



Palm Crest Property Owners Association  
Houston Community Management,  
Associa



**ARCHITECTURAL REVIEW PROCESS**

All **NEW HOME CONSTRUCTION** and **HOME IMPROVEMENT/MODIFICATION** (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, Signed & Dated Acknowledgement Form, initialed checklist with required documents and application fee 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.

For **ALL** home building/ questions, please email the ACC committee at [archcontrol@palmcrestpoa.com](mailto:archcontrol@palmcrestpoa.com).

**ALL** projects must be submitted through Townsq. Obtain your account number by calling Associa @ 832-864-1200 or email the POA President at [President@palmcrestpoa.com](mailto:President@palmcrestpoa.com).

**ALL** ACC documents i.e. Minimum Construction Standards, New Home Build Application, Home Modification/Improvement Application, etc.) 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 payments to: P.O. Box 650879, Dallas, Texas 75265 (include Property Owners name and account number) \*\*\*

<b>Select "Submit Project"</b>	<ul style="list-style-type: none"> <li>❖ <b>Unit:</b> Search Property Address</li> <li>❖ <b>Project name:</b> New Home Build or Home Improvement i.e. roof, fence</li> <li>❖ <b>Category:</b> Architectural Review</li> </ul>
<b>Type of Improvement</b>	Use OTHER for: New Home Build or if selections do not apply. (Describe "Other")
<b>Discribe Improvement</b>	Describe Home Improvements/Modifications For New Home Build: N/A
<b>Additional Documents</b>	*Multiple Documents can be attached here Review Application and Checklist; attach all required documents. Failure to attach all <b>REQUIRED</b> documents could delay the review process.
<b>SUBMIT</b>	Sign Document: Type your full name Enter anticipated "Start" and "Completion" dates Select "Continue"- Application will submit
<b>Submit Application Fee</b>	<ul style="list-style-type: none"> <li>❖ Allow 3-5 business days for the application fee to be applied to your account.</li> <li>❖ Payment can be submitted via TownSq or mail (expect a delay when payment is mailed. See mailing address above *)</li> <li>❖ <b>REMINDER:</b> All assessment fees must be paid. You cannot owe any monies to the association.</li> </ul>
<b>Application "Under Review"</b>	<ul style="list-style-type: none"> <li>❖ Please allow up to 30 days for the ACC to respond to an application that has been submitted with all required documents attached.</li> <li>❖ All communication for the project should be submitted in TownSq under the submitted project.</li> </ul>
<b>APPROVED</b>	<ul style="list-style-type: none"> <li>❖ Application will be <b>APPROVED</b> (sometimes with <b>CONDITIONS</b>) after all documents submitted have been reviewed, no monies are owed to the association and application fee has been paid.</li> <li>❖ <b>REMINDER:</b> All changes to your project must be submitted and approved.</li> <li>❖ You will receive a Building Permit that <b>MUST</b> be posted on your property along with your County Building Permit while construction is active.</li> </ul>