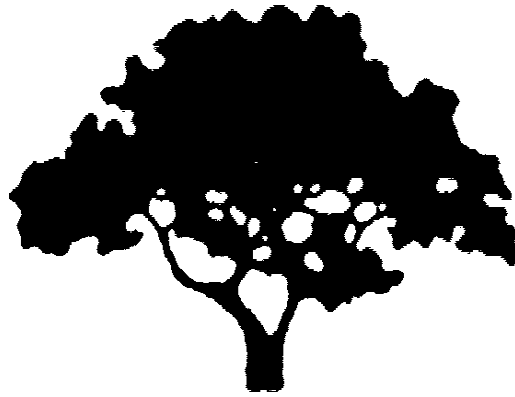


WELCOME



OAKS CONDOMINIUM ASSOCIATION

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 CONDOMNIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

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

I agree to abide by the declaration and by-laws and to follow the rules and regulations.

Listed as follows:

Parking and Towing Policy
Pet Rules and Policies
Procedure for after hour calls
Mail Boxes
Weight Room / Outside Gate
Packages
Pool Rules
Special Notice (Fire Safety and Pool Safety)
Ask Before You Alter
Association Property Insurance

Signature

Unit#



Owner Questionnaire

THE OAKS CONDOMNIUM ASSOCIATION A TEXAS NON-PROFIT CORPORATION

Date: _____ Unit Number: _____

Owner's Name: (1) _____ Number of Occupants: _____

Occupant: (2) _____

Occupant: (3) _____

Owner's Phone #'s: (1) Home: _____ Cell: _____

Owner's Email: _____

Owner's (1) Parking Sticker# _____ Driver's License# _____ State: _____

Occupant (2) Parking Sticker# _____ Driver's License# _____ State: _____

Occupant (3) Parking Sticker# _____ Driver's License# _____ State: _____

AUTOMOBILES TO BE PARKED ON PROPERTY:

		Make/Model	Year	License Plate #
Owner	(1)	_____	_____	_____
Occupant	(2)	_____	_____	_____
Occupant	(3)	_____	_____	_____

Do you require emergency assistance in the event of a power or other utility outage?

If yes, please explain _____

Please complete the above at your earliest convenience and return it to the Onsite Management office. Thanks so much for your help!

The Oaks of Woodlake
C/O Creative Management Co.
8323 S.W. Freeway, Suite 330
Houston, Texas 77074



Tenant Questionnaire

THE OAKS CONDOMNIUM ASSOCIATION

A TEXAS NON-PROFIT CORPORATION

Date: _____ Unit Number: _____

Tenant Name(s): (1) _____ Number of Occupants: _____
(2) _____
(3) _____

Tenant Phone #'s: (1) Home: _____ Cell: _____
(2) Home: _____ Cell: _____
(3) Home: _____ Cell: _____

Tenant Email: _____

Tenant (1) Parking Sticker# _____ Driver's License# _____ State: _____
Tenant (2) Parking Sticker# _____ Driver's License# _____ State: _____
Tenant (3) Parking Sticker# _____ Driver's License# _____ State: _____

LEASE INFORMATION

Lease Dates: _____ Lease Term: _____ Rent Amount\$ _____

AUTOMOBILES TO BE PARKED ON PROPERTY:

		Make/Model	Year	License Plate #
Tenant	(1)	_____	_____	_____
Tenant	(2)	_____	_____	_____
Tenant	(3)	_____	_____	_____

Do you require emergency assistance in the event of a power or other utility outage?

If yes, please explain _____

Please complete the above at your earliest convenience and return it to the Onsite Management office. Thanks so much for your help!

The Oaks of Woodlake
C/O Creative Management Co.
8323 S.W. Freeway, Suite 330
Houston, Texas 77074



Oaks of Woodlake Pet Registration Form

THE OAKS CONDOMNIUM ASSOCIATION A TEXAS NON-PROFIT CORPORATION

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 AM IN THE PROCESS OF RENTING or PURCHASING UNIT#_

Complete the following by answering in the appropriate spaces:

Number of Pets Owned ___ DOGS ___ CATS

TAG# _____ TAG# _____

Breed & Age of each pet _____ Weight of each pet _____

Are all dogs and cats inoculated against rabies? _____ YES _____ NO

Date of last inoculation _____

Complete the following by initialing the appropriate spaces:

I agree to keep by dog/cat on a leash whenever the pet is outside the confines of my unit.

I agree to keep the pet ID tag on my pet 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 additions, amendments, and/or supplements thereto.

I agree to notify The Oaks of Woodlake Management office, if in the future, should I acquire a dog or cat or should I replace any existing pet with a new pet.

The undersigned acknowledges that they have been furnished with a copy of The Oaks of Woodlake Pet Rules and Policies and that I/we will fully comply the same.

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, judgements, 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.

SIGNED: _____ DATE: _____ UNIT#: _____



Emergency Contact Information

THE OAKS CONDOMNIUM ASSOCIATION A TEXAS NON-PROFIT CORPORATION

UNIT#: _____

OWNER'S NAME: _____

HOME/CELL PHONE: _____ WORK PHONE: _____

OR

TENANT'S NAME: _____

HOME/CELL PHONE: _____ WORK PHONE: _____

In Case of Emergency, Please Contact:

Name: _____ Phone: _____

Relationship: _____



THE OAKS CONDOMNIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

UNIT#: _____

OWNER/TENANT NAME _____

HOME# _____ **WORK#** _____

Do you require to be called **ALWAYS** when your
guests come to the gate? YES ___ No ___

If the answer is YES, you can authorize up to (3) three people to visit
you on the property without calling:

1. _____

2. _____

3. _____



**US Postal Service
Information**

THE OAKS CONDOMNIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

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

Thank you for your attention,

Your Letter carrier

1. _____
2. _____
3. _____
4. _____
5. _____

UNIT# _____



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

Policy for emergency work after 5:00 pm on weekdays and weekends and holidays.

Our office hours are 8:30 am to 5:30 pm., 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.



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 is in 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.



THE OAKS CONDOMINIUM ASSOCIATION, INC.

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 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 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 twenty-four 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 attendants 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 guest's 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 is 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 and as well as pits out of site 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 14 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.

WEIGHT/FITNESS ROOM

The Fitness 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. A Waiver must be signed to absolve the property from any liability of injury and/or etc. **No one under the age of 18 is allowed in the Fitness Room. The Fitness Room is open from 6:00 am to 10:00 pm.**

CLUBROOMS

The Oaks of Woodlake has two clubrooms available for use by residents or owners for parties and gatherings. There is a rental fee and deposit for use of the Clubrooms. Further details and rental agreements are available in 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.

HOT TUBS/ WATER BEDS

No Spas and/or Hot Tubs or any item that exceeds the structural load (50 lbs. per sq. ft.) are allowed inside the units. Waterbeds are not permitted on the property.

MAILBOX LOCK / KEY REPLACEMENT

If the key(s) are 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 office or the gatehouse under any circumstances. This is for liability purposes.



CLUB HOUSE RULES & RENTAL DETAILS

TO RESERVE THE CLUB ROOMS, 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 clubroom plus/or \$150.00 for the Upper clubroom. 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 clean the clubhouse will result in forfeiture of the deposit. Any damage not covered by the deposit will be assessed to the 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 twenty-five (25) or more people, you must have one Police Officer on duty. For groups of fifty (50) to one hundred 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 Club House will be released.**
4. All parties must end by 1:00 am on Friday and Saturday and 11:00 pm Sunday through Thursday. If the party continues past the allotted time the Courtesy Officer or Police is instructed to intervene and end the party. If a second intervention is necessary, the Police Officer 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 the furniture must be returned to the original place. 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 clubroom areas.
9. The key **MUST** be picked up on Friday by 5:00 pm before the weekend reservations.
10. No smoking inside the clubhouse.
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!

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

Resident Signature

Management Signature

Printed Name

Unit #

Function Date

Clubhouse Upper or Lower



Pet Rules and Regulations Resolution

THE OAKS CONDOMNIUM ASSOCIATION A TEXAS NON-PROFIT CORPORATION

Whereas, The Board of Directors of the Association believes it is necessary to amend the policy regarding the pet rules and regulations:

NOW THEREFORE, BE IT RESOLVED, the following policy be and is hereby adopted by the Board of Directors.

1. No unit can have more than two (2) 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 thirty (50) pounds, or any pet which will weigh over thirty (30) 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 each pet 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 I.D. 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 I.D. tag and must be on a leash attended by a person of at least twelve (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.
7. Any animal on the property without an Oaks 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.
12. Any animal on the property without an Oaks Tag, beginning March 21, 2011, will be grandfathered provided the owners bring their pet to the office and buy the tag before April 15. After the date, the owner of a pet on the property over the WEIGHT LIMIT, WITHOUT AN OAKS TAG will be fined according to the Pet Fine Resolution.
13. 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).

TO CERTIFY WHICH, witness my hand this 15th day of April, 2011

THE OAKS CONDOMINIUM ASSOCIATION

By: Jan Laatsch
Jan Laatsch, Secretary

STATE OF TEXAS
COUNTY OF HARRIS

This instrument was acknowledged before me on 15th day of April, by Jan Laatsch, Secretary of the Oaks Condominium Association, Inc. on behalf of said corporation.

Margarita Garza Hernandez
Notary Public in and for the
State of Texas





**ASK BEFORE
YOU ALTER**

THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

The deed restrictions for The Oaks Condominium, Inc. requires written permission from the Board of Directors or Architectural Control Committee before any changes, alterations or additions are made by an owner/resident to the exterior of a home. Section 82.061 of the 1993 Texas Uniform Condominium Act goes even farther - it requires approval of the Association for any changes to the appearance of the common elements or to the exterior appearance of a unit. In response to these legal requirements, the Association has developed an application form and Conditional Consent, which protects both the owner, and the Association. The procedure for obtaining permission for a change to the exterior of a home and the Conditional Consent for changes to the common elements is as follows.

1. When you have finalized your plans for the change, alteration or addition such as a patio fence (new or enlarged), patio deck (new or enlarged), French doors in place of sliding glass doors, landscaping, etc., call the Association office for an application and a copy of the Conditional Consent (this will be filled out by the office, for your signature, when you have approval for the change;
2. Complete the application form, providing all data including 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 application and all attachments to the Management office who will submit all documentation to the Architectural Control Committee;
4. A member of the Architectural Control Committee may contact you to review your application;
5. The Management office will advise you, by letter, if the proposed change has been disapproved or ask you to come by the office to sign the Conditional Consent form, if the proposed change has been approved.
6. In the event you have a contractor do this work, he/she must have liability insurance and workman's compensation insurance. A copy of the certificates of insurance must be supplied to the Management office to be kept on file along with the appropriate City of Houston permits, if applicable, **PRIOR TO THE WORK BEGINNING.**
7. The Conditional Consent will be maintained with your Association's archival records.

The Conditional Consent is not a permanent authorization from your Association; it may be revoked if the terms are not upheld.



THE OAKS CONDOMINIUM ASSOCIATION
A TEXAS NON-PROFIT CORPORATION

DATE:

Architectural Control Committee
The Oaks Condominium Association, Inc.
2100 Tanglewilde Street
Houston, TX 77063

Dear Committee Members:

Please accept this as my request for approval for the following changes/alterations/additions to my residence located at (physical address): _____

Described below are all the changes/alterations/additions I propose to make, and I am attaching pictures, brochures or other descriptive material that will accurately describe the design of, and material to be used in my change/alteration/addition. If applicable, enclosed are site plans and/or drawings, including any landscaping changes requested to be accomplished at my expense.

I understand that I may not begin the below described work until my receipt of an approval letter and signed Conditional Consent form (if applicable) from the Management office as well as all Contractor insurance and City of Houston permits (if applicable) have been supplied to the Management office.

DESCRIPTION OF CHANGES/ALTERATIONS ADDITIONS:

Signed: Mailing Address: _____

Printed Name: _____

AFFECTED NEIGHBOR(S) APPROVAL:

Signed: _____ Address: _____

Printed Name: _____

Signed: _____ Address: _____

Printed Name: _____

Signed: _____ Address: _____

Printed Name: _____

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

CONDITIONAL CONSENT

This Conditional Consent, dated _____, 20__ , is by and between the following parties concerning the following described property:

"Owner": _____

"Association": The Oaks Condominium Association, a Texas Non-Profit Corporation

"Property": Unit ____ in The Oaks Condominium a Condominium pursuant to the Declaration and plats recorded in Volume 74 , Page 2 of the Condominium Records of Harris County, Texas and all amendments thereto, having an address of 2100 Tanglewilde Ave. 77063 Houston, Harris County, Texas.

Proposed Alteration: _____

Owner has requested permission from the Association for the Proposed Alterations to Owner's limited common element, patio and/or fence. The Proposed Alteration may encroach or overlap onto or into the general common elements of The Oaks Condominium Association.

The Association is agreeable of granting its Conditional Consent to the Proposed Alteration in accordance with the following terms and provisions:

1. By making the Proposed Alteration, Owner and any subsequent owner shall not acquire any interests (ownership, easement, or otherwise) in and to the common elements.
2. The plans and specifications (including exact dimensions, materials utilized, colors, method and manner of construction, etc.) must be approved by the Association.
3. All work must be performed in a good and workmanlike manner at Owner's sole cost and expense.
4. Owner shall maintain the Proposed Alteration at all times at Owner's sole cost and expense.
5. Association shall have the right, at the Association's sole discretion, to request the removal of the Proposed Alteration at any time. Any such removal shall be at the Owner's expense.

This Conditional Consent shall be binding upon the Owner's successors and/or assigns.