



## **THE OAKS CONDOMINIUM ASSOCIATION**

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### **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.