

BRAESWOOD PLACE HOMEOWNERS ASSOCIATION



4010 Blue Bonnet, Suite 112
P.O. Box 20486
Houston, TX 77225-0486
Tel.: (713) 666-7248
Email: office@braeswoodplace.org

OWNER/ BUILDER AGREEMENTS

Property Address _____

By signing below:

- 1) You agree to obtain a certified **FORM SURVEY** and deliver it to the BPHA Office **PRIOR TO POURING THE SLAB.**
 - a. The main foundations edge must align with the structure above and the foundation must remain inside all building lines within the top three feet under grade.
 - b. The structural wall framing above must also remain inside the building lines (no cantilevered wall sections can extend over the building line).

2) You acknowledge that you received a letter regarding other regulatory ordinances;

3) You give your authorization for an agent of BPHA to enter the site during construction;

4) You agree that construction will be completed in accordance with construction plans approved by BPHA. SIGNED THIS _

_____ DAY OF _____, 20 _____

By: _____ By: _____
Builder/Contractor Property Owner

Builder Name: _____ Property Owner Name: _____

Site Contact Phone #: _____ Property Owner Phone Number: _____

Email Address _____ Email address _____

Ayrshire, Braes Heights, Braes Manor, Braes Oaks, Braes Terrace, Emerald Forest, Southern Oaks
A Deed Restricted Community

CONTRACTOR / BUILDER

Please communicate this information to all Supervisors, Workmen, and Subcontractors on the job site. Copies of the agreements and pledges you signed are attached. You have signed an agreement and pledged to:

- **BPHA APPROVED SIGN.** The BPHA Approved sign must be posted on the job site.
- **PARKING.** Under no circumstances should vehicles be parked in other property owners' driveways or parked in such a manner that blocks said driveways. All illegal parking will be reported and vehicles will be towed at owner's expense.
- **TEMPORARY FENCING.** Contractor/Builder pledges to erect temporary fencing along the sides of the property, rear (when applicable), and front (when possible) to help keep loose trash and debris from spilling or blowing into adjacent properties. Gate should be closed and secured when working has stopped.
- **TRASH.** Contractor/Builder pledges to a daily policing of the job-site for **trash** pickup, and to keep all trash and debris contained in a dumpster or by alternative containment. Under no circumstances should storm sewer inlets be used to discard trash or debris.
- **PORTA-CANS.** Contractor/Builder pledges to install **porta-cans facing the rear of the property** for which they are intended to be of service and to **hide from sight** (on at least three sides) these temporary facilities by erecting a temporary privacy fence around them. Porta-cans should not be placed in the city right of way (i.e., easement between the front property line and the street).
- **BUILDING MATERIALS.** Building materials, trucks, and other material or equipment shall not be placed upon or parked on the easement between the front property line and the street.
- **CONCRETE POUR.** Contractor/Builder pledges to assist with vehicular maneuvering and traffic during the **delivery of bricks, lumber, supplies, and equipment, and during a concrete pour** to avoid property damage to any neighboring properties or vehicles.
- Contractor/Builder pledges to keep **streets** clean of mud and clay tracked from the work site.
- Contractor/Builder pledges **not to use electricity or water from neighboring properties** without prior consent from the neighboring resident(s).
- **NOISE.** The City of Houston **Noise** Ordinance allows construction work to occur any day of the week, between the hours of 7:00 a.m. and 8:00 p.m.
- **FORM SURVEY.** You agree to obtain a certified Form Survey and deliver or email to the BPHA office prior to pouring the slab. BPHA email is bpha@sbcglobal.net.

Please contact the BPHA office if you have any questions.

Thanks,
Stephanie Bourg, Office Manager, 713-666-7248

BRAESWOOD PLACE HOMEOWNERS ASSOCIATION



4010 Blue Bonnet Ste 112
P.O. Box 20486
Houston, TX 77225-0486
Tel.: (713) 666-7248

Email: office@braeswoodplace.org

BRAESWOOD PLACE HOMEOWNERS ASSOCIATION
CONSTRUCTION SITE GUIDELINES & PLEDGE OF MAINTENANCE

Dear Builder/Property Owner at _____:
(Site Address)

Braeswood Place Homeowners Association (BPHA) will review your construction plans and will have a representative(s) visit the site to confirm continued compliance with deed restrictions. There is an administrative fee for this payable to BPHA. During construction, you pledge to do the following:

- Contractor/Builder pledges to post at the worksite and provide to BPHA a contact name and telephone number for the purpose of being responsive to calls and to respond in a timely manner to concerns and complaints.
Parking. Under no circumstances should vehicles be parked in other property owners' driveways or parked in such a manner that blocks said driveways. All illegal parking will be reported and vehicles will be towed at owner's expense.
Contractor/Builder pledges to erect temporary fencing along the sides of the property, rear (when applicable), and front (when possible) to help keep loose trash and debris from spilling or blowing into adjacent properties.
Contractor/Builder pledges to a daily policing of the job-site for trash pickup, and to keep all trash and debris contained in a dumpster or by alternative containment. Under no circumstances should storm sewer inlets be used to discard trash or debris.
Contractor/Builder pledges to install porta-cans facing the rear of the property for which they are intended to be of service and to hide from sight (on at least three sides) these temporary facilities by erecting a temporary privacy fence around them. Porta-cans should not be placed in the city right of way (i.e., easement between the front property line and the street).
Building materials, trucks, and other material or equipment shall not be placed upon or parked on the easement between the front property line and the street.
Contractor/Builder pledges to assist with vehicular maneuvering and traffic during the delivery of bricks, lumber, supplies, and equipment, and during a concrete pour to avoid property damage to any neighboring properties or vehicles.
Contractor/Builder pledges to keep streets clean of mud and clay tracked from the work site.
Contractor/Builder pledges not to use electricity or water from neighborhood properties without prior consent from the neighboring resident(s).
The City of Houston Noise Ordinance allows construction work to occur any day of the week, but only between the hours of 7:00 a.m. and 8:00 p.m. The noise level shall not exceed 85 db(A) when measured from the nearest residential property where the sound is being received. An HPD Sergeant, upon receipt of a complaint, will take such measurement.
This information must be communicated to all supervisors, workmen and subcontractors on the site.

SIGNED THIS ___ DAY OF _____, 20___.

By: _____
Builder / Contractor

By: _____
Property Owner

Print Name: _____

Print Name: _____

Mailing Address: _____

Mailing Address: _____

Site Contact Name: _____

Property Owner Phone (day): _____

Site Contact Phone: _____

Property Owner Phone (evening): _____

Email address _____

Email Address _____



2024 REQUIREMENTS FOR ARCHITECTURAL REVIEW OF PROPOSED DRAWINGS FOR DEED RESTRICTION COMPLIANCE

The construction plans you submit will be reviewed for deed restriction issues. You are responsible for ensuring that your plans comply with all applicable deed restrictions, with any restrictions followed by the City of Houston or with any regulatory authority that may govern the use of your property or placement of a home or structure on your property.

It is represented by you that you are relying upon your consultation with your architect, builder and/or attorney concerning the compliance of your plans with any restrictions governing the use of your property.

PROCEDURE

Deliver the survey and plans to the Braeswood Place HOA office. The review and approval process may take from 2-3 weeks.

1st Approval Review

- A. Submit **1 set** of architectural plans including Site Plan, Floor Plan(s), Elevations – **11"x17" required.**
- B. Submit a registered copy of a survey of the lot clearly showing all building setback lines.
- C. Provide name, title, address, and telephone number of the responsible individual to be notified when review is complete.
- D. Complete 2 forms – **Construction Site Guidelines & Pledge of Maintenance** and **Owner/Builder Agreements.**
- E. There is a fee to review new construction plans and renovation plans. Please make check payable to BPHA and deliver submit your plans for review. The fee helps cover the cost of hiring an inspector to make periodic checks for compliance during the building process.
 - a. \$750 fee for new construction
 - b. \$250 fee for of renovation plans (only if adding square footage and/or outdoor structures)

2nd Approval Review

- A. Submit a registered copy of a form/slab survey prior to pouring the foundation.

Review Results and Approval Documents

- A. BPHA will notify the responsible individual by phone when the review is complete and documents are available for pickup.
- B. A signed and notarized "Approval" document will be provided along with a "**BPHA Approved**" Yard Sign. Please make sure you post the sign on your jobsite, otherwise we will get calls from neighbors.

Braeswood Place Homeowners Association – 4010 Blue Bonnet Boulevard, Suite 112, Houston, TX 77025
Phone: 713-666-7248 - Email: office@braeswoodplace.org