

Crenshaw Manor Architectural Control Committee

Application Instructions

- Print a copy of the **Crenshaw Manor Architectural Control Committee Application for Permit Approval**, which is available on the CMHOA website. If you do not have internet access and need a printed application, please contact the Architectural Control Committee (ACC) Chair.
- Complete the application in its entirety, including your contact information. Clearly describe the proposed construction, modifications, or other activities for which you are requesting approval, along with the anticipated completion date. **Applications involving New Construction or Tree Removal must include a Site Plan.**
- **Tree Removal Applications:** Homeowners requesting approval to remove trees must clearly identify and mark each tree proposed for removal before the ACC's onsite review. Trees should be marked with a visible ribbon, preferably **yellow or orange**, tied around the trunk. **The ACC prefers ribbons rather than paint or other permanent markings.** This allows ACC members to easily identify the specific trees being considered for removal. All trees proposed for removal must be marked prior to the onsite inspection.
- Sign and date the completed application and submit it by email to crenshawmanoracc@gmail.com or place it in the ACC Chair's mailbox, as listed on the CMHOA website.
- The ACC Chair will contact you to schedule an onsite review of your application, if necessary.
- Following the onsite review, the Architectural Control Committee will evaluate your request for compliance with the applicable protective covenants and notify the homeowner of its decision.

Important Notice Regarding Covenant Restrictions

The Architectural Control Committee is responsible for reviewing applications and ensuring that proposed improvements, modifications, and activities comply with the **Crenshaw Manor Protective Covenants**.

The ACC does not have the authority to waive, override, or grant exceptions to an express restriction contained within the Protective Covenants. If a proposed improvement or activity violates an existing covenant restriction, the ACC cannot approve the application, regardless of homeowner preference or the Committee's desire to accommodate the request.

Any change to an existing covenant restriction must be made through the appropriate amendment process as established by the governing documents and applicable law. Such restrictions cannot be changed or disregarded through the ACC application approval process.

Our Commitment to Homeowners

The Architectural Control Committee strives to approve as many applications as possible and to process them as promptly as practicable, while ensuring compliance with the community's Protective Covenants.

Submitting a detailed and complete application, including all required site plans and supporting documentation, will help minimize delays and reduce the need for additional information.

Questions or Assistance: If you have questions or need assistance completing your application, please contact the ACC Chair by email at crenshawmanoracc@gmail.com.

When emailing the ACC, **please include your property address and a contact phone number** so we can assist you more efficiently.

Please Note: The ACC email account is reviewed approximately every three days. The ACC Chair will respond to your inquiry as soon as possible following its review. We appreciate your patience and understanding.

Thank you for helping maintain the appearance, consistency, and property values of Crenshaw Manor.

Crenshaw Manor Architectural Control Committee