

**LAKWOOD FOREST FUND, INC.**

12415 Louetta Road

Cypress, TX 77429

Phone: 281-370-8943 Email: gm@lakewoodforestfund.com

www.lakewoodforestfund.com

**--CORRESPONDENCE REGARDING GRANT ROAD WALL REPLACEMENT PROJECT--**

Date

Homeowner Names (Financially Responsible)

Homeowner Full Address

Re: Unit Address 1

Account #: Unit Name

Dear Owner(s):

Please accept this letter as a follow-up regarding various communications which has been sent out electronically and via mail regarding the upcoming Grant Road Perimeter Wall Replacement Project, which is expected to commence mid to late September 2019. Since your property borders the existing wall, it is imperative that you take appropriate action to secure your personal items and pets, so as not to delay the project. Article VI of the association by-laws gives the Board of Trustees the right and power to maintain the common areas. In addition, the Restrictions and Covenants for Lakewood Forest dedicate and reserve easements to give the association authority to enter the easements for the maintenance of common areas. The replacement of Grant Road perimeter wall will not only improve the aesthetic appeal of Lakewood Forest, but will also have a positive impact on property values in our neighborhood.

**The Fund is requesting your immediate cooperation as follows:**

**Step 1:** If you have not yet done so, provide your contact information (email and cell phone number) to the Fund Office within 5 days of receipt of this letter; information can be emailed to admin2@lakewoodforestfund.com or phoned in to 281-370-8943. The Fund Office will be sending out operational updates and important information utilizing an email distribution list in an effort to get information to you more quickly than through US Mail.

**Step 2:** Remove all of the following items no later than September 15, 2019.

(a) Personal items attached to the existing concrete perimeter wall

(b) Personal items located within the utility easement. To be on the safe side, it is highly recommended that any item within 10 feet of the existing wall be relocated to avoid any possible damage during the demolition phase.

\*\*\*Personal items are considered but not limited to irrigation systems, mosquito systems, lattice, plants, birdhouses, decorative planters and objects, etc.\*\*\*

**Step 3:** Prior to September 15, 2019, make plans to house outdoor pets inside for a period of 48-72 hours when notified by our office.

The wall replacement project is intended to be conducted in three (3) phases meaning that all stages described in this letter will occur on three (3) separate occasions.

- Phase 1 is from Pine Road to Gardenglen Drive
- Phase 2 is from Gardenglen Drive to Cypresswood Drive
- Phase 3 is from Cypresswood Drive to N. Eldridge Parkway

**A summation of the development of the new wall is as follows:**

Step 1. Locating utilities

Step 2. Demolition and hauling of existing wall

*- Outdoor pets will need to be housed indoors during this time; email will be sent approximately 3-5 days prior*

*- Duration of demolition will differ depending on linear footage of particular phase; temporary orange construction netting will be placed, where necessary, until demo is complete*

Step 3. Installation of chain link fence

*- Once chain link fence is installed, outdoor pets may resume outdoor activities*

Step 4. Laying of survey markers to determine placement of new wall

Step 5. Removal of vegetation affecting placement of new wall

*- This cannot be determined until survey pins are laid*

*- It is expected that any vegetation within, but not limited to, 2 feet of the new wall will be removed by the HOA; any vegetation expected to affect the structural integrity of the new wall will also be removed at this time.*

Step 6. Foundation work & construction of new columns

Step 7. Laying of CMU (concrete masonry unit) blocks in horizontal layers

*- Process is similar to brick laying*

*- Rebar will be used inside CMU wall to maximize structural performance*

*- Workers may not be present on certain days to allow for the curing process*

The information presented in this letter is done with the intent of informing affected residents in regards to expectations of this job. However, as with any construction venture, delays and changes may occur. At this point, the Fund Office does not have an actual start date as we are still awaiting delivery of materials. The deadline of September 15th is being given as we anticipate starting the project within one week of receipt of materials.

Any questions or concerns regarding this project should be directed to [gm@lakewoodforestfund.com](mailto:gm@lakewoodforestfund.com). The Fund Office will be the direct liaison between the contractor and residents throughout the duration of this improvement.

Thank you in advance for your cooperation.

Sincerely,

Heidi Flores, CMCA®, AMS®, PCAM® - General Manager