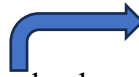


[Guide to submit your Architectural Review Request](#)

1. Review the Covenants Common Queries document on the website. Ensure your proposed changes do not violate any of the restrictions stated.
2. Download the *Architectural Review Request Form* from the website.
3. Review Page 3 - *Exterior Modifications - Architectural Review Requests* of the *ARR Form*
4. Create a detailed description of your proposed project. The more details and diagrams the better. (*Be prepared to include pictures, samples, materials to be used, brochures, contractor information, plant list and specifications, as applicable*)
5. Make a copy of your Lot Survey. (*Include the setbacks from property lines*)
6. If contractor is used, gather the contractor information requested from the *ARR Form*.
7. Complete the *Architectural Review Request Form* from the website.
8. Review the Agreement on page two and sign it along with your contractor's signature.
9. If a permit is required, it is **your responsibility** to ensure a permit is acquired **PRIOR** to start of the project.
10. Recommend talking with adjacent owners aware of your proposed changes.

Submission of ARC via the CAMS Connect Owner Portal

11. Submit your completed ARC with all attachments via the CAMS Connect Owner Portal at <https://portal.camsmgt.com>. Sign into the portal using your ID and Password.
12. To submit your ARC Request, click on **My Items** in the left menu and select the **Submit a Request** tab; or scroll to the bottom of this page and click on **Submit a New Request**.
13. Next click on the **ARC Request** Tab.
14. Complete the online form.
15. Do not forget the “**Select Files**” button in order to upload your *ARC Form* along with your attachments (*e.g. lot survey, brochures, pictures, drawings, etc.*)
16. Submit your ARC application by selecting “**Submit Form**”.



<input type="checkbox"/>	ARC Form Completed
<input type="checkbox"/>	Brochures
<input type="checkbox"/>	Color samples (<i>e.g. Paint Colors</i>)
<input type="checkbox"/>	Drawings
<input type="checkbox"/>	Lot survey
<input type="checkbox"/>	Materials to be used
<input type="checkbox"/>	Pictures
<input type="checkbox"/>	Plant list
<input type="checkbox"/>	Samples

The ARC Approval process can take up to 30 days or longer if additional information is required. Please plan accordingly

NOTE: No work may begin *until approval is received in writing* from the Architectural Control Committee