



September 12, 2025

Proposal for Architectural Services

Between the Owner's Association:

Taylor Lake Estates Property Owners Association
c/o Ashley Boyd, Board Member
Seabrook Texas 77586

And the Architects:

Easterwood Architects Studio
% Brax Easterwood AIA
123 25th Street #2007
Galveston , Texas 77550

For the following Projects (R25-008.01):

Review and recommendations of new home construction, large scale renovations/additions, and boathouses in the sections of the Taylor Lake Estates neighborhood for conformance with deed restrictions, and compatibility with McAlester's *Field Guide to American Houses*. While the *Field Guide* is not prescriptive, it will provide the basis of stylistic design review of facades, scale, materials, details, etc. It is understood that the review process may involve some projects that have corrections or are incomplete, and the Architect understands that some projects will require multiple reviews.

Requiring the following Services:

- Design Review of submitted new home designs, and large scale renovations/additions, including an opinion of compatibility with the immediate surrounding neighborhood.
- Provide feedback to the applicants on whether materials submitted are complete and in conformance with the particular restrictions of the applicable Taylor Lake Estates Section. (Spreadsheet format)
- Provide a recommendation to the Taylor Lake Estates Owner's Association Architectural Review Committee as to whether or not the improvements are in conformance with the applicable standards. (Letter format)
- There also may be instances when interpretation of deed restrictions and their application is 'issue based', and requires an Architectural interpretation that is not limited to a specific project. In these cases, the Architect will provide the Taylor Lake Estates POA with a letter of interpretation, and corresponding photographs or drawings to illustrate the particular issue. Billing for 'issue based' consulting will be hourly @ \$120/hr.

Additional Consultants:

Not applicable

Deliverables:

- Letters of recommendation with deficiencies noted, if any.
- Spreadsheets with applicable standards per Taylor Lake Estates
- Letters of interpretation for 'issue based' design standard reviews, or professional opinions when required.

Association Provided Services:

- Deed restriction guidelines (rec'd)
- Access to Dropbox or database with submittal materials. **Direct email submittals are preferred.**
- Hardcopies of submittals if necessary (not anticipated)

Fee for Services:

The Owner's Association shall compensate the Architects for developing templates for the ACC reviews (letters and spreadsheets), at a one time initial fee of \$600. This may be directed alongside the initial property review.

The Owner's Association shall compensate the Architects for individual reviews on a per case basis, at \$600 per house case. This may require and includes two reviews of the same case.

In cases of 'issue based' review or professional opinions as requested by the POA, the Architect shall be compensated on an hourly basis at a rate of \$120 per hour, with a 2 hour minimum fee.

Invoices will be billed to the Owner's Association in lieu of a management company, and are due 30 days from the date of the invoice. Amounts unpaid 30 days after the invoice date shall bear 10% annual interest. Hourly rates are adjusted annually on January 1st.

Retainer:

Not applicable. Invoices to be delivered to Property Management along with the first review/response to each case.

Reimbursable Expenses:

Additional unforeseen expenses for reproductions, delivery services, or miscellaneous costs will be billed to the Association at the cost to the Architect.

Termination of Contract:

Either party, the Owner or the Architect may terminate the Contract through written notice. The Architect shall be reimbursed for all direct or indirect costs as stated in the Contract up to the point of termination, and compensated for all billable hours. The Architect shall complete any pending cases in progress at the time of termination.

Other Conditions:

Standard timeframe for submittals shall be 15 working days from receipt of a complete package for new construction or large scale addition projects. 'Issue based' interpretations shall be made as soon as possible, but within 5 days of direction from the POA.

With this agreement, invoices and case numbers will start with the following convention R25-008, followed by the project in numerical sequence. ie. - R25-008.01, .02, .03

The proposal is void if not executed within 30 days.

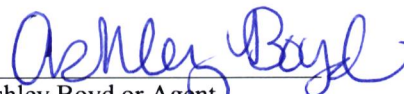
The Architect does not provide legal advice or legal interpretation regarding deed restrictions. The Architect's recommendation to the Architectural Review Board does not negate adherence nor grant variance from the applicable deed restrictions, or any other codes, ordinances, statutes, or encumbrances.

Submitted by

Accepted by

The Architects:

Taylor Lake Estates Property Owner's Association:



C. Brax Easterwood AIA
Principal, BE-ARC LLC

Ashley Boyd or Agent
Taylor Lake Estates Board Member