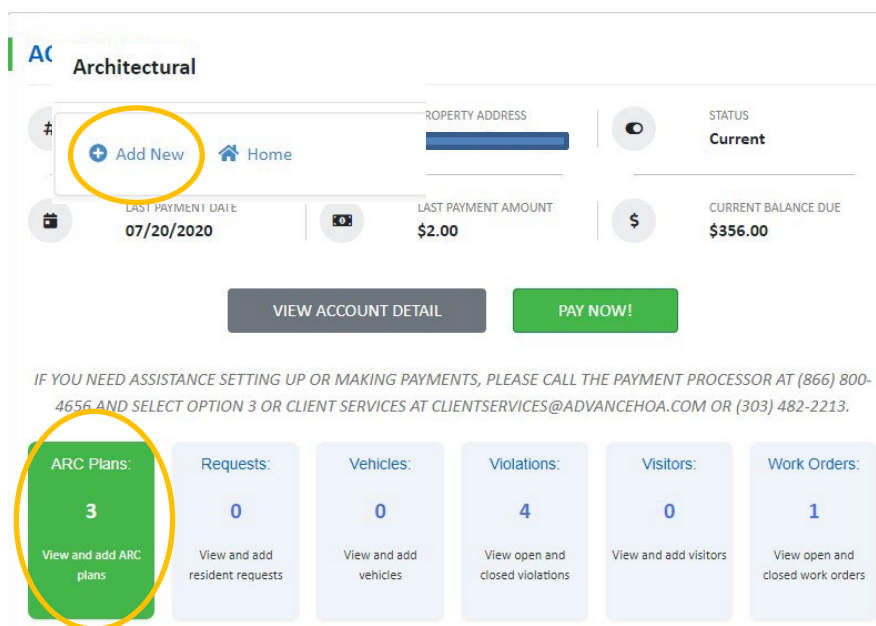


IDYLLWILDE HOA | SUBMITTING DESIGN REVIEW REQUESTS

- 1) Please read the Design Review Guidelines before submitting your request. This can be found on the community website in the Documents Folder called Design Review Documents.
- 2) Be sure you submit all of the required documentation and use the correct form.
 - ☐ Design Request Form
 - ☐ Plot Plan
 - ☐ Project drawing, location of planned project on plot plan
 - ☐ Plants in accordance with HOA and Town of Parker guidelines
 - ☐ Submit paint form and indicate scheme # (the approved paint schemes can be found on the community website in the Documents Folder called Design Review Documents).
 - ☐ Please type your name or sign on the signature line of the DRR.
- 3) To submit your application, you may email to clientservices@advancehoa.com or submit online through the Community Website using the following steps:

How to Submit Design Review Requests on the Community Website

- 1) Please log into your community website at <https://www.advancehoa.com/homeowner-login.html>. If you need assistance with your username and password, please contact Client Services at clientservices@advancehoa.com.
- 2) From the Home Page, select 'ARC Plans.'



Architectural

PROPERTY ADDRESS: [Redacted]

STATUS: **Current**

LAST PAYMENT DATE: 07/20/2020

LAST PAYMENT AMOUNT: \$2.00

CURRENT BALANCE DUE: \$356.00

[VIEW ACCOUNT DETAIL](#) [PAY NOW!](#)

IF YOU NEED ASSISTANCE SETTING UP OR MAKING PAYMENTS, PLEASE CALL THE PAYMENT PROCESSOR AT (866) 800-4656 AND SELECT OPTION 3 OR CLIENT SERVICES AT CLIENTSERVICES@ADVANCEHOA.COM OR (303) 482-2213.

ARC Plans:	Requests:	Vehicles:	Violations:	Visitors:	Work Orders:
3	0	0	4	0	1
View and add ARC plans	View and add resident requests	View and add vehicles	View open and closed violations	View and add visitors	View open and closed work orders

- 3) On the next screen called "Architectural," select 'Add New.'

- 4) Complete the next two screens of information. On the first screen, enter basic information, then select 'Save'.
 - a. Title: Name of proposed improvement
 - b. Type: General type of improvement
 - c. Description: More detailed information about request to inform committee / manager
 - d. Contractor Information and Project Dates: Optional

Add Architectural

Instructions

Please input the following fields and click save. On the next screen, please upload your Design Review Application. You must click 'Submit Plan to Management Company' Architectural Review Committee will provide a decision within 30 days.

After submission, the Architectural Committee will review and contact with you with questions and approval decision.

Plan Info

Title:

Pool and Pergola

Type:

Landscaping

Description:

Attached are the plans for our new pool and pergola. Please let me know if you have any questions.

Thanks,
Mr. Smith

- 5) On the next screen, you will upload the required design review documents by selecting 'Add Document.' Please refer to checklist on page 1 to ensure you are adding all required documents.

Plan Info

Id:

413934

Name:

Sarah Esther

Address:

593

Title:

Pool and Pergola

Type:

Description:

Attached are the plans for our new pool and pergola. Please let me know if you have any questions. Thanks, Mr. Smith

Documents:

+ Add Document

There are no documents attached to this application

Status:

This application has not yet been submitted for management review

Submit application for review

Submittal Documents

Num	Type	Document
1		Design Review Application-Palisade Park.pdf

- 6) If you are not finished with the plan, you can select 'Done' and the plan will be saved in your file, but not sent to the management company.
- 7) **IMPORTANT**
 Once you have uploaded all documents, you MUST click the green button **Submit application for review** to send the request to the manager for review.

If you do not click this button, your request is not available for review by the manager or committee. After the manager reviews the request, it will be sent to the committee for review and approval.

Status:

This application has not yet been submitted for management review

Submit application for review

8) You may access your application and approval/denial letters through Community link at any time.

Please reach out to your Community Manager if you have additional questions.

Helpful Links:	
How to get a plot plan:	planning@parkeronline.org
Town of Parker approved trees:	https://parkerrec.com/DocumentCenter/View/24645/Preferred-Tree-Species-List?bidId=
Parker Landscaping Resources:	https://www.parkerrec.com/295/Landscaping-Requirements-Resources
Town of Parker Permits:	https://www.parkeronline.org/448/Building-Permits