



WELCOME TO WESTMINSTER!

Dear New Homeowner:

Welcome to our neighborhood and congratulations on the purchase of your home!

On behalf of the Westminster Community Board of Directors and the other homeowners of Westminster Community, we would like to welcome you to your new home and our community. Over the coming months we look forward to meeting you whether it be walking down the streets, at the pool or at a community activity.

We hope that you enjoy living in Westminster Community and invite you to become involved in our community and in all that the association has to offer. Information on some of the questions many new homeowners have is included in this Welcome Information Packet. If you have any questions not addressed in this packet or if you would like more information on a particular subject, please feel free to contact our on-site property manager, our Board of Directors (BOD) or any committee chair. **(See page 8 for a listing of contact information for the manager’s office, the BOD, neighborhood associations and committee chairpersons.)**

Again, welcome to the Westminster Community! We look forward to you falling in love with this neighborhood as much as we have. We know you’ll find our neighborhood is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

Westminster Community Association

Presenters: _____

Date: _____

Date: _____

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Westminster Community Association

Home | Owner Information | Directory & HOA Docs | Community Center | Neighborhood Associations | Contact

News

- Meeting Notice
- The Crier
- Community Events
- Home Rental Procedures

ARC Information

- Architectural Review Information

Visitor Management

Click below to use our Visitor Management System.

[Visitor Management](#)

Capture account to communicate with guards.

Welcome



Welcome to the official website for the Westminster Community Association. The Westminster Community is located in southwest Lehigh Acres. Lehigh Acres is located just east of Fort Myers, close to I-75, Southwest Florida International Airport, schools, shopping, and more.

Search

Search ...

Owner's Login

Username

Password

Remember Me

[Log in](#)

- [Create an account](#)
- [Forgot your username?](#)
- [Forgot your password?](#)

First create an account. You will then get an email response to confirm.

Links

- Westminster Golf Courses
- Lee County Government
- Utilities and Local Services
- Fort Myers and Lehigh Acres Hospitals
- Florida Statutes

Westminster Community is a **deed restricted community** and all properties are subject to the governing documents of the Association which you should have received at closing. The governing documents are also available on the Westminster Community website: www.westminstercommunity.com (located within the heading "Directory & HOA Docs"). Please read and understand the documents to familiarize yourself with our rules.

To communicate with our guards via "CapSure" and to access the Board of Directors (BOD) and committee minutes, agendas & the reserve study, you will need a username and password for each of two sites on our website called "**Visitor Management**" and "**Owner's Login**".

Please see our manager to get your username and password for the "**Visitor Management**" system. Access to our *Visitor Management* system is located at the bottom left of our web page labeled "**Visitor Management**" (see above picture). Click on the link and it will open another site "CapSure". Enter the username and password given to you by our manager. Information you enter in the "CapSure" system will be accessible by our guards (*Securitas Security Services*). Detailed instructions of how to enter information into the "CapSure" system is on our website under "Directory & HOA Docs", subheading "Visitor Information System". The instructions are titled "Resident Manual".

To get a password for "**Owner's Login**" (to access BOD minutes, committee minutes and agendas) you must first create an account by clicking on the "**Create an account**" link located on the right mid portion of the web page under "**Owner's Login**" (see above picture) and enter the required information. Click on the "**Register**" link at the bottom of the registration page and you will get an email response confirming your access.

Visitor Management Username: _____ Owner's Login Username: _____

Visitor Management Password: _____ Owner's Login Password: _____

Information of Activities Within Westminster

Westminster Golf Club Info

Website: <http://www.westminster-golf.com>

Email: info@westminster-golf.com or pro@westminster-golf.com

Tee Times: 239-368-1110

Restaurant: 239-368-6541

Activities & Events

Weekly Golfing Events (contact the golf course pro for information to participate in these events)

Monday, Wednesday & Friday morning men 18 hole league (lunch is available after league play)

Tuesday and Thursday morning ladies 18 hole league (lunch is available after league play)

Tuesday afternoon couples scramble 9 holes

Thursday afternoon ladies 9 hole league

Friday afternoon men and ladies scramble 9 holes (dinner is available afterwards at the club)

Annual Golfing Events (details announced in the Crier and on Westminster Golf Club website)

Ladies 18 hole golf scramble – held in February

St. Patrick's Day 18 hole golf scramble – March 17th

Relay For Life 18 hole golf scramble – held in March

Social Events

Wednesday & Friday night get together, dinner available at the club

Wednesday evenings - Cornhole tournament, March through October

Birthday celebration – every third Wednesday of the month (dates announced in the Crier). To participate and have your birthday included contact the birthday celebration chair (see page 8 for contact info.)

Christmas caroling around the community using decorated golf carts. Starts at the golf clubhouse; takes place in December (date announced in the Crier)

Ladies Luncheon – First Thursday of the month. Reservations required. (see page 8 for contact info.)

Westminster Community Center Info

The community center facilities are for the use of homeowners, renters and their guests. Children under the age of 16 years must be accompanied by an adult (18 years or older). Monthly activities available to all residents are listed on the bulletin board located on the outside of the community center building (to the right of the glass doorway entrance). Times and days of activities available to all residents are also listed on the Westminster Community website calendar. (See attachment #2 for a sample of the calendar). Hours of use and rules are posted and should be followed so that all residents may enjoy the use of our facilities. (See attachment #3)

Special monthly events which are sponsored by the Community Center Committee include:

Pot Luck Dinner with DJ & Dancing (January & November)

Pig Roast (February)

Casino Night (March)

Ice Cream Social (April)

Coffee Social (October & February)

Holiday Tree Lighting (December)

Additional daily activities which are available at the community center and surrounding facilities:

Water aerobics (Daily 9:30 AM)

Open Tennis for experienced players (Monday through Friday mornings 8 – 10 AM)

Zumba & Yoga classes (Monday through Friday mornings beginning at 8:00 AM)

Open Bocce (Sunday 4:00 or 5:00 PM – starting time varies with seasonal daylight time)

Bridge (1:00 PM Mondays)

Bingo & Ladies Domino Night (7:00 PM Mondays)

Billiards (1:00 PM Tuesdays)

Bible Study (10:45 AM Wednesdays)

Mah Jong (1:00 PM Wednesdays)

Ladies Rummy Cube (2:00 PM Thursdays)

Euchre (7:00 PM Thursdays)

Knitting Group (9:30 AM Saturdays)

Ladies Book Club (Once monthly) – Contact the chairperson (see p. 8) to participate.

Note: Some of the above events are seasonal and may not occur every week.

Westminster Community Center Info (cont.)

SPECIAL NOTE: THERE IS NO LIFE GUARD ON DUTY AT THE POOL. Children under the age of 16 years must be accompanied by an adult (18 years or older). The spa is for adults only (age 18 or older).

The community center has WiFi available for free to all residents. The WiFi password is located on the wall inside the community center building, located on the left as you enter the main doorway. The WiFi name is “commcenter” and the password is “wgcom*1\$”.

Two additional bulletin boards are located within the community center. One bulletin board is located near the kitchen and contains minutes and agendas of all official Board of Directors (BOD) and committee meetings. The other bulletin board is located in the billiards room and is for residents’ personal use. Items for sale listed on the residents’ board must be dated and removed after one month.

Westminster Crier

The Crier is an official Westminster Community email publication of news, alerts and activities involving our community. To receive the email publications contact our Crier editor by email at: westminstercrier@gmail.com The Crier is your newsletter. (See attachment #1 sample.) If you have a new neighbor, please have them email the Crier so they can be added to our listing. If you have moved and no longer wish to receive the Crier, please email the Crier to be taken off the list. Please forward articles or pictures of events to westminstercrier@gmail.com at least 2 weeks ahead of time for publication. This address is just for submitting items to the Crier. Concerns about information appearing in the Crier should be addressed to the manager’s office.

Westminster Directory

A directory is available to all homeowners. To include your contact information in the directory and to have a copy of the directory emailed to you contact our office assistant by email at: office@westminstercommunity.com

Additional Information For Our Residents

For the benefit of the entire community certain laws, codes, bylaws as well as rules and regulations have been put into place that all residents must abide by. We have identified some of the more commonly referred to areas of importance. For more information please refer to our website and see attachments #7, #9, #10 & #12.

Parking/Motor Vehicles: House trailers, campers, mobile homes, RV’s and the like are permitted to be parked in the community for **loading and unloading purposes only for a maximum of 24 hours.** Parking for longer periods of time require approval of the BOD. No vehicle shall be used as a domicile or residence, either permanent or temporary. Motor vehicles may not be parked overnight (12:00 AM to 6:00 AM) on any street or in the community center parking lot. If overnight or extended parking in the community center parking area is needed, contact our Property Manager to get Board approval. Westminster has many narrow streets and **on-street parking could delay Emergency Response Vehicles.**

Speed Limit: We require all residents, visitors, guests, contractors and vendors to obey all posted street signs. **For the safety of all residents the speed limit is 19 MPH on all streets within our community.**

Pets and Animals: No more than two (2) household pets such as dogs or cats may be kept in a living unit. (Lease agreements or neighborhood associations may have more restriction rules.) All animals shall be leashed when outdoors and not permitted to roam free. Pets cannot be left unattended, even if they are leashed, in yards, garages or lanais. Owners must clean up after their pets. In addition, certain breeds including pitbulls, rottweilers, dobermans and chows are not allowed.

Westminster Community Association Information

For master association issues contact our on-site **Property Manager**

Office Phone: 239.491.2767

2001 Oxford Ridge Circle

Office hours: 9:00 AM – 5 PM Monday - Friday

Manager Email: manager@westminstercommunity.com

Office Assistant Email: office@westminstercommunity.com

(See page 8 for additional contact information)

Guard Gatehouse

Phone: 239-368-7337

Hours: 24 hours/day 7 days/week

Mailing, Financial & Payment Information

Our accounting firm is **Meyers, Brettholtz and Company PA**

Office phone: 239.939.5775 or 800.749.8270

Website: <http://www.mbcopa.com>

It is the homeowner's responsibility to notify Myers, Brettholtz and Co. of your correct contact information for all communication purposes (mailing address, email address, phone number, etc). This is especially important for timely mailings in the month of March for annual meeting notices and voting packet mailings. Notices can be received electronically. If you wish to receive notices electronically see attachment #6 (Electronic Consent Form).

Westminster Community Association

Board of Directors (BOD)

Our Board of Directors (BOD) are residents of our community that volunteer their time and are elected by the homeowners to make decisions on behalf of our residents. (See page 8 for a listing of our current BOD) Their primary goal is to preserve our property values and keep Westminster Community a community of which we can be proud. The BOD is elected to oversee the daily functions and financial responsibilities of the Association. They have specific provisions regarding what can and cannot be done on your property. Please take the time to read through the Governing Documents of our association which you should have received during the home purchase process. Copies are available on the community website: www.westminstercommunity.com. Our community website is the official communication channel between the BOD and the members (homeowners). Upcoming activities (including meetings, agendas, minutes, etc.) as well as announcements, neighborhood forums, architectural review forms and committee information can all be found on our website.

The Westminster Community Association usually meets on the 3rd Tuesday of each month (except in March) in the Community Center, starting at 7:00 PM. The annual members' (homeowners') meeting is held in March on the fourth Tuesday at 6:00 PM in the Community Center. The March BOD meeting immediately follows the members' meeting. Meeting dates, times, minutes and agendas can be found on the Westminster Community website. Meeting dates and times are also announced in the monthly Crier.

Neighborhood Associations

There are four neighborhood associations, each with their own governing documents and sets of rules and regulations. Please review your neighborhood association's documents and become familiar with your rules and regulations. Below is a list of the four neighborhood associations and their contact information. See page 8 for a listing of the current president of each neighborhood association.

Governors Run 1

Property Management Company: **Hayden & Associates**

Office phone: 239-489-4890

Website: <http://www.hayden-associates.com>

There are two meetings a year – the budget meeting in December and the annual meeting in March. There is also an annual potluck held each year in February or March. Pertinent information is distributed by the president of Governors Run 1 via email. If you don't have email, please contact the president.

Governors Run 2

Property Management Company: **Gulf Breeze Management**

Office phone: 239-498-3311

Website: <http://www.gulfbreezemanagement.com>

Meetings are usually on the 3rd or 4th Tuesday of the month at 10:00 AM at the community center. The annual meeting is on the last Tuesday of February starting at 7:00 PM in the community center. Meeting dates, times, and minutes can be found on the Westminster Community website.

Fairloop Run

Property Management Company: **Tropical Isles Management Services**

Office phone: 239-939-2999

Website: <https://www.associationvoice.com>

Meetings are quarterly at variable times and places. Meeting dates, times, and minutes can be found on the Westminster Community website.

Somerset Condominiums

Property Management Company: **Gulf Breeze Management**

Office phone: 239-498-3311

Website: <http://www.gulfbreezemanagement.com>

Meetings are variable. The annual meeting is in the month of March. Meeting dates and times can be found on the Westminster Community website.

Westminster Community Association Committees

Our community has several committees that report to the BOD. The committee members are residents that live in our community and volunteer their time to serve Westminster Community. Some of these committees provide the manager and BOD with compliance and architectural review issues to ensure that we maintain our homes and property in accordance with our governing documents. (See attachments #8, #11 & #12.) Meeting dates, times, minutes and agendas can be found on the Westminster Community website as well as on the community center bulletin board. We encourage you to become actively involved in our community and participate in one or more committees. This is a great way to meet your neighbors! (See page 8 for a listing of the committees and their chairpersons along with contact information)

As a new homeowner, you may already have some ideas on how you'd like to improve your property. Please keep in mind, the Association has an **Architectural Review Committee (ARC)** to help maintain the quality of our neighborhood. (See attachment #8) Its function is to evaluate the plans for all exterior landscaping, repairs and remodeling (such as painting, lanais, trees, bushes, replacement roofs, etc.) to ensure compliance with our governing docs. The purpose of this review is to protect our scenic environment and maintain the value of our homes. All modifications to the exterior of your property, including repainting with the same color, must be submitted to ARC for approval before any work begins. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost.

Lee County & Lehigh Acres Services Info

General Information Regarding Lee County Services

Website: <http://www.leegov.com>

Lee County Switchboard phone: 239-533-2111

New Resident's guide with general info: website: <http://www.leegov.com/residents/residentsguide>

Solid Waste Management: Trash, Recycling and garden debris pickup

Website: <http://www.leegov.com/solidwaste>

Collection of household garbage, recyclables and yard waste is once-per-week on Monday morning (unless an observed holiday falls on Monday, then it would be the following day). Trash, recyclables and yard waste should be put out on the curb Sunday evening. Please make sure not to leave trash cans outside any longer than 24 hours. Trash containers have to be stored inside your garage. Yard waste should not be put in plastic bags. Place in a reusable container. (See attachment #5) There is **no limit** to the amount of material you may set at the curb. However, each container must have **no more than 40 gallon capacity and weigh no more than 50 pounds.** **Bulky Items** may be set out with household trash. **The dumpster located at Somerset is for condominium residents only.** **Appliances** and large bulky items require a call to our **hauler** prior to placing the item at the curb. Our **"hauler"** is: **Advanced Disposal phone: 239-368-2300**

Irrigation

Our community has eleven lakes and uses a system of five pumping stations to draw water from select lakes for irrigation. A system of four wells helps to supplement our lakes during the dry season. Watering restrictions may be imposed during excessively dry spells. To help protect Florida's precious water supply our lawn watering is regulated by Lee County. The county restricts the hours and days on which we can water. Fines can be imposed by the County for failing to follow their guidelines. Please make sure to set your irrigation correctly to conform to the regulated watering schedule. Irrigation can be turned on by the property manager upon request during business hours so you or your irrigation contractor can do necessary work on your system. More information titled *"Water, Lakes, and Irrigation"* can be found on our website under *"Owner Information"*. (See attachment #4) Neighborhood Association residents should refer to your particular neighborhood association guidelines.

Homes are allowed to water two days per week on the following schedule:

Odd number houses (last digit of address is an odd number)

Wednesdays & Saturdays from 12:01am to 9:00am or 5:00pm to 12:00am

Even number houses (last digit of address is an even number)

Thursdays & Sundays from 12:01am to 9:00am or 5:00pm to 12:00am

Lee County Sherriff's Dept.

For all emergencies dial: **911**

Website: www.sheriffleefl.org

Non-emergency dispatch: phone 239-477-1000

General info: phone 239-477-1820

Lehigh Acres Fire Dept.

For all emergencies dial: **911**

Website: www.lehighfd.com

Non-emergency info: phone 239-303-5300

Lee County Tax Collector, Drivers Licenses, Car Registration

Website: <https://www.leetc.com>

Phone: 239-533-6000

Wildlife Management Services

Website: <http://myfwc.com/wildlifehabitats>

Phone: 866-392-4286 (Alligators)

Phone: 888-404-3922 (Other Wildlife)

Lee County Domestic Animal Services

Website: <http://www.leegov.com/animalservices>

Phone: 239-533-7387

Lee County Library Services

Website: <http://www.leegov.com/library>

Local Branch: East County Regional Library, Address: 881 Gunnery Rd, Lehigh Acres, FL 33971 **Phone:** 239-533-4200

Hours: Monday-Wednesday: 9 a.m.-8 p.m.; Thursday: 9 a.m.-6 p.m.; Friday and Saturday: 9 a.m.-5 p.m.

Amenities include computer and internet access and access to newspapers. Lee County property owners and residents have full library privileges at no cost. Non-resident renters can obtain a temporary card for \$15 for 3 months and \$5 for each additional month.

Lehigh Acres Senior Center

The Senior Center is an activity center for people 50 and older offering daily classes, weekly and monthly activities and great social events. The Center also has a travel desk to sign up for one-day and multi-day trips.

Website: <http://www.lehighacresseniorcitizenscenter.com>

Address: 219 Plaza Dr., Lehigh Acres, FL

Phone 239-369-5355 email: seniorcentermgr@comcast.net Info also available on *Facebook*

Local Newspapers & Tourist Maps

News Press: Print delivery & digital access available

Website: <https://www.news-press.com>

Phone: 1-800-468-0233

Free printed local newspapers: The following free newspapers can be found in many business offices, libraries, lobbies and anywhere tourist information is distributed.

Lehigh Acres Citizen

Website: www.LehighAcresCitizen.com

Phone: 239-368-3944

News-Star

Phone: 239-369-8836

Lehigh Acres Gazette

Phone: 239-201-7928

Florida Weekly

Website: <https://www.floridaweekly.com>

Phone: 239-333-2135

Tourist Maps

Southwest Florida Welcome Guide: A free comprehensive map with visitor information including attractions, points of interest, restaurants, entertainment, shops, malls, beaches and parks.

Website: <http://southwestflorida.welcomeguide-map.com>

Phone: 727.521.6277 (Toll Free: 1.888.FLA.MAPS)

List of Attachments

1. Crier (Jan2018_Vol.1)
2. Events Calendar Screenshot
3. Community Center
4. Water, Lakes & Irrigation
5. Yard Waste
6. Electronic Consent Form
7. Welcome Information For New Renters
8. Architectural Review (ARC)
9. Lock Up At Night
10. Reckless Driving Parameters
11. Guidelines For Noncompliance Enforcement
12. Uniformity of Fines (Jan. 20, 2015)

Westminster Community Association

Board of Directors, Neighborhood Associations & Committee Chairpersons

Master Association Manager's Office

2001 Oxford Ridge Circle

Office Phone: 239.491.2767

Property Manager: James Page Cell Phone: 239-219-2104

Email: manager@westminstercommunity.com

Administrative Assistant: Jessica Simpson

Email: office@westminstercommunity.com

Board of Directors

President: Richard Bidwell	Phone: 239-225-5892	Email: rickb726@embarqmail.com
V. President: Al Joseph	Phone: 239-336-9077	Email: aljoseph8141@gmail.com
Secretary: Freida Sarubbi	Phone: 262-370-2526	Email: anthonysarubbi_5@hotmail.com
Treasurer: Steve McKinnon	Phone: 239-218-4287	Email: predator_42@outlook.com
Director: Al Cornelious	Phone: 239-303-1847	Email: dylcia.cornelious@yahoo.com
Director: Tim Baranek	Phone: 989-387-4040	Email: tjbaranek@yahoo.com
Director: Jack McManus	Phone: 860-681-2482	Email: jackatthebeach@yahoo.com

Neighborhood Associations

Governors Run 1

President: Betsy Rosser Phone: 239-674-9315 Email: brosser@brockport.edu

Governors Run 2

President: Al Joseph Phone: 239-336-9077 Email: aljoseph8141@gmail.com

Fairloop Run

President: Alan Walsh Phone: 239-303-9976 Email: ar-walsh@comcast.net

Somerset Condominiums

President: Dave Pullyblank Phone: 239-674-9781

Committee Chairpersons

Architectural Review (ARC)	Chair: Joel Berger	Phone: 484-256-0452	Email: arcofwestminster@gmail.com
Irrigation & Lakes	Chair: Richard Bidwell	Phone: 239-225-5892	Email: rickb726@gembarqmail.com
Compliance	Chair: Jack McManus	Phone: 860-681-2482	Email: jackatthebeach@yahoo.com
Common Grounds	Chair: Al Cornelious	Phone: 239-303-1847	Email: rdylcia.cornelious@yahoo.com
Community Center	Chair: Tim Baranek	Phone: 989-387-4040	Email: tjbaranek@yahoo.com
Access	Chair: Betsy Rosser	Phone: 239-674-9315	Email: brosser@brockport.edu
Finance	Chair: Steve McKinnon	Phone: 239-218-4287	Email: predator_42@outlook.com
Rental	Chair: Sandra Little	Phone: 239-297-6376	Email: sandielittle13@gmail.com
Welcome	Chair: Tim Baranek	Phone: 989-387-4040	Email: tjbaranek@yahoo.com
Golf Course Liaison	Al Joseph	Phone: 239-336-9077	Email: aljoseph8141@gmail.com

Other Contacts

Birthday celebration at golf course clubhouse:	Contact: Debbie Bouwens	Email: dannbhjohnb@aol.com
Community Center Reservation	Contact: Ronni Read Phone: 239-674-7899	Email: readvcr@comcast.net
Website Events Calendar	Contact: Ronni Read Phone: 239-674-7899	Email: readvcr@comcast.net
Our Hauler for Bulky Waste & Appliances:	Advanced Disposal	phone: 239-368-2300
Ladies Book Club	Contact: Alice Sems	Email: alicesems@msn.com
Ladies Luncheon at golf course clubhouse	Contact: Donna Roberts	Email: billdonnar@aol.com