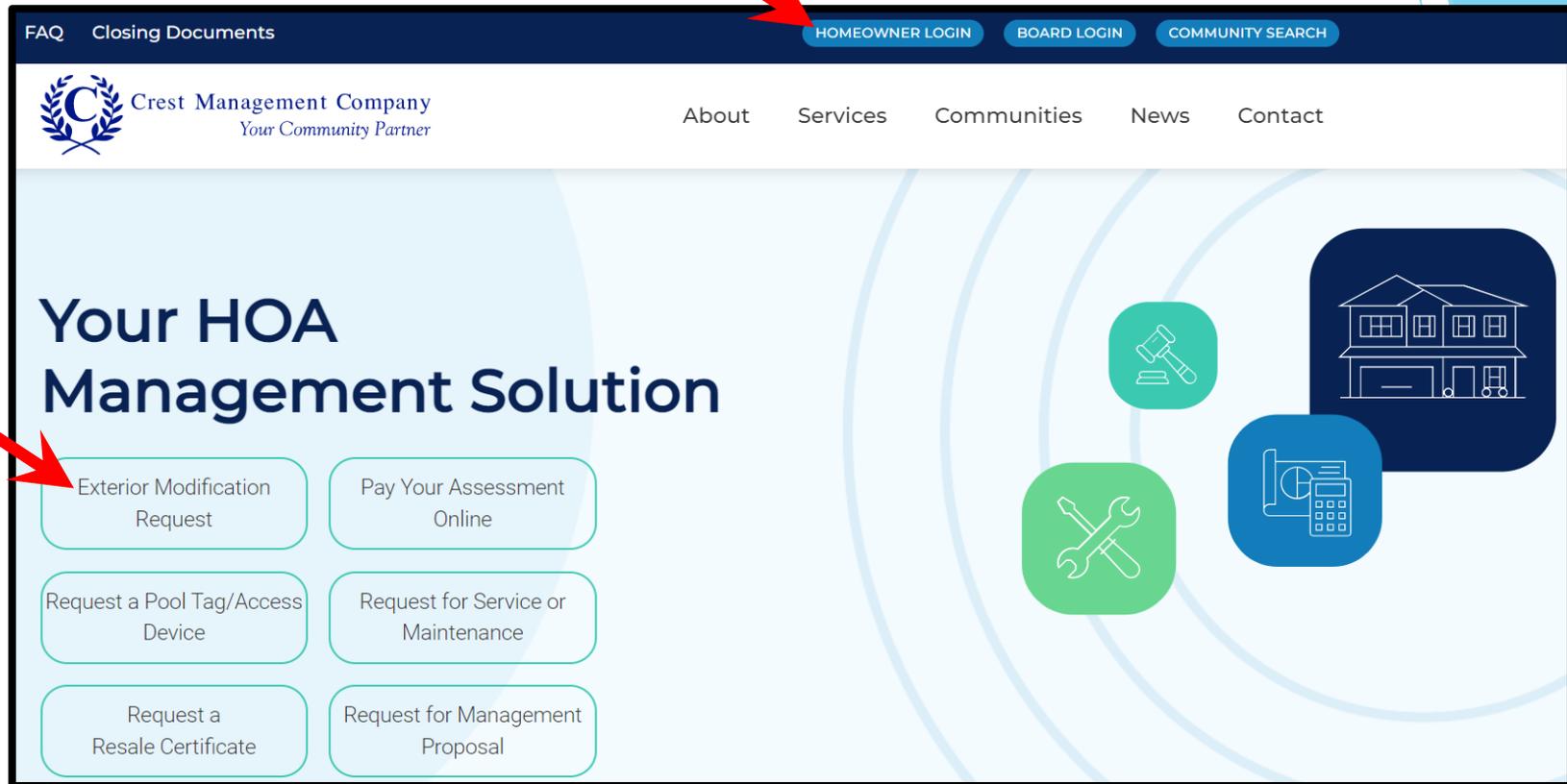




# **Exterior Modification Request (EMR) Homeowner User Guide**

- ▶ Go to [www.crest-management.com](http://www.crest-management.com).
- ▶ Select Exterior Modification Request or Homeowner Login. Both options will take you to the same place.



The screenshot displays the website's interface. At the top, there is a dark blue navigation bar with links for 'FAQ', 'Closing Documents', 'HOMEOWNER LOGIN', 'BOARD LOGIN', and 'COMMUNITY SEARCH'. Below this is a white header with the Crest Management Company logo and tagline 'Your Community Partner', along with navigation links for 'About', 'Services', 'Communities', 'News', and 'Contact'. The main content area features a large heading 'Your HOA Management Solution' and a grid of six service buttons: 'Exterior Modification Request', 'Pay Your Assessment Online', 'Request a Pool Tag/Access Device', 'Request for Service or Maintenance', 'Request a Resale Certificate', and 'Request for Management Proposal'. To the right of these buttons are several icons representing legal, maintenance, and financial services. A red arrow points to the 'HOMEOWNER LOGIN' button in the top navigation bar, and another red arrow points to the 'Exterior Modification Request' button in the service grid.

- ▶ Log in to your account by entering your email and password and clicking Submit.

# Login

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

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?

▶ Select Exterior Modification Request Form.

Bay Colony Parkside Community Association  
245 Crystal Isle Drive (1080102031)

→                        

Go To Community Page    Manage Authorized Users    Exterior Modification Request Form    Service Request Form    Pool / Access Request Form    FAQ    View Statement

Assessment	Exterior Modification Request	Open Violations
<p>Current Balance</p> <p><b>\$0.00</b></p> <p>Account Number 1080102031</p> <p><a href="#">Pay Now</a></p> <p><i>Please allow up to 5 days for payment to reflect on this page. Any questions please contact your Community Accountant at 281-579-0761.</i></p>		

- ▶ The Applicant Information will be prefilled. Check for accuracy and make changes as needed.
- ▶ If you rent the home you live in, select Rent and additional fields will populate.
- ▶ Click Review Governing Documents.

### 3 - Applicant Information

245 Crystal Isle Drive

* First Name	Jake	* Last Name	Jackson
* Email Address	cresttest2022@gmail.com	* Phone Number	2812812811

Staff email was used, homeowner elected not to use email communication.

\* Do you own or rent your home?  
 Own    Rent

[Select Address](#)   [Review Governing Documents](#)

- ▶ Your community's governing documents are provided. Select [Click Here](#) to review a document.
- ▶ Read the acceptance statement and check the box to confirm you agree to abide by the governing documents for your community.
- ▶ Click [Select Application Type](#).

### 4 - Governing Documents

#### Bay Colony Parkside Community Association, Inc. Governing Documents

TITLE	LINK
20181030 Resolution Regarding Holiday Decorations	<a href="#">Click Here</a>
20181203 Holiday Decorations Resolution Recorded	<a href="#">Click Here</a>
All Plat Maps	<a href="#">Click Here</a>
Articles of Incorporation	<a href="#">Click Here</a>
Assignment of Declarant	<a href="#">Click Here</a>
By-Laws	<a href="#">Click Here</a>
Collection Payment Policy	<a href="#">Click Here</a>
Covenants, Conditions, and Restrictions	<a href="#">Click Here</a>
Deed of Gift	<a href="#">Click Here</a>
First Amendment to the Covenants, Conditions, and Restrictions	<a href="#">Click Here</a>
Flag Display Guidelines	<a href="#">Click Here</a>

*\* 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 Bay Colony Parkside Community Association, Inc..

[Modify Contact Info](#) [Select Application Type](#)

1

2

3

- ▶ Select the type of modification you applying for and click Application Details.
- ▶ If you are applying for more than one modification, separate applications are required.

### 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"/> Fence Stain	<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"/> Shutters	<input type="radio"/> Solar Screens
<input type="radio"/> Sprinkler System	<input 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](#) [Application Details](#)

- ▶ Complete all fields, upload attachments, and click Review Application.

### 6 - Roof

#### Project Details

\* Proposed Start Date

\* Proposed End Date

\* Current Progress

\* Who will be doing the work on the improvement

#### Application Details

\* Material Type:

\* Number of Warranty Years:

### 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, or any of the following: ? , ! , @ , # , \$ , % , ^ , & ; \* )*

*For best results, load files as a PDF.*

1. Picture from manufacturer's website of roofing type sample or brochure \*  No file chosen

2. A current picture of the entire home \*  No file chosen

### Comment

\* - The maximum number of characters allowed is 244.

- ▶ Review the application to ensure all information is correct and that the required attachments are provided.
- ▶ If changes are needed, select Modify Application.
- ▶ If everything is correct, select Acknowledgment to proceed.

### 7 - Review Application

**Contact Information**  
Jake Jackson  
245 Crystal Isle Drive  
Dickinson TX 77539  
2812812811  
cresttest2022@gmail.com

**Person doing work**  
3rd Party  
AI Roofing: 2818327133

**Project details**  
Start Date 06/13/2022  
End Date 06/14/2022  
Material Type: Asphalt shingle  
Color: Driftwood  
Number of Warranty Years: 35

**Attachments**

1. Picture from manufacturer's website of roofing type sample or brochure	shingle.png
2. A current picture of the entire home	house.png
2. A current picture of the entire home	house2.png

[Modify Application](#) [Acknowledgment](#)

- ▶ Review the terms and conditions and check the two acknowledgment boxes.
- ▶ Click Submit Application.

### 8 - Acknowledgment

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

245 Crystal Isle Drive

#### Bay Colony Parkside Community 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 Bay Colony Parkside Community 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. I understand that I am electing to receive communications regarding this application by email.

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

[Review Application](#) [Submit Application](#)

- ▶ You will see a confirmation message once your application has been submitted. You will also receive an email.

## 9 - Confirmation

# Thank you, your request has been submitted.

Thank you for submitting an Exterior Modification Request. Your application is currently being reviewed by your management team. Your application is considered **pending and not complete** until your management team verifies all required information and attachments have been received. Your team will contact you if any additional information or documentation is needed. You will receive an email indicating when the application is deemed complete and has been forwarded to the Committee for review. The Committee has 30 days from receipt of a completed application to review and make a decision. 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 the confirmation e-mail, please contact Crest Management at (281) 579-0761.

Please add the address [Do\\_Not\\_Reply@crest-management.com](mailto:Do_Not_Reply@crest-management.com) to your safe sender list to avoid marking documents as spam.



Crest Test <cresttest2022@gmail.com>

## Your Exterior Modification Request has been submitted

**Crest Management - Do Not Reply** <do\_not\_reply@crest-management.com>  
To: cresttest2022@gmail.com

Tue, May 31, 2022 at 11:11 AM



Crest Management Company  
Your Community Partner

## Your application has been received.

Thank you for submitting an Exterior Modification Request. Your application is currently being reviewed by your management team. Your application is considered **pending and not complete** until your management team verifies all required information and attachments have been received. Your team will contact you if any additional information or documentation is needed. You will receive an email indicating when the application is deemed complete and has been forwarded to the Committee for review. The Committee has 30 days from receipt of a completed application to review and make a decision. You will be notified of the decision by letter and email.

## Applicant Information

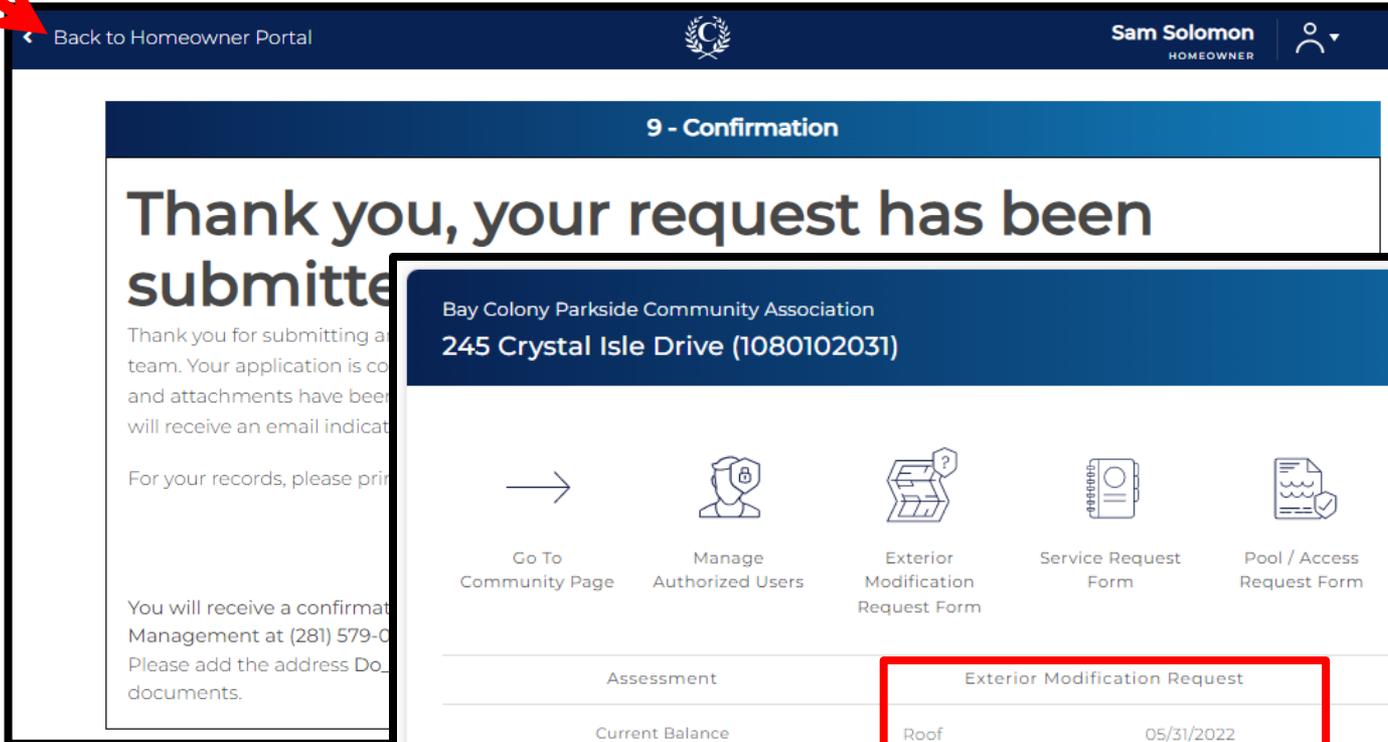
Jake Jackson  
245 Crystal Isle Drive  
Dickinson, TX 77539  
[cresttest2022@gmail.com](mailto:cresttest2022@gmail.com)

## Application Information

Roof  
Material Type: Asphalt shingle  
Color: Driftwood  
Number of Warranty Years: 35

Estimated Start Date: 6/13/2022  
Estimated End Date: 6/14/2022  
Person doing work: 3rd Party  
Contractor: A1 Roofing  
Contractor number: 2818327133

- ▶ Click Back to Homeowner Portal to return to your Dashboard.
- ▶ The submitted application is now visible in the EMR column.



Back to Homeowner Portal

Sam Solomon  
HOMEOWNER

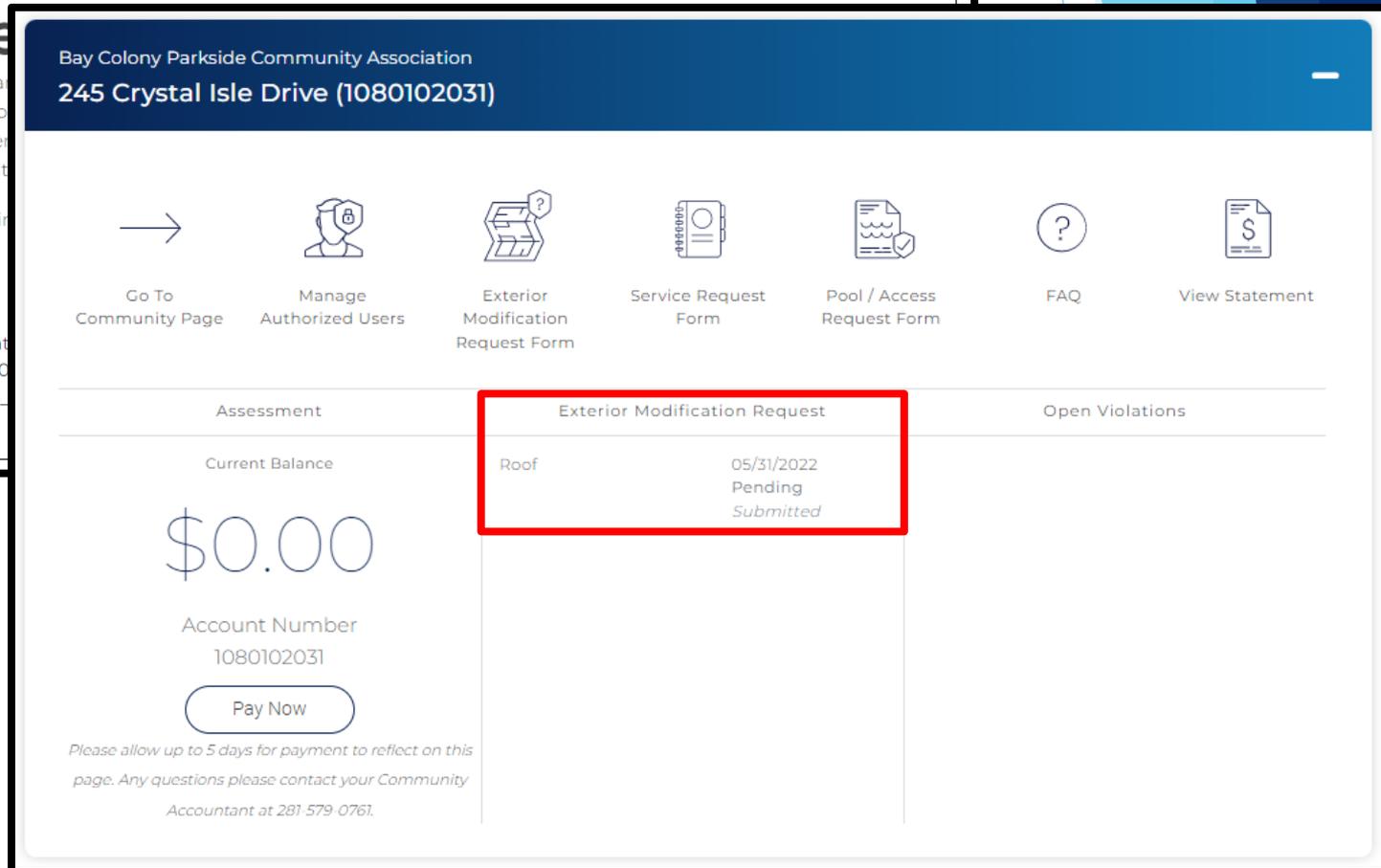
### 9 - Confirmation

# Thank you, your request has been submitted

Thank you for submitting a request to the Homeowner Portal. Your application is complete and attachments have been received. You will receive an email indicating the status of your request.

For your records, please print this page.

You will receive a confirmation from Bay Colony Parkside Community Management at (281) 579-0761. Please add the address Document to your account.



Bay Colony Parkside Community Association  
245 Crystal Isle Drive (1080102031)

Go To Community Page

Manage Authorized Users

Exterior Modification Request Form

Service Request Form

Pool / Access Request Form

FAQ

View Statement

Assessment	Exterior Modification Request	Open Violations
Current Balance	Roof	
\$0.00	05/31/2022 Pending Submitted	

Account Number  
1080102031

Pay Now

Please allow up to 5 days for payment to reflect on this page. Any questions please contact your Community Accountant at 281 579 0761.

▶ Click the EMR to open it and monitor the progress anytime.

Bay Colony Parkside Community Association  
245 Crystal Isle Drive (1080102031)

→            

Go To Community Page    Manage Authorized Users    Exterior Modification Request Form    Service Request Form    Pool Request Form

Assessment	Exterior Modification Request
Current Balance	Roof
<h1>\$0.00</h1>	05/31/2022 Pending Submitted
Account Number 1080102031	
<a href="#">Pay Now</a>	

Please allow up to 5 days for payment to reflect on this page. Any questions please contact your Community Accountant at 281-579-0761.

Submitted    Verified    Decision Made    Letter Sent

### Application Status

**Pending**  
Submitted  
*Received but not yet reviewed by Team.*

Submitted Date: 05/31/2022

### Application

Change Type:	Roof
Material Type:	Asphalt shingle
Color:	Driftwood
Number of Warranty Years:	35
Start Date:	06/13/2022
End Date:	06/14/2022
Project Status:	Proposed Modification
Person Doing Work:	3rd Party
Contractor Name:	AI Roofing
Contractor Number:	2818327133

### Attachments

- shingle.png
- house.png
- house2.png

**Required Documents for this type of application**

- Picture from manufacturer's website of roofing type sample or brochure
- A current picture of the entire home
- A current picture of the entire home

**Upload New Attachment(s)**

To add, click the '+' icon to the right.  
To remove before finalizing, select attachment from list and click 'Remove Selected' below.

[Remove Selected](#)    [Upload Attachments](#)

- ▶ If additional information is needed, you will receive an email from the management team. The information must be provided within 7 days or your application will be considered incomplete and will be denied.

Crest Test <cresttest2022@gmail.com>

---

**More Information Needed: Roof (245 Crystal Isle Drive)**  
1 message

---

**bridgett@Crest-Management.com** <bridgett@crest-management.com> Tue, May 31, 2022 at 11:51 AM  
To: "cresttest2022@gmail.com" <cresttest2022@gmail.com>



Crest Management Company  
Your Community Partner

In reviewing your exterior modification request, it appears the following required information is missing:

- The lot survey you provided came through as a blank page.

Please follow the below steps to upload the items at your earliest opportunity.

1. [Click here](#) to log in to your account.
2. Click on the Pending Exterior Modification Request.
3. In the Attachments section, click the + plus sign + to find and select the document.
4. Click Upload Attachment.

We will be notified when you've uploaded the documents, so there's no need to reply to this email once you've completed the steps.

If the information is not received within 7 days, your application will be considered incomplete and will be denied.

**Copyright Crest Management 2022**

- ▶ Click the link within the email or visit [www.crest-management.com](http://www.crest-management.com) to log in to your account.
- ▶ Open the EMR from your Dashboard.

Bay Colony Parkside Community Association  
245 Crystal Isle Drive (1080102031)

→  
Go To  
Community Page

Manage  
Authorized Users

Exterior  
Modification  
Request Form

Service Request  
Form

Pool / Access  
Request Form

Assessment	Exterior Modification Request	
<p>Current Balance</p> <p style="font-size: 2em; font-weight: bold;">\$0.00</p> <p>Account Number 1080102031</p> <p style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">Pay Now</p> <p style="font-size: 0.8em; margin-top: 10px;">Please allow up to 5 days for payment to reflect on this page. Any questions please contact your Community Accountant at 281-579-0761.</p>	<p>Roof</p>	<p>05/31/2022 Pending Waiting on Information</p>

Submitted

Reviewed

Waiting on Information

Verified

Decision Made

Letter Sent

### Application Status

**Pending**  
Waiting on Information  
*Reviewed by Team, and Owner has been advised that information or attachments are missing.*

Submitted Date: 05/31/2022

### Application

Change Type: Roof

Material Type: Asphalt shingle

Color: Driftwood

Number of Warranty Years: 35

Start Date: 06/13/2022

End Date: 06/14/2022

Project Status: Proposed Modification

Person Doing Work: 3rd Party

Contractor Name: AI Roofing

Contractor Number: 2818327133

### Attachments

shingle.png  
 house.png  
 house2.png

**Required Documents for this type of application**

1. Picture from manufacturer's website of roofing type sample or brochure
2. A current picture of the entire home
3. A current picture of the entire home

**Upload New Attachment(s)**

To add, click the '+' icon to the right. To remove before finalizing, select attachment from list and click 'Remove Selected' below.

+

Remove Selected

Upload Attachments

- ▶ Click the plus sign + then find and select the document you want to upload.
- ▶ The document will appear in the box below. Continue to add documents as needed.
- ▶ Click Upload Attachments.
- ▶ After processing is complete, the attachment will move to the list above and your management team will be notified.

**Attachments**

- shingle.png
- house.png
- house2.png

---

**Required Documents for this type of application**

1. Picture from manufacturer's website of roofing type sample or brochure
2. A current picture of the entire home
3. A current picture of the entire home

---

**Upload New Attachment(s)**

To add, click the '+' icon to the right.  
To remove before finalizing, select attachment from list and click 'Remove Selected' below.



**Remove Selected** **Upload Attachments**

**Attachments**

- shingle.png
- house.png
- house2.png
- lot survey.png

---

**Required Documents for this type of application**

1. Picture from manufacturer's website of roofing type sample or brochure
2. A current picture of the entire home
3. A current picture of the entire home

---

**Upload New Attachment(s)**

To add, click the '+' icon to the right.  
To remove before finalizing, select attachment from list and click 'Remove Selected' below.

lot survey.png 

**Remove Selected** **Upload Attachments**

**Attachments**

- shingle.png
- house.png
- house2.png
- lot survey.png

---

**Required Documents for this type of application**

1. Picture from manufacturer's website of roofing type sample or brochure
2. A current picture of the entire home
3. A current picture of the entire home

---

**Upload New Attachment(s)**

To add, click the '+' icon to the right.  
To remove before finalizing, select attachment from list and click 'Remove Selected' below.



**Remove Selected** **Upload Attachments**

- ▶ You will receive an email when the management team has verified all required information has been received and the application has been submitted to the Committee.
- ▶ You can also monitor the status in your online account.


Crest Test <cresttest2022@gmail.com>

---

**Your EMR has been verified and is complete**

---

**Crest Management - Do Not Reply** <do\_not\_reply@crest-management.com>  
To: cresttest2022@gmail.com
Tue, May 31, 2022 at 2:37 PM



Crest Management Company  
Your Community Partner

**Your application has been verified and is complete.**

The Committee has 29 days from receipt of a completed application to review and make a decision. Your management team will contact you if the Committee requests any additional information or documentation. You will be notified of the decision by letter and email.

**Applicant Information**

Jake Jackson  
245 Crystal Isle Drive  
Dickinson, TX 77539  
[cresttest2022@gmail.com](mailto:cresttest2022@gmail.com)

**Application Information**

Roof  
Material Type: Asphalt shingle  
Color: Driftwood  
Number of Warranty Years: 35

Project Status: Proposed Modification  
Estimated Start Date: 6/13/2022  
Estimated End Date: 6/14/2022  
Person doing work: 3rd Party  
Contractor: A1 Roofing  
Contractor number: 2818327133

Copyright Crest Management 2022

Submitted
Reviewed
Verified
Decision Made
Letter Sent

Application Status

**Pending**  
Application Verified  
*Reviewed by Team and deemed complete; sent to Committee/Board for review.*

Submitted Date: 05/31/2022

Application

Change Type:	Roof
Material Type:	Asphalt shingle
Color:	Driftwood
Number of Warranty Years:	35
Start Date:	06/13/2022
End Date:	06/14/2022
Project Status:	Proposed Modification
Person Doing Work:	3rd Party
Contractor Name:	A1 Roofing
Contractor Number:	2818327133

▶ You will receive an email once a decision has been made.

 Gmail Crest Test <cresttest2022@gmail.com>

---

**Your application for Roof has been Approved**  
1 message

---

**Crest Management - Do Not Reply** <do\_not\_reply@crest-management.com> Tue, May 31, 2022 at 2:51 PM  
To: cresttest2022@gmail.com

**Bay Colony Parkside Community Association**  
P.O. Box 219320  
Houston, Texas 77218-9320  
Phone: (281) 579-0761 Fax: (281) 579-7062  
[www.Crest-Management.com](http://www.Crest-Management.com)

May 31, 2022

Jake Jackson  
Jackie Jackson  
[245 Crystal Isle Drive](mailto:jake.jackson@crest-management.com)  
Dickinson, TX 77539

RE: Home Improvement Application  
DATE AND TYPE: 5/31/2022 Roof

Dear Jake Jackson:

Thank you for submitting plans for the modification or improvement to your home. The Architectural Control/ Modifications Committee has reviewed and approved with the stipulations below in bold. The homeowner is responsible for ensuring compliance with all local, state, and federal regulations and required permits. Any change to or variation of the submitted plan would be a violation of your Covenants, Conditions and Restrictions (CCRs).

**Approved as submitted.**

Approval is hereby given without any representation or warranties, including but not limited to representation and warranties regarding fitness, design, structural integrity, fitness for intended purpose or adequacy of the proposed construction or compliance with any applicable state or federal statutes, codes, and/or regulations. The Architectural Control/ Modifications Committee and its members specifically disclaim any representations or warranties, the approval herein being expressly limited to those matters expressly enumerated in the Covenants, Conditions and Restrictions (CCRs) governing the community.

We recommend that you file this letter with your permanent property files. Your cooperation in abiding by the home improvement process is appreciated.

Sincerely,

The Architectural Control Committee  
Bay Colony Parkside Community Association

 Gmail Crest Tester <cresttester2022@gmail.com>

---

**Your application for Roof has been Denied**  
1 message

---

**Crest Management - Do Not Reply** <do\_not\_reply@crest-management.com> Tue, May 31, 2022 at 2:56 PM  
To: cresttester2022@gmail.com

**Bay Colony Parkside Community Association**  
P.O. Box 219320  
Houston, Texas 77218-9320  
Phone: (281) 579-0761 Fax: (281) 579-7062  
[www.Crest-Management.com](http://www.Crest-Management.com)

May 31, 2022

Jeff Jefferson  
Jen Jefferson  
[265 Crystal Isle Drive](mailto:jeff.jefferson@crest-management.com)  
Dickinson, TX 77539

RE: Home Improvement Application  
DATE AND TYPE: 5/31/2022 Roof

Dear Jeff Jefferson:

Thank you for submitting your plans for the modification or improvement to your property. The application as submitted to the committee has been denied due to the following reasons:

**Driftwood is not a permitted shingle color. Please refer to the Roofing Guidelines for a list of acceptable colors and resubmit with another selection.**

Based on the application and information submitted, the Architectural Control Committee (ACC) must deny such an improvement for the above-mentioned reasons.

Please be advised you may request a hearing before the Association's Board to discuss and verify facts, and hopefully, resolve the denial of your application. Your request must be in writing and must be submitted on or before the 30<sup>th</sup> day after the date this notice was mailed. If you request a hearing before the Board, you will be notified in writing of the date, time, and place of the hearing not later than ten (10) days before the date of the hearing.

Should you have any further questions or would like to discuss this matter further, please do not hesitate to contact Crest Management at [bridgett@Crest-Management.com](mailto:bridgett@Crest-Management.com) or .

Sincerely,

The Architectural Control Committee  
Bay Colony Parkside Community Association

- ▶ The decision and a copy of the letter will remain accessible in your online account.

Bay Colony Parkside Community Association  
245 Crystal Isle Drive (1080102031)

Go To Community Page | Manage Authorized Users | Exterior Modification Request Form | Service Request Form | Pool / Access Request Form

Assessment: Current Balance \$0.00 | Account Number 1080102031 | Pay Now

Please allow up to 5 days for payment to reflect on this page. Any questions please contact your Community Accountant at 281-579-0761.

Submitted | Reviewed | Verified | Approved | Letter Sent

### Application Status

**Approved**  
Letter Generated  
Approval/Denial Letter has been generated by Team and placed in the mail.  
Decision Date: 05/31/2022

### Attachments

- house.png
- house2.png
- lot survey.png

**Required Documents for this type of application**

- Picture from manufacturer's website of roofing type sample or brochure
- A current picture of the entire home
- A current picture of the entire home

### Application

Change Type: Roof  
Material Type: Asphalt shingle  
Color: Driftwood  
Number of Warranty Years: 35  
Start Date: 06/13/2022  
End Date: 06/14/2022  
Project Status: Proposed Modification  
Person Doing Work: 3rd Party  
Contractor Name: AI Roofing  
Contractor Number: 2818327133

### Reason for Decision

Approved as submitted.

**View Letter(s)**

- Jackson 245 Crystal Isle Drive Roof 20 22-05-31 14.51 27.611.pdf

- ▶ If additional information was requested and you missed the 7-day deadline to provide it, your application will be denied for being incomplete. The application can be reopened for 60 days from the denial date.
- ▶ Upload the missing information and click Reopen Application.
- ▶ The management team will be notified and will begin the verification process again.

Submitted
Reviewed
Waiting on Information
Denied - Application Incomplete
Letter Sent
Verified
Decision Made
Letter Sent

**Application Status**

**Denied**  
Application Incomplete  
*Reviewed by Team; information requested from Owner and never received.*

**Attachments**

📎 house.png  
📎 house2.png  
📎 lot survey.jpg

**Required Documents for this type of application**

- Picture from manufacturer's website of roofing type sample or brochure
- A current picture of the entire home
- A current picture of the entire home

**Upload New Attachment(s)**  
To add, click the '+' icon to the right.  
To remove before finalizing, select attachment from list and click 'Remove Selected' below.

Remove Selected
Upload Attachments

**Application**

Change Type:	Roof
Material Type:	Asphalt shingle
Color:	Driftwood
Number of Warranty Years:	35
Start Date:	06/23/2022
End Date:	06/24/2022
Project Status:	Proposed Modification
Person Doing Work:	3rd Party
Contractor Name:	A1 Roofing
Contractor Number:	2818327133

**Reason for Decision**

Your application is incomplete. The lot survey you provided came through as a blank page. Please provide a lot survey to complete your application.

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**View Letter(s)**

- 📎 Johnson 207 Bailey Brook Lane Roof 2022-06-14 22:04 45.016.pdf

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Your application was denied because it was missing information. Please review any comments from your community manager and the required attachments for this type of request. Upload any requested documents and then click 'Reopen Application' below.

Reopen Application