

BUCKINGHAM GREEN HOA

December 2016

Robert Drew Property Management, Inc.

2017 Budget maintains dues at \$250 per month

At their December board meeting, the directors reviewed the HOA's financial status and approved the enclosed 2017 budget (see reverse) with dues set at \$250 per month. The association spent more than \$50,000 from reserves this year on concrete replacement and shrub removal & replacements. There are a few shrubs left to plant come spring. Additionally, the HOA plans to seal-coat the asphalt streets and complete one more concrete repair in 2017. The board has contracted with a professional reserve study company to ensure that the HOA's funding matches the needs of the community. We will be able to share this information with owners when the study is complete. Depending on the outcome, dues may change again. It is our goal to maintain the neighborhood and plan for the future, hopefully avoiding any need for a special assessment.

Included with this mailing: please find:

- Year end statement of HOA charges & payments
- Architectural Change Request form
- Buckingham Green HOA Owner Directory & Map
- 2017 Budget
- Website access details

If you'd like a coupon book, please give us a call at 303-485-9818 and we will send one to you promptly!

Planning a project? Get the OK...First!

Part of what makes your neighborhood special is each owner's diligence in maintaining their property. Often, there is a desire to update, change and improve one's home.

When considering an improvement to the exterior of your home, we remind you that you must submit your architectural change form to the board prior to the commencement of any project. An updated Architectural Change Request form is included with this mailing. It is also available on the HOA's website.

HOA WEBSITE AVAILABLE TO ALL OWNERS

The website for your HOA provides access to governing documents, financial reports, meeting minutes, correspondence, forms and more. The "Maintenance" tab specifies the approved replacement roof shingle and HOA-required paint color schemes.

Website: www.rdpminc.com
select "Associations"
choose "Buckingham Green"
password: "bhg8991"

Along with being a resource for you, the website is intended to satisfy the requirements of the Colorado real estate sales contract and HOA-related statutes.

As always, please feel free to call or e-mail our office with any questions.

~ We wish you a Happy & Prosperous New Year! ~

BUCKINGHAM GREEN HOA
Year 2017 Budget Worksheet

	2014 ACTUAL (\$225/month)	2015 ACTUAL (\$225/month)	2016 BUDGET (\$250/month)	2016 anticipated (\$250/month)	2017 Approved (\$250/month)	NOTES
OPERATING INCOME						
Homeowners Dues - Base Amount	\$132,420	\$124,200	\$138,000	\$138,000	\$138,000	
Homeowners Dues - Reserves	-\$8,220					
Reserve Interest	\$29	\$40	50	50	50	
Other Operating Income	\$625	\$475	500	500	500	
TOTAL OPERATING INCOME	\$124,854	\$124,715	\$138,550	\$138,550	\$138,550	
OPERATING EXPENSES						
Administration						
Management Fees	\$9,748	\$9,648	\$9,648	\$9,648	\$9,648	
Accounting / Bank Charges	\$190	\$212	\$225	\$200	\$225	
Legal / Professional	\$50	\$818	\$750	\$450	\$750	3 hours @ \$250
Copies, Mailings, Postage, Website	\$740	\$693	\$600	\$700	\$750	\$9.75/house+web
Fountain Green HOA Dues	\$14,720	\$14,536	\$14,904	\$14,398	\$16,744	\$2/house inc, as of 5/1
Other Administrative	\$200	\$300	\$100	\$0	\$100	
Total Administrative	\$25,648	\$26,207	\$26,227	\$25,396	\$28,217	
Utilities						
Electricity	\$1,405	\$1,282	\$1,350	\$1,361	\$1,402	3% increase
Trash/Recycling	\$10,590	\$10,952	\$11,570	\$11,364	\$11,917	3% increase
Water	\$22,780	\$16,977	\$17,000	\$27,260	\$21,000	estimate
Total Utilities	\$34,774	\$29,211	\$29,920	\$39,985	\$34,319	
Maintenance						
Routine Landscape Maintenance	\$13,008	\$16,800	\$15,000	\$13,000	\$15,000	
Entrance Flower Maintenance	\$3,078	\$3,734	\$1,400	\$694	\$1,000	
Shrub / Tree Maintenance	\$14,335	\$9,450	\$11,040	\$5,500	\$9,000	2 + prunings
Tree Maintenance		\$11,791	\$14,000	\$16,500	\$12,000	no EAB treatment in 2
Snow Removal	\$13,581	\$18,750	\$15,000	\$18,244	\$18,000	
Sprinkler System Maintenance	\$7,260	\$7,359	\$8,000	\$5,673	\$6,000	
Other/Unanticipated Maintenance	\$193	\$566	\$600	\$110	\$400	
Total Maintenance	\$51,455	\$68,450	\$65,040	\$59,721	\$61,400	
Taxes		\$107	200	65	100	
Insurance	\$629	\$736	840	800	825	
Total Taxes & Insurance	\$629	\$843	\$1,040	\$865	\$925	
TOTAL OPERATING EXPENSES	\$112,507	\$124,711	\$122,227	\$125,967	\$124,861	
NET INCOME/RESERVE CONTRIBUTION	\$12,347	\$4	\$16,323	\$12,583	\$13,689	\$297/home/year
RESERVE /CAPITAL EXPENSES						
Professional Reserve Study			\$1,800	\$900	\$900	
Signage / Lighting						
Street Maintenance/Improvements	\$5,254		\$20,000	\$6,914	\$5,000	seal coat streets
Sidewalk Replace/Maintenance	\$560		\$15,000	\$32,428	\$5,500	
Tree/Shrub Removal		\$5,000	\$5,000	\$4,890	\$0	
Tree/Shrub Replacement	\$1,285	\$0	\$11,500	\$9,379	\$3,200	4 @ \$800/tree
Irrigation & Landscape Upgrades	\$13,468		\$5,000	\$0	\$1,050	island sprays & edging
Reserve/Capital Expenses	\$20,567	\$5,000	\$58,300	\$54,511	\$15,650	
TOTAL EXPENSES	\$133,074	\$129,711	\$180,527	\$180,478	\$140,511	
YE - Add to RESERVE ACCT	-\$8,220	-\$4,996	-\$41,977	-\$41,928	-\$1,961	

Buckingham Green Homeowners Association
Architectural Improvement Request Form

Name: _____ Phone: _____

Address: _____ E-mail: _____

My request involves the following type of improvement:

Painting	Deck/Patio/Siding	Entry/Steps/Doors/Lights	External Structure
Roofing	Landscaping	Patio Cover	Driveway/Sidewalk
Other: _____			

Describe improvements. Attach additional documentation as needed including two (2) complete sets of plans:

Planned Start Date: _____ Planned Completion Date: _____

- I understand that I must receive approval of the Association in order to proceed.
- I understand that I must notify all neighbors that might be affected by these improvements.
- I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit.
- I understand that my improvements must be completed per specifications or approval is withdrawn.
- I agree to complete my improvements promptly after receiving approval.

Date: _____ Homeowner Signature: _____

NEIGHBORS INFORMED:

Yes I'd like the ACC to call me
Name: _____
Address: _____
Phone #: _____
Signature: _____

Yes I'd like the ACC to call me
Name: _____
Address: _____
Phone #: _____
Signature: _____

NEIGHBORS INFORMED:

Yes I'd like the ACC to call me
Name: _____
Address: _____
Phone #: _____
Signature: _____

Yes I'd like the ACC to call me
Name: _____
Address: _____
Phone #: _____
Signature: _____

DATE Received by HOA: _____

IMPORTANT NOTES:

Your request must be submitted to Buckingham Green HOA Property Manager, Amy Scott: rdpm.amyscott@gmail.com
Or by mail: 905 Little Leaf Court, Longmont, CO 80503

The Board of Directors meets the second Tuesday of each month. If your request is received by the first day of the month, the board will review the request per the Declarations.

PLEASE PLAN AHEAD! Failure to obtain approval may result in a stop order.

*Paint colors, roofing specifications and garage door details may be viewed on the HOA's website: www.rdpminc.com
Click on "Associations" and select "Buckingham Green" using password "bhg8991" then choose "Maintenance."

BUCKINGHAM GREEN HOA – Architectural Review Committee

ACTION:

Approved as submitted _____

Approved subject to the following requirements

Disapproved for the following reasons

Committee Signatures:

Name: _____ **Date:** _____

Name: _____ **Date:** _____

Name: _____ **Date:** _____

Name: _____ **Date:** _____

Name: _____ **Date:** _____



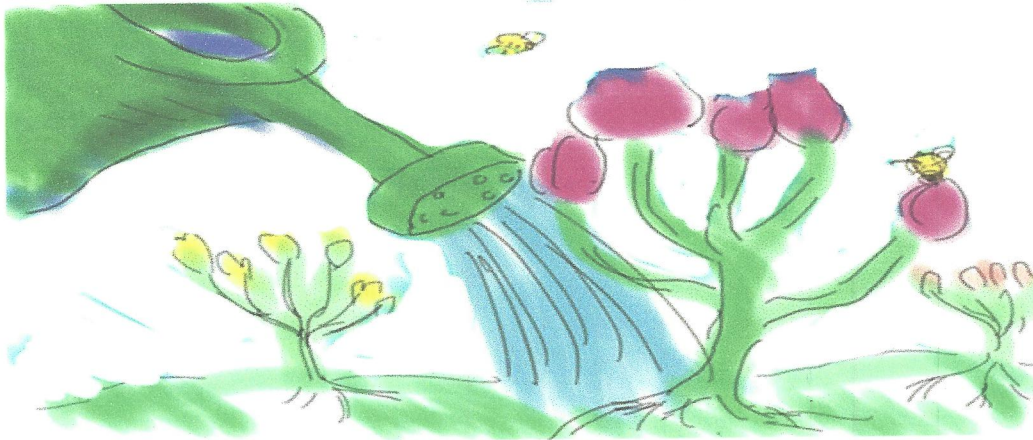
**ATTENTION:
BUCKINGHAM GREEN OWNERS**

Just a Reminder...

Your shrubs are THIRSTY!



It is very important to provide supplemental water to your new shrubs. We've had little help from Mother Nature.



Please make sure you give your shrubs a good drink now, and at least once a month through the winter, especially if we have no snow or rain.



Don't forget to disconnect your garden hose from your outside faucets after you water! If you fail to do so, the water is unable to escape from the faucet and it will freeze, expand and break the pipe.



**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

October 28, 2016

**ATTENTION:
BUCKINGHAM GREEN RESIDENTS**

Superior Aggregates will be performing asphalt repairs near the recent concrete work on

Monday, October 31

- **Work may start as early as 7:00 am.**
- **Work may last as late as 6:00 pm.**

The asphalt repairs need 24 hours to cure before driving. If a repair is done in at the end of your driveway, you will not be able to drive over it for 24-36 hours.

_____ The asphalt repair will impact personal access to your driveway between 7:00 am on October 31 and 6:00 pm on November 1. Please make sure that you plan accordingly, so that you are not trapped into or out of your garage.

Please call 303-485-9818 or e-mail rdpm.amyscott@gmail.com with any questions.

October 1, 2016

**ATTENTION:
BUCKINGHAM GREEN RESIDENTS**

Superior Aggregates is scheduled to start select concrete replacements throughout the neighborhood next week: either **Tuesday, October 4 or Wednesday, October 5**
Replacement areas have been marked with white spray paint.

- **Work may start as early as 7:00 am.**
- **Work may last as late as 6:00 pm.**

Superior Aggregates may use some of the guest parking space(s) to stage their equipment.

The work involves the removal and replacement of select sections of sidewalk and curb. The older section of the concrete street crossspan near 7350 Buckingham Court will also be removed and replaced. We are looking forward to getting the concrete project completed before winter, as it will improve many of the drainage issues in the neighborhood.

- **Vehicles cannot drive on the concrete for 7 days.**
- The concrete will be barricaded to prevent vehicular access.
- **Do not drive on the new sidewalk/curb concrete until the barricades are removed.** *You will jeopardize the curing process, may void the warranty, and waste thousands of dollars of HOA money.*
- Note: It is OK to walk on the concrete 24 hours after the pour.

A few homes will not have access to their driveways and garages during this work. These homes have been notified individually.

Please call 303-485-9818 or e-mail rdpm.amyscott@gmail.com with any questions.

ROBERT DREW
PROPERTY
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905 Little Leaf Court
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- The concrete will be barricaded to prevent vehicular access.
- **Do not drive on the new sidewalk/curb concrete until the barricades are removed.** *You will jeopardize the curing process, may void the warranty, and waste thousands of dollars of HOA money.*
- Note: It is OK to walk on the concrete 24 hours after the pour.

The concrete work will impact personal access to your driveway between October 4 and October 12. Please make sure that you plan accordingly, so that you are not trapped into or out of your garage.

Please call 303-485-9818 or e-mail rdpm.amyscott@gmail.com with any questions.

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

August 16, 2016

NAME: _____

ADDRESS: _____

Dear Buckingham Green owner,

It is time for your new shrubs to be planted!

Attached please find the information you submitted to the HOA. This detail has also been provided to Sun and Shade Groundskeeping. **They will be planting the shrubs next week, most likely on Tuesday, August 23.**

We have included location flags and we request that you place them in the specific area that you want your shrub(s) planted. The flags will ensure that the shrub is in the desired location.

The shrub planting is a joint project between owners and the Buckingham Green HOA. The HOA paid for the dead shrub removal and the HOA is paying for the new shrubs, along with the labor to plant them. In order for this project to succeed, we need your help!

Please remember:

- These are your shrubs.
- You must water them. There is no irrigation to provide automatic watering.
- If you don't water them, they will die.
- The shrubs are not under warranty.
- If the shrubs die, the HOA will not replace them. You will be responsible for the cost of replacing them, and you may be required to do so by the HOA, at your own expense.
- Please make sure to help them get established, by watering them regularly.

WATERING TIPS: Your goal is to get the whole root ball moist. You aren't just watering the first couple inches of soil. Water the soil over the root ball so that the water does not run off. It should slowly "percolate" down into the soil, soaking the entire root zone. An average shrub will have a root ball of 12"-20" deep. Lay a hose at the base of the plant, a few inches away. Turn the hose on a slow trickle, ¼ or ½ the way on. Turn the hose down if you see run off, rather than absorption. You will most likely need to have the hose run for about 10-15 minutes, moving the hose around the base of the shrub in 2-3 positions to reach the entire root ball.

We look forward to seeing these new shrubs grow and thrive over the next several years!

Sincerely,



Amy Scott
For the Buckingham Green HOA

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

June 22, 2016

Dear Buckingham Green Owner,

We are preparing for shrub pruning soon, and would like to inform you about those plans. **Weather permitting, work is likely to start July 6th.**

The pruning will address the live shrubs in your neighborhood. Most of the dead shrubs in the neighborhood have been removed. The board is working with Sun and Shade to develop a plan for the replacement of the many dead shrubs that were impacted by hard freezes in 2014-2015. It will require coordinating with each household. Please watch for more details on the replanting program, which will be mailed out to all owners this week.

It's a challenge for your HOA to perform shrub trimming in the private yards without disappointing owners. We ask please that you communicate your preferences early and as thoroughly as possible. Owners may choose either to submit specific requests such as leaving particular shrubs untouched or giving others a severe haircut. Please don't count on instructions you have submitted to the contractor in previous years. Sun and Shade has a system of facilitating such communication through e-mail:

sunandshadeinc@gmail.com

Please don't hesitate to contact us with any questions you might have about grounds care.

Very truly yours,



Amy Scott
Managing Agent

cc: board of directors, Buckingham Green HOA

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

June 22, 2016

Dear Buckingham Green owner,

New shrub planting to begin soon! Please note the specific dates and the need for *your input* in this letter. We have also included dates for tree trimming and treatments.

SCHEDULE

- June 23 – Neighborhood-wide Emerald Ash Borer, 2 year preventative treatment
- June 28 – remove remaining dead shrubs
- By June 30 - complete select aphid treatments, scale treatment, and tree fertilization
- July 6 – routine shrub pruning, (*specific instructions to sunandshadeinc@gmail.com per notice*)
- **July 8 - 1st deadline: new shrub planting requests submitted to HOA**
- Week of July 11 – summer tree trimming
- **August 1* – new shrubs planted (first round)**
- **August 8 – 2nd deadline: new shrub planting requests submitted to HOA**
- **September 1* – new shrubs plants (second round)**

** approximate date, subject to change slightly due to weather and plant material order*

SHRUB REPLANTING at BUCKINGHAM GREEN

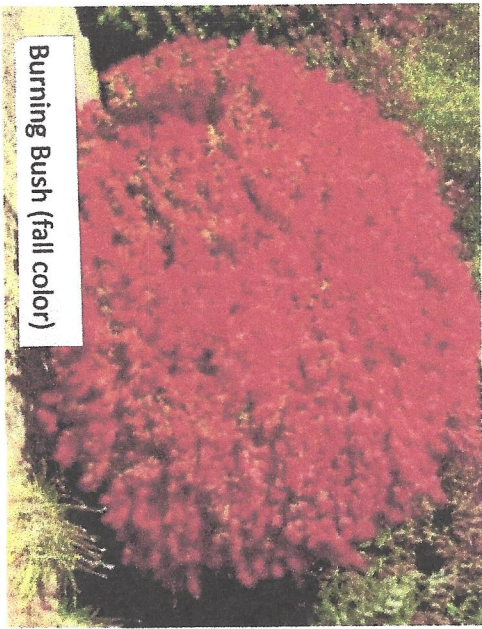
The HOA has removed over 100 shrubs in the neighborhood due to severe damage from the crippling frosts in November 2014 and May 2015. Your HOA plans to replant about new shrubs, and has budgeted appropriately to complete this project this year. It is a sizeable task, requiring cooperation between all parties involved. The HOA will replace shrubs at each household. We have a list of recommended shrubs from our grounds crew, Sun and Shade Groundskeeping. (*list attached, or view under "Special Use" tab at the Buckingham Green HOA website, www.rdpminc.com, password "bhg8991"*)

We need your help to make the replanting a success!

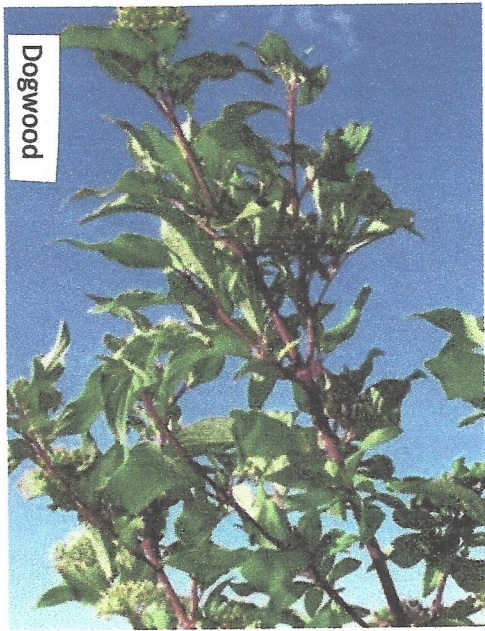
Here is what you will need to do:

- 1) review the shrub types, including their size at maturity
- 2) select replacement shrubs for your home
- 3) e-mail or mail your requests to Robert Drew Property Management
- 4) confirm new shrub locations, marked with a small flag, prior to planting (flags to be provided)
- 5) water the newly planted shrubs, per Sun and Shade's instructions, after planting

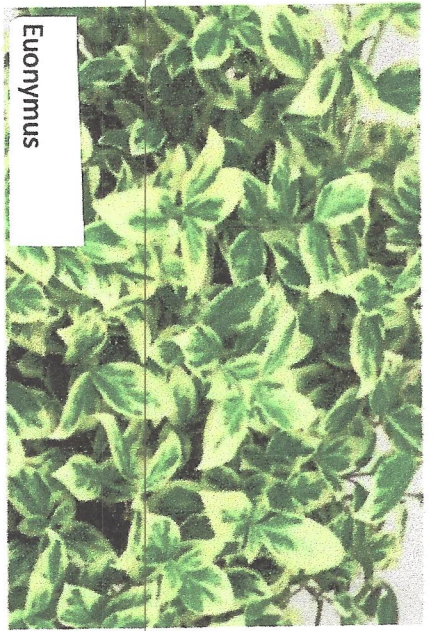




Burning Bush (fall color)



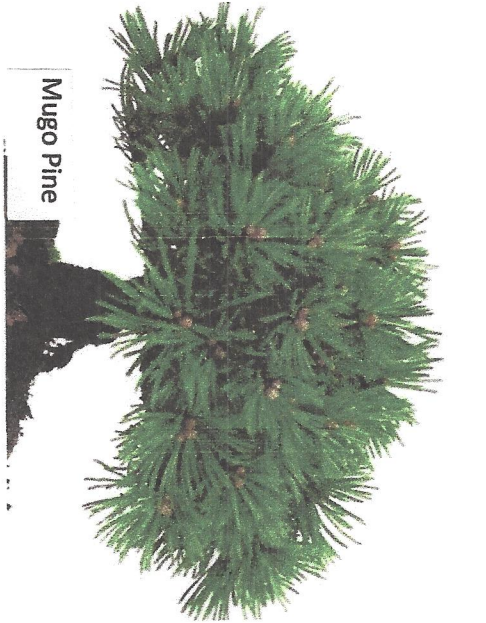
Dogwood



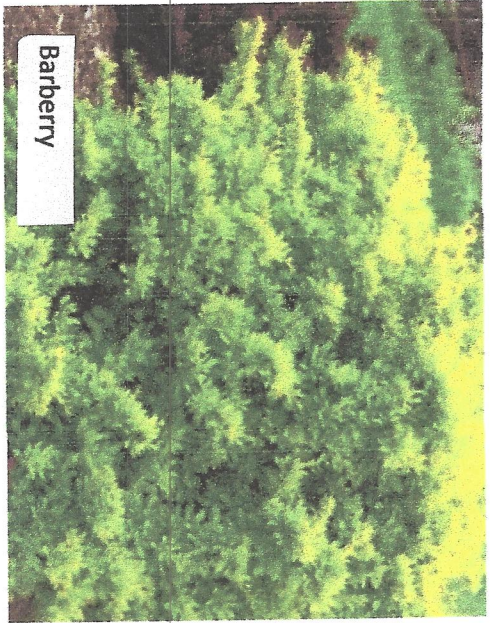
Euonymus



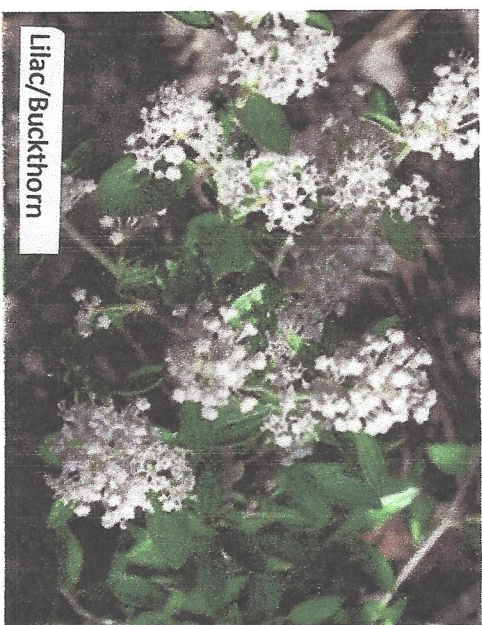
Lilac



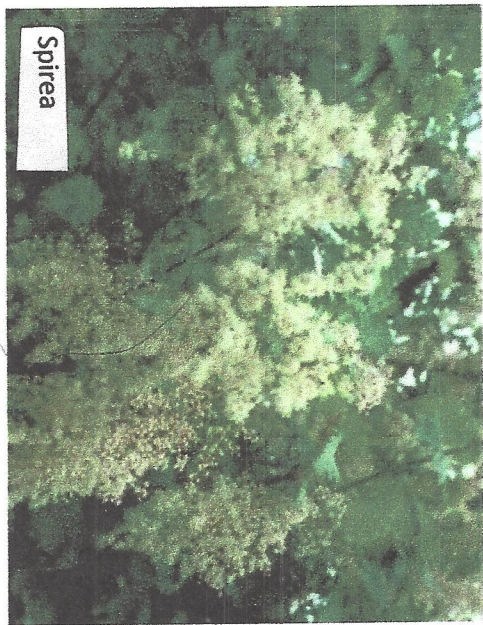
Mugo Pine



Barberry



Lilac/Buckthorn



Spirea



Burning Bush

Buckingham Green HOA

Shrub Replacement Recommendations

SUNNY AREAS:

- Barberry – native, 5 feet tall at mature height
- Spirea – mature height 3-4 feet tall, full sun, white flowers (some varieties have pink flowers)
- Burning Bush – up to 6 feet tall at maturity, fall color, euonymus family
- Lilac-Buckthorn – native, mature height 3 feet, mature spread 3 feet, white flowers
- Lilac – blue/light purple flowers, up to 8 feet at mature height, drought tolerant
- Dogwood – native, suitable for large areas, mature height up to 8 feet, white flowers

SHADY AREAS:

- Euonymus – mature height 1.5-2 feet,, mature width 1.5 – 2 feet
- Mugo Pine – 2 -4 feet tall, 2 – 4 feet wide, slow grower

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

Notice of Annual Members' Meeting

**The Buckingham Green HOA
Annual Members' Meeting
has been scheduled for**

7:00 PM

Wednesday, June 22, 2016.

**The location will be the at the
Boulder Country Club**

**All Buckingham Green owners are
cordially invited to attend.**

**Please call Amy Scott at 303-485-
9818 for more information.**

We hope to see you there!

ROBERT DREW
PROPERTY
MANAGEMENT, INC.

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

May 24, 2016

**Attention:
Buckingham Green Residents**

**SHRUB REMOVAL TO START this week:
May 24 – May 27**

Please note that Sun and Shade Groundskeeping will be removing the remaining dead shrubs from the neighborhood this week. The first half of this job was done last August. After all the dead shrubs are removed, the HOA will communicate the replacement / replanting program to coordinate new shrubs with each property.

**Questions? Please call our office at
303-485-9818.
Thank you.**

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

May 21, 2016

Dear Buckingham Green Homeowner,

Your HOA's Annual Members Meeting has been scheduled for **Wednesday, June 22, 2016 at 7:00 pm in the Boulder Country Club's private dining room.**

The annual gathering is an opportunity for an exchange of information between your elected board of directors and the homeowners. Your board will review the past year's highlights and upcoming projects, as well as an update on your HOA's finances. Ample opportunity will be available for homeowners' questions and concerns to be raised and discussed. There will be an election for two positions on the board of directors

The neighborhood shrub removal and replacement project, which started last year, continues this spring. Sun and Shade Groundskeeping plans to remove the remaining dead shrubs at the end of May. Sun and Shade has provided a recommended list of replacement shrubs and we will be coordinating replanting with owners after the removals are complete.

As part of our ongoing effort to provide an educational component at each year's meeting, we will also give a brief presentation on the association's reserves, explaining how the reserve funds are planned for and allocated to various projects. The association has used an in-house reserve plan since the neighborhood was developed. The board is now having an independent reserve study conducted. When finalized, the reserve study will be available for viewing on the HOA's website.

If you will be unable to attend June's annual meeting, then please be certain to complete and submit the attached proxy, so that the quorum can be satisfied. Hope to see you there!

Very truly yours,


Amy Scott
Managing Agent

enclosures: * Proxy, * Agenda, * 2016 Budget, * HOA Directory & Permission form,
* HOA website access, * Exterior Improvement Request form
(all exterior projects must be approved in advance by the HOA)

To access the HOA's website go to **www.rdpminc.com**, select "**Associations**", click on "**Buckingham Green**". When prompted for a password, use "**bhg8991**". The website includes governing documents of the HOA, financial statements, meeting minutes. and more.

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

To: Buckingham Green Association Homeowners
From: Amy Scott
Date: May 21, 2016
Re: Annual Meeting

Please be advised that the annual meeting of the Buckingham Green Association HOA members will be held **Wednesday, June 22, 2016 at 7:00 p.m.**, at the Boulder Country Club.

If you will be unable to attend the meeting, please complete the proxy form below, and mail, fax (303-485-7655) or e-mail (rdpm.amyscott@gmail.com) it to our office immediately! The proxies are essential to have a sufficient number of owners represented to make a quorum.

PROXY

I/We, _____

being the owner(s) of the property located at _____

Boulder, Colorado, in the Buckingham Green Homeowners Association, authorize and appoint

_____ * of _____
(name of proxy) (address of proxy)

or in the event of that person's absence, the board president,
to be my/our proxy, to vote on my/our behalf at the membership meeting of the Buckingham Green Association to be held on Wednesday, June 22, 2016 at the Boulder Country Club, and to vote on my/our behalf, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. The proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

(date)

(signature of owner)

(date)

(signature of owner)

* You may name as a proxy any homeowner who will be attending the annual meeting, such as a neighbor, or a board member.

Balance Sheet (Cash)
Buckingham Green HOA - (bhg)
Apr 2016

Page 1
5/5/2016
12:31 PM

Prepared For:
Buckingham Green HOA
7300-7398 Buckingham Court
5000-5061 Coventry Court
Boulder, CO 80301

Prepared By:
RDPM, INC.
303-485-9818
905 Little Leaf Court
Longmont, CO 80503

ASSETS

Cash	
Cash in Bank - Operating Acc't	24,651.47
Cash in Bank - Short Term Res.	18,727.32
Cash in Bank - C.D. First Nat.	56,809.18
Total Cash	<u>100,187.97</u>

TOTAL ASSETS	<u>100,187.97</u>
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LIABILITIES & CAPITAL

Liabilities	
Fund Balance (1/1/00 cash)	34,291.99
Retained Earnings	65,895.98
Total Equity	<u>100,187.97</u>

TOTAL LIAB. & CAPITAL	<u>100,187.97</u>
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BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION
Architectural Control Improvement Request

Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
City: _____, State: _____, Zip Code: _____

Describe Improvements: (please attach applicable drawings)

I understand that, in order to proceed, I must receive approval of the Architectural Control Committee (ACC) and must notify neighbors that might be affected by these improvements. I understand that ACC approval does not constitute approval of the local building department, and that I may be required to obtain a building permit. I agree to complete the improvements promptly after receiving ACC approval. I have read this form, and will comply with the policies and decisions of Buckingham Green HOA.

Date: _____ Homeowner Signature: _____

ACC Action:

- Approved as submitted.
- Approved subject to the following requirements:

- Disapproved for the following reasons:

Neighbors Informed:

Yes No
Name: _____
Address: _____
Phone: (h) _____ (w) _____
Signature: _____

Yes No
Name: _____
Address: _____
Phone: (h) _____ (w) _____
Signature: _____

ACC Member Signature: _____ **Date:** _____

(print ACC member name: _____)