

Architectural Modification Request

Townhouse Manor Fund, Inc. (THMF)

4121 Meyerwood Drive

Houston, Texas 77025

(713) 668-7888

Prior to commencement of any work complete and submit to:

THM Property Manager

4121 Meyerwood Dr., Houston, TX 77025

| | | | |
|----------------------------------|-------|-------|---------|
| Name of Homeowner (Print): | | | |
| Address (where work to be done): | | | |
| Phone: | HOME: | WORK: | MOBILE: |
| Email: | | | |

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|------------------------|------------------|---------|----------|---------|-------------|
| Modification Proposed: | Construction | roofing | painting | fencing | landscaping |
| | Other (specify): | | | | |

Description of Work to be Done (include details of materials to be used, colors of finished product, impact on adjacent property, clean-up plans upon completion of job, etc):

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|-----------------------|--|----------------------------|--|
| Estimated start date: | | Estimated completion date: | |
|-----------------------|--|----------------------------|--|

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|-----------------------------------|-----|----|------------------------------|-----|----|
| Any impact on adjoining property? | YES | NO | Have neighbors been advised? | YES | NO |
|-----------------------------------|-----|----|------------------------------|-----|----|

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|-------------------------------|--|
| Contracting Firm Name: | |
| Contact Name: | |
| Address: | |
| Phone / Email: | |
| Contractor Properly Licensed? | |
| Total Estimated Cost of Work: | |

Architectural Modification Request

Include the following with your application:

- Detailed drawing(s) or blueprints of your plan; site plans will be required if requested by the ARC or the Board.
- Detailed list of materials to be used including color(s) of the finished project.
- Pictures/photographs of exterior lighting fixtures or other items to be installed and visible from the street.
- A copy of completed permits/affidavits necessary for the work to begin.

In consideration of this application I, the undersigned, hereby acknowledge that I have read, understand and will comply with all requirements of Section I, Townhouse Manor Deed Restrictions, as well as the following:

1. **Written approval must be received before any building, construction, or improvement can commence.**
2. **Failure to comply with all requirements may result in withdrawal of approval.** The Board reserves the right to refer violations to the Deed Restriction Enforcement Division, City Attorney's Office, for their action if required.
3. All work on my job site will be:
 - a. accomplished at my expense and all future upkeep will remain solely my expense;
 - b. done expeditiously and in a good workman-like manner by myself and/or my contractor(s); and
 - c. performed at a time and in a manner as to minimize interferences and inconvenience to other residents.
4. I agree to:
 - a. talk with all neighbors affected by this work and assist them with any necessary paperwork that may be required for compliance with permitting requirements;
 - b. be responsible for the conduct of all persons, agents, and contractors who are connected with this work;
 - c. ensure the contractor does not display signs of any type, and that the job site, including common areas, walks and driveways adjacent to the job site, are left in a safe condition at the close of business each day;
 - d. assume responsibility and liability for damage and/or injury which may result from performance or non-performance of the work;
 - e. comply with all applicable state and local laws, codes, regulations, and requirements in connection with this work and obtain all necessary governmental permits and approvals for this work; and
 - f. immediately notify the THM Property Manager upon completion of the work and authorize a representative of THM to conduct an compliance inspection of the completed work.
5. I further understand and agree that:
 - a. the THM Board of Trustees (the Board), its agents and/or committees have no responsibility with such compliance and that the Board or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation or governmental requirement;
 - b. the ARC and/or Board are required to provide me a written response of their decision within forty five (45) days **after** plans and specifications have been received. If the Association fails to act within 45 days, approval will not be required and this requirement will be deemed to have been fully complied with; and
 - c. If required, I will place a refundable deposit with THM in an amount to be determined by the ARC and/or Board to ensure completion of the work and appropriate cleanup. Such deposit shall not exceed 2% of the estimated total construction cost, and may be less at the discretion of the ARC and/or Board.

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| Owner/Resident Name (print): | |
| Owner/Resident Signature: | |
| Date: | |

Action Taken to Architectural Modification Request

This Section For Committee and Board Use Only

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|---|---|
| <i>Date Received by Property Manager:</i> | |
| <i>Date Received by ARC:</i> | |
| <i>Date Received by Board:</i> | |
| <i>Date of Action:</i> | |
| <i>Amount of Deposit & Date Received:</i> | <i>Attach copy of check or money order to application</i> |

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| | <i>Request approved as requested. Notify Property Manager upon completion of work to schedule inspection.</i> |
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| | <i>Request conditionally approved with the following alterations, modifications and/or exceptions (see below):</i> |
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| | <i>Request disapproved based on the following (see below):</i> |
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Details/explanation:

On behalf of the Townhouse Manor Fund Board of Trustees, Inc.:

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| <i>Name (print):</i> | |
| <i>Signature:</i> | |
| <i>Title:</i> | |
| <i>Date:</i> | |

THM Architectural Modification Request Procedure

Following are the steps for submittal and management of an Architectural Modification Request to Townhouse Manor:

| STEP | ACTION |
|------|--|
| 1 | The homeowner completes the <i>Architectural Modification Request</i> form and submits original signed copy to the THM Property Manager via mail or-hand delivery. Email submissions may be sent to the Property Manager for information but will not be considered as officially received until such time as the original signed copy of the request is provided to THM. |
| 2 | The Property Manager logs in original request and confirms the date submitted to THM is correct. This date initiates the maximum forty-five (45) day period the ARC and Board are allotted to review and make a decision on the request. Every effort will be made to expedite the request; see Steps 5 & 7 for additional details on target dates. |
| 3 | The Property Manager forwards the request to the Chair of the Architectural Review Committee (ARC) with a copy to the President of the Board for information (no Board action required at this time). |
| 4 | The ARC completes an initial review of the application to determine the scope of work and completeness of information submitted. This step will involve contacting the homeowner for clarifications or additional information, and to advise of the amount of deposit required. |
| 5 | After receipt of necessary information, ARC completes its review, prepares a recommendation to the THM Board for their review, and submits to the Property Manager. ARC will also recommend whether a formal meeting should be held to discuss the application and the amount of refundable deposit required from the homeowner. Target for completion of steps 4 & 5 is seven days or less. |
| 6 | Property Manager distributes ARC recommendation(s) to Board members for review with a copy to the Chair of the ARC confirming distribution. |
| 7 | The Board will attempt to review and respond to applications within fourteen (14) days or less of receipt. However, complex proposals such as major construction or landscaping projects may be deferred to the next regularly scheduled Board meeting for consideration and a vote. |
| 8 | After review and deliberation the Board approves or disapproves the application. The President or designated Board representative notifies the Chair of the ARC of the Board's decision. |
| 9 | ARC prepares the THM response and returns to the Property Manager. |

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| 10 | The Property Manager ensures a deposit for the correct amount has been received from the homeowner and notifies the homeowner of the Board's decision. The Property Manager returns a copy of the completed forms to the homeowner. |
| 11 | During the life of the project the Property Manager and ARC will periodically spot-check the job site for compliance and report any discrepancies to the Chair of the ARC and/or the President for action as appropriate. |
| 12 | Upon notification to the Property Manager by the homeowner that the work is completed, the Property Manager will notify the Chair of the ARC. The Chair of the ARC will assign a member of the ARC to promptly inspect the completed job for compliance with THM requirements. |
| 13 | The ARC inspector notifies the Chair of the ARC and/or the Property Manager of inspection results. If approved, the Property Manager closes the file and returns the deposit to the homeowner. If disapproved, the Property Manager refers the matter to the Chair of the ARC and/or the President of the Board for further actions that may be required. |
| 14 | Property Manager notifies homeowner matter is closed or if additional actions are required. Follow-up with homeowner by ARC and/or the Board as required. |