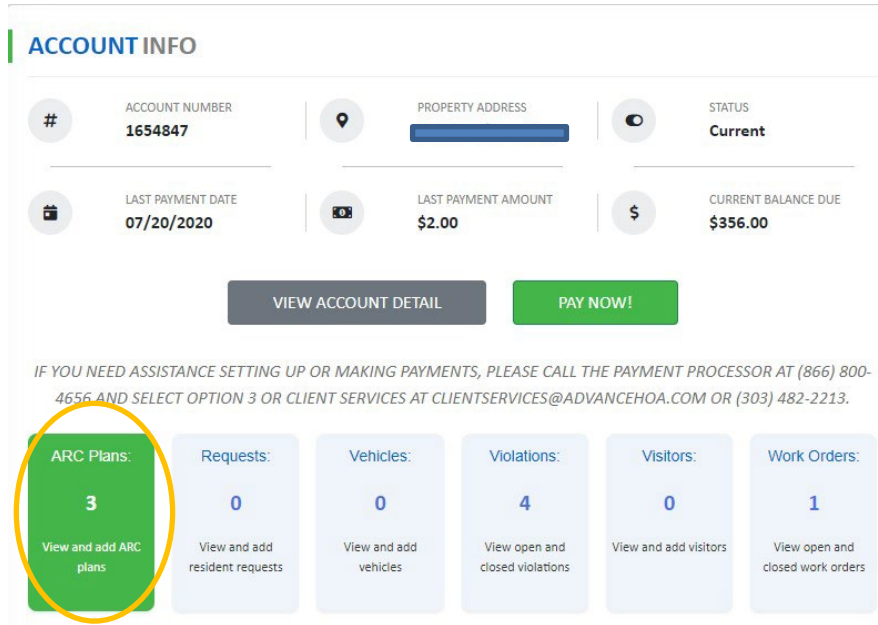


OWNER HOW TO | SUBMIT ARCHITECTURAL REQUEST ON COMMUNITY WEBSITE

- 1) Please log into your community website at <https://www.advancehoa.com/homeowner-login.html>
- 2) From the Home Page, select 'ARC Plans.'



ACCOUNT INFO

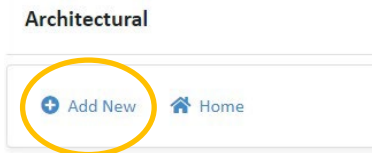
#	ACCOUNT NUMBER 1654847	PROPERTY ADDRESS [REDACTED]	STATUS Current
	LAST PAYMENT DATE 07/20/2020	LAST PAYMENT AMOUNT \$2.00	CURRENT BALANCE DUE \$356.00

[VIEW ACCOUNT DETAIL](#) [PAY NOW!](#)

IF YOU NEED ASSISTANCE SETTING UP OR MAKING PAYMENTS, PLEASE CALL THE PAYMENT PROCESSOR AT (866) 800-4656 AND SELECT OPTION 3 OR CLIENT SERVICES AT CLIENTSERVICES@ADVANCEHOA.COM OR (303) 482-2213.

ARC Plans: 3 View and add ARC plans	Requests: 0 View and add resident requests	Vehicles: 0 View and add vehicles	Violations: 4 View open and closed violations	Visitors: 0 View and add visitors	Work Orders: 1 View open and closed work orders
---	--	---	---	---	---

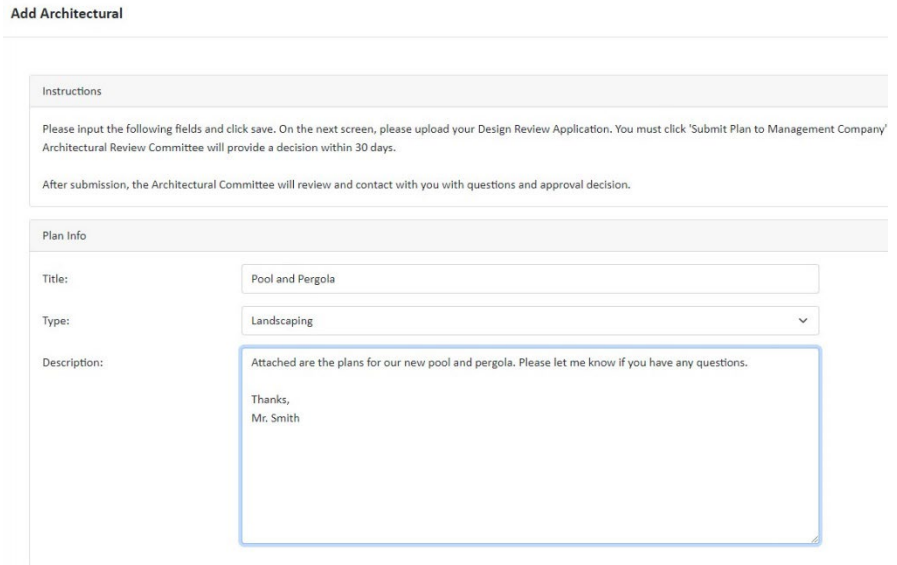
- 3) On the next screen called "Architectural," select 'Add New.'



Architectural

[+ Add New](#) [Home](#)

- 4) Complete the next two screens of information. On the first screen, enter basic information, then select 'Save'.
 - a. Title: Name of proposed improvement
 - b. Type: General type of improvement
 - c. Description: More detailed information about request to inform committee / manager
 - d. Contractor Information and Project Dates: Optional



Add Architectural

Instructions

Please input the following fields and click save. On the next screen, please upload your Design Review Application. You must click 'Submit Plan to Management Company' Architectural Review Committee will provide a decision within 30 days.

After submission, the Architectural Committee will review and contact with you with questions and approval decision.

Plan Info

Title:

Type:

Description:

Thanks,
Mr. Smith

- 5) On the next screen, you will upload the required design review documents by selecting 'Add Document.'
 Please refer to the governing documents and guidelines for your community for required documents.
- Note – the official application for the HOA is available for download on this screen.

Plan Info

Id:

413934

Name:

Sarah Esther

Address:

593 [REDACTED]

Title:

Pool and Pergola

Type:

Description:

Attached are the plans for our new pool and pergola. Please let me know if you have any questions. Thanks, Mr. Smith

Documents:

+ Add Document

There are no documents attached to this application

Status:

This application has not yet been submitted for management review

Submit application for review

Submittal Documents

Num	Type	Document
		Design Review Application-Palisade Park.pdf

- 6) If you are not finished with the plan, you can select 'Done' and the plan will be saved in your file, but not sent to the management company.

7) **IMPORTANT**

Once you have uploaded all documents, you MUST click the green button **Submit application for review** to send the request to the manager for review.

If you do not click this button, your request is not available for review by the manager or committee. After the manager reviews the request, it will be sent to the committee for review and approval.

Status:

This application has not yet been submitted for management review

Submit application for review

- 8) You may access your application and approval/denial letters through Community link at any time.

Please reach out to your Community Manager if you have additional questions.