**LAKESIDE ESTATES TOWNHOUSES ASSOCIATION**

**P.O. BOX 42289**

**HOUSTON, TEXAS 77242-2289**

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**LAKESIDE ESTATES TOWNHOUSES ASSOCIATION**

**P.O. BOX 42289**

**HOUSTON, TEXAS 77242-2289**

Dear Homeowner,

This letter will serve to notify you that your house is scheduled to be painted this year (2016) in accordance with the current LETA House Painting Policy. The HOA has a negotiated price of $1,400.00 per home with a paint contractor who has been providing this service to Leta residents for many years. This price does not include repair work required prior to painting. Please review the Painting Policy and Surface Preparation guidelines included in this packet.

Complete and return the attached homeowner release form within 15 days of this letter, otherwise your painting could be delayed (refer to paragraph 7 of House Painting Policy). You may drop the signed consent form in my mailbox or scan and email the document.

Any necessary preparation work should be completed within thirty (30) days from the date you return the form. If you prefer to delay the preparation work before painting, please notify this Committee and we will try to include your house in the next group scheduled to be painted.

The paint contractor will contact you shortly to confirm a time to start the preparation work, any repairs necessary and painting. If you have any questions, please call me.

Cindy Fry/Chair

Architectural Control Committee

Lakeside Estates Townhouses Association

Mobile: 832-724-4431

Email: csmithfry@yahoo.com

Address: 10923 Francoise Blvd

Occupant: Please handle with owner’s permission or forward to owner or property agent.

Please describe preparation or repair work needed prior to painting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(See attached HOA Paint Policy)

 **LAKESIDE ESTATES TOWNHOUSES ASSOCIATION**

**ASSOCIATION FUNDED HOUSE PAINTING POLICY**

(REVISED 2015)

In accordance with Lakeside Estates Townhouses Association Declarations, Covenants, Conditions and Restrictions, the following House Painting Policy was approved and adopted by the Board of Directors of the Association.

1. The LETA Painting Program tries to paint each home every five (5) years on a rotational basis.
2. Each house painted by your Association will receive power washing, minor caulking and **one color/same color** painting (one coat of paint of sufficient density to adequately cover). Exception will be if there is a color chart mandated change that requires an additional primer coat.
3. Preparation work, such as additional caulking, nailing, board replacement, etc., will be the sole responsibility of the Homeowner. Such preparation work may be done by the Homeowner or by someone selected by the Homeowner. The current painting contractor can probably provide such preparation work, however, all preparation work costs must be borne by the Homeowner. Should the Homeowner elect to engage a painting contractor for the preparation work, it should be understood that the Association assumes no responsibility for the quality of such work nor the fee charged. The preparation work is strictly a matter between Homeowner and his contractor. Should the painting contractor be selected by the Homeowner for the prep work, in all probability the contractor will require preparation work payment prior to painting of the residence.
4. A few of our houses are now painted with two colors (the trim usually being of a contrasting color). Should a Homeowner desire more than one color of paint or a different color from the present color, the painting contractor could probably do this. However, the additional cost above and beyond the **one color/same color** policy established by the Board would, of course, have to be borne by the Homeowner. Bear in mind, any change in painting color (trim or otherwise) must be compatible with the other homes in our subdivision and approved by the Architectural Control Committee.
5. Each Homeowner will be notified in writing a minimum of 30 days prior to the painting schedule for that unit. In this respect, we must insist that the signed **Homeowners Release** form for the contractor’s entry to the Homeowner’s property be returned within the time specified. During this time it is expected that the Homeowner will have arranged for the necessary preparation work completion so the painting contractor can proceed immediately with the painting as soon as he is ready to do so in his scheduling.

Painting Policy (continued)

1. Should any house be deemed by your Architectural Control Committee to have unsightly exterior defects (missing or rotten boards, large and open cracks, loose or missing trim, etc.), the Homeowner will be notified of such at least 30 days prior to the letting of the painting contract. Such defects (based on the sole opinion of the Committee) must be corrected before a painting contract is let for that particular house.
2. Failure of any Homeowner to follow the above requirements or the written requirements set out in the notification letter will result in a delay in their house painting.
3. Upon satisfactory completion of the painting by the contractor, Homeowner must send the signed **Completion Release** form back to the Architectural Control Chairperson to complete the paint records.

Paint Chart found on website: [www.lakesideestatestownhouses.com](http://www.lakesideestatestownhouses.com)

(See attached painting and surface preparation specifications)

**LAKESIDE ESTATES TOWNHOUSES ASSOCIATION**

Surface Preparation and Painting Specifications

**Wood or Fiber Cement Board**

1. Power Wash: Purpose is to clean surface and remove loose paint. Power wash pressure shall be as necessary to perform the task without damaging surfaces.
2. Caulk and apply one coat of Contractor’s Grade Exterior Acrylic or equal sufficient to adequately cover. If changing color of home and it requires two coats sufficient to cover, Homeowner must pay for the additional cost unless it is a mandated color chart change.
3. Paint Chart can be found at the following websites: lakesideestatestownhouses.org or LETHA.org.

**Note:**

On buildings that have a semi-transparent finish, use power wash method of preparation (A) and follow with semi-transparent Exterior Stain or equal.

**Masonry and Stucco Units**

1. Power wash as (A) above.
2. Apply one coat of Contractor’s Grade Exterior Acrylic or equal sufficient to adequately cover. One color/same color to be observed per LETA Painting Policy.

**General Overall Notes**

1. Application of paint materials included shall be sprayed by airless methods.
2. Contractor shall take all necessary precautions to avoid damaging any landscaping or other personal property of the Homeowner or his neighbors in the course of his work. Contractor shall be liable for the repair or replacement for such damage as caused by his actions or that of his employees or agents. Contractor shall promptly notify the Architectural Control Committee should anything cause this work to be delayed or hampered.
3. The cost for this work shall be limited to the preparation of work surface and painting as specified. Contractor may perform additional preparation work and/or repairs as agreed and contracted between Contractor and the Homeowner. However, LETA will not be liable for any expenses incurred by Homeowner.
4. The Contractor shall furnish LETA with a Certificate of Insurance from a recognized insurance company licensed to do business in the State of Texas, verifying that the Contractor has in force the proper Workers’ Compensation Insurance to protect the Contractor, LETA, and the Homeowner, and/or has Liability Insurance to properly protect the Homeowner and LETA against damages and injury cause by the Contractor, his employees or agents.
5. Vinyl Sided houses will be scheduled to power washing on a bi-annual basis.

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**P.O. BOX 42289**

**HOUSTON, TEXAS 77242-2289**

Homeowners Consent to Paint

I, Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Owner Name) (Address)

I DO hereby understand and agree to the provisions of the Painting Policy of LETA and this letter and hereby authorize the Paint Contractor selected by the Association to paint my house, the right to enter my property during regular working hours, (Sundays and Holidays excepted), to paint the exterior of my house and garage.

I also accept the responsibility for removal of any and all refuse resulting from the preparation work.

**Please Note:** The Waste Disposal Contractor does not, and will not, pick up construction materials as refuse.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone Evening Phone

Homeowner email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return to the Committee Chair via email attachment or drop in Cindy Fry mailbox.

**PLEASE RETURN THIS FORM ASAP SO THE CONTRACTOR CAN START PAINTING!**

Cindy Fry

Architectural Committee Chair

10923 Francoise Blvd

832-724-4431

csmithfry@yahoo.com

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Painting Completion Release

I hereby agree that I have inspected the Painting Service performed on this house and find that the paint and/or preparation work performed has been satisfactorily completed.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Homeowner Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number

Please sign and return via email or drop in Cindy Fry mailbox:

Cindy Fry/Chair

Architectural Control - Chair

10923 Francoise Blvd

832-724-4431

csmithfry@yahoo.com

**DO NOT RETURN THIS FORM UNTIL THE CONTRACTOR COMPLETES THE JOB!**

**(Contractor cannot receive payment form HOA without this signed release)**