

## Modification Application Process

Effective immediately, we are excited to announce the Architectural Request Module in the Buildium Owner Portal is now OPEN!

### What does this mean to you?

- Homeowners can submit a new Architectural Request (Modification Application), upload the relevant forms and supporting documents, and the HOA team can communicate important status updates or follow up questions - all in the Resident Center. No more back and forth emails and phone calls and no need for external systems and paperwork.
- When a decision is reached, homeowners will be notified immediately.
- The approval/denial and application will remain on the homeowner account for future reference and be tied to your property.

## How to Create an Architectural Request through Buildium

1. Log in to the Resident Center through a browser.
2. From the Resident Center menu, select Architectural Requests.
3. On the Architectural Requests page, the homeowner can view open **Projects**, along with the date of the request, current status, and the decision reached (once completed).
4. To create a new request, click **Create an Architectural Request**.
5. The homeowner can upload up to 10 files, each must be 15MB or less in size. Be sure the ARC Modification form is one of your documents.
6. Homeowner gives a **Name to the project**.
7. When ready, click **Submit request**.
8. After submitting the request, the homeowner can provide additional updated or upload new documents by typing in the Updates text box and/or clicking the Upload button to add more files, and then click Send.

While we encourage everyone to utilize this portal going forward, we realize this may not be feasible for all. Please work with the HOA office on requests if you are not able to upload into the portal.

### Instructions

Please complete the Modification Form and upload it to your request. Modification requests are often denied due to a lack of information. Please check the Modification Application to confirm that all information is included in your specific request. Modification Form

#### Items to confirm you have submitted:

- Form with complete description.
- Pictures – Project location (House/windows/yard/etc.), sample pictures (windows, additions, etc.) and neighboring houses on each side.
- Paint chips/color samples.
- Drawings – Landscaping (placement with names), project location with measurements, etc.
- Plat of your property.

The information you provided is exactly what will be submitted to the ARC. If documentation is missing or incorrect, your modification request will be denied and you will need to resubmit the following month with the required information.