

The Point at Walden

Application for Modification/Improvement/Repair of Units

(See attached Guidelines)

Owner's Name: _____
Mailing Address: _____

Telephone: Home: _____ Work: _____
Fax: _____

Email Address: _____

Number of Unit to be altered, modified or repaired: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Scope of work for which approval is sought:

Attach drawings and/or sketches of work to be done and, where applicable, color images and data sheets for materials to be used. Add additional sheets as may be necessary. In addition, provide samples of materials to be used.

- In addition to being notified of approval by mail, I would like to receive notification by phone/fax at: _____
- Permission is granted to members of the Board of Directors to enter my property in conjunction with this application to inspect prior to, during and/or at completion of project.
- I certify that all replacement materials being used are equal to or greater in quality than those being replaced.
- I agree that, once approved, no deviation from scope of work or materials to be used covered in this application will take place without written authorization from the Board of Directors.
- I further agree that any contractor, firm or individual that I engage to perform the work described herein will be qualified/licensed/certified and carry comprehensive general liability and workman's compensation insurance and will provide a copy of said policy to the management company at start of construction.
- I hereby certify that the scope of work requested in this application conforms to the conditions set forth in: 1) Condominium Declaration for The Point at Walden; 2) Part B of the Application Guidelines, particularly with respect to the weight limitations established therein; 3) Rules, Regulations and Guidelines for The Point at Walden; and 4) the Walden Community Improvement Association (WCIA) Board Policy Manual.

For Units on 2nd and 3rd floors only:

- I certify that any new floor coverings to be installed, including but not limited to ceramic tile and tile like products, will not exceed a maximum weight of 6"/sq.ft. when installed.
- I certify that any new granite, stone, marble, etc., countertop to be installed will be no more than 3/4" thick and will cover an area no greater than that which is being replaced.

Date Submitted

Owner's Signature

*The Point at Walden Condominiums***OWNER CERTIFICATION OF COMPLETION
OF MODIFICATION, IMPROVEMENT, OR REPAIR TO UNIT**

I, _____, owner or agent of unit # _____, located at The Point at Walden Condominiums, 12800 Melville Drive, Montgomery, Texas, do hereby certify that the modifications, improvements and/or repairs as described in the previously approved application packet have been made to the above referenced Unit. I further certify that the scope of work and materials utilized in said modification, improvement and/or repair are the same as those described in the approved application packet, and conform fully to the conditions set forth in: 1) Part B of The Point's Application Guidelines and do not exceed the weight limitations established therein; 2) the Rules, Regulations and Guidelines for The Point at Walden Condominiums; and 3) the Walden Community Improvement Association (WCIA).

Signed this _____ day of _____, _____.

Signature

Printed Name

07/22/06

The Point at Walden Architectural Review Guidelines

The purpose of the architectural review/approval process is to ensure that no modifications or improvements are made to the Units that would negatively impact the structural integrity of the buildings and the safety of the owners and guests. Also, to ensure that architectural harmony is maintained. The architectural review/approval process requires that owners submit plans for proposed repairs, modifications or improvements to the Board through the management company for review and approval prior to the start of any work. Owner's plans may be submitted to the builder and their structural engineers for additional evaluation. This evaluation, if required, would be at owner's expense.

Part A - Application Procedures

Following are the steps necessary to complete and submit an application for the modification, improvement or repair of a Unit for approval:

- Application kits may be obtained from The Point at Walden - Office located in Bldg. A. 12800 Melville Drive, Montgomery, TX. 77356;
936/582-4116 or _____ to have one mailed.
- Read the Condominium Declaration for The Point, Part B-Special Provisions of these Guidelines, plus the Rules, Regulations and Guidelines as they apply to alterations, modifications, improvements, and/or repairs being requested for the unit(s), particularly with respect to restrictions that may apply.
- Should clarification be required regarding the restrictions and/or interpretation of the guidelines, contact the property management company _____
- Complete the application form by providing complete details regarding the scope of work for which approval is being sought in the space provided on the form. Attach drawings or sketches of work to be done and, where applicable, color images and/or data sheets for materials to be used. In addition, provide samples of materials to be used. Attach additional pages as required.
- Attach any and all supplemental materials specified in the guidelines. This includes samples of materials to be used. Some projects may also require professional drawings and/or engineering studies. When in doubt, seek clarification from the property management company.
- Applications, along with the required supplemental materials, may be delivered to the Management Office at The Point or mailed _____
- The management company will acknowledge the receipt of each application by regular mail.
- The management company will review each application to determine if the information provided is sufficient for architectural review. If not, applicants will be asked to provide additional information.
- Acceptable requests will be reviewed by the Board within 15 calendar days of receipt whenever possible.
- In some instances, it may be necessary for the Board or its Agent to visit the unit to be modified in order to gain a better perspective and appreciation for the merits of the request.
- The Board may approve, approve with stipulations, disapprove, or defer its decision on the application.
- A letter announcing the Board's decision will be sent via regular mail on the first work day after a decision is reached. Applicants may also request verbal notification of the Board's decision by checking the appropriate block on the application form. When a decision is reached, the property management company will call the applicant the first work day after a decision is reached to inform the applicant of the results.
- Certificates of Completion will also be required from Owners upon completion of the project.

Note: Office hours at The Point are from 9 AM – 5 PM, Tuesday through Friday, and 9 AM – 1 PM on Saturdays.

Architectural Review Guidelines
Effective date: March 19, 2007