

If you are registered on the HOA web portal (CINC) and would like to submit an Architectural Change Request Form (ACRF), simply log in to your HOA account, on the blue task bar click "Account Info", scroll down to "ACC Requests" and click the "Add ACC Request" button.

Populate the required fields (with a red asterisks) and check the bottom two boxes. You can upload attachments by clicking the gray "Choose Files" box. If you're making multiple Architectural Changes, you'll need to submit a separate application for each change (e.g. patio, deck, fence, shed, etc.).

Additionally, if your architectural change is for a **patio, deck, fence, shed, walkway etc.**, you're required to upload a copy of your House Location Survey (aka. Plat, you received a copy at settlement) **marked with the outlined location of your change, preferably in red.**

It's also recommended you upload photos of the actual new item/s you wish to install (if possible).

When application reviews are delayed, it's typically because the homeowner didn't furnish enough detail and/or follow the instructions.