WHAT ARE BLOCK CAPTAINS DUTY

- Work closely with Modification Committee chair to help upkeep the community
- Distribute flyers as needed (annual meeting/ad hoc requests)
- Drive designated street(s) daily
- Take photos of violation (including house number) and record street address, upload violation form and pictures to: *BLOCK CAPTAINS – Westchester Lakes HOA | Conyers, Georgia*
- Notice To Abate Alleged Violation form (triplicate)
  - White copy – Homeowner
  - Yellow copy – Block Captain
  - Pink copy – Business Manager (place in mailbox by clubhouse)

WHAT TO LOOK OUT FOR AS A BLOCK CAPTAIN

- On the street and overnight parking
- Recreational vehicles parked at residence (boats, RVs, etc.)
- Service vehicles parked at residence overnight
- Lawn maintenance
  - Leaves
  - Shrubs
  - Appropriate ground covering
  - Edging and trimming (weeds along curb)
- Exterior modifications (roofs, decks, fences, etc.) without approval
- Exterior lighting – one color (white) except holiday
- Exterior maintenance (peeling paint around windows and fascia, broken blinds, dirty driveways, etc.)
- Fence upkeep – rotted wood, damaged sections, staining, etc.
- Mailboxes – maintenance, height

Number of Streets in Community	Street Name	Home Count	Homes Not Part of HOA	Block Captain's Name	Email	Phone #
1	Brians Court	4		Trent- Covering		
2	Brians Way	11	3001 3006 3009	Trent - Covering		
3	Brians Creek	29	3102 3114 3116	Trent - Covering		
4	Chesterfield Way	37		Beverly Dotson	dotsonbev80@gmail.com	678-571-7991
5	Clearwater Terrace SE	14		Melanie Hutchinson	westchesterlakeshoa@gmail.com	404-229-0988
6	Deeside SE	11		Felicia - Covering		
7	Digby Ct SE	9		Richie - Covering		
8	Evergreen DR SE	18		Marcus Reaves	mbreaves@aol.com	678-294-5012
9	Fairweather Ct SE	8	2510	Sandra Carter	author2029@gmail.com	678-472-0282
10	Haleys Way SE	19	3209 3214 3225	Joy Smith	joyleshon1@comcast.net	678-768-3229
11	Jessowen Way SE	10		Jesmine Stephen	jesmine1@comcast.net	678-773-2026
12	Keithshire Ct SE	9		Cynthia Allen	richardallen01@bellsouth.net	404-451-5570
13	Kevin Dr SE	19		Melanie - Covering		
14	Leyland Way SE	14		Richie Scales	richiescales@gmail.com	404-399-6680
15	Sableshire Way SE	16		Felicia Green	wlhoa.secretary@westchesterlake.org	678-778-1110
16	Staffordshire SE	15		Felicia - Covering		
17	Westchester Pkwy SE	37	2617 2619 2621 2624 2626 2628 2630	Phillip Missick Claricia Crawford Carmen Cotton	spec197warrior@gmail.com cc_love@hotmail.com carmoncotton@gmail.com	213-924-7195 770-929-1284 702-275-3197
18	Westchester Way SE	26		Emma Harris Alivia Steele	Emae820@bellsouth.net wlaliviasteele@gmail.com	951-235-8929 678-793-2316
19	Whitecrest Cir SE	21	2701 2704 2714 2717 2721	Felicia - Covering		

If you are interested in becoming a Block Captain for any street highlighted in yellow please email

blockcaptains@westchesterlakes.org