

- ### Notes History - Susan Anderson (Owner)

Dear Susan,
Please provide an updated COI for your vendor.

- Send Email

E-Mail

Cancel

From

Acaldon@barkanco.com x

To

test@owner.com x

(separate with semicolon ;)

CC

(separate with semicolon ;)

BCC

(separate with semicolon ;)

Subject

Attachments	Date	Size
☐ sample-boundary-survey-land-surveying - Copy.png	04/29/2024	386 KB
☐ fencing outline.png	04/29/2024	99 KB
☐ fence.jpg	04/29/2024	151 KB
☒ ACC_Request_2024_04_29.pdf	04/29/2024	68 KB

Create a request manually for unregistered users:

1. Go to CCR, New ACC Request.
2. Enter the association in the search bar to the right.
3. Type in the homeowner's name or address in the search bar on the left and click on the search button to select the owner.
4. Fill in the request criteria and attach the application and any corresponding documents. Add any notes in the description for the committee or about the request.

New ACC Request

Request Date	10/25/2024	ACC Type	Choose an ACC Type
Attachment	Choose File No file chosen	Next Contact	
Completed Form Received		Sent To ARC	
Modification Description			

5. To send it to the Committee directly from the new request page, enter a form received date and a sent to ARC date as highlighted above before saving.

Sending the request to the Committee:

Once the request is ready to be sent to the committee for approval, make sure the “completed form received” date is set, and follow the steps below:

Check the checkbox next to the request you are sending

ACC Response		
	View ARC Discussion Comments	
Mgmt Co Recommends	1/9/2023 - This can be approved	
	Cynthia Ortega & Laura Ortega 110 Stull River Way Recreational/Sports Equipment 08/18/2023 Details	
Next Contact		Sent to ARC
Completed Form Received		
Create a	Letter or Note Recommendation	
Status	Open	Template
ACC Response		
	View ARC Discussion Comments	
	Gabriel Peters 116 Stull River Way 03/20/2023 Details	
Next Contact		Sent to ARC
Completed Form Received		

6 Click "Note"

View ARC Discussion Comments

Mgmt Co Recommends 1/9/2023 - This can be approved

Cynthia Ortega & Laura Ortega
110 Stull River Way
Recreational/Sports Equipment 08/18/2023 Details

Next Contact

Completed Form Received

☒ Create a ☒ Letter or ☒ **Note** ☐ Recommendation

Status Open

ACC Response

View ARC Discussion Comments

Gabriel Peters
116 Stull River Way
03/20/2023 Details

7 Set the "Sent to ARC" date as Today

ment 08/18/2023 Details

Sent to ARC

Recommendation

Template

ients

Sent to ARC

Recommendation

Template (Select a Template)

8

Type in a New Job Name
It can be anything but you must have one

Quick Message

Dashboard

Stull River Homeowner's Association

Q

Contains

%

Show all ready for auto-approval

New Job:

ACC Request

Il Erikson

786

Details

Sent to ARC

5/2/2023

- Click post at the top. If the "Sent to ARC" has a date saved, you have sent it to the Committee correctly.

Denying or approving a request:

- Go to CCR, Pending ACC Request and enter the name of the owner or "%" to pull up all open requests.
- Check the check box next to the request you want to approve or deny. The Committee's decision will be automated for you, but you can verify or change it by selecting the appropriate status and template from the drop-down menus.

7/20/2023

Lilly Aldrin & Marshall Erikson
 105 Stull River Way # 786
 Driveway 07/19/2023 Details

Contact

Received

Sent to ARC 7/20/2023

Create a ☒ Letter or ☐ Note ☐ Recommendation

Status

Template

Response

[View ARC Discussion Comments](#)

Lorelei Gilmore
 111 Stull River Way
 Landscaping 04/20/2023 Details

Contact

- a. Note that the message in the “response” field will be pulled into your letter so be sure it is clear and suitable to be included in owner correspondence.
3. Scroll up and enter a “New Job” name. This is not public and can be anything.

Name Contains %

Status ☐ Show all ready for auto-approval

Date

New Job:

● ARC Committee Response

4. Hit Post. The letter will generate into your recent reports which can be printed/mailed, attached to an email, or emailed directly out of CINC.

Emailing the decision through CINC:

To access the request to be emailed, you can go into the homeowner’s correspondence tab, or you can access it from the Pending ACC Request screen.

1. Select the approved or denied status filter to find the request.
2. Click on the owner’s name that you want to email.

Status: Approved with Conditions ▼ ☐ Show all reac

Date: 8/18/2023 

● ARC Committee Response

Pending ACC Requests

ARC Response - 08/18/2023

Lilly Aldrin & Marshall Erikson
105 Stull River Way # 786
Driveway 07/19/2023 Details

Next Contact: 

Completed Form Received: 

Create a: ☒ Letter or ☐ Note ☐ Recommendation

Status: Approved with Conditions ▼

You will be directed to the notes for the specific request.

3. Select the “Letter-Private” and you can make additional edits to the letter on this screen before you send.
4. Check the checkbox next to the letter and hit Email at the top.
5. A pop-up menu will appear to allow you to add additional emails and a subject line.
 - a. Attachments are not necessary as the letter will generate into the body of the email, but you can include any attachments that are saved to the request if necessary.

Click "E-Mail"

Date	Description	Status	Attachments	Note Date	Next Contact	Template
☒ 08/18/2023	Driveway	Approved with Conditions	Letter.pdf	08/18/2023		(Select a Template)
☐ 08/18/2023						
☐ 07/19/2023						
☐ 07/19/2023						

Send Email

From: ashlyn.stull@cincsystems.com x

To: ashlyn.stull@cincsystems.com x

CC: (separate with semicolon ';')

BCC: (separate with semicolon ';')

Subject: ACC Request Approved with Conditions

Attachments	Date
☒ Letter.pdf	08/18/2023
☐ check2.pdf	07/19/2023