



Barclay Owners' Association, Inc.

2600 Bellefontaine St., Houston, TX 77025
Office: (713) 666-1234 Fax: (713) 667-8117
thebarclay@comcast.net

FOR OFFICE USE ONLY:

Date received: _____
Approved _____ Denied _____
Date: _____
By: _____

HOME IMPROVEMENT or ALTERATION REQUEST FORM

DATE SUBMITTED: _____

OWNER'S NAME: _____

ADDRESS: _____ UNIT# _____

WORK PHONE # _____ HOME PHONE # _____

CELL #: _____ E-MAIL ADDRESS: _____

DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE:

Attach a sketch, architectural plans or a detailed description including measurements of the improvements which will also be used to obtain the required permits.

Please mark all that apply:

| <u>LOCATION</u> | | <u>TYPE OF WORK</u> | |
|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> ENTRY | <input type="checkbox"/> HALLWAY | <input type="checkbox"/> WALLS | <input type="checkbox"/> FLOORING |
| <input type="checkbox"/> DINING ROOM | <input type="checkbox"/> BEDROOM #1 | <input type="checkbox"/> STRUCTURAL | <input type="checkbox"/> CEILING |
| <input type="checkbox"/> KITCHEN | <input type="checkbox"/> BEDROOM #2 | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRICAL |
| <input type="checkbox"/> BATHROOM | <input type="checkbox"/> BEDROOM #3 | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> CARPENTRY |
| <input type="checkbox"/> LIVING ROOM | | <input type="checkbox"/> PAINT | <input type="checkbox"/> PATIO SLIDING DOOR |

CONTRACTOR INFORMATION:

A City of Houston Permit must be obtained for any unit alteration or improvement.

NAME: _____

ADDRESS: _____

PHONE #: _____ CELL#: _____ E-MAIL ADDRESS: _____

If approved by the Association, I agree to build and complete the improvement in accordance with this application within 90 days of the approval date. I further agree that all maintenance, repair and replacement of the improvement and attachments thereto shall be performed at the expense and responsibility of me, the unit owner.

SIGNATURE OF OWNER

DATE

Please read instructions below. You will save time and cost.

HOME IMPROVEMENT or ALTERATION POLICIES AND PROCEDURES

If you plan to make modifications to your condominium unit at the Barclay you must first submit an application for approval by the Barclay Board of Directors per paragraphs 21 and 22 of the Barclay Rules and Regulations as amended April 26, 2010.

21. Exterior Decorations/Alterations. No Owner or resident may without the prior written consent of the Board, **to** modify, alter, repair, decorate, redecorate, or improve the exterior of any unit, or **to** take any such action with respect to the interior or exterior of any of the common elements or the limited common elements.
22. Interior Decorations/Alterations. Each Owner may (**shall have the right to**) modify, alter, repair, decorate, redecorate, or improve the interior of their unit, provided that such action does not impair the structural integrity, weaken the support, or otherwise adversely affect any of the buildings or any limited common element or common element, and provided that all such action is performed in a good and workman-like manner. No interior work is to begin until such approval is granted by the Board. Please note that before the Board is able to give such approval, the Owner will need to submit to the Board the name, address and telephone number of the architect and/or draftsman, a copy of the proposed alteration plan and the name, address and telephone number of any and all contractors and sub-contractors, along with a certificate of insurance for each showing proof of general liability and workmen's compensation insurance. If it becomes necessary, as determined by the Board, to involve an outside consultant to advise the Board as to the acceptability of the proposed modifications, the cost for such services will be forwarded to the Owner for advance payment. The Owner is responsible for the cost of obtaining all permits required in connection with the work.

Please note, work is not to begin until such approval is granted by the Board of Directors and all applicable permits are obtained from the City of Houston with copies submitted to the BOAI.

Before the Board is able to give such approval, the following information must be submitted as an attachment to the HOME IMPROVEMENT or ALTERATION REQUEST FORM:

1. Copy of the proposed alteration plan
2. Name, address and telephone number of the architect all contractors and sub-contractors
3. Certificates of Insurance showing proof of general liability and workmen's compensation insurance.

Please submit all required information to The Barclay Office no later than 10 working days before a scheduled meeting to be included on the agenda. The Board meets on the third Monday of each month.

1. If it becomes necessary to involve an outside consultant to advise the Board as to the acceptability of the proposed modifications, the cost for such services will be referred to you, the owner, for payment.
2. The unit owner assumes responsibility for the cost of obtaining the proper permits.
3. All workmen must report to the office and obtain a badge each day before entering any of the buildings. At the end of the workday, workmen must sign out at the office and return the badge.
4. Working hours are 8:00 a.m. to 5:00 p.m. If work in progress goes beyond the deadline special permission can be obtained for work after 5:00 p.m. or weekends.
5. All windows must be double paned Window World Series #4000 DH Weld/Weld Model #0201.