



June 10, 2025

Jennifer LeMaster
Raymond Street Professional Suites, LLC
6906 Pennwell Dr.
Spring, Texas 77389

RE: CONDITIONAL APPROVAL - Old Town Façade Improvement Grant Program

Dear Ms. LeMaster:

Thank you for your recent application to the Old Town Façade Improvement Grant Program. We are pleased to inform you that your application for the proposed improvements at **203 Raymond Street, Tomball, Texas 77375**, has received **conditional approval** from the Business Retention & Expansion (BR&E) Review Committee.

This conditional approval is based on the preliminary review of your application materials, including your project description, cost estimates, and proposed design concept. The BR&E Committee met on June 10, 2025, to review your submittal and found that based on the Evaluation Scoring System your project received a score of **42** which is eligible for funding up to **\$40,000.00**.

Conditional Approval

This letter serves as formal notice of conditional approval of the application, as submitted, based on the preliminary review conducted by the Tomball Economic Development Corporation's (BR&E) Review Committee. While we are encouraged by your project's potential and the progress made to date, please carefully review the following critical conditions:

1. Final Approval Pending

This conditional approval does not constitute a commitment of funds or a final decision. The project remains subject to final approval by Tomball City Council, which includes a full review of all required documentation, terms, and conditions.

2. No Guarantee of Funding

Funding for this project is not guaranteed until formal approval is granted by the Tomball Economic Development Corporation's Board of Directors and Tomball City Council through a resolution or other official action.

3. Proceeding at Your Own Risk

If you choose to begin project activities prior to receiving final approval, please understand you do so at your own risk. Neither the TEDC, City of Tomball, nor its affiliates shall be held liable for any costs, obligations, or commitments incurred in anticipation of funding.

Process for Final Approval



Your application will be presented at the next available Tomball Economic Development Corporation Board of Directors Meeting for approval. It will then proceed to the next two available Tomball City Council Meetings for final approval via two separate readings of a resolution.

Once all approvals are obtained and legal notice requirements fulfilled, TEDC staff will reach out to initiate execution of the grant agreement.

Project Work and Reimbursement Guidelines

While you may begin project work upon receipt of this letter, please note that the reimbursement of eligible expenses will only occur after full approval is secured and the grant agreement has been executed. Additionally, you must comply with all applicable City of Tomball permitting requirements, zoning regulations, building codes, and other local ordinances. Failure to do so may affect your eligibility for reimbursement.

Upon project completion, you must submit:

- Final paid invoice(s)
- Proof of payment(s)
- Digital "after" photographs of the completed improvements

Once all documentation is received and verified, TEDC will process the reimbursement and notify you when your check is ready.

Financial Summary

Description	Your Investment	TEDC Grant
Eligible Improvements	\$127,409.48	\$40,000.00
Total Amount Available from TEDC:		\$40,000.00

We sincerely appreciate your dedication to preserving and enhancing the character of Old Town Tomball. If you have any questions or need further assistance, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Tori Gleason".

Tori Gleason, PCED

Economic Development Coordinator
Tomball Economic Development Corporation