

# St. Francis Episcopal Church

New Parish Hall Facilities, Covered Walkways, & Playground  
Relocation



345 Piney Point Rd.  
City of Piney Point Village





Concept Rendering - Aerial Shot



Concept Rendering - Parish Hall





# ST. FRANCIS EPISCOPAL CHURCH

The Rev. Stuart A. Bates  
Rector

September 13, 2021

Vincent L. Marino, Chair, Planning & Zoning Commission  
Charles Peterman, Planning & Zoning Commissioner  
Bill Burney, Planning & Zoning Commissioner  
Don Jones, Planning & Zoning Commissioner  
Margaret Rohde, Planning & Zoning Commissioner  
Dana Gompers, Planning & Zoning Commissioner-Elect

Dear Planning & Zoning Commissioners:

St. Francis Episcopal Church ("SFEC") has been pleased to have been an integral part of the City of Piney Point Village and its Community for over 70 years. We value our unique relationship, and we are very excited to present to you the plans for our new Parish Hall facility and the relocation of the Playground Equipment.

First, I would like to share with you a bit of the history of St. Francis Episcopal Church. Hopefully, this will put in context why we certainly need a new Parish Hall.

SFEC is one of 153 congregations in the Episcopal Diocese of Texas which in turn is one of the dioceses of the Episcopal Church in the United States of America. SFEC mission was established in 1949. In 1950, the Episcopal Diocese of Texas purchased three acres on Piney Point Road, and during that year a campaign was launched to raise funds to build a Parish Hall. In 1951 the first church service was held in the newly constructed Parish Hall. The original church, classrooms and church office were completed in 1956. The total acreage acquired was 11.3 acres.

In 2000, the original church was demolished and a new church which also included the nave, chapel, narthex, and parlor was constructed. However, the original Parish Hall remains and is 70+ years old and is beyond repair and can no longer adequately or safely serve the over 1,300 St. Francis Episcopal Church members. Additionally, churches today are evolving to meet a changing society; offering only set church service times on Sundays is no longer sufficient. Ancillary programs offered at various times throughout the week such as Bible studies, Wednesday night meetings and programs, outreach programs, church sponsored groups such as Girl and Boy Scouts and athletics require additional, dedicated space. St. Francis continues to strive to be relevant to current parishioners and potential new parishioners as it preaches the word of God in our neighborhood.

Year	Description
1949	St. Francis Episcopal Church mission established
1950	Diocese purchases 3 acres on Piney Point Road
1950	Campaign launched to raise funds to build (old) Parish Hall
1951	First service in "new" (old) Parish Hall
1952	Parish status granted
1955	"Forward with Faith" capital campaign for expansion
1956	Completed construction of church, classrooms and church office wing
Early 1980s	(old) Parish Hall remodeled
2000	Completed construction of new church, nave, chapel, narthex, and parlor
2018	Launched Generations of Faith ("GOF") capital campaign to raise funds for a new Parish Hall





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In conjunction with bringing the Parish Hall project forth to the City of Piney Point Village, the Church has worked to make right the three Specific Use Permit ("SUP") items from the prior 2000 church construction:

1. The columbarium was granted a SUP in 2018,
2. Landscaping Japanese Yews were planted at the front of the church, and
3. A SUP is being sought in conjunction with this project/request for relocation of the Playground Equipment outside the 30 feet greenbelt.

For almost four years since the launch in 2018, of the St. Francis Generations of Faith ("GOF") Capital Campaign for the new Parish Hall, the Church has experienced several unprecedented delays and of course, delays do add to the project cost:

- COVID 19 shut down the progress of this project plus many other projects across the country and world for over a year and half, and
- The extraordinary, unprecedented freeze in February 2021 caused additional delays.

St. Francis Episcopal Church is now ready to present this project at the September 23, 2021, Public Hearing and for it to be reviewed by the City of Piney Point Village's Planning & Zoning Commission.

To involve and to inform the surrounding neighbors about this project, St. Francis has exceeded the City of Piney Point Village requirements:

- Two "Meet and Greets" were held for this project, the first on March 21, 2021, and the second on May 12, 2021. Typically, only one "Meet and Greet" is required.
- Certified return request letters and regular mail letters regarding the Public Hearing to be held on September 23, 2021, were sent to neighbors of SFEC within 300 feet versus the required 200 feet of the property line.
- The Planning & Zoning Commission meeting is being held in SFEC's old Parish Hall with the intent of making it more convenient for the surrounding neighbors to attend.

I would like to summarize several of the items included in this package. We are very proud of the extraordinary efforts we have done for this project.

- **Architecture of Parish Hall** – Architecturally, the new Parish Hall will complement the other structures on the campus and will present a welcoming "front door" to the public.
- **Building Size and Height** – A survey and needs assessment by the St. Francis Building Committee and architect was performed prior to designing the Parish Hall facility. The committee analyzed both historical building usage, current building usage, plus projected what future needs would be, along with considering the church's role in the community (such as providing a facility for City of Piney Point public hearings). The design of the building, of course, took into account that this would be an extension of the church, a sacred place for the worship of God.

The Parish Hall facility will be approximately 24,000 SF and will consist of a Parish Hall, kitchen, offices for the Rector, Music Director, church staff, volunteers, meeting rooms for Christian education, guild room, storage, and restrooms. The building will have two floors, not exceeding 35 feet in height which includes the parapet for shielding the HVAC equipment.





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Three factors drove the two-floor design:

1. The current Parish Hall facility has two floors that were used until it became unsafe for uses other than storage,
  2. The City of Piney Point Village impervious surface requirements of less than 50%, and
  3. Increased demand for religious related activities, studies, community outreach which correlates to more meeting rooms.
- **Building Standards** – ADA compliant, latest building codes, fire sprinkled, new Type II fire resistive construction, and energy efficient for electrical, plumbing, air conditioning and heating.
  - **Relocation of the Playground Equipment** – The existing playground will be relocated south to be outside of the 30 feet greenbelt. Drainage was taken into account with this relocation.
  - **Tree Disposition Plan** – An experienced, highly recommended Urban Forester was contracted with to perform the tree work. 204 qualified new trees that meet City of Piney Point Village ordinance requirements of 3" caliper measured at 6" above grade, will be planted on the St. Francis site. The tree disposition plan was submitted and approved.
  - **Traffic Plan** – Parish Hall construction specifically has been scheduled to start right after school is out in May 2022, which will greatly help traffic flow. The traffic plan for when school starts has been designed by the school with help from off duty traffic police officers in conjunction with the church's construction schedule and location. As needed, Ecclesia Church can provide a carpool queuing area.
  - **Impervious Surface** – The Church is meeting the City of Piney Point Village requirements. The Playground Equipment which will be moved outside the 30 feet greenspace has bark mulch as its filler which will sit directly on the ground. The City of Piney Point Village considers this material to be impervious.
  - **Drainage** – Additional drainage calculations have been added for lots along South Cheska.
  - **Site placements** – The distance between the proposed Parish Hall facility and South Cheska property lines is 84.1 feet. Contained within that 84.1 feet is a 30 feet greenbelt starting at the South Cheska property line.
  - **HVAC** – New commercial grade equipment is designed to be most efficient in its operations. By placing the HVAC equipment on the roof screened by the parapet within the 34.5-foot building height, noise is further reduced compared to the equipment being on the ground level.
  - **Construction Company** – Tellepsen Builders, a well-respected company organized in 1909.
  - **Security /Safety** – The school and church have different security and safety requirements with the school being the more restrictive as defined by the Episcopal Diocese of Texas. The new Parish Hall will have a defined separation between these two entities.





# ST. FRANCIS EPISCOPAL CHURCH

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Rector

**St. Francis Episcopal Church Group, SFEC Professional Consultants and City of Piney Point Village and Memorial Villages Personnel** – Listed below are the groups working on and involved with this project.

**St. Francis Episcopal Church**

Stuart A. Bates, Rector, St. Francis Episcopal Church  
George Jumonville, Chair, Building Committee, St. Francis Episcopal Church  
Louise Richman, CPA, Treasurer, Member of St. Francis Episcopal Church Vestry  
Curt Wissmiller, Director of Facilities

**SFEC Professional Consultants**

William H. Merriman, Principal, Merriman Holt Powell Architects  
Colin Gallatin, Project Architect, Merriman Holt Powell Architects  
Tellef Tellepsen, Principal, Tellepsen Builders  
C.N. Koehl, Urban Forester, Koehl Urban Forestry, Inc.  
Lonnie Sike, P.E., Civil Engineer  
Ashton Taylor, P.E., Acoustical Engineer

**City of Piney Point Village and Memorial Villages**

Annette Arriaga, Director of Planning, Development & Permits, City Building Official  
Cary Moran, City of Piney Point Village Urban Forester  
Mike Montgomery, Memorial Village Water Authority  
Rusty Kattner, Memorial Villages Fire Marshall

I will close with giving you, the Planning & Zoning Commission members, the sincerest thanks on behalf of all the parishioners of St. Francis Episcopal Church for meeting with us to review and to consider our church's long overdue project. The mission statement of the St. Francis Episcopal Church has been our guiding principle throughout this process "Within the Body of Christ, the St. Francis community is committed to nurturing the spiritual, educational, and physical development of all God's people" including especially the City of Piney Point Village community.

Thank you.

Peace and Grace,

The Rev'd Stuart A. Bates  
Rector, St. Francis Episcopal Church



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# P&Z Agenda

## Introduction and History

Rev. Stuart A. Bates  
Louise Richman

## Design

Colin Gallatin

- Introduce Experts
- Demolition
- Site - Drainage and Trees
- Architecture - Addition and Renovations
- MEP - HVAC Noise
- Traffic
- Life Safety - ADA
- Additional Scope Request from PPV - Playground Shift
- Delays to project - Columbarium, Covid, and Freeze

## Open Discussion

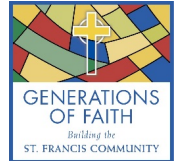
## Key Team Members / Experts

Rev. Stuart A. Bates	Rector	St. Francis Episcopal Church
George Jumonville	Chairman Building Committee	St. Francis Episcopal Church
Louise Richman	Treasurer	St. Francis Episcopal Church
Curt Wissmiller	Director of Facilities	St. Francis Episcopal Church
Steve Lovejoy	Assistant Head of School	St. Francis Episcopal School
Colin Gallatin	Architectural Designer	Merriman Holt Powell Architects
Tellef Tellepsen	General Contractor	Tellepsen Builders
Kyle Mahnke	General Contractor	Tellepsen Builders
Lonnie Sikes	Civil Engineer	Sikes Engineering
Craig Koehl	Urban Forester	Urban Forestry, Inc.
Ashton Taylor	Acoustical Engineer	SLR



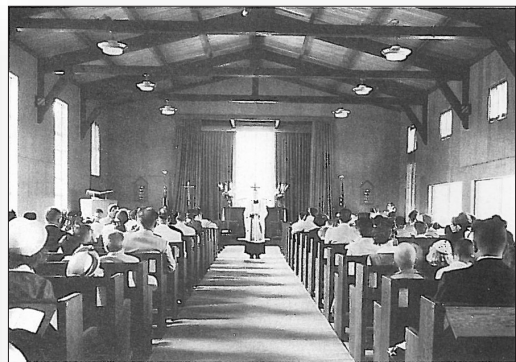
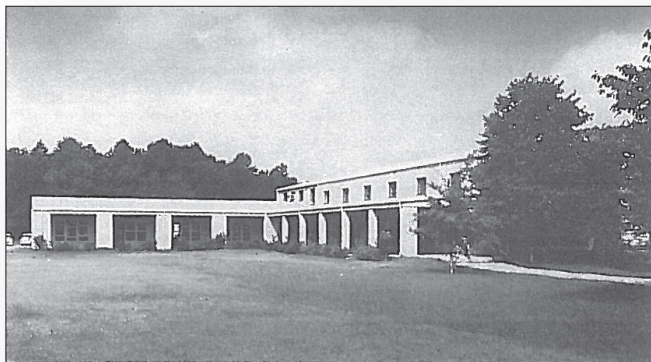
# History of St. Francis Parish Hall and Capital Campaign Timeline

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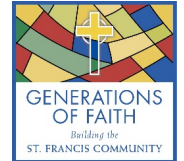
## Founded in Faith 1949-1952

- **1949** - St. Francis Episcopal Church mission established
- **1950** - Diocese purchased 3 acres on Piney Point Rd
- **1950** - Campaign launched to raise funds to build Parish Hall
- **1951** - First service in new Parish Hall
- **1952** - Parish status granted; The Rev. G. Richard Wheatcroft named Rector; St. Francis Episcopal School founded



# History of St. Francis Parish Hall and Capital Campaign Timeline

## St. Francis Episcopal Community, Master Plan 2000



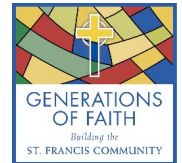
***Parish Hall and other education spaces were put on hold***

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2000 Master Plan aerial shot



# History of St. Francis Parish Hall and Capital Campaign Timeline



## Capital Campaign Timeline

<b>2018</b>	Launch quiet phase Vestry and Committee	Fall
<b>2019</b>	Quiet phase fundraising continues	January - December
	Campaign presentation at Annual Parish Meeting	January
	Campaign announcement Easter Sunday	April
<b>2020</b>	Diocesan Resource Team approves project	March
	COVID disruption limits fundraising	March - December
	City of Piney Point Village limited operations	March - December
<b>2021</b>	Relaunch fundraising	March - December
<b>2022</b>	Fundraising continues	January - December
	Parish Hall – Final Service	May
	All church celebration	June
	Site prep, demolition and construction begins	June - December
	Beam signing celebration	October
<b>2023</b>	Construction and fundraising continues	January - May
	Construction complete	March - April
	Blessing of the Building	April/May TBD

***The timeline will continue to be refined based on the fundraising progress and construction timeline.***

## Detailed Scope of Work

# Detailed Scope of Work



July 30, 2020  
Revised August 24, 2021

Planning and Zoning Commission  
Piney Point Village  
7676 Woodway, Suite 300  
Houston, TX 77063

**Piney Point Village**, Merriman Holt Powell Architects is pleased to present this narrative and detailed scope of work for the addition of a new Parish Hall with accompanying church offices, church meeting rooms, and nursery to replace the existing 70+ years old Parish Hall at St. Francis Episcopal Church. Included is demolition, new site work, urban forestry, architecture, mechanical, electrical, plumbing, fire protection, ADA compliant accessibility, monument signage, and space program.

For the purpose of this document, Merriman Holt Powell Architects will be identified as **MHP**, St. Francis Episcopal Church as **SFEC** and Piney Point Village as **PPV**.

## **A. SCOPE OF WORK**

The scope of work will entail a two-story addition with approximately 24,000 SF (15,000 SF on level 1 and 9,000 SF on level 2) of Type 2B construction for an A-3 occupancy. Programmed spaces include a new fellowship space (Parish Hall) with an adjacent kitchen, church administrative space, church meeting rooms, a nursery, guild room, and restrooms. The additions will be constructed using a class-A steel framed structure and cold formed metal framed exterior walls with brick and plaster veneer. Scope includes tying into the existing structure, HVAC, electrical, plumbing, fire sprinklers, interior finishes and related site work. The existing Parish Hall, classrooms, and three 'stand-alone' structures along the north portion of property will be demolished as part of the scope of work.

- 1. Demolition** – The demolition portion of the project will include the removal of site flatwork, trees (see c. Urban Forestry below), buildings and associated mechanical, electrical, and plumbing work.
  - a. Flatwork** – SFEC is proposing the removal of 33,120 SF of impervious flatwork. This includes the current north asphalt parking / drive (23,260 SF) and walkways (9,860 SF) associated with the scheduled buildings being demolished.
  - b. Trees** – Currently there are 31 trees scheduled to be removed due to poor condition, being located in right of way, not PPV qualified trees that count towards density, or are in conflict with new construction.  
Re: G005 for detailed narrative from Urban Forester.
  - c. Architecture** – Currently, there are four (4) buildings and a portion of a fifth that are 60+ years old scheduled to be removed, for a total of 15,695 SF of impervious surface. This will also provide the necessary pervious area to the north edge of the property by returning it back to a 'green belt' of 30FT. Re: A101 in the drawing set.



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# Detailed Scope of Work



- b. Parish Hall**
    - i. Parish Hall to be served by dedicated single zone 19 ton packaged rooftop unit with DX cooling coil, gas heat, ERV (Energy Recovery), economizer and demand-controlled ventilation. The unit will be located on the second-floor roof and screened from view by the 6' parapet walls of the roof well.
  - c. First and Second Floor Spaces**
    - i. The other first floor spaces and the second floor are to be served by DX/VRF heat pump (simultaneous heating/cooling ductless ceiling cassettes or ducted fan coils) all connected to roof mounted outdoor condensing units. There are 10 zones on the first floor of the new building, not including the Parish Hall. Two FCU's will be used to serve the kitchen. There are 6 zones on the second floor of the new building. Dedicated packaged rooftop DOAS units with ERV, DX cooling coils, and gas heat will serve fan coil units or diffusers in each room.
  - d. Exhaust**
    - i. The grease exhaust system for kitchen hood will be served by a grease fan located on roof.
    - ii. The makeup air for the kitchen hood will be ducted from the first floor DOAS unit to the hood.
    - iii. General exhaust for toilet rooms and janitor closets will be ducted to the DOAS units for heat recovery.
  - e. Controls / Energy Management**
    - i. Provide web based DDC control and energy management system; with monitoring and operator interface via the existing campus BAS system (believed to be Siemens). Update campus operating system to current software version.
  - f. Test and Balance**
    - i. Include independent Air Test and Balance of HVAC systems
- 6. Electrical** – The electrical work will consist of demolishing / removing old electrical systems and associated wiring and devices. Once removed, the new addition will include the installation of new electrical systems per the drawings and information below.
  - a. Existing Building Service to be removed**
    - i. The existing building service starts from a 75kVA pole mounted CenterPoint transformer serving overhead to an existing 800A, 240 delta/120V switchboard. This switchboard currently serves some three-phase mechanical equipment, the existing parish hall, kitchen, and offices.

# Detailed Scope of Work



## **b. New Building Service**

- i.** The new building service shall be a 480Y/277V underground service from CenterPoint transformers. This underground service is to serve a 1200A, 480Y/277V switchboard that is estimated to provide service to the proposed scope. Large mechanical equipment and motors are to be served at 480V, three-phase. Fractional horsepower motors, general purpose receptacles, electronic devices etc. are served at 120V. Lighting is to be served at 277V. Some loads may be served at 208Y/120V. Panelboards and switchboards shall have spare amperage and breaker space. Transient voltage surge suppression equipment will be provided at main service.

## **c. Lighting & Lighting Controls**

- i.** All interior lighting shall be LED. Exit and egress lights shall be LED with battery packs. Parking lot/site lighting adjacent to building shall be wall packs. Any existing pole lights are to remain. Landscape lighting is to be controlled by photocell and time clock. Lighting levels shall be per IES recommendations.

### **1. Lighting controls consisting of:**

- a.** Occupancy sensors per code
- b.** Daylight switching zones, per code
- c.** Exterior lights on / off per photocell and schedule from BAS
- d.** Parish Hall: dimming and scenes via wall controller; daylight harvesting

## **d. Power**

- i.** All new switchboard, panels, cabling, raceways and wiring devices shall be provided for new building. Power connections required for HVAC equipment, elevators and special equipment. Power required for low voltage system controllers (IT, PA, security, fire alarm, HVAC controls, etc.). Occupancy sensor control of selected 120-volt convenience receptacles per energy code.

## **e. Emergency Generation System**

- i.** Battery packs will be used for egress and exit lights.

## **f. Grounding**

- i.** Grounding will be provided per the National Electric Code.

## **g. Fire Alarm System**

- i.** Entire new building and renovated area to have addressable type fire alarm, including area smoke detectors, duct detectors, pull stations, strobes, audio alarms, fire sprinkler interface and other devices. Connect to existing campus system and provide expansion modules and software updates needed to accommodate the new building.



- ii. Existing buildings to be removed are not compliant or fire sprinklered.

**7. Plumbing** – The plumbing work will consist of demolishing / removing old plumbing systems and all associated items and fixtures. Once removed, the new addition will include the installation of new plumbing per the drawings and information below.

**a. Domestic Water:**

- i. A new 3-inch underground domestic water service will be provided to the building from the site water main. The domestic water service will enter the facility in the Parish Hall Storage room with a main shut-off valve, backflow preventor, water meter (outside building) and pressure gauge.
- ii. Throughout the facility, domestic cold water will be routed to restrooms, mechanical equipment rooms and other areas requiring domestic cold water. Domestic cold water will also be supplied to the domestic water heaters. The domestic cold-water piping systems will be routed throughout the facility, and sized based on the 2015 Edition of the International Plumbing Code. The maximum design velocity for the piping systems will be 7 feet per second. The domestic cold-water piping system will be insulated to prevent condensation from occurring on the exterior of the pipe.
- iii. The domestic hot water will be generated using condensing high efficiency low Nox natural gas fired water heaters with integral storage tanks. The storage tanks will be constructed of steel with a phenolic or glass internal lining. The storage tanks will be insulated in order to meet ASHRAE 90.1 requirements for tank losses. The water heaters will deliver and store hot water at 140 degrees F. The 140-degree F hot water will be supplied and circulated throughout the building. Thermostatic mixing valves will be provided for each bank of restroom lavatories and break room sinks to provide a maximum of 110-degree F hot water to those plumbing fixtures to protect against scalding. The 140-degree F hot water system will be recirculated using an in-line circulation pump to maintain the hot water temperature to within 10 degrees of the supplied temperature.
- iv. The domestic hot water piping system will be sized similar to the domestic cold-water system, except, the system will be designed with a maximum velocity of 5 feet per second. The hot water supply and return piping will be insulated to minimize heat loss.
- v. Service valves will be provided at each branch line serving two or more plumbing fixtures. All plumbing fixtures and equipment connections will be provided with local stop valves. Additional service valves will be provided to isolate the system for maintainability.
- vi. Access panels will be provided with adequate space to operate the valve(s) in walls and non-accessible ceilings.

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# Detailed Scope of Work



- ii. Overflow drains will be provided to protect the roof in case of a roof drain blockage. The overflow drain lines will be separate from the Storm lines per plumbing code and will discharge above grade.
  - iii. The roof drainage system will be insulated to prevent condensation from occurring on the exterior of the pipe. Roof drain bodies, overflow drain bodies and the horizontal piping from each drain will be insulated, extending to the first vertical drop and any horizontal offsets that occur.
  - iv. Above ground storm sewer and overflow drain piping will be CISPI standard 301, service weight, no-hub cast iron pipe with DWV pattern fittings and heavy-duty no-hub couplings, for sizes 8-inch and less. For pipe sizes over 8-inch, bell and spigot fittings with Tyseal type gasketed joints, will be used. Underground storm piping will be service weight cast iron with asphaltic coating with DWV pattern bell and spigot cast iron fittings and Tyseal type gasketed joints.
- d. Plumbing Fixtures:
  - i. Plumbing fixtures will be Grade A commercial quality and will be low water consumption type fixtures. Water closets will be 1.28 gallon per flush fixtures. Lavatories will have 0.5 gpm, hard wired, sensor operated faucets and the sinks will have a 1.5 gpm flow control device. Water closets and urinals will be wall mounted and provided with concealed support carriers. Lavatories, mop sinks and kitchen sinks will be provided with domestic hot and cold water. Urinals and toilets will be provided with hard wired, sensor operated controls. All vitreous china fixtures will be white in color. Where applicable, fixtures will be in compliant with the Americans with Disabilities Act.
  - ii. Wall hydrants will be provided on the exterior walls to provide wash down of entries, loading dock and other exterior areas around the building. Hydrants will be freeze-proof recessed type with hinged door, integral vacuum breakers and loose key.
  - iii. A hose bibb will be provided in each mechanical room, and under the counter in each restroom. Each hose bibb will be equipped with a non-removable vacuum breaker, and lock shield.
- e. Natural Gas System:
  - i. Natural gas will be provided to the building by the utility company, from a natural gas main located on the site. A natural gas meter by Centerpoint with regulator will be located outside of the building. Prior to entering the building, the gas pressure will be regulated to a reduced pressure by Centerpoint. Downstream of the pressure regulator, natural gas will go into the building. The natural gas piping inside the building will be piped to gas fired domestic water heaters in a mechanical room and to food service equipment located in the Kitchen. The natural gas piping system will be sized based on the National Fuel Gas Code.

# Detailed Scope of Work



- f. Elevator Sump Pump System:
  - i. A submersible sump pump will be provided in the elevator pit sump. The pump on/off operation will be automatically controlled with a float switch and will discharge to the sanitary sewer system. A monitoring panel will be located in the elevator shaft which will alarm when the elevator sump pump float switch activates. The monitoring panel will be used strictly as an alarm panel.
- g. Fire Protection:
  - i. The building will be completely protected with a wet automatic sprinkler system throughout all areas. The systems shall be designed to meet NFPA requirements.
  - ii. A 6-inch fire water service will be provided to each floor of the new addition from the existing building fire mains on each floor. Based on meeting notes from discussion with the Memorial Village Fire Marshal, the existing building fire protection system is adequate for the addition and a fire pumping package will not be required.
- h. Sprinkler System:
  - i. The existing buildings scheduled to be removed are not currently protected with an automatic fire sprinkler system. The new facility will be protected throughout with a wet automatic fire sprinkler system. The system shall be designed in accordance with the 2010 Edition of NFPA 13. The system will be hydraulically calculated to deliver adequate water pressure and floor coverage, based on Ordinary Hazard Group 1 occupancy for the Mechanical Room type areas and Light Hazard occupancy for the office and administrative type areas.
  - ii. The sprinkler system components will be UL listed. Sprinkler heads in suspended ceilings will be located in the center of ceiling tiles.
  - iii. Sprinkler heads will be quick response concealed type with white finish in all areas with ceilings.
  - iv. Sprinklers located in areas without ceilings will be quick response, bronze finish, upright or pendant types.
  - v. The maximum spacing for sprinklers will be 15 feet.
  - vi. The maximum area per sprinkler system zone will be 52,000 SF. The sprinkler supply line for each sprinkler zone, on each floor will consist of a control valve, equipped with a supervisory switch, and a flow switch, to activate local and remote alarm signaling devices. An inspector's test connection will also be provided to serve each sprinkler zone.

- 8. **Monument Signage** – There will be a new St. Francis Episcopal monument sign to replace the existing wooden sign per Sec. 74-281 of the PPV municode. The new sign will be 4' tall x 14' wide (56 SF) and constructed with a masonry to match existing and cast stone. Re: A121 for plans and 3D views



**9. Space Program** – Programmed spaces include a new fellowship space (Parish Hall), storage, a kitchen, church meeting rooms, a nursery, restrooms and church administrative space.

- a. **Parish Hall** – The new fellowship space (Parish Hall) will consist of one large main multi-function space at 3,146 SF. This replaces the 2,085 SF Parish Hall that's scheduled to be demolished.

The new Parish Hall architecture will complement the existing campus structure, specifically, the mansard roof parapet material and detail. The space will have insulated glass windows to allow the use of natural light, as well as, interior mechanical window shades to control the light in a presentation setting.

- b. **Parish Storage** – The storage space provided for the Parish Hall on level 1 will house the furniture used for various functions in the Parish Hall throughout the year.

The main storage on the second floor will have designated zones that are assigned to various groups through the church. The total area for all proposed storage is 2,945 SF; this replaces the previous 2,697 SF of storage that was removed.

- c. **Kitchen** – The new kitchen scope includes preparation, pantry, and janitorial room with mop sink. Within the kitchen there are 5 zones - clean side, dirty side, preparation, cook area, and coffee bar. The new kitchen will receive all new commercial grade equipment and exhaust hood to replace the existing equipment. Re: FS-1. Total area of new kitchen and associated spaces is 992 SF, replacing the previous 642 SF of existing kitchen.

- d. **Church Meeting Rooms** – The second-floor addition contains 4 meeting rooms in total to be used by the church for multiple church activities. Each room has millwork for storage and a sink and whiteboard for convenience. These classrooms will not be used by the school as they lie outside the school's security boundary.

Total area of new meeting rooms is 3,828 SF, replacing the previous 8,424 SF of existing classroom buildings.

- e. **Nursery** – The existing nursery is to be relocated to allows the expansion of the existing church offices and to tie the new addition into the existing building while providing an identifiable church entrance to the administrative offices. The Nursery will also have a dedicated restroom for the infants and toddlers.

Total area of new Nursery is 486 SF, replacing the previous 768 SF Nursery.

- f. **Offices** – The new office / administrative suite will consist of the individual church offices (new and existing), the Rector's office, a reception area, a work area with storage, conference rooms, and a music ministry office and music equipment storage.

The new 6,008 SF office suite area consolidates in one central location all staff and admin areas that were previously located in buildings being demolished.

**10. Security & Health Safety Protocol** – The new Church addition will take a stringent approach to security and follow those guidelines set by the school's security protocol

- a. **Security** – SFEC will have a defined separation between the church and school. This will allow visitors coming to the campus for the church to bypass the security check in put in place by the school and the Diocese. The new church meeting rooms will be outside this security perimeter and therefore will not be used by the school.
- b. **Health Safety – Covid** – In these current times SFEC and the community must practice safe social distancing to help keep the spread of viruses down. SFEC will follow the social distancing protocols and maintain proper distance when assembling in groups for meetings or any other church activity.

## **B. SPECIAL WRITTEN REQUEST**

- 1. **Rooftop mounted Mechanical Equipment**
  - i. Addition of four (4) pieces of mechanical equipment and two (2) air cooled condensing units on the roof of the new Parish Hall
  - ii. Will sit within a roof well to conceal the units from sight, sound pollution, and to keep them below the required 35' maximum height from avg. natural grade.
  - iii. SFEC had a professional acoustician take readings of the existing (10) HVAC units on campus from the property line as well as provide projected numbers for the newly designed units within the new rooftop well. Those charts as well as narrative can be provided.

## **C. RESPONSES TO ATTENDEES OF THE NEIGHBORHOOD MEET AND GREETINGS**

- 1. **Trees**
  - i. Re-position Eagleston Hollies. Six (6) along the North Green Belt and four (4) along the west edge of property near the baseball field
  - ii. Substitute thirty (30) Japanese Yews with thirty (30) Little Gem Magnolias
- 2. **View from second floor Church Meeting Rooms**
  - i. A translucent window film will be applied to the second-floor church meeting room windows facing towards the North.
- 3. **Playground**
  - i. The existing playground will be relocated south to be outside of the 30' greenbelt
- 4. **Existing Portable Storage Buildings**
  - i. Pink portable buildings to be painted a neutral color
- 5. **Improved Drainage**
  - i. Civil engineer included Lot 19, 20, and 21 along Cheska in SFEC overall drainage calculations. RE: C5.0

## 6. Construction Fence Screen

- i. SFEC will provide a green mesh screen at the construction fence facing Piney Point

We are excited about the opportunity to work with you on this important step in the life of St. Francis Episcopal Church, Piney Point Village, and the surrounding neighborhood!

Kind regards,

Merriman Holt Powell Architects

A handwritten signature in black ink, reading "William H. Merriman". The signature is written in a cursive, flowing style.

William H. Merriman, AIA

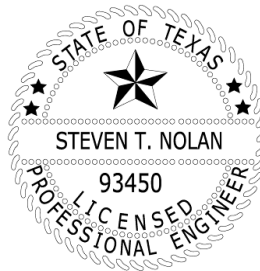
## Lot Coverage (Impervious Calculations)

## St. Francis Episcopal Church

### CIVIL ENGINEERING REPORT HARRIS COUNTY, TEXAS

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## VERIFICATION OF IMPERVIOUS AREAS FOR PROPOSED SITE DEVELOPMENT.



PREPARED BY:  
STEVEN T. NOLAN, P.E.

August 24, 2021

Revision 1

Prepared by: Steven T. Nolan, P.E.	Checked by: Chuck Fuhrman	Approved by:
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# Lot Coverage (Impervious Calcs)

## Project: St. Francis Site – Impervious Area Verification

St. Francis Episcopal Church is proposing to develop an existing site located on the North side of Piney Point Road in the City of Piney Point Village. Location and details are provided in the attached survey drawing.

Area Designation	Sq. Ft. Area
Impervious Area Buildings, Covered Basketball, Sheds, Dugouts	142,691.94
Impervious Area Paving	130,213.52
Impervious Area Walks	41,292.80
Impervious Area Concrete w/ Rubber Mat	1650.74
<b>Total Site Area</b>	<b>632,308.00</b>

The total impervious area proposed has been verified as 315,849 sq.ft. Total % of impervious surface is **49.95%**.

The total proposed impervious surface area has been reviewed and verified to encompass slightly less than 50% of the site development. Specifically, the total impervious area, per proposal, incorporates 49.95% of the total site area. Rev-1 Revised area includes new playground section, eliminates several parking spaces. The attachments provide impervious area designations and calculated square footage for individual sections of the paving, walkways, buildings, structures and concrete for review.

Respectfully submitted for approval,

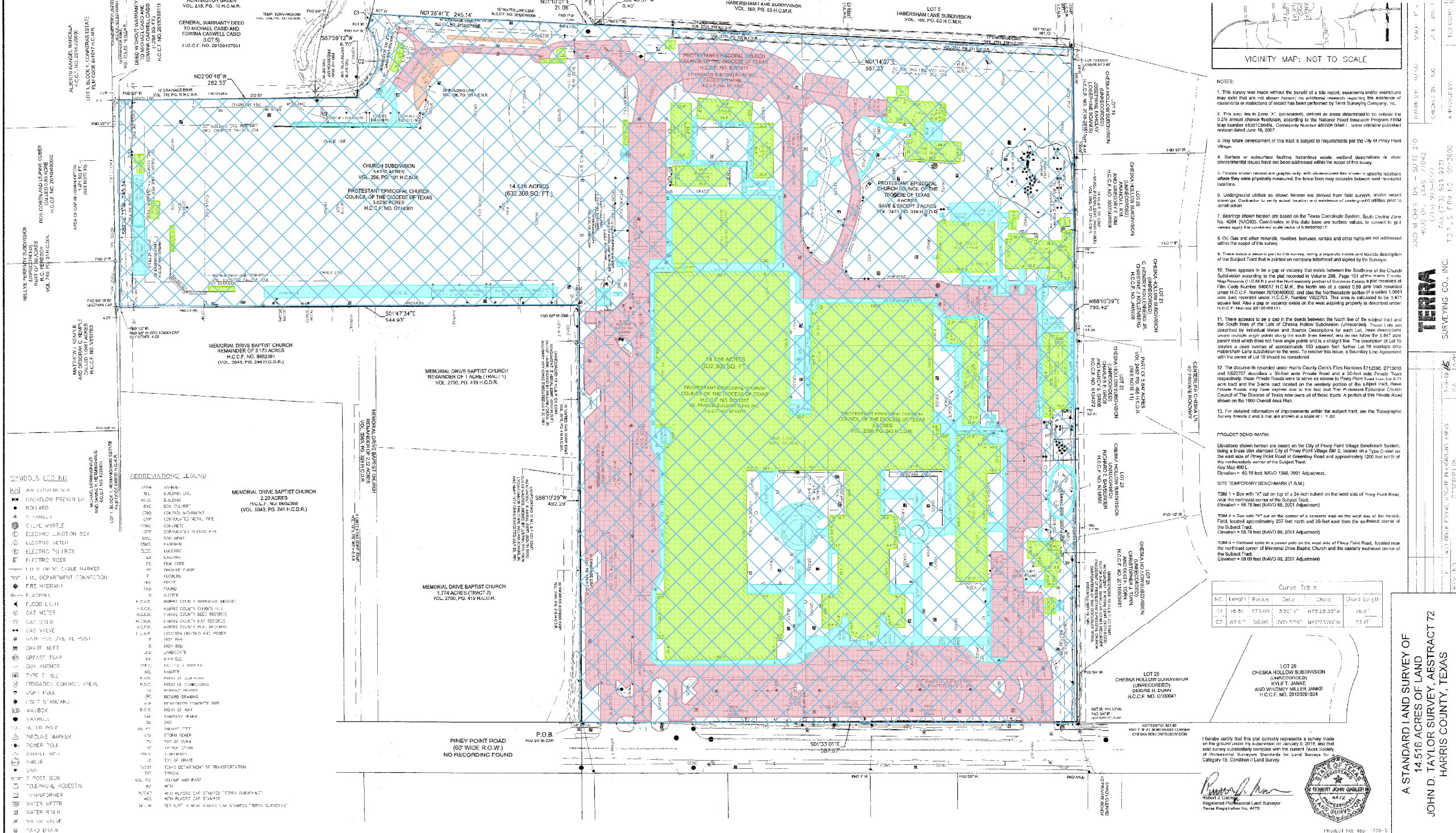
*Steven T. Nolan*

**Steven T. Nolan, P.E.**  
Lead Civil / Structural Engineer  
3508 East Pasadena Fwy.  
Pasadena, Texas 77503  
T 281.930.8877  
C 713-578-0533  
[snolan@tellepsen.com](mailto:snolan@tellepsen.com)

## Lot Coverage (Impervious Calcs)

**Revised Piney Point Review - Existing Site Development**  
**51.97% Impervious Surface**

- |  |
|--|
| 438 - Impervious Area Buildings, Covered Basketball, Sheds, Dugouts - 150,301 SF |
| 439 - Impervious Area Paving - 130,723 SF  |
| 440 - Impervious Area Walks - 45,895 SF  |
| 441 - Impervious Area Concrete w/ Rubber Mat - 1,697 SF                          |
| 442 - Total Site Area - 632,308 SF   |



Impervious Lot Coverage - Existing



JOE B. ALLEN  
AND HELEN ALLEN  
H.C.C.F. NO. 0873188

- MICHIGAN LANE SUBDIVISION  
 VOL. 188, PG. 63 H.C.M.R.  
 SET "X" AT



VICINITY MAP: NOT TO SCALE

NOTES:

1. This survey was made without the benefit of a title report, assessments and/or restrictions nor exist that are not shown herein; no additional easements regarding the existence of easements or restrictions of record has been performed by Terra Surveying Company, Inc.
2. This tract lies in Zone "X" (un-shaded), defined as areas determined to be outside the 0.2% annual chance floodplain, according to the National Flood Insurance Program FIRMA Map Number 48021-C0007. Community Number 48000R 004A1 - latest available published revision dated June 16, 2007.
3. Any future development of this tract is subject to requirements per the City of Piney Point Village.
4. Surface or subsurface facilities hazardous waste and/or landfills or other environmental issues have not been addressed within the scope of this survey.

[illegible]

**PROPOSED BENCHMARKING**

Locations shown here are based on the City of Piquette Valley Groundwater System, being a brass disk stamped on City of Piquette Village BM 2, located on a "Type C" corner on the northeast corner of Piquette Village Road and approximately 1200 feet north of the southwest corner of the Subject Tract.

**Key Map Data**

Elevation = 401.8 feet NAVD 1983, 2001 Adjustment.

**SITE TEMPORARY BENCHMARK (T.B.M.)**

**TBM 1** = "X" with "44" on top of a 54 inch culvert on the west side of Piquette Village Road, just the northeast corner of the Subject Tract.  
Elevation = 88.78 feet NAVD 1983, 2001 Adjustment

**TBM 2** = "X" with "44" on top of a concrete sink on the west side of the railroad. Fielded approximately 207 feet north and 29 feet east from the southwest corner of the Subject Tract.  
Elevation = 88.78 feet NAVD 1983, 2001 Adjustment

**TBM 3** = "Pineless nail in a power pole on the west side of Piquette Point Road. Located near the northeast corner of Memorial Drive Baptist Church and the westerly southeast corner of the Subject Tract.  
Elevation = 69.09 feet NAVD 1983, 2001 Adjustment

K.C.	Length	Radius	Delta	Chord	Chord Length
C1	10.51'	275.00'	33° 01'	87° 25' 35" $\alpha$	16.4'
C2	87.6'	50.00'	160° 31' 00" $\alpha$	87° 25' 35" $\alpha$	77.81'

Figure 1

LOT 26  
CHESA HOLLOW SUBDIVISION  
(UNRECORDED)  
KYLE T. JANKE  
AND WHITNEY MILLER JANKE  
H.C.G.F. NO. 20120261804

I hereby certify that this plat correctly represents a survey made on the ground under my supervision on January 9, 2018, and that said survey substantially complies with the current Texas Society of Professional Surveyors' Standards for Land Surveys for a Category 1B, Condition II Land Survey.

  
Robert J. Gaudler  
Registered Professional Engineer and Surveyor



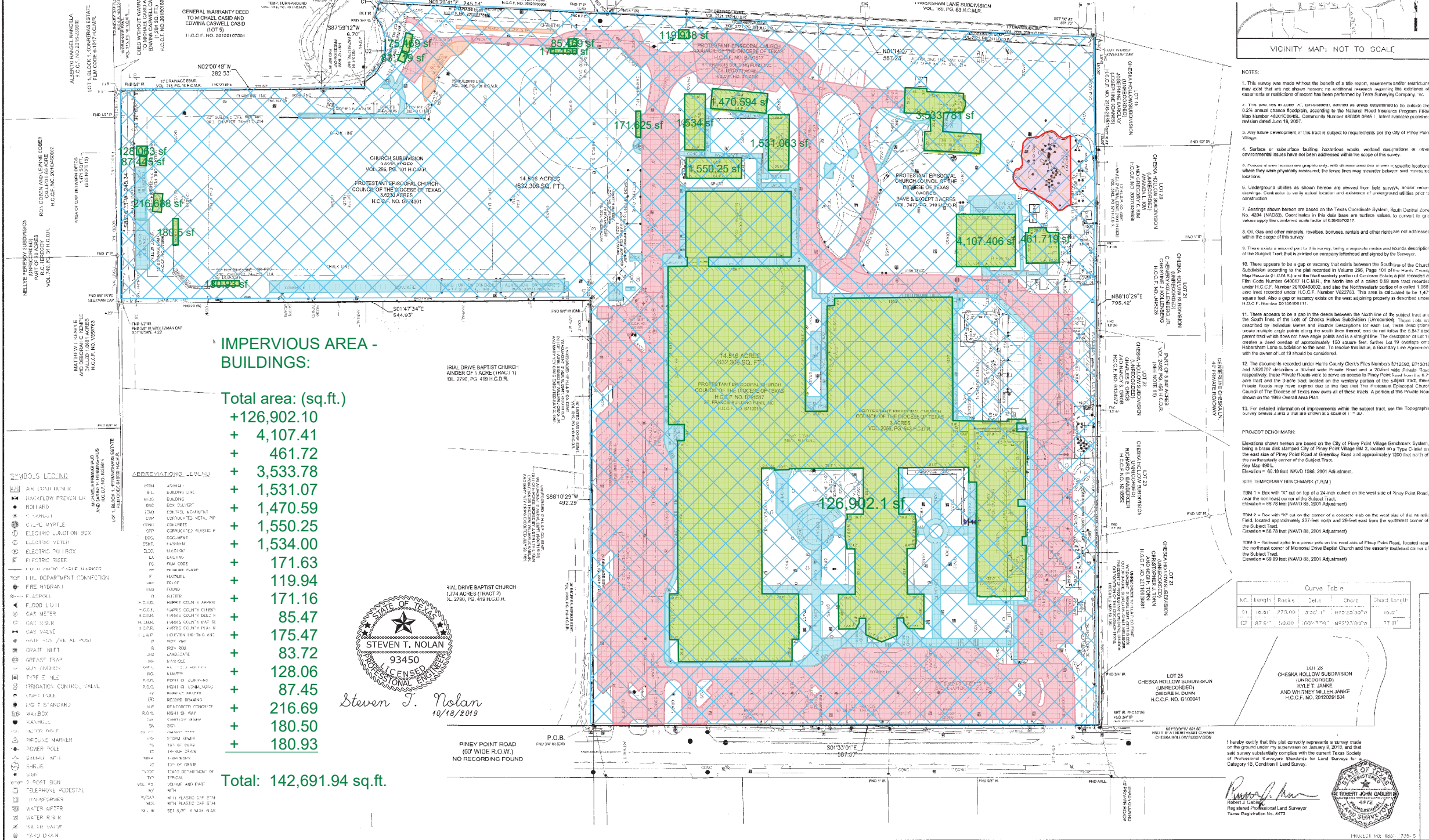
3000 W. CHES. DR. - S  
- 4015 ON. - XAS /  
(713) 993-0777  
FAX (713) 993 97  
T.E.P. S. FRANK. CO.

[illegible]



Revised Piney Point Review - Proposed Site Development  
49.95% Impervious Surface

- 438 - Impervious Area Buildings, Covered Basketball, Sheds, Dugouts - 145,379 SF
- 439 - Impervious Area Paving - 130,213 SF
- 440 - Impervious Area Walks - 41,090 SF
- 441 - Impervious Area Concrete w/ Rubber Mat - 1,697 SF
- 442 - Total Site Area - 632,308 SF

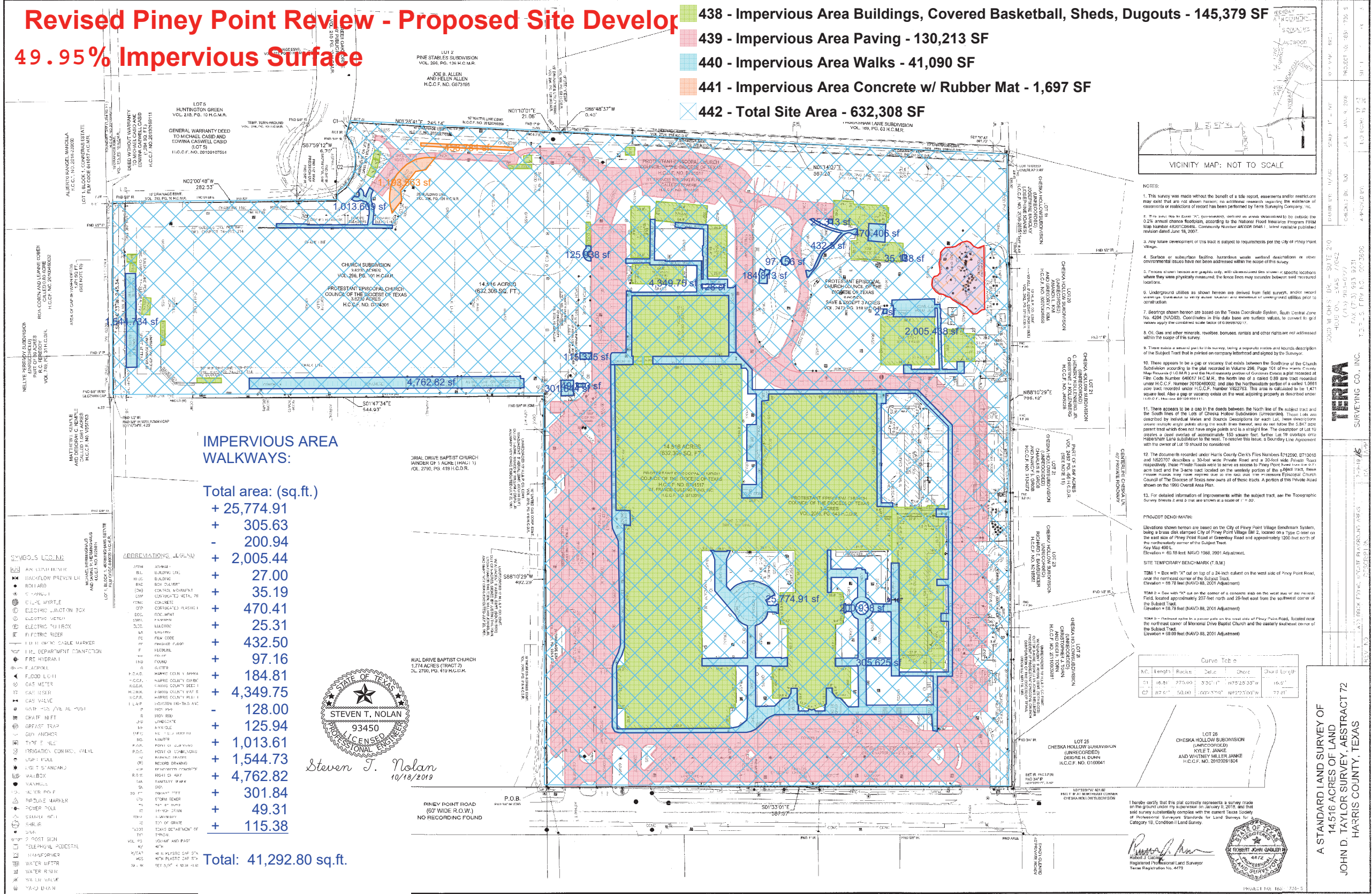


TERA SURVEYING CO., INC.

14,516 ACRES OF LAND  
JOHN D. TAYLOR SURVEY, ABSTRACT 72  
HARRIS COUNTY, TEXAS

14,516 ACRES OF LAND  
JOHN D. TAYLOR SURVEY, ABSTRACT 72  
HARRIS COUNTY, TEXAS









Impervious Surface Areas of 14.516 Acre Site (632,308 SF)		
EXISTING SITE	FUNCTION/USE	PROPOSED SITE
150,301 SF	Buildings, Covered Basketball, Sheds, Dugouts	142,692 SF
137,217 SF	Impervious Area Paving (includes playground)	130,213 SF
45,895 SF	Impervious Area Walks	41,293 SF
1,697 SF	Concrete Areas with Rubber Mat	1,651 SF
335,110 SF	Total Site Area	315,849 SF
52.99%	Impervious Surface Percentage	49.95%

Existing Impervious Area to be removed



Impervious Surface Area CONSTRUCTION EXTENTS			
AREA	REMOVED	NEW	DELTA
IMPERVIOUS STRUCTURE	17,683 sf	10,074 sf	- 7,609 sf
IMPERVIOUS DRIVE	24,482 sf	20,692 sf	- 3,790 sf
IMPERVIOUS WALK	9,997 sf	5,395 sf	- 4,602 sf
	52,162 sf	36,161 sf	-16,001 sf

Proposed New Impervious Area shown in light grey  
Dark Grey is existing paving and building

Trees Disposition  
Per Piney Point Village Tree  
Disposition Ordinance 946



**ST. FRANCIS EPISCOPAL CHURCH– CHURCH ADDITIONS**  
**2019/2020**  
**Piney Point Village Tree Disposition Plan for Ordinance 946**

Surveyed Trees

173 trees were inventoried on and adjacent to the 14.516 acre (632,309 sq. ft.) site at 345 Piney Point Road. Tree numbers and required tree protection adjacent to proposed demolition and construction are included in the attached Tree Protection Plan.

Protective Measures:

Trees should be protected with 4' tall chain link fence, secured to post driven into ground no further than 8' apart. Recommended location for tree protection fencing is indicated on the attached site plan. The tree protection fence must be installed prior to any construction activity. Fences must have signs in English and Spanish that include "Off Limits" and "No Trash".

Access for construction shall be from the existing driveway/parking area on north side of construction area. Vehicles should not drive or park on tree root zone areas unless grade is protected from compaction and rutting and locations are approved by City of Piney Point forester prior to access. If additional room is needed for material storage, we recommend installing some temporary construction mats, or a layer of soil separator fabric with 8" of mulch on top of fabric, to protect the root system of adjacent trees. This treatment should be applied in areas approved by City of Piney Point forester.

All construction materials should be staged/stored inside construction fenced area and outside tree protection fence areas.

Any trenching for installation of drainage, irrigation, water service, gas service, electrical service, and any other excavation should be routed around the tree protection fence areas. In instances where trenching must occur within the tree protection fenced area, all excavation should be completed by hand, taking care not to cut or otherwise damage any tree roots 1" diameter or larger.

# Tree Disposition

Tree Disposition 345 Piney Point Road  
Page 2 of 3

Roots that must be removed shall be cut clean at edge of excavation, and not ripped or torn from the soil.

Limit grading in tree protection areas to 2" cut or fill. If required, cut shall be completed by hand without damaging roots 1" diameter or larger, and fill shall be applied as clean bank sand.

Existing underground structures within the root zone of any tree to be preserved should remain in place, unless there is a direct conflict with proposed structure or utilities. In which case, the excavation should be completed by hand without cutting or damaging any tree roots 1" diameter or larger.

Do not allow spoils from excavation or construction to accumulate in any tree protection fence area. Maintain integrity of tree protection fencing through entire construction schedule. Failure to do so can result in ordinance violation and citations.

## Tree Preservation and Removal Summary:

113 of the 173 inventoried trees on the site are Qualified Trees that can be protected through construction. Trees number 5, 54-56, 60, 85, 109-111, 125, 127, 128, 150, 157, & 167-171 are not Qualified Trees and do not count toward Minimum Density Requirements. Trees 146 & 151 are located in City Right of Way and will not count toward Minimum Density Requirements. Trees 3, 52, 53, 63, 64, 66, 68-70, 82, 84, 86, 88, 113, 155, 156, 158-166, 172 & 173 are in poor condition and do not count toward Minimum Density Requirements.

Trees number 6-11, 17, 18, 21, 52, 53, 58, 59 & 61 will need to be removed for proposed demolition and construction. Trees number 52, 53, 55, 63, 64, 66, 68-70, 82, 84, 86, 88, 110, 113, 172 & 173 should be removed due to poor condition and safety concerns.

Tree Replacement Requirement: 1 Tree per 2,000 sq. ft. & 25% at least 20' from lot perimeter.

Lot Size: 632,309 square feet

The calculated Minimum Density for this project is 317 trees, with at least 80 trees 20' from lot perimeter. Tree Disposition plan preserves 113 trees



# Tree Disposition

Tree Disposition 345 Piney Point Road  
Page 3 of 3

within property lines of lot, and 77 trees 20' from lot perimeter (2, 4, 12-16, 19, 20, 22-39, 51, 57, 62, 65, 67, 71-81, 83, 87, 89-96, 99-103, 105, 106, 112, 114-124, 126, 130-132, & 135) which does not meet Minimum Density Requirements. At least 204 Qualified Trees must be planted on Site, with at least 3 of the 204 at least 20' from lot perimeter, to meet requirements.

## Tree Treatments:

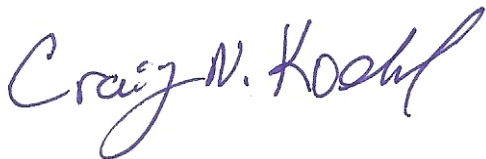
Large trees on site have not been properly pruned historically. A majority of the trees should be Crown Cleaning Pruned, to remove all dead and obstructional branches 1" diameter and larger, by an ISA Certified Arborist. Trees should be assessed for hazardous conditions by climber while completing the pruning. Given the high frequency of pedestrian targets present on-site with the school, all large trees should be regularly evaluated for structural integrity going forward.

Root stimulate and spray tree trunk for borer or bark beetle prevention on any tree that is impacted beyond what is included in Tree Protection Plan.

Trees should be pruned by ISA Certified Arborist using pruning methods in the ANSI A300, most current revisions.

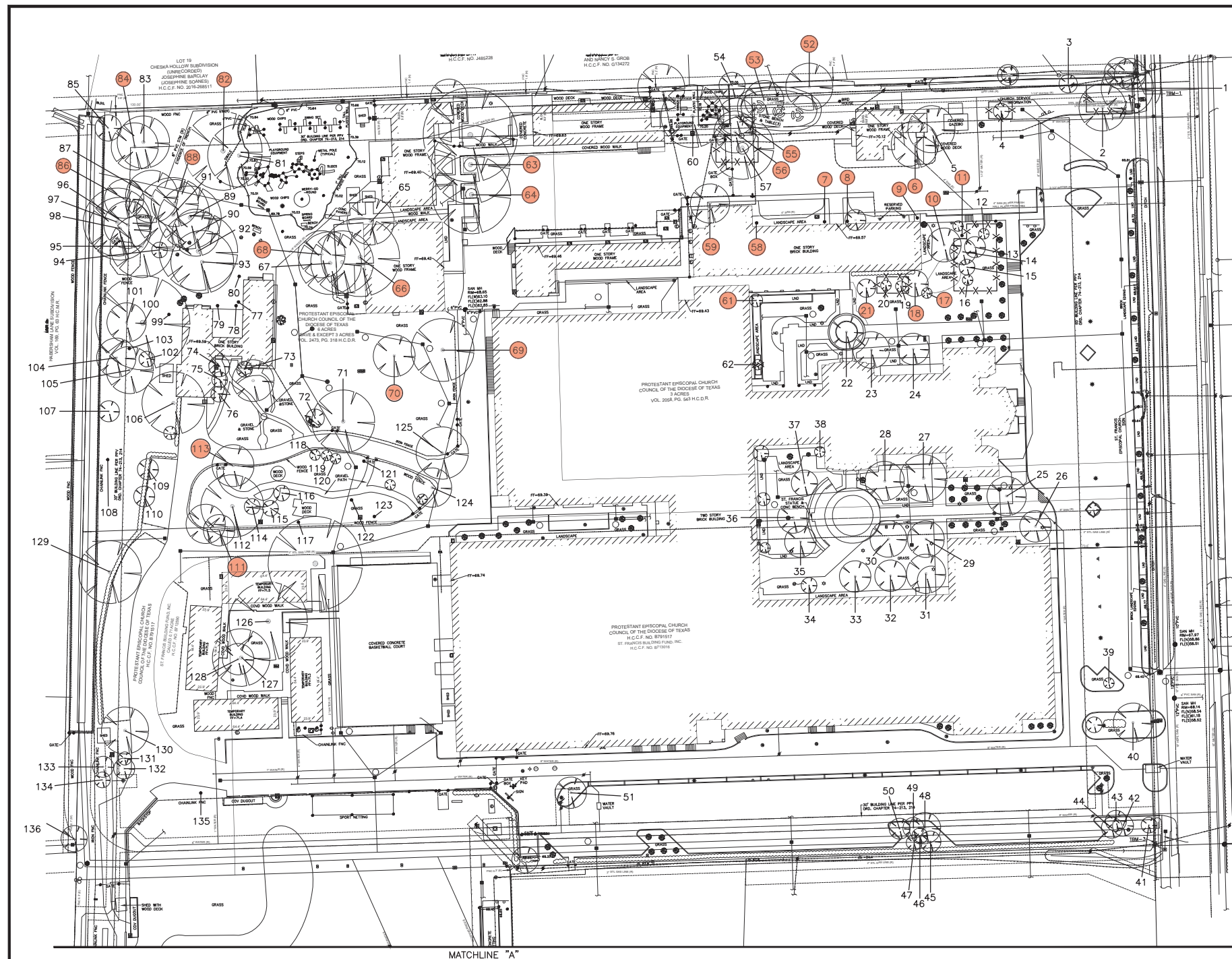
This Disposition report was prepared by C.N. Koehl Urban Forestry, Inc., with information provided by St. Francis Episcopal Church in October 2019. The Disposition report applies to the information provided. Should any changes to proposed construction be made, additional recommendations may apply.



Prepared by C. N. Koehl Urban Forestry, Inc.



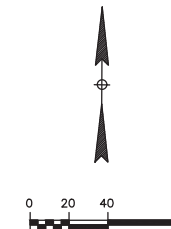
Craig N. Koehl  
Urban Forestry Consultant

## Tree Disposition



TREE PRESERVATION PLAN LEGEND	
	TREE NUMBER/LOCATION TREE TO BE REMOVED
	TREE PROTECTION FENCE

31 trees to be removed due to poor condition and safety concerns.

[illegible]

## Tree Disposition



31 trees to be removed due to poor condition and safety concerns.

[illegible]

TREE DISPOSITION PLAN  
SHEET 2 OF 3  
JOHN D. TAYLOR SURVEY, ABSTRACT 72  
HARRIS COUNTY, TEXAS



Tree Disposition

Tree No	Tree Description	Comments	Tree Disposition Treatment	Tree No	Tree Description	Comments	Tree Disposition Treatment
1	20" Post Oak	Utility pruned, Fair condition	Crown Cleaning prune, Fence	88	17" Pine	Trunk decay, Hazardous, Remove for safety concerns	Remove tree
2	18" Eastern Red Cedar	Suppressed, Fair condition	Crown Cleaning prune, Fence	89	19" Pine	Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
3	8" Live Oak	Topped by utility, Poor condition, Does not count toward minimum density		90	19" Pine	Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
4	6" Magnolia	Good condition	Fence	91	24" Pine	Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
5	20" Bradford Pear	Fair condition, Species does not count toward mininum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	92	25" Pine	Old lightning strike, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
6	18" Bradford Pear	Poor condition, Remove for demolition	Remove tree	93	23" Cherrybark Oak	Suppressed, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
7	5" Eagleston Holly	Remove for demolition, Good condition	Remove tree	94	5" Water Oak	Good condition	
8	5" Eagleston Holly	Remove for demolition, Good condition	Remove tree	95	23" Pine	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
9	4" Eagleston Holly	Remove for demolition, Good condition	Remove tree	96	18" Pine	Leaning trunk, Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
10	16" Magnolia	Remove for demolition, Good condition	Remove tree	97	23" Pine	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
11	10" Pine	Chlorotic, Thin, Poor condition, Remove for demolition	Remove tree	98	20" Pine	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
12	4" Magnolia	V-crotch, Fair condition	Fence	99	3" Sweet Virburnum	Good condition	
13	11" Pine	Good condition	Crown Cleaning prune, Fence	100	30" Pine	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
14	12" Pine	Good condition	Crown Cleaning prune, Fence	101	20" Post Oak	Leaning trunk, Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
15	9" Pine	Good condition	Fence	102	7" Pine	Good condition	
16	8" Pine	Good condition	Fence	103	3" Pine	Good condition	
17	6" Pine	Remove for demolition, Good condition	Remove tree	104	13" Cherrybark Oak	Small deadwood, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
18	12" Pine	Bark beetles, Poor condition, Remove for demolition	Remove tree	105	18" Water Oak	Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
19	6" Shumard Oak	Good condition	Fence	106	23" Pine	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
20	4" Redbud	Fair condition	Fence	107	9" Pine	Good condition	
21	11" Red Maple	Poor condition, Remove for demolition	Remove tree	108	5" Pine	Good condition	
22	17" Drummond Red Maple	Minor cavity, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	109	8" Tallow	Fair condition, Species does not count toward minimum density	
23	13" Live Oak	Good condition		110	7" Tallow	Fair condition, Species does not count toward minimum density	
24	13" Live Oak	Good condition		111	12" Sugarberry	Trunk decay, Hazardous, Remove for safety concerns	Remove tree
25	16" Live Oak	Good condition		112	23" Pine	Vines, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
26	14" Live Oak	Good condition		113	20" Pine	Dead top, Decay, Hazardous, Remove for safety	Remove tree
27	17" Live Oak	Good condition		114	6" Sweetbay	Good condition	
28	14" Live Oak	Good condition		115	6" Sweetbay	Good condition	
29	14" Live Oak	Good condition		116	5" Sweetbay	Good condition	
30	13" Live Oak	Good condition		117	4" Smoketree	Good condition	
31	15" Live Oak	Good condition		118	5" Mexican Plum	Fair condition	
32	13" Live Oak	Good condition		119	5" Mexican Plum	Fair condition	
33	13" Live Oak	Leaning trunk, Good condition		120	3" Mexican Plum	Fair condition	
34	6" Live Oak	Good condition		121	3" Green Ash	Fair condition	
35	11" Live Oak	Good condition		122	7" Smoketree	Good condition	
36	14" Live Oak	Good condition		123	4" Green Ash	2-stem, Fair condition	
37	12" Live Oak	Good condition		124	16" Eastern Red Cedar	Vines, Fair condition	Crown Cleaning prune, Remove vines, Include hazard assessment in Crown Cleaning prune
38	5" Redbud	Good condition		125	25" Tallow	Fair condition, Species does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
39	5" Nuttall Oak	Chlorotic, Fair condition		126	28" Baldcypress	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
40	18" Nuttall Oak	Chlorotic, Fair to Good condition		127	21" Black Willow	Fair condition, Species does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
41	5" Redbud	Minor cavity, Fair condition	Crown Cleaning prune	128	14" Black Willow	Fair condition, Species does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
42	10" Pine	Good condition		129	23" Pine	Twig dieback, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
43	7" Pine	Good condition		130	21" Live Oak	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
44	9" Pine	Good condition		131	5" Pine	Suppressed, Fair condition	
45	10" Pine	Good condition		132	9" Pine	Good condition	
46	9" Live Oak	Crowded by Pines, Fair condition		133	9" Pine	Good condition	
47	8" Pine	Crowded, Fair condition		134	7" Pine	Good condition	
48	11" Pine	Good condition		135	29" Pine	Thin canopy, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
49	8" Pine	Crowded, Fair condition		136	10" Live Oak	Thin canopy, Fair condition	
50	9" Pine	Crowded, Fair condition		137	4" Savannah Holly	Shared tree, Good condition	
51	13" Nuttall Oak	Restricted grow-space, Fair condition	Crown Cleaning prune	138	5" Savannah Holly	Good condition	
52	16" Laurel Oak	Topped by utility, Decay, Hazardous, Remove for safety concerns	Remove tree	139	4" Savannah Holly	Good condition	
53	15" Laurel Oak	Trunk decay, Hazardous, Remove for safety concerns	Remove tree	140	6" Savannah Holly	Good condition	
54	12" Tallow	Adjacent property, Decay, Poor condition		141	5" Savannah Holly	Good condition	
55	15" Tallow	Decay, Hazardous, Remove for safety concerns	Remove tree	142	6" Savannah Holly	Good condition	
56	16" Tallow	Fair condition, Species does not count toward minimum density		143	22" Live Oak	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
57	20" Laurel Oak	Small deadwood, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	144	22" Live Oak	Suppressed, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
58	4" Eagleston Holly	Good condition, Remove for demolition	Remove tree	145	31" Live Oak	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
59	16" Green Ash	Good condition, Remove for demolition	Remove tree	146	22" Pine	City Street Right of Way, Does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
60	22" Tallow	Fair condition, Species does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	147	16" Pine	Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
61	6" Little Gem Magnolia	Good condition, Remove for demolition	Remove tree	148	12" Pine	Thin canopy, Fair condition	
62	4" Little Gem Magnolia	Good condition	Fence	149	19" Live Oak	Thin canopy, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
63	26" Water Oak	Decay, Hazardous, Remove for safety concerns	Remove tree	150	21" Chinaberry	Fair condition, Species does not count toward minimum density	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
64	26" Water Oak	Decay, Hazardous, Remove for safety concerns	Remove tree	151	12" Pine	City Street Right of Way, Does not count toward minimum density	
65	21" Green Ash	Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	152	24" Pine	1-sided canopy, Shared with City, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
66	26" Pine	Lightening strike, Dead, Hazardous, Remove for safety concerns	Remove tree	153	22" Pine	Shared tree, Good condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
67	27" Pine	Thin canopy, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	154	24" Pine	Shared tree, Thin canopy, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune
68	20" Pine	Heart rot, Hazardous, Remove for safety concerns	Remove tree	155	4" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
69	25" Green Ash	Decay, Hazardous, Remove for safety concerns	Remove tree	156	4" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
70	16" Water Oak	Broken top with decay, Hazardous, Remove for safety concerns	Remove tree	157	13" Tallow	Fair condition, Species does not count toward minimum density	
71	27" Pine	Small deadwood, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	158	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
72	9" Live Oak	Good condition		159	6" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
73	4" American Elm	Fair condition		160	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
74	8" Savannah Holly	Thin canopy, Fair condition		161	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
75	8" Savannah Holly	Thin canopy, Fair condition		162	4" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
76	8" Savannah Holly	Thin canopy, Fair condition		163	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
77	5" Water Oak	Fair condition		164	4" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
78	3" American Elm	Fair condition		165	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
79	4" American Elm	Fair condition		166	5" Savannah Holly	70% dieback, Vines, Poor condition, Does not count toward minimum density	
80	5" American Elm	Fair condition		167	13" Sugarberry	Fair condition, Species does not count toward minimum density	
81	25" Pine	Trunk wounds, Fair condition	Monitor for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	168	7" Sugarberry	Fair condition, Species does not count toward minimum density	
82	24" Water Oak	Large trunk cavity, Hazardous, Remove for safety concerns	Remove tree	169	7" Sugarberry	Fair condition, Species does not count toward minimum density	
83	20" Pine	Trunk scars, Fair condition	Monitor trunk for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	170	11" Sugarberry	Fair condition, Species does not count toward minimum density	
84	18" Pine	Heart rot, Hazardous, Remove for safety concerns	Remove tree	171	13" Tallow	Fair condition, Species does not count toward minimum density	
85	11" Sugarberry	Fair condition, Species does not count toward minimum density		172	28" Water Oak	Decay, Hazardous, Remove for safety concerns	Remove tree
86	15" Water Oak	Broken top with decay, Hazardous, Remove for safety concerns	Remove tree	173	13" Water Oak	Decay, Hazardous, Remove for safety concerns	Remove tree
87	20" Pine	Minor heart rot, Fair condition	Monitor trunk for structural integrity, Crown Cleaning Prune, Include hazard assessment in Crown Cleaning Prune	174	14" Water Oak	Decay, Hazardous, Remove for safety concerns	Remove tree

KEY MAP: 400 L

PROJECT NO: 1851-1736-S

SHEET OF

SCALE: 1" = 40'


DATE: NOV. 5, 2019

FIELD BOOK: 17-43 19-20

DRAWN BY: NB

CHECKED BY: ONK

APPROVED BY:



C.N. Koehl  
Urban Forestry, Inc.  
210 Stone Bush Ct. Katy, Texas 77493

DATE

APP

DESCRIPTION

REV. NO.

TREE DISPOSITION PLAN

SHEET 3 OF 3

JOHN D. TAYLOR SURVEY, ABSTRACT 72

HARRIS COUNTY, TEXAS

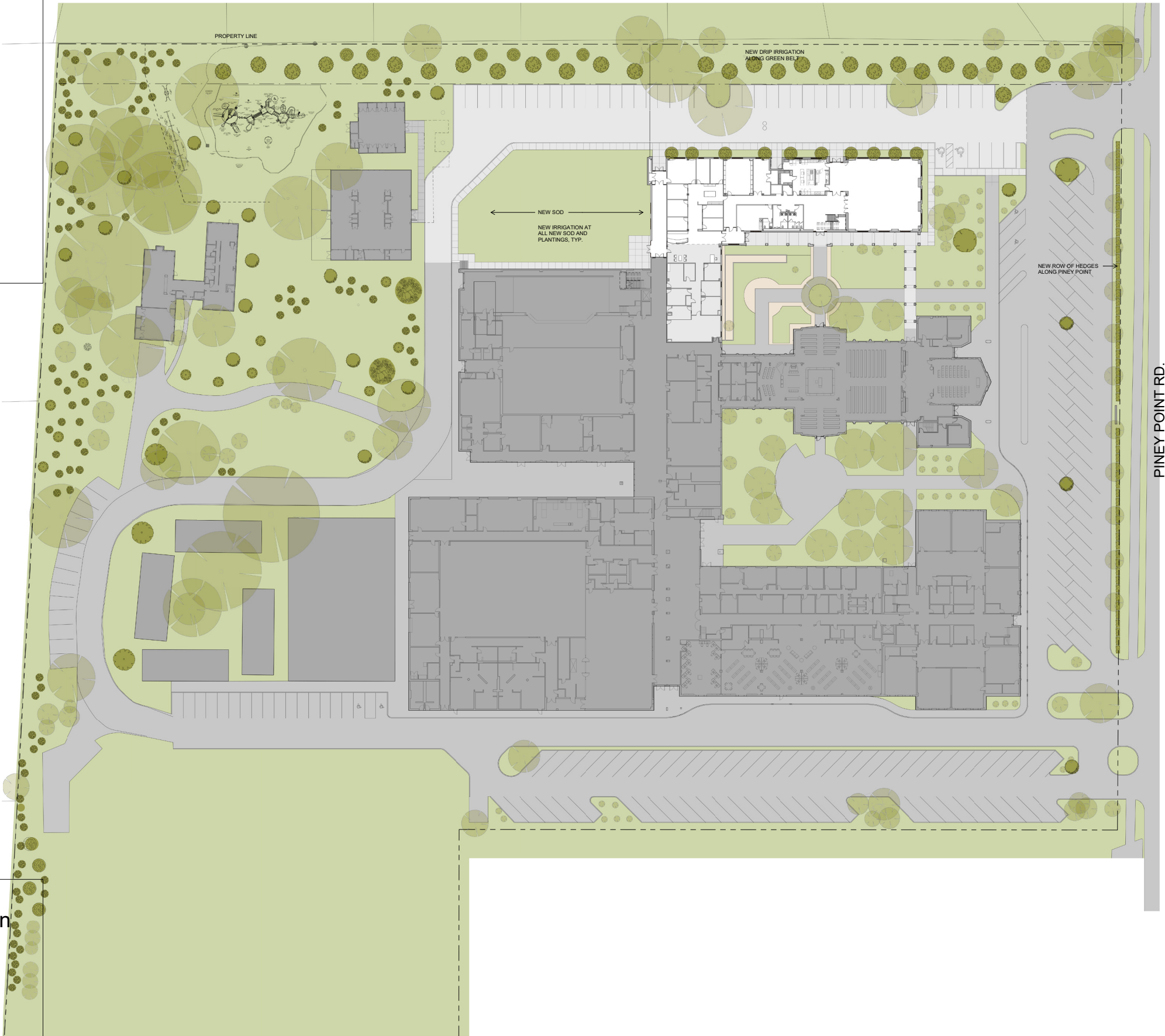
PROJECT NO: 1851-1736-S

- **173 trees** surveyed / inventoried on the **15.516-acre** site.
- **113** of the 173 inventoried trees on site **are Qualified trees**.
- **14** trees need to be removed for proposed construction.
- **17** trees should be removed due to poor condition and safety concerns.
- **Ordinance 946:** requires one (1) tree per 2,000SF of lot size.
- **Requirement: 204 Qualified Trees** (caliper of at least 3", measured 6" above grade) will be planted on site.

- 115 LOBLOLLY PINES  
(65 GAL)(3.0" - 4.0" CALIPER)
- 30 LITTLE GEM MAGNOLIA  
(65 GAL)(3.0" CALIPER)
- 20 RED MAPLE  
(65 GAL)(3.0" CALIPER)
- 20 EAGLESTON HOLLY  
(SINGLE TRUNK)  
(65 GAL)(2.5" - 3.0" CALIPER)
- 12 BALD CYPRESS  
(45 GAL)(3.0" CALIPER)
- 3 CEDAR ELM  
(65 GAL)(3.0" CALIPER)
- 2 SHUMARD RED OAK  
(45 GAL)(2.5" - 3.0" CALIPER)
- 2 MEXICAN SYCAMORE  
(65 GAL)(2.75" - 3.0" CALIPER)

**204 ADDITIONAL NEW TREES**

NOTE:  
ALL TREES TO BE MINIMUM 3" CALIPER.  
RE: 2/G120 FOR ADDITIONAL INFO.



**NEW QUALIFIED TREE COUNT**  
See photos and data on exhibit for specific type, count, and location

<u>AREA/ LOCATION</u>	<u>NUMBER</u>
NORTH GREEN BELT	= 45 NEW TREES
WEST 1/3 OF PROPERTY	= 133 NEW TREES
AROUND NEW ADDITION	= 21 NEW TREES
EAST END OF PROPERTY	= 5 NEW TREES



# Tree Types

## Tree Types



### **Little Gem Magnolia**

Size: 65 Gallon (3.0" caliper)

Count: 30

Location: Along North Property Line;  
Acts as Natural Screen



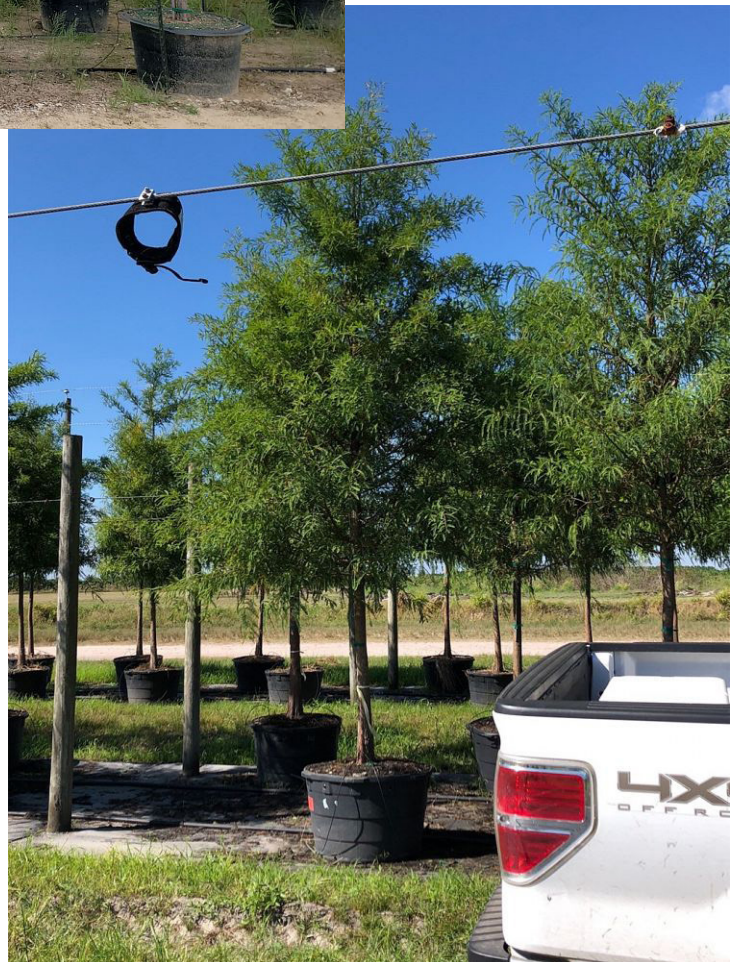


### **Loblolly Pine**

Size: 65 Gallon (3.0" - 4.0" caliper)  
Count: 115  
Location: Dispersed throughout the west half of campus



## Tree Types



### Bald Cypress

Size: 45 Gallon (3.0" caliper)

Count: 12

Location: Dispersed throughout the west half of campus



### **Cedar Elm**

Size: 65 Gallon (3.0" caliper)

Count: 3

Location: West side of Campus





### **Mexican Sycamore**

Size: 65 Gallon (3.0" caliper)

Count: 2

Location: West side of Campus



## Tree Types



### Eagleston Holly

Size: 65 Gallon (3.0" caliper)

Count: 12

Location: Dispersed throughout the west half of campus





### **Red Maple**

Size: 65 Gallon (3.0" caliper)

Count: 20

Location: Dispersed throughout campus



### **Shumard Red Oak**

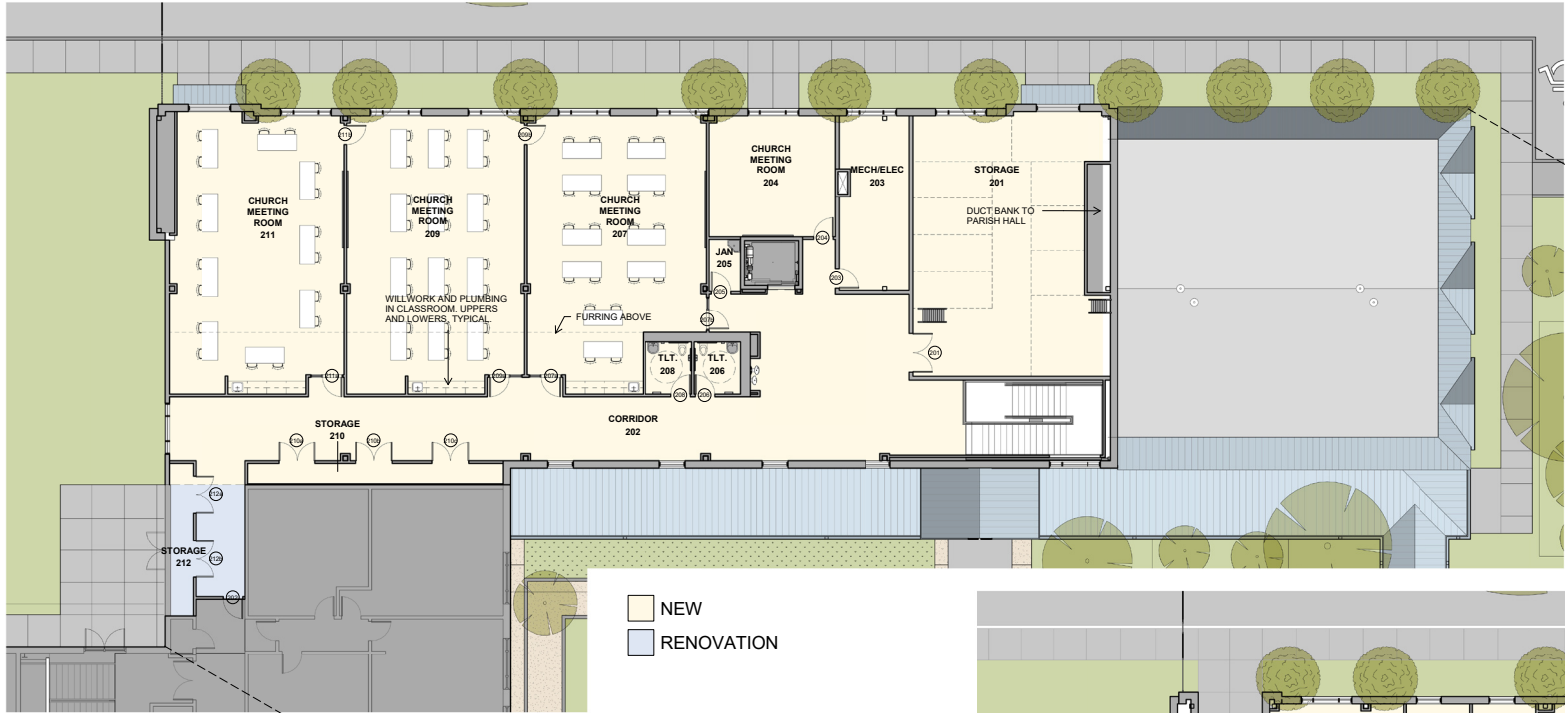
Size: 45 Gallon (3.0" caliper)

Count: 2

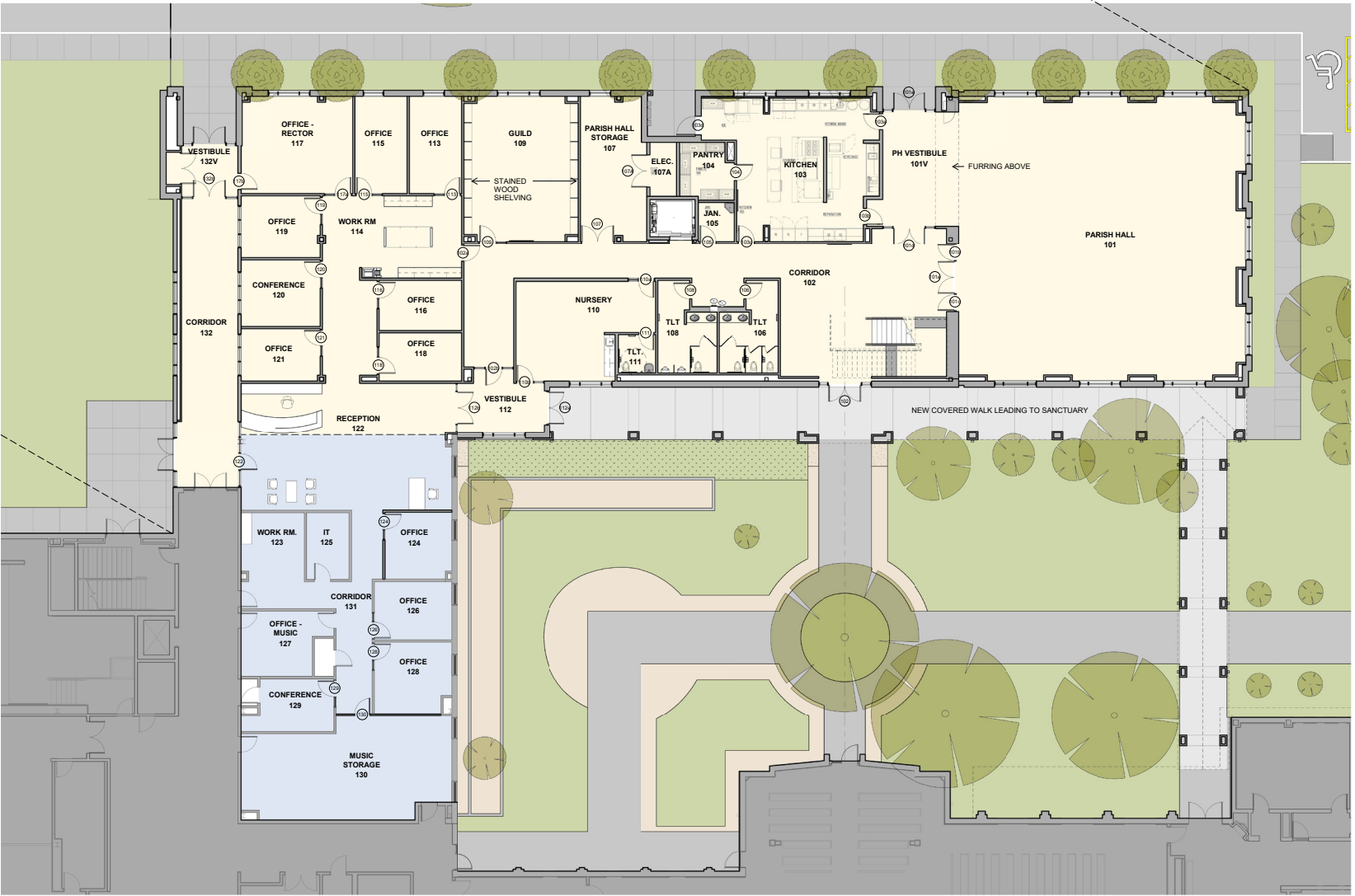
Location: East side of property near north  
drive entry

# Architectural Plans





2 LEVEL 2  
3/32" = 1'-0"



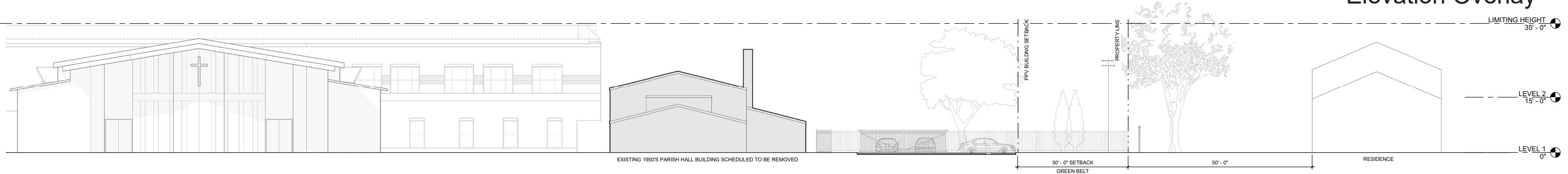
1 LEVEL 1  
3/32" = 1'-0"

NEW  
RENOVATION

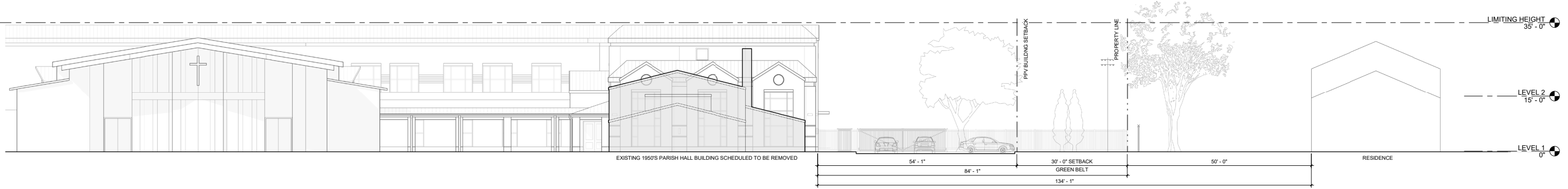
# Elevation Overlays



Elevation Overlay



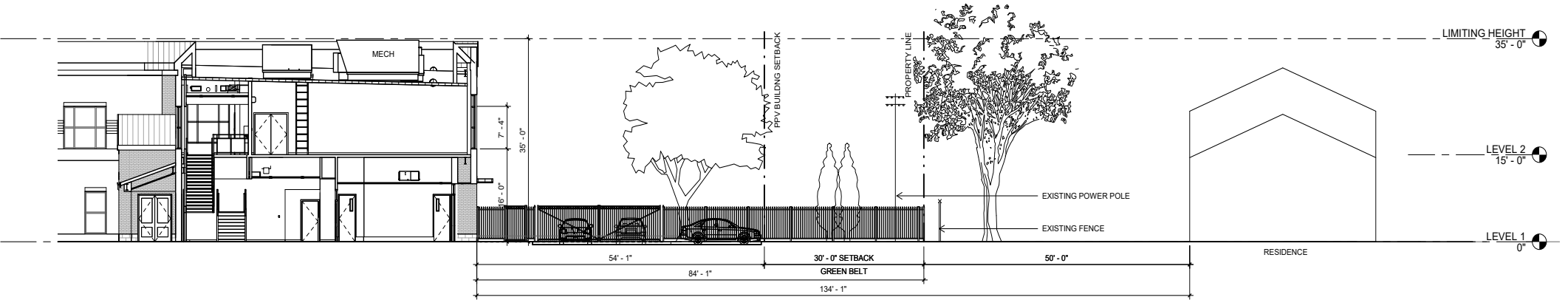
Existing East Elevation (From Piney Point)



Existing East Elevation (From Piney Point) with Proposed New Addition Overlay

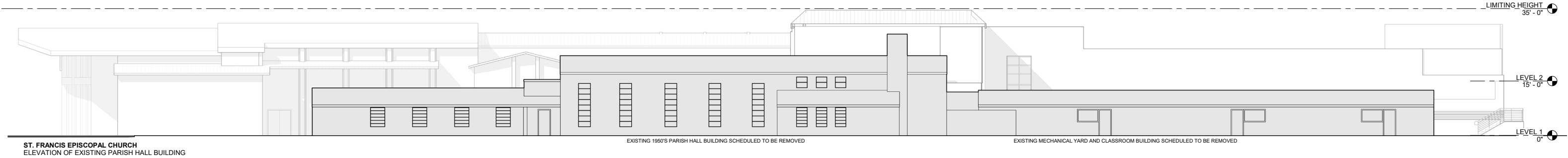


Proposed East Elevation (From Piney Point)

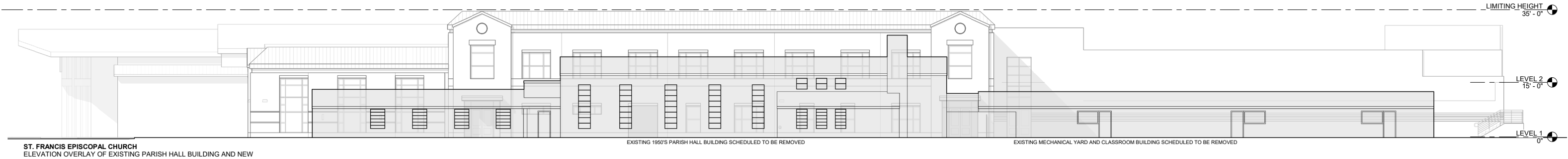


Section cut through Rooftop Mechanical Well

Elevation Overlay



Existing North Elevation



Existing North Elevation with Proposed New Addition Overlay



Proposed North Elevation





Control Photo for Model Overlay - From Piney Point Rd.



Model Overlay of existing campus with photo - From Piney Point Rd.



Model Overlay of Proposed addition with photo - From Piney Point Rd.



# HVAC Acoustical Report





May 12, 2020

To: Colin Gallatin  
Merriman Holt Powell Architects  
3900 Essex Lane  
Suite 200  
Houston, Texas 77027

[cgallatin@mhparch.com](mailto:cgallatin@mhparch.com)  
713-522-2885

From: Ashton Taylor  
SLR International Corporation  
Houston - Acoustics

Re: Property Line Sound Level Measurements  
**St. Francis Episcopal Church**  
Piney Point Village, Texas  
SLR Project: 119.01117.00014

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## TECHNICAL MEMORANDUM

This Technical Memorandum presents sound levels measured at or near the north property line of St. Francis Episcopal Church, 345 Piney Point Road, Piney Point Village, Texas. The sound levels were collected by Ashton Taylor between 12:45 P.M. and 1:45 P.M. on Tuesday, May 5, 2020. The weather during the sound level measurements was as follows:

Temperature:	90° F
Relative Humidity:	51%
Wind:	mostly calm
Sky:	partly cloudy
Precipitation:	none
Barometric Pressure:	29.9 in.

The adjacent properties north of St. Francis are single-family residences. The purpose of the sound level measurements is to establish a baseline of existing sound levels prior to the construction of the new Parish Hall. The goal is to ensure that the sound levels at the north property line are no more than existing sound levels.

The new Parish Hall will generally replace the existing Parish Hall at approximately the same location. Attached to this document is a site plan showing existing buildings, condenser units, property line, etc. All the condensing units shown in the drawing will be removed when the buildings are demolished prior to construction of the new Parish Hall; the two roof-mounted chillers serving the school will remain. HVAC mechanical equipment for the new Parish Hall will be mounted in a roof well of the new building. The mansard roof surrounding the roof-mounted equipment will serve as a sound barrier.

For this document, I am referring to two unlabeled buildings as the 'Long' building and the 'West' building (see site drawing). For the sound measurements, most of the condenser units were in operation. The Youth House condenser unit cycled on and off during the measurement period and two sound level measurements were taken at the same location with this unit running and off. The



west unit of the Long building was not in operation during the measurements. All other condensing units were in operation.

Sound levels measured at the property line ranged from 49 dBA to 66 dBA. See the site plan for the sound level measurement positions. The following are the sound levels measured along the **north property line** adjacent to residential receivers (CU = condensing unit):

<u>Position</u>	<u>Description Along North Property Line</u>	<u>Level</u>
M <sub>1</sub>	Due north of Parish Hall CU, Youth CU on	54 dBA
M <sub>2</sub>	Due north of Parish Hall CU, Youth CU off	49 dBA
M <sub>3</sub>	Due north of large CU in fenced area	53 dBA
M <sub>4</sub>	Due north of east CU of long building (6 ft from property line)	66 dBA
M <sub>5</sub>	Due north of west CU of long building (CU off)	55 dBA
M <sub>6</sub>	Northwest of three north Music Building CUs	54 dBA
M <sub>7</sub>	Northwest of three north Music Bldg CUs (West Bldg CU on)	55 dBA
M <sub>8</sub>	20 ft east of West Building CU	58 dBA

Detailed 1/3-octave band sound level graphs of each measurement position are also attached. The heavier light blue curve on each graph is the average sound level over the measurement time period (typically 10 to 15 seconds). The other curves show statistical sound levels. This is useful if birds or dogs make noise during the measurements; it is possible to see these effects and remove them. Most of the sound level readings were clean, requiring no adjustment due to extraneous noise.

The next step is to calculate property-line sound levels based on the sound level data of the equipment, distance from residential receivers, and the barrier effect of the mansard roof. Once these calculations are complete, another technical memorandum will be submitted with the results.

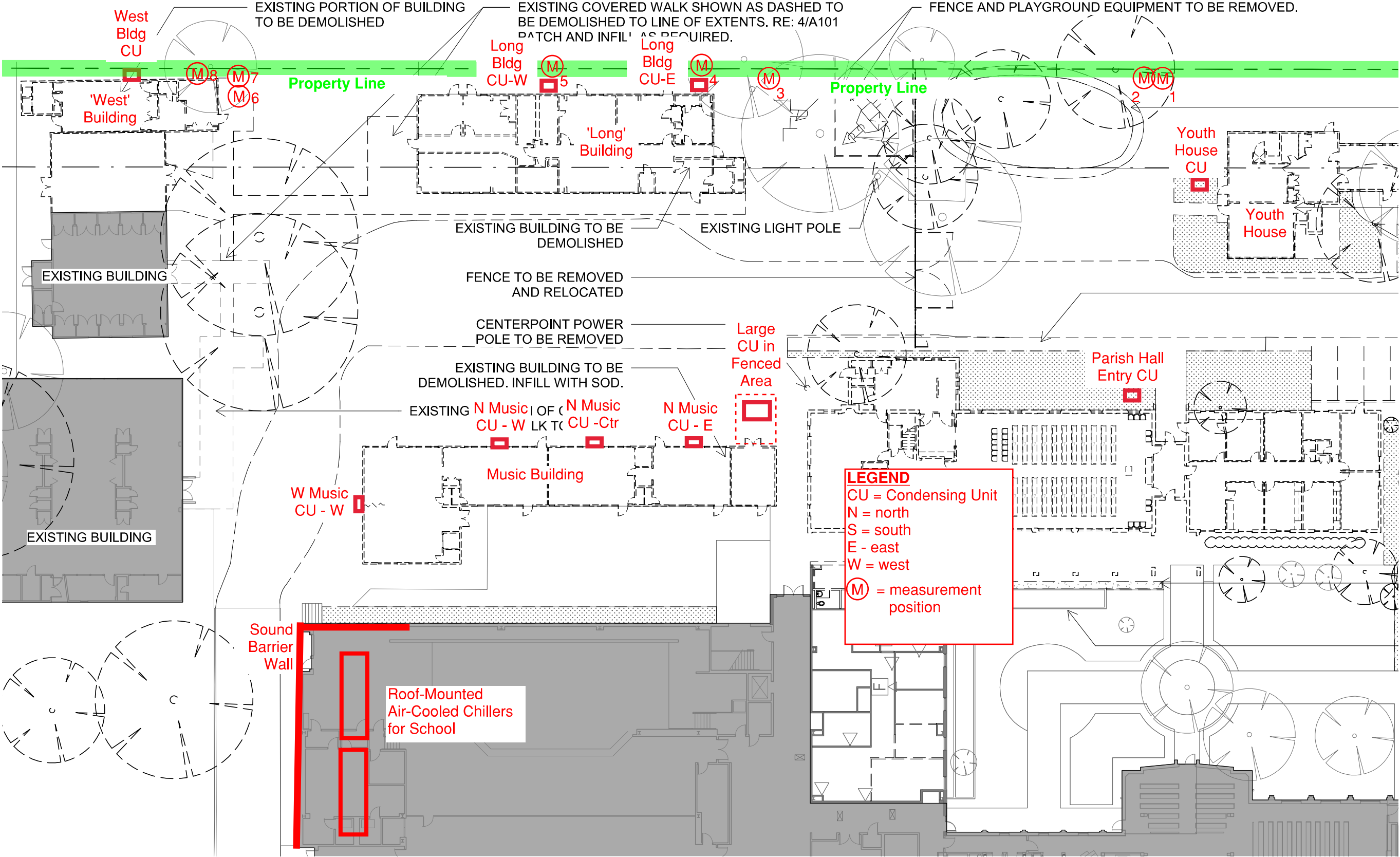
This completes our Technical Memorandum regarding existing baseline HVAC noise at the north property line of St. Francis Episcopal Church. Please contact us if you have any questions.

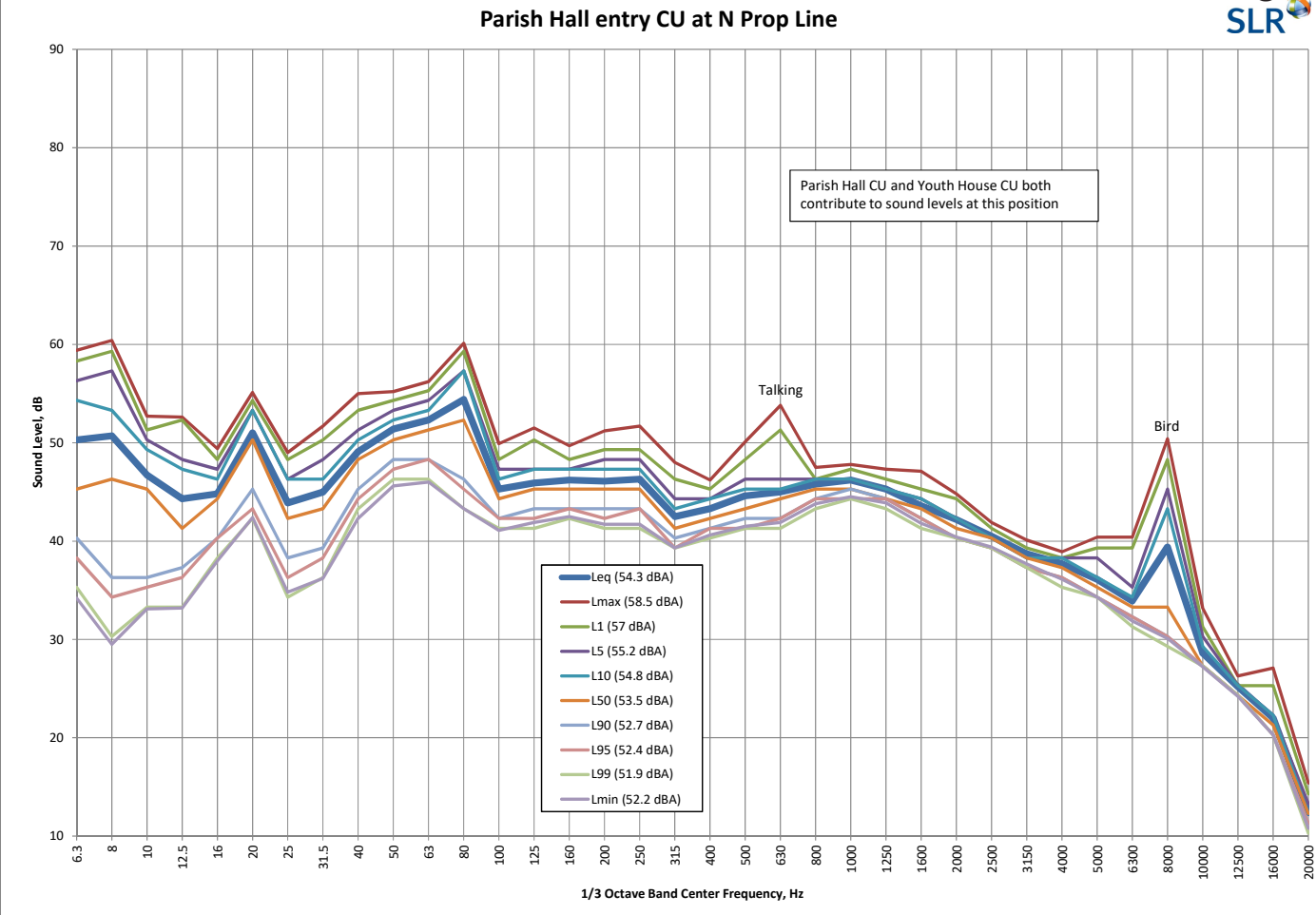
Sincerely,  
**SLR INTERNATIONAL CORPORATION**

Ashton Taylor  
Senior Acoustical Consultant

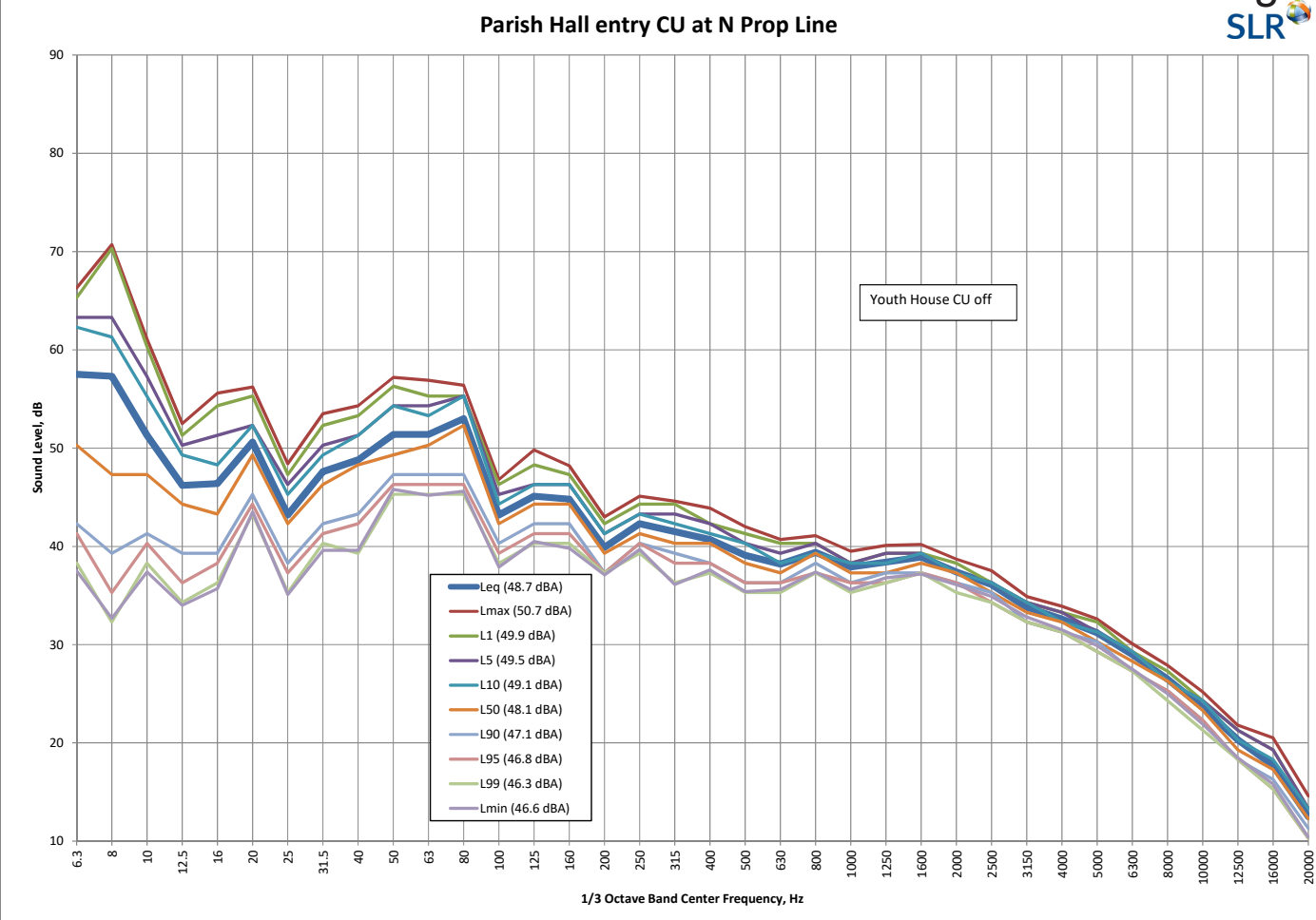
SFEC - PL SPL Meas - 2020-05-11.docx

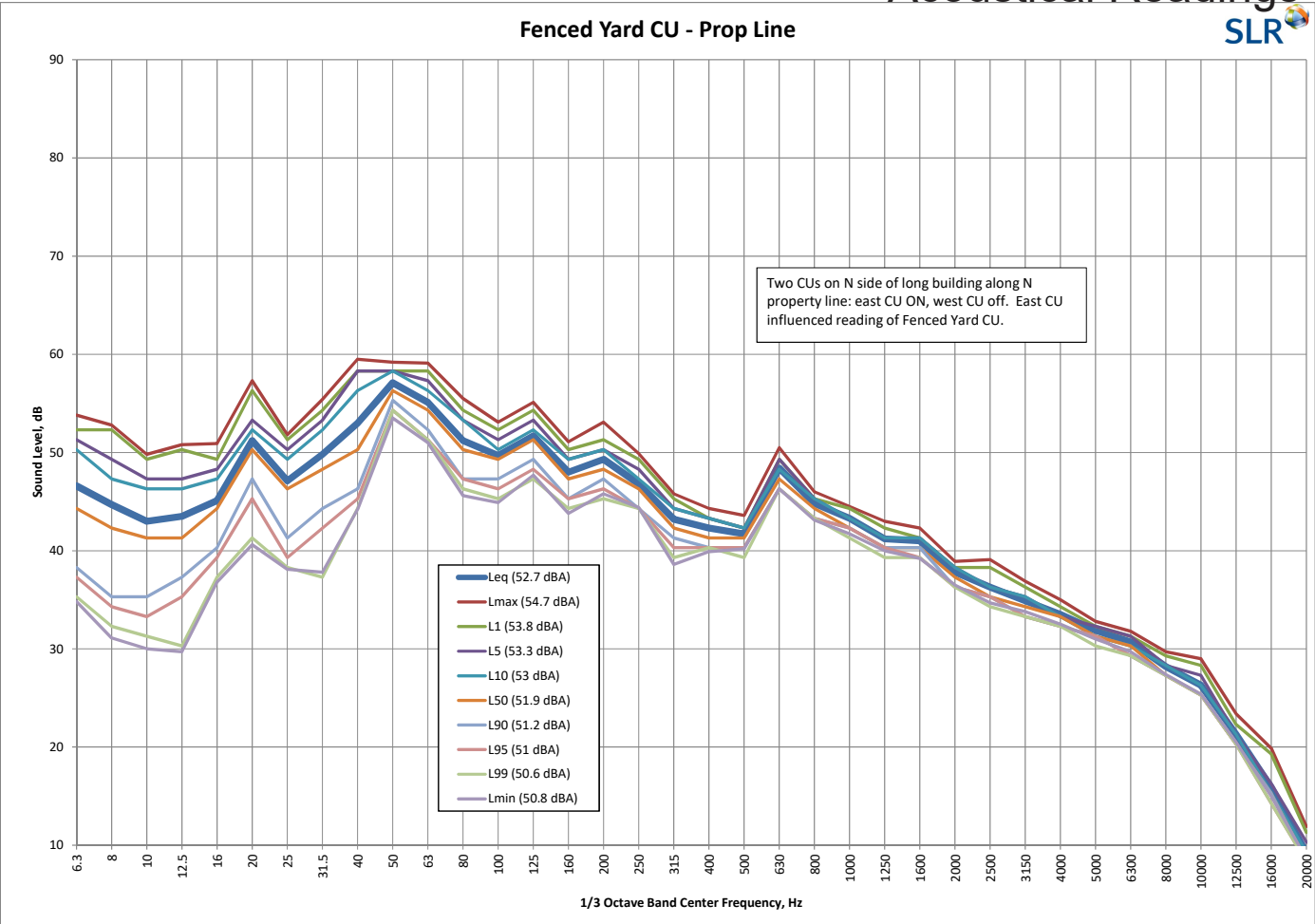
Attachments:  
Partial Site Plan – Measurement Positions, Condenser Units, and Sound Levels  
Eight 1/3-octave band sound level graphs



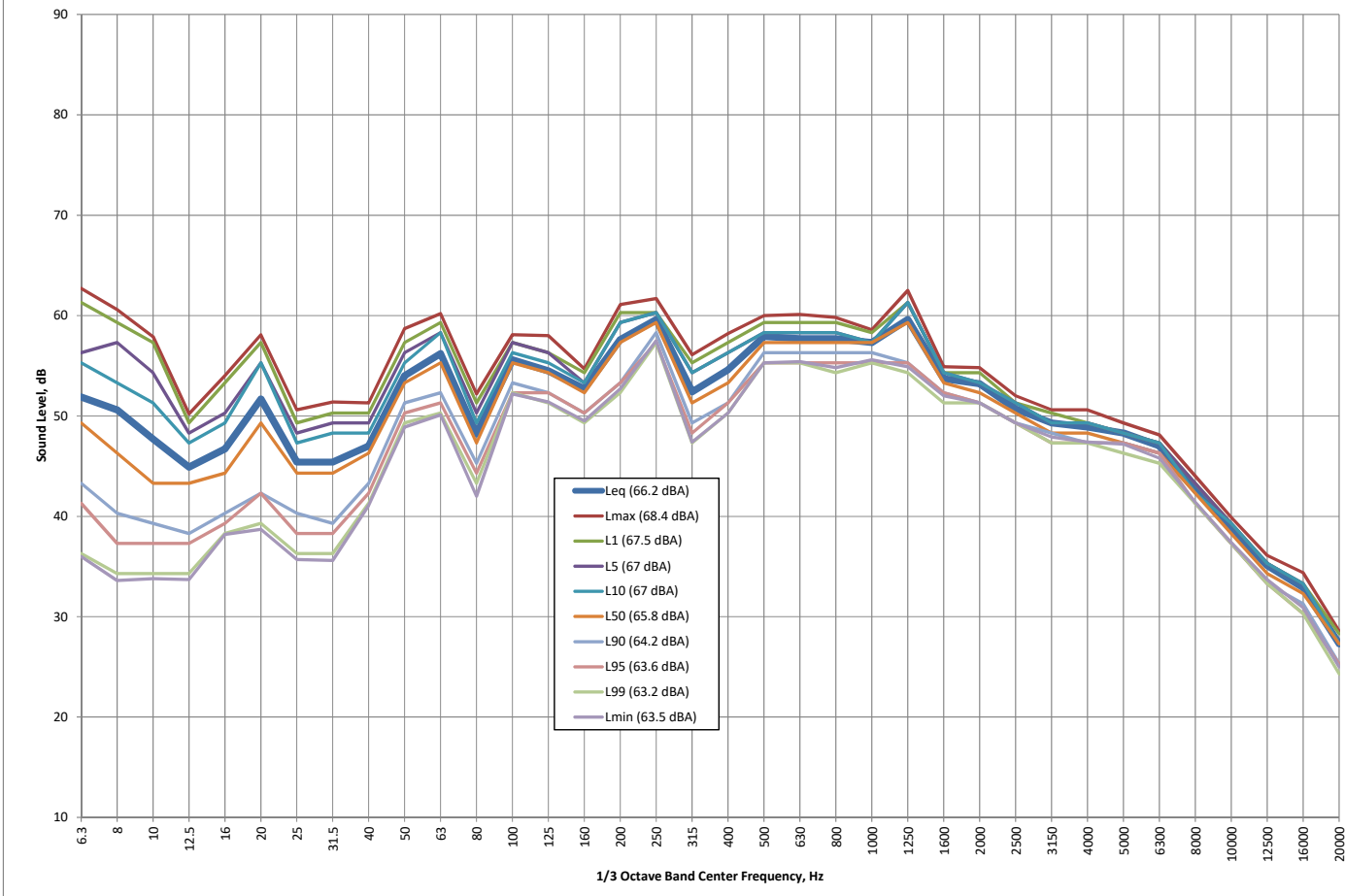




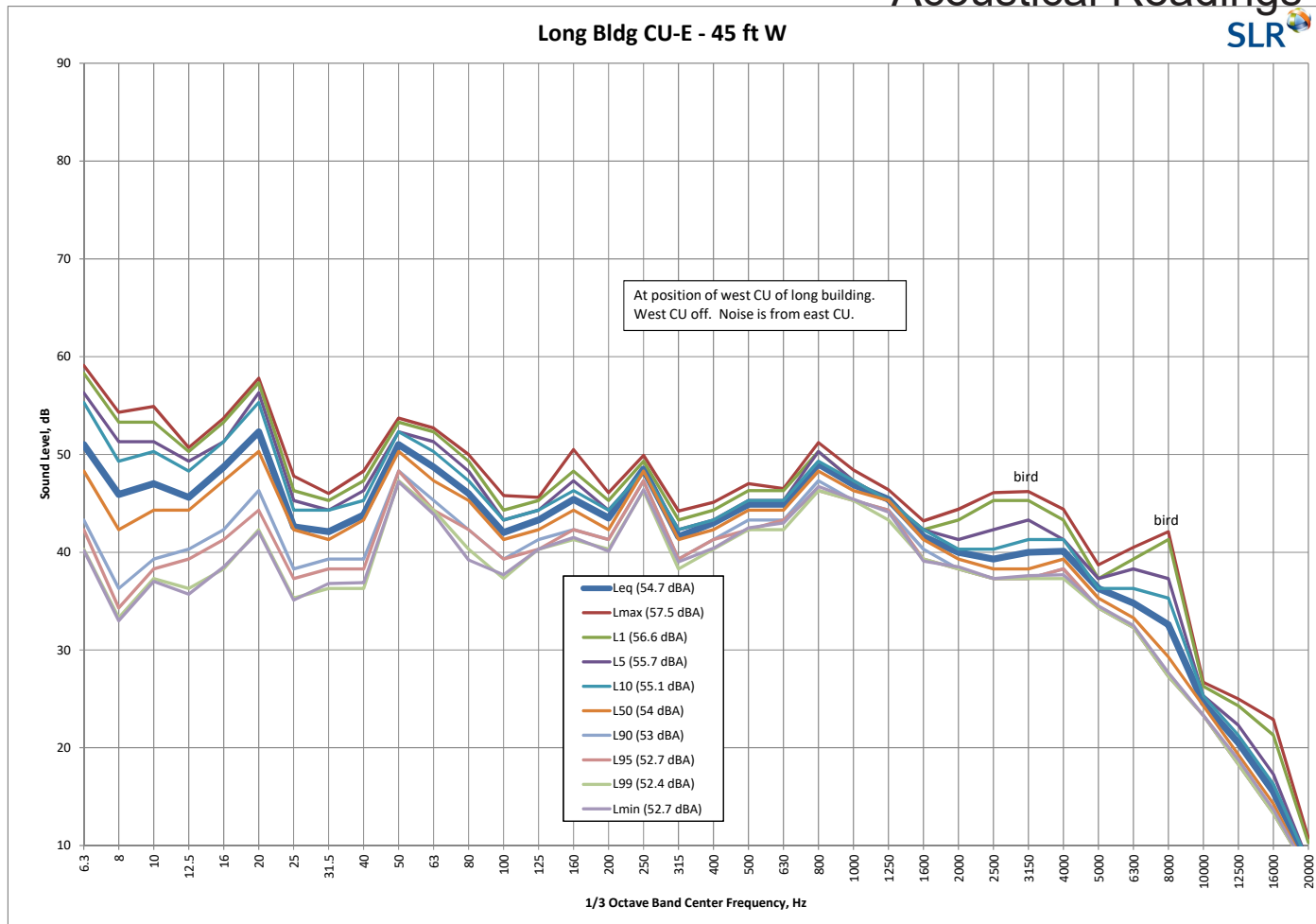




Long Bldg CU-E - Prop Line (6 ft)





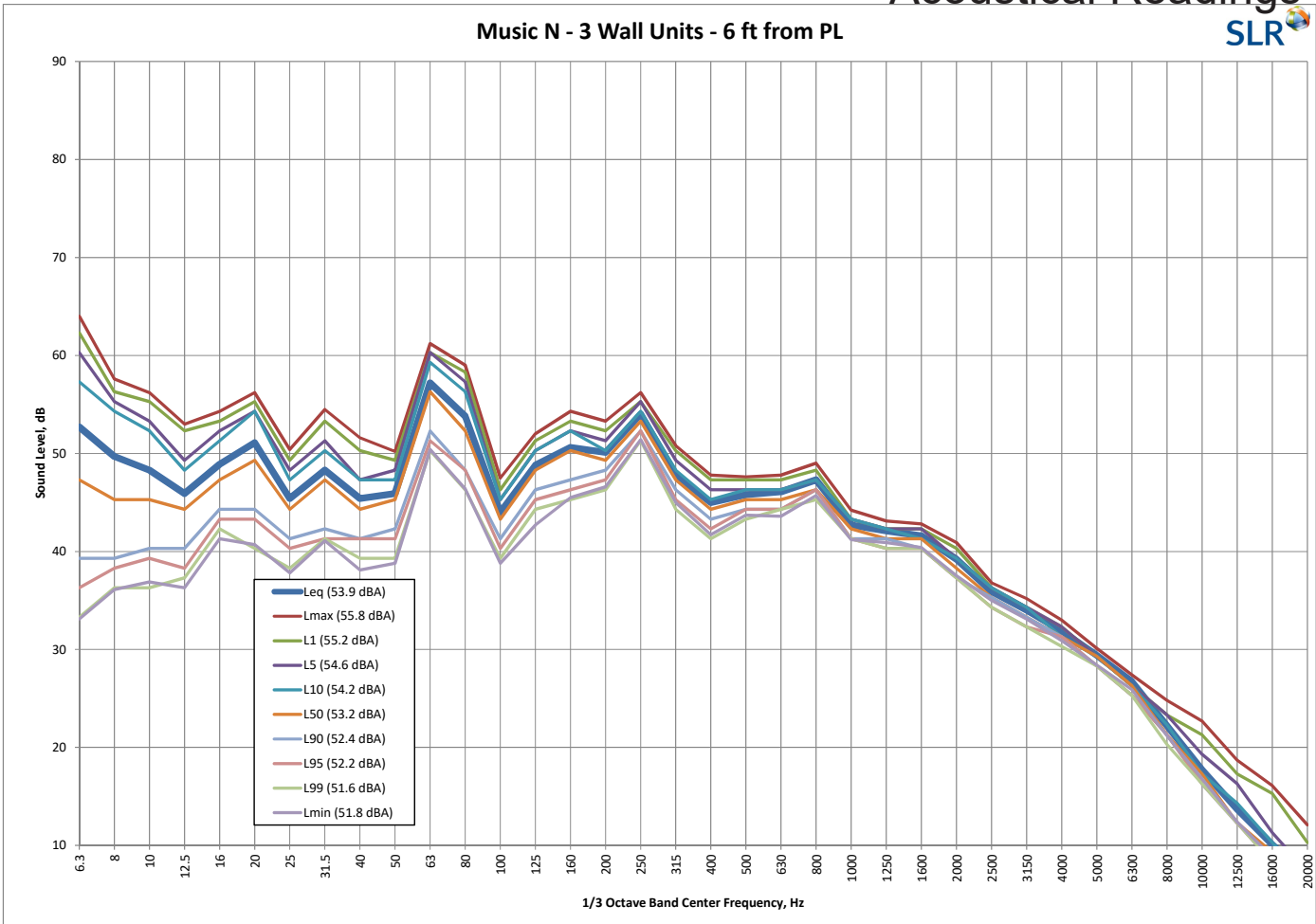


Merriman Holt Powell Architects  
St. Francis Episcopal Church Parish Hall

May 5, 2020  
13:13:00

SLR International Corporation  
Houston - Acoustics

Music N - 3 Wall Units - 6 ft from PL

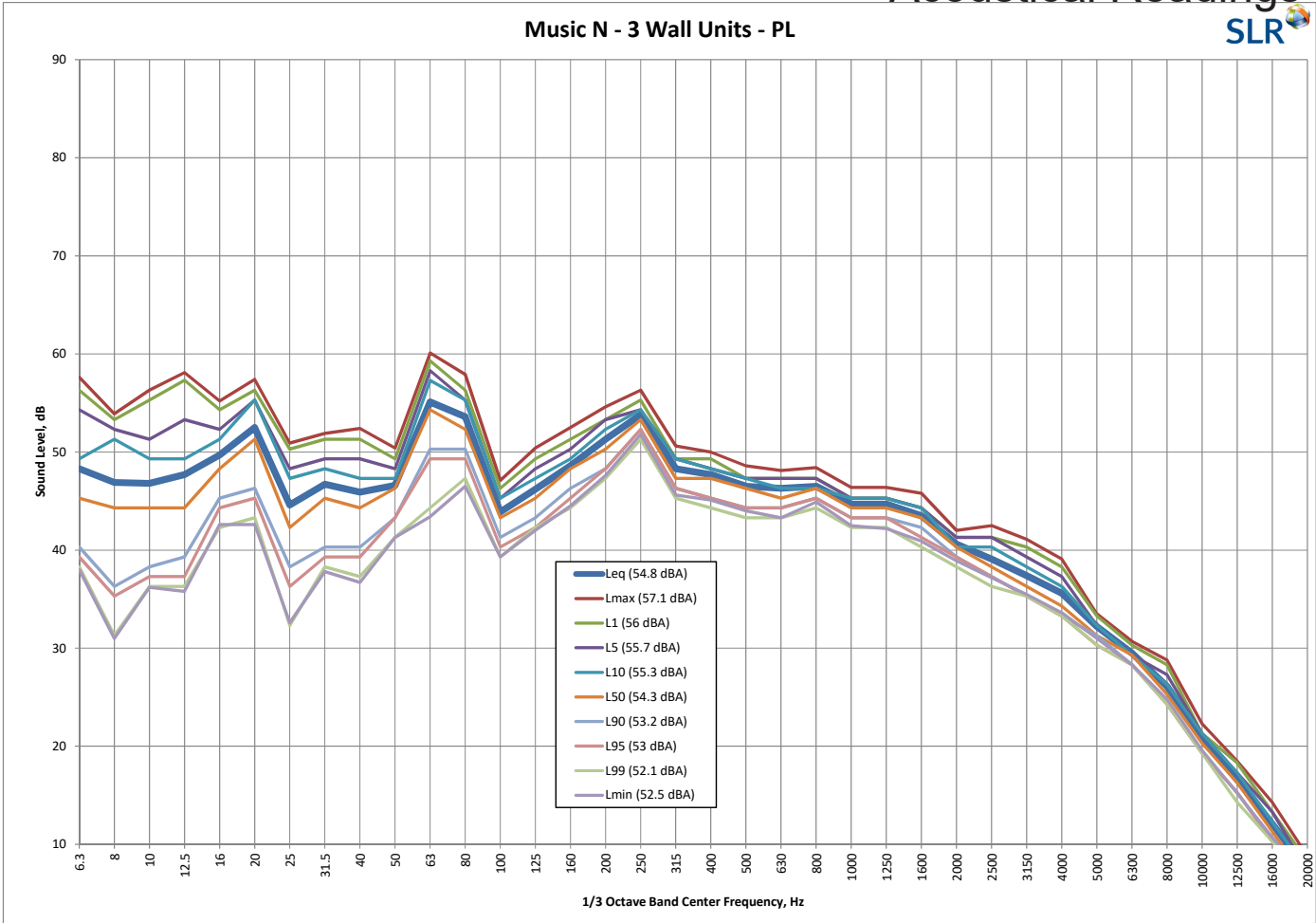


Merriman Holt Powell Architects  
St. Francis Episcopal Church Parish Hall

May 5, 2020  
13:30:10

SLR International Corporation  
Houston - Acoustics

Music N - 3 Wall Units - PL



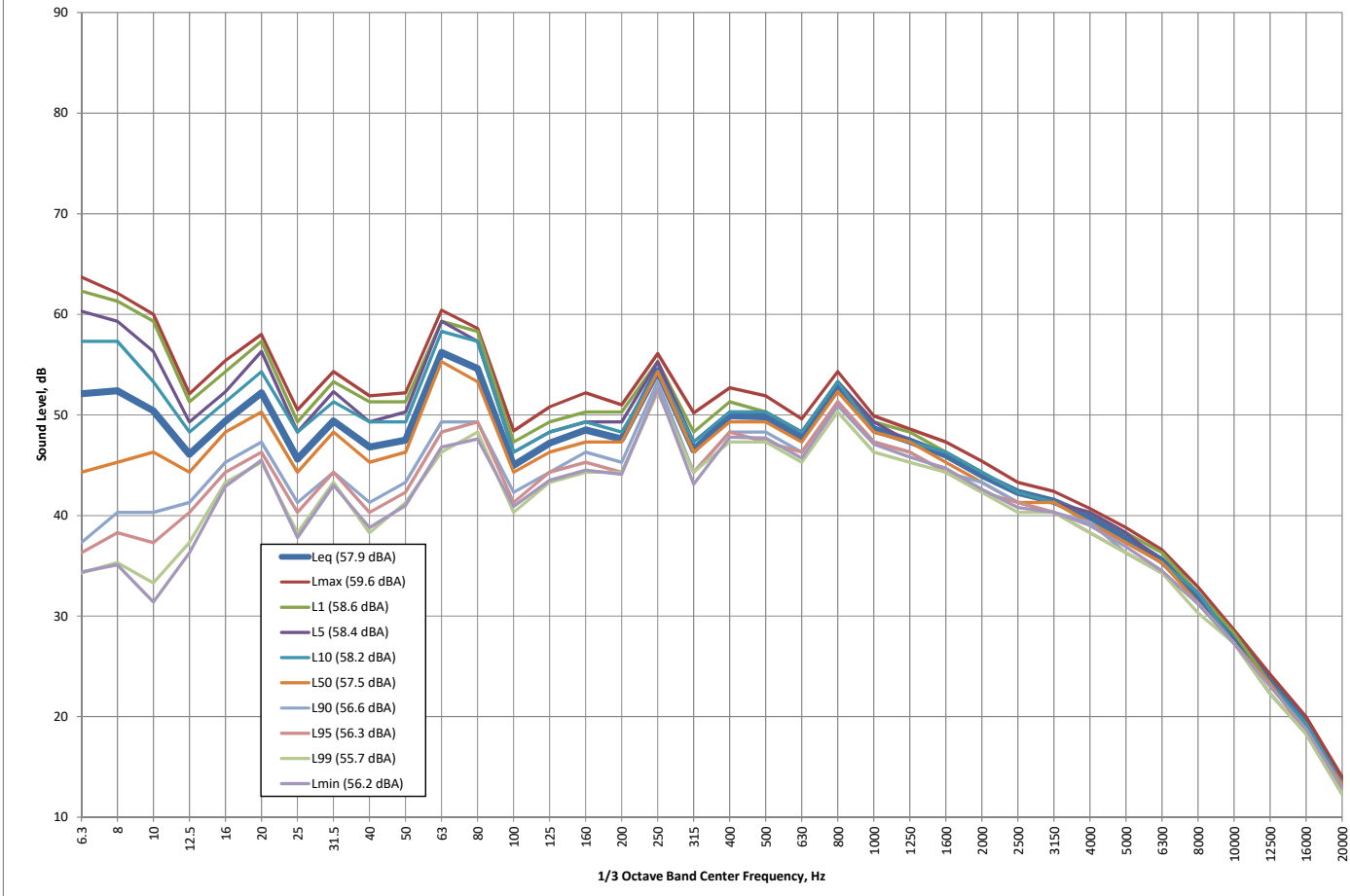
Merriman Holt Powell Architects  
St. Francis Episcopal Church Parish Hall

May 5, 2020  
13:31:08

SLR International Corporation  
Houston - Acoustics



W Bldg - CU - 20 ft E



Merriman Holt Powell Architects  
St. Francis Episcopal Church Parish Hall

May 5, 2020  
13:31:54

SLR International Corporation  
Houston - Acoustics



# Acoustical Readings

## NEW PROPOSED ROOFTOP UNITS - IN PROPOSED MECHANICAL ROOFTOP WELL



### ROOFTOP HVAC EQUIPMENT NOISE CALCULATIONS

Client: Merriman Holt Powell Architects  
Project: St. Francis Episcopal Church Parish Hall  
Project Number: 119.01117.00014  
By: Ashton Taylor  
Date: May 14, 2020

#### NOTES

Piney Point Village does not specify an allowable sound level in their noise ordinance.  
Reference: City of Houston daytime (8:00 A.M. to 10:00 P.M.) allowable sound level: 65 dBA  
Reference: City of Houston nighttime (10:00 P.M. to 8:00 A.M.) allowable sound level: 58 dBA  
Reference: Existing average sound level at the SFEC north property line: 55 dBA

<b>RECEIVER 1</b> <u>Property Line</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan  SUM ALL SOURCES:	<b>Sound Level Contributions at Receiver 1</b>										
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>
	35.4	37.5	36.2	30.4	25.2	20.6	12.8	3.0	-7.0	27.6	41.7
	36.8	39.0	37.8	32.1	26.9	22.3	14.6	4.7	-5.2	29.2	43.2
	33.1	35.7	28.8	29.6	27.8	24.5	19.0	17.2	6.3	29.5	39.3
	34.1	36.2	37.9	36.1	30.9	28.3	22.5	15.7	9.7	33.6	42.8
	34.0	36.2	37.9	36.1	30.9	28.3	22.5	15.7	9.7	33.6	42.8
	34.2	37.0	42.5	43.8	40.6	32.9	26.8	21.3	15.5	40.8	48.0
	40.6	42.8	42.6	35.8	26.6	21.1	16.3	12.5	5.5	31.6	47.3
	44.7	47.0	47.7	46.0	42.0	36.0	30.0	24.6	18.2	43.1	53.0
<b>RECEIVER 2</b> <u>First Floor of House</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan  SUM ALL SOURCES:	<b>Sound Level Contributions at Receiver 2</b>										
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>
	31.0	33.5	32.5	27.1	22.1	17.8	10.2	0.4	-9.5	24.4	37.8
	33.3	36.0	35.4	30.4	25.9	21.9	14.5	4.9	-4.9	28.0	40.5
	29.2	32.1	25.8	27.3	26.5	24.2	19.4	18.2	7.6	28.9	36.3
	30.6	33.2	35.4	34.2	29.6	27.4	21.9	15.2	9.3	32.3	40.4
	30.6	33.2	35.5	34.3	29.7	27.6	22.1	15.3	9.5	32.4	40.5
	29.6	32.5	38.2	39.9	37.2	30.1	24.5	19.4	13.9	37.4	44.1
	36.7	39.2	39.5	33.3	24.5	19.4	14.8	11.1	4.2	29.1	43.9
	40.8	43.5	44.5	42.9	39.2	34.3	28.8	23.8	17.3	40.6	49.7
<b>RECEIVER 3</b> <u>Second Floor of House</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan  SUM ALL SOURCES:	<b>Sound Level Contributions at Receiver 3</b>										
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>
	31.2	33.8	33.0	27.8	23.1	18.9	11.4	1.7	-8.2	25.3	38.2
	33.6	36.4	36.1	31.5	27.6	24.1	17.2	7.8	-1.8	29.6	41.2
	29.4	32.3	26.2	28.0	27.7	26.0	22.0	21.5	11.5	30.7	36.9
	30.8	33.6	36.2	35.4	31.1	29.4	24.2	17.7	11.9	34.0	41.3
	30.9	33.6	36.2	35.5	31.3	29.6	24.5	18.0	12.2	34.2	41.4
	29.7	32.6	38.4	40.2	37.6	30.8	25.4	20.5	15.2	37.9	44.4
	36.9	39.6	40.1	34.2	25.9	21.0	16.7	13.1	6.4	30.2	44.4
	41.1	43.8	45.1	43.6	40.1	35.9	30.7	26.1	19.4	41.7	50.3

**For clarification on concerns with sound levels at the property line with both the existing chiller and new equipment running simultaneously:**

The north face of the existing building with the roof mounted chillers is 168 feet from the property line, and the north face of the new Parish Hall with rooftop mounted equipment in a mechanical well will be 84 feet from the property line. The existing chillers are therefore about twice as far from the residential properties as the new equipment. Even if equal sound power is propagated in the north direction from both locations, the existing chillers will be 6 dB lower due to distance. So, the calculated sound level of 43.1 dBA with new equipment listed above would be raised to 44 dBA with the existing chiller sound energy added.

**This is significantly lower than even the lowest property line measurement taken of the existing equipment.**

Client: Merriman Holt Powell Architects  
Project: St. Francis Episcopal Church Parish Hall  
Project Number: 119.01117.00014  
By: Ashton Taylor  
Date: May 14, 2020

Piney Point Village does not specify an allowable sound level in their noise ordinance.  
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<b>RECEIVER 1</b> <u>Property Line</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan	<b>Sound Level Contributions at Receiver 1</b>											<b>Direct Sound Level Contributions at Receiver 1 (as if no barrier)</b>																				
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>										
	35.4	37.5	36.2	30.4	25.2	20.6	12.8	3.0	-7.0	27.6	41.7	41.2	44.2	44.2	40.2	37.2	35.2	30.2	23.2	16.2	39.8	49.3										
	36.8	39.0	37.8	32.1	26.9	22.3	14.6	4.7	-5.2	29.2	43.2	42.5	45.5	45.5	41.5	38.5	36.5	31.5	24.5	17.5	41.1	50.6										
	33.1	35.7	28.8	29.6	27.8	24.5	19.0	17.2	6.3	29.5	39.3	38.4	41.4	35.4	37.4	37.4	36.4	33.4	34.4	26.4	41.7	46.6										
	34.1	36.2	37.9	36.1	30.9	28.3	22.5	15.7	9.7	33.6	42.8	39.9	42.9	45.9	45.9	42.9	42.9	39.9	35.9	32.9	47.3	52.0										
	34.0	36.2	37.9	36.1	30.9	28.3	22.5	15.7	9.7	33.6	42.8	39.9	42.9	45.9	45.9	42.9	42.9	39.9	35.9	32.9	47.3	52.0										
	34.2	37.0	42.5	43.8	40.6	32.9	26.8	21.3	15.5	40.8	48.0	39.2	42.2	48.2	50.2	48.2	42.2	38.2	35.2	32.2	49.0	54.6										
	40.6	42.8	42.6	35.8	26.6	21.1	16.3	12.5	5.5	31.6	47.3	46.4	49.4	50.4	45.4	38.4	35.4	33.4	32.4	28.4	43.0	54.6										
SUM ALL SOURCES:											44.7	47.0	47.7	46.0	42.0	36.0	30.0	24.6	18.2	43.1	53.0	50.4	53.4	55.0	53.9	51.1	48.5	45.2	42.0	38.3	53.9	60.6

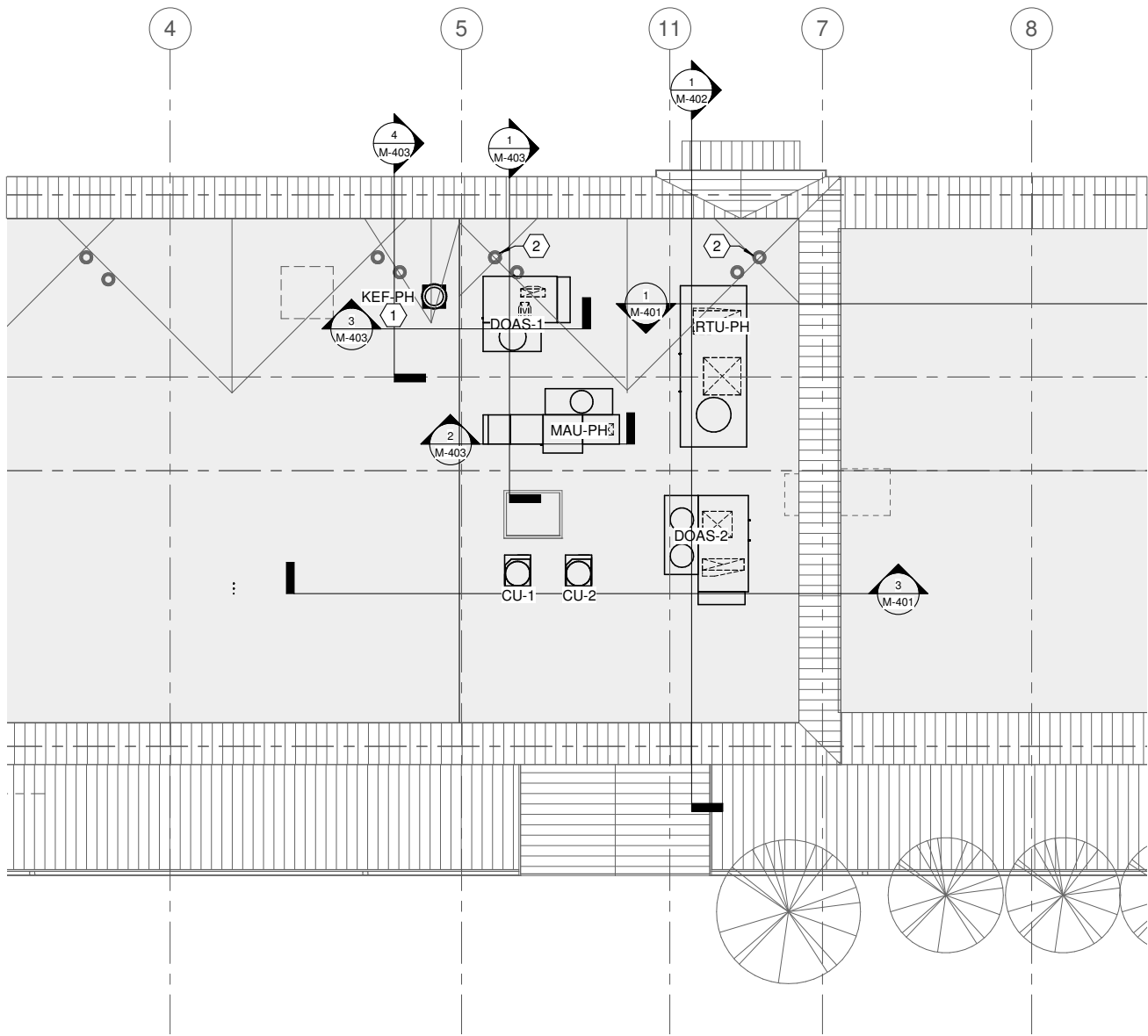
<b>RECEIVER 2</b> <u>First Floor of House</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan	<b>Sound Level Contributions at Receiver 2</b>											<b>Direct Sound Level Contributions at Receiver 2 (as if no barrier)</b>																				
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>										
	31.0	33.5	32.5	27.1	22.1	17.8	10.2	0.4	-9.5	24.4	37.8	36.4	39.4	39.4	35.4	32.4	30.4	25.4	18.4	11.4	35.1	44.6										
	33.3	36.0	35.4	30.4	25.9	21.9	14.5	4.9	-4.9	28.0	40.5	38.5	41.5	41.5	37.5	34.5	32.5	27.5	20.5	13.5	37.1	46.6										
	29.2	32.1	25.8	27.3	26.5	24.2	19.4	18.2	7.6	28.9	36.3	34.1	37.1	31.1	33.1	33.1	32.1	29.1	30.1	22.1	37.3	42.2										
	30.6	33.2	35.4	34.2	29.6	27.4	21.9	15.2	9.3	32.3	40.4	35.8	38.8	41.8	41.8	38.8	38.8	35.8	31.8	28.8	43.3	48.0										
	30.6	33.2	35.5	34.3	29.7	27.6	22.1	15.3	9.5	32.4	40.5	35.8	38.8	41.8	41.8	38.8	38.8	35.8	31.8	28.8	43.3	48.0										
	29.6	32.5	38.2	39.9	37.2	30.1	24.5	19.4	13.9	37.4	44.1	34.4	37.4	43.4	45.4	43.4	37.4	33.4	30.4	27.4	44.2	49.9										
	36.7	39.2	39.5	33.3	24.5	19.4	14.8	11.1	4.2	29.1	43.9	42.0	45.0	46.0	41.0	34.0	31.0	29.0	28.0	24.0	38.6	50.2										
SUM ALL SOURCES:											40.8	43.5	44.5	42.9	39.2	34.3	28.8	23.8	17.3	40.6	49.7	46.0	49.0	50.6	49.5	46.7	44.2	40.9	37.8	34.0	49.5	56.2

<b>RECEIVER 3</b> <u>Second Floor of House</u> SOURCE 1: DOAS-1 (radiated) rooftop unit SOURCE 2: DOAS-2 (radiated) rooftop unit SOURCE 3: RTU-PH (radiated) rooftop unit SOURCE 4: CU-1 condenser unit SOURCE 5: CU-2 condenser unit SOURCE 6: KEF-PH exhaust fan SOURCE 7: MAU-PH fan	<b>Sound Level Contributions at Receiver 3</b>											<b>Direct Sound Level Contributions at Receiver 3 (as if no barrier)</b>																				
	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>	<b>31.5</b>	<b>63</b>	<b>125</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>	<b>8000</b>	<b>A-Wt</b>	<b>Z-Wt</b>										
	31.2	33.8	33.0	27.8	23.1	18.9	11.4	1.7	-8.2	25.3	38.2	36.5	39.5	39.5	35.5	32.5	30.5	25.5	18.5	11.5	35.1	44.6										
	33.6	36.4	36.1	31.5	27.6	24.1	17.2	7.8	-1.8	29.6	41.2	38.5	41.5	41.5	37.5	34.5	32.5	27.5	20.5	13.5	37.2	46.7										
	29.4	32.3	26.2	28.0	27.7	26.0	22.0	21.5	11.5	30.7	36.9	34.2	37.2	31.2	33.2	33.2	32.2	29.2	30.2	22.2	37.4	42.3										
	30.8	33.6	36.2	35.4	31.1	29.4	24.2	17.7	11.9	34.0	41.3	35.9	38.9	41.9	41.9	38.9	38.9	35.9	31.9	28.9	43.3	48.1										
	30.9	33.6	36.2	35.5	31.3	29.6	24.5	18.0	12.2	34.2	41.4	35.9	38.9	41.9	41.9	38.9	38.9	35.9	31.9	28.9	43.4	48.1										
	29.7	32.6	38.4	40.2	37.6	30.8	25.4	20.5	15.2	37.9	44.4	34.5	37.5	43.5	45.5	43.5	37.5	33.5	30.5	27.5	44.3	49.9										
	36.9	39.6	40.1	34.2	25.9	21.0	16.7	13.1	6.4	30.2	44.4	42.0	45.0	46.0	41.0	34.0	31.0	29.0	28.0	24.0	38.6	50.2										
SUM ALL SOURCES:											41.1	43.8	45.1	43.6	40.1	35.9	30.7	26.1	19.4	41.7	50.3	46.1	49.1	50.7	49.6	46.7	44.3	41.0	37.8	34.1	49.6	56.3

NEW PROPOSED ROOFTOP UNITS -  
IF NOT IN WELL / NO BARRIER

# HVAC (Heating, Ventilation, Air Conditioning) Unit Cut Sheets

# HVAC Unit Cut sheets



Roof plan indicating rooftop mounted HVAC equipment





## Submittal Data Sheet

24-Ton VRV-IV Heat Recovery Unit - 230V

REYQ288TTJU

### FEATURES

- Variable Refrigerant Temperature (VRT) control allows the VRV IV to deliver up to 28% of improvement in seasonal cooling efficiency compared to previous Daikin VRV heat recovery systems
- Improved efficiency with IEER values now up to 29.3
- Can provide heating down to -13°F WB as standard
- Larger capacity single modules ranging up to 14 tons and systems up to 38 tons allow for a more flexible system design, when compared to VRV III
- New configurator software designed to simplify the commissioning and maintenance of the system
- Standard Limited Warranty: 10-year warranty on compressor and all parts
- Larger capacity single modules allow for opportunity to reduce electrical connections, piping connections and outdoor unit mounting fixtures
- All inverter compressors to increase the efficiency and avoid starting current inrush
- Assembled in the US to increase flexibility and reduce lead times

### BENEFITS

- Can operate up to 64 indoor units on a single piping network
- Inverter control board cooled by refrigerant to avoid influence from ambient temperatures
- Integrated inverter technology deliver maximum efficiency during part load conditions and provide precise individual zone control
- Heat exchanger coil wraps around on all 4 sides of the unit to increase the surface area/efficiency
- Continuous heating during defrost and oil return allows constant comfort control
- Modular and lightweight - enables flexibility in system layout and installation
- Ultra gold fin coating with a salt spray test rating of 1000 hours provides superior corrosion resistance for applications near seacoasts and other corrosive environments
- Design flexibility with long piping lengths up to 3,280 ft. total and 100 ft. vertical separation between indoor units
- Designed with reduced MOP to optimize installation cost
- Digital display on the unit for improved and faster configuration, commissioning, and troubleshooting.





## Submittal Data Sheet

24-Ton VRV-IV Heat Recovery Unit - 230V

REYQ288TTJU

PERFORMANCE			
Outdoor Unit Model No.	REYQ288TTJU	Outdoor Unit Name:	24-Ton VRV-IV Heat Recovery Unit - 230V
Type:	Heat Recovery	Unit Combination:	REYQ144TTJU(x2)
Rated Cooling Conditions:	Indoor (°F DB/WB): 80 / 67 Ambient (°F DB/WB): 95 /	Rated Heating Conditions:	Indoor (°F DB/WB): 70 / Ambient (°F DB/WB): 47 / 43
Rated Piping Length(ft):			
Rated Height Difference (ft):			
Rated Cooling Capacity (Btu/hr):	268,000	Rated Heating Capacity (Btu/hr):	300,000
Nom Cooling Capacity (Btu/hr):	288,000	Nom Heating Capacity (Btu/hr):	324,000
Cooling Input Power (kW):	23.50	Heating Input Power (kW):	28.80
EER (Non-Ducted/Ducted):	11.80 / 10.90	Heating COP (Non-Ducted/Ducted):	3.5 / 3.3
IEER (Non-Ducted/Ducted):	21.40 / 18.20	Heating COP 17F (Non-Ducted/Ducted):	2.4 / 2.2
		SCHE (Non-Ducted/Ducted):	23.30 / 21.40
OUTDOOR UNIT DETAILS			
Power Supply (V/Hz/Ph):	208-230 / 60 / 3	Compressor Type	Inverter
Power Supply Connections:	L1, L2, L3 Ground	Capacity Control Range (%):	5 - 100
Min. Circuit Amps MCA (A):	55+55	Capacity Index Limit:	-
Max Overcurrent Protection (MOP) (A):	70+70	Airflow Rate (H) (CFM):	8228+8228
Max Starting Current MSC(A):		Gas Pipe Connection (inch):	1-3/8
Rated Load Amps RLA(A):	(16.2+22.6)x2	Liquid Pipe Connection (inch):	3/4
Dimensions (Height) (in):	66-11/16	H/L Pressure Connection (inch)	1-1/8
Dimensions (Width) (in):	97-3/4	H/L Equalizing Connection (inch)	
Dimensions (Depth) (in):	30-3/16	Sound Pressure ( ) (dBA):	
Net Weight (lb):	780+780	Sound Power Level (dBA):	
		Max. No. of Indoor Units:	49



# HVAC Unit Cut sheets

CU-1

## Submittal Data Sheet

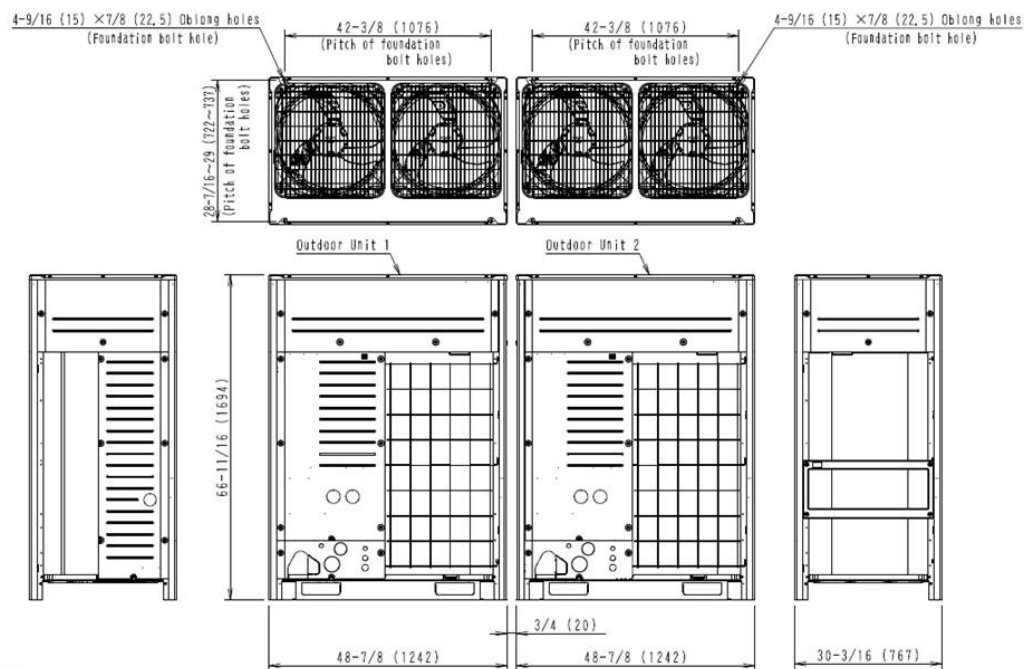
24-Ton VRV-IV Heat Recovery Unit - 230V

REYQ288TTJU

### SYSTEM DETAILS

Refrigerant Type:	R-410A	Cooling Operation Range (°F DB):	23 - 122
Holding Refrigerant Charge (lbs):	25.8+25.8	Heating Operation Range (°F WB):	-13 - 60
Additional Charge (lb/ft):		Max. Pipe Length (Vertical) (ft):	295
Pre-charge Piping (Length) (ft):		Cooling Range w/Baffle (°F DB):	-
Max. Pipe Length (Total) (ft):	540	Heating Range w/Baffle (°F WB):	-
Max Height Separation (Ind to Ind ft):			

### DIMENSIONAL DRAWING



Daikin City Generated Submittal Data

Daikin North America LLC, 5151 San Felipe, Suite 500, Houston, TX, 77056

[www.daikinac.com](http://www.daikinac.com) [www.daikincomfort.com](http://www.daikincomfort.com)

(Daikin's products are subject to continuous improvements. Daikin reserves the right to modify product design, specifications and information in this data sheet without notice and without incurring any obligations)



## Submittal Data Sheet

18-Ton VRV-IV Heat Recovery Unit - 230V

REYQ216TTJU

## FEATURES

- Variable Refrigerant Temperature (VRT) control allows the VRV IV to deliver up to 28% of improvement in seasonal cooling efficiency compared to previous Daikin VRV heat recovery systems
- Improved efficiency with IEER values now up to 29.3
- Can provide heating down to -13°F WB as standard
- Larger capacity single modules ranging up to 14 tons and systems up to 38 tons allow for a more flexible system design, when compared to VRV III
- New configurator software designed to simplify the commissioning and maintenance of the system
- Standard Limited Warranty: 10-year warranty on compressor and all parts
- Larger capacity single modules allow for opportunity to reduce electrical connections, piping connections and outdoor unit mounting fixtures
- All inverter compressors to increase the efficiency and avoid starting current inrush
- Assembled in the US to increase flexibility and reduce lead times

## BENEFITS

- Can operate up to 64 indoor units on a single piping network
- Inverter control board cooled by refrigerant to avoid influence from ambient temperatures
- Integrated inverter technology deliver maximum efficiency during part load conditions and provide precise individual zone control
- Heat exchanger coil wraps around on all 4 sides of the unit to increase the surface area/efficiency
- Continuous heating during defrost and oil return allows constant comfort control
- Modular and lightweight - enables flexibility in system layout and installation
- Ultra gold fin coating with a salt spray test rating of 1000 hours provides superior corrosion resistance for applications near seacoasts and other corrosive environments
- Design flexibility with long piping lengths up to 3,280 ft. total and 100 ft. vertical separation between indoor units
- Designed with reduced MOP to optimize installation cost
- Digital display on the unit for improved and faster configuration, commissioning, and troubleshooting.







## Submittal Data Sheet

18-Ton VRV-IV Heat Recovery Unit - 230V

REYQ216TTJU

PERFORMANCE			
Outdoor Unit Model No.	REYQ216TTJU	Outdoor Unit Name:	18-Ton VRV-IV Heat Recovery Unit - 230V
Type:	Heat Recovery	Unit Combination:	REYQ120TTJU + REYQ96TTJU
Rated Cooling Conditions:	Indoor (°F DB/WB): 80 / 67 Ambient (°F DB/WB): 95 /	Rated Heating Conditions:	Indoor (°F DB/WB): 70 / Ambient (°F DB/WB): 47 / 43
Rated Piping Length(ft):			
Rated Height Difference (ft):			
Rated Cooling Capacity (Btu/hr):	200,000	Rated Heating Capacity (Btu/hr):	226,000
Nom Cooling Capacity (Btu/hr):	216,000	Nom Heating Capacity (Btu/hr):	243,000
Cooling Input Power (kW):	16.10	Heating Input Power (kW):	22.20
EER (Non-Ducted/Ducted):	12.50 / 12.40	Heating COP (Non-Ducted/Ducted):	3.7 / 3.7
IEER (Non-Ducted/Ducted):	22.90 / 20.20	Heating COP 17F (Non-Ducted/Ducted):	2.5 / 2.3
		SCHE (Non-Ducted/Ducted):	25.60 / 22.50
OUTDOOR UNIT DETAILS			
Power Supply (V/Hz/Ph):	208-230 / 60 / 3	Compressor Type	Inverter
Power Supply Connections:	L1, L2, L3 Ground	Capacity Control Range (%):	5 - 100
Min. Circuit Amps MCA (A):	38+43	Capacity Index Limit:	-
Max Overcurrent Protection (MOP) (A):	45+50	Airflow Rate (H) (CFM):	5827+6286
Max Starting Current MSC(A):		Gas Pipe Connection (inch):	1-1/8
Rated Load Amps RLA(A):	(13.7+13.7)+(15.0+15.0)	Liquid Pipe Connection (inch):	5/8
Dimensions (Height) (in):	66-11/16	H/L Pressure Connection (inch)	1-1/8
Dimensions (Width) (in):	97-3/4	H/L Equalizing Connection (inch)	
Dimensions (Depth) (in):	30-3/16	Sound Pressure ( ) (dBA):	
Net Weight (lb):	703+703	Sound Power Level (dBA):	
		Max. No. of Indoor Units:	37



# HVAC Unit Cut sheets

CU-2

## Submittal Data Sheet

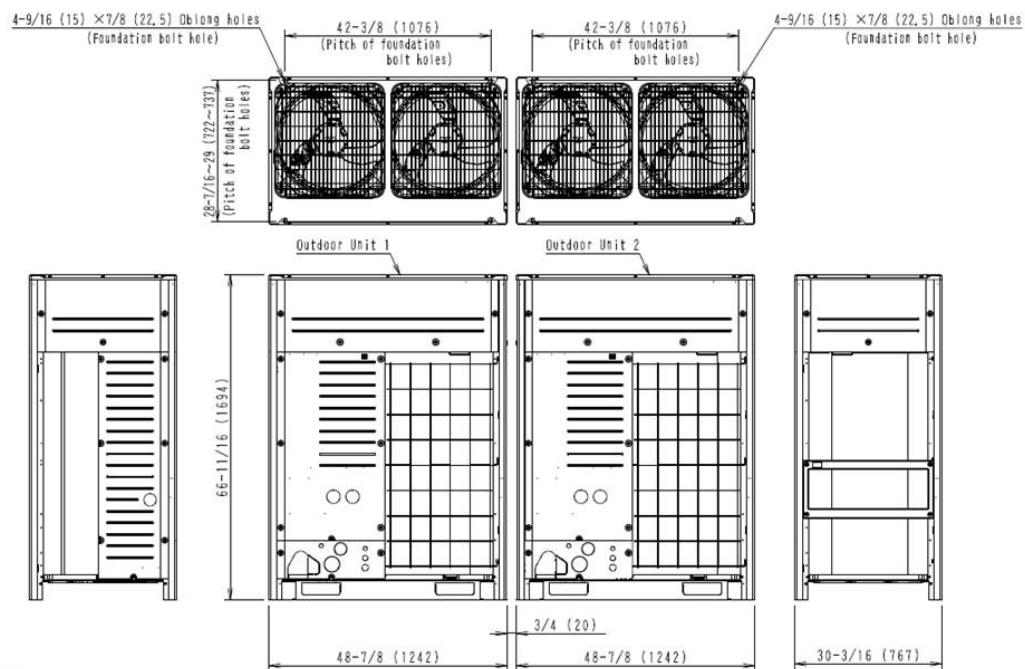
18-Ton VRV-IV Heat Recovery Unit - 230V

REYQ216TTJU

### SYSTEM DETAILS

Refrigerant Type:	R-410A	Cooling Operation Range (°F DB):	23 - 122
Holding Refrigerant Charge (lbs):	25.8+25.8	Heating Operation Range (°F WB):	-13 - 60
Additional Charge (lb/ft):		Max. Pipe Length (Vertical) (ft):	295
Pre-charge Piping (Length) (ft):		Cooling Range w/Baffle (°F DB):	-
Max. Pipe Length (Total) (ft):	540	Heating Range w/Baffle (°F WB):	-
Max Height Separation (Ind to Ind ft):			

### DIMENSIONAL DRAWING



Daikin City Generated Submittal Data

Daikin North America LLC, 5151 San Felipe, Suite 500, Houston, TX, 77056

[www.daikinac.com](http://www.daikinac.com) [www.daikincomfort.com](http://www.daikincomfort.com)

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# HVAC Unit Cut sheets

DOAS-1

## Rebel® Packaged Rooftop System



Job Information		Technical Data Sheet
Job Name	St Francis Episcopal Church	
Date	7/15/2019	
Submitted By	Kimberly Thompson	
Software Version	07.50	
Unit Tag	DOAS-1	



Unit Overview					
Model Number	Voltage V/Hz/Phase	Design Cooling Capacity Btu/hr	EER@95/75 EAT & 200 CFM/ton		ASHRAE 90.1
			EER	IEER	
DPS007A	460/60/3	77489	11.7	Not Applicable	ASHRAE 90.1-2016 compliant

Unit	
Model Number:	DPS007A
Model Type:	Cooling
Heat Type:	Gas
Hot Gas Reheat:	MHGRH with Duct Humidity Sensor
Energy Recovery:	ERW-Med Cab-Econ: 2835 cfm max, 100% OA: 5145 cfm max
Application:	Variable Air Volume, Single Zone
Controls:	Microtech III
Outside Air:	100% Outside Air
Altitude:	0 ft
Approval	cETLus

Physical			
Dimensions and Weight			
Length	Height	Width	Weight
111.0 in	56.8 in	96.5 in	2432 lb
Corner Weights			
L1	L2	L3	L4
427 lb	427 lb	789 lb	789 lb
Construction			
Exterior	Insulation and Liners	Air Opening Location	
		Return	Supply
Painted Galvanized Steel	1" Injected Foam, R-7, Galvanized Steel Liner	Bottom	Bottom

Electrical			
Unit FLA	MCA	MROPD	SCCR
15.7 A	17.0 A	20 A	5 kAIC
Note:	Use only copper supply wires with ampacity based on 75° C conductor rating. Connections to terminals must be made with copper lugs and copper wire.		

Return/Outside/Exhaust Air		
Outside Air Option		
Type	Damper Pressure Drop	Exhaust Air Type
None	0.03 inH <sub>2</sub> O	Powered, Modulating with Building Pressure Control

# HVAC Unit Cut sheets

DOAS-1

## Rebel® Packaged Rooftop System



Exhaust Fan			
Type	Drive Type		Wheel Diameter
SWSI AF	Direct Drive		14 in
Motor			
(Qty) Horsepower	Type	Efficiency	Full Load Current (Each)
(1) 2.3 HP	ECM	Premium	2.3 A
Performance			
Air Flow CFM	External Static Pressure inH <sub>2</sub> O	Fan Speed RPM	Brake Horsepower HP
1200	0.50	1316	0.27

### Energy Recovery

Design OA Volume	Design Exhaust Volume	Wheel Pressure Drop	Motor HP	Motor FLA
1500 CFM	1200 CFM	0.35 inH <sub>2</sub> O	0.17 HP	0.4 A

#### Summer Conditions

Temperature								Recovered Capacity Btu/hr	Effectiveness	
Outside Air		Return Air		Wheel Leaving		Mixed Air			Total	Sensible
Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F			
97.5	77.0	76.0	62.0	81.9	67.2	81.9	67.2	54747	0.80	0.86

#### Winter Conditions

Temperature								Recovered Capacity Btu/hr	Effectiveness	
Outside Air		Return Air		Wheel Leaving		Mixed Air			Total	Sensible
Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F			
20.0	19.0	70.0	50.0	55.1	42.0	55.1	42.0	62239	0.83	0.87

Bypass Damper: No

#### Energy Recovery Filters

Efficiency	Quantity/Size		Face Area		Face Velocity		Air Pressure Drop	
	Outdoor	Exhaust	Outdoor ft <sup>2</sup>	Exhaust ft <sup>2</sup>	Outdoor ft/min	Exhaust ft/min	Outdoor inH <sub>2</sub> O	Exhaust inH <sub>2</sub> O
2 in. MERV 8	(3) 18 in. X 24 in.	(3) 18 in. X 24 in.	9.0	9.0	166.7	133.3	0.03	0.02

#### Combined Efficiency Factor

Application Specific CEF: 12.9

### Filter Section

Physical				
Type	Quantity / Size	Face Area	Face Velocity	Air Pressure Drop
Combo 2"/4" rack with 2" MERV 8	6 / 18 in x 24 in x 2 in	18.0 ft <sup>2</sup>	83.3 ft/min	0.01



## Rebel® Packaged Rooftop System



DX Cooling Coil							
Physical							
Coil Type	Refrigerant Type	Fins per Inch	Rows	Face Area	Face Velocity	Air Pressure drop	Drain Pan Material
Cu Tube/ Al Fin	R410A	15	3	14.0 ft²	107.0 ft/min	0.06 inH <sub>2</sub> O	Stainless Steel
Cooling Performance							
Capacity			Indoor Air Temperature				
Total UOM_OSelected_CoilTotal	Sensible Btu/hr	Moisture Removal lb/h	Entering		Leaving		Ambient air Temperature °F
			Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	
77489	52728	21.4	81.9	67.2	49.8	49.7	105.0
Condensate Connection Size: 3/4 in. Male NPT							

Hot Gas Reheat Coil Section					
Type	Face Area	Air Pressure Drop	Total Capacity	Leaving Air Temperature	
				Dry Bulb	Wet Bulb
Aluminum Tube Micro-Channel	13.2 ft²	0.01 inH <sub>2</sub> O	32952 Btu/hr	70.0 °F	57.8 °F

Fan Section				
Fan				
Type		Fan Wheel Diameter		Fan Isolation
SWSI AF		14 in		None
Performance				
Airflow	Total Static Pressure	Fan Speed	Brake Horsepower	Altitude
1500 CFM	2.5 inH <sub>2</sub> O	2063 rpm	1.01 HP	0 ft
Motor				Drive
Type	Horsepower	Efficiency	FLA	Type
ECM Motor	2.3	Premium	2.3 A	Direct Drive

Gas Heat Section						
Physical						
Airflow		Max Allowable Burner Temp Rise	Size	Connection (Qty) Size		Heat Exchanger Material
1500 CFM		100.0 °F	200 MBH	(1) 0.75 in. Female NPT		Stainless Steel
Performance						
Capacity Btu/hr	Air Temperature Dry Bulb		Air Pressure Drop inH <sub>2</sub> O	Gas Pressure		Modulation
	Entering °F	Leaving °F		Minimum inH <sub>2</sub> O	Maximum inH <sub>2</sub> O	
160000	20.0	118.3	0.05	7	14	Modulating 10:1 Turndown

Unit Discharge Conditions				
AirTemperature				
Motor Heat Btu/hr	Moisture Removal lb/h	Unit Leaving Dry Bulb °F	Unit Leaving Wet Bulb °F	Unit Leaving Dewpoint °F
3170	21.4	51.7	50.4	49.7

## Rebel® Packaged Rooftop System



Condensing Section					
Compressor					
Type	Quantity	Refrigerant Charge lb	Total Power	Capacity Control	Compressor Isolation
Inverter Scroll + Fixed Scroll	2	17.8	6.30 kW	Mod Control with Inverter Compressors	Rubber in Shear
Compressor Amps:					
Compressor 1			5.4 A		
Compressor 2			3.9 A		
Compressor Options:	Suction and Discharge Isolation Valves				
Condenser Coil					
Type		Fins per Inch		Fin Material	
Aluminum Microchannel		21		Aluminum	
Coil Options:	ElectroFin Coated				
Condenser Fan Motors					
Number of Motors			Full Load Current (Total)		
2			1.8 A		

Internal Pressure Drop Calculation	
External Static Pressure:	1.50 inH <sub>2</sub> O
Filter:	0.01 inH <sub>2</sub> O
Dirty Filter:	0.50 inH <sub>2</sub> O
Outside Air:	0.03 inH <sub>2</sub> O
Energy Recovery:	0.38 inH <sub>2</sub> O
DX Coil:	0.06 inH <sub>2</sub> O
Hot Gas Reheat:	0.01 inH <sub>2</sub> O
Gas Heat:	0.05 inH <sub>2</sub> O
Total Static Pressure:	2.54 inH <sub>2</sub> O

Sound								
Sound Power (db)								
Frequency	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Inlet	71	70	78	73	75	74	69	64
Discharge	71	73	81	78	81	80	77	72
Radiated	85	85	81	78	76	71	64	57

Options	
Unit	
Coil Coatings:	Condenser Coil Coated
Electrical	
Field Connection:	Non-Fused Disconnect Switch
Power Options:	Phase Failure Monitor
Controls	
Communication Card:	BACnet/MSTP card, Factory installed

## Rebel® Packaged Rooftop System



### Factory Installed Sensors

Leaving Coil/Entering Fan Temperature Sensor
Duct High Limit Switch
BACnet/MSTP Card
Return Air Temperature Sensor
Discharge Air Temperature sensor – Wired in unit, mounted in supply duct
Outside Air Temperature Sensor
Dirty Filter On/Off Switch
Supply Fan Air Proving Via Modbus
Building Static Pressure Sensor
Supply Leaving Wheel Temperature Sensor
Exhaust Leaving Wheel Temperature Sensor

### Warranty

<b>Parts:</b>	Standard One Year
<b>Compressor:</b>	Additional Four Year, Five Year Total
<b>Gas Heat Exchanger:</b>	Extended Nine Year, Ten Year Total

### Notes

### Accessories

Mandatory	
Part Number	Description
910190890	HUMIDITY SENSOR, DUCT MOUNTED, 0-5VDC
Optional	
Part Number	Description
910143408	DDC Space Sensor with Setpoint Adj and Tenant Over
910239970	Outside Air Humidity Sensor with Sunscreen
910134603	14" Roof Curb, W/ERW, Size 007-015

# HVAC Unit Cut sheets

DOAS-2

## Rebel® Packaged Rooftop System



Job Information		Technical Data Sheet
Job Name	St Francis Episcopal Church	
Date	7/15/2019	
Submitted By	Kimberly Thompson	
Software Version	07.50	
Unit Tag	DOAS-2	



Unit Overview					
Model Number	Voltage V/Hz/Phase	Design Cooling Capacity Btu/hr	EER@95/75 EAT & 200 CFM/ton		ASHRAE 90.1
			EER	IEER	
DPS012A	460/60/3	128786	11.2	Not Applicable	ASHRAE 90.1-2016 compliant

Unit	
Model Number:	DPS012A
Model Type:	Cooling
Heat Type:	Gas
Hot Gas Reheat:	MHGRH with Duct Humidity Sensor
Energy Recovery:	ERW-Med Cab-Econ: 2835 cfm max, 100% OA: 5145 cfm max
Application:	Variable Air Volume, Single Zone
Controls:	Microtech III
Outside Air:	100% Outside Air
Altitude:	0 ft
Approval	cETLus

Physical			
Dimensions and Weight			
Length	Height	Width	Weight
111.0 in	56.8 in	96.5 in	2610 lb
Corner Weights			
L1	L2	L3	L4
414 lb	425 lb	896 lb	875 lb
Construction			
Exterior	Insulation and Liners	Air Opening Location	
		Return	Supply
Painted Galvanized Steel	1" Injected Foam, R-7, Galvanized Steel Liner	Bottom	Bottom

Electrical			
Unit FLA	MCA	MROPD	SCCR
22.8 A	24.8 A	30 A	5 kAIC
Note:	Use only copper supply wires with ampacity based on 75° C conductor rating. Connections to terminals must be made with copper lugs and copper wire.		

Return/Outside/Exhaust Air		
Outside Air Option		
Type	Damper Pressure Drop	Exhaust Air Type
None	0.08 inH <sub>2</sub> O	Powered, Modulating with Building Pressure Control



# HVAC Unit Cut sheets

DOAS-2

## Rebel® Packaged Rooftop System



Exhaust Fan			
Type	Drive Type		Wheel Diameter
SWSI AF	Direct Drive		14 in
Motor			
(Qty) Horsepower	Type	Efficiency	Full Load Current (Each)
(1) 2.3 HP	ECM	Premium	2.3 A
Performance			
Air Flow CFM	External Static Pressure inH <sub>2</sub> O	Fan Speed RPM	Brake Horsepower HP
2200	0.50	1945	0.80

### Energy Recovery

Design OA Volume	Design Exhaust Volume	Wheel Pressure Drop	Motor HP	Motor FLA
2500 CFM	2200 CFM	0.56 inH <sub>2</sub> O	0.17 HP	0.4 A

#### Summer Conditions

Temperature								Recovered Capacity Btu/hr	Effectiveness	
Outside Air		Return Air		Wheel Leaving		Mixed Air			Total	Sensible
Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F			
97.5	77.0	76.0	62.0	82.6	67.7	82.6	67.7	88743	0.72	0.76

#### Winter Conditions

Temperature								Recovered Capacity Btu/hr	Effectiveness	
Outside Air		Return Air		Wheel Leaving		Mixed Air			Total	Sensible
Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F			
20.0	19.0	70.0	50.0	53.3	41.0	53.3	41.0	100521	0.75	0.76

Bypass Damper: No

#### Energy Recovery Filters

Efficiency	Quantity/Size		Face Area		Face Velocity		Air Pressure Drop	
	Outdoor	Exhaust	Outdoor ft <sup>2</sup>	Exhaust ft <sup>2</sup>	Outdoor ft/min	Exhaust ft/min	Outdoor inH <sub>2</sub> O	Exhaust inH <sub>2</sub> O
2 in. MERV 8	(3) 18 in. X 24 in.	(3) 18 in. X 24 in.	9.0	9.0	277.8	244.4	0.09	0.07

#### Combined Efficiency Factor

Application Specific CEF: 14.0

### Filter Section

Physical				
Type	Quantity / Size	Face Area	Face Velocity	Air Pressure Drop
Combo 2"/4" rack with 2" MERV 8	6 / 18 in x 24 in x 2 in	18.0 ft <sup>2</sup>	138.9 ft/min	0.04

## Rebel® Packaged Rooftop System



DX Cooling Coil							
Physical							
Coil Type	Refrigerant Type	Fins per Inch	Rows	Face Area	Face Velocity	Air Pressure drop	Drain Pan Material
Cu Tube/ Al Fin	R410A	15	4	15.4 ft²	162.0 ft/min	0.14 inH <sub>2</sub> O	Stainless Steel
Cooling Performance							
Capacity			Indoor Air Temperature				
Total UOM_OSelected_CoilTotal	Sensible Btu/hr	Moisture Removal lb/h	Entering		Leaving		Ambient air Temperature °F
			Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	
128786	87743	35.4	82.6	67.7	50.5	50.5	105.0
Condensate Connection Size: 3/4 in. Male NPT							

Hot Gas Reheat Coil Section					
Type	Face Area	Air Pressure Drop	Total Capacity	Leaving Air Temperature	
				Dry Bulb	Wet Bulb
Aluminum Tube Micro-Channel	14.6 ft²	0.03 inH <sub>2</sub> O	52838 Btu/hr	70.0 °F	58.2 °F

Fan Section				
Fan				
Type		Fan Wheel Diameter		Fan Isolation
SWSI AF		16 in		None
Performance				
Airflow	Total Static Pressure	Fan Speed	Brake Horsepower	Altitude
2500 CFM	3.1 inH <sub>2</sub> O	2087 rpm	1.86 HP	0 ft
Motor				Drive
Type	Horsepower	Efficiency	FLA	Type
ECM Motor	4.0	Premium	4.0 A	Direct Drive

Gas Heat Section						
Physical						
Airflow		Max Allowable Burner Temp Rise	Size	Connection (Qty) Size		Heat Exchanger Material
2500 CFM		60.0 °F	200 MBH	(1) 0.75 in. Female NPT		Stainless Steel
Performance						
Capacity Btu/hr	Air Temperature Dry Bulb		Air Pressure Drop inH <sub>2</sub> O	Gas Pressure		Modulation
	Entering °F	Leaving °F		Minimum inH <sub>2</sub> O	Maximum inH <sub>2</sub> O	
160000	20.0	79.0	0.14	7	14	Modulating 10:1 Turndown

Unit Discharge Conditions				
Air Temperature				
Motor Heat Btu/hr	Moisture Removal lb/h	Unit Leaving Dry Bulb °F	Unit Leaving Wet Bulb °F	Unit Leaving Dewpoint °F
5755	35.4	52.7	51.2	50.5

## Rebel® Packaged Rooftop System



Condensing Section					
Compressor					
Type	Quantity	Refrigerant Charge lb	Total Power	Capacity Control	Compressor Isolation
Inverter Scroll + Fixed Scroll	2	25.8	10.53 kW	Mod Control with Inverter Compressors	Rubber in Shear
Compressor Amps:					
Compressor 1			6.8 A		
Compressor 2			7.9 A		
Compressor Options:	Suction and Discharge Isolation Valves				
Condenser Coil					
Type		Fins per Inch		Fin Material	
Aluminum Microchannel		23		Aluminum	
Coil Options:	ElectroFin Coated				
Condenser Fan Motors					
Number of Motors			Full Load Current (Total)		
2			1.8 A		

Internal Pressure Drop Calculation	
External Static Pressure:	1.50 inH <sub>2</sub> O
Filter:	0.04 inH <sub>2</sub> O
Dirty Filter:	0.50 inH <sub>2</sub> O
Outside Air:	0.08 inH <sub>2</sub> O
Energy Recovery:	0.65 inH <sub>2</sub> O
DX Coil:	0.14 inH <sub>2</sub> O
Hot Gas Reheat:	0.03 inH <sub>2</sub> O
Gas Heat:	0.14 inH <sub>2</sub> O
Total Static Pressure:	3.07 inH <sub>2</sub> O

Sound								
Sound Power (db)								
Frequency	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Inlet	76	74	82	77	79	73	68	62
Discharge	76	77	85	82	85	79	76	70
Radiated	85	85	81	78	76	71	64	57

Options	
Unit	
Coil Coatings:	Condenser Coil Coated
Electrical	
Field Connection:	Non-Fused Disconnect Switch
Power Options:	Phase Failure Monitor
Controls	
Communication Card:	BACnet/MSTP card, Factory installed

## Rebel® Packaged Rooftop System



### Factory Installed Sensors

Leaving Coil/Entering Fan Temperature Sensor
Duct High Limit Switch
BACnet/MSTP Card
Return Air Temperature Sensor
Discharge Air Temperature sensor – Wired in unit, mounted in supply duct
Outside Air Temperature Sensor
Dirty Filter On/Off Switch
Supply Fan Air Proving Via Modbus
Building Static Pressure Sensor
Supply Leaving Wheel Temperature Sensor
Exhaust Leaving Wheel Temperature Sensor

### Warranty

<b>Parts:</b>	Standard One Year
<b>Compressor:</b>	Additional Four Year, Five Year Total
<b>Gas Heat Exchanger:</b>	Extended Nine Year, Ten Year Total

### Notes

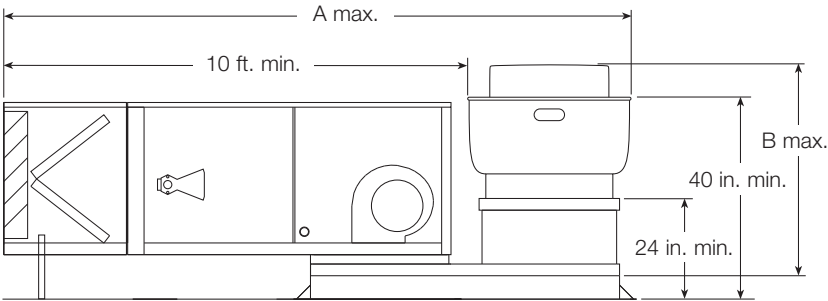
### Accessories

Mandatory	
Part Number	Description
910190890	HUMIDITY SENSOR, DUCT MOUNTED, 0-5VDC
Optional	
Part Number	Description
910143408	DDC Space Sensor with Setpoint Adj and Tenant Over
910239970	Outside Air Humidity Sensor with Sunscreen
910134603	14" Roof Curb, W/ERW, Size 007-015



XDG Dimensions

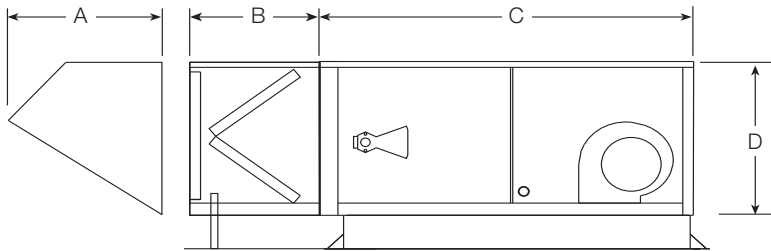
COMBINATION PACKAGE - ARRANGEMENT DBC



Housing Size	A*	B*	Width
H10	159.5	47	35.5
H20	172.8	57.8	50
H30	199	63.3	58.8

All dimensions in inches.  
\*Based on largest available XRUB exhaust fan.

STAND ALONE - ARRANGEMENT DB



Housing Size	Max MBH
H10	400
H20	800
H30	1600

Housing Size	A			B*	C	D	Width
	Filtered	Louvered	Birdscreen*				
H10	31.8	27.5	26.3	27.8	78.3	33.8	28
H20	34.8	30.3	32.3	30.3	86.3	33.8	37
H30	65.3	33.3	28.3	33	101.8	42.5	48

All dimensions in inches.  
\*The birdscreen weatherhood requires an additional filter section. The additional filter section is optional with the filtered or louvered weatherhood.

# HVAC Unit Cut sheets

RTU-1

## Rebel® Packaged Rooftop System



Job Information		Technical Data Sheet
Job Name	St Francis Episcopal Church	
Date	7/15/2019	
Submitted By	Kimberly Thompson	
Software Version	07.50	
Unit Tag	RTU-1	



Unit Overview					
Model Number	Voltage V/Hz/Phase	Design Cooling Capacity Btu/hr	AHRI360 Standard Efficiency		ASHRAE 90.1
			EER	IEER	
DPS020A	460/60/3	228546	10.4	19.5	ASHRAE 90.1-2016 compliant

Unit	
Model Number:	DPS020A
Model Type:	Cooling
Heat Type:	Gas
Energy Recovery:	None
Application:	Variable Air Volume, Single Zone
Controls:	Microtech III
Outside Air:	0-100% Economizer with Comparative Enthalpy Control
Altitude:	0 ft
Approval	cETLus

Physical			
Dimensions and Weight			
Length	Height	Width	Weight
162.3 in	70.5 in	76.5 in	3707 lb
Corner Weights			
L1	L2	L3	L4
836 lb	1113 lb	1004 lb	754 lb
Construction			
Exterior	Insulation and Liners	Air Opening Location	
		Return	Supply
Painted Galvanized Steel	2" Injected Foam, R13, Galvanized Steel Liner	Bottom	Bottom

Electrical			
Unit FLA	MCA	MROPD	SCCR
40.2 A	47.7 A	70 A	10 kAIC
Note:	Use only copper supply wires with ampacity based on 75° C conductor rating. Connections to terminals must be made with copper lugs and copper wire.		

Return/Outside/Exhaust Air		
Outside Air Option		
Type	Damper Pressure Drop	Exhaust Air Type
90.1 and California Title 24 Compliant Economizer	0.12 inH <sub>2</sub> O	Barometric Relief

## Rebel® Packaged Rooftop System



Filter Section				
Physical				
Type	Quantity / Size	Face Area	Face Velocity	Air Pressure Drop
Combo 2"/4" rack with 2" MERV 8	9 / 18 in x 24 in x 2 in	27.0 ft²	185.2 ft/min	0.07

DX Cooling Coil							
Physical							
Coil Type	Refrigerant Type	Fins per Inch	Rows	Face Area	Face Velocity	Air Pressure drop	Drain Pan Material
Cu Tube/ Al Fin	R410A	15	4	21.4 ft²	233.6 ft/min	0.22 inH₂O	Stainless Steel
Cooling Performance							
Capacity			Indoor Air Temperature				
Total UOM_OSelected _CoilTotal	Sensible Btu/hr	Moisture Removal lb/h	Entering		Leaving		
			Dry Bulb °F	Wet Bulb °F	Dry Bulb °F	Wet Bulb °F	Dewpoint °F
228546	168130	51.9	82.4	66.9	51.7	51.7	51.7
Condensate Connection Size:			1.0 in. Male NPT				

Fan Section				
Fan				
Type	Fan Wheel Diameter		Fan Isolation	
SWSI AF	20 in		Spring Isolation	
Performance				
Airflow	Total Static Pressure	Fan Speed	Brake Horsepower	Altitude
5000 CFM	2.6 inH <sub>2</sub> O	1857 rpm	3.72 HP	0 ft
Motor				Drive
Type	Horsepower	Efficiency	FLA	Type
premium Eff Induction Motor with Shaft Grounding	5.0	Premium	6.6 A	Direct Drive

Gas Heat Section				
Physical				
Airflow	Max Allowable Burner Temp Rise	Size	Connection (Qty) Size	Heat Exchanger Material
5000 CFM	60.0 °F	300 MBH	(2) 0.75 in. Female NPT	Stainless Steel
Performance				
Capacity Btu/hr	Air Temperature Dry Bulb		Air Pressure Drop inH₂O	Modulation
	Entering °F	Leaving °F		
240000	60.0	104.2	0.15	Modulating 12:1 Turndown
Note:	Two gas connections inside the unit. Single pipe enters unit and splits to two manifolds. Refer to IM 1125 for details on piping.			

Unit Discharge Conditions				
AirTemperature				
Motor Heat Btu/hr	Moisture Removal lb/h	Unit Leaving Dry Bulb °F	Unit Leaving Wet Bulb °F	Unit Leaving Dewpoint °F
10756	51.9	53.7	52.3	51.7

## Rebel® Packaged Rooftop System



Condensing Section					
Compressor					
Type	Quantity	Refrigerant Charge lb	Total Power	Capacity Control	Compressor Isolation
Inverter Scroll	1	32.5	20.36 kW	Mod Control with Inverter Compressors	Rubber in Shear
Compressor Amps:					
Compressor 1			30.1 A		
Compressor Options:	Suction and Discharge Isolation Valves				
Condenser Coil					
Type	Fins per Inch			Fin Material	
Aluminum Microchannel	23			Aluminum	
Coil Options:	ElectroFin Coated				
Condenser Fan Motors					
Number of Motors			Full Load Current (Total)		
1			3.5 A		
AHRI 360 Certified Data at AHRI 360 Standard Conditions					
Net Capacity		EER	IEER	ASHRAE 90.1	
242000 Btu/hr		10.4	19.5	ASHRAE 90.1-2016 compliant	

### Internal Pressure Drop Calculation

External Static Pressure:	1.50 inH <sub>2</sub> O
Filter:	0.07 inH <sub>2</sub> O
Dirty Filter:	0.50 inH <sub>2</sub> O
Outside Air:	0.12 inH <sub>2</sub> O
DX Coil:	0.22 inH <sub>2</sub> O
Gas Heat:	0.15 inH <sub>2</sub> O
Total Static Pressure:	2.57 inH <sub>2</sub> O

Sound								
Sound Power (db)								
Frequency	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Inlet	77	76	84	76	71	70	65	62
Discharge	83	82	87	82	80	77	72	67
Radiated	80	74	76	76	75	72	73	65

### Options

Unit	
Coil Coatings:	Condenser Coil Coated
Electrical	
Field Connection:	Non-Fused Disconnect Switch
Power Options:	Phase Failure Monitor
Controls	
Communication Card:	BACnet/MSTP card, Factory installed



## Rebel® Packaged Rooftop System



### Factory Installed Sensors

Leaving Coil/Entering Fan Temperature Sensor
Duct High Limit Switch
BACnet/MSTP Card
Return Air Temperature Sensor
Discharge Air Temperature sensor – Wired in unit, mounted in supply duct
Outside Air Temperature Sensor
Return Air Enthalpy Sensor
Outside Air Enthalpy Sensor
Dirty Filter On/Off Switch
Supply Fan Air Proving Via Modbus

### Warranty

<b>Parts:</b>	Standard One Year
<b>Compressor:</b>	Additional Four Year, Five Year Total
<b>Gas Heat Exchanger:</b>	Extended Nine Year, Ten Year Total

### AHRI Certification



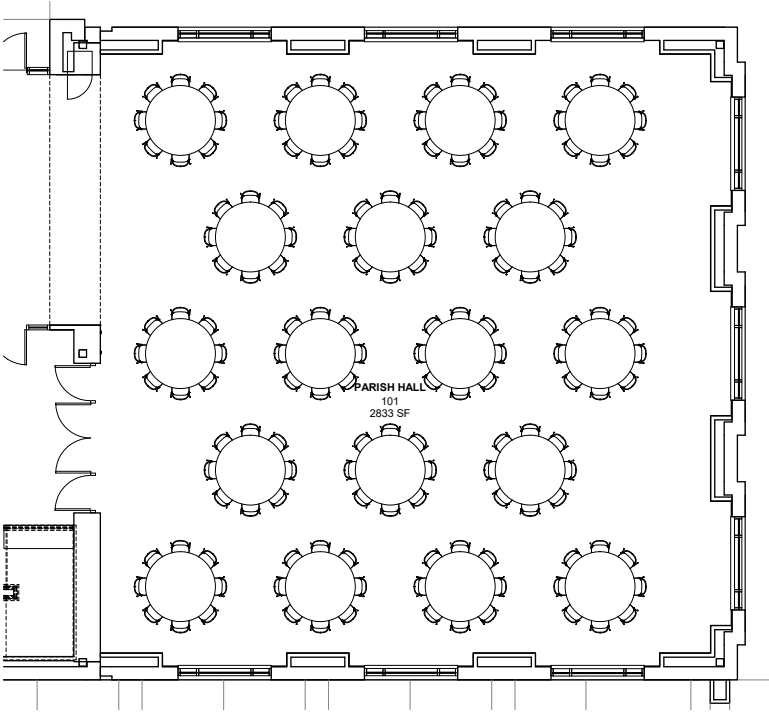
All equipment is rated and certified in accordance with AHRI 360.

### Notes

### Accessories

Optional	
Part Number	Description
910154223	14" Roof Curb, No ERW, Size 016-028

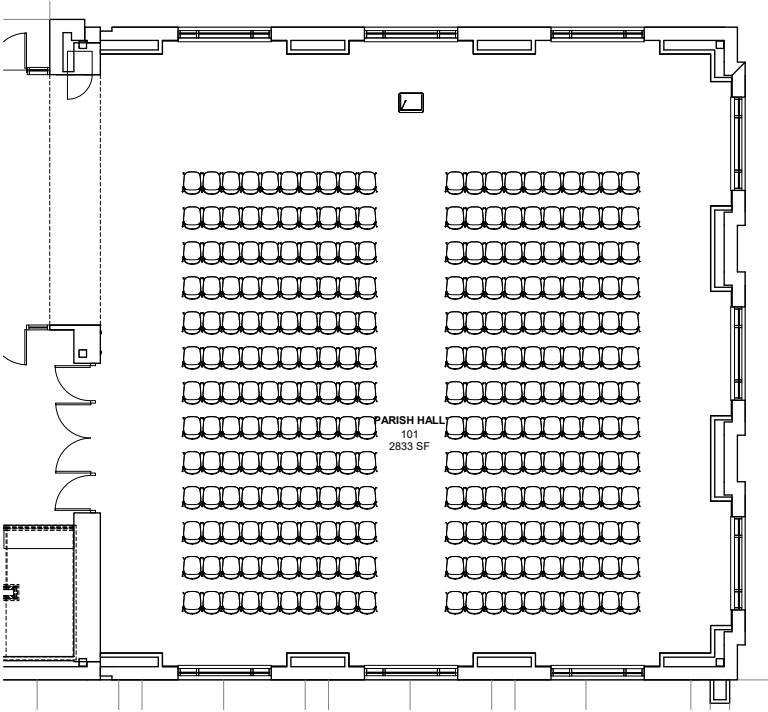
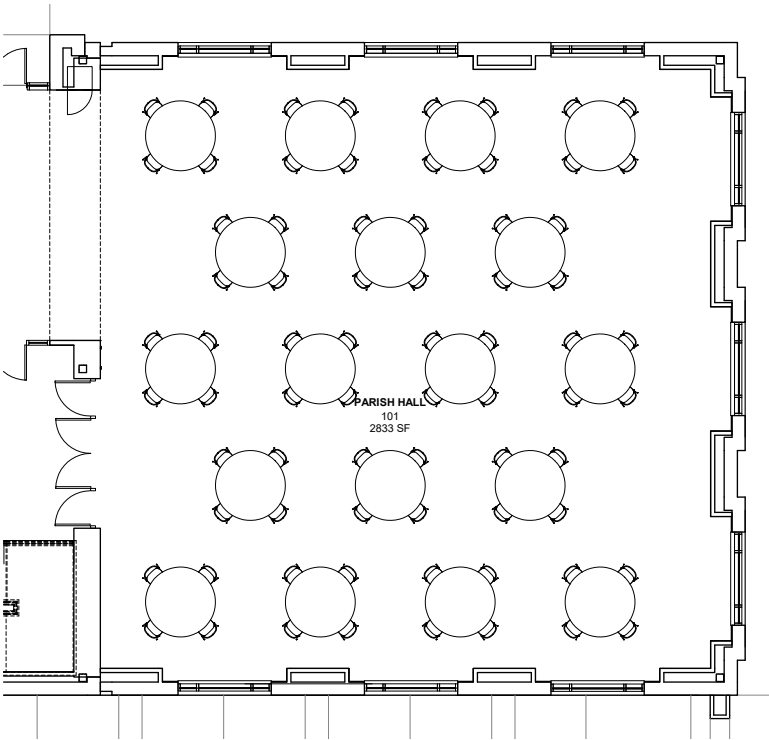
# Social Distancing



144 Occupants

Round Top Seating

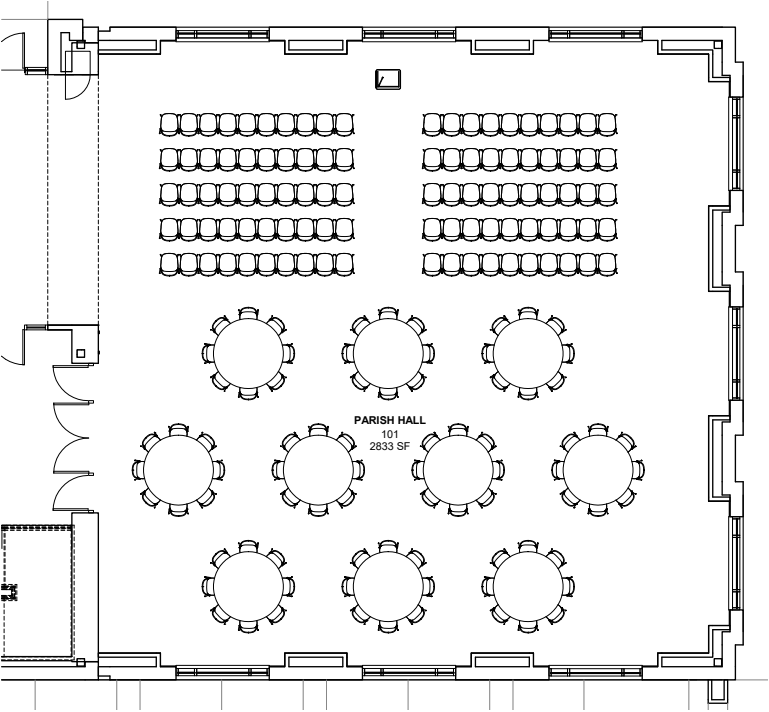
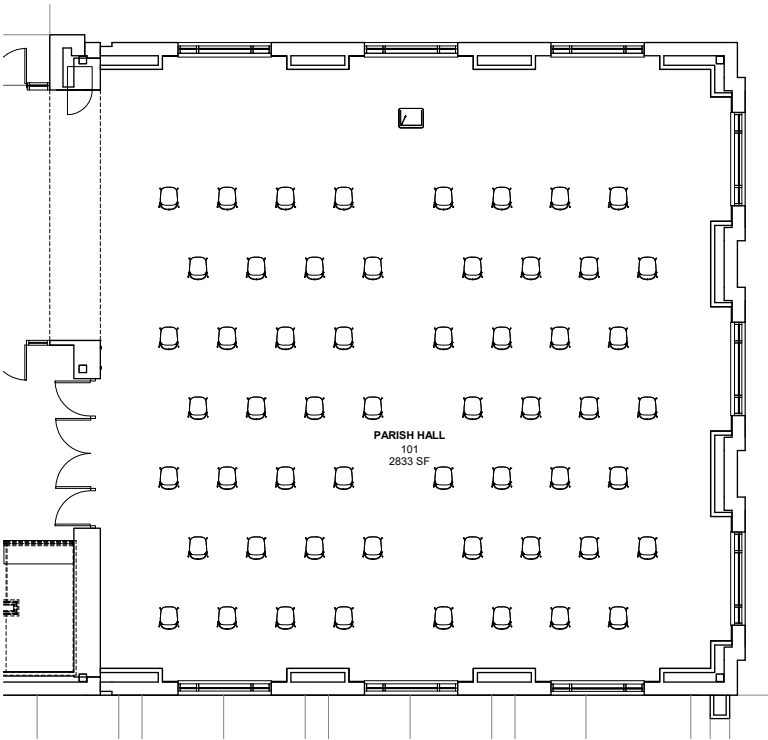
72 Total



260 Occupants

Lecture Seating

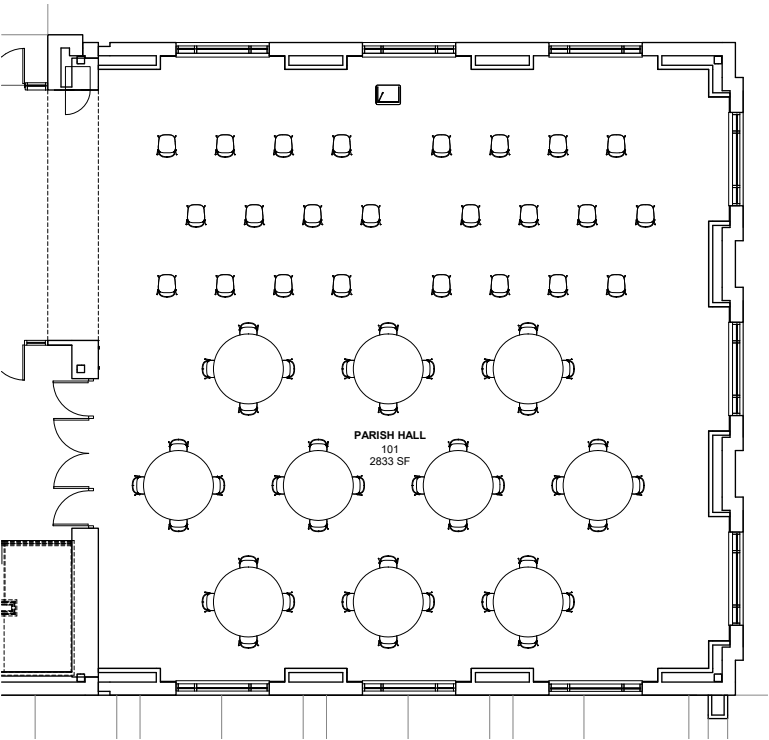
56 Total



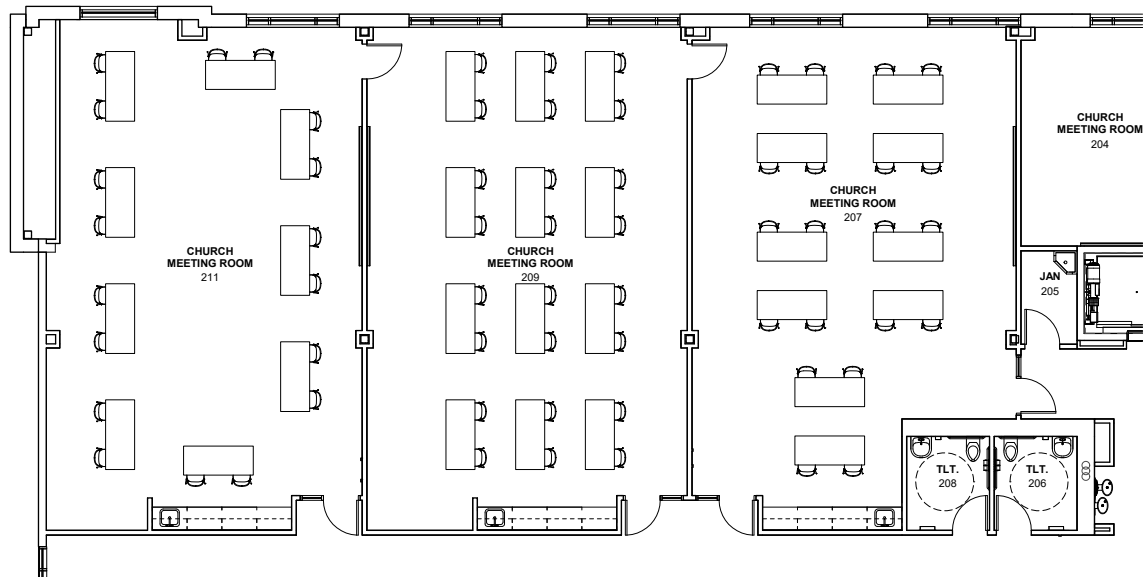
180 Occupants

Combo Seating

64 Total



# Social Distancing - Church Meeting Room Comparison



Church Meeting Room Occupancy Count

57

59

55

IBC 2015

18

24

20

Social Distancing (Covid)

# Contractor Letter to Neighbors and COVID Mitigation Measures



# Contractor Letter



Greetings Piney Point Neighbor,

I am writing this letter to all of the surrounding area neighbors as we are getting ready to begin construction on a new Parish Hall for St. Francis Episcopal Church at 345 Piney Point Road. As you know, this process will cause some temporary changes to your neighborhood. I would like you to know that we are here to make this as pleasant and friendly an experience as possible.

Houstonians have relied upon Tellepsen for the places they live, work, play and worship for over a century. Established in 1909, we are in our fourth generation of continuous family ownership, providing quality construction services to Houston clients. We understand what it takes to build a project of the quality level required by Piney Point Village.

Should you have any questions or if a problem does arise, please feel free to contact me and I will be happy to speak with you. My contact number is listed below. We appreciate your understanding in this matter, and if I can provide any further assistance please let me know.

Sincerely,

Tellef Tellepsen  
Tellepsen Builders  
281-447-8100

### BACKGROUND

The Coronavirus disease 19 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease was first identified in 2019 in Wuhan, China, and has since spread globally, resulting in the 2019–20 coronavirus pandemic. The global implications of the COVID-19 pandemic are changing at a very rapid pace. Tellepsen continues to monitor local, state and national agency reports and recommendations. The national Centers for Disease Control and Prevention (CDC) has established a website with a wealth of current information accessible here - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Other reliable sources include

OSHA - <https://www.osha.gov/SLTC/covid-19/>

World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Johns Hopkins Center for Health Security - <http://www.centerforhealthsecurity.org/resources/COVID-19/>

### MITIGATION ACTIVITIES – Individuals and Families

- **Practice social distancing of a minimum 6 feet** (no handshakes, keep a respectful distance, etc.)
- Frequently wash your hands with soap and water for 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Cough etiquette (coughing into your elbow or into a tissue)
- Don't touch your face
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wipe down areas around you that you and/or others touch frequently.
- Limit movement in the community per governmental guidelines.
- Limit visitors
- Take additional measures to protect those at "high risk" (elderly, immune system issues, etc.)
- Create a household action plan in case of illness
- Know the symptoms of COVID-19 - fever greater than 100.4° F, cough and shortness of breath
- Stay at home if you are showing symptoms of an illness (fever, headaches, chills, etc.) refrain from going to public places (workplace, grocery store, etc.) and contact your physician.

### MITIGATION ACTIVITIES – Tellepsen Offices and Jobsites

- **Practice social distancing of a minimum 6 feet** (no handshakes, keep a respectful distance, etc.)
- Follow screening procedure outlined below. Access may be restricted.
- We will allow selected visitors in our offices and jobsites for scheduled meetings. They will be required to complete the Screening Questionnaire before entering.
- We highly encourage face coverings be used in common or public areas and when 6 ft social distancing is not feasible.
- No more than 2 employees at a time in common kitchens. All kitchen seating has been removed and we ask employees to not linger in kitchens longer than necessary.
- All meetings should be limited to meet social distancing standards. Utilize teleconferences and virtual meetings as much as possible
- Consider telework if it is feasible for your position and responsibility. Discuss with your supervisor if you chose to telework.
- Display CDC Wellness Tips at all locations where visible to all workers.
- Suspend all non-essential travel until further notice
- Clean offices and job trailers daily (desks, office equipment and doorknobs).
- No family members/children are allowed in the Tellepsen Offices and Jobsites

Any known COVID-19 cases involving Tellepsen employees should immediately be reported to Human Resources: Maryanne Henn (281) 824-0547

Any known cases involving subcontractors/Vendors should immediately be reported to the project superintendent who will communicate with Susan Phillips at (281) 541-8611.

### MITIGATION ACTIVITIES –Jobsite Specific

- **Practice social distancing of a minimum 6 feet** (no handshakes, keep a respectful distance, etc.)
- Accurately track workforce onsite.
- Limit crew stacking such that workers are spread out as much as possible.
- Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
- Do not congregate in lunch and break areas.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly
- Disinfect reusable supplies/equipment.
- Increase sanitation of portable/temporary toilets.
- Limit elevator usage when occupied with multiple people
- Community water coolers are highly discouraged.
- Clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.

Any known COVID-19 cases involving Tellepsen employees should immediately be reported to Human Resources: Maryanne Henn (281) 824-0547

Any known cases involving subcontractors/Vendors should immediately be reported to the project superintendent who will communicate with Susan Phillips at (281) 541-8611.

### SCREENING PROCEDURE

Effective March 17, 2020 Tellepsen is implementing a procedure to screen everyone (Tellepsen employees, subcontractors, vendors, delivery personnel, etc.) prior to their entering any Tellepsen office building or project site. Tellepsen employees must complete a digital Screening Questionnaire weekly or daily and again if any responses change. While others (subcontractors, owners, etc.) do not need to complete the hard copy, they must verbally acknowledge a negative response to all questions.

1. Do you currently have a fever?
2. Do you currently have a cough (unrelated to allergy or COPD)?
3. Do you currently have shortness of breath (unrelated to chronic illness)?
4. Have you traveled outside of Texas in the last 14 days?
5. Have you been in contact with a person who either (i) has been diagnosed with COVID-19 or (ii) is in the process of being tested for COVID-19?

If anyone answers "YES" to any of these questions they will not be allowed to enter the office/jobsite. If there is a case for an exception, the company leader must be contacted to make the exception.

**Builders** – Terry Hargus  
**BCS** – Trent Tellepsen  
**Tellepsen Services** – Eric Dipasquale

**Industrial** – Chip Fenoglio  
**TI Constructors** – Steve Mechler



## COVID-19 Mitigation Plan

Revised 06/17/2020

### RESPONSE PROTOCOL

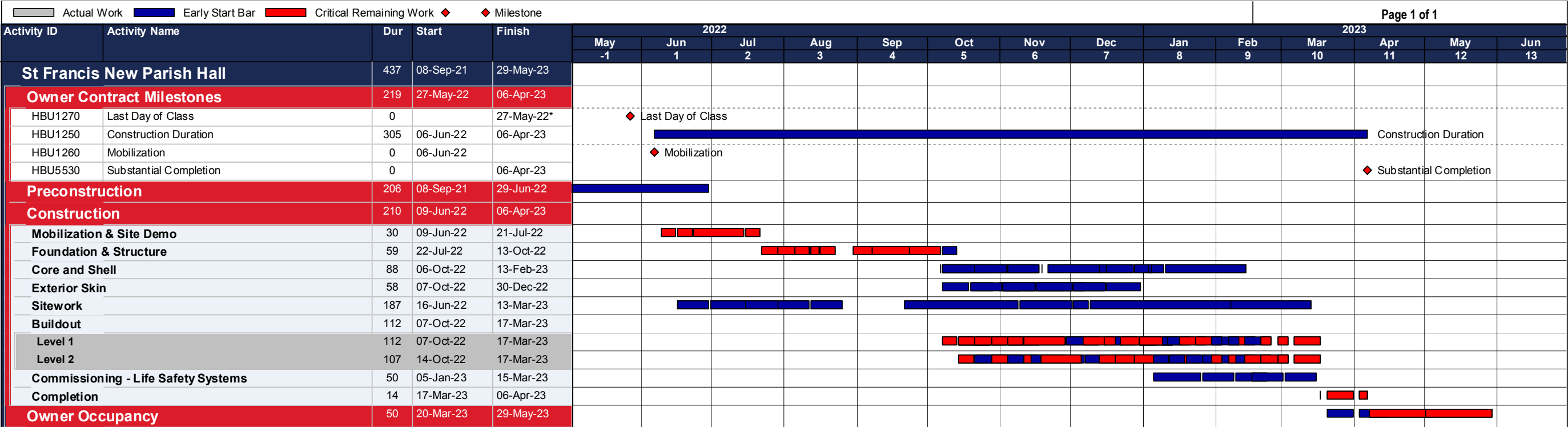
1. Upon a confirmed case of COVID-19, all “co-workers” shall be categorized as Tier 1, Tier 2 or Tier 3. For our purposes, “co-worker” is defined as all individuals on the affected jobsite or office location.
2. Tier 1 “co-workers” are defined as those who have had Close Contact with the positive case, beginning 2 days before the individual with COVID-19 became symptomatic (or, for asymptomatic workers, 2 days prior to specimen collection) until the time of isolation. Close Contact is defined as > 15 minutes of exposure at < 6 feet.
3. In our case and for simplicity, Tier 2 and Tier 3 “co-workers” will be all others on the affected jobsite/office.
4. Tier 1 “co-workers” will be required to take a viral test (PCR or Antigen.) **The sample shall be collected no sooner than 72 hours removed from last Close Contact with individual with confirmed positive test. (note antibody testing is not viral testing)**
5. Tier 1 “co-workers” will monitor symptoms and quarantine before sample is taken and until results are received.
6. Tier 1 “co-workers” can return to work **IF** they remain asymptomatic and produce a negative test result on a sample that was taken 72 hours removed from last Close Contact with individual with confirmed positive test.
7. If a Tier 1 “co-worker” develops symptoms or has a positive test during the quarantine period, the “co-worker” must continue quarantine until symptoms subside and a negative viral test is achieved.
8. “Co-workers” in Tier 2 and Tier 3 can continue to work but must continue screening protocol.

### OTHER

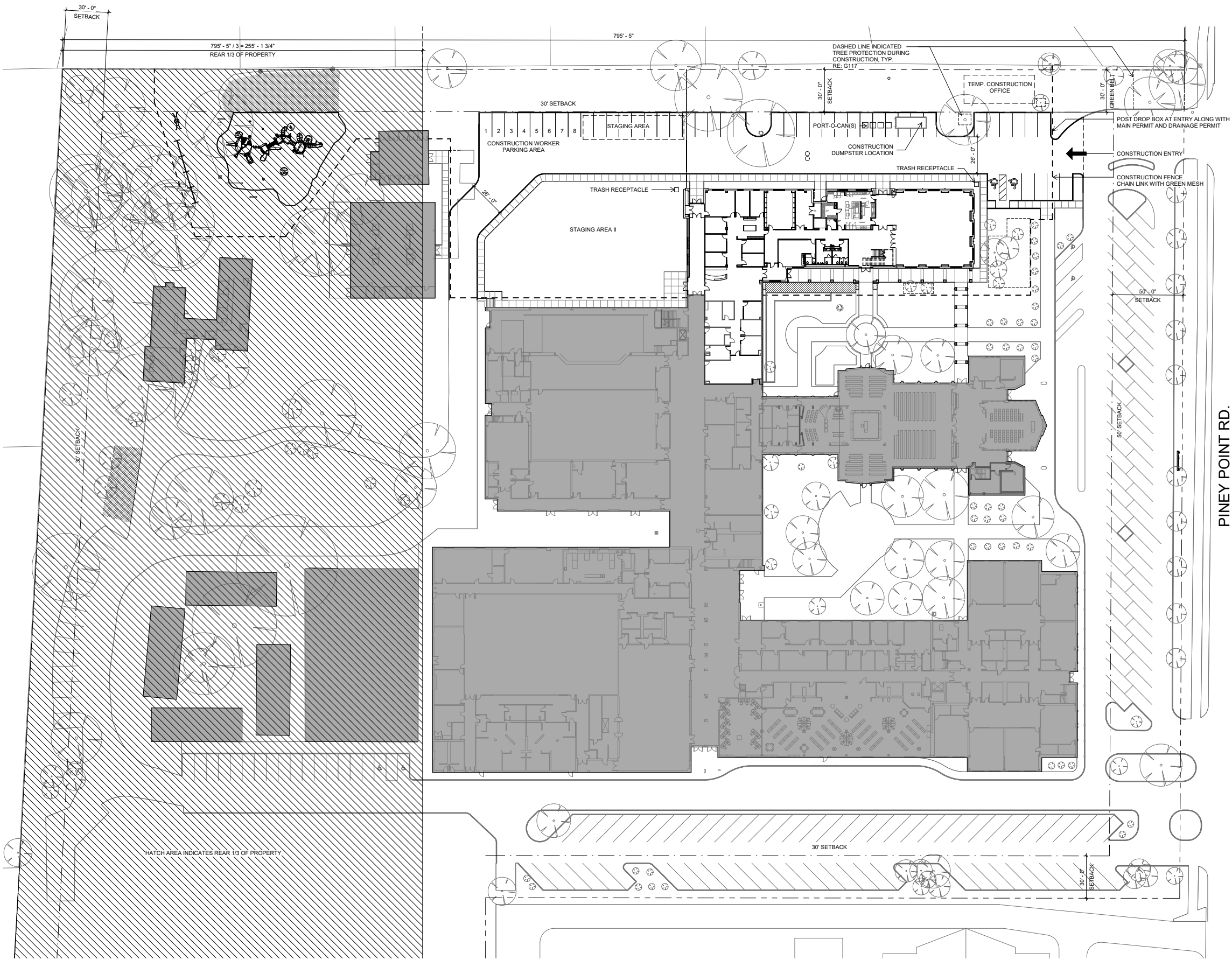
All Tellepsen has created a COVID-19 (Coronavirus) reference site on [my.tellepsen](https://tellepsenconstruction.sharepoint.com/sites/HomeSite2/SitePages/COVID-19-Information.aspx) (<https://tellepsenconstruction.sharepoint.com/sites/HomeSite2/SitePages/COVID-19-Information.aspx>). This site will maintain the most updated information on our current plan and set of resources for you.

# Construction Plan and Schedule





# Construction Area Plan



- CITY OF PINEY POINT GENERAL NOTES**
- ANY GRASS WITHIN THE CITY'S RIGHT-OF-WAY WHICH IS DAMAGED DURING CONSTRUCTION SHALL BE REPLACED WITH ST. AUGUSTINE GRASS.
  - ANY DAMAGE TO EXISTING ROADS, DRIVEWAYS, SIDEWALKS OR OTHER APPURTENANCES WITHIN THE CITIES RIGHT-OF-WAY SHALL BE SAW-CUT, REMOVED AND REPLACED WITH MATERIAL AT LEAST EQUAL TO THAT WHICH WAS DAMAGED. ALL REPLACEMENT SHALL BE PERFORMED TO CITIES STANDARDS AND WILL REQUIRE A BUILDING PERMIT ISSUED PRIOR TO STARTING THE WORK.
  - DURING THE CONSTRUCTION PROCESS THE CONTRACTOR SHALL MAINTAIN PROPER DRAINAGE TO ASSURE THAT NO WATER FLOWS ONTO ADJACENT PROPERTIES.
  - ANY AND ALL REVISIONS TO (THE NEW CONSTRUCTION HOUSE PLANS, DRAINAGE AND TREE DISPOSITIONS PLANS) MUST HAVE CITY APPROVAL PRIOR TO MAKING ANY CHANGES OR ADJUSTMENTS.
  - ALL ACCESSORY BUILDINGS, PLAY & SPORT COURTS, POOLS, DRIVEWAYS, SIDEWALKS, FLATWORK, FENCES, GENERATORS SHALL BE PERMITTED SEPARATELY.
  - ALL AREA CALCULATIONS INCLUDE ALL OF THE IMPROVEMENTS FOR THIS PROJECT.
  - NO WORK ALLOWED ON SUNDAYS.
  - TEMPORARY TREE PROTECTIONS TO REMAIN UP AT ALL TIMES UNTIL THE TREE FINAL.
  - TEMPORARY DRAINAGE (RE-ENFORCED FILTER FABRIC) TO REMAIN IN PLACE UNTIL THE DRAINAGE FINAL.
  - NO RUN OFF OF ANY KIND CAN BE PLACED OR DUMPED INTO THE STORM DRAINS.
  - A FINAL AS BUILT TOPO IS REQUIRED AT THE END OF THE PROJECT. A FINAL AS BUILT TOPO IS TO BE SUBMITTED AT LEAST 4 TO 6 WEEKS IN ADVANCE OF THE CLOSING OF THE PROPERTY. THE TOPO MUST BE APPROVED BY THE CITIES ENGINEERS AND MUST PASS DRAINAGE FINAL BEFORE A CERTIFICATE OF OCCUPANCY CAN AND WILL BE ISSUED.
  - BUILDER, ARCHITECT AND OR DESIGNER IS RESPONSIBLE FOR ANY CHANGES AS IT RELATES TO ANY NEW BUILDING CODES, CITY ZONING ORDINANCES AND AMENDMENTS AND ALL ADMINISTRATIVE PROCEDURES AND POLICY CHANGES.
  - PROVIDE MINIMUM TWO (2) TRASH RECEPTICAL FOR GERENAL USE BY WORKERS THROUGHT THE CONSTRUCTION AREA.
  - ADDRESS, EMERGENCY CONTACT, PERMITS, AND WORK HOURS TO BE POSTED AT CONSTRUCTION ENTRY.
  - PORT-O-CANS SHOULD BE PUT OUT OF SIGHT OR BEHIND CENDAR PLANK FENCE.
  - NO BUILDER SIGNAGE OF ANY KIND.
  - ANY AND ALL REVISIONS MUST HAVE CITY AND ARCHITECT APPROVAL BEFORE TAKING PLACE.**

## Hours of Construction:

Monday - Friday  
7:00am - 7:00pm

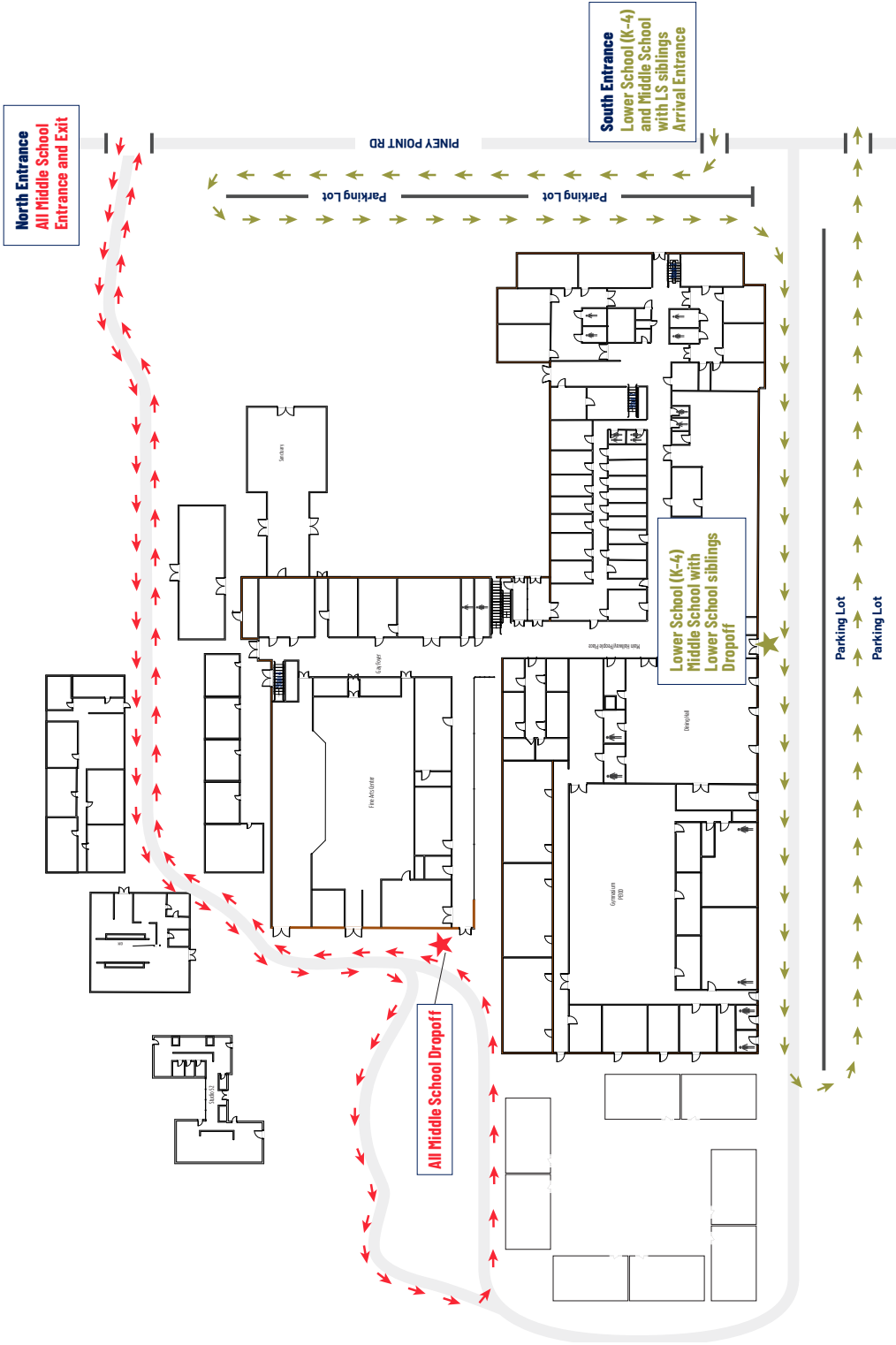
Saturday  
8:00am - 6:00pm

Sunday  
NO WORK

## Vehicle Queue (Stacking) for School Drop-Off and Pick-Up

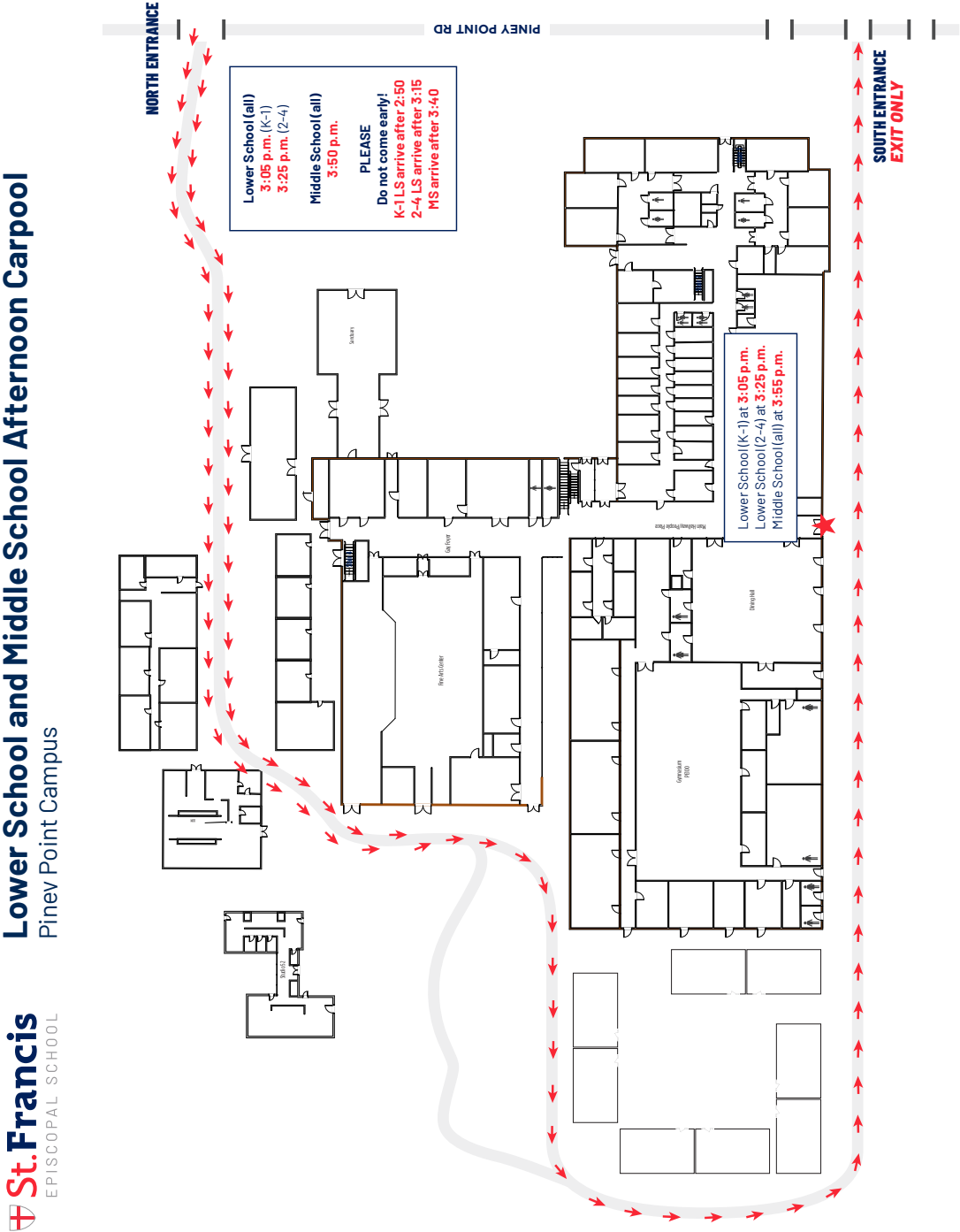
# Vehicle Queue for School Drop and Pick-up

## Lower School and Middle School Morning Carpool



Current Morning Carpool

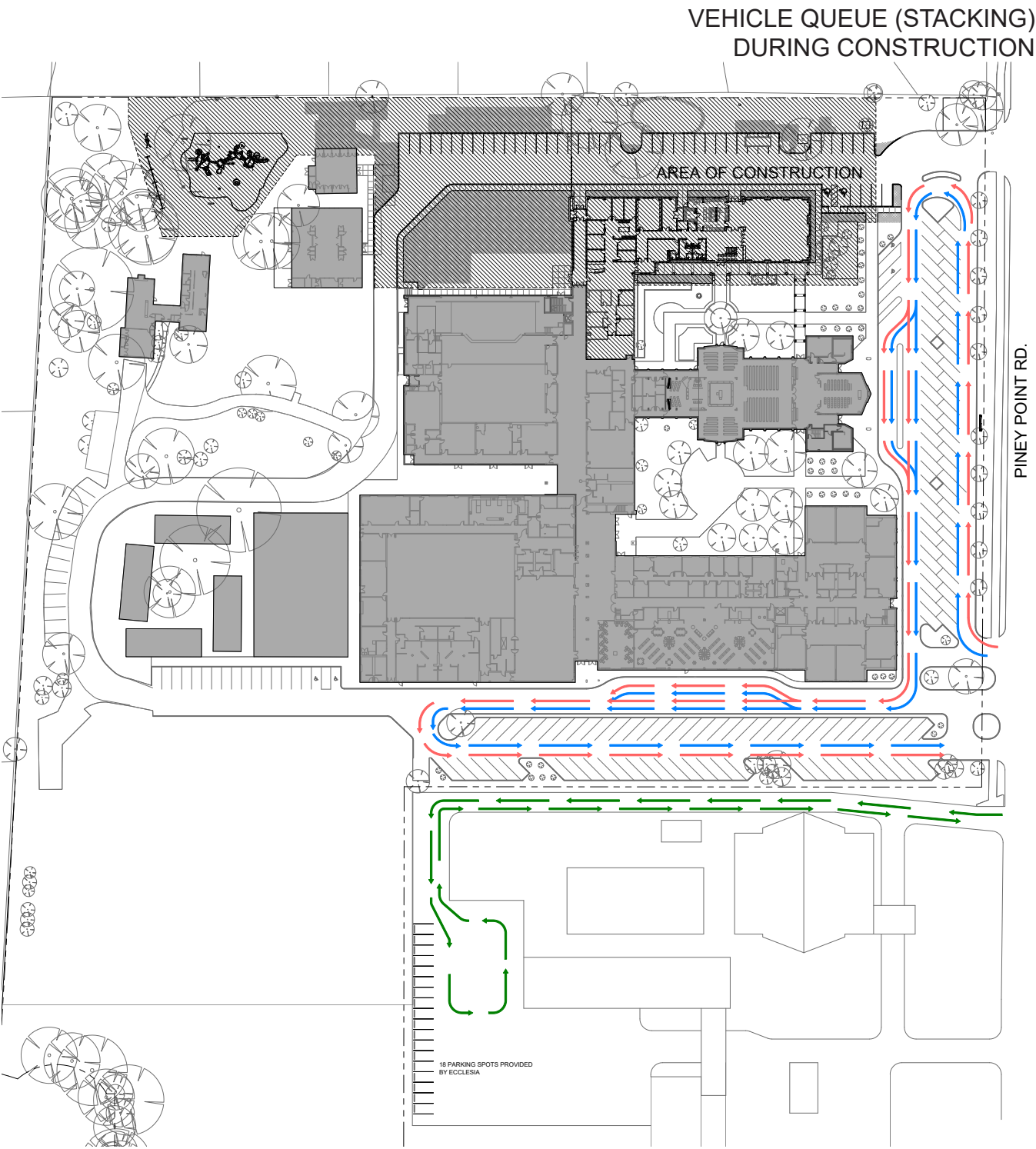
# Vehicle Queue for School Drop and Pick-up



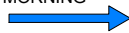
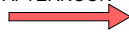
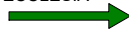
Current Afternoon Carpool



# Vehicle Queue for School Drop and Pick-up



## DURING CONSTRUCTION

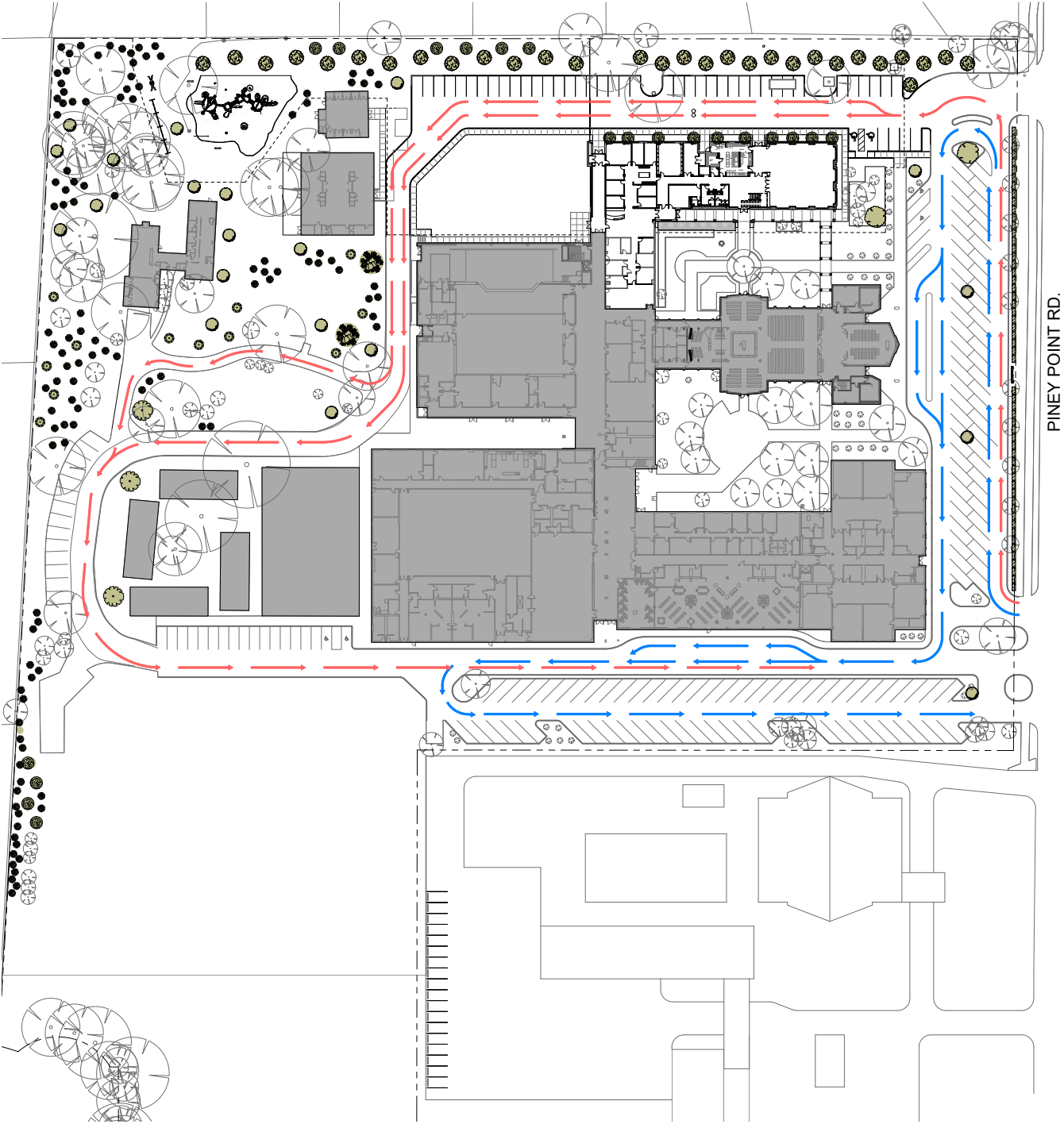
MORNING	1,640 LINEAR FT =	82 STACKED CARS
		
AFTERNOON	1,640 LINEAR FT =	82 STACKED CARS
		
ECCLESIA	600 LINEAR FT =	30 STACKED CARS
		

20' used per car as a standard parking spot is 19'

During Construction Carpool

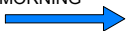
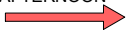
# Vehicle Queue for School Drop and Pick-up

VEHICLE QUEUE (STACKING)  
POST-CONSTRUCTION



20' used per car as a standard parking spot is 19'

## POST- CONSTRUCTION

MORNING	1,640 LINEAR FT =	82 STACKED CARS
		
AFTERNOON	3,020 LINEAR FT =	151 STACKED CARS
		

## Letter to Neighbors and List of Recipients



## ST. FRANCIS EPISCOPAL CHURCH

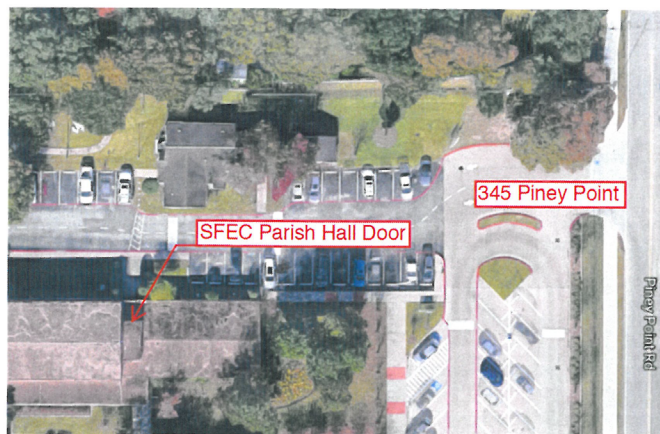
September 8, 2021

(Letter sent by both regular and certified return receipt requested to neighbors that are within 300 feet of St. Francis Episcopal Church)

**Subject: Invitation to Attend a Public Hearing for a Request for a Specific Use Permit ("SUP") for the Construction of a New Parish Hall and Playground Equipment Relocation for St. Francis Episcopal Church**

Dear St. Francis Episcopal Church Neighbors,

We are pleased to invite you to the City of Piney Point Village **Planning and Zoning Commission Public Hearing and meeting on Thursday, September 23, 2021, at 7:00 p.m.** during which the church's application for a SUP will be presented and discussed. The City of Piney Point Village requires that a SUP be issued for churches and other places of worship. **The Public Hearing and meeting will be held at St. Francis Episcopal Church, 345 Piney Point Road, in the old Parish Hall.** Please see map below.



The St. Francis Episcopal Church mission was established in 1949 and two years later construction on the old Parish Hall located on Piney Point Road was completed. At 70+ years of age, this two-story Parish Hall is woefully in need of replacement. It is past being able to be effectively repaired and/or renovated due to cost, new building and safety standards and the need for more and different spaces due to changing worship customs. Also, the Playground Equipment will be relocated outside the 30 feet greenspace area.

345 PINEY POINT, HOUSTON, TX 77024 713.782.1270 [WWW.SFCH.ORG](http://WWW.SFCH.ORG)

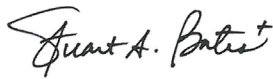
# Letter to Neighbors

The new Parish Hall will be built according to the latest building codes and standards, abiding by the City of Piney Point Village ordinances with special attention to drainage, greenbelts/greenspaces, setbacks, noise, impervious surface area, and tree disposition. Architecturally, the new building will match the other structures on the campus and will present a welcoming “front door” to the public. A rendering of the proposed Parish Hall is at the end of this invitation.

The packet containing the information to the Planning and Zoning Commission will be available on the City’s website at <http://www.cityofpineypoint.com/> beginning **Wednesday, September 15, 2021, through September 23, 2021**. You may also visit City of Piney Point Village City Hall, 7676 Woodway, Suite 300, Houston, TX 77063 after September 15, 2021, to review the same packet.

If you have questions, please contact Louise Richman, Member of St. Francis Episcopal Church Vestry and Treasurer at 713-301-8164 or [louiserichman@sbcglobal.net](mailto:louiserichman@sbcglobal.net). Thank you very much.

Peace and Grace,



The Rev. Stuart A. Bates  
Rector  
St. Francis Episcopal Church





# Letter to Neighbors

# on Certified Mail Receipt (only last 4 digits are different)	Owners	Surnames	Given Names	Property Address	ZIP Code	Distance	Distance	Distance	Distance
7021 7970 0000 7660 8789	Current Owner	Current Owner		3 Brompton Ct	77024		<300	<400	<500
7928	Current Owner	Current Owner		4 Brompton Ct	77024		<300	<400	<500
7867	Swinbank Joseph B & Shirley	Swinbank	Joseph B & Shirley	1 Carsey Ln	77024		<300	<400	<500
8741	Whalley Lawrence G & Mary	Whalley	Lawrence G & Mary	5 Carsey Ln	77024	<200	<300	<400	<500
7935	Allen Joe B & Helen	Allen	Joe B & Helen	11522 Green Oaks Dr	77024	<200	<300	<400	<500
7850	Casid Michael & Edwina C	Casid	Michael & Edwina C	11527 Green Oaks Dr	77024	<200	<300	<400	<500
8758	Current Owner	Current Owner		11530 Green Oaks Dr	77024	<200	<300	<400	<500
7959	Tauber Richard E & Anne	Tauber	Richard E & Anne	11531 Green Oaks Dr	77024	<200	<300	<400	<500
7843	Oropeza Luis & Maria F	Oropeza	Luis & Maria F	11535 Green Oaks Dr	77024		<300	<400	<500
7706	Read Jeffrey	Read	Jeffrey	11502 Habersham Ln	77024	<200	<300	<400	<500
7966	Current Owner	Current Owner		11503 Habersham Ln	77024	<200	<300	<400	<500
7836	Hellerstien Lewis J	Hellerstien	Lewis J	11506 Habersham Ln	77024	<200	<300	<400	<500
7713	Natkin Bernard B	Natkin	Bernard B	11507 Habersham Ln	77024	<200	<300	<400	<500
7942	Garrett Fred A	Garrett	Fred A	11511 Habersham Ln	77024		<300	<400	<500
7829	Jamieson Michael & Jane	Jamieson	Michael & Jane	11311 Jamestown Rd	77024		<300	<400	<500
7720	Wang Martin T & Sherry	Wang	Martin T & Sherry	9 N Cheska Ln	77024		<300	<400	<500
7911	Lu Wen H & Ho	Lu	Wen H & Ho	11 N Cheska Ln	77024		<300	<400	<500
7812	Cenatiempo Michael J & Mary	Cenatiempo	Michael J & Mary	17 N Cheska Ln	77024		<300	<400	<500
7737	Stimson Arthur E	Stimson	Arthur E	21 N Cheska Ln	77024		<300	<400	<500
7904	Ecclesia Houston	Ecclesia Houston		325 Piney Point Rd	77024	<200	<300	<400	<500
7805	Ecclesia Houston	Ecclesia Houston		325 Piney Point Rd	77024		<300	<400	<500
7744	St Francis Episcopal Ch	St Francis Episcopal Church		335 Piney Point Rd	77024		<300	<400	<500
7898	Sumner Estate Of Dorothy C	Sumner	Estate of Dorothy C	342 Piney Point Rd	77024	<200	<300	<400	<500
7799	Sallee Homer B & Jaleh M	Sallee	Homer B & Jaleh M	346 Piney Point Rd	77024	<200	<300	<400	<500
7751	Sallee Homer B & Jaleh M	Sallee	Homer B & Jaleh M	348 Piney Point Rd	77024		<300	<400	<500
7881	Sallee Homer B & Jaleh M	Sallee	Homer B & Jaleh M	350 Piney Point Rd	77024		<300	<400	<500
7782	Tylor Thomas A & Kristin N	Tylor	Thomas A & Kristin N	362 Piney Point Rd	77024	<200	<300	<400	<500
7768	Herminghaus Michael & Sabine P Linden	Hon Michael HerminghausSabine P Linden		11506 Raintree Cir	77024	<200	<300	<400	<500
7874	Kempe Matthew J & Deborah C	Kempe	Matthew J & Deborah C	11510 Raintree Cir	77024	<200	<300	<400	<500
7775	Laird Marc & Ann	Laird	Marc & Ann	11511 Raintree Cir	77024		<300	<400	<500
7980	Owen Thomas H Jr & Jill G	Owen	Thomas H Jr & Jill G	11517 Raintree Cir	77024		<300	<400	<500
8611	Coben Ron & Leanne	Coben	Ron & Leanne	11520 Raintree Cir	77024	<200	<300	<400	<500
8697	Mancilla Alberto R	Mancilla	Alberto R	11526 Raintree Cir	77024	<200	<300	<400	<500
7973	McCulloch James L & Susan A	McCulloch	James L & Susan A	11529 Raintree Cir	77024		<300	<400	<500
8628	Frachtman Richard J & Anne	Frachtman	Richard J & Anne	11530 Raintree Cir	77024	<200	<300	<400	<500
8703	800 Builders Llc	800 Builders LLC		11537 Raintree Cir	77024		<300	<400	<500
7997	Chiu Carol Sue	Chiu	Carol Sue	11540 Raintree Cir	77024		<300	<400	<500
8635	Dash Timothy & Rachel	Dash	Timothy & Rachel	1 S Cheska Ln	77024	<200	<300	<400	<500
8710	Dunn Deirdre H	Dunn	Deirdre H	5 S Cheska Ln	77024	<200	<300	<400	<500
8567	Boquist Eric A & Amy L	Boquist	Eric A & Amy L	6 S Cheska Ln	77024	<200	<300	<400	<500
8642	Boston Kevin & Lindsey	Boston	Kevin & Lindsey	9 S Cheska Ln	77024	<200	<300	<400	<500
8727	Williams John B Jr & Lynne	Williams	John B Jr & Lynne	14 S Cheska Ln	77024	<200	<300	<400	<500
8574	Bamberger Richard E	Bamberger	Richard E	15 S Cheska Ln	77024	<200	<300	<400	<500
8659	Grob Nancy S	Grob	Nancy S	17 S Cheska Ln	77024	<200	<300	<400	<500
8826	Current Owner	Current Owner		18 S Cheska Ln	77024	<200	<300	<400	<500
8581	Kollenberg C Henry & Christine J	Kollenberg	Hon C Henry & Christine J	21 S Cheska Ln	77024	<200	<300	<400	<500
8666	Daley Thomas C	Daley	Thomas C	22 S Cheska Ln	77024	<200	<300	<400	<500
8819	Nystrom Richard & Shannon	Nystrom	Richard & Shannon	25 S Cheska Ln	77024	<200	<300	<400	<500
8598	Fordyce Doug & Melissa	Fordyce	Doug & Melissa	26 S Cheska Ln	77024	<200	<300	<400	<500
8673	Barclay Josephine	Barclay	Josephine	29 S Cheska Ln	77024	<200	<300	<400	<500
8802	Sorkin Tatiana A	Sorkin	Tatiana A	30 S Cheska Ln	77024	<200	<300	<400	<500
8604	Barbosa Filipe & Leigh	Barbosa	Filipe & Leigh	33 S Cheska Ln	77024	<200	<300	<400	<500
8680	Holland John & Laura	Holland	John & Laura	34 S Cheska Ln	77024	<200	<300	<400	<500
8734	Current Owner	Current Owner		11318 Williamsburg Dr	77024		<300	<400	<500

Effective as of 8/4/2021, and verified and updated via alarm permits as of 8/25/2021

# Letter to Neighbors

USPS TRACKING#



9590 9402 6533 1028 4051 22



First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10



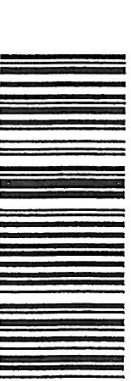
**United States  
Postal Service**

• Sender: Please print your name, address, and ZIP+4® in this box•

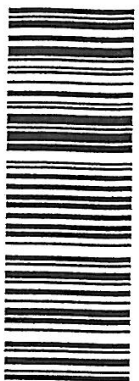

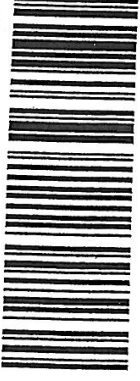
Annette Arriaga  
SFEC - SUP Mtg - 9-23-21  
City of Piney Point Village  
7676 Woodway, Ste 300  
Houston, TX 77063-1523



# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8789 7021 1970 0000 7660 8789</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <table border="1"> <tr> <td> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> </td> <td> <p>Postmark Here</p> </td> </tr> </table> <p>Sent To <u>Current Owner</u> <u>3 Brompton Ct.</u> Street and Apt. No., or PO Box No. <u>Houston, TX 77024</u> City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	<p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p>	<p>Postmark Here</p>
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<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7928 7021 1970 0000 7660 7928</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <table border="1"> <tr> <td> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> </td> <td> <p>Postmark Here</p> </td> </tr> </table> <p>Sent To <u>Current Owner</u> <u>4 Brompton Ct.</u> Street and Apt. No., or PO Box No. <u>Houston, TX 77024</u> City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	<p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p>	<p>Postmark Here</p>
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<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7867 7021 1970 0000 7660 7867</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <table border="1"> <tr> <td> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> </td> <td> <p>Postmark Here</p> </td> </tr> </table> <p>Sent To <u>Joseph B &amp; Shirley Swinbank</u> <u>1 Carsey Ln.</u> Street and Apt. No., or PO Box No. <u>Houston, TX 77024</u> City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	<p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p>	<p>Postmark Here</p>
<p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p>	<p>Postmark Here</p>			

# Letter to Neighbors

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 8741 7021 1970 0000 7660 8741	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.		
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7935 7021 1970 0000 7660 7935	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.		
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7850 7021 1970 0000 7660 7850	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.		

OFFICIAL USE	
Certified Mail Fee \$ _____	Postmark Here
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____	
<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____	
<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____	
Postage \$ _____	
Total Postage and Fees \$ _____	
Sent To <b>Lawrence G &amp; Mary Whalley</b>	
Street and Apt. No., or PO Box No. <b>5 Carsey Ln</b>	
City, State, ZIP+4® <b>Houston, TX 77024</b>	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

OFFICIAL USE	
Certified Mail Fee \$ _____	Postmark Here
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____	
<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____	
<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____	
Postage \$ _____	
Total Postage and Fees \$ _____	
Sent To <b>Joe B &amp; Helen Allen</b>	
Street and Apt. No., or PO Box No. <b>11522 Green Oaks Dr</b>	
City, State, ZIP+4® <b>Houston, TX 77024</b>	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

OFFICIAL USE	
Certified Mail Fee \$ _____	Postmark Here
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____	
<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____	
<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____	
Postage \$ _____	
Total Postage and Fees \$ _____	
Sent To <b>Michael &amp; Edwina C Casid</b>	
Street and Apt. No., or PO Box No. <b>11527 Green Oaks Dr</b>	
City, State, ZIP+4® <b>Houston, TX 77024</b>	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

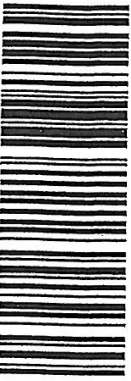

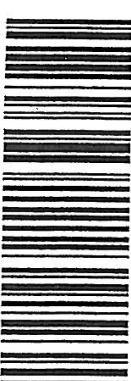


# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	<p>7021 1970 0000 7660 8758</p> <p>7021 1970 0000 7660 8758</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Current Owner</b></p> <p>Street and Apt. No., or PO Box No. <b>11530 Green Oaks Dr</b></p> <p>City, State, ZIP+4® <b>Houston, TX 77024</b></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047, See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	<p>7021 1970 0000 7660 7959</p> <p>7021 1970 0000 7660 7959</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Richard E &amp; Anne Tauber</b></p> <p>Street and Apt. No., or PO Box No. <b>11531 Green Oaks Dr</b></p> <p>City, State, ZIP+4® <b>Houston, TX 77024</b></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047, See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	<p>7021 1970 0000 7660 7843</p> <p>7021 1970 0000 7660 7843</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Luis &amp; Maria F Oropeza</b></p> <p>Street and Apt. No., or PO Box No. <b>11535 Green Oaks Dr</b></p> <p>City, State, ZIP+4® <b>Houston, TX 77024</b></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047, See Reverse for Instructions</p>



# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7706 7021 1970 0000 7660 7706</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Jeffrey Read</u></p> <p>Street and Apt. No., or PO Box No. <u>11502 Habersham Ln</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-4 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7966 7021 1970 0000 7660 7966</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Current Owner</u></p> <p>Street and Apt. No., or PO Box No. <u>11503 Habersham Ln</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-4 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7836 7021 1970 0000 7660 7836</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Lewis J Hellerstien</u></p> <p>Street and Apt. No., or PO Box No. <u>11506 Habersham Ln</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-4 See Reverse for Instructions</p>

## Letter to Neighbors

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL®

7021 1970 0000 7660 7713

7021 1970 0000 7660 7713

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
\$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postmark Here

Postage  
\$

Total Postage and Fees  
\$

Sent To Bernard B Natkin

Street and Apt. No., or PO Box No. 11507 Habersham Ln.

City, State, ZIP+4® Houston, TX 77024

PS Form 3800, April 2015 PSN 7530-02-000-90471-1-1 See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL®

7021 1970 0000 7660 7942

7021 1970 0000 7660 7942

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
\$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postmark Here

Postage  
\$

Total Postage and Fees  
\$

Sent To Fred A Garrett

Street and Apt. No., or PO Box No. 11511 Habersham Ln

City, State, ZIP+4® Houston, TX 77024

PS Form 3800, April 2015 PSN 7530-02-000-90471-1-1 See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL®

7021 1970 0000 7660 7829

7021 1970 0000 7660 7829

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
\$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postmark Here

Postage  
\$

Total Postage and Fees  
\$

Sent To Michael & Jane Jamieson

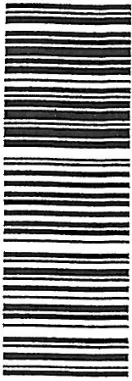
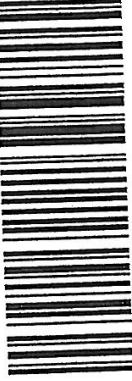
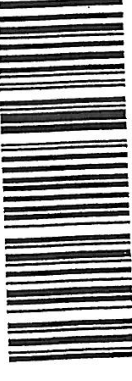
Street and Apt. No., or PO Box No. 11311 Jamestown Rd

City, State, ZIP+4® Houston, TX 77024

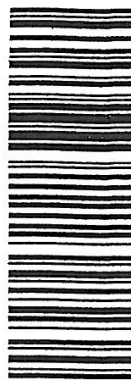
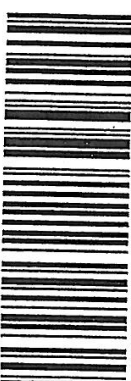

PS Form 3800, April 2015 PSN 7530-02-000-90471-1-1 See Reverse for Instructions



# Letter to Neighbors

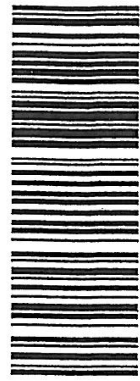


<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE		7021 1970 0000 7660 7720 7021 1970 0000 7660 7720	<b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ® <b>OFFICIAL USE</b> Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$ Sent To Street and Apt. No., or PO Box No. City, State, ZIP+4® Martin T & Sherry Wang 9 N Cheska Ln Houston, TX 77024 PS Form 3800, April 2015 PSN 7530-02-000-9047-1, 11 N See Reverse for Instructions	Postmark Here
		<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE		7021 1970 0000 7660 7911 7021 1970 0000 7660 7911
<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE		7021 1970 0000 7660 7812 7021 1970 0000 7660 7812	<b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ® <b>OFFICIAL USE</b> Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$ Sent To Street and Apt. No., or PO Box No. City, State, ZIP+4® Michael J & Mary Cenatiempo 17 N Cheska Ln Houston, TX 77024 PS Form 3800, April 2015 PSN 7530-02-000-9047-1, 11 N See Reverse for Instructions	Postmark Here

# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7737 7021 1970 0000 7660 7737</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Arthur E. Stimson</u></p> <p>Street and Apt. No., or PO Box No. <u>21 N. Cheska Ln</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7904 7021 1970 0000 7660 7904</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Ecclesia Houston</u></p> <p>Street and Apt. No., or PO Box No. <u>325 Piney Point Rd</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7805 7021 1970 0000 7660 7805</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <u>Ecclesia Houston</u></p> <p>Street and Apt. No., or PO Box No. <u>325 Piney Point Rd</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1 See Reverse for Instructions</p>

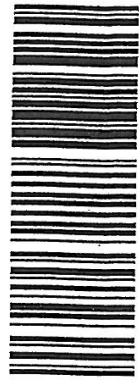




# Letter to Neighbors

<p>7021 1970 0000 7660 7744</p> <p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7744</p> <p>7021 1970 0000 7660 7744</p>	<p><b>U.S. Postal Service™</b>  <b>CERTIFIED MAIL® RECEIPT</b>  <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <u>St Francis Episcopal Church</u></p> <p>Street and Apt. No., or PO Box No. <u>335 Piney Point Rd</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>
<p>7021 1970 0000 7660 7898</p> <p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7898</p> <p>7021 1970 0000 7660 7898</p>	<p><b>U.S. Postal Service™</b>  <b>CERTIFIED MAIL® RECEIPT</b>  <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <u>Estate of Dorothy C Sumner</u></p> <p>Street and Apt. No., or PO Box No. <u>342 Piney Point Rd</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>
<p>7021 1970 0000 7660 7799</p> <p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 7799</p> <p>7021 1970 0000 7660 7799</p>	<p><b>U.S. Postal Service™</b>  <b>CERTIFIED MAIL® RECEIPT</b>  <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <u>Homer B &amp; Jaleh M Sallee</u></p> <p>Street and Apt. No., or PO Box No. <u>346 Piney Point Rd</u></p> <p>City, State, ZIP+4® <u>Houston, TX 77024</u></p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>



# Letter to Neighbors

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7751	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
		7021 1970 0000 7660 7751	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®. <b>OFFICIAL USE</b>
Certified Mail Fee \$ _____		Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____		<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____		<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____		Postage \$ _____	
Total Postage and Fees \$ _____		Sent To Homer B & Jaleh M Sallee 348 Piney Point Rd Houston, TX 77024	
PS Form 3800, April 2015 PSN 7530-02-000-9047-9 See Reverse for Instructions		City, State, ZIP+4®	
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7881	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
		7021 1970 0000 7660 7881	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®. <b>OFFICIAL USE</b>
Certified Mail Fee \$ _____		Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____		<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____		<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____		Postage \$ _____	
Total Postage and Fees \$ _____		Sent To Homer B & Jaleh M Sallee 350 Piney Point Rd Houston, TX 77024	
PS Form 3800, April 2015 PSN 7530-02-000-9047-9 See Reverse for Instructions		City, State, ZIP+4®	
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7782	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>
		7021 1970 0000 7660 7782	For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®. <b>OFFICIAL USE</b>
Certified Mail Fee \$ _____		Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$ _____		<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____		<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____		Postage \$ _____	
Total Postage and Fees \$ _____		Sent To Thomas A & Kristin N Tylor 362 Piney Point Rd Houston, TX 77024	
PS Form 3800, April 2015 PSN 7530-02-000-9047-9 See Reverse for Instructions		City, State, ZIP+4®	


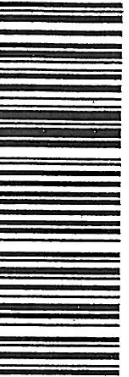

# Letter to Neighbors

<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE.	 7021 1970 0000 7660 7768 7021 1970 0000 7660 7768	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.
	<b>OFFICIAL USE</b>	
	Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$	Postmark Here  Hon Michael Herminghaus Sabine P Linden Street and Apt. No., or PO Box No. 11506 Raintree Cir City, State, ZIP+4® Houston, TX 77024
	PS Form 3800, April 2015 PSN 7530-02-000-9047-2-1-1-1 See Reverse for Instructions	
<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE.	 7021 1970 0000 7660 7874 7021 1970 0000 7660 7874	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.
	<b>OFFICIAL USE</b>	
	Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$	Postmark Here  Matthew J & Deborah C Kemple 11510 Raintree Cir Street and Apt. No., or PO Box No. City, State, ZIP+4® Houston, TX 77024
	PS Form 3800, April 2015 PSN 7530-02-000-9047-2-1-1-1 See Reverse for Instructions	
<b>CERTIFIED MAIL®</b> PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE.	 7021 1970 0000 7660 7775 7021 1970 0000 7660 7775	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.
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	Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$	Postmark Here  Marc & Ann Laird 11511 Raintree Cir Street and Apt. No., or PO Box No. City, State, ZIP+4® Houston, TX 77024
	PS Form 3800, April 2015 PSN 7530-02-000-9047-2-1-1-1 See Reverse for Instructions	





## Letter to Neighbors

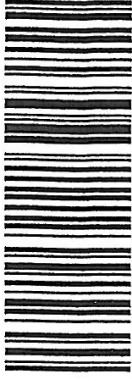


PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 7973 7021 1970 0000 7660 7973	<b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> . <h2 style="text-align: center;">OFFICIAL USE</h2> <table style="width: 100%;"> <tr> <td style="width: 70%;">           Certified Mail Fee \$ _____            Extra Services &amp; Fees (check box, add fee as appropriate)  <input type="checkbox"/> Return Receipt (hardcopy) \$ _____  <input type="checkbox"/> Return Receipt (electronic) \$ _____  <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____  <input type="checkbox"/> Adult Signature Required \$ _____  <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____            Postage \$ _____            Total Postage and Fees \$ _____         </td> <td style="width: 30%; vertical-align: middle; text-align: center;">           Postmark Here         </td> </tr> </table> <p>Sent To <b>James L &amp; Susan A McCulloch</b>  <b>11529 Raintree Cir</b>  <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No.          City, State, ZIP+4®</p> <p style="font-size: x-small;">PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	Certified Mail Fee \$ _____ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ _____ <input type="checkbox"/> Return Receipt (electronic) \$ _____ <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____ <input type="checkbox"/> Adult Signature Required \$ _____ <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____ Postage \$ _____ Total Postage and Fees \$ _____	Postmark Here
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PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 8628 7021 1970 0000 7660 8628	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> . <h2 style="text-align: center;">OFFICIAL USE</h2> <table style="width: 100%;"> <tr> <td style="width: 70%;">           Certified Mail Fee \$ _____            Extra Services &amp; Fees (check box, add fee as appropriate)  <input type="checkbox"/> Return Receipt (hardcopy) \$ _____  <input type="checkbox"/> Return Receipt (electronic) \$ _____  <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____  <input type="checkbox"/> Adult Signature Required \$ _____  <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____            Postage \$ _____            Total Postage and Fees \$ _____         </td> <td style="width: 30%; vertical-align: middle; text-align: center;">           Postmark Here         </td> </tr> </table> <p>Sent To <b>Richard J &amp; Anne Frachtman</b>  <b>11530 Raintree Cir</b>  <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No.          City, State, ZIP+4®</p> <p style="font-size: x-small;">PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	Certified Mail Fee \$ _____ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ _____ <input type="checkbox"/> Return Receipt (electronic) \$ _____ <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____ <input type="checkbox"/> Adult Signature Required \$ _____ <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____ Postage \$ _____ Total Postage and Fees \$ _____	Postmark Here
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PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE <b>CERTIFIED MAIL®</b>		7021 1970 0000 7660 8703 7021 1970 0000 7660 8703	<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> . <h2 style="text-align: center;">OFFICIAL USE</h2> <table style="width: 100%;"> <tr> <td style="width: 70%;">           Certified Mail Fee \$ _____            Extra Services &amp; Fees (check box, add fee as appropriate)  <input type="checkbox"/> Return Receipt (hardcopy) \$ _____  <input type="checkbox"/> Return Receipt (electronic) \$ _____  <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____  <input type="checkbox"/> Adult Signature Required \$ _____  <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____            Postage \$ _____            Total Postage and Fees \$ _____         </td> <td style="width: 30%; vertical-align: middle; text-align: center;">           Postmark Here         </td> </tr> </table> <p>Sent To <b>800 Builders LLC</b>  <b>11537 Raintree Cir</b>  <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No.          City, State, ZIP+4®</p> <p style="font-size: x-small;">PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	Certified Mail Fee \$ _____ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ _____ <input type="checkbox"/> Return Receipt (electronic) \$ _____ <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____ <input type="checkbox"/> Adult Signature Required \$ _____ <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____ Postage \$ _____ Total Postage and Fees \$ _____	Postmark Here
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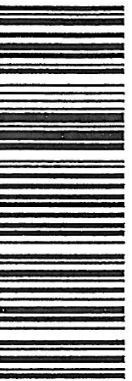

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8567</p> <p>7021 1970 0000 7660 8567</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>Eric A &amp; Amy L Boquist</b> <b>6 S Cheska Ln</b> Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b> City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1-1 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8642</p> <p>7021 1970 0000 7660 8642</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>Kevin &amp; Lindsey Boston</b> <b>9 S Cheska Ln</b> Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b> City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1-1 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8727</p> <p>7021 1970 0000 7660 8727</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>John B Jr &amp; Lynne Williams</b> <b>14 S Cheska Ln</b> Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b> City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047-1-1 See Reverse for Instructions</p>

# Letter to Neighbors

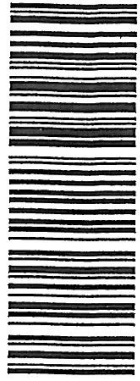

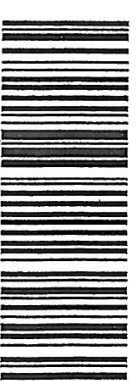
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>		<p>7021 1970 0000 7660 8574</p> <p>7021 1970 0000 7660 8574</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Richard E Bamberger</b></p> <p><b>15 S Cheska Ln</b></p> <p>Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b></p> <p>City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-6047 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>		<p>7021 1970 0000 7660 8659</p> <p>7021 1970 0000 7660 8659</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Nancy S Grob</b></p> <p><b>17 S Cheska Ln</b></p> <p>Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b></p> <p>City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-6047 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>		<p>7021 1970 0000 7660 8826</p> <p>7021 1970 0000 7660 8826</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> Domestic Mail Only</p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$</p> <p><input type="checkbox"/> Return Receipt (electronic) \$</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$</p> <p><input type="checkbox"/> Adult Signature Required \$</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$</p> <p>Postage \$</p> <p>Total Postage and Fees \$</p> <p>Sent To <b>Current Owner</b></p> <p><b>18 S Cheska Ln</b></p> <p>Street and Apt. No., or PO Box No. <b>Houston, TX 77024</b></p> <p>City, State, ZIP+4®</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-6047 See Reverse for Instructions</p>



# Letter to Neighbors

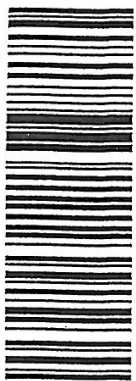

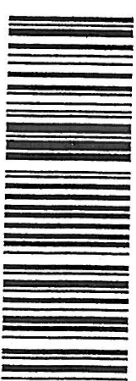
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		<b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®
	7021 1970 0000 7660 8581 7021 1970 0000 7660 8581	<b>OFFICIAL USE</b> Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$ Sent To Hon C Henry & Christine J Kollenberg 21 S Cheska Ln Houston, TX 77024 City, State, ZIP+4® PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		<b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®
	7021 1970 0000 7660 8666 7021 1970 0000 7660 8666	<b>OFFICIAL USE</b> Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$ Sent To Thomas C Daley 22 S Cheska Ln Houston, TX 77024 City, State, ZIP+4® PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. <b>CERTIFIED MAIL®</b>		<b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i> For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®
	7021 1970 0000 7660 8819 7021 1970 0000 7660 8819	<b>OFFICIAL USE</b> Certified Mail Fee \$ Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <input type="checkbox"/> Return Receipt (electronic) \$ <input type="checkbox"/> Certified Mail Restricted Delivery \$ <input type="checkbox"/> Adult Signature Required \$ <input type="checkbox"/> Adult Signature Restricted Delivery \$ Postage \$ Total Postage and Fees \$ Sent To Richard & Shannon Nystrom 25 S Cheska Ln Houston, TX 77024 City, State, ZIP+4® PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8598 7021 1970 0000 7660 8598</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>Doug &amp; Melissa Fordyce</b> <b>26 S Cheska Ln</b> <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No. _____</p> <p>City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8673 7021 1970 0000 7660 8673</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>Josephine Barclay</b> <b>29 S Cheska Ln</b> <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No. _____</p> <p>City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>
<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8802 7021 1970 0000 7660 8802</p>	<p><b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p><b>OFFICIAL USE</b></p> <p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p> <p>Sent To <b>Tatiana A Sorkin</b> <b>30 S Cheska Ln</b> <b>Houston, TX 77024</b></p> <p>Street and Apt. No., or PO Box No. _____</p> <p>City, State, ZIP+4® _____</p> <p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>



# Letter to Neighbors

<p>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE</p> <p><b>CERTIFIED MAIL®</b></p>	 <p>7021 1970 0000 7660 8604 7021 1970 0000 7660 8604</p>	<p><b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i></p> <p>For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®</p> <p><b>OFFICIAL USE</b></p> <table border="1"> <tr> <td>Certified Mail Fee</td> <td>\$</td> <td rowspan="6">Postmark Here</td> </tr> <tr> <td colspan="2">Extra Services &amp; Fees (check box, add fee as appropriate)</td> </tr> <tr> <td><input type="checkbox"/> Return Receipt (hardcopy)</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Return Receipt (electronic)</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Required</td> <td>\$</td> </tr> <tr> <td>Postage</td> <td>\$</td> <td></td> </tr> <tr> <td>Total Postage and Fees</td> <td>\$</td> <td></td> </tr> <tr> <td colspan="3">Sent To <b>Filipe &amp; Leigh Barbosa</b></td> </tr> <tr> <td colspan="3">Street and Apt. No., or PO Box No. <b>33 S Cheska Ln</b></td> </tr> <tr> <td colspan="3">City, State, ZIP+4® <b>Houston, TX 77024</b></td> </tr> <tr> <td colspan="3">PS Form 3800, April 2015 PSN 7530-02-000-9047-1-1 See Reverse for Instructions</td> </tr> </table>	Certified Mail Fee	\$	Postmark Here	Extra Services & Fees (check box, add fee as appropriate)		<input type="checkbox"/> Return Receipt (hardcopy)	\$	<input type="checkbox"/> Return Receipt (electronic)	\$	<input type="checkbox"/> Certified Mail Restricted Delivery	\$	<input type="checkbox"/> Adult Signature Required	\$	Postage	\$		Total Postage and Fees	\$		Sent To <b>Filipe &amp; Leigh Barbosa</b>			Street and Apt. No., or PO Box No. <b>33 S Cheska Ln</b>			City, State, ZIP+4® <b>Houston, TX 77024</b>			PS Form 3800, April 2015 PSN 7530-02-000-9047-1-1 See Reverse for Instructions		
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# Project Directory

## St Francis Episcopal Church – Addition

### OWNER

St. Francis Episcopal Church		713.782.1270	345 Piney Point Rd. Houston, TX 77024
George Jumonville Chairman Building Committee <a href="mailto:griville@sbcglobal.net">griville@sbcglobal.net</a>	cell	713.412.6731	
Louise Richman Main Contact, SFEC Treasurer <a href="mailto:LouiseRichman@sbcglobal.net">LouiseRichman@sbcglobal.net</a>	church	713.782.1270	
Curt Wissmiller Director of Facilities <a href="mailto:cwissmiller@stfrancishouston.org">cwissmiller@stfrancishouston.org</a>	cell	713.458.6482	
	church	713.782.1270	

### ARCHITECT

Merriman Holt Powell Architects		713.522.2885	3900 Essex, Suite 200 Houston, TX 77027
	fax	713.524.4151	
Colin Gallatin <a href="mailto:cgallatin@mhparch.com">cgallatin@mhparch.com</a>	cell	713.822.5884	
Bill Merriman <a href="mailto:bmerriman@mhparch.com">bmerriman@mhparch.com</a>	cell	713.859.9591	
Michelle Carter <a href="mailto:mcarter@mhparch.com">mcarter@mhparch.com</a>	cell	713.540.3191	

### CIVIL ENGINEER

Andrew Lonnie Sikes, Inc.		281.561.8118	1002 East Ave. Katy, TX 77493
	fax	281.561.8118	
Lonnie Sikes <a href="mailto:lonnie.sikes@sikesengineering.com">lonnie.sikes@sikesengineering.com</a>	cell	281.743.1988	

### STRUCTURAL ENGINEER

CJG Engineers		713.780.3345	3200 Wilcrest Dr, Suite 305 Houston, TX 77042
	fax	713.780.3712	
Britt Gardner <a href="mailto:bgardner@cjgengineers.com">bgardner@cjgengineers.com</a>	cell	713.416.2628	

## St Francis Episcopal Church – Addition

### MECHANICAL, ELECTRICAL, & PLUMBING

Shah Smith		713.780.7563	2825 Wilcrest Dr, Suite 350
	fax	713.780.9209	Houston, TX 77042
Mark Janneck	work	713.780.7563	
Project Manager			
<a href="mailto:mjanneck@shahsmith.com">mjanneck@shahsmith.com</a>			
Stephen Redding	cell	713.822.3224	
<a href="mailto:sredding@shahsmith.com">sredding@shahsmith.com</a>			

### GENERAL CONTRACTOR

Tellepsen		281.447.8100	777 Benmar Dr. #400
			Houston, TX 77060
Kyle Mahnke		281.272.4954	
Project Manager			
<a href="mailto:kmahnke@tellepsen.com">kmahnke@tellepsen.com</a>			
Tellef Tellepsen	cell	281.703.5241	
<a href="mailto:htt3@tellepsen.com">htt3@tellepsen.com</a>			

### FOOD SERVICE CONSULTANT

FCA Design		281.520.3431	11200 Broadway, Suite 2362
			Pearland, TX 77584
Chris Clements			
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## St Francis Episcopal Church – Addition

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### FIRE SUPPRESSION

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