Palm Crest Property Owners Association
Houston Community Management,
Associa

ARCHITECTURAL REVIEW PROCESS

All **NEW HOME CONSTRUCTION** and **HOME IMPROVEMENT/MODIFICATION** even if behind a privacy fence (anything that would affect the exterior appearance of a building or construction or installation of improvements i.e. painting, roof, patio covers, fences, pools, room addition, etc.) **MUST** submit an Application, Acknowledgement Form and checklist signed and dated with required documents and application fee for New Home Construction to the Architectural Control Committee (ACC) via Townsq **PRIOR** to initiating any work. It is important that you know and understand the Minimum Construction Standards document with required building construction details.

For **ALL** home building/ questions, please email the ACC committee at archcontrol@palmcrestpoa.com.

ALL projects must be submitted through Townsq. Obtain your account number by calling Associa @ 832-864-1267 or email the POA President at Palmcrest@palmcrestpoa.com. Application forms should be attached as a single PDF file. Phone pictures or screenshots are not acceptable for submitting forms or survey information. Pictures may only be used for non-application attachments (ex: existing photos of the property, buildings, vendor examples, etc.).

ALL ACC documents i.e. Minimum Construction Standards, New Home Build Application, Home Modification/ Improvement Application, Acknowledgement Form and Checklists can be found on Townsq (**Documents ➔ ACC Process & Apps**) and on our website at palmcrestpoa.com.

ALL other documents i.e. guidelines and polices can be found in TownSq. (**Documents ➔ Governing Documents**).

To Submit a Project for Architectural Review (in Townsq, **left column: Tools ➔ Architectural Review tab):**

Mail New Home Application fees to: c/o Houston Community Management. Box 564, Kemp, Texas 75143-0564 (include Property Owners name and account number) or submit New Home Application fees via Townsq

Select "Submit Project"	❖ **Unit:** Search Property Address ❖ **Project name:** New Home Build or Home Improvement i.e. roof, fence ❖ **Category:** Architectural Review
Type of Improvement	Use OTHER for: New Home Build or if selections do not apply. (Describe "Other")
Discribe Improvement	Describe Home Improvements/Modifications For New Home Build: N/A
Additional Documents	*Multiple Documents can be attached here Review Application, Acknowledgment Form and Checklist; attach all required documents. Failure to attach all **REQUIRED** documents could delay the review process.
SUBMIT	Sign Document: Type your full name Enter anticipated "Start" and "Completion" dates Select "Continue"- Application will submit
Submit New Home Application Fee	❖ Allow 3-5 business days for the application fee to be applied to your account. ❖ Payment can be submitted via TownSq or mail (expect a delay when payment is mailed. See mailing address above *) ❖ REMINDER: All assessment fees must be paid. You cannot owe any monies to the association and NO open violations.
Application "Under Review"	❖ Please allow up to 30 days for the ACC to respond to an application that has been submitted with all required documents attached. ❖ All communication for the project should be submitted in TownSq under the submitted project.
APPROVED	❖ Application will be APPROVED (sometimes with CONDITIONS) after all documents submitted have been reviewed, no monies are owed to the association and application fee has been paid for New Home Construction ❖ REMINDER: All changes to your project must be submitted and approved. ❖ You will receive a Building Permit that MUST be posted on your property along with your County Building Permit while construction is active.

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