



THE OAKS OF WOODLAKE

www.theoaksofwoodlake.com

THE OAKS CONDOMINIUM ASSOCIATION



WELCOME!

This is your move-in booklet which provides basic HOA rules and general information about the property. This is vital knowledge to make living at The Oaks easier. Please read and familiarize yourself with its contents.

Complete the forms and questionnaires and bring them to the management office so we may personally welcome you.



THE OAKS CONDOMINIUM ASSOCIATION

RULES ACKNOWLEDGMENT

UNIT # _____

I have received the rules and regulations for the Oaks of Woodlake.

Listed as follows:

- Procedures for after hour emergencies
- Parking and Towing Policy
- Association's Property Insurance
- Pool Rules
- Exercise Room Rules
- Clubhouse Rules
- Mailboxes
- Postal Packages
- Ask Before You Alter Process
- Pet Rules and Policies

Further, I am aware that copies of the Oaks Condominium Association's Declaration, By-laws, and Resolutions are available for download and review on the Oaks of Woodlake's website (located at www.theoaksofwoodlake.com). I agree to abide by the Declaration and By-laws and to follow all current and future rules and regulations.

Signature

Date

Printed Name



THE OAKS CONDOMNIUM ASSOCIATION

OWNER QUESTIONNAIRE

UNIT # _____ TOTAL RESIDENTS: _____ DATE: _____

Owner's Name: _____ Drivers License: _____ State: _____

Mailing Address: _____
Street, City, State, Zip Code

Home Phone: _____ Mobile: _____ Email: _____

Resident #1: _____ Drivers License: _____ State: _____

Resident #2: _____ Drivers License: _____ State: _____

VEHICLES TO BE PARKED ON PROPERTY:

	Owner	Make/Model	Color	Year	Plate #	Oaks #
Vehicle #1:	_____	_____	_____	_____	_____	_____
Vehicle #2:	_____	_____	_____	_____	_____	_____
Vehicle #3:	_____	_____	_____	_____	_____	_____

Do you require emergency assistance in the event of a power outage? Yes, No

If yes, please briefly explain: _____

Signature

Date

Printed Name



THE OAKS CONDOMNIUM ASSOCIATION

TENANT QUESTIONNAIRE

UNIT # _____ TOTAL TENANTS: _____ DATE: _____

Resident #1: _____ Drivers License: _____ State: _____

Home Phone: _____ Mobile: _____ Email: _____

Resident #2: _____ Drivers License: _____ State: _____

Home Phone: _____ Mobile: _____ Email: _____

Resident #3: _____ Drivers License: _____ State: _____

Home Phone: _____ Mobile: _____ Email: _____

Resident #4: _____ Drivers License: _____ State: _____

Home Phone: _____ Mobile: _____ Email: _____

VEHICLES TO BE PARKED ON PROPERTY:

	Owner	Make/Model	Color	Year	Plate #	Oaks #
Vehicle #1:	_____	_____	_____	_____	_____	_____
Vehicle #2:	_____	_____	_____	_____	_____	_____
Vehicle #3:	_____	_____	_____	_____	_____	_____

Do you require emergency assistance in the event of a power outage? Yes, No

If yes, please briefly explain: _____

Signature

Date

Printed Name



THE OAKS CONDOMNIUM ASSOCIATION

EMERGENCY CONTACT INFORMATION

UNIT # _____

Owner/Tenant Name: _____ Owner, Tenant, Resident

Do you require emergency assistance in the event of a power outage? Yes, No

If yes, please briefly explain: _____

In case of emergency, please contact:

Primary Contact: _____ Relationship: _____

Telephone #1: _____ Home, Work, Mobile

Telephone #2: _____ Home, Work, Mobile

Telephone #3: _____ Home, Work, Mobile

Secondary Contact: _____ Relationship: _____

Telephone #1: _____ Home, Work, Mobile

Telephone #2: _____ Home, Work, Mobile

Telephone #3: _____ Home, Work, Mobile

Signature

Date

Printed Name



THE OAKS CONDOMNIUM ASSOCIATION

FRONT GATE GUEST AUTHORIZATION

UNIT # _____

Do you require to be called when your guests come to the gate? Yes, No

If the answer is YES, you can authorize up to three people to visit you on the property without calling:

1. _____

2. _____

3. _____

Our front gate personnel may attempt to reach you at the following telephone numbers:

Telephone #1: _____ Home, Work, Mobile

Telephone #2: _____ Home, Work, Mobile

Telephone #3: _____ Home, Work, Mobile

Signature

Date

Printed Name



THE OAKS CONDOMNIUM ASSOCIATION

POSTAL SERVICE INFORMATION

UNIT # _____

In order to provide better service, please write the full names of all residents that will be receiving mail at your address:

Resident #1: _____

Resident #2: _____

Resident #3: _____

Resident #4: _____

Signature

Date

Printed Name



THE OAKS CONDOMINIUM ASSOCIATION

RULES SUMMARY

MAINTENANCE

The Oaks of Woodlake has a full time maintenance staff that cares for the exterior of all buildings and for all common areas including streets, landscaping, pools, carports, parking areas, sprinkler systems, clubhouses, offices and common area lighting. Should you have a common element work order request, please contact the management office at 713-972-1510. Other than emergencies, work orders will be handled on a *first in - first out* basis. Please be patient.

As an owner you are responsible for your unit's repair and condition. As a general rule, ask yourself this question: Is the item in need of repair or maintenance something that services my unit only? If the answer is yes, it is the owner's responsibility to service or repair the item or issue. For example:

- Your sink, faucets and garbage disposal
- Your dishwasher, washing machine, dryer, refrigerator or any appliance
- Air conditioning and heating unit(s) and filters
- Any plumbing item from your fixture to the point your unit's lines tie to the building's main service line
- Any electrical issue from your fixture to the point your unit's lines tie to the building's main service panel
- Doors and windows and their locks and hardware
- Patio fences and slabs and anything within your patio area
- Pest problems in your unit (i.e. Roaches, Silverfish, Ants, Mice, etc.)
- Clothes dryer vent
- Fireplaces and chimneys (including flue cleaning)
- Toilet, wax ring and toilet flange

PROCEDURE FOR AFTER HOURS CALLS

Our management office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday. If you have a common area maintenance emergency outside of these hours, please call 713-785-3135. Please be very specific and detailed in the description of your emergency and ensure that your call after hours is for a real common area emergency.

EMERGENCY SITUATIONS ARE CLASSIFIED AS FOLLOWS:

1. Common area electrical problems that may present a potential danger to residents or the property.
2. Common area plumbing backups or stoppages that may present a potential danger to residents or the property.
3. Broken common area water lines.
4. Unit flooding due to common area issues.
5. All other situations that, in the judgment of management, need immediate attention.

NEVER, UNDER ANY CIRCUMSTANCES, ARE YOU OR ANYONE THAT IS ASSOCIATED TO YOU OR YOUR UNIT ALLOWED TO TURN OFF ANY MAIN WATER LINES THAT ENTER YOUR BUILDING. ONLY OAKS OF WOODLAKE PERSONNEL ARE ALLOWED TO DO THIS.

PARKING

Parking stickers will be issued to all owners and tenants (on the lease) living on the property. Most units have one assigned covered parking space and limited guest parking is available throughout the property.

Please be aware that parking spaces are a premium, therefore, The Oaks does not allow storing vehicles on the property. For example, if you have more than one vehicle and you infrequently use that vehicle, it is considered stored. It must not be parked on the property. It is subject to being towed.

DO NOT park in undesignated parking spaces, including Fire Lanes and other **NO PARKING ZONES**. You will be towed.

DO NOT park in another resident's covered parking space. You will be towed by that resident.

The only areas motorcycles are allowed in is open parking areas or the aluminum carports. They are **NOT** allowed in the carports located underneath the buildings, sidewalks, balconies, stairwells or patios.

No boats, campers, motor homes or commercial trucks are allowed on the property.

CAR WASHING AND MAINTENANCE REPAIRS TO VEHICLES ARE PROHIBITED ON THE PROPERTY. IT IS ALSO PROHIBITED TO EXTEND HOSES ON THE OUTER PERIMETER OF THE PROPERTY FOR THE WASHING OF VEHICLES.

Please see the next page for the full **PARKING AND TOWING POLICY**.

PARKING AND TOWING POLICY

1. Residents shall have current Oaks of Woodlake parking sticker on their vehicle. Stickers are to be displayed on the left hand side of front windshield approximately 6" above your registration sticker. Contact the office for your parking stickers. You must complete your move-in packet and turn it in at the office in order to receive your permanent parking pass.
2. The Resident who was issued the space may tow vehicles parked in his/her reserved space.
3. Guests may use the visitor parking spaces. Guest permits for vehicles staying longer than 24 hours must be obtained from the office. The guest permit must be displayed on the rearview mirror. Vehicles parked without a guest permit or displayed properly may be towed at the owner's expense.
4. Vehicles parked improperly in a reserved and or visitor parking space that impedes the flow of traffic (over lines, diagonally, blocking vehicles, etc.) shall be towed without notice.
5. Vehicles blocking access to garbage collection areas WILL BE TOWED immediately without notice.
6. No vehicle shall be parked on the sidewalks or any area not specifically designed for parking. Vehicles parked in this manner shall be towed without notice.
7. Vehicles with flat tires, expired license tags or left on the property for more than 72 hours shall be considered in storage and may be towed without notice. No vehicle may be stored anywhere on the property.
8. Vehicles parked in Emergency Fire Zones (red zones) shall be towed immediately without notice.
9. Vehicles parked in the driveways (yellow zones) shall be stickered and towed after 24 hours if not removed.
10. No vehicle repair or maintenance shall be done on the property at any time.
11. Vehicles may not be washed on the property.
12. Motorcycles, motorbikes, motor scooter, or other similar vehicles shall not be operated with the property except for the purpose of transportation directly from a parking space to a point outside the property or from a point outside the property directly to a parking space. These vehicles may not be stored on sidewalks or under stairwells and may be removed at the owner's expense.
13. Golf carts, go-carts and other similar non-licensed vehicles shall not be allowed on the property (other than those used by maintenance staff and gate personnel).

14. No vehicle exceeding 23 foot in length is allowed in the parking area and it may be towed without notice.

15. No boats, trailer, commercial or recreational vehicles may be stored on the property or parked in a parking space and they may be towed without notice.

16. Commercial vehicles serving residents of the property are allowed to park in visitor parking. Residents shall call the gatehouse (713-785-3135) to allow entry of any repair service.

NOTE: This policy has been adopted in accordance with Declaration and By-Laws of the Association and the Condominium Act.

TRASH

Please make certain trash is placed inside the bins provided. Any trash left on the floor of the enclosure will not be picked up by the trash collection service. Please break down any boxes going into the dumpster. Please do not store your trash on your patio, porch or under the stairwells. Trash is collected on Tuesdays, Thursdays and Saturdays. (Days may change).

Construction debris must be removed by your vendor. Discarded furniture, mattresses, appliances and etc. are not to be put in the dumpster. For further clarification regarding the dumpster rules please read the sign that is posted at every dumpster site. Our dumpsters are now being monitored by video camera.

INSURANCE

Each resident is responsible for obtaining his own personal insurance for content and to cover repairs to the inside (sheetrock in) of your unit against theft, fire, water damage, etc. for any reason. This is not covered under the master policy held by The Oaks of Woodlake.

CHILDREN

We have quite a few children living on the property. Residents need to use caution while driving, because children usually do not look out for vehicles. Parents are responsible for their child's actions. Please report mischievous children to the gatehouse or management office. Parents need to remember that the gatehouse attendant is not a baby-sitting service. DO NOT expect the gatehouse attendant to ensure your children stay inside the property while playing.

SAFETY & CONTROLLED ACCESS

The 24 hour gatehouse attendant may be reached at 713-785-3135. It is the responsibility of the resident to inform the gatehouse when guests are expected. Please remind your guests that they

must stop at the gatehouse to be logged in. If they do not, they are considered TRESPASSING. The attendant will attempt to contact you, but for greater efficiency, it is recommended that you call the gatehouse ahead of time.

All residents should immediately report the following to the Houston Police Department:

- Any suspicious looking person or illegal activity, any solicitors, persons loitering, anyone moving in an unusual manner late of night.
- Anyone pretending to have the wrong unit or inquiring about the residents next door.
- Any and all suspicious looking activity.
- Loud disturbances late at night.

Please do not expect the gatehouse courtesy officers to call the police for you. If you have observed something, it is incumbent on you to report it to the proper authorities.

Good lighting is an important safety factor. Notify the management office of any inoperable lights in the common element areas.

***** IMPORTANT NOTICE TO ALL RESIDENTS: *****

Please remember that neither the Board of Directors, the Oaks Condominium Association, your Property Manager, Creative Management, nor any representatives or employees thereof are responsible for you or your families, tenants or guests' personal safety or damage to personal property in your community. Whether or not a form of "security" has been implemented at your community, no one can guarantee that you, your family or guests will be safe from harm, or that your personal property is secure.

We must each accept personal responsibility for our own safety and welfare, rather than depending on someone or something else to protect us from crime.

NOISE

Noise levels should be kept at a minimum at all times. Remember that you are living in a multi-family dwelling. No excessive noise will be tolerated.

STAIRWELLS

Stairwells must not be used as storage areas. Keep them clean of any articles that might block or clutter passageways. This includes grills and firewood, which are not only a fire hazard but a haven for termites.

OUTDOOR COOKING

Houston City Ordinance states that all barbecuing must be at least 10 feet from the buildings. Please store BBQ butane grills, as well as, pits out of sight when not in use. Butane canisters are also not to be stored in the stairwells or near exits.

POOLS

There are four pools located throughout the property. You must have a key to enter the pool area. A key may be obtained from the management office. The first key is free. Lost or additional keys can be obtained at a cost of \$3.00 per key. The pool key also opens most Pedestrian gates located throughout the property. All children under the age of 18 years of age must be accompanied by an adult. Pool rules are posted by each pool and MUST be adhered to.

UNDER NO CIRCUMSTANCES ARE ANIMALS ALLOWED IN THE POOLS OR WITHIN THE POOL FENCE PERIMITERS.

EXERCISE ROOM

The exercise room is located off the main pool and requires an additional key. A key may be obtained from the management office for the cost \$10.00. An exercise room waiver must be signed to absolve the property from any liability of injury prior to accessing and using the exercise room. No one under the age of 18 is permitted in the exercise room. The exercise room is open from 6:00 a.m. to 10:00 p.m.

CLUBHOUSES

The Oaks of Woodlake has two clubhouses available for use by residents or owners for parties and gatherings. There is a rental fee and deposit for use of the facilities. Further details are available by contacting the management office at 713-972-1510. Please see details listed later in this booklet.

PEDESTRIAN GATES

The Oaks of Woodlake has a perimeter fence which has several conveniently located walk-through gates. Residents find these gates helpful while out walking or jogging. Your pool key will open these gates. Please be sure to close the gates once you have passed through them. Please help us keep safe.

PORTABLE WASHING MACHINES AND DISHWASHERS

Portable washing machines and dishwashers are not allowed in any unit. The use of portable machines creates scalding water throughout the entire building causing a potentially dangerous situation.

PETS

Pets are allowed on the property in accordance with the Pet Rules and Policies. Strict enforcement of these rules and policies is necessary for the safety and enjoyment of the residents of The Oaks of Woodlake.

PET POLICY

1. No unit can have more than two pets at any time. Dogs, cats, birds and fish are the only pets allowed. Fish are specifically exempted from the maximum allowable number of pets. Snakes and other "wild animals", as defined in sec. 6-52 of the Houston City Code, are specifically prohibited. The Oaks of Woodlake Pet Rules & Regulations shall follow the City of Houston guidelines set forth in the Houston City Ordinance Leash Law and Federal ADA Regulations.
2. No pet weighing over 50 pounds, or any pet which will weigh over 50 pounds at full maturity, shall be allowed.
3. All residents at the Oaks of Woodlake must fill out and sign a "Pet Registration" form for all pets and have it on file at the Oaks management office.
4. A fee of \$50.00 per pet will be collected from each pet owner at the time of the completion of the Pet Registration form. A pet identification tag will be issued upon payment of the fee and completion of the form. All future Oaks residents must fill out this form regardless of whether they have a pet and regardless of whether they are resident owners or renters.
5. No dog or cat shall be allowed outside the confines of a unit unless it is wearing the pet identification tag and must be on a leash attended by a person of at least 12 years of age as defined in the City of Houston Leash Law. **DOGS MUST NOT BE TETHERED TO A STAKE, TREE, SHRUB, POST, BUILDING OR ANY OTHER TYPE OF STRUCTURE OR OBJECT.**
6. All dogs and cats must have current rabies and license tags. This paperwork will be required prior to move in.
7. Any animal on the property without an Oaks pet identification tag or in violation of the City ordinance will be turned over to Harris County Animal Control.
8. Pet owners or caretakers are responsible for cleaning up all excrement from the pet in their control and allowed to go only in specific areas. No food will be left outside for pets.

9. THE BOARD OF DIRECTORS HAS SPECIFICALLY INSTRUCTED THE MANAGEMENT STAFF NOT TO DISTRIBUTE PARKING DECALS UNLESS THE PET REGISTRATION FORM HAS BEEN COMPLETED AND SIGNED AND THE FEE HAS BEEN PAID, IF APPLICABLE.

10. The owners of pets that are considered to be a menace, nuisance, annoyance, or hindrance or which demonstrate any sort of threat to other residents will be fined according to the Pet Fine Resolution.

11. The Oaks of Woodlake management staff is charged with the responsibility of distributing copies of the "Pet Rules and Policies" to all current and future owners and renters, at the address shown on the records in the management office. Any animal on the property without an Oaks pet identification tag, or over the WEIGHT LIMIT, will be fined according to the Pet Fine Resolution.

12. The Pet Fine Resolution states that if a resident is in violation of the Pet Rules, a warning letter will be sent to the homeowner. If after the initial warning letter the resident does not comply, a fine of \$50 will be imposed on the owner. For each infraction per month thereafter, the fine will increase an additional \$50 each month the infraction continues (i.e. \$50, \$100, \$150).

HOT TUBS / WATER BEDS

No spas and/or hot tubs or any item that exceeds the structural load (50 lbs. per square foot) are allowed inside the units. Waterbeds are not permitted on the property.

MAILBOX LOCK / KEY REPLACEMENT

If a mailbox key becomes lost or broken, a new lock must be installed on the mail box. The charge for the new lock and keys is \$15.00.

PACKAGES

Packages are NOT accepted in the management office or the gatehouse under any circumstances. This is for liability purposes.



THE OAKS CONDOMNIUM ASSOCIATION

EXERCISE ROOM WAIVER

I acknowledge and agree that the Oaks of Woodlake's exercise room is unsupervised, that the Oaks Condominium Association recommends that I consult with my physician and health care providers before starting an exercise program in the exercise room and that I am exercising at my own risk.

I further acknowledge and agree that persons under the age of 18 years old are not permitted within the exercise room.

I further acknowledge and agree not to provide access to the exercise room to other individuals, including but not limited to, other unit owners, tenants, residents, guests, visitors and persons under the age of 18 years old.

I hereby release and agree to hold harmless the Association, its directors, officers, employees, members, residents and agents for any claims, liabilities, injuries, damages to my person or property, direct or indirect, including but not limited to costs and attorney's fees, arising from, caused by, or the result of my use of the facility.

I further hereby agree that for any damages to persons or property arising from, or as a result of my misuse, abuse or negligent use of the exercise room, or for any violation of this waiver agreement, I will hold harmless and indemnify the Oaks Condominium Association and will be responsible for all associated costs of repair or personal liability.

This agreement is binding upon my heirs, beneficiaries, and successors-in-interest.

PLEASE SIGN AND DATE BELOW IF YOU AGREE TO THESE TERMS:

Signature

Date

Printed Name

Unit #

Telephone



THE OAKS CONDOMNIUM ASSOCIATION

CLUBHOUSE RULES AND RENTAL AGREEMENT

TO RESERVE THE CLUBHOUSES, ONE MUST BE A CURRENT RESIDENT OR OWNER AND MUST BE PRESENT AT THE SCHEDULED GATHERING.

1. Two checks are collected in advance before the function and before keys are issued; one money order/cashier's check for \$200.00 dollars for the deposit and a check for the fees (\$100.00 for the lower clubhouse plus/or \$150.00 for the upper clubhouse). The funds for the deposit may be refundable upon inspection by the management office that the room is clean and there is no damage. Any damage, failure to properly comply with the rules, or failure to clean the clubhouse will result in forfeiture of the deposit. Any damage not covered by the deposit will be assessed to the unit owner's maintenance fees.
2. If you plan to serve alcohol at your gathering, you will need to obtain a police officer (HPD), sheriff or constable in uniform who is to remain on duty at or near the clubhouse at all times. For groups of 25 or more people, you must have one police officer on duty. For groups of 50 to 100 people, you must have two police officers on duty. It is the responsibility of the resident to obtain and pay the officers.
3. We must have confirmation from the police officers that he/she has been hired before the key to the clubhouse will be released.
4. All parties must end by 1:00 a.m. on Friday and Saturday and 11:00 p.m. on Sunday through Thursday. If the party continues past the allotted time the courtesy officers or police officer are instructed to intervene and end the party. If a second intervention is necessary, the police will intervene and your deposit will be forfeited.
5. "Horse Play" will not be permitted around the pool area or on the upper balcony. Your guests are your responsibility. Pool rules are posted and these rules must be followed.
6. If necessary (for ventilation) doors may be ajar, but music must be kept down. Any complaints of loud music may result in police intervention and your deposit will be forfeited.
7. In order to receive your deposit back, the room must be left clean and vacuumed with no damage and all furniture must be returned to its original location. The outside area must also be cleaned and returned to its original condition. Trash may not be left in or around the clubroom and must be taken to the dumpster. Your deposit will be refunded after management inspects the area and the keys are returned.
8. No barbecue grills are allowed in the pool or clubhouse areas.

- 9. The key MUST be picked up on Friday by 5:00 p.m. before a weekend reservation.
- 10. No smoking inside the clubhouses.
- 11. All guests must park on Tanglewilde Avenue.
- 12. You MUST clean the clubhouse after the function or a cleaning fee will be deducted from your deposit.

ANY VIOLATION OF THESE RULES WILL RESULT IN THE FORFEITURE OF THE DEPOSIT!

Event Date: _____ Upper Clubhouse, Lower Clubhouse

Yes, alcohol will be present at this clubhouse event.

No, alcohol will not be present at this clubhouse event.

If yes, please provide the name and telephone number of the law enforcement officer(s) who have been hired to attend and the anticipated quantity of guests:

Guest Total: _____ Law Enforcement: _____

I have read the above rules and agree to abide by them.

Signature

Date

Printed Name

Unit # Telephone

APPROVED BY: _____

Authorized Representative,
The Oaks Condominium Association, Inc.
2100 Tanglewilde Street,
Houston, Texas 77063-1209
713-972-1510 (office)



THE OAKS CONDOMINIUM ASSOCIATION

PET REGISTRATION

UNIT # _____

In accordance with the Oaks of Woodlake Pet Rules and policies, I submit this "Pet Registration Form" for approval by the Board of Directors of the Oaks Condominium Association. I understand that if approval is granted by the Oaks Condominium Association, it may be revoked in the future at any time, for any reason deemed necessary by the Board of Directors. I understand that the Oaks Condominium Association will collect a \$50.00 registration fee at the time this form is submitted.

Pet #1: Dog, Cat, Bird, Fish Houston Tag # _____ Male, Female

Breed: _____ Color: _____ Weight at maturity: _____

Inoculated against rabies? Yes, No Inoculation Date: _____

Pet #2: Dog, Cat, Bird, Fish Houston Tag # _____ Male, Female

Breed: _____ Color: _____ Weight at maturity: _____

Inoculated against rabies? Yes, No Inoculation Date: _____

The undersigned acknowledges that they have been furnished with a copy of the Oaks of Woodlake Pet Rules and Policies and that I will fully comply the same. I agree to keep my pets on a leash whenever my pet is outside the confines of my unit. I agree to keep the pet ID tag on my pets whenever the pet is outside the confines of my unit. I agree to follow all Oaks rules and policies, promulgated by the Board of Directors of the Oaks Condominium Association, and any current or future additions, amendments, and/or supplements thereto. I agree to notify the Oaks of Woodlake management office, if in the future, any of my registered pets become deceased, or if I acquire new pets, or if I replace any existing pet with a new pet. I am aware that all dogs and cats residing at the Oaks of Woodlake must be inoculated against rabies; I agree to inoculate my dogs and cats against rabies annually. I agree to submit proof of rabies inoculation to the Oaks of Woodlake management office

The undersigned further agrees to Indemnify and Hold Harmless and defend the Oaks Condominium Association of and from any claims, demands, liabilities, costs, expenses, attorney's fees, and any causes(s) of action, including claims for contribution and indemnity, suits, judgments, and other damages whatsoever and of any nature which may arise or result from or relate to our keeping and maintaining such pet or pets, including any damage, injury, or harm caused by or inflicted by such pet or pets, or as a consequence thereof.

This release shall be binding upon and inure to the benefit of the parties and their respective heirs, representatives, successors and assigns.

Signature

Date

Printed Name

Unit # Telephone

APPROVED BY:

Authorized Representative,
The Oaks Condominium Association, Inc.
2100 Tanglewilde Street,
Houston, Texas 77063-1209
713-972-1510 (office)

Pet #1 - Oaks of Woodlake Pet Identification Tag # _____

Pet #2 - Oaks of Woodlake Pet Identification Tag # _____



THE OAKS CONDOMINIUM ASSOCIATION

PET AUTHORIZATION

I, the owner of condominium unit # _____ of the Oaks of Woodlake, authorize tenants and residents to keep pets within my unit in accordance with Oaks Condominium Association policy. I further authorize the Oaks Condominium Association staff to register and maintain records on these pets as they deem necessary. If I elect to withdraw this authorization in the future, I will notify the Oaks Condominium Association staff in person or in writing. I understand that if I decide to withdraw this authorization in the future, the Oaks Condominium Association has no responsibility to revoke the registration of pets belonging to tenants and/or residents living in this unit or to enforce this withdrawal of authorization.

The undersigned further agrees to Indemnify and Hold Harmless and defend the Oaks Condominium Association of and from any claims, demands, liabilities, costs, expenses, attorney's fees, and any causes(s) of action, including claims for contribution and indemnity, suits, judgments, and other damages whatsoever and of any nature which may arise or result from or relate to my tenants or residents keeping and maintaining such pet or pets, including any damage, injury, or harm caused by or inflicted by such pet or pets, or as a consequence thereof.

This release shall be binding upon and inure to the benefit of the parties and their respective heirs, representatives, successors and assigns.

Signature

Date

Printed Name

Unit #

Telephone



THE OAKS CONDOMINIUM ASSOCIATION

ASK BEFORE YOU ALTER SUMMARY

The Declaration of The Oaks Condominium, Inc. requires written permission from the Board of Directors before any alterations, additions, or improvements are made by a unit owner to the common area of the property. In response to this requirement, the Association has developed the Ask Before You Alter process, consisting of the Ask Before You Alter Application and the Conditional Consent Agreement, which protects both the unit owner and the Association.

The procedure for unit owners to obtain permission for a change to common areas of the property is as follows:

1. When you have finalized your plans for the alteration, addition or improvement, such as a patio fence (new or enlarged), patio deck (new or enlarged), French doors in place of sliding glass doors, or landscaping, you should call the Association management office for an Ask Before You Alter Application and a copy of the Conditional Consent Agreement (this will be filled out by the office, for your signature, when you have received Board approval for the change). These blank documents are also available for download from the Oaks of Woodlake's website;
2. Complete the Application, providing all pertinent information including (but not limited to) photographs of the current location and sketches or drawings of the proposed alteration. Include in your attachments a description of materials and method of construction or installation with the construction plans for the proposed change, if applicable;
3. Send or bring the completed Application and all attachments to the management office. Management office staff will submit all documentation to the Board of Directors for approval;
4. You may be contacted by an Oaks of Woodlake employee or by one or more members of the Board of Directors to review your application or to seek additional information;
5. The Oaks of Woodlake staff will notify you if the proposed alteration has been disapproved or tentatively approved by the Board of Directors. If your proposal has been tentatively approved, you will be asked to come to the management office to sign the Conditional Consent form. Only after both the unit owner and an authorized representative of the Association have signed the Conditional Consent form is approval granted for the proposed alteration.
6. If you intend to have a contractor perform any work related to the approved alteration, the contractor must have liability insurance and workman's compensation insurance. A

copy of the certificates of insurance must be provided to the Oaks of Woodlake management office prior to the work beginning. If applicable, all required City of Houston permits must also be provided to the management office prior to the work beginning.

7. The Conditional Consent Agreement formalizes the permission granted to you and advises that you (and any subsequent owners of your unit), and not the Association, are responsible for the future repair and maintenance of the alteration. The Conditional Consent Agreement will be maintained with your unit records in the Association's archival records.

The Conditional Consent Agreement is not a permanent authorization from your Association. It can be revoked if the terms of the Conditional Consent are not upheld, such as the requirement of unit owner maintenance.