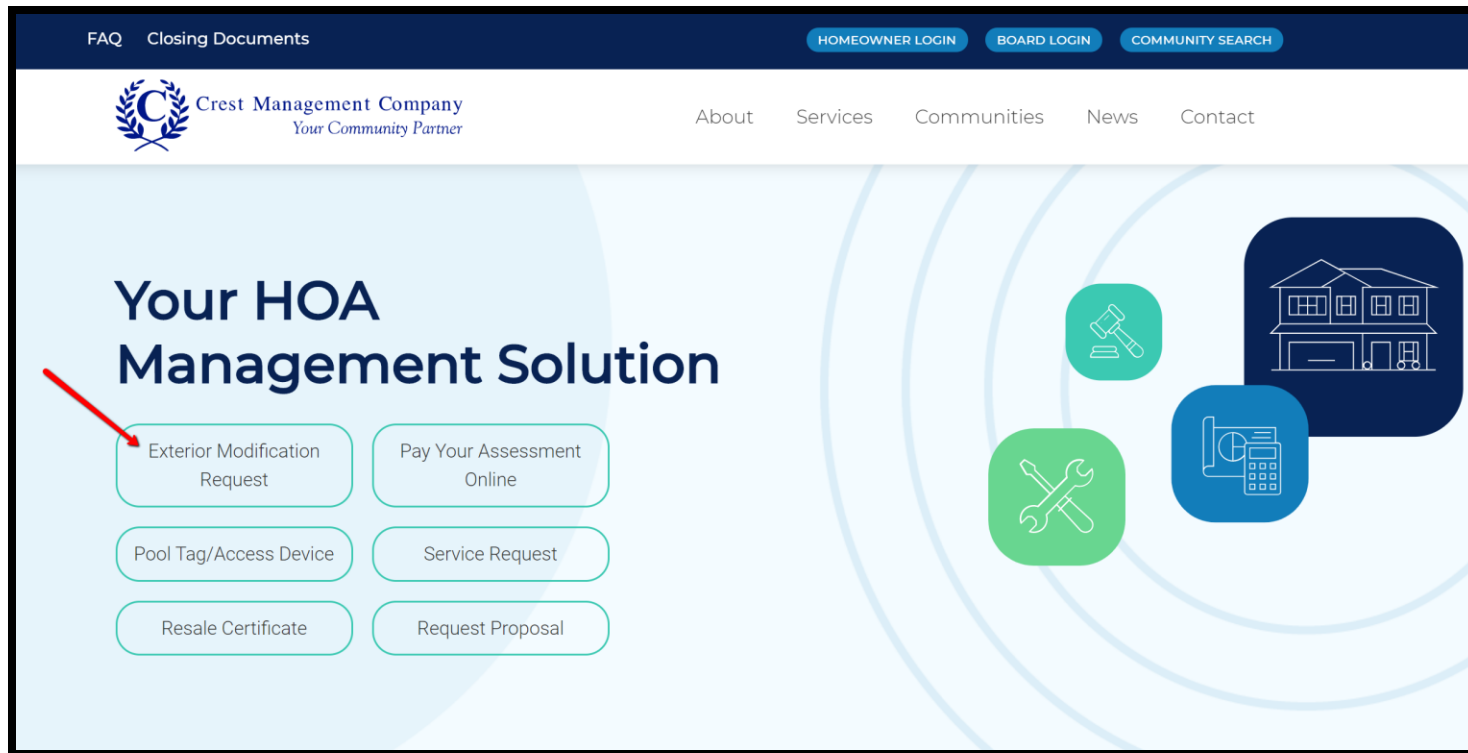


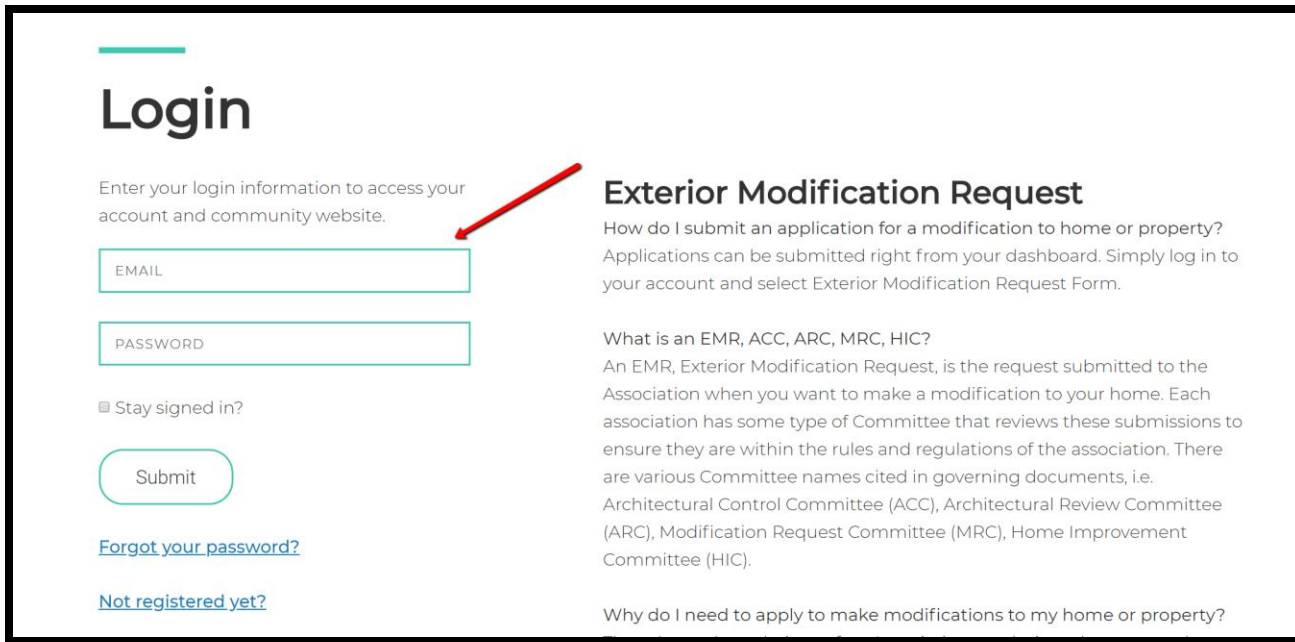


# **Exterior Modification Request Form Homeowner Instructions**

- ▶ Go to [www.crest-management.com](http://www.crest-management.com) and select Exterior Modification Request.



- ▶ Log in to your account to access your dashboard.

A screenshot of a web application's login page. The page has a white background with a black border. On the left side, there is a login form. At the top left of the form is a green horizontal line. Below it is the word "Login" in a large, bold, black font. Underneath "Login" is the text "Enter your login information to access your account and community website." followed by two input fields: "EMAIL" and "PASSWORD". Below the "PASSWORD" field is a checkbox labeled "Stay signed in?". At the bottom of the form is a rounded rectangular "Submit" button. Below the "Submit" button are two links: "Forgot your password?" and "Not registered yet?". On the right side of the page, there is a section titled "Exterior Modification Request" in a bold black font. Below this title is a paragraph of text: "How do I submit an application for a modification to home or property? Applications can be submitted right from your dashboard. Simply log in to your account and select Exterior Modification Request Form." Below this paragraph is another section titled "What is an EMR, ACC, ARC, MRC, HIC?" in a bold black font. Below this title is a paragraph of text: "An EMR, Exterior Modification Request, is the request submitted to the Association when you want to make a modification to your home. Each association has some type of Committee that reviews these submissions to ensure they are within the rules and regulations of the association. There are various Committee names cited in governing documents, i.e. Architectural Control Committee (ACC), Architectural Review Committee (ARC), Modification Request Committee (MRC), Home Improvement Committee (HIC)." Below this paragraph is a final paragraph: "Why do I need to apply to make modifications to my home or property?". A red arrow points from the "Exterior Modification Request" section towards the "EMAIL" input field.

## Login

Enter your login information to access your account and community website.

Stay signed in?

Submit

[Forgot your password?](#)

[Not registered yet?](#)

### Exterior Modification Request

How do I submit an application for a modification to home or property? Applications can be submitted right from your dashboard. Simply log in to your account and select Exterior Modification Request Form.

What is an EMR, ACC, ARC, MRC, HIC?

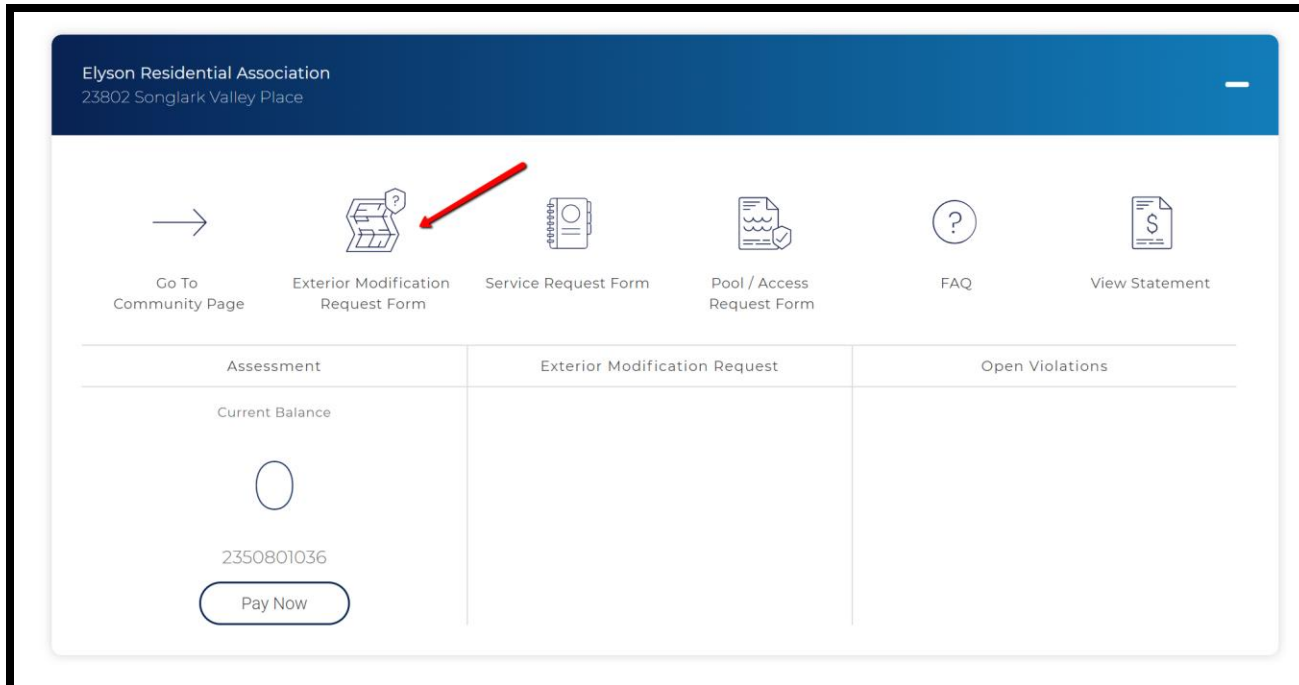
An EMR, Exterior Modification Request, is the request submitted to the Association when you want to make a modification to your home. Each association has some type of Committee that reviews these submissions to ensure they are within the rules and regulations of the association. There are various Committee names cited in governing documents, i.e. Architectural Control Committee (ACC), Architectural Review Committee (ARC), Modification Request Committee (MRC), Home Improvement Committee (HIC).

Why do I need to apply to make modifications to my home or property?

- ▶ Click the plus sign to expand your dashboard.



- ▶ Select Exterior Modification Request Form.



3 - Applicant Information

23802 Songlark Valley Place

\*First Name: Tara

\*Last Name: Hoot

\*Email Address: tara.hoot@gmail.com

\*Phone Number: 2813333333

\*Do you own or rent your home?  
 Own  Rent

Select Address (Back)

Review Governing Documents (Next)

▶ Your contact information will be prefilled. Confirm the information is correct and click review Governing Documents (Next).

▶ If you rent the home you live in, select Rent and additional fields will populate. Complete the additional fields and click Review Governing Documents (Next).

▶ Click Find Address.

3 - Applicant Information

23802 Songlark Valley Place

\*First Name: Tara

\*Last Name: Hoot

\*Email Address: tara.hoot@gmail.com

\*Phone Number: 2813333333

\*Do you own or rent your home?  
 Own  Rent

Owner Details

\*Owner First Name: OWNER FIRST NAME

\*Owner Last Name: OWNER LAST NAME

\*Owner Address: OWNER ADDRESS

\*Owner City: OWNER CITY

\*State: TX

\*Zip Code: OWNER ZIPCODE

\*Owner Email: OWNER EMAIL

\*Owner Phone Number: OWNER PHONE NUMBER

Select Address (Back)

Review Governing Documents (Next)

- ▶ After reviewing the documents, read the acceptance statement and check the box to confirm you agree to abide by the governing documents of the community. Click Select Application Type (Next).

4 - Governing Documents

### Elyson Residential Association, Inc Governing Documents

Title	Link
Community Manual	<a href="#">Click Here</a>
Master Covenant	<a href="#">Click Here</a>
Development Area Declaration	<a href="#">Click Here</a>
First Amendment to Development Area Declaration	<a href="#">Click Here</a>

*\* Note - The Governing Documents can also be found on the Crest website, under your community.*

I have read and agree to abide by the Architectural Guidelines and/or the conditions, covenants, and restrictions of Elyson Residential Association, Inc.

[Modify Contact Info](#)  
( Back )

[Select Application Type](#)  
( Next )

- ▶ Select the modification type for your project and click Application Details (Next).
- ▶ If you are applying for more than one modification, separate applications are required.

### 5 - Select Application Type

If you are requesting approval for multiple modifications, please complete a separate form for each. When completing the form please provide all dimensions in the measurement of feet and inches.

- Arbor
- Basketball Goal – Portable
- Deck
- Exterior Paint
- Flag
- Front Door Replacement
- Garage Door Replacement
- Gazebo
- Hot Tub
- Landscaping/Trees
- Other
- Patio
- Patio Extension
- Pergola
- Pool
- Room Addition
- Shutters
- Sprinkler System
- Storage Shed/Building - Prefabricated
- Trampoline
- Yard art – statue, fountain, bird bath, patio furniture, decorative pots, decorative rocks, etc.
- Basketball Goal – Permanent
- Concrete Walkway
- Driveway Extension
- Fence Change
- French Drains
- Front Door Stain
- Garage Door Staining/Painting
- Gutters
- Landscape Lights
- New Home Construction
- Outdoor Kitchen
- Patio Cover
- Paved Walkway
- Play Structure
- Roof
- Satellite Dish
- Solar Screens
- Storage Shed/Building
- Storm Door
- Window Replacement

[Governing Documents](#) ( Back )

[Application Details](#) ( Next )

- ▶ All fields are required, including attachments.
- ▶ Enter all information and select Review Application (Next).

6 - Storage Shed/Building

### Project Details

\*Proposed Start Date: 07/26/2019

\*Proposed End Date: 07/31/2019

\*Current Progress: Proposed Modification

\*Who will be doing the work on the improvement: Myself

### Application Details

\*Length: 10

\*Width: 10

\*Height at highest peak: 10

### Required Attachments

*\*Note - Only one file may be uploaded per input box for required attachments. one file is uploaded per input box, the original file will be overwritten by the new file. If you have additional files to provide, use the other attachments input box. Also, Please do not use any special characters in the file name (such as commas, spaces, or any of the following: ? , ! , @ , # , \$ , % , ^ , & , ; , \*).*  
*For best results, load files as a PDF.*

1. Indicate location on copy of lot survey to include labeling distance from modification to each fence.

Remove Attachment

### Comment

\* - The maximum number of characters allowed is 244.

Change Application Type (Back)

Review Application (Next)



- ▶ Review your application to ensure all information is correct and that the required attachments are provided.
- ▶ If changes are needed, select Modify Application (Back).
- ▶ If everything is correct, select Acknowledgment (Next).

7 - Review Application

**Contact Information**  
Tara Hoot  
23802 Songlark Valley Place  
Katy, TX 77493  
2813333333  
tara.hoot@gmail.com

**Person doing work**  
Myself

**Project details**  
Start Date 07/26/2019  
End Date 07/31/2019  
Length: 10  
Width: 10  
Height at highest peak: 10

**Attachments**

Requirement	File Name
1. Indicate location on copy of lot survey to include labeling distance from modification to each fence.	Request Proposal 1.jpg
2. Provide a list of materials being used.	Legal Failed to get Documents.jpg
3. Provide pictures from manufacturer's website of paint and shingle sample	Adding User Buttons.PNG

**Other Attachments:**

Requirement	File Name
Other	Adding User Buttons.PNG

Other Attachments:	File Name
Other	Adding User Buttons.PNG
Other	Adding User Buttons.PNG
Other	Adding User Buttons.PNG
Other	Find a Resident radio buttons.jpg
Other	Find a Resident radio buttons.jpg
Other	Find a Resident radio buttons.jpg

**Modify Application**  
( Back )

**Acknowledgment**  
( Next )

- ▶ Review the Terms and Conditions and check the two acknowledgment boxes to confirm you have fully read and agree to the terms and conditions.
- ▶ Select Submit Application (Next).

8 - Acknowledgment

Your request is not complete until you check the boxes below, and select the "Submit" button.  
Please only click the "Submit Application" button once.

23802 Songlark Valley Place

Elyson Residential Association, Inc Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

I have fully read and agree to the terms and conditions provided by Elyson Residential Association, Inc.

Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete, until all required documentation is received.

I have fully read and agree to the terms and conditions provided by Crest Management.

[Review Application](#) (Back)

[Submit Application](#) (Next)

- ▶ You will see a confirmation message once your application has been submitted.
- ▶ You will also receive a confirmation email. If you do not receive the email, please contact your Crest Management team.

#### 9 - Confirmation

# Thank you, your request has been submitted.

An Associate from Crest Management will contact you if any additional information or documentation is needed.

You will be notified of the decision by letter and email.

For your records, please print this page containing your completed form.

You will receive a confirmation e-mail in the next few minutes. If you do not receive this e-mail please contact Crest Management at (281) 579-0761

Please add the address [Do\\_Not\\_Reply@crest-management.com](mailto:Do_Not_Reply@crest-management.com) to your safe sender list, to avoid any delays in receiving your documents.