



## 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.