

1. Once in the Online Portal, homeowners can click the **Compliance** tab, then click **Submit New Review**.

HELLO
Pam Long

Home

Payments

Maintenance

Shared Documents

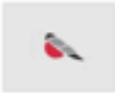
Insurance

Compliance **1**

Property Details

View Another Unit

Account Profile



Compliance

Architectural Reviews

Submit an Architectural Review for any exterior modification to your property or unit.

[Submit New Review](#) **2**

I would like to repa...	406 days ago	RECEIVED >
New fencing around f...	1015 days ago	SUBMITTED >

Architectural Review Status Updates in the Online Portal

Homeowners can view their previous submissions and status of those submissions on the Compliance page in their Online Portal. They can also see when a review's status was last updated.

Compliance

Architectural Reviews

Submit an Architectural Review for any exterior modification to your property or unit.

[Submit New Review](#)

I'd like to add a ga...

Today

RECEIVED >

I would like to repa...

406 days ago

PENDING >

New fencing around f...

1015 days ago

APPROVED >

2. The homeowner can add a description of the project and add any supporting documents or photos before submitting.

Project Description *

i Please briefly describe the modification and/or addition you are proposing to make to your property.

1 I'd like to add a gazebo in the backyard. It will be visible from the street.

Supporting Documents

i Upload an image of what you'd like to add or modify to your home and the plans of how you'll execute the project.

2 2 files added

2020-03-16_10-44-43.png - 102.02 KB [Remove](#)

97580e1f-846c-4f43-a8cd-6471e376da11.pdf - 463.66 KB [Remove](#)

3

Two-Way Architectural Review Communication

Homeowners can view previously submitted architectural reviews on the **Compliance** tab. When they click into the review, they can add supporting documentation or chat directly with you to provide additional information. Homeowners will be notified via email if you send them a message and can respond directly in the Online Portal.

The screenshot shows a user interface for an architectural review. On the left is a dark sidebar with navigation options: HELLO Pam Long, Home, Payments, Maintenance, Shared Documents, Insurance, Compliance (highlighted), Property Details, View Another Unit, Account Profile, and Help. The main content area is titled 'Architectural Review' and includes a 'Summary' section with a 'RECEIVED' badge, 'Plan Details' text, and an 'Attachments' table. A red arrow points to the 'Add Attachment' button. To the right is a 'Message Thread' section with two messages: an automated message and a user message from Jessica Baum. A red arrow points to the 'Message Thread' title. Below the messages is a text input field and a 'Send' button.

HELLO Pam Long

PROPERTY ADDRESS 519 Island Drive - 522, Key West, FL 21489 | Log Out

Architectural Review

Summary RECEIVED
Submitted on 3/16/2020

Plan Details
I'd like to add a gazebo in the backyard. It will be visible from the street.

Attachments Add Attachment

Document	Uploaded On	
Portal_Upload_97580e1f-846c-4f43-a8cd-6471e376da11.pdf	03/16/2020	Download
Portal_Upload_2020-03-16_10-44-43.png	03/16/2020	Download

Message Thread

Thank you for submitting your request. If you have any information to share, please do so below.

Automated Message - March 16th 2020, 11:28 am

What color will the gazebo be? Also the plans uploaded do not mention how far the structure will be from the fence.

Jessica Baum

It will be white and 10 feet away from the fence .

You - March 16th 2020, 11:36 am

Enter message

Send