

# How to Submit an ACC Request

**Submit your request on your online portal**

Follow the following directions to make the ACC Request submittal process quick and easy.

# What is an ACC Request?



ACC (Architectural Control Committee) Requests are requests submitted by homeowners who wish to make changes to the exterior of their home



The Architectural Control Committee is a committee appointed by the Board of Directors to ensure all requests comply with the guidelines of the association's governing documents.





## When do I need to submit my ACC Request?

AMG recommends submitting an ACC Request no later than **30 days prior** to the desired start date of your project. The ACC Committee requires 30 days from submission to review the request. All decisions, whether **approved or denied**, will be posted to the homeowner's portal, and sent to the homeowner's mailing address for their records.

## What should I include in my ACC request?

Depending on your project, there are different requirements that need to be included when submitting an ACC request. Whether adding a shed to your backyard or planting a new tree, the ACC Committee needs **as much information as possible** to reach a decision.

# Requirements



## Fence

### Materials

- Wood Type
- Wood Dimensions
- Picture of Wood
- Wood Stain
- Color(Name/Brand)
- Picture of Stain

### Description

- Fence Dimensions
- \* If community requires rod iron fencing, same requirements apply\*

### Plat Map

- Exact location and dimensions clearly marked

### Contractor(I/A)

- Contact info

### Desired Start & End Date

## Deck/Patio

### Materials

- Wood Type
- Wood Dimensions
- Picture of Wood

### Wood Stain

- Color(Name/Brand)
- Picture of Stain

### Description

- Final Dimensions
- \*If adding a patio cover as well, same requirements apply; view roof requirements\*

### Plat map

- Exact location and dimensions clearly marked

### Contractor (I/A)

- Contact Info

### Desired Start & End Date

## Driveway Addition

### Materials

- Concrete/Gravel
- Picture of Concrete or Gravel

### Stain (I/A)

- Color(Name/Brand)
- Picture of Stain

### Plat Map

- Exact location and dimensions clearly marked

### Contractor (I/A)

- Contact info
- Desired Start & End Date

## Home Repair

### Description

- Detailed description of repair being made
- Damage that was done

### Materials

- Type, Name Brand and Color
- Pictures of replacement materials

### Plat Map

- Exact location and dimensions clearly marked

### Contractor (I/A)

- Contact Info

### Desired Start & End Date

## Landscaping

### Materials

- Type of plant, grass, tree etc. being planted
- Materials used for Fountains, walkways, rock paths etc.
- Photos of all materials

### Plat Map

- Exact location and dimensions clearly marked

### Landscaper (I/A)

- Contact Info

### Desired Start & End Date

# Requirements



## Painting

### Materials

- Paint Color/Brand
- Picture of Color

### Plat Map

- Area(s) being painted clearly marked

### Painter (I/A)

- Contact Info

### Desired Start & End Date

## Roof

### Materials

- Shingle Type
- Shingle Color
- Picture of Shingle

### Description

- details regarding project (damage, color, shingle change, etc.)

### Plat Map

- Exact location and dimensions clearly marked

### Contractor

- Contact Info

### Desired Start & End Date

## Satellite Dish

### Materials

- Type of Dish
- Photo of Dish

### Plat Map

- Exact location and dimensions clearly marked

### Contractor

- Contact Info

### Desired date of Installation

## Solar Panels

### Materials

- Types of Panels
- Dimension of Panels
- Photo of Panels

### Plat Map

- Exact location and dimensions clearly marked

### Contractor

- Contact Info
- Surveys, Plans, and Descriptions of Solar Panels

### Desired Start & End Date

## Pool

### Materials

- Type of Pool (Concrete/Fiberglass)

### Decking (I/A)

- See Decking Requirements

### Plat Map

- Exact location and dimensions clearly marked

### Contractor

- Contact Info
- Surveys, Plans, and descriptions of pool

### Desired Start & End Date

## Shed

### Materials

- Materials being used to build the shed/ pre-built shed
- Photo of Materials

### Paint/Stain

- Paint/Stain Color
- Picture of Paint/Stain

### Roof

- Shingle Type
- Shingle Dimensions
- Photo of Shingles

### Plat Map

- Exact location and dimensions clearly marked

### Contractor (I/A)

- Contact Info

### Desired Start & End Date

# Your Association's Guidelines

It is important to remember that every association's governing documents vary in restrictions and conditions. You have access to your governing documents under the "**Documents**" folder on your online portal.

If you ever have any questions regarding your community's exact specifications and cannot locate them in your governing documents, please contact **AMG** for assistance.

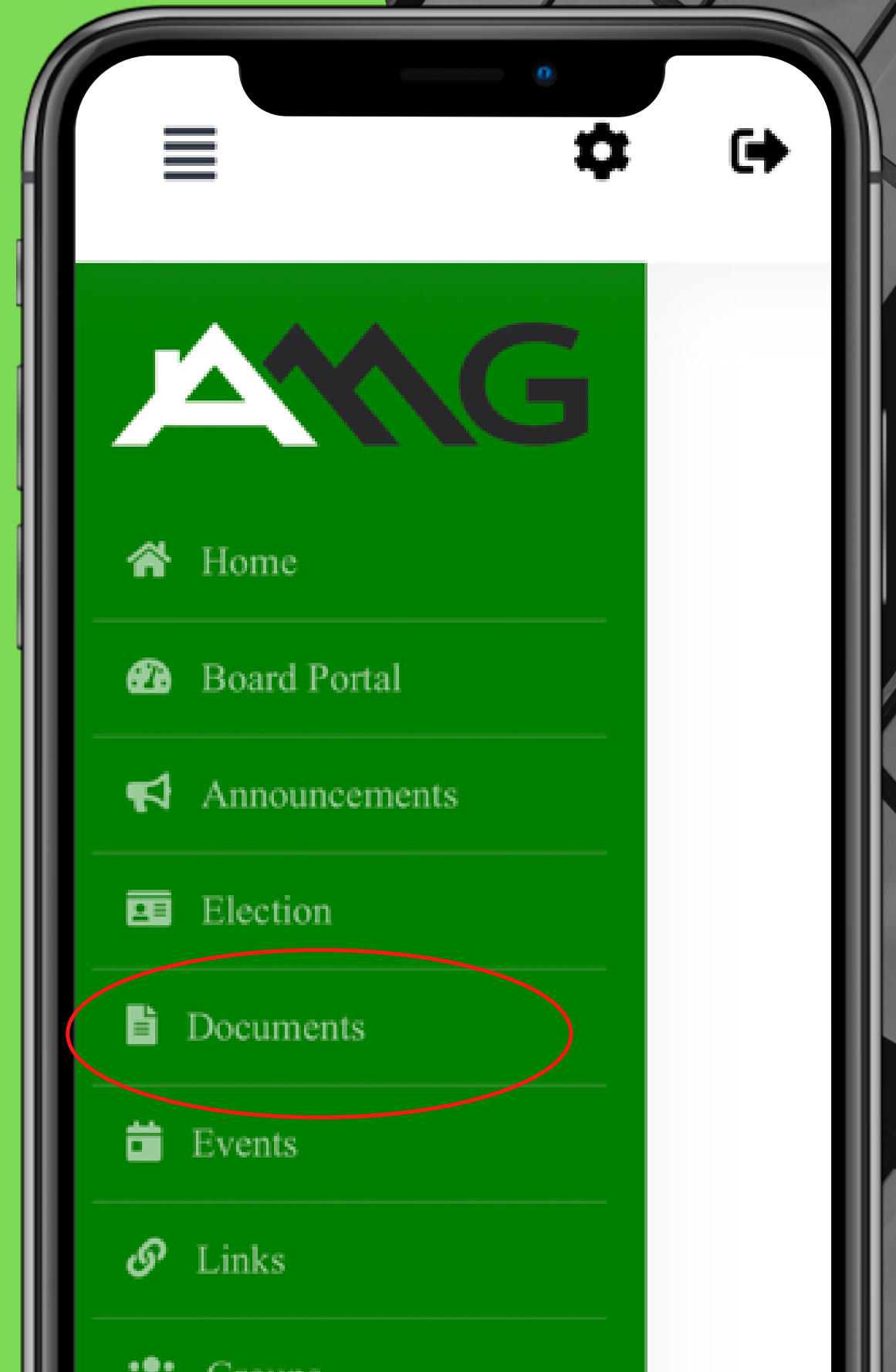


Contact Us:

**(210) 485-4088**



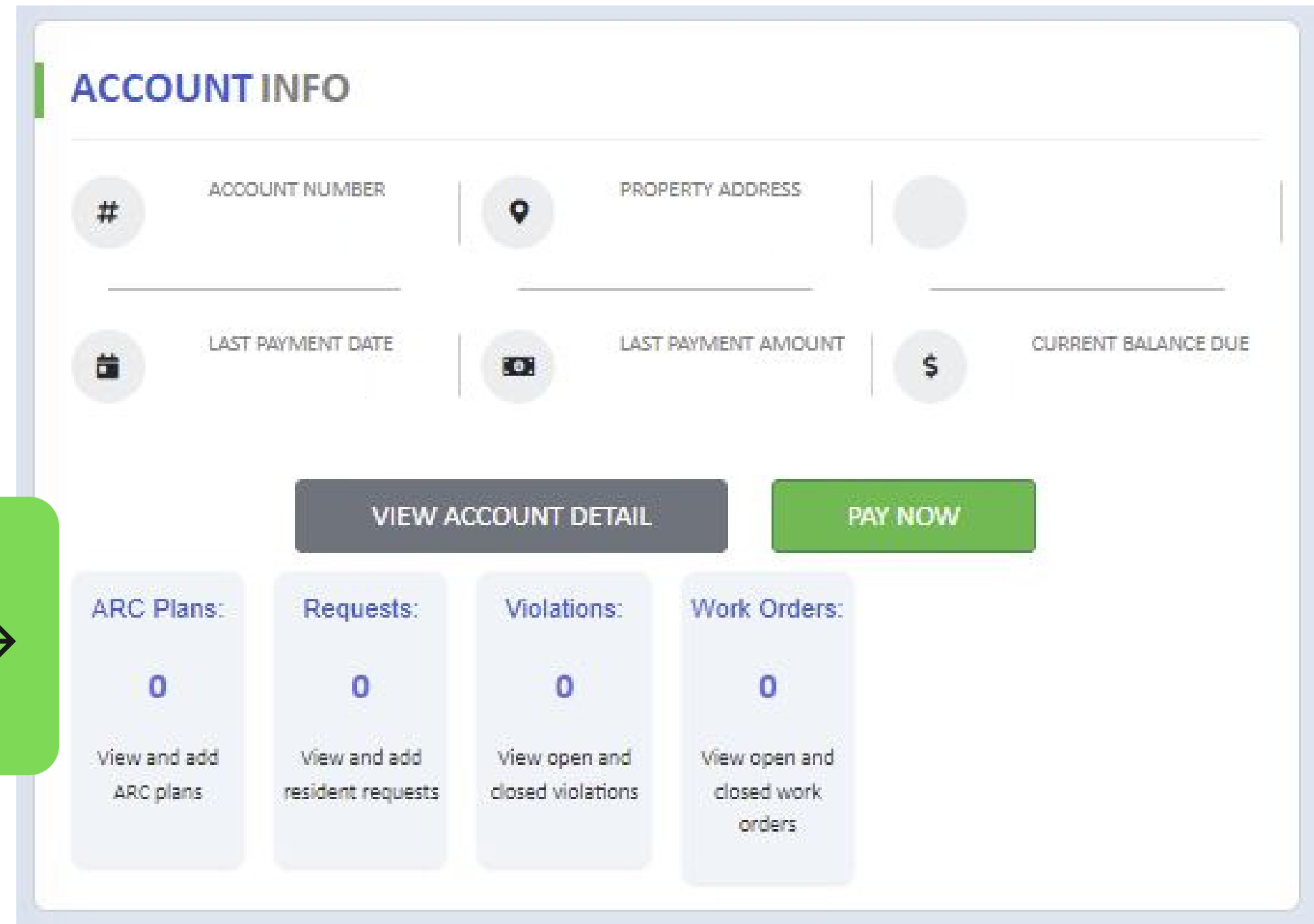
**info@alamomg.com**



# How to Submit an ACC Request

- Within the "Account Info" box, below the buttons for "View Account Detail" and "Pay Now" there is a button titled **"ARC Plans: View and add ARC Plans"**.

Click this button and follow to the next screen



The screenshot shows the "ACCOUNT INFO" section of a web interface. It features a grid of six data points: ACCOUNT NUMBER, PROPERTY ADDRESS, LAST PAYMENT DATE, LAST PAYMENT AMOUNT, and CURRENT BALANCE DUE. Below this grid are two buttons: "VIEW ACCOUNT DETAIL" and "PAY NOW". At the bottom, there are four summary cards: "ARC Plans: 0 View and add ARC plans", "Requests: 0 View and add resident requests", "Violations: 0 View open and closed violations", and "Work Orders: 0 View open and closed work orders".

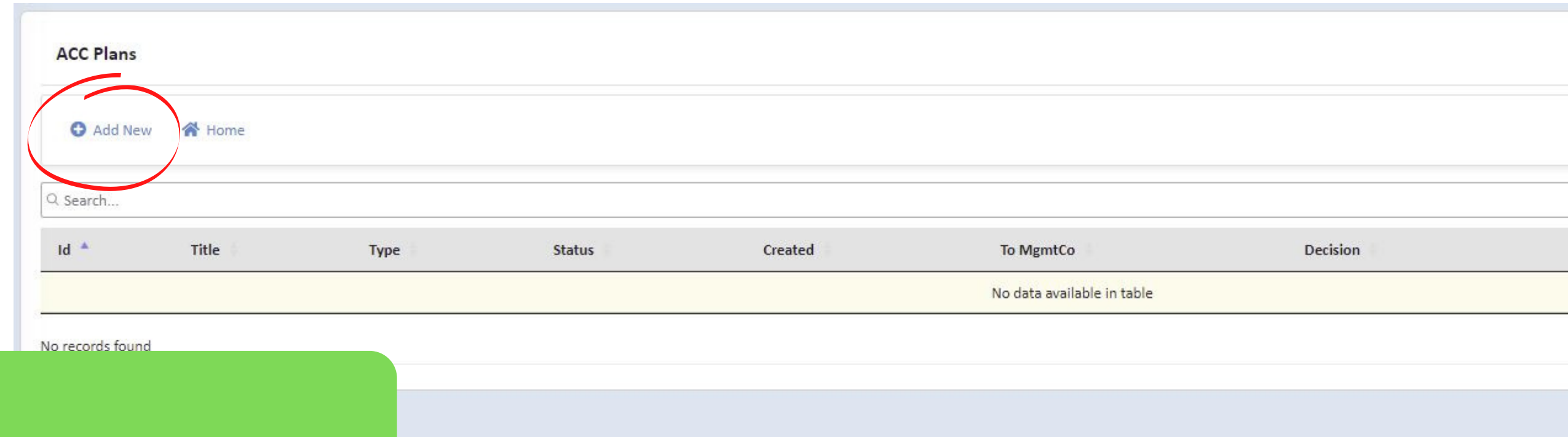
ACCOUNT NUMBER	PROPERTY ADDRESS	LAST PAYMENT DATE	LAST PAYMENT AMOUNT	CURRENT BALANCE DUE

**VIEW ACCOUNT DETAIL** **PAY NOW**

ARC Plans:	Requests:	Violations:	Work Orders:
0	0	0	0
View and add ARC plans	View and add resident requests	View open and closed violations	View open and closed work orders

# How to Submit an ACC Request

- Once you have clicked the "View and Add Plans " button, you will be taken to a screen titled "ACC Plans"
- Click "Add New" in the upper left-hand corner of the screen



Click "**Add New**" in the upper left-hand corner of the screen

# How to Submit an ACC Request

**Add ACC Plans**

Plan Info

Title:

Type:

Description:

Project Status

Contractor Name:

Contractor Phone:

Contractor Email:

Start Date:

End Date:

Make sure to select the **TYPE** of document you are uploading. The system will not submit an ACC Request without the "Type" selected.

- Enter all information required into the boxes provided
- Please note, once you have clicked "Save", you will not be able to edit the information on this page

You can upload necessary documents to your request after saving this initial description page

# How to Submit an ACC Request

ACC Plans - N/A

Close Edit Delete

**Plan Info**

id:  
Name:  
Address:  
Title:  
Type:  
Description:  
Documents:

+ Add Document  
There are no documents attached to this application  
Additional documents are needed before the application can be submitted

Status: This application has not yet been submitted for management review

Submit application for review

**Submittal Documents**

Num	Type
1	Material Color
2	Material Listing
3	Material Type
4	Project Description
5	Project Rendering
6	Property Survey

**Project Status**

Contractor:  
Planned Start:  
Planned Completion:  
Actual Start:  
Actual Completion:  
Final Inspection Date:

- Once the request is saved, you will be taken to an overview page to review your request and make any final additions.
- When you are ready to submit the request, click "Submit application for review"
- This will send your request to Alamo Management Group for review

Once you have submitted your request, you cannot edit or make changes to the request



# How to Submit an ACC Request

While your request is being reviewed by Alamo Management Group and your ACC Committee, you can check update regarding the status of your request.

Visit your portal and click **"View and Add ACC Plans"** to see request history

ACC Plans

[Add New](#) [Home](#) Acct: \$0.00 Vio: 0 Requests: 0 WO: 0

Search... [Filter](#)

Id	Title	Type	Status	Created	To MgmtCo	Decision	Docs	Edit	Delete
303404	Replace Fence	Fence	Final Approval	08/05/2020	08/06/2020		08/31/2020 Final Approval		
389227	Xeriscape Backyard	Landscaping	Reject - Not Completed	11/20/2021	12/30/2021	01/29/2022	01/13/2022 Reject - Not Complet		



# Contact Us

We'd love to assist you should you have any questions

→ **Call our Office**  
210-485-4088

→ **Email our Team**  
[info@alamomg.com](mailto:info@alamomg.com)

→ **Chat on our Website**  
[www.amghoa.com](http://www.amghoa.com)