

WESTFIELD HOME OWNERS ASSOCIATION
c/o CREST MANAGEMENT CO.
P.O. BOX 219320
HOUSTON, TEXAS 77218-9320
281-579-0761 ext. 30
FAX: 281-599-8585

September 25, 2008

Dear Owners and Resident:

The Westfield community did not go untouched by the recent hurricane. Many of our residents sustained major to minor roof, fence, siding, structural and landscaping damage. We understand that this is a sensitive and stressful situation for many residents; if you were affected we encourage you to use the relief resources provided by local, state and federal agencies.

YOUR BOARD OF DIRECTORS UNDERSTANDS THAT OWNERS MAY CHOOSE TO PROCEED WITH REPAIRS WHILE INSURANCE CLAIMS ARE IN PROCESS. WE APPLAUD YOUR EFFORT TO EXPEDITE THE REPAIR AND THE PROTECTION OF YOUR INVESTMENT. HOWEVER, WE NEED TO REMIND HOMEOWNERS THAT ACC APPROVAL MUST BE RECEIVED PRIOR TO COMMENCEMENT OF WORK. PROTOCOL MUST STILL BE FOLLOWED.

The Board agrees that some damages require immediate action and time may not always be on your side. For that reason we have included an ACC application on the back of this letter. The application and the ACC guidelines can also be found on our community website www.westfieldkaty.org.

It is important to know any and all exterior repairs must be approved and follow the Architectural Guidelines that are set in the governing documents. To expedite your request for repair please read the application carefully.

Expedited approvals:

You will be notified by letter and phone call with in 24 hours after the ACC committee has made a decision.

With regard to the damages sustained in general areas of Westfield, we are working diligently with insurance adjusters, contractors, the city and the county on these items:

- Clear debris
- Replant trees
- Replace the Misty Cove Marquee
- Repair common area fences
- Replace/ repair recreation area items

As you may know this is a lengthy process and many agencies/ companies are working at capacity to accommodate thousands impacted by this storm. Contractors are having problems obtaining supplies and fuel needed for necessary repairs and the emergency situations take priority over the normal scope of work. With that said we ask for your patience during this time.

We ask that closet cleaning be deferred until the brunt of debris pick up is done in our community. Please refrain from putting big trash out that is not directly related to hurricane damage.

WCA, the trash company is picking up household trash only and they will pick up as much storm debris as they can during each trash pick up. Harris County will be providing assistance in picking up storm debris over the next 60-days. For those that recycle these services are still being provided please label your household trash as it will be picked up regularly.

If you have any questions or concerns please contact Crest Management at 281-579-0761.

Sincerely,

Westfield Board of Directors

REQUEST OF HOME IMPROVEMENT APPROVAL----ACC APPLICATION

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND PROPERTY VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF OWNERS CONSIDERING IMPROVEMENT(S) AND/OR CHANGE(S) TO THEIR HOME OR PROPERTY SUBMIT AN "APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS" TO THE ARCHITECTURAL CONTROL COMMITTEE. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE ASSOCIATION HAS THE RIGHT TO REQUIRE THE HOMEOWNER TO REMOVE THE IMPROVEMENT(S) AND/OR CHANGE(S) FROM THE PROPERTY. APPROVED PROJECTS MUST BE COMPLETED WITHIN 90

DAYS OF APPROVAL OR BE RE-SUBMITTED

PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER
PLEASE READ CAREFULLY AND FOLLOW DIRECTIONS FOR A TIMELY ANSWER:

HOMEOWNERS INFORMATION

NAME	SUBDIVISION:	
ADDRESS	DATE:	
HOME PHONE No.	WORK PHONE No.	

REQUIREMENTS :TYPE OF IMPROVEMENT OR MODIFICATION

WITH THE EXCEPTION OF PAINTING, SIDING, SCREENS, ROOF AND DOOR **EVERYTHING** BELOW REQUIRES A LOT SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW)

WITHOUT NECESSARY ITEMS—YOUR APPLICATION IS DENIED AND RETURNED TO YOU FOR COMPLETION AND RESUBMITTAL

CHECK BOX BELOW OF PROPOSED IMPROVEMENTS (OTHER REQUIREMENTS LISTED IN BOX)

<i>BASKETBALL GOAL (PERMANENT)—PICT/DIM</i>	<i>PATIO-OR/STORAGE BLD SEE REQUIREMENTS BELOW</i>	<i>WROUGHT IRON FENCE/GATE—PICT & DIM</i>	<i>POOL/SPA-DRAWINGS SUPPLIED BY POOL CO.</i>
<i>PLAY EQUIP OR SWING SET PICTURES / DIMENSIONS</i>	<i>PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW</i>	<i>STORM DOOR -PICTURE (FRONT) (BACK)</i>	<i>DECK- DRAWING/DIMENSIONS</i>
<i>SOLAR SCREENS- SCREEN SAMPLE & WHAT WINDOWS</i>	<i>LANDSCAP, TREE REMOVAL OR TREE PLANTING,</i>	<i>YARD STATUES/FOUNTAINS BENCHES,POTS---PICT / DIM</i>	<i>SHUTTERS- PICTURE PAINT SAMPLE</i>
<i>SATELLITE DISH-LOCATION</i>	<i>FENCE-HEIGHT/STAIN SAMP</i>	<i>GUTTERS/SIDING, COLOR SAMPLE</i>	<i>LOW VOLTAGE LANDSCAP. LITES-PICT</i>
<i>EXTERIOR PAINTING: PAINT SAMPLE</i>	<i>SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS</i>	<i>ROOF- SHINGLE SAMPLE & # OF WARRANTY YEARS</i>	<i>LANDSCAP BORDER, SIDEWALK, DRIVE EXT— PICT./ DIM</i>
IF PAINTING: WHAT -COLOR IS YOUR BRICK? BRICK: _____ CIRCLE PART OF HOME TO PAINT: 1. MAIN PORTION: 2. TRIM: (SOFITS, FASCIA BOARDS, & WINDOWS, GARAGE) 3. ACCENT: (SHUTTERS, WINDOW HOODS, AND EXT DOORS) Who will do the actual work : _____ phone # _____		MATERIALS TO BE USED: Lumber _____ Brick _____ Cement _____ Pipe _____ Screen _____ Fence _____ Electrical _____ Other: _____	OTHER:

****STORAGE BUILDING, PATIO OR PATIO COVER ,GAZEBO OR ARBOR APPLICATION REQUIRES A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION OR YOUR APPLICATION WILL BE RETURNED

Height _____ Width _____ Length _____ Square footage _____

***** A copy of your lot survey with the improvement drawn in must be submitted with any application for any structure of any type to be placed in either your front or back yard. (You received a lot survey showing your easements at your closing)

Signature _____ Date: _____

MAIL APPLICATION TO:
 CREST MANAGEMENT CO.
 PO BOX 219320
 HOUSTON, TX 77218
 281-579-0761