Palm Crest Property Owners Association

October 15, 2026

Dear Palm Crest Property Owners,

The Palm Crest Architectural Control Committee (ACC) has updated and added new documentation relating to the ACC process and the amended Fine and Enforcement Policy.

Highlights of the New Home Construction and Home Improvement/Modifications documentation:

- ACC Fines were added under the amended "Fine and Enforcement Policy" which was voted and approved by the Board of Directors on September 21, 2026. The POA attorney filed and recorded the amended document with Brazoria County. Please refer to the amended Fine and Enforcement Policy effective immediately and posted on the Townsquare application/website under Documents > Governing Documents > Guidelines & Policies > Amended Fine and Enforcement Policy (7380-Fine Policy) or the Palm Crest website (http://palmcrestpoa.com) under the Governing Documents section.
- Clarified that Window Replacement, Skylights, and Exterior Whole House Water Systems require prior ACC approval.
- All Home Improvements/Modifications even if behind a wooded privacy fence or wrought iron fence requires prior ACC approval or ACC Fines will apply.
- The New Home Checklist and Home Improvement/Modification Checklist must now be signed and dated by owner/ builder/contractor and submitted with your Application, Acknowledgement Form and all other pertinent requirements: drawings, brochures, survey/site plans, etc.
- Expansion of Builder/Contractor Certificate of Liability Coverage must be submitted with the Application and is required for all New Home Construction and any large Home Improvement/Modification.
- Clarified the refundable New Home review fee is $1,350 minus any Fines.
- Clarified that all New Home construction must face its assigned street address.
- Submit paperwork that the water taps (water meter) were installed when submitting your new home application.
- Clarified Fence wording that pickets must face outside and posts/runners must face inside. Refer to the Minimum Construction Standards Fence Section for entire fence requirements.
- Note all changes were reviewed and approved by the POA attorney.
- Clarified that NO permanent construction i.e. concrete slab, pool equipment patio slab, a/c slab, buried propane tank, generator or any building can be in the 5 ft. build line or in the setback lines. NO encroachments are allowed and will have to be removed immediately. Build lines and set back lines are determined and filed by Brazoria County.

ACC documents can be found on both of the following:

- Palm Crest POA website https://palmcrestpoa.com under the ACC Architectural Control section
- Townsquare app/website under Documents > ACC Process & Apps > Home Improvement Documents or New Home Build Documents.

Suggestions to improve your approval time:

- Submission of applications and upload of supporting documents must be completed through the Townsquare app/website. Please do not send an email to the ACC with applications and

attachments for your submission. You can submit your questions to the ACC at archcontrol@palmcrest.com.

- Begin with the “Documents > ACC Process & Apps > How to Submit an (ACC) Application” document. This is a good starting point.
- For Home Improvement/Modification documents you can locate them by following Documents > ACC Process & Apps > Home Improvement Documents
- For New Home documents you can locate them by following Documents > ACC Process & App > New Home Build Documents.
- After we have received all required documents for your project, the ACC has 30 days to review your application. For New Home Construction or Home Improvements/Modifications, please review the appropriate checklist of required documents. A common delay for approval is missing or unsigned forms.
- Application forms should be attached as a single PDF file. Phone pictures or screenshots are not accepted 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.).
- General rule - Any permanent external improvement (even behind a privacy fence) needs an ACC application. When in doubt, please email your questions to the ACC at archcontrol@palmcrestpoa.com.

Sincerely,

The Palm Crest Board of Directors and Palm Crest Architecture Control Committee