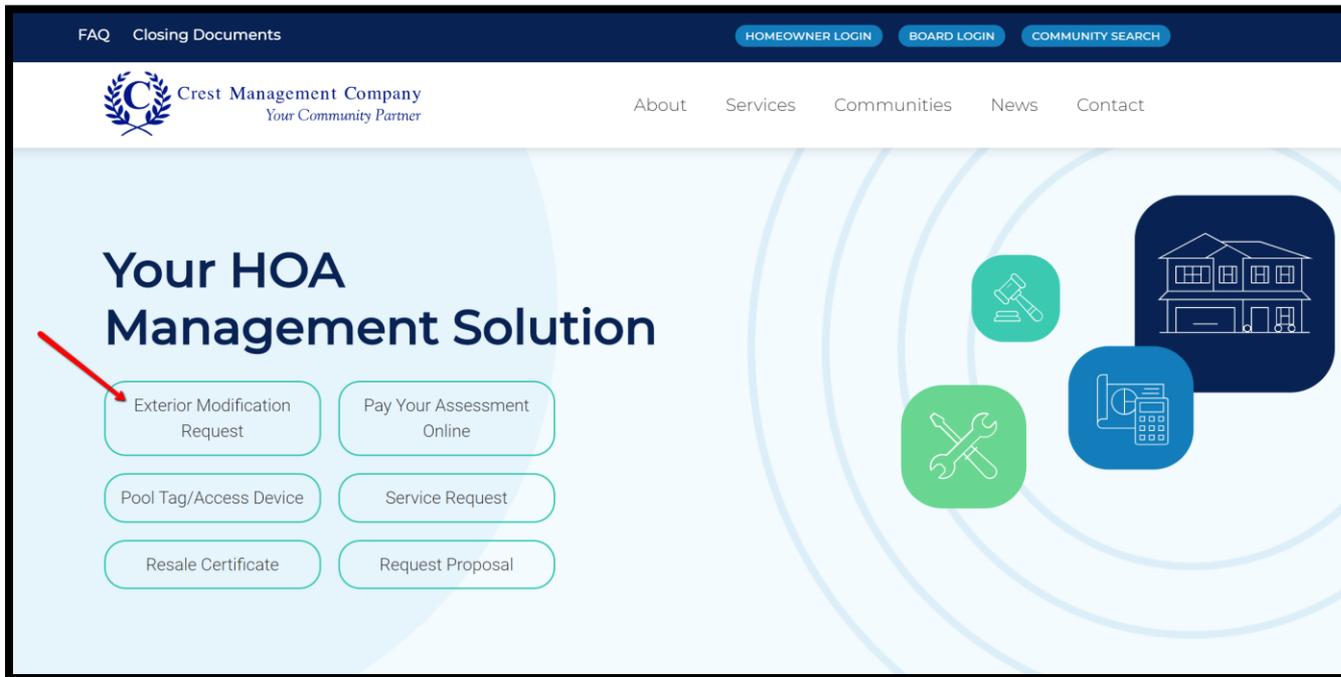


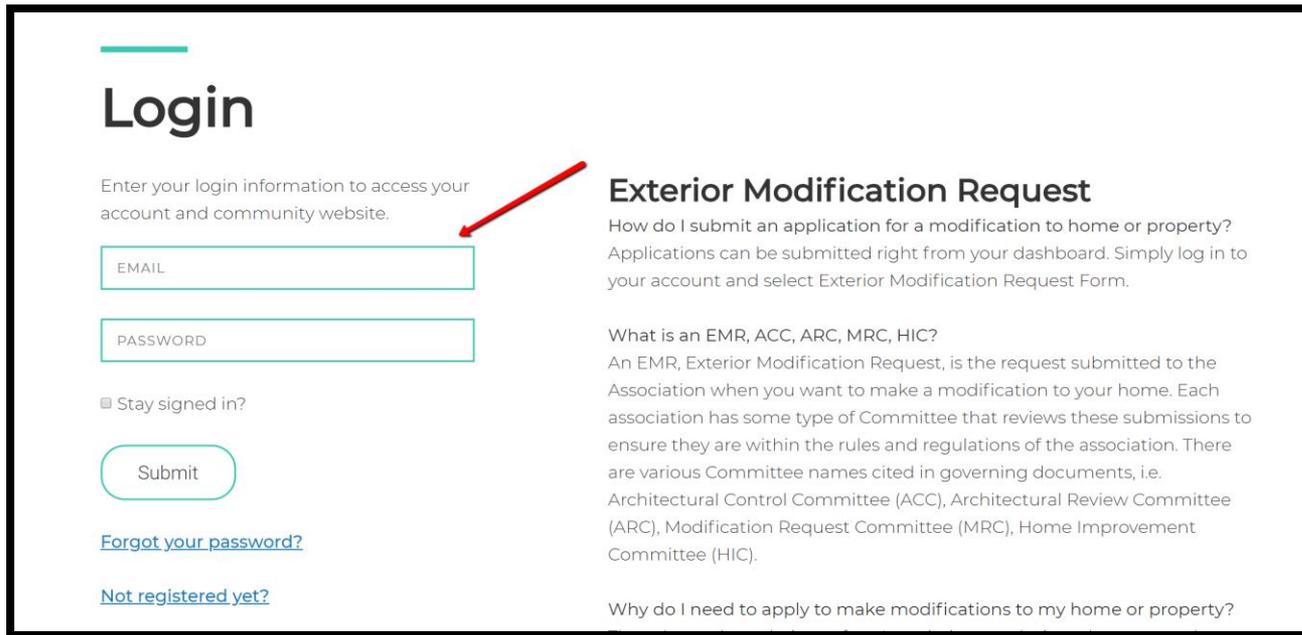


Exterior Modification Request Form Homeowner Instructions

Go to www.crest-management.com and select Exterior Modification Request



- ▶ Log in to your account to access your dashboard.



Login

Enter your login information to access your account and community website.

EMAIL

PASSWORD

Stay signed in?

Submit

[Forgot your password?](#)

[Not registered yet?](#)

Exterior Modification Request

How do I submit an application for a modification to home or property?
Applications can be submitted right from your dashboard. Simply log in to your account and select Exterior Modification Request Form.

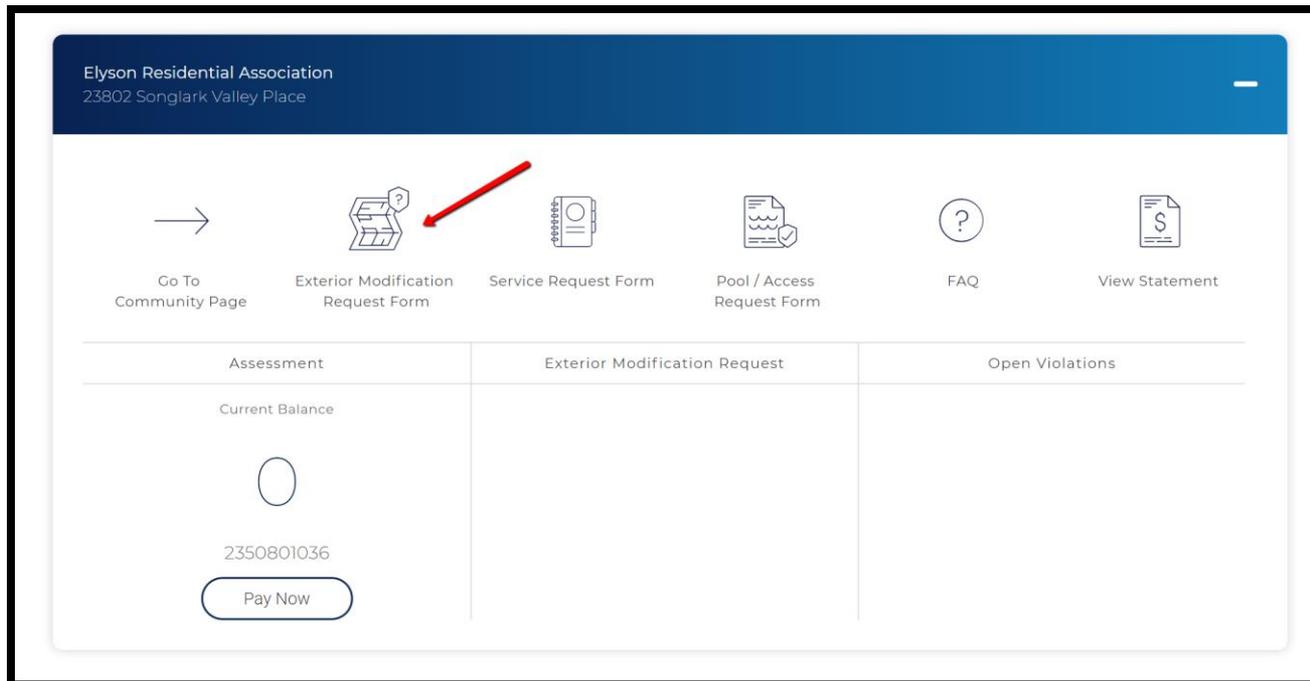
What is an EMR, ACC, ARC, MRC, HIC?
An EMR, Exterior Modification Request, is the request submitted to the Association when you want to make a modification to your home. Each association has some type of Committee that reviews these submissions to ensure they are within the rules and regulations of the association. There are various Committee names cited in governing documents, i.e. Architectural Control Committee (ACC), Architectural Review Committee (ARC), Modification Request Committee (MRC), Home Improvement Committee (HIC).

Why do I need to apply to make modifications to my home or property?

- ▶ Click the plus sign to expand your dashboard.



- ▶ Select Exterior Modification Request Form.



1 - Search Address

Type your address:

23802 Song

23802 Songlark Valley Place

(Next)

- ▶ Begin typing your address and a list of 10 matching options will populate. Continue typing until your address appears. Then select your address from the list.
- ▶ Click Find Address.

- ▶ Select your address from the search results list.

2 - Select Address

23802 SONGLARK
VALLEY PLACE
ELYSON RESIDENTIAL
ASSOCIATION

Search Again

(Back)

3 - Applicant Information

23802 Songlark Valley Place

*First Name

Tara

*Last Name

Hoot

*Email Address

tara.hoot@gmail.com

*Phone Number

2813333333

*Do you own or rent your home?

Own Rent

Select Address

(Back)

Review
Governing
Documents

(Next)

▶ Complete all fields and click Review Governing Documents.

3 - Applicant Information

23802 Songlark Valley Place

*First Name

Tara

*Last Name

Hoot

*Email Address

tara.hoot@gmail.com

*Phone Number

2813333333

*Do you own or rent your home?

Own Rent

Owner Details

*Owner First Name

OWNER FIRST NAME

*Owner Last Name

OWNER LAST NAME

*Owner Address

OWNER ADDRESS

*Owner City

OWNER CITY

*State

TX

*Zip Code

OWNER ZIPCODE

*Owner Email

OWNER EMAIL

*Owner Phone Number

OWNER PHONE NUMBER

Select Address

(Back)

Review
Governing
Documents

(Next)

▶ If you rent, select rent and additional fields will appear.

▶ Complete all fields and click Review Governing Documents.

- ▶ Once you have read your communities documents and agree that your modification fits within the community guidelines, you select the check box next to “I have read and agree to abide by....”
- ▶ Then click Select Application Type.

4 - Governing Documents

Elyson Residential Association, Inc Governing Documents

Title	Link
Community Manual	Click Here
Master Covenant	Click Here
Development Area Declaration	Click Here
First Amendment to Development Area Declaration	Click Here

** Note - The Governing Documents can also be found on the Crest website, under your community.*

I have read and agree to abide by the Architectural Guidelines and/or the conditions, covenants, and restrictions of Elyson Residential Association, Inc.

[Modify Contact Info](#) (Back)

[Select Application Type](#) (Next)

- ▶ Select the appropriate application type for your project and click Application Details.
- ▶ If you are applying for multiple modifications, a separate submission is required for each.

5 - Select Application Type

If you are requesting approval for multiple modifications, please complete a separate form for each. When completing the form please provide all dimensions in the measurement of feet and inches.

<input type="radio"/> Arbor	<input type="radio"/> Basketball Goal – Permanent
<input type="radio"/> Basketball Goal – Portable	<input type="radio"/> Concrete Walkway
<input type="radio"/> Deck	<input type="radio"/> Driveway Extension
<input type="radio"/> Exterior Paint	<input type="radio"/> Fence Change
<input type="radio"/> Flag	<input type="radio"/> French Drains
<input type="radio"/> Front Door Replacement	<input type="radio"/> Front Door Stain
<input type="radio"/> Garage Door Replacement	<input type="radio"/> Garage Door Staining/Painting
<input type="radio"/> Gazebo	<input type="radio"/> Gutters
<input type="radio"/> Hot Tub	<input type="radio"/> Landscape Lights
<input type="radio"/> Landscaping/Trees	<input type="radio"/> New Home Construction
<input type="radio"/> Other	<input type="radio"/> Outdoor Kitchen
<input type="radio"/> Patio	<input type="radio"/> Patio Cover
<input type="radio"/> Patio Extension	<input type="radio"/> Paved Walkway
<input type="radio"/> Pergola	<input type="radio"/> Play Structure
<input type="radio"/> Pool	<input type="radio"/> Roof
<input type="radio"/> Room Addition	<input type="radio"/> Satellite Dish
<input type="radio"/> Shutters	<input type="radio"/> Solar Screens
<input type="radio"/> Sprinkler System	<input checked="" type="radio"/> Storage Shed/Building
<input type="radio"/> Storage Shed/Building - Prefabricated	<input type="radio"/> Storm Door
<input type="radio"/> Trampoline	<input type="radio"/> Window Replacement
<input type="radio"/> Yard art – statue, fountain, bird bath, patio furniture, decorative pots, decorative rocks, etc.	

Governing Documents (Back) Application Details (Next)

- ▶ All fields are required, including attachments.
- ▶ When complete, select Review Application.

6 - Storage Shed/Building

Project Details

*Proposed Start Date: 07/26/2019

*Proposed End Date: 07/31/2019

*Current Progress: Proposed Modification

*Who will be doing the work on the improvement: Myself

Application Details

*Length: 10

*Width: 10

*Height at highest peak: 10

Required Attachments

**Note - Only one file may be uploaded per input box for required attachments. If more than one file is uploaded per input box, the original file will be overwritten by the new file. If you have additional files to provide, use the other attachments input box.
Also, Please do not use any special characters in the file name (such as commas, periods, any of the following: ?, !, @, #, \$, %, ^, &, ' *).
For best results, load files as a PDF.*

1. Indicate location on copy of lot survey to include labeling distance from modification to each fence.

Remove Attachment

Comment

* - The maximum number of characters allowed is 244.

Change Application Type (Back)

Review Application (Next)

- ▶ Review your application to ensure all details are correct and required documents are attached.
- ▶ If changes are needed, select Modify Application (you may need to use the scroll bar to the right).
- ▶ If correct, select Acknowledgment.

7 - Review Application

Contact Information
 Tara Hoot
 23802 Songlark Valley Place
 Katy, TX 77493
 2813333333
 tara.hoot@gmail.com

Person doing work
 Myself

Project details
 Start Date 07/26/2019
 End Date 07/31/2019
 Length: 10
 Width: 10
 Height at highest peak: 10

Attachments

Requirement	File Name
1. Indicate location on copy of lot survey to include labeling distance from modification to each fence.	Request Proposal 1.jpg
2. Provide a list of materials being used.	Legal Failed to get Documents.jpg
3. Provide pictures from manufacturer's website of paint and shingle sample	Adding User Buttons.PNG

Other Attachments:

Requirement	File Name
Other	Adding User Buttons.PNG

Other Attachments:	File Name
Other	Adding User Buttons.PNG
Other	Adding User Buttons.PNG
Other	Adding User Buttons.PNG
Other	Find a Resident radio buttons.jpg
Other	Find a Resident radio buttons.jpg
Other	Find a Resident radio buttons.jpg

Modify Application

(Back)

Acknowledgment

(Next)

- ▶ Review your Community's and Crest's Management Terms and Conditions and agree to both by checking the boxes next to "I have fully read..."
- ▶ Select Submit Application (you may need to use the scroll bar to the right).

8 - Acknowledgment

Your request is not complete until you check the boxes below, and select the "Submit" button.
Please only click the "Submit Application" button once.

23802 Songlark Valley Place

Elyson Residential Association, Inc Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

I have fully read and agree to the terms and conditions provided by Elyson Residential Association, Inc.

Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete, until all required documentation is received.

Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete, until all required documentation is received.

I have fully read and agree to the terms and conditions provided by Crest Management.

Review
Application

(Back)

Submit
Application

(Next)

- ▶ You will receive a confirmation when your application has been successfully submitted.
- ▶ A confirmation email will also be sent within a few minutes. If you do not receive the email, please contact your Crest Management team.

9 - Confirmation

Thank you, your request has been submitted.

An Associate from Crest Management will contact you if any additional information or documentation is needed.

You will be notified of the decision by letter and email.

For your records, please print this page containing your completed form.

You will receive a confirmation e-mail in the next few minutes. If you do not receive this e-mail please contact Crest Management at (281) 579-0761

Please add the address Do_Not_Reply@crest-management.com to your safe sender list, to avoid any delays in receiving your documents.