



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 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.

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 @ 832-864-1252 or email the POA President at Palmcrest@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 New Home Application fees to: P.O. Box 650879, Dallas, Texas 75265 (include Property Owners name and account number) or submit New Home Application fees via Townsq

Select "Submit Project"	<ul style="list-style-type: none">❖ 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 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	<ul style="list-style-type: none">❖ 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.
Application "Under Review"	<ul style="list-style-type: none">❖ 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	<ul style="list-style-type: none">❖ 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.❖ 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.