

# Twin Lakes HOA Esthetics Assessment

Div. Lot: \_\_\_\_\_ Address: \_\_\_\_\_

Assessed Date: \_\_\_\_\_

The below checked items are in need of attention and are to be corrected within 30 days. Our staff is available to help you with this process. If you have any questions, please contact the HOA office. **Once the work has been completed, respond in writing via email or USPS - Thank you.**

- **Sidewalks/Curbs/Signs**

- trees/ shrubs encroaching (trim from sidewalk/sign and up to 8 feet)
- weeds/ leaves/ debris/ moss
- mailbox: clean/ paint/ repair
- trip hazard (NOT a violation- see back of form)
- Curbs & Sidewalks - clean (pressure wash)

- **Yard**

- Mow/edge
- planting area/flowerbed weeds
- Lawn: excessive weeds/ moss / reseed
- tree/shrub encroaching on house (trim so nothing touches the house/roof)
- tree stumps visible (above ground level)
- dead or dying groundcover, tree, shrub
- retaining wall: clean/repair
- tarped items (no tarps are to be used w/in the HOA)
- personal items/ inappropriate signage / trash visible

- trash/recycle/compost cans visible from the street

- **Driveway / Parking Area**

- Weeds/moss/leaves/debris
- clean (pressure wash)
- replace torn/mildewed car cover
- RV / trailer/ commercial vehicle/clutter
- repair/ replace\*\*

- **House**

- Paint: touch-up/ clean/ repaint\*\*
- Roof: moss/ debris/ repair/ replace\*\*
- window coverings inappropriate
- gutters: clean / repair
- flag or sign attached to house or window

- **Fence**

- clean/ repair
- replace\*\*
- paint or stain\*\*

- **Sheds / Structures**

- clean / repair
- unauthorized structure\*\*

**\*\*Please submit an ACC Form and obtain approval prior to starting any work that will change the exterior appearance of your home or landscaping. You may contact Gayle Duff at 253-838-0464 or [officemanager@twinlakeshoa.com](mailto:officemanager@twinlakeshoa.com) if you have any questions or need additional forms.**



### **What happens next?**

You are asked to correct the violation(s) within 30 days. Once the office receives written notice that work is finished, someone from the office or the esthetics committee will verify that the work is complete as soon as possible. Once the office receives confirmation that work is complete, the matter will be closed. The goal of the HOA is to have 100% voluntary compliance to the esthetics guidelines to preserve the property values within our neighborhood. As always, feel free to reach out with any questions or concerns. Thank you for keeping our community a beautiful place to call home.

### **In an effort to keep our sidewalks safe, please report broken sidewalks and trip hazards to:**

City of Federal Way

Public Works

253-835-2700

[Ej.walsh@cityoffederalway.com](mailto:Ej.walsh@cityoffederalway.com)

### **Gas Powered Pressure Washers, Self-Propelled Lawn Mower, Weed Wacker, Edger and Hedge Trimmer**

Your Twin Lakes HOA currently has pressure washers available for homeowner use. Simply call or email the HOA office and we will be happy to help.



Twin Lakes HOA Office

3420 SW 320th St.

Suite B-3

Federal Way, WA 98023

Phone: 253-838-0464

Hours:

Monday - Friday 9am-5pm

closed for lunch 12-1pm

Gayle C Duff CMCA - Association Manager

[officemanager@twinlakeshoa.com](mailto:officemanager@twinlakeshoa.com)

Front Desk

[frontdesk@twinlakeshoa.com](mailto:frontdesk@twinlakeshoa.com)