



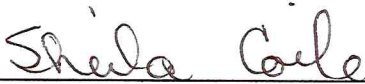
Pendleton Harbor
Property Owners' Association, Inc.
200 Sand Dollar Dr., Hemphill, Texas 75948
409-625-4813 409-625-0604 fax

Policy Letter # 7B
Amended March 9, 2018

Subject: Procedures for Applying for Permits

- 1) **Requestors'** for permits must apply at the PHPOA office:
 - a) PHOA Office : 409-625-4813 (Hours 8:00am-1:00pm M-F)
 - b) Email: phpoa@windstream.net
 - c) Fax: 409-625-0604
- 2) Office Personnel will:
 - a) Ask Requestors' to fill out the request for permit form
 - b) Check the current PHPOA records to insure requestor and property owner is one of the same.
 - c) If ownership is different from tax roll, the property owner must provide proof of transfer of ownership via deed/closing papers/power of attorney.
 - d) The person making the request must be the property owner.
- 3) Once the Permit Request has been filled out and signed by the property owner the request will be:
 - a) Logged into the PHPOA data base and be given a unique number
 - b) Submitted to the PHPOA Permit director
 - c) Only after the permit has been approved may work commence
- 4) The PHPOA office will call and notify the property owner of the decision. If the permit has been approved the Property Owner will need to stop by the office and pick up the permit(s) needed for work to commence. If the permit is rejected it should be communicated to the property owner and the reason for rejection.
- 5) After completion of the project the property owner must sign off on the permit stating work has been completed and turn the permit back into the office.

- 6) PHPOA **Board of Directors or assignee** should then inspect the site to insure that all requirements of the permit have been met within 30 days after the permit has been returned.
- 7) Permits pertaining to specific lots should be filed with the individual lot records and a copy to the permit files.
- 8) Permits should be retained for a period of **four** years.
- 9) **Ref. - Texas Property Code 209.005.**
- 10) Permits should be filed by front office



Sheila Coile
President PHPOA

Amended & Approved 3/9/18, Bd of Dirs Mtg