



## **THE OAKS CONDOMINIUM ASSOCIATION**

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### **ASK BEFORE YOU ALTER APPLICATION**

DATE: \_\_\_\_\_, 20\_\_\_\_

Board of Directors  
The Oaks Condominium Association, Inc.  
2100 Tanglewilde Street  
Houston, Texas 77063-1209  
713-972-1510

Dear Board of Directors:

Please accept this as my request for approval for the following alteration/addition/improvement to my condominium located at (physical address): Unit # \_\_\_\_\_ of 2100 Tanglewilde Street, Houston, Texas 77063.

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

I understand that I may not begin the below described work until:

1. I have received an confirmation of tentative approval from the Oaks of Woodlake management office,
2. The Conditional Consent Agreement has been signed by myself and an authorized representative of the Oaks Condominium Association,
3. I have provided copies of required certificates of insurance possessed by all contractors who will be performing a portion of the work to the Oaks of Woodlake management office, and
4. I have provided copies of required City of Houston permits (if applicable) to the Oaks of Woodlake management office.

DESCRIPTION OF ALTERATIONS/ADDITIONS/IMPROVEMENTS:

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Have you included attachments or enclosures?    Yes \_\_\_\_\_    No \_\_\_\_\_

If you have included attachments, please describe them briefly:

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\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

AFFECTED NEIGHBOR CONSENT FOR COMMON AREA ALTERATIONS:

Please be sure to read and understand the proposed alterations or improvements to the common area completely before signing below.

**NEIGHBOR #1:**

Unit #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

**NEIGHBOR #2**

Unit #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

**NEIGHBOR #3:**

Unit #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

**NEIGHBOR #4**

Unit #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_