



New Feature Announcement

New Online ACC Submissions with Voting Members

*** FOR IMMEDIATE RELEASE ***

Released: June 6, 2019

For the purpose of this notice, the acronyms “ACC” and “ARC” are synonymous and this notice will use “ACC” as a consistent reference to an Architectural Committee and/or process of submitting a request for modifications or improvements to the property.

For the purpose of this notice, the term “Voting Members” refers to the people who serve as the voting member body, which comprises an Architectural Committee.

After nearly a year in the works...Creek Bluff Digital Media Services is excited to announce the release of their newest feature – Online ACC Submissions with Voting Members.

The list of add-ons now available to serve communities and their membership through community websites continues to grow with the latest addition of this long-awaited and important plugin and will allow homeowners to electronically submit ACC Request forms instead of the traditional methods of downloading and completing a PDF, returning it along with supporting documentation via scanned email, fax, or postal service, and awaiting a reply before contractors begin arriving to perform the work.

At Creek Bluff and as homeowners themselves, they understand well the challenges the current process presents, not only for homeowners, but for management and voting members too, so they greatly modernized the paper process by converting it to electronic, then added a bunch of options to make it one of their most feature-rich add-ons yet.

As an overview to what can be highly complex: *This new feature allows homeowners to submit their ACC Request online, complete with supporting documentation and electronic signature. Once submitted, Property Management is notified and they review and can either return to the homeowner for more information, or forward on to a Voting Committee to chat back-and-forth online and then vote. Once voting is complete or meets a minimum threshold (completely configurable), the ACC Request is returned to Property Management and once notified, returns the completed request to the homeowner; all done online.*

All of the history associated with an ACC Request, voting, actions, instructions, chat, completed form with supporting documentation, etc., that occurred during the process of submitting, reviewing, voting, and notifying, are all stored electronically for future reference by the management company and voting members, and the completed form with supporting documentation is stored in the Personal Forms Store

for the homeowner, found on the Homeowner Dashboard of the community website for future homeowner reference.

The newly released add-on provides the following features, which we know will excite managers, boards, and ACC Committees alike:

- **Complete Request Process is all Digital and Online:** Whether it's the original submission from a homeowner through their community website, adding documentation such as plats, surveys, contractor plans, permits, etc., management review and action, voting members casting their vote, or management sending notice back to the homeowner, it's all handled electronically. While you can still download and print all documents for a variety of reasons, eliminating paper altogether is a possibility.
- **Two Distinct Workflows:** The add-on offers two distinct workflow models, which either allow a management company to handle ACC Requests without Voting Members or allows an ACC Request to follow a Voting Member path after making its first stop with management for their review. Within these two workflows a number of variables can be configured to handle such things as type of vote (popular v unanimous), vote threshold, instructions, allow expedite requests, etc. A complete list of configuration variables can be found below.
- **Electronically Stored:** All content, documents, instructions, chats, notices, etc., are stored electronically for future research and reports...and if you also bundle their *Dynamic Online Forms* feature for the community, you can seamlessly connect the in-process and completed ACC Request form and supporting documentation and make available to the homeowner via the Personal Forms Store on the Homeowner Dashboard of the community website. A red rectangular stamp with the word "BONUS" in white, bold, uppercase letters, tilted slightly to the right.
- **Highly Configurable:** The online form is configurable to help match individual ACC Request forms (with possibly minor modifications, depending on your form), so that the result is a physical and completed PDF form that can be printed, stored, and distributed as needed. Additional options such as *back-dating requests, expedited requests, restricting number of total supporting documents, form routing and notification, management and voting member discussion and voting*, etc. are all included.
- **Auto-Fill:** One of several goals in building this new feature was to make the process of submitting an ACC Request significantly easier, and if the online form has been added to the secured homeowner-only area (homeowner must be registered and signed-in), then information such as their name, property address, email address, phone numbers ,etc. are automatically populated for the homeowner.
- **Supporting Documentation:** As part of submitting an ACC Request online, homeowners are prompted for [optional] supporting documentation such as plats, surveys, permits, contractor plans, sample images, etc. The new feature allows homeowners to add (and upload) multiples of this type of documentation as PDF or image from their personal computer or device.

- **Confirmation and Electronic Signature:** Similar to an online Shopping Cart and Digital Document experience, the new feature provides a confirmation page that displays all of the information the homeowner entered along with any and all supporting documentation that was added, prompting an electronic signature and confirmation of Terms & Conditions before being allowed to submit the request.
- **Voting Members:** Voting members can see how others are voting, discuss the request online, and view what others are saying. When ready to cast a vote, the system can either tally using “Popular Vote Wins” or “Unanimous Vote Wins”. Have trouble getting the whole committee to vote? Set a Voting Threshold so that the ACC Request moves forward even when some aren’t available.
- **Board Member View:** Board members can be granted “View Only” access to Pending, Approved, and Denied ACC Requests. In this mode, Board of Directors members Profile is assigned a “Board Member” Role, giving them this access to monitor what is being submitted, how the submissions are being handled, including how Voting Members are voting, and discover how quickly ACC Requests are being completed.
- **Top-Down Queue of Requests to Work:** Whether you’re the management company or the Voting Members, the tools this plugin provides gives the ability of viewing Pending, Approved, Denied, Deleted, Returned, In Review, and Orphoned ACC Requests, sorted by Aging which helps you to see the oldest request first, as you accommodate completing these submissions the quickest way possible.
- **Forward to Voting Members or Return to Homeowner:** If the ACC Request is complete, based on your CC&Rs, great! Send it on to the Voting Members with any instructions you might want them to consider. Otherwise, return the ACC Request to the homeowner with instructions on additional items needed for the request such as permits, plans, images, plats, etc.
- **Everything is Online:** Whether you’re reviewing the details of the ACC Request, communicating with the homeowner or Voting Members, or reviewing the completed ACC Request form as a PDF, everything is online. Nothing to download, nothing to print...everything is available electronically and online, ready for your review and processing.

Overview of an Online ACC Request

Workflow: Using Voting Members

More common with homeowner-board communities, Voting Members are homeowners that comprise an ACC Committee and regularly compare an ACC Request against the association’s CC&Rs to make sure the project is permitted in the community.

Homeowner constructs plan for new project to improve home

Goes to the community website and completes the online form, attaches plans, drawings, permits, etc., electronically signs and submits.



Property Manager is notified

The Property Manager reviews the request to verify the request is necessary and has all required documentation.



Returned to homeowner for more information.

Voting Members are notified

Members can review, discuss online, enter notes, thoughts, or instructions for the property manager to convey to the homeowner, then cast their vote.



Property Manager is notified

The Property Manager is informed of an Approval or Denial vote, reviews the discussion and notes, and notifies the homeowner.



Return decision to homeowner with notice.

Workflow: Using Property Management Only

More common with declarant-controlled communities, the Property Management company acts on behalf of declarant as the ACC Committee and reviews the ACC Request against the association's CC&Rs to make sure the project is permitted in the community.

Homeowner constructs plan for new project to improve home

Goes to the community website and completes the online form, attaches plans, drawings, permits, etc., electronically signs and submits.



Property Manager is notified

The Property Manager reviews the request to verify the request is necessary and has all required documentation.

Property Manager acts on request

Property Manager reviews all submitted material, enters notes or instructions for the homeowner, and then moves to Approve or Deny.



Property Manager notifies homeowner

The Property Manager sends notice to the homeowner.

Returned to homeowner for more information.

Return decision to homeowner with notice.

Prerequisites

1. Your community website must be using the latest Content Management System platform we use to build community websites. If you're unsure about this, contact us and we can let you know in minutes.
2. Your community website must be using HTTPS as this new feature asks for information that needs to be secure. If you're unsure about whether or not the website is using HTTPS, contact us and we can let you know in minutes.
3. If you want homeowners to have the ability to retrieve historical Online ACC Requests via their community website, as well as have the ability to provide online forms, such as ballots, candidacy forms, proxies, amenity or pool access requests, etc., the community needs to also license our Dynamic Online Forms. If you're unsure about whether or not the website is using Dynamic Online Forms, contact us and we can let you know in minutes.

Cost of Licensing

The cost of adding this service to your community website
is a **one-time license fee of only \$299.95**

Once you've had the chance to look at all the new benefits we've packed into this highly-used feature of your community website, including the ability now to add supporting images, we know you'll be as excited as we are to get this added to your website.

Still not convinced?! Ask for a live demo

We know some folks like to "see it" before they "buy", so contact us so we can set up a "live" demo with you and your team before licensing. Set up your "no strings attached" demo now by sending an email to:

getstarted@creekbluff.com

Together, we give residents better connection tools!™

If, after reading through the Overview, you're still not convinced how converting that old paper-process to fully online benefits your homeowner's association, we want to help and invite you to continue reading through the next section, which provides an extreme amount of visual aids, complete with descriptions, in helping make clear why your community needs this plugin!

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Workflow: Using Voting Members

Homeowner: Submitting an Online ACC Request

Details about the homeowner and their project

Request for Modification Form

As each of us bought our property in the Association, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly you will also be required to supply a drawing of work to be done. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The goal of the ACC is to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.



Please allow 30 days for your completed request to be processed.

Submitting your request: 6/8/2019 7:14:55 AM

* unless otherwise noted, all fields are required.

About You

Your Full Name:

Property Address:

Email:

Phone Number: ex: (817) 555-1212

About Your Project

Project Name:

Type of Project:

Project Details:

Start Date:

Completion Date:

Cancel **Continue >>**

THIS APPLICATION WILL BE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF CREEK BLUFF DEVELOPER TEST HOA DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILT PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.

Titles, subtitles, paragraphs, instructions, disclaimers, payment information, Terms & Conditions, colors, etc., are all configurable

While the Online ACC Request form can be made public, placing it in the secured Homeowner area protects private information and auto-fills homeowner information from their registration profile, which can be updated by the homeowner where needed

Data collected in the new Online ACC Request form is configured to match and accommodate your paper ACC Request form¹, so the transition is seamless and easier on homeowners, voting members, and management.

The new Online ACC Request form uses a "Shopping Cart" experience look and feel, which makes adoption by homeowners significantly improved over something less familiar

1. With possible modifications

Homeowner can add supporting documentation

Request for Modification Form

Request Submission Date: 6/8/2019 7:14:59 AM

New front door

Add Supporting Documentation

Add up to three documents or images in support of your ACC Request submission. Please include a copy of the survey of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.

<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="x Remove"/>
<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="x Remove"/>
<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="x Remove"/>

Cancel

<< Back

Confirm Details >>

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As the homeowner moves through their experience in providing details about their Online ACC Request, the form begins to build “visual content confirmations” in support of the request. This example shows the Request Date and Project Name provided by the homeowner.

The homeowner can “browse” to locations on their computer where they have stored PDF or imagery as documentation in support of their ACC Request

The default text configured for the feature, which mirrors the language used on your ACC Request form is provided throughout to ensure compliance

Confirmation page and agreement to Terms & Conditions

Request for Modification Form

Request Submission Date: 6/8/2019 7:57:52 AM

Before you send your submission:

Review the details of your request!

Now's the time to make any changes needed to your ACC Request. Remember that a submission that contains errors or inconsistencies may delay a confirmation on your project or result in your request being rejected for insufficient information. If everything looks correct, scroll to the bottom and acknowledge your confirmation, then click the Submit button. That's it!

About You

Your Full Name: John Sample
 Property Address: 123 City Street
 Email: jsample@email.com
 Phone Number: (214) 555-1234

About Your Project

Project Name: New front door
 Type of Project: Something else
 Project Details: We would like to replace our front door with a new fiberglass door, using the same stain color as our current door.
 Start Date: 6/29/2019
 Completion Date: 7/2/2019

Supporting Documentation

File Name	File Length	File Extension	Date Created
58487e509454b480fa9364631b352b64.jpg	143465	.jpg	6/8/2019 7:58:56 AM
Lorem ipsum dolor sit amet.pdf	180250	.pdf	6/8/2019 7:58:57 AM

Approval:

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the Architectural Control Committee. Homeowner agrees to be bound by the Architectural Control Committee Rules and Standards and the Covenants, Conditions and Restrictions of the Association. Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision. Only the Owner(s) of record may sign this application. Tenants, Vendors, or Contractors may not sign on behalf of Owner(s)

Electronic Signature:

Your typed signature must match your registered name in your profile

- I authorize the submission of this form and hereby confirm:
- i.) I am duly authorized to sign
 - ii.) Agree to the Terms of Use
 - iii.) I am submitting this on behalf of no other person

Cancel << Back Submit >>

THIS APPLICATION WILL BE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF CREEK BLUFF DEVELOPER TEST HOA DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILT PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.

Step-by-step directions through three short pages helps the homeowner better understand what is needed to be successful in submitting their Online ACC Request

Confirmation of all the information the homeowner provided, with the option of going back to add, edit, or update as needed

Before supporting documentation is accepted and added to the Online ACC Request, it is scanned and verified that the uploaded material isn't harmful to the server or website. If anything is suspect, it is not allowed

The homeowner is prompted to electronically sign and acknowledge any Term's & Conditions set forth in the Online ACC Request process. Not signing or acknowledging prevents the homeowner from submitting the request

Completion of the request with final instructions

Request for Modification Form

Thank You!

You have successfully submitted your ACC Request Form!

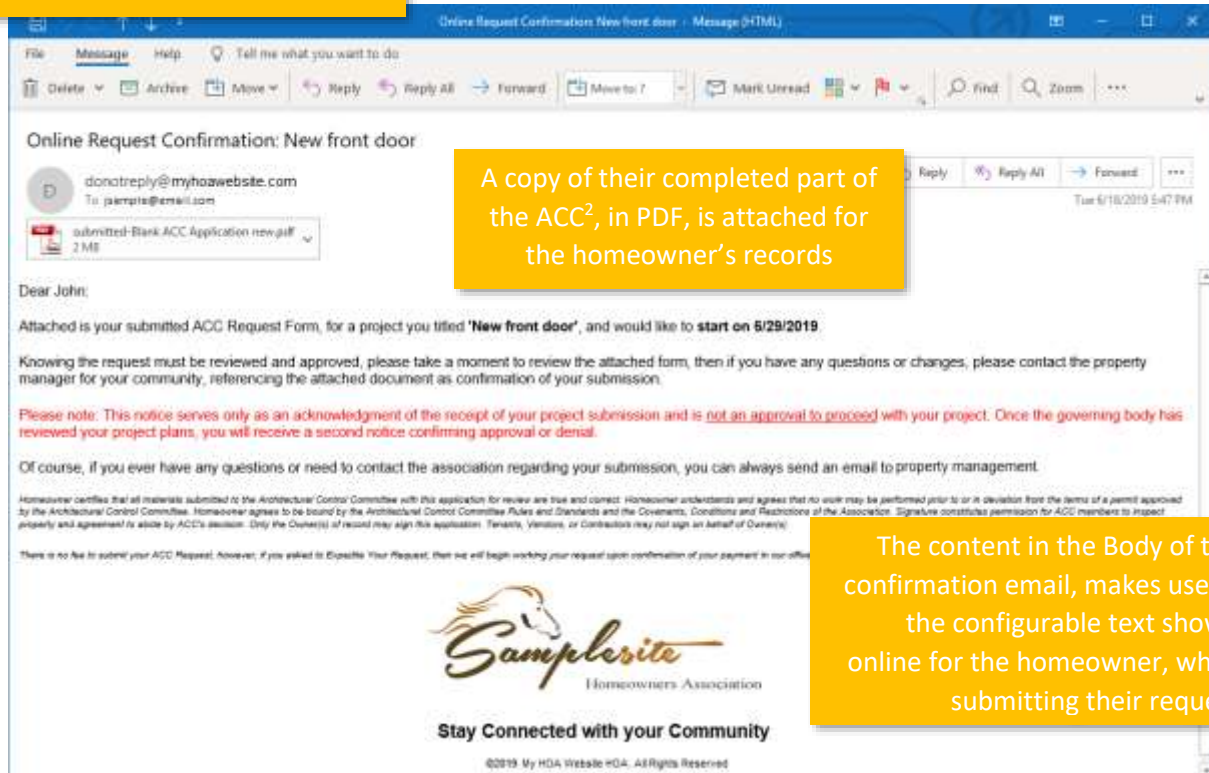
There is no fee to submit your ACC Request, however, if you asked to Expedite Your Request, then we will begin working your request upon confirmation of your payment in our office and priority of receiving your request.

THIS APPLICATION WILL BE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF THE RESORT AT EAGLE MOUNTAIN LAKE HOA DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILD PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.

After submitting, the homeowner receives a Thank You page, along with any further instructions regarding their submission, payment, fees, etc.

Homeowner receives an email confirmation

The confirmation email references items such as Project Name and Start Date in the Title, Subject, throughout the Body



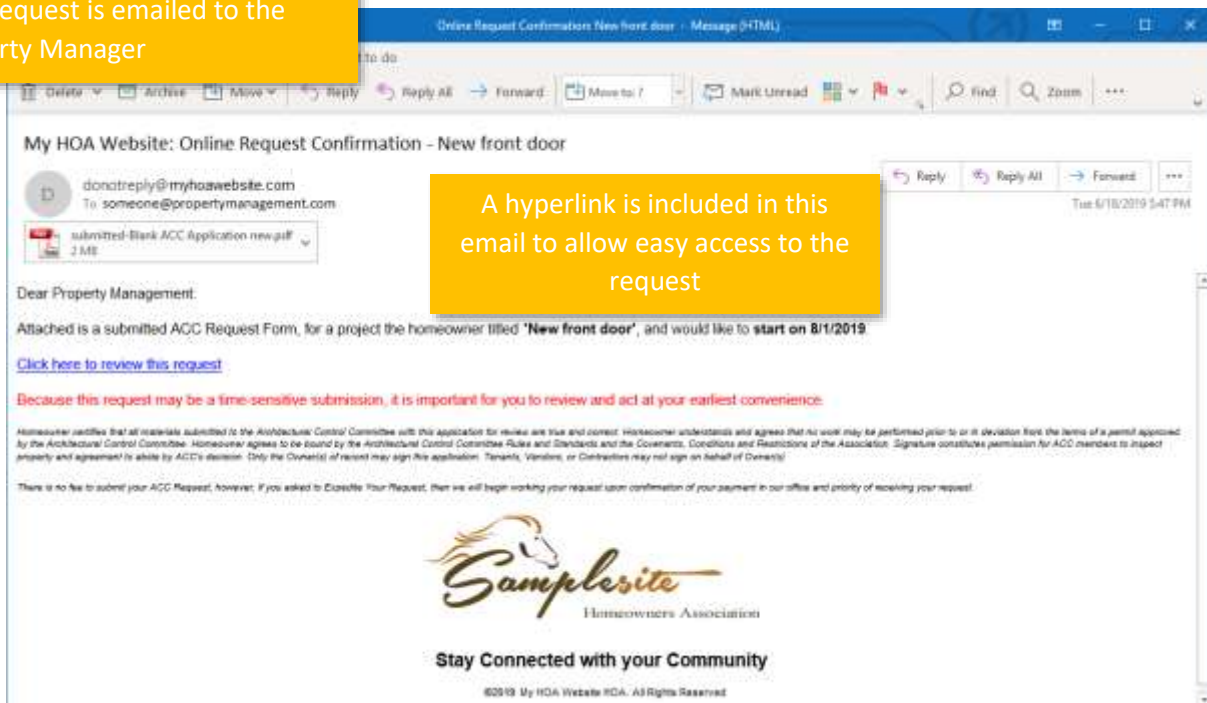
A copy of their completed part of the ACC², in PDF, is attached for the homeowner's records

The content in the Body of the confirmation email, makes use of the configurable text shown online for the homeowner, while submitting their request

2. If Dynamic Online Forms is licensed, a copy of this form is made available to the Homeowner on their Homeowner Dashboard, under a section marked Personal Forms Store.

Property Management: Working an Online ACC Request Property Management receives email notice

A notice and copy of the Online ACC Request is emailed to the Property Manager



A hyperlink is included in this email to allow easy access to the request

Property Management can also review and work a queue

Voting Member Review

As Management, you have been identified as a non-voting member.

Please review everything in a Pending state for the purpose of either forwarding it to the Homeowner, or returning it to the Homeowner.

Use the search feature to find ACC Requests, even though you may not have much to use

Search for:

Show me: View as: (2) requests to review

	Submitted	Project	Homeowner	Votes	Aging
Review this request	07/22/2019	Chimney replacement	Rena Carena 456 City Street	0	Today
Review this request	07/18/2019	New Roof	Melody & Simon Franklin 678 Streetview Ave	0	4 days

Quick and easy-to-use display gets you working quickly and efficiently

ACC Requests are automatically sorted so you can easily identify the oldest Aging versus the newly submitted

Property Manager reviews the request

ACC Review

Critical information detailing the request is available for quick review

As Management, you have been identified as a non-voting

The Project Name is hyperlinked giving quick access to a downloadable and printable version of the PDF

Please review everything in a Pending state for the purpose of either forwarding to Committee Members, or returning it to the Homeowner.

Date Submitted: 6/18/2019 5:46:48 PM
[New front door](#)

Submitted by:
John Sample
123 City Street
(214) 555-1234
jsample@email.com

Project Details: *We would like to replace our front door with a new fiberglass door, using the same stain color as our current door.*

Comments:

* Comments will remain private to Voting Members only if your are moving the request forward. However, comments WILL BE published to Homeowner if you are returning their request and not moving it forward.

The property manager can enter notes and instructions that are either viewable by the Voting Members or, if returned for more information, by the homeowner

Visual aides such as color-coding buttons helps make work quicker and easier

[Forward to Committee Members](#)

[Return Request to Homeowner](#)

[Add Comments](#)

[Delete Request](#) [Cancel](#)

Comments History:

6/8/2019 8:37:14 AM Mgmt We need to know specifically the color, make, and model of the door in order to review. Please provide a sample picture if possible.

All comments by management and Voting Members are date/time stamped and stored with the request for future reference

Project Name: [New front door](#)
#Request ID: 0d172326-936e-40c2-b538-309696528e20
Active: False


Choice: Request returned to homeowner for more information

If an Online ACC Request is returned by management, an email is sent to the homeowner and notice automatically appears on their Homeowner Dashboard on the community website after signing in

My ACC Requests In Progress

It looks like you have ACC Requests you started, but didn't submit, so here is your opportunity to continue working on your request!

Click on the request to continue, or if it is no longer needed, remove it by clicking on the trashcan icon.

Project Name	Date Created	Last Modified	Status	Expires in
 New front door	6/8/2019 8:11:50 AM	6/19/2019 2:08:48 PM	Returned	1 day

* Note that ACC Requests that have not been completed and submitted, will automatically be deleted after 30 days

The homeowner may choose to either remove the Online ACC Request or click into it to provide the information necessary to complete the request

A homeowner has 30 days to reply with the information needed before the request becomes void

Choice: Forward to Voting Members for review and vote

When the Property Manager forwards the ACC Request to the Voting Members, each Voting Member receives a notice like this, with the option of clicking the link included in the email to directly access the submission.

The screenshot shows an email interface with a blue header bar. The subject line is "My HOA Website HOA Voting Member Action Requested for: New front door - Message (HTML)". The sender is "donotreply@myhoawebsite.com" with a contact email "coachdavid@something.com". The body of the email starts with "Dear Voting Member(s)", followed by "A Homeowner has submitted a request that needs your review and vote, titled 'New front door'." A red banner contains the text: "If you are not already signed into the community website, clicking the following link will require you to sign in. Once signed in, click the following link to view this request." Below this is a blue hyperlink: "Click here to review this request". The email continues with instructions to sign in and cast a vote, and a thank you note from "Property Management My HOA Website HOA". The footer features the "Samplesite Homeowners Association" logo with a horse head, the slogan "Stay Connected with your Community", and the copyright notice "©2019 My HOA Website HOA. All Rights Reserved".

The name of the project as submitted with the ACC Request is found multiple places throughout the email to assist in future search and discovery

The message to Voting Members is short and includes enough information to let them know a review is needed

The hyperlink included in the email redirects the Voting Member to the details page of the ACC Request

Voting Members: Reviews the request and votes

ACC Review

Votes will be tallied using the 'Popular Vote Wins' rule as well as a 'Voter Threshold' of 3*

As a voting member of this body, you are required to participate in the review submitted by homeowners.

Voting Member is immediately notified of the configured Vote Type and a Voting Threshold

Date Submitted: 7/7/2019 11:55:28 AM

Date Request Deleted: 7/10/2019 1:44:14 PM

New front door

Project Details: *We would like to replace our front door with a new fiberglass door, using the same stain color as our current door.*

Submitted by:

John Sample
123 City Street
(214) 555-1234
jsample@email.com

Voting Member Action:

David Steineman	<input type="radio"/> I Approve	<input type="radio"/> Denied	Cast Vote
Robert Smith	<input checked="" type="radio"/> I Approve	<input type="radio"/> Denied	
Sarah Johannsen	<input type="radio"/> I Approve	<input type="radio"/> Denied	
Johnson Davis	<input type="radio"/> I Approve	<input type="radio"/> Denied	
Johnny Chicklet	<input type="radio"/> I Approve	<input type="radio"/> Denied	
Erika Mangen	<input checked="" type="radio"/> I Approve	<input type="radio"/> Denied	

Details of the ACC Request are easily discoverable on the page and a hyperlink to the actual PDF submission opens a new window containing the ACC Request PDF

Voting Member can either cast their vote, add comments without casting a vote, or do both.

Comments:

* All comments remain private to Voting Members only and will not be visible to the public.

[Add Comments Without Voting](#)

[<< Back to Previous Page](#)

Comments History:

6/8/2019 8:37:14 AM Mgmt We need to know specifically the color, make, and model of the door in order to review. Please provide a sample picture if possible.

Project Name: New front door

#Request ID: 0d172326-936e-40c2-b538-309696528e20

Active: False

Voting Members also get to view how each other are voting, without the ability of altering another vote

Voting Members can read the instructions provided by Property Management or other Voting Members

Property Management: ACC Request ready for completion and homeowner notification

My HOA Website HOA Review

As Management, you have been identified as a non-voting member.

Please review everything in a Pending state for the purpose of either forwarding the request to the Members, or returning it to the Homeowner.

Date Submitted: 7/7/2019 11:55:28 AM
Date Voting Locked: 7/22/2019 3:52:51 PM
 Submitted by: John Sampson
 123 City Street
 (214) 555-1234
 jsample@domain.com

New front door

Project Details: We would like to replace our front door with a new color. We would like to use the same stain color as our current door.

APPROVED

Homeowner Notice

Based on whether the request is approved or denied, this is the notice added to the official letter provided to the homeowner, which either stipulates Conditions of Approval, or Reasons for Denial.

Add Content to Homeowner Notice - Page 1
This section included in the email confirmation.

CONDITIONS FOR APPROVAL:

- Must not breach any setback(s) or easement(s).
- Must obtain any/all required permits before the project may begin
- Must not impede, alter or affect surface drainage in any way; should drainage be affected, the homeowner is solely responsible for any damages/repairs to their Lot or any neighboring lot(s).
- Must be kept in good repair at all times.
- Must aesthetically match the home and surrounding community.

THE REMAINDER OF THIS PAGE IS LEFT BLANK.

Comments: * Your comments will remain private to Voting Members

Return Request to Homeowner w/Homeowner Notice
Delete Request
Cancel

Notes History:

7/22/2019 3:52:52 PM	David	- voted to approve
7/22/2019 3:52:51 PM	David	- action closed voting: achieved using total combined votes
6/8/2019 8:37:14 AM	Mgmt	We need to know specifically the color, make, and model of the door in order to review. Please provide a sample picture if possible.

Author: Tom
 Project Name: New Front Door
 Status: Management Review
 Request ID: 96172205-9256-49c3-a036-309098520a20
 Control ID: 808a794-4109-4a8f-8825-47288000a200
 Approved: Tom

By completing their vote, the ACC Request is now passed back to the management company for their completion in sending notice to the homeowner

Default Conditions for Approval or Denial auto-populate and the Property Manager can update as needed, either removing, updating, or adding as appropriate

All notes made by management or Voting Members are stored along with the completed PDF as binary in the database for future reference, if needed

Resend the complete homeowner notice as many times as you'd like

My HOA Website HOA Review

As Management, you have been identified as a non-voting member.

Please review everything in a Pending state for the purpose of either forwarding the request to Voting Members, or returning it to the Homeowner.

Date Submitted: 7/7/2019 11:55:28 AM

Date Voting Locked: 7/22/2019 3:52:51 PM

New front door

Project Details: *We would like to replace our front door with a new fiberglass door, using the same stain color as our current door.*



Submitted by:

John Sample
123 City Street
(214) 555-1234
jsample@email.com

Homeowner Notice

Based on whether the request is approved or denied, this is the notice added to the official letter provided to the homeowner, which either stipulates Conditions of Approval, or Reasons for Denial.

Resend Request to Homeowner w/Instructions

[<< Back to Previous Page](#)

Notes History:

7/22/2019 3:52:52 PM	David	~ voted to approve
7/22/2019 3:52:51 PM	David	~action closed voting: achieved using total combined votes
6/8/2019 8:37:14 AM	Mgmt	We need to know specifically the color, make, and model of the door in order to review. Please provide a sample picture if possible.

Active: True

Project Name: New front door

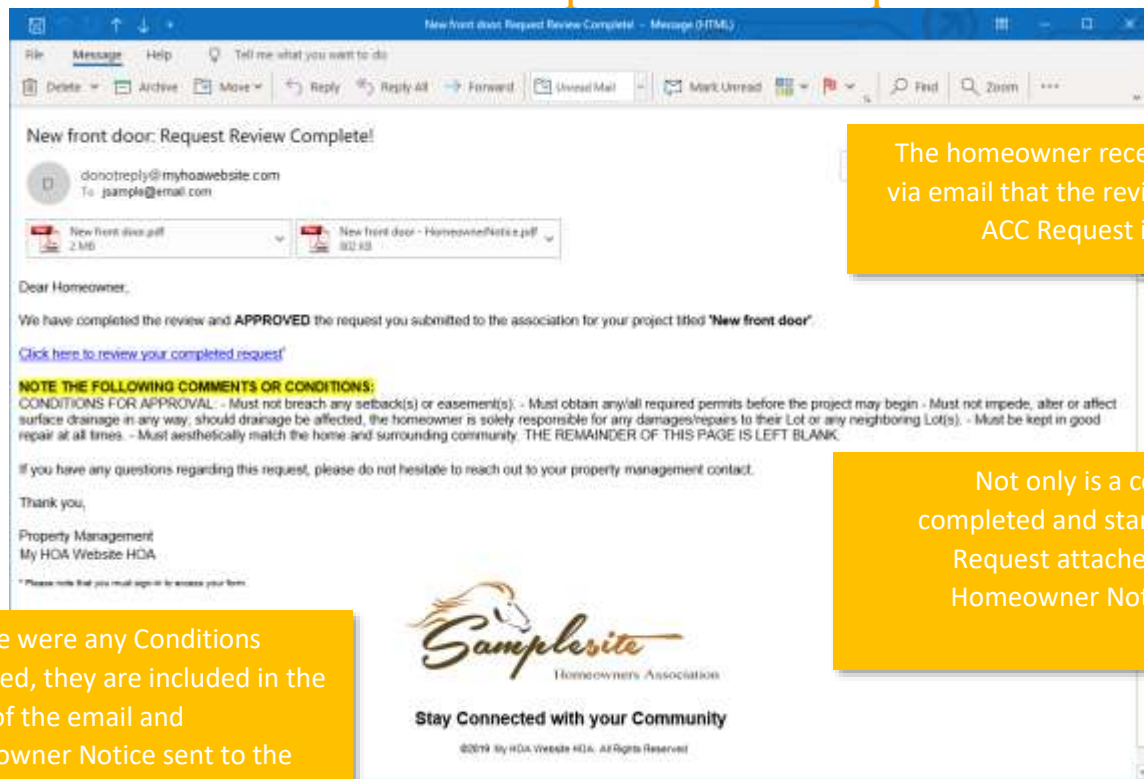
Status: Management Review

Request ID: 0d172326-936e-40c2-b538-309696528e20

Control ID: f89ca784-a159-4acf-8825-c739b9668e39

Accepted: True

Homeowner: Notice of completed ACC Request received



The homeowner receives notice via email that the review of their ACC Request is complete

Not only is a copy of the completed and stamped ACC Request attached, but the Homeowner Notice is also attached

If there were any Conditions provided, they are included in the Body of the email and Homeowner Notice sent to the homeowner

Completed ACC Request available online

If also licensing Dynamic Online Forms (additional licensing costs apply. See Addendum B), the form automatically appears in the homeowner's Personal Form Store found in the secured homeowner-only area of the community website, which allows them to have a permanent location to research past ACC Request submissions and other submitted forms.

My Personally Submitted Forms

These are a list of forms that you have accessed, completed, and submitted online through the Homeowners website. This list does not include forms that were not critical to the process of the HOA and weren't stored.

(1) Total Submitted Online Forms

Date Submitted	Form Name	File Type
7/7/2019 11:55:28 AM	New front door	 application/pdf

Addendum A: Feature Configuration Variables

The following list serves as a list of feature variables, currently available in the add-on, which allows us to configure the Online ACC Request to best match your ACC form and processes:

Page-level variables:

Allow Back Dating	[True False]
Allow Expedite Request	[True False]
Use Homeowner Library	[True False]
Workflow	[ManagementThenVotingMembers ManagementOnly]
Maximum Uploads	[3 – 6]
Send Copy To Homeowner	[True False]
Electronic Signature	[True False]
Stamp Documents	[True False]
Send Charge Form To	[free form field]
Send Form To	[free form field]
Manager Phone	[free form field]
Voting Member Page URL	[free form field] [page selector]
Admin Page URL	[free form field] [page selector]
Dashboard Page URL	[free form field] [page selector]
Route Final Request To	[Homeowner Management]
Show Voting Members	[True False]
Enabled Board Member View	[True False]
Page Title	[free form field]
Voting Threshold	[free form field]
Vote Style	[PopularVoteWins UnanimousVoteWins]

ACC request form PDF connectors

Homeowner Name	[auto-populate][editable]
Property Address	[auto-populate][editable]
Email Address	[auto-populate][editable]
Primary Phone	[auto-populate][editable]
Best Time to Call	[editable]
Secondary Phone	[editable]
Alternate Phone	[editable]
Project Name	[editable]
Type of Project	[limit to predefined dropdown or editable]
Project Details	[multi-line editable]
Start Date	[calendar selectable]
Estimated Complete Date	[calendar selectable]
Current Date	[auto-populate][uneditable]
Disclaimer Content	[auto-populate][uneditable]
Official Community Name	[auto-populate][uneditable]
Electronic Signature	[editable]
Satellite Dish Content	[auto-populate][uneditable]
Approver-Approved	[auto-populate][uneditable]
Approver-Denied	[auto-populate][uneditable]
Approver-Other	[auto-populate][uneditable]
Review Signature	[auto-populate][uneditable]



Date Review Complete	[auto-populate][uneditable]
Date Received by Management	[auto-populate][uneditable]
Date Received by ACC Committee	[auto-populate][uneditable]

Page instructions for homeowner

Leader Paragraph	[multi-line RTF]
Satellite Dish Paragraph	[multi-line RTF]
Disclaimer Paragraph	[multi-line RTF]
File Upload Paragraph	[multi-line RTF]
Payment Instructions	[multi-line RTF]
Electronic Signature	[multi-line RTF]

Homeowner notice form PDF connectors and default content

Addressed To	[auto-populate]
Date and Project Name	[auto-populate]
Footer	[auto-populate]
Body Page 1	[auto-populate][editable]
Body Page 2	[auto-populate][editable]
Body Page 3	[auto-populate][editable]
Title	[auto-populate]
Approval - Title	[multi-line]
Approval - Lead Paragraph	[multi-line]
Approval - Default Conditions	[multi-line]
Approval - Legal Notice	[multi-line]
Denied - Title	[multi-line]
Denied - Lead Paragraph	[multi-line]
Denied - Default Reasons	[multi-line]
Denied - Legal Notice	[multi-line]
Footer - Content	[multi-line]

Expedite request form PDF connectors and default content

Property Address	[auto-populate]
Explanation	[auto-populate]
Amount	[auto-populate]
Charge	[auto-populate]
Current Date	[auto-populate]
Owner Name	[auto-populate]
Official Community Name	[auto-populate]
Account Number	[auto-populate]
Expedited Request Fee	[auto-populate]
Expedite Paragraph	[multi-line RTF]

Addendum B: Dynamic Online Forms

Retrieving Stored Online ACC Requests and other documents

The new Online ACC Request feature instantly becomes more powerful when connected with the **Dynamic Online Forms** feature (licensed separately), which allows homeowners to view historical forms previously submitted to the association on their Homeowner Dashboard, once signed in to the community website. Not only does this include the new **Online ACC Request** form, but other forms such as Pool Access Request forms, Proxy and Candidate forms, Ballots, etc.

Welcome Homeowner!

This area of the website is just for you... a homeowner. Here, you can contribute to one of the Forums, find community confidential documents, look up a neighbors phone number or email address, and much more. Only registered homeowners have access to this information in this area and because you're one of those... you have access!



Update My Image

On this Homeowner dashboard, you'll find a quick snapshot of things happening in the association. Take a look at all we're doing!

My Personally Submitted Forms

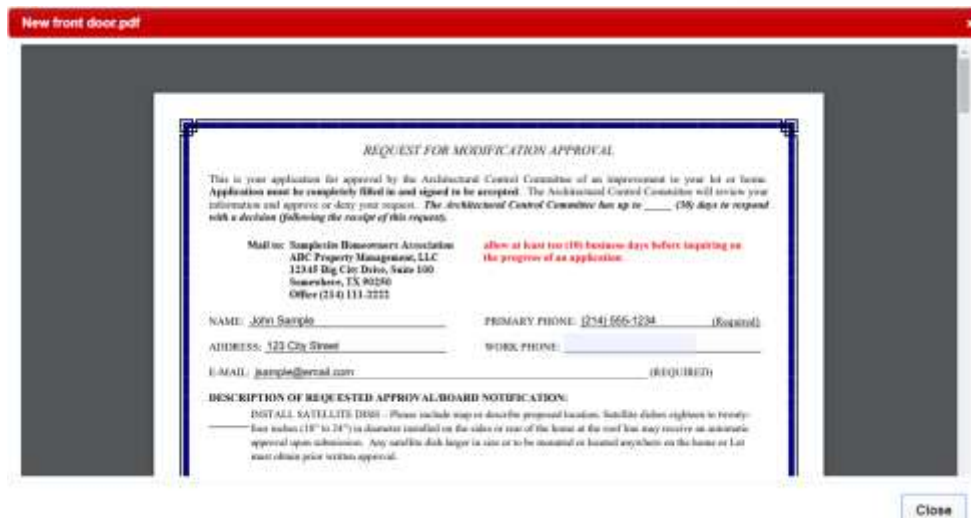
These are a list of forms that you have accessed, completed, and submitted online through the Homeowners website. This list does not include forms that were not critical to the process of the HOA and weren't stored.

(1) Total Submitted Online Forms

Date Submitted	Form Name	File Type
6/8/2019 8:12:16 AM	New front door	application/pdf

Licensing the Dynamic Online Forms feature includes the Personal Form Store add-in, which individually displays all forms submitted electronically through the community website by a homeowner for as long as they remain registered on the website

Clicking the link displays a stored version of the submitted form, allowing the homeowner to print or download it



The screenshot shows a PDF form titled "REQUEST FOR MODIFICATION APPROVAL" within a browser window titled "New front door.pdf". The form contains the following text:

REQUEST FOR MODIFICATION APPROVAL

This is your application for approval by the Architectural Control Committee of an improvement to your lot or home. Application must be completely filled in and signed to be accepted. The Architectural Control Committee will review your information and approve or deny your request. The Architectural Control Committee Act up to _____ (30) days to respond with a decision (following the receipt of this request).

Mail to: Sample Homeowners Association
ABC Property Management, LLC
12345 Big City Drive, Suite 100
Somewhere, TX 90280
Office (214) 111-2222

allow at least two (2) business days before inquiring on the progress of an application.

NAME: John Sample PRIMARY PHONE: (214) 555-1234 (Required)

ADDRESS: 123 City Street WORK PHONE: (Required)

E-MAIL: jsample@email.com (Required)

DESCRIPTION OF REQUESTED APPROVAL BOARD NOTIFICATION:

INSTALL SATELLITE DISH - Please include map or describe proposed location. Satellite dishes eighteen to twenty-four inches (18" to 24") in diameter (installed on the sides or rear of the home at the roof line) may receive an automatic approval upon submission. Any satellite dish larger in size or to be mounted or hoisted anywhere on the home or lot must obtain prior written approval.

Close

The cost of adding this feature to your HOA website is only \$189.00*

* One-time licensing fee, with no annual recurring charges whatsoever. Hosting and maintenance fees do not change by adding this feature. If used for other online form needs, such as ballots, candidate forms, proxies, pool access requests, etc., each additional form or form change-outs are \$25 each once licensed.