

*Crestview*

*Homeowners Association,  
Inc.*

*Welcome Packet*

ENCLOSURES:

HOA Welcome Letter and Information ACC  
Information

Construction Restrictions Property  
Improvement Application

Condensed and Generalized Crestview Covenant, Conditions & Restrictions (CC&R's)  
Homeowner Information sheet

# Welcome!

Dear New Homeowner,

On behalf of the Crestview Homeowner Association Board, we'd like to extend our warmest welcome!

As you settle into your new home, unpacking, arranging furniture, hanging draperies, and all the other things that bring your focus to the interior of your new home, we know you haven't had time to review **all** the information included in your closing papers including the thick Conditions, Covenants, & Restrictions (CC&R) packet you received. We have included some of the most important information about the HOA in the packet to make your adjustment to your new community that much easier.

*One of the most important thing you need to know is you will need written approval from the Crestview Architectural Control Committee before making any improvements or installing any equipment to the exterior of your new home.*

**You must submit an application to the Crestview Architectural Control Committee before any construction or work begins.** *An application is included for your convenience as well as all necessary instructions.*

If you have any questions or would like to research additional information, please feel free to email our Association manager, Danielle Lascalere at [Danielle@Legacysouthwestpm.com](mailto:Danielle@Legacysouthwestpm.com). Again, thank you and welcome!

Sincerely,

Danielle Lascalere, CMCA, AMS  
President  
Legacy Southwest Property Management, LP

**IMPORTANT INFORMATION FROM YOUR CRESTVIEW  
ARCHITECTURAL CONTROL COMMITTEE**

*A written request must be approved before conducting any exterior improvements; this includes adding landscaping, stone edging, patios, pools, structural additions, etc.*

The ACC committee is here to assist you in making improvements to the exterior of your home or property. We are responsible for ensuring that all property modifications comply with the Covenants, Conditions and Restrictions (CC&R's).

The following items must accompany requests for property improvements:

1. A copy of your plat survey with the improvements drawn out indicating where they will occur. You should have received your plat survey from the title company when you closed on your home. The plat survey is required for all requests; no request will be approved without this survey.
2. If someone other than yourselves is performing the work, you must list the name of the person or company performing the work.
3. The materials being used must be listed (slate, treated wood, aggregate, concrete, type of roofing materials, etc.).
4. Do not leave out details; be as descriptive as possible. Lack of details only delays the approval process.

Please send all requests to Legacy Southwest Property Management. Their information is given on the ACC Improvement Application and Review form.

**Construction Restrictions**

The following are restrictions and guidelines as described in the Crestview HOA CC&R as they pertain to improvements made to your home.

1. No work is to begin without prior approval from the Architectural Control Committee and, if necessary, a permit from the City of Crowley has been received.
2. Only your property is allowed to be used for all phases of construction. Your neighbor's property or any property belonging to the Crestview HOA is not to be used in any way to access, store or transport any equipment, persons or vehicles.
3. No equipment is to be left overnight unless it is stored inside your enclosed garage. Contractors must remove all equipment at the end of each day's work.
4. No commercial vehicles are to be parked overnight except inside your enclosed garage.

**Crestview Homeowners Association, Inc.**  
**ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW**

*Note: To avoid delay, make request as complete as possible or it will be returned for more information or denied as appropriate. Deed restrictions specify that approval must be obtained prior to construction.*

Homeowner Name \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ and email for contact \_\_\_\_\_

Describe Modification/Improvement Project, including dimensions, location and materials involved

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Has owner reviewed section IV of the Declarations of CC&Rs for the Association?      YES / NO

Was the City of Crowley contacted about necessary permits?      YES / NO

Will modification/improvement be visible from the street in front of home? YES / NO

Will this project require temporary removal of fence?      YES / NO

Preferred Project start date: \_\_\_\_\_ Estimated completion date \_\_\_\_\_

Name, address, phone number(s) of Contractor(s) performing work:

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- Attach copy of contractor's plans and/or drawings for any added structures
- Attach copy of plat survey indicating where modification/improvement will occur
- Additional landscaping must indicate name of plants or trees to be added

Acknowledgements are required from any adjacent properties that will be most affected and/or have a view of your proposed change. Should one of your neighbors have concerns about the improvement, they should contact a member of the Architectural Control Committee.

Neighbors Names, addresses and phone numbers

Signature

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Signature submitting completed application and acknowledging information is correct.

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Property address

**This application must be mailed, faxed or scanned and attached to an email to:**

Legacy Southwest Property  
Managing, LP  
Attn: Danielle Lascalere  
5760 Legacy Dr.  
Ste. B3-425  
Plano, TX 75024  
Voice: 214-705-1615  
Email: [Selina@Legacysouthwestpm.com](mailto:Selina@Legacysouthwestpm.com)

Date Received by LSW: \_\_\_\_\_

Date Received by ACC: \_\_\_\_\_

(For ACC Committee Use Only)

**ACC Decision (circle one):**

**APPROVED**

**DISAPPROVED**

**DENIED PENDING MORE INFORMATION**

**ACC Authorized Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reasons or Conditions:**

\_\_\_\_\_  
\_\_\_\_\_

## Condensed & Generalized Covenants, Conditions & Restrictions

***PLEASE NOTE: This listing does NOT replace the Declarations of Covenants, Conditions and Restrictions (CC&R's) given to each Crestview Homeowner upon the purchase of their home. It is simply a convenient OUTLINE to help each homeowner better understand many of the provisions contained in the CC&R's in a more simplistic manner and is being presented here in a condensed version to simply make you aware of some of the Crestview HOA Provisions.***

1. Trailers; all recreational, commercial or inoperable vehicles can only be stored inside an enclosed garage. Trucks over a 1-ton rating and any vehicle with painted advertisements are prohibited from over-night parking on any property or on the street.
2. Any changes to the dwelling or garage, which alters the exterior, or any changes to the outside property (landscaping, fence, pool, etc.) must be approved by the Architectural Control Committee (ACC).
3. No more than 4 pets (cats, dogs or other household pets) are permitted per lot. All pets must be restrained within the back yard, or inside the house. It is the pet owner's responsibility to remove all pet debris from any lot, public or HOA property. No animals are permitted for the purpose of food or breeding. Pets are for the companionship of the homeowner's.
4. Any repair, replacement, addition or relocation of a fence which is different from the original location, material and height must be approved by the ACC.
5. No AC units (window, wall or standing) are permitted on the front facing section of a home.
6. Drying of clothes in public view is prohibited. Lots where back yard is viewable (common areas with iron fences) must keep yard equipment and storage piles out of public view.
7. Except for fireplaces in the main dwelling and for outdoor cooking, no burning of anything is permitted.
8. Trash must be contained in sanitary containers and screened from view from streets at all times except for designated trash days. All other debris must be removed in a timely manner.
9. All lawns and landscaping must be regularly maintained in an attractive manner.
  - All weeds or grass in the lawn should be mowed regularly.
  - All sidewalks and curbs are to be edged.
  - Shrubs or other plantings should be pruned regularly
10. The exterior of all buildings, fences, walls, and other improvements shall be maintained in an attractive condition. Repairs and re-painting should be made as soon as a problem or deterioration occurs. Any changes to the original color must be approved by the ACC.

*Crestview*  
*Homeowners Association, Inc.*  
Homeowner Information

Homeowners Name(s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (If Different from physical):

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Emergency Contact (Optional)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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Periodically we will send out correspondence via email to the members of the Association regarding matters of the Association. Below please let us know if you would like to be included on the distribution list to receive such emails.

I, \_\_\_\_\_ give my consent to receive Electronic Communication from Legacy Southwest Property Management, LP and Crestview Board of Directors.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_ **do not** give my consent to receive Electronic Communication from Legacy Southwest Property Management, LP and Crestview Board of Directors.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_