

Twin Lakes HOA 2026 Esthetics Assessment

Div. Lot: _____ Address: _____

Assessed Date: _____

The items below are in need of attention and need 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, please respond in writing via email, USPS or drop off at the office.

- **SIDEWALKS/CURBS/SIGNS**

- Trees/ shrubs encroaching (trim from sidewalk/sign and up to 8 feet)
- grass & weeds/ needles/ 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
- Tarpred 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**

- grass & weeds/moss/needles/debris
- clean (pressure wash)
- replace torn/mildewed car cover
- RV / trailer/ commercial vehicle/clutter
- repair/ replace**

- **HOUSE**

- Paint: _____
- Roof: moss/ needles/ repair/ replace**
- Window coverings inappropriate
- Face of gutters/fascia: 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 if you have any questions or need additional forms.**





3420 SW 320th ST Ste B# | Federal Way, WA 98032 | 253.838.0464

Monday – Friday 9AM – 5 PM, closed daily 12 PM – 1 PM

Gayle C Duff CMCA - Association Manager: officemanager@twinlakeshoa.com

Front Desk: frontdesk@twinlakeshoa.com

What Happens Next?

If you receive a notice, you will be asked to correct the violation(s) within 30 days. Once your work is completed, you **must notify the HOA in writing**. Someone from the office or the esthetics committee will verify that the work is complete as soon as possible. You can return the form via USPS or drop it off in the HOA office mail slot. Alternatively, you may simply send an email stating the work has been completed. If you include photos of the completed work, we may be able to close your compliance case immediately. Otherwise, a follow-up inspection will occur within the next few weeks.

The goal of the HOA is to have 100% voluntary compliance with 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.

Need More Time?

Some larger projects—such as painting, roof replacement, or fence work—may require more than 30 days. These projects also need ACC approval before beginning. If this applies to you, please send a written request for an extension and provide a target completion date. ACC application forms are available at www.twinlakeshoa.com under the Forms tab or from the office. Please note the ACC committee has up to 30 days to review and approve these requests.

To keep our sidewalks safe, please report broken sidewalks and trip hazards to:

City of Federal Way, Public Works | 253-835-2753 | jonathan.strong@federalwaywa.gov

Thank you for your cooperation as we work together to keep our community a vibrant and welcoming place to live!