PALM CREST PROPERTY OWNERS' ASSOCIATION

HOME IMPROVEMENT/MODIFICATIONS ARCHITECTURAL CONTROL APPLICATION

TO BE USED WHEN MODIFING HOME OR PROPERTY

In an effort to provide and protect each individual homeowners' rights and property values, it is required that any homeowner considering an improvement of their property which would affect the exterior appearance of a building, or construction or installation of improvements (examples: painting, roof, patio covers, storage shed, fences, pool, room addition, garage, etc.), **MUST** submit a Home Improvement/Modification Application, **the signed/dated copy of the Acknowledgement Form stating you read and understand the Minimum Construction Standards document and the Home Improvement Checklist signed/dated** to the Architectural Control Committee (ACC) **PRIOR** to initiating work on planned improvements. If any change is made that has not been approved, the ACC has the right to ask the homeowner to remove the improvement from the property and subject to Legal action at owner's expense. If in doubt, contact the ACC at archcontrol@palmcrestpoa.com. **Non-compliance and starting construction before approval is subject to Legal Action & Fines. Submit applications and documents electronically to:**

TOWNSQ
(You must register online: obtain your account number by calling Associa at 832-864-1267 or email the POA President at palmcrest@palmcrestpoa.com)

Please contact Palm Crest POA ACC with questions. at archcontrol@palmcrestpoa.com

BLOCK_____LOT_____Account Number: _____DATE _____

OWNERS NAME: _____HOME PHONE: _____

ADDRESS: _____ WORK PHONE: _____

CITY, STATE, ZIP: _____CELL PHONE: _____

OWNER EMAIL ADDRESS _____

BUILDER/CONTRACTOR: _____CELL PHONE:_____

ADDRESS, STATE, ZIP: _____

BUILDER/CONTRACTOR EMAIL ADDRESS: _____

TYPE OF IMPROVEMENT _____

(IF THE PROPOSED MODIFICATION OR REPAIR INVOLVES AN EXTERIOR MODIFICATION OTHER THAN PAINT, STAIN, OR ROOF REPLACEMENT, A COPY OF THE LOT SURVEY OR DRAWING OF THE PROPERTY DEPICTING THE LOCATION OF THE PROPOSED MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH THE SPECIFIC DETAIL OF MATERIALS, DIMENSIONS TO INCLUDE HEIGHT, AND PROPOSED FINISH DETAIL OF ANY AND ALL IMPROVEMENTS). **CONTACT ARCHCONTROL@PALMCRESTPOA.COM IF YOU ARE UNSURE IF YOUR IMPROVEMENT REQUIRES PRIOR APPROVAL.**

BASIC INFORMATION REQUIRED:

1. **House Painting—**Include a picture and description (brand and paint #) of the paint color choice(s) with the application. If you are applying for a base paint color with a different color trim, please include a picture with brand and paint # for each color. Review the Minimum Construction Stds doc for allowed colors.
2. **Roofing Materials**—Include a picture of the shingle sample and brochure with the application. State composition, weight, and color of shingles.
3. **Addition of fence, patio, or other structure/outbuilding (patio cover, storage building, greenhouse, fort/jungle gym, buried propane tank, generator etc.)** Draw location of improvement on survey, include drawing and give dimensions including height, length, width and distance from each fence and gate(s). List construction materials to be used. Please note wire and chain link fences are not allowed.
4. **Room Additions/Guest House/Pool House—**All above items, plus elevations, side views; windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls, roof, etc.

Please check the improvements applicable to your request and submit the required information.

___ Repair Exterior Stone/Brick	__ Install Pool	__Paint -same or different color(s)
___ Replace or Repair Roof	__ Replace or repair Door/Garage Door	__Solar Panels
___ Repair or Install Fence	__ Install Patio/Patio Cover	__Room(s)Addition, Outdoor Kitchen
___ Add Separate Structure, Garage	__ Build Fort/Jungle Gym	__Generator or Buried Propane Tank
Dock, Shed or Building	__ Replace all or part of Driveway	__Other: _____

Comments:_____

I understand that the Architectural Control Committee will act on this request as quickly as possible (up to 30 days) and contact me in writing regarding its decision. I understand that it is my responsibility to ensure compliance with all applicable government ordinances, codes, permits, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Control Committee notifies me of its approval. ***FAILURE TO SUBMIT THE REQUIRED SURVEY(S) AND INFORMATION COULD RESULT IN A DELAY AND/OR AUTOMATIC DISSAPPROVAL OF SUBMITTED PLANS.***

_____ _____ _____

Property Owner Signature | Start Date | Projected Completion Date

Builder/Contractor Signature (if applicable) _____

Amended October 9, 2026

INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENT/MODIFICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THIS APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. PLEASE ALLOW UP TO 30 DAYS FOR THE ACC TO RESPOND TO AN APPLICATION. **REFER TO THE MINIMUM CONSTRUCTION STANDARDS DOCUMENT FOR FULL DETAILS REGARDING YOUR SPECIFIC IMPROVEMENT(S)/MODIFICATION AND ALL BUILDING REQUIREMENTS.**

1) If you are applying for a structure **(PATIO COVER, ARBOR, GAZEBO, PERGOLA, GARAGE, BARN, ROOM ADDITIONS, STORAGE SHED, GUEST HOUSE, POOL HOUSE, WORKSHOP, GREEN HOUSE, ETC.)** you must submit a Structural Engineered Certified elevation drawing showing how the structure will look. Indicate size, height, color, materials, and roofing and show placement on the lot survey/site plan. Include Brazoria County Building Permit if applicable. Builder/Contractor name and signature required. Windstorm/FEMA requirements must be met and obtain a Certified Windstorm Certificate. Builders/Contractor must provide a copy of their Certificate of Liability Insurance coverage.
2) If you are applying for play structures **(PLAY STRUCTURE, SWING SET, GOAL, DOCK, OUTDOOR KITCHEN, etc.)** you must submit a picture, brochure, or dr**, BASKETBALL** awing. Indicate size, height, color, materials, etc. and show location on lot survey.
3) If you are applying for a **Pool/SPA** you must submit detailed drawings of pool and indicate on lot survey the location of pool, spa and equipment. Must show access to rear of property. Builder/Contractor name and signature required.
4) If you are applying for exterior **PAINTING OR SIDING** submit picture of color with brand and paint number Builder/Contractor name and signature required.
5) If you are applying for a new **ROOF with color change** please submit manufactures name, color name, brochure and years warranty. Builder/Contractor name and signature required.
6) If you are applying for new **FRONT DOORS, GARAGE DOORS OR STORM DOORS/HURRICANE SHUTTERS** please provide pictures, brochure, colors and placement on house.
7) If you are applying for **SOLAR SCREENS, NEW WINDOWS, SKY LIGHTS, WINDOW TINTING** please provide material samples and brochures. Builder/Contractor name and signature required.
8) If you are applying for **BURGLAR BARS** please submit drawings/photo, color, manufactures brochure and indicate placement on which doors and windows. Builder/Contractor name and signature required.
9) If you are applying for **DECKING/PATIO** please indicate location on lot survey/site plan, materials to be used and height of decking. Builder/Contractor name and signature required.
10) If you are applying for **CONCRETE WORK/PAVERS**, **SIDEWALKS, DRIVEWAY EXTENSION OR ADDITIONAL CULVERTS, PATIO EXPANSION, ETC.,** please indicate location on lot survey/site plan. Builder/Contractor name and signature required. A Brazoria County Driveway/Culvert permit is required if adding additional culvert or widening the driveway on the Brazoria County side of the easement and a rebar and form inspection is required by Brazoria County too.
11) If you are applying for **LANDSCAPING OR TREE REPLACEMENT,** please submit all details (tree dimension and type) showing placement on lot survey. Size requirements must be met for trees (at least 6 ft tall and 45 gal containers) and at least 3-gallon shrubs. Review the Minimum Construction Stds. document for additional details.
12) If you are applying for **FENCING** give height, fence and gate(s) location on site plan, materials, photo, location on lot survey. Builder/Contractor name and signature required.
13) If you are applying for **YARD DECORATIONS** (statues, signs, lighting (which included dock lighting, fountains, etc.) submit photo or brochure, indicate location on lot survey.
14) If you are applying for **SOLAR ENERGY DEVICES (Panels)**, please provide a picture, description and/or brochure with location grid. Indicate size, height, color, materials and show location on survey. Builder/Contractor name and signature required.
15) If you are applying for a **FLAGPOLE,** please submit height, materials, installation specifications, and brochure. Indicate location on lot survey, also; submit the size and type of flag(s) to be flown.
16) If you are applying for a **GENERATOR, EXTERIOR WHOLE HOUSE WATER SYSTEM OR BURIED PROPANE TANK,** please indicate location on the lot survey/site plan, dimensions/size, and brochure. Builder/Contractor name and signature required.

Please complete this application for all Home Improvements/Modifications and send electronically via Townsq in a single PDF file (no phone screenshots) with all required document(s). HOME IMPROVEMENT/MODIFICATION INCLUDES ANY CHANGE BEHIND A WOOD OR WROUGHT PRIVACY FENCE.

OWNER AGREEMENT

By signing below, applicant (owner) authorizes the Board of Directors, Architectural Control Committee (ACC) or its agent to enter upon and inspect the Lot and structure thereon, during regular business hours, for the purpose of ascertaining whether said Lot and structure thereon, are in compliance with the Deed Restrictions, Minimum Construction Standards and the approved plans and specifications. Neither the Architectural Control Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection. If approved, approval denotes compliance with the Deed Restrictions and Minimum Construction Standards and carries no warranty regarding structural fitness, compliance to building codes, assurance against encroachment, etc. *Neither the Architectural Control Committee, Property Owners' Association (POA), Associa Property Management, nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.*

1. Owner hereby acknowledges receipt of Architectural Control Standards and hereby agrees to comply with all terms and conditions contained therein and obtain all applicable surveys and approved inspections as specified therein.
2. Owner agrees and understands, that the approval of plans and specifications, by the Architectural Control Committee, shall not be relied upon by any person or entity as to sufficiency, suitability, fitness, workmanship, or quality of the design and construction of improvements.
3. Any change to approved original design and original Home Improvement/Modification Architectural Control Application would require additional review and approval by the ACC. This includes changes in color, any design changes or location changes, and a revision must be submitted for prior approval before moving forward with any changes.
4. If construction of improvements or modifications are not completed within twelve (12) months after plans have been approved, an extension must be requested and approved by ACC. The following conditions apply:
   (a) Provided no changes have been made to the original design and approval of an extension will be given.
   (b) If changes have been made to the original design, then the Home Improvement/Modifications Architectural Control Application must be resubmitted for ACC approval.
   (c) If construction of improvements or modifications or change(s) to the original approval are not completed (exterior) by the end of twelve (12) months and no extension request is submitted to ACC for approval, then Legal action will be taken at owner's expense.
5. The **Architectural Control Committee has 30 days** from final submittal of application, documents, plans, and permits **to approve** the plans and authorize commencement of construction.
6. All Brazoria County building and/or driveway/culvert permits, and Green ACC Permit MUST be posted on the front of the lot or a front window from the start of construction until the construction has been completed.
7. Error in location causing an encroachment will be the direct responsibility **of the property owner.** The builder/owner must assure the ACC that improvements are accurately located in accordance with the approved plans and that. no encroachments will occur; without a specific variance having been granted, owner and builder agree to remove those items upon ACC review and request.
8. Failure to comply with the ACC Application process, required compliance and inspections can result in Fines and legal action being brought to require compliance. You have a right to appeal the ACC's decision before the Board of Directors.

ACKNOWLEDGED AND AGREED:

Property Owner Signature: _____ **Date** _____

Builder/Contractor Signature: _____ **Date** _____

RETURN ALL PAGES TO THE ACC

Basis of Approval and Inspection Process

Fines and Legal Action may be taken for non-compliance.

Basis of Approval

Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, design of the structure, conformity and harmony with external design, relation of finished grades and elevations to neighboring sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner, and a letter will be sent to the person's name and address on the Application. Review the Covenants, Conditions and Restrictions (Deed Restrictions) and the Minimum Construction Standards for the Architectural Guidelines.

STARTING OR CONTINUED CONSTRUCTION BEFORE APPROVAL IS STRICKLY PROHIBITED AND SUBJECT TO FINES AND LEGAL ACTION AT OWNERS EXPENSE

For Large Modification/Improvements (garage, barn, storage shed, patio cover, arbor, gazebo, pergola, guest house, pool house, workshop, green house and room additions, etc.) it is **mandatory** to provide three surveys **1) Initial Survey of Lot 2) Slab "Form" Survey (if adding a slab) and 3) Final Survey. Windstorm/FEMA requirements must be met and obtain a Certified Windstorm Certificate Builder/Contractor must provide a copy of their Certificate of Liability Insurance coverage.**

Initial Survey of Lot is required for Large Modification/Improvements for ACC approval. Other permits or approvals may be required from Brazoria County or other Governmental entities. It is the responsibility of the owner to obtain **ALL** required approvals.

Form Survey (If adding a slab)- Once the **Initial Survey** is approved by the ACC, the builder must complete the slab "forms" and must obtain a **"Form Survey"** from a certified surveyor prior to the slab pour. When the "Form Survey" is completed, the builder will submit the "Form Survey" to Palm Crest POA ACC through **TOWNSQ** for the required "Form Survey" approval and site inspection for encroachments **prior to continued construction.** "Form Survey" **MUST** be approved by the ACC **PRIOR** to the slab pour; **NO EXCEPTIONS. If encroachments are evident or discrepancies, including eaves of the structure, you will be required to make the correction, and it MUST be approved BEFORE any construction or slab pour is allowed.** Once the Form Survey has been approved by the ACC, construction can start.

Brazoria County requires a driveway/culvert permit if you are modifying an existing driveway and culvert on the county's side of the easement or installing a new driveway and culvert. The permit application is located on the Brazoria County Engineering website at Engineer-Permit@BrazoriaCountyTX.gov. or contact them directly at 979-864-1265 or visit the Brazoria County Engineering office.

A Driveway Form and Rebar Inspection – If you added a new driveway or modified the driveway on Brazoria County's side of the easement, you MUST contact Brazoria County for the required driveway form and rebar inspection prior to the driveway concrete pour.

Final Survey – When the Large Modification/Improvement construction is **completed,** the builder must obtain a **"Final Survey"** from a certified surveyor and submit to Palm Crest POA ACC for the Final Inspection. ACC will approve or deny the Final Survey and Final Inspection. If ACC denies the final inspection, then ACC will notify owner of the denial and non-compliance identified during the final inspection. The owner will have ample time to correct the non-compliance issues. If the owner ignores the final inspection denial, owner will be notified that the POA may employ an attorney to enforce these requirements at the owner's expense and ACC Fines will apply.

INSPECTIONS: ACC Members will perform inspections as needed. Failure to comply with inspections can result in legal action being brought to require compliance. If any non-compliance issue exists, the Association may employ an attorney to enforce these requirements and Fines will apply. You have the right to a hearing to appeal the ACC's decision before the Board of Directors.

ACKNOWLEDGED AND AGREED:

Property Owner Signature: _____ **Date** _____

Builder/Contractor Signature: _____ **Date** _____

SITE REQUIREMENTS FOR HOME IMPROVEMENTS/MODIFICATIONS

1. One (1)-builder sign of 24"x 24" but no larger than 48"x 48" is allowed. No other types of signs other than the house numbers will be allowed. The builder sign must be removed within 30 days of completion of construction**.**
2. Construction work hours are Monday – Friday 7:00 AM – 7:00 PM and Saturday 8:00 AM – 7:00 PM. No construction or workers on site on Sundays or Holidays. Workers cannot be on site prior to 7:00 AM M-F and 8:00 AM on Saturday and must be off the work site by 7:00 PM.
3. **Burning and Fires** are not allowed in the subdivision. Burning construction materials is prohibited and is subject to legal action.
4. **A Trash Dumpster** 30-40 yards unit (A Roll Off Box Dumpster) is required for GARAGE, PATIO COVER, BARN, GUEST HOUSE, POOL HOUSE, WORKSHOP, GREEN HOUSE OR ROOM ADDITION throughout the construction period to collect trash as it occurs. Dumpster must be placed on the lot within the lot boundaries. Trash shall not be allowed to accumulate in piles. All trash and debris shall be removed from the site before each weekend and emptied when full. The site is to be kept clean to prevent trash from going into other properties. Trash shall not be allowed to blow onto neighborhood lots, POA ditches and POA common areas. Trash pickup on neighboring lots should occur on the same day. Legal action will be taken if in non-compliance.
5. **Construction dumping** in the subdivision is **NOT** allowed.
6. **Concrete washout** is not allowed to be dumped anywhere in the subdivision, except on the property where it originated. Legal action at owners' expense will be taken if in non-compliance.
7. **Parking** - Parking of all construction vehicles is limited to the job site under construction or on the street. No vehicles are allowed to park in any portion of another lot (this includes the strip of land (easement) adjacent to the street).
8. No driving on or across adjacent vacant lots, ditches, POA property or lawns.
9. **Streets –** Contractors/Owners are responsible for keeping mud, dirt, rocks, concrete, nails debris, building materials off the roadways. Excessive mud and other debris tracked from a job site to any road in the subdivision must be cleaned up within 24 hours. Any damage to the frontage or ditch during construction MUST be repaired to its original contour and shape; right of way MUST be corrected to IMMEDIATELY the original state with fill dirt stabilized materials and vegetation to prevent drainage problems and future erosion.
10. **The Brazoria County permits (if applicable), and the Green ACC Permit** must be posted visible in the front window from the start of construction until the construction has been completed.
11. **All Windstorm/FEMA Requirements** must be met for all new or modified structures which include; Storage Sheds, Patio Covers, Arbors, Gazebos, Pergolas, Garages, Green House, Barns, Guest Houses, Pool Houses, Workshops and Room Additions, etc., are required to meet the Texas Windstorm Building Code Standards and must obtain a Certified Windstorm Certificate from a Windstorm Inspector/Engineer. You will need to contact your T.W.I.A. (Texas Windstorm Insurance Association) Agent to report this new or modified structure for the T.W.I.A coverage and inspection. Review at – http://www.tdi.texas.gov/wind/index.html
12. **All enforcement actions** relating to violations of these Minimum Construction Standards shall be governed by the Association's governing documents, the Association's adopted policies (including its *amended Fine and Enforcement Policy*), and applicable provisions of the Texas Property Code and other laws. Violations may result in enforcement measures, including without limitations, notices of violation, fines, suspension of use rights, and/or legal action.

ACKNOWLEDGED AND AGREED and RETURN ALL PAGES TO THE ACC.

Property Owner Signature: _____ **Date** _____

Builder/Contractor Signature: _____ **Date** _____