

STRATFORD TOWNHOMES HOMEOWNERS ASSOCIATION

c/o Property Masters, Inc.
11281 Richmond Ave., Suite J-110
Houston, TX 77082
281-556-5111

REQUEST FOR APPROVAL TOWNHOME REPAIR, REPLACEMENT OR IMPROVEMENT

OWNERS: Please read both pages of this Request for Approval before signing and dating on page 2.

General Comments:

1. The Declarations of the Association state that 20 days are allowed for a decision to be made on an Owner's request. If the Owner does not receive a decision within the 20-day period, the request is automatically rejected and not allowed. The Architectural Control Committee ("ACC") makes every effort to process requests as quickly as possible; the Owner's cooperation in providing requested information about the proposed repair, replacement or other improvement is a *major* factor in the time needed to obtain a decision.
2. Any Request for Approval of Townhome Repair, Replacement or Improvement of the Exterior of the townhome must include this Request Form completed by the Owner and any Supplement(s) and other information requested for the type of work to be done.
3. Please be courteous of your neighbors in scheduling the time that your repair or replacement work will be done. Roof Replacement or Replacement of all windows is to be conducted between the hours of 8:00 am and 6:00 pm Monday through Friday (not on weekends or Holidays) except for emergency situations resulting from inclement weather, fire or other unforeseen and uncontrollable circumstances – your contractor's inability to schedule the work during these times, is not considered an emergency.
4. Please instruct your contractor/workmen to be courteous when working out of your garage, i.e. Do not block your neighbor's access to their garage; if any vehicle is blocking or impeding your neighbor's access to their garage, your workmen must be on-site and available upon request from any neighbor to immediately move materials, trucks, trash or anything that impedes their use of or access to their garage.

Owner(s) Name(s): _____ Unit #: _____

Address: _____ Home/Cell Phone: _____

E-mail: _____

Length of Time Required for Work: _____ Projected Start Date: _____

Description of Improvement: _____

Vendor/Contractor to perform actual work- (i.e. Name, phone number, e-mail): _____

*Please attach other materials (photographs, sales literature, catalog pages, sketches, renderings, etc.) to help illustrate work to be done and materials to be used.

Supplemental forms must be included with this request for the following repairs or replacements:

- **Roof Repair/Replacement **ROOF SUPPLEMENT**
- **Metal Roof Repair/Replacement: **METAL ROOF SUPPLEMENT**
- **Window Repair/Replacement: **WINDOW SUPPLEMENT**
- **Repair/Replacement of Front Door
or Front Door Hardware
(including front light fixture): **FRONT DOOR AND DOOR HARDWARE
SUPPLEMENT**

****For Any Other Repair, Replacement or Improvement: PLANS, PHOTOGRAPHS, BROCHURES, RENDERINGS OR OTHER DETAILED INFORMATION MUST BE INCLUDED.**

I/we have read all information provided on this form and supplemental forms and agree to take reasonable care not to disturb neighbors during the duration of this work. Further, I/we understand that the ACC will act on this request and contact us regarding its decision as quickly as possible, even though that may take up to 20 days and if I/we do not receive a response within 20 days, I/we understand that the request has been denied. I/we agree not to begin the proposed repair/replacement/improvement until the ACC notifies us of their approval.

Signature of Owner(s): _____ Date: _____

_____ Unit #: _____