



PIN OAK
 OFFICE CONDOMINIUM
 OWNERS ASSOCIATION, INC.
 P.O. BOX 90669 HOUSTON, TEXAS 77290

Architectural Change Application

Date: _____

Owner Name: _____

Address: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail Address (Required): _____

(If Applicable)

Tenant Name: _____

Address: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail Address (Required): _____

(If Applicable)

Contractor/Architect/Engineer Name: _____

Address: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail Address (Required): _____

Description of proposed Architectural Change: _____

- *No window/or door changes are permitted without a granted variance from the Board of Directors.*

- *No painting or outside changes are permitted without a granted variance from the Board of Directors.*

Interior Structure Changes:

All changes Must be submitted if load bearing walls are removed/altered, Plumbing/Electrical removed/altered by a certified structural engineer or Architect. (Stamped Drawings/Samples required)

Window/Door Treatment Interior/Exterior:

*Door: Logo/Signage - Screening/Tenting/Window Treatments
Window: Logo/Signage - Screening/Tenting/Window Treatments
(Drawings/Samples required)*

*****All Other inquiries please contact management for questions before completing form.*****

Projected Start Date: _____ Projected date of Completion: _____

This Application is to enforce the architectural aesthetics, continuity, and value of the property as a whole. All Owners are required that any consideration and/or changes to their unit must be submitted to the Board of Directors or it's agent for approval.

The Board of Directors has 30 days from receipt to review and decide in writing (Via Email).

DO NOT START Until Approval in writing (Via Email) is received. Alterations or others changes (that may or may not be subject to this form) are prohibited unless approved by the Board of Directors. Alterations or other changes (that may or may not be subject to this form) that are prohibited or not approved by the Board of Directors may be asked to be removed at Owner's cost. Any legal action or arbitration will be at the cost of the Owner.

All applications are subjected of a Fee of \$25.00 per review. The cost of the review is due at submittal.

All payments are payable to The Preserve OCOA. You may make your payment online.

Please return application to the above address(s) or email.

Owner Signature Date

Owner Print Date