## How to Submit Architectural Review Requests

 Log in to your new Owner Account Portal by going to hoaliving.com, clicking on "My Account," clicking "LOGIN," and entering your login information. If you have not created a login yet, click "Sign Up" on the login page, enter the required information (don't worry about the account number), and click "Create." Login credentials will then be sent to you within two weeks.

eMail			
Passwor	rd.		+
Fasswor	u		-
C Keep	me signed in.		
Login	Forgot Password	Sign Up	OR
-	_		

Owner  My Account  Dashboard  Make a Payment  My Items  My Contact Info  ARC Request	2. Once you have successfully logged in, click "ARC Requ	est" on the left-side panel.
Submit a Request ARC Requests PLEASE DOWNLOAD THE APPLICATION AND ARC ST APPLICATION, SUBMIT YOUR APPLICATION AND ALL Which Property Work To Be Done Provide complete details of the work to be done.	TANDARDS BELOW. AFTER CAREFULLY REVIEWING THE REQUIREMENTS AND COMPLETING THE PROJECT DETAILS USING THE FORM BELOW. 1881 Pennsylvania Ave (Choose an Item)	3. Read the instructions and download and fill out any necessary form(s). Complete
Estimated Project Start Date Estimated Project End Date Download and fill out the appropriate ARC Form to attach. Attach ARC Form and Other Documents (10 MB upload limit)	ARC Form pdf Deer Run ARC Standards pdf Select files 3. UPLOAD 4. SUBMIT	the online portion of the request, upload your completed form(s) and any necessary attachments, and click <b>"Submit</b> ."

4. The ARC Committee will review your application\* and you will be notified once a decision has been made.

\*The review process can take up to 30 days to complete. If you have not received any notification after this time, please contact your management team at <u>deerrunwillard@hoaliving.com</u> or by calling 435-833-0465