

Parkhollow Place Property Owners Association, Inc.
 Architectural Review Committee
 Architectural Guidelines

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I. ARCHITECTURAL REVIEW

A. Overview

The general purpose of Architectural Control and restrictions is to enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity and design. The Parkhollow Place Property Owners Association's (PPPOA) "Declaration of Covenants Conditions and Restrictions" (aka Deed Restrictions) provide the procedure for effective Architectural Control, and delegate the administration of the procedure to the Architectural Control Committee (ACC) in specific and the Association and its members in general.

The Declaration of Covenants, Conditions and Restrictions for Parkhollow Place Property Owners, Article IV, Paragraph 1, establishes an Architectural Control Committee.

The ACC shall consist of three members, who may be appointed by the Board after all lots have living units built on them. At the present time (October 1986), the approval or disapproval of new construction remains with the developer, Mr. Glanville, and the approval or disapproval of changes, additions and improvements to other than new construction will be by a committee of three residents appointed by the Board of Directors. Hereafter, the ACC shall refer to this committee of residents and their activity related to other than new construction.

The following guidelines are in conformity and in association with the Deed Restrictions (DR) of PPPOA. They are intended to facilitate the ACC's operation and implementation of Architectural Control and more specifically its approval/disapproval of applications for Architectural Change/Improvements submitted by PPPOA membership.

These guidelines will be amended from time to time, in conformity with the PPPOA Deed Restrictions, as the circumstances, conditions or opinions of the PPPOA or Architectural Committee will predicate or prescribe.

B. Procedure

1. For Application to effect Architectural Change or Improvement

In accordance with Article IV, Paragraph 2 of the DR's, "No buildings or other improvements, including driveways,

sidewalks, drainage facilities, landscaping, fences, walks, fountains, statuary, or outdoor lighting, shall be commenced, constructed, erected, placed, or maintained in the Subdivision, nor shall any exterior addition to or alteration therein be made, unless and until: (i) a preliminary site plan showing all uses and dimensions, the location of buildings, entries, driveways, parking areas, pedestrian ways, and storage areas, and a schematic plan for the landscaping and lighting of the property, have been submitted to and approved in writing by the ACC..."

The ACC will accept only written requests for changes or improvements. Members may submit either a letter of request for approval or a completed form of application, together with all pertinent information (e.g., plans, specifications, details, etc.). Such requests (applications) should be mailed to the office of the Association (Managing Agent's) for distribution or forwarding to the ACC.

2. For Consideration of Application

The Managing Agent will acknowledge the application and forward it to the ACC for their consideration.

The ACC will collect applications and consider them at regular meetings, or as needed. However, a maximum of 10 working days after receipt of an application at the Association's (Managing Agent's), the application MUST be approved or disapproved, or it is otherwise Automatically approved. In lieu of a meeting, the ACC can approve an application by phone if all committee members agree.

When ACC meets to consider an application, consideration should always be made of the Guidelines (attached as Section II hereof) and any local or state statutes, ordinances or building codes, Deed Restrictions and easements, as well as quality of materials and reputation or ability of contractor.

C. Forms

The attached Exhibit "A" shall constitute the current form of application for Architectural Change or Improvement. This form may be amended from time to time as the ACC determines.

D. Timing

Timing is important when considering applications. The members applying are often delaying construction, installers or themselves in order to comply with the ACC approval requirements. The ACC should recognize this aspect and meet regularly for consistency.

Within ten (10) working days after receipt, the ACC must approve or disapprove an application. In accordance with Article IV, Paragraph 2, failure to do so shall result in the application being deemed approved.

The committee should recognize the several days lag time necessary to mail any approval or disapproval when considering meeting schedules.

E. Notification

Notification of the ACC decision on an application should be written and dispatched promptly after the decision is reached. Any such notification must include any stipulations, conditions or instructions necessary, and any disapproval should outline any reasons for disapproval. Copies of the notification will be filed by the Managing Agent's staff together with the application in the permanent lot record file for future reference. The Managing Agent will handle all notifications both to applicants and the ACC and keep records of such.

F. Appeal

The ACC does hereby establish a system of appeal. The basic procedures include:

1. Written notification by applicant of desire to appeal.
2. Written documentation or reasoning by applicant of why applicant feels that the ACC mis-directed itself, including submission of extenuating circumstances, additional circumstances or changed conditions.
3. The ACC will consider any resubmitted application at its next regular meeting unless circumstances dictate otherwise.

4. If denied on appeal, the owner may further appeal any denied decision of the ACC to the PPPOA Board of Directors.

G. Variance

The ACC may recommend to the Board to approve deviations in the general use restrictions in respect of Architectural changes in instances where, in its judgement, such deviation will result in a more common beneficial use and enhance the overall development plan for the Property. Such approvals must be granted in writing and approved by the Board.

II. Standards - Guidelines

A. General

The ACC must use caution when approving applications. Several fundamental factors that should be considered in coming to a decision by ACC are:

1. Dimensions, Size
2. Color
3. Materials & Quality
4. Location
5. Design Harmony, character, and compatability with the overall character and aesthetics of the subdivision.
6. Design Appeal
7. Method and professionalism of construction/ installation
8. Impact on neighboring lots, community
9. Elevation
10. Completeness of information (i.e., is the information sufficient to make a decision?)
11. Conformity to state, local statutes, ordinances or building codes, Deed Restrictions, easements and these Guidelines. As part of the approval letter, a disclaimer should be included stating...

"approved subject to compliance with state and local statutes, ordinances and building codes.

NOTE: The ACC does not warrant that the change/improvement conforms to state or local statutes or building codes and any approval must be made subject to the applicant obtaining any necessary state or local authority approvals.

Additionally, Article III (10) only allows construction work after 7:00 a.m. and before 9:00 p.m.

It is recommended that the ACC use the above guidelines as a minimum requirement checklist for consideration of applications.

The ACC must strive to be systematic and consistent as the decisions made will influence future decisions and discrimination is not acceptable.

B. Fences

1). Specifications

Per Article IV, Paragraph 2: "Unless the ACC agrees otherwise, there shall be no chain link fencing..." Therefore, all fences shall be made of wood, and shall be of a usual construction and configuration, and shall be of a height of between four and six feet, unless otherwise approved by the Architectural Control Committee.

Particular attention should be paid to the above specifications for corner lot/side yard fences. The Building line setback information is available from the Managing Agent or the Subdivision Plat.

2). General

A disclaimer or condition should be added for fences to be installed near easements, especially pipelines, such as:

"The Architectural Control Committee has approved your plans to construct a 6' cedar fence at the referenced location as indicated by your sketch. However, the location of the fence should not encroach into the H L & P or drainage easement.

Additional specifications should be made that all fences be installed "picket side out" or "street side picket" to avoid unsightly public exposure of rails and posts.

3). Exceptions

Previous exceptions to the above rules have been granted regarding:

Additional Policies or Considerations:C. Swimming Pools and Spas

The following specifications shall apply to swimming pool approvals:

Spas or jacuzzis which are to be built in the ground shall have the same specifications and requirements as swimming pools.

1. The pool shall not encroach upon any utility easement or building line shown on the recorded plat as cited in Article 3, Paragraph 19 of the PPPOA Deed Restrictions.
2. The pool must be enclosed by a 6' privacy fence. If it is necessary to have water in the pool during construction, then a construction fence sufficient to prohibit entry by children shall be provided at all times that work is not in process.
3. Any above ground lights shall not be directed toward neighbor's property, public streets or thoroughfares.
4. Backwash shall be tied into sanitary sewer. Contact City of Houston Water Dept. for tap.

The following restrictions shall apply to swimming pool approvals.

1. No building materials shall be left on the street overnight.
2. Excavated material shall be used on site or removed from the area by the contractor.

3. Compliance with the National Electrical Code. This specifically includes the installation of a Ground Fault Circuit Interrupter as required.
4. Access limited to this site. Any surface damage done to community property or neighbor's property shall be restored to the PPPOA or neighbor's satisfaction.

In case of a restoration disagreement, any necessary arbitration may be handled by the ACC.

By approving your request for construction of a swimming pool, you should not assume we are endorsing the specific named pool contractor as we do not attempt to screen nor qualify the various firms contracting with individuals. We do encourage you to investigate the contractor's background and financial responsibility before executing a contract with the pool company.

Additional Policies or Considerations:

D. Outbuildings

Outbuildings may be defined as any structure not attached to the main structure, including storage sheds. These are generally considered different from Article 3, Paragraph 1 & 2.

The following specifications apply to outbuilding approvals:

1. Only one outbuilding may be approved for any given lot.
2. Outbuildings will only be considered for approval if a 6'0" privacy fence is included in the design and this fence must be constructed and completed prior to or within one month following installation of the outbuilding.

3. Maximum dimensions of outbuildings:

Width	10 feet maximum
Length	10 feet maximum
Height	(ground to highest point) - 8 feet maximum

4. Exterior must be constructed of the predominate materials used on the main residence matching those materials in both size and color, including siding or brick raw materials, and roofs.
5. "Outbuildings" shall not be defined to include bonafide additions to the main residence or garage but will include all other enclosed structures.
6. No windows shall face onto a neighbor's yard.
7. If there is a drainage easement along the side of the property where the building will be located, then the location of same shall in no way impede the free flow or drainage thereon.
8. If there is a utility easement across the back of the property, the Architectural Control Committee does not have the authority to grant permission to locate the structure in this easement: That approval would have to be obtained from the utility companies involved.

Additional Considerations:

E. Patio Covers, Awnings

The following specifications will apply to patio covers, awnings, etc.

1. No encroachment upon any utility easement or building line setback as shown on the recorded plat of PPPOA may be allowed.
2. Exterior colors shall match or blend with those of the main structure.

- c. Support posts for covers.
4x4 minimum size for support posts.

Additional considerations:

G. Lighting

The following specifications shall apply to lighting.

1. Most lighting is generally acceptable provided it is not shining or directed so as to disturb neighbors.
2. Because of the nature and glare of mercury vapor lights, these are generally not allowed. Several alternative exterior lights are available and will serve the same purpose as mercury vapor lights.
3. Front lighting is required by Article III paragraph 19, which requires: "an electric yard light activated by a light sensitivity switch...which meets specifications promulgated by the ACC."

Additional considerations:

H. Painting

The following specifications shall apply to painting:

1. Earthtone colors were originally specified to Builders, however, certain styles may dictate variances, such as Victorian style homes.
2. The surrounding homes should be considered strongly for variances.

3. Construction plans must include use and placement of appropriate materials to ensure the structure's stability and sturdy construction. Joist sizes and spans should be appropriate for overall structure, placement, size and usage.

Additional considerations:

F. Decks

The following specifications shall apply to decks:

1. No encroachment upon any utility easement or building line setback as shown on the recorded plat for PPPOA may be allowed.
2. Consideration may be given to requiring fencing as a screen if the deck is to have various handrails or other vertical improvements.
3. Construction plans must include use and placement of appropriate materials to ensure the structure's stability and sturdiness. Joist sizes and spans must be appropriate for overall structure, placement, size and usage.
4. It is suggested that treated or rot-resistant lumber (redwood or cedar or wolmanized lumber) be used on decks and covers when woods materials are included. If not, preventative maintenance is the owner's responsibility.
5. Minimum construction specifications include:
 - a. Floor joists - minimum of 2' on center.
2x4 - every 4' support.
2x6 - every 6' support.
2x8 - every 8' support.
 - b. Ceiling joists on patio covers.
14' span - using 2x6
16' span - using 2x8

Additional considerations:

Earthtone or colors similar to those originally used on similar houses in Parkhollow are recommended.

I. Improvements in front of lot line.

The following specifications shall apply to improvements in front of lot line.

1. Per Article III, Paragraph 14. Prohibition against certain Obstruction:.
"No fence, wall, tree, hedge, or planting shall be maintained in the Subdivision in such manner as to obstruct sight lines for vehicular traffic from the standpoint of safety".

No object or thing should be placed or located on corner lots which obstructs sight lines at elevations between two (2) and six (6) feet above the top of the street curb within the triangular area formed by the junction of street curb lines and a line connecting them at points twenty-five (25) feet from said junction.
2. Mailboxes are blanket approved (see 3.13) provided they are of normal and reasonable construction and color, including brick. Mailboxes unkempt or in need of paint should be brought to the attention of the owner by the Managing Agent, or Deed Restriction Committee.
3. Basketball goals/set-ups in front yards or in front of the front building line have been disapproved in PPPOA in the past.

Additional considerations:

J. Additions to house (rooms etc.).

The following specifications may apply to additions to the house, such as rooms, storage rooms, etc. Refer to sections 3.1, Type of Improvement; 3.2, Height and Size restrictions; 3.17 Use of Lots; 3.18 Driveway Setbacks; 3.19 Encroachments on Building Lines and Easements; and 3.23 Landscaping.

When any addition is made to a house, the completed appearance should be such that all construction materials, paint, brick, roofing, windows, doors, exterior finishes blend in with the existing house. The addition must appear as an original part of the home.

J. Other

Other specifications shall apply to improvements as follows:

1. Bird houses should not be taller than 10' at their highest point and shall only be permitted in the backyard.

III. Deed Restrictions

Attached for record and reference hereof are the Deed Restrictions for PPPOA.

PARK HOLLOW PLACE OWNERS ASSOCIATION
SUMMARY OF ASSESSMENT COLLECTION POLICY
EFFECTIVE JANUARY 1 2000

The Board of Directors of Park Hollow Place Owners Association has reviewed and approved an assessment collection policy in order to collect due assessments for the Association in a more effective manner.

This policy was approved on September 14 1999 to be effective January 1 2000

A copy of the policy in its entirety may be requested by contacting Texas Community Management at 713-952-0000. However, a summary is outlined below.

1. All annual assessments are due on January 1 and are deemed delinquent if not received in the management office thirty (30) days after the due date, at which time penalties and interest will be posted against delinquent accounts.
2. Forty five (45) days after the due date, all delinquent owners will receive a Late Letter from the association requesting payment. An interest charge of 10% will be posted to the owner's delinquent account, together with a \$15.00 administrative charge for the late letter. This letter will be sent by regular first class mail.
3. If no payment is made, sixty (60) days after the due date, a pre-lien demand will be sent to the owner, requesting payment. This letter will be sent by certified mail, return receipt requested, and the delinquent account will have further interest charged, together with a \$25.00 fee for administrative charges, to include the cost of the certified letter.
4. If no payment is made, seventy five (75) days after the due date, where the Board has determined an assessment delinquency is to be pursued, the Board may authorize legal action to prepare and record within County Records a written notice of Lien. If a Notice of Lien is prepared, a copy of the same will be sent to the owner, contemporaneously with the filing of the Notice of Lien, together with an additional demand for payment in full of all amounts then outstanding within fifteen (15) days of the date of the letter. The owner will be charged for all related legal costs.
5. If no payment is made, one hundred (105) days after the assessment becomes delinquent the Board will authorize legal counsel to either pursue legal foreclosure action, bring suit for personal judgment against the owner, or direct Managing Agent to pursue alternative collection methods, including credit agency reporting. All costs and fees will be charged to the owner.

6. Application of Funds Received: All monies received by the association will be applied as follows:

- a. First, to attorney fees and related collection costs incurred by the Managing Agent on behalf of the association.
- b. Next, to interest or charges accrued.
- c. Last, to unpaid assessments.

Please be aware that the Board of Directors has a fiduciary duty to the association to pursue collection of assessments in a timely manner. Your Board has spent much time considering collection matters, since assessments are needed to pay for costs incurred in the maintenance of common property, insurance, legal fees, etc.

If you have any questions on this Assessment Collection Policy, please feel free to address them in writing to Texas Community Management, at 11011 Richmond, Suite 615, Houston, TX 77042.

November 1999