

## ASK BEFORE YOU ALTER

According to our deed restrictions an owner shall not make structural modifications or alterations to his unit or installations located therein without previously notifying the Association in writing through the Managing Agent. Also, Section 82.061 of the 1993 Texas Uniform Condominium Act goes even further: Alterations of Units; (a) Subject to the provisions of the declarations and other provisions of law, unit owner: 1) may make improvements or alterations to the owner's unit that do not impair the structural integrity of mechanical systems or lessen the support of any portion of the condominium; (2) may not change the appearance of the common elements or the exterior appearance of a unit or any other portion of the condominium without prior written permission of the Association. In response to these legal requirements, the Board of Managers of Tanglegrove Townhouse Condominium Association has developed an application form and Revocable License which protect both the owner and the association when any such changes are made. The procedure for obtaining the License is as follows:

1. When you have finalized your plans for the change, alteration or addition, call your Creative Management Company Property Supervisor for a copy of the Revocable License and application.
2. Complete both forms, providing all required data, including the legal description of your home and attaching a photograph, sketch or drawing of the proposed alteration. Include in your attachments a description of materials and method of construction or installation, including construction plans if applicable, of the proposed change.
3. Send both executed forms to you Creative Management Company Property Supervisor.
4. Your Creative Management Company Property Supervisor will forward copies of your application to the Architectural Control Committee or designated Board member,
5. Your Board or Architectural Control Committee representative will contact you to review the application if necessary.
6. Within the time parameters provided in your legal documents, you will be advised of the Board/ Committee decision, or recommendations for change.
7. You must obtain all permits and licenses necessary to legally complete the work, including recording fees.
8. The approved Revocable License is recorded with the deed records of Harris County, formalizing the permission granted to you and advising those who conduct a title search of your property that you, and not the association, are responsible for the repair and maintenance of the alteration. The License is also maintained with your association's archive records.

The Revocable License is not a permanent authorization from your association. It can be revoked if the terms of the License are not upheld, such as the requirement for owner maintenance. The recorded License is an excellent means of providing protection to the homeowner against possible misplacement of the approval documents as well as assurance to the association that the approved alteration will be properly maintained.

**ARCHITECTURAL MODIFICATION REQUEST  
AND  
REVOCABLE LICENSE**

In an effort to maintain property values, deed restrictions, require that exterior/interior changes be approved by an Architectural Review Committee (Committee) prior to commencing work. Their evaluation addresses architectural harmony, color, location, minimum construction standards and use restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or alteration(s). **COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.**

Owner's Name: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_ Building: \_\_\_\_\_ Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Important: Attach copy of certificate of insurance which proves that the contractor doing the work is insured.

**DESCRIPTION OF MODIFICATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF MODIFICATION (check):**

Side of House     Front of House     Rear of House     Roof of House     Patio     Garage  
 Other (describe) \_\_\_\_\_

**MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT (check):**

Please submit material sample and color samples for any paint, to include primary and trim, must indicate if painting a surface that has not been previously painted, window or screen tint, roofing materials, brick or siding.

|                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Paint Color(s) _____ | <input type="checkbox"/> Stain Color(s) _____ |
| <input type="checkbox"/> Lumber type(s) _____ | <input type="checkbox"/> Brick type(s) _____  |
| <input type="checkbox"/> Screen type(s) _____ | <input type="checkbox"/> Concrete _____       |
| <input type="checkbox"/> Pipe _____           | <input type="checkbox"/> Electrical _____     |
| <input type="checkbox"/> Fence type _____     | <input type="checkbox"/> Height _____         |
| <input type="checkbox"/> Other _____          |                                               |

**INFORMATION REQUIRED:**

1. Photographs, sketches, sales literature, catalog pages, etc. to describe the proposed work.
2. Room Additions – Draw location of addition on sketch and give dimensions including height, length, width plus elevation and side view, show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls, roof, etc. to be used. Submit the approved planning permission information when obtained.

(Failure to submit the required information could result in a delay and/or automatic disapproval of submitted plans.)

It is understood that the Owner of said unit is wholly responsible for the maintenance, repair and damages caused by the above-described interior and/or exterior alteration(s). The Owner, his/her heirs and assigns also assume any and all responsibility for damage to the common elements and/or his/her unit and the adjacent units due to the structural changes caused by the above described alteration. Should the installation or presence of said alteration damage or otherwise materially affect the structural integrity of the building or the common or limited common elements and/or adjacent Homeowner units in the Association, then, upon sixty (60) days written notice from the Association to the Owner setting forth such damage, this License shall be revoked without further notice to Owner. The alteration shall be removed by the Owner or made structurally sound in a manner agreeable to both parties within sixty (60) days thereafter, at the Owner's expense. If the Owner fails to remove the alteration within the required sixty (60) days and return the unit to its prior state or make the alterations structurally sound in a manner agreeable to both parties, then the Association shall have the right to make the alteration structurally sound in a manner agreeable to both parties or remove the alteration and return the unit to its prior state and charge the Owner for all expenses incurred.

I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding its decision. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, etc. affecting such modification(s). I understand I am not to begin property modifications until the Committee notifies me of its approval.

All terms and conditions of the Association's Declaration, By-laws, Rules and Regulations pertaining to interior and /or exterior alterations and maintenance shall remain in full force and effect, and shall be strictly followed by the Owner.

**AGREED AND ACCEPTED BY OWNER:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name and title)

Dated this \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_.

Before me, the undersigned authority, a Notary Public, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she/they executed and delivered the foregoing instrument for the purposes and consideration therein expressed and as the act of said corporation.  
Given under my hand and notaries seal this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Notary Public, State of Texas

Notary Name Printed: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**FOR COMMITTEE USE ONLY**

**ADDITIONAL INFORMATION RQUIRED**

**Committee requests additional information prior to processing your request.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**SUBMISSION DENIED**

**Your application for exterior/interior changes has been denied as it does not meet guidelines as presented.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**SUSMISSION APPROVED**

Tanglegrove Townhouse Condominium Association ("Association") hereby grants to \_\_\_\_\_ his/her heirs, assigns, and successive owners ("Owners") of the unit located at \_\_\_\_\_ and legally described as: \_\_\_\_\_ in the City of Houston, Harris County, Texas. A Revocable License to perform the following work and effect changes on the interior and/or exterior/interior of the above described residence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREED AND ACCEPTED BY ASSOCIATION::**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name and title)

Dated this \_\_\_\_ day of, \_\_\_\_\_ 20\_\_.

STATE OF TEXAS §  
COUNTY OF HARRIS §

Before me, the undersigned authority, a Notary Public, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she/they executed and delivered the foregoing instrument for the purposes and consideration therein expressed and as the act of said corporation. Given under my hand and notaries seal this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Notary Public, State of Texas

Notary Name Printed: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Return to:**

Tanglegrove Townhouse Condominium Association  
c/o Creative Management Company  
8323 Southwest Freeway, Suite 330  
Houston, TX 77074