

ORDER NO. 005-26
REPLACING RESOLUTION NO. 014-24 AND ESTABLISHING COVENANT
ADMINISTRATION DEPARTMENT FEES ("CAD FEES")

WHEREAS, The Woodlands Township, a political subdivision of the State of Texas (the "Township") has been duly created and operating pursuant to Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended (the "Act");

WHEREAS, the Township under the Act is granted all of the rights, powers, authority, and functions conferred on municipal management districts by Subchapter E, Chapter 375, of the Local Government Code (the "Code");

WHEREAS, under Section 7(t) of the Act, in order to promote business retention, sustain employment and prevent substandard and blighted housing conditions, the Township provides for the administration and enforcement of a community covenant as provided by the covenant through its Covenant Administration Department;

WHEREAS, under Section 7(i) of the Act, the Township may provide or secure the payment or repayment of costs and expenses of the establishment, administration, and operation of the Township and the Township's cost of any contractual obligation or indebtedness, by or through the levy of assessment of taxes or user fees; and

WHEREAS, the Board of Directors of the Township (the "Board") established a fee program for certain classifications of services as a means of providing for the administration and enforcement of community covenants and the payment and repayment of costs and expenses associated therewith (the "CAD Fees").

WHEREAS, the Township established CAD Fees through Resolution No. 014-24 and now desires to update said fees by establishment of Order No. 005-26.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP THAT:

Section 1: The Board has determined that development and implementation of a fee program for CAD Fees promotes business retention, sustains employment and prevents substandard and blighted housing conditions, and while in general, the CAD Fees and services are funded through the base taxation of a property, specific fees are not currently collected for enhanced and/or increased services provided by the Township's Covenant Administration Department in the event that enhanced and/or increased services, including, but not limited to, permitting, technical review, inspections, and variance requests, are requested by and/or provided to a particular owner, these currently being borne by all community members.

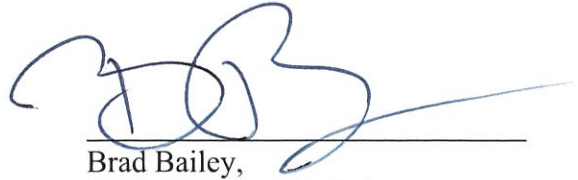
Section 2: Therefore, the Board hereby approves Township Order No. 005-26 to adopt a fee program to classify CAD Fees, which will require certain enhanced and/or increased services to be paid for by the property owner requesting and/or needing such services, rather than by all community members. Additionally, the Board approves the Covenant Administration Fee Waiver Policy, which is designed to provide financial relief to property owners who experience significant casualty incidents or similar hardships. Certain permit fees associated with hardship situations or the repair or replacement of damaged property improvements may be waived. The goal is to support timely recovery efforts while ensuring compliance with all relevant Township standards, covenants, regulations, and permitting requirements.

Section 3: Accordingly, the Board does hereby approve, and the Township President/Chief Executive Officer or their designee is hereby directed and authorized to adopt hereunder the establishment of a fee program to classify CAD Fees related to services and their identified purpose to a specific property as are provided in Exhibit "A" hereto and the Fee Waiver Policy as outlined in Exhibit "B"

Section 4: Resolution No. 014-24, Adopting Establishment of Covenant Administration Department Fees ("CAD Fees") previously adopted by the Board on November 20, 2024, is hereby revoked. Adoption of Order No. 005-26 establishing Covenant Administration Department Fee Waiver Policy be adopted by the Board as an addendum to Order No. 005-26

PASSED and ADOPTED this 16thst day of July, 2026.

THE WOODLANDS TOWNSHIP



Brad Bailey,
Chairman, Board of Directors



Linda Nelson,
Secretary, Board of Directors

Exhibit A - Order 005-26	
July 16, 2026	
Commercial Improvements	
	Expense
Major Improvement Greater than 2,000 SF	\$0.50/per SF
Minor Improvement (minimum Charge \$150.00)	\$0.50/per SF
Improvements w/o SF (renovation, fence, canopy, equipment)	\$125
HVAC/Generator	\$250
Parking Lot Modifications (restriping, reconfiguring, adding)	\$150
Cell Tower	
New Tower	\$1,000
Co-location (adding antennae to existing)	\$800
Small Cell Nodes (5 nodes)	\$500
Each additional node	\$250
Equipment Upgrades	\$100
Signs	
Building Sign (per sign)	\$250
Monument Sign New (per sign)	\$250
Tenant Sign Panel on existing Monument Sign	\$125
Subsets (Blade, Directional, Vinyl Graphics)	\$80
Temporary Sign (Now Open, Coming Soon, Land Use)	\$80
Other (Staging and Storage, Charging Stations, etc.)	\$80
Lighting	
Overall Site	\$300
Minor Upgrades	\$100
Tree Removal/Reforestation with Landscape Plans	
1 to 4 Tree Removals	\$150
5 to 10 Tree Removals	\$250
11 or more Tree Removals	\$400
Residential Improvements	
New Home Construction	\$0.50/per SF
Concept / Minor / 300 SF or less	\$100
Concept / Major / Greater than 300 SF	\$200
Home/Garage Remodel (minimum charge \$150.00)	\$0.50/per SF
Home Demolitions	\$450
Pool and Partial Demolitions	\$100
Attached Structure	\$200
Patio Cover/Outdoor Living Area	\$150
Pools and Spas	\$450
Summer Kitchen/Firepit	\$150
Fences /Pool Barrier	\$150
Detached Structures	\$150
Detached Building	\$100
Short term rental application	\$500
Business in Home	\$500
Sport court/batting cages / and related lighting	\$150
Generator	\$150
Solar	\$150
All Improvements Without Application/Permit	
DSC Variance / Rehearing Request*	\$500
All EXISTING improvements on the expense schedule w/o permit*	Double the Improvement Expense
All EXISTING improvements not listed on the expense schedule*	\$200
Tree Removals without approval (per tree)	\$150
All Applications where a Cease and Desist/Stop Work Order Occurred	\$500
Requests to Amend the Initial Land Use Designation	\$1,000
Filing with County (Harris/Montgomery)	\$15 / per page

*Expense is required for each improvement type

**Covenant Administration
Permit Fee Waiver Policy
June 18, 2026**

The purpose of this policy is to provide financial relief to property owners impacted by significant casualty incidents and/or certain hardships by waiving certain Covenant Administration permit fees associated with the repair or replacement of damaged improvements. This policy is intended to support timely recovery efforts while maintaining compliance with applicable Township standards, covenants, regulations and permitting requirements.

Policy Statement

The President/CEO of The Woodlands Township may waive applicable permit fees for the repair or replacement of existing residential or commercial improvements that have been substantially damaged or destroyed as a result of a significant casualty incident, including, but not limited to:

- Fire
- Hurricane (named storms)
- Tornado (F0-F5)
- Flood (more than 1 inch within dwelling structure)
- Windstorm
- Natural disaster
- Other catastrophic or hardship event as determined by the Township

The fee waiver shall apply only to the reconstruction, repair or replacement of improvements that existed immediately prior to the casualty incident.

In the event the Development Standards Committee (DSC) promulgates rules for interim actions during emergency situations that allows for repairs due to casualty damage without immediate permitting, fees for such permits will be waived.

Eligibility Requirements

To qualify for the permit fee waiver, the applicant must:

1. Demonstrate that the damage was caused by a significant casualty incident;
2. Provide documentation reasonably requested by the Township, which may include:
 - Insurance claim documentation
 - Fire Marshal or emergency response reports
 - Photographs of the damage
 - Other supporting evidence
3. Apply for permits within a reasonable timeframe following the incident, as determined by the Township; or be in compliance with a rule promulgation designated by the DSC;
4. Reconstruct the improvement substantially consistent with the previously permitted structure or improvement;
5. Changes in order to comply with any code requirements are permitted;
6. Hardship requests- Qualify for a Revitalization program and/or are able to provide documentation to reasonably substantiate a claimed hardship.

Limitations

The waiver of permit fees shall not apply to:

- New construction unrelated to the damaged improvement;
- Additions or expansions to the original structure;
- Increased building footprint or square footage beyond the pre-existing improvement;
- New accessory structures or amenities, including, but not limited to:
 - Swimming pools
 - Summer kitchens
 - Pergolas
 - Patios or outdoor living expansions
 - Detached structures
 - Room additions
 - Enhanced landscaping features
 - Other new improvements not previously existing on the property

Any new construction, enhancement or expansion beyond the replacement of the original improvement shall remain subject to all standard permitting requirements, review processes and applicable fees.

Compliance with Applicable Standards

All reconstruction and replacement work approved under this policy must continue to comply with all applicable Township standards, development regulations, deed restrictions, architectural review requirements, building codes, and other applicable laws or regulations.

Administrative Authority

The President/CEO, or designee, shall have the authority to administer this policy, determine eligibility, request supporting documentation, and approve or deny permit fee waiver requests consistent with the intent of this policy. Waivers are considered on a case-by-case basis and must be reevaluated with each application for an improvement submitted.

Reservation of Rights

Nothing in this policy shall be construed as creating an entitlement to a fee waiver. The Woodlands Township Board of Directors reserves the right to interpret, amend, suspend, revoke or terminate this policy at any time.