
Water/Sewer	2,654.22	2,000.00
Refuse Removal	612.00	0.00
Gate Telephone	1,244.49	1,200.00
Painting	0.00	100.00
Gate Contract	730.70	750.00
Gate Repairs	★ 11,779.02	600.00
Gate Remotes	451.40	0.00
Christmas Decor	0.00	0.00
Miscellaneous Expenses	229.39	0.00
<b>Total Direct Expenses</b>	<b>52,239.50</b>	<b>36,850.00</b>

*120/mo → 60/mo  
Δ to cell phone*

**General & Administrative**

Copying/Printing	287.25	100.00
Postage/Shipping	897.93	1,000.00
Bank Charges	0.00	200.00
Bad Debt	0.00	0.00
Legal	1,292.30	500.00
Audit	1,050.00	1,000.00
Social Expenses	20.00	250.00
Licenses/Taxes/Permits	10.00	60.00
Site Coordinator	1,350.00	0.00

*9 FY  
3<sup>rd</sup> party etc - drives prop 2x/mo  
to insure compliance*

**Total General & Administrative** 4,907.48 3,110.00

**Reserve Expenses**

**Total Reserve Expenses** 0.00 0.00

**TOTAL EXPENSES** 57,146.98 39,960.00

**NET INCOME** -15,559.11 828.00

**CASH ASSETS**

Operating Account	8,293.32
Interim Account	5,880.58
Reserve Account	19,714.48
<b>TOTAL CASH</b>	<b>33,888.38</b>

*- pay bills from  
move to quest: or  
reserve to maintain  
capability  
> preserving  
interest earning  
capability.*

*- not to increase dues this yr.*

*opportunities:*

- Power Wash wall*
- entryway - planting, landscape, etc.*



CAROLINA CROSSING SOUTH  
IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements.

1. Completed Improvement Request Form
2. Complete and detailed building plans and specifications
3. A site plan showing the location of the proposed improvement

If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvements from his property. Any homeowner considering any exterior improvements to his property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Briefly describe the improvements, which you propose (see options on next page):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will do the actual work on this improvement?  
\_\_\_\_\_

Location of improvement (check actual areas that apply):  
 Front of dwelling       Back of dwelling       Side of dwelling  
 Roof of dwelling       Garage       Patio  
 Other (describe) \_\_\_\_\_

Material to be used for the improvement (check applicable items)  
 Brick - Color \_\_\_\_\_       Wood - Color \_\_\_\_\_  
 Stain - Color \_\_\_\_\_       Paint - Color \_\_\_\_\_  
 Cement       Stucco  
 Electric       Glass  
 Wood Siding       Aluminum Siding  
 Other \_\_\_\_\_

I understand the Architectural Control Committee will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction must meet City Codes and that the Architectural Control Committee approvals do not override the City codes but rather are intended to work with them.

\_\_\_\_\_  
Homeowner Signature  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Construction Start Date      \_\_\_\_\_  
Completion Date

RETURN COMPLETED FORM TO:  
Carolina Crossing South  
c/o Kyse and Associates Management Co., Inc.  
11120 Wurzbach, Suite 205  
San Antonio, Texas 78230 or email to:  
r.meza.kyse@sbcglobal.net

**The following documents/information must be included for your improvement to be considered:**

- \_\_\_\_\_ Completed Improvement Request Form
- \_\_\_\_\_ Complete and detailed building plans and specifications
- \_\_\_\_\_ Copy of survey site plan (should have been provided with closing papers)
- \_\_\_\_\_ Location of improvement on copy of site plan

**Attachments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Type of Improvement(s)**

- |                           |       |                   |       |
|---------------------------|-------|-------------------|-------|
| Antennae                  | _____ | Patio Cover       | _____ |
| Basketball goal/permanent | _____ | Play structure    | _____ |
| Basketball goal/portable  | _____ | Pool/above ground | _____ |
| Deck                      | _____ | Pool/in ground    | _____ |
| Fencing                   | _____ | Room addition     | _____ |
| Landscaping               | _____ | Spa/hot tub       | _____ |
| Patio                     | _____ | Storage building  | _____ |

-----ACC use below this line-----

**Recommendations/Requirements**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Disapproved for the following reasons**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 ACC Member

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 ACC Member

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 ACC Member

\_\_\_\_\_  
 Date