



Submitting an ACC Request through the portal (as an owner):

1. Log in to your account at <https://barkan.cincwebaxis.com/>
2. Find the ACC Requests tab at the top of the screen:



3. Click “Add ACC Request”.

Add ACC Request

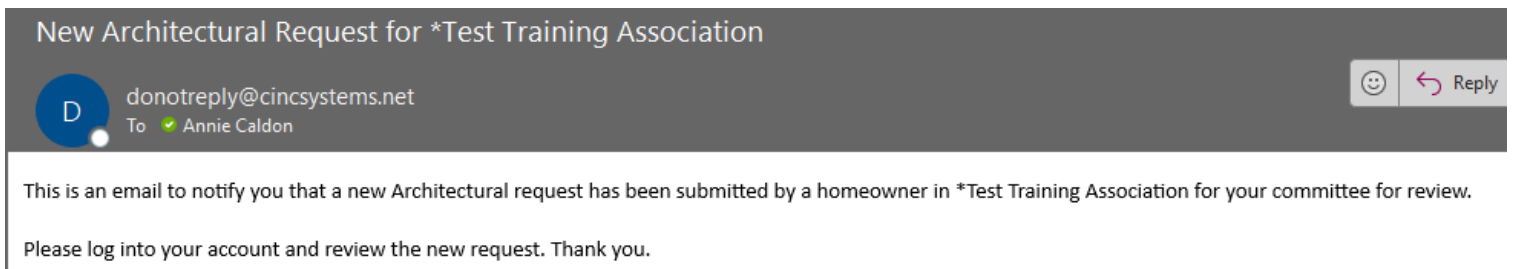
4. Fill in the required information and submit any documents you’d like to include with your application.
 - a. You can add additional comments or update attachments after you have submitted the application by going back to the ACC Requests tab and finding your open request.

Request Type	Status			
Driveway/Walkway	Approved	Details	Add Comment	Add Attachments
Fencing	Open	Details	Add Comment	Add Attachments

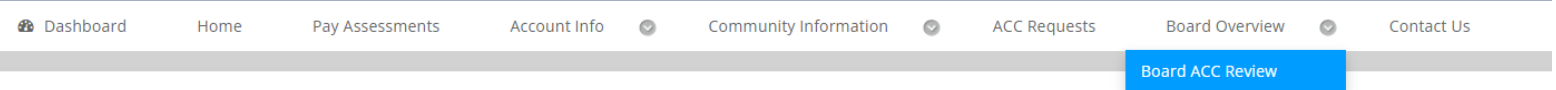
5. Click Submit. You will receive a confirmation email that the application has been submitted.

Managing ACC Requests through the portal (Committee members):

Once an ACC Request has been submitted by an owner, the Property Manager will confirm that all documents information has been received and is ready for Board or Committee approval. The PM will submit the request to the Committee, and you will receive an email like the one below:



1. Log in to your account at <https://barkan.cincwebaxis.com/>
2. Locate the “Board Overview” tab at the top of the screen and select “Board ACC Review”:



3. You can view requests by status, or search by owner name or address and click “Details” to pull up the request and any attachments.



Board - ACC Review

Open, Pending, and Completed ACC Requests may be reviewed and approved/denied from this screen.

Status: ☒ All ☐ Open/Pending ☐ Completed ☐ Display Only:

☐ Advanced Search

Refresh

■ Indicates New Request

■ Indicates Unread Note(s)

#	Homeowner	Address	Request Type	Status	Requested On	Sent to Committ...	Auto Approval D...	Committee Resp...	
■	Test User	123 Main St.	Landscaping	Approved	09/30/2023	09/30/2023		04/29/2024	Details
	Susan Anderson	1790 Sunhill Court	Landscaping	Open		04/29/2024			Details

- From the details screen, you can view or download any attachments or scroll down to view or add additional notes to the request.
- To approve or deny the request, scroll down on the details screen to the “Add New Committee Note/Recommendation” section and type in your decision or any follow up language and select “Save Note/Recommendation” at the bottom.

Notes

Enlarge

			I understand that in order to protect each homeowner's rights and property values, we require that any homeowner considering improvements or alterations to their home or property, submit a request for home improvement approval to the Association's Architectural Review Board PRIOR to beginning work. The ARB reserves the right to investigate applications and inspect material prior to processing the request if any changes were made that had NOT been approved by the association, the Board of Directors ~s the right to require you to REMOVE those changes at the homeowner's expense. I agree not to begin work until I have received written approval. Receipt of county approvals does not constitute approval by the Association and is not approval for you to begin work.
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Add New Committee Note/Recommendation:

This is approved.

10 / 4000

Save Note/Recommendation

Previous

Next

Close

- Once you save your note, the Property Manager will receive a notification with the decision and will send the owner a follow up email or letter which will put the request into a “closed” status. You can view closed requests by selecting the “Completed” status in the filters on the Board ACC Review screen.
 - *Note**, owners will not see your notes directly. The Property Manager can include your notes if applicable in their correspondence to the owner, but you can add notes as the Committee considers the request that will not be shared with the owner.