

PORT OF HOUSTON AUTHORITY



EXECUTIVE OFFICES: 111 EAST LOOP • HOUSTON, TEXAS 77029-4327
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TELEPHONE: (713) 670-2400 • FAX (713) 670-2611

Date

Homeowner
Address
City, State Zip Code

Re: Residential Sound Insulation Pilot Program

Dear (Homeowner Name):

This letter is to notify you that your home has been selected to participate in the Port of Houston Authority's Residential Sound Insulation Pilot Program ("Pilot Program"), as described below.

This letter provides important information regarding your possible participation in the Pilot Program.

1. Enclosed are the following action documents:

- Bayport Pilot Program Application (the "Application"); and
- Return envelope for your convenience.

If you are interested in participating, please complete the Application and return it to the Port Authority in the envelope provided.

IN ORDER TO BE ELIGIBLE FOR PARTICIPATION IN THE PROGRAM, PLEASE SUBMIT THE COMPLETED APPLICATION FORM TO THE PORT AUTHORITY NO LATER THAN 60 DAYS FROM YOUR RECEIPT OF THIS PROGRAM INFORMATION PACKET.

Additionally, to confirm your eligibility to participate, your home must be inspected by our consultant to verify its condition. Ms. Anissa Veal with the W. D. Schock Company will contact you to arrange an appointment to do so, and take photos of the doors and windows.

If a home suffered damage from Hurricane Ike, in order to participate in the Pilot Program, (i) repairs of this damage must be completed, OR (ii) repairs must be in progress, OR (iii) the home must be in repairable condition, with a repair schedule in place and funding approved.

2. Also enclosed is this important *sample* program document:

- Bayport Terminal Testing and Mitigation Agreement (Pilot Program).

To participate in the Pilot Program, the Port Authority requires that owners sign the Bayport Terminal Testing and Mitigation Agreement (Pilot Program) before we can commence the testing and design process. The sample document is enclosed for your review and consideration.

(Homeowner Name)

Date

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3. Finally, the following document is enclosed solely for your information:

- Frequently Asked Questions (FAQs).

ONCE YOUR ELIGIBILITY IS CONFIRMED, YOU HAVE THE OPTION TO EITHER:

- Participate in the Pilot Program. WDSCO will conduct acoustical tests of your home to establish its sound characteristics, and then install sound insulation improvements in your home. The Port Authority will not require you to sign an easement agreement in connection with this option, only the Testing and Mitigation Agreement; OR
- Participate in the Mitigation Solution Program. You have previously received an application and information packet regarding that program, which provides, among other things, that (i) certain improved property owners near the Bayport Terminal are eligible for a \$40,000 program payment, and (ii) participating owners must sign an easement agreement in favor of the Port Authority. *As you know, you must confirm your interest in the Mitigation Solution Program within sixty days of your receipt of the application and information packet.*

If you are uncertain about Pilot Program eligibility, because your home suffered damage from Hurricane Ike, and repairs are neither completed or in progress, or a repair schedule is not in place and funding approved, you can still participate instead in the Mitigation Solution Program, as long as you timely submit that application too. Please indicate on the Pilot Program Application that you are submitting the Mitigation Solution Program Application as a “back up.”

We greatly appreciate your participation and assistance with the Pilot Program. If you have any questions regarding the program or the attached documents please contact me at (713) 670-2814.

Sincerely,

Roxana Herrera

Enclosures