

Architectural Review Application Guide



ARC Application Guide

What This Guide Covers:

- What the ARC (Architectural Review Committee) is and why it exists
- The types of projects that require approval
- How to submit a complete and accurate application
- Tips for avoiding common mistakes and delays
- Frequently asked questions (with answers!)

Who This Is For:

- Homeowners planning changes to the exterior of their property
- Residents new to HOA or condo living
- Anyone unsure of where to start with the ARC process

Our goal is to help you feel confident and prepared—so your improvement project goes smoothly and meets community standards. Please remember, this is a general guide and certain information may vary by community.

Why Does the ARC Process Exist?

The Architectural Review process is a key part of maintaining the quality, harmony, and long-term value of a community. Here's why it matters:

🔒 Preserves Property Values

When every home is maintained and improved according to a consistent set of standards, it helps preserve—and even increase—property values for everyone in the community. Unregulated changes or poorly executed projects can negatively impact curb appeal and, by extension, property worth.

🏡 Ensures Visual Consistency and Community Aesthetics

The ARC process helps maintain a cohesive look and feel throughout the neighborhood or condo building. While individual creativity is welcome, the ARC process ensures that changes blend well with existing architecture, colors, and materials to keep the overall appearance attractive and uniform.



Enforces Compliance with Governing Documents

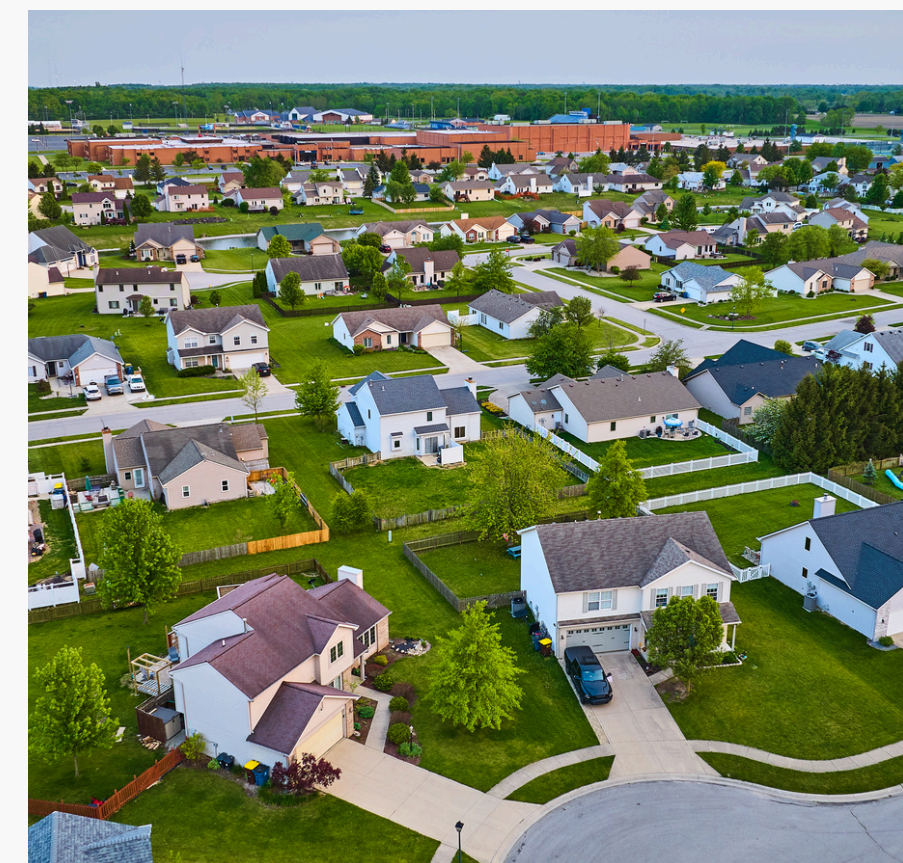
Homeowners and condo associations are governed by legal documents such as the Declaration of Covenants, Bylaws, and Architectural Guidelines. The ARC process ensures all changes are in compliance with these rules, protecting the association — and homeowners — from potential disputes, code violations, or costly corrections.

Promotes Fairness and Transparency

By following a structured, documented review process, the ARC provides a fair and consistent way to evaluate all homeowner requests. This protects against favoritism, arbitrary decisions, or misunderstandings about what is allowed.

Protects Community Infrastructure and Safety

Some projects, like fences, screen enclosures, or landscaping changes, can affect utilities, easements, or drainage systems. The ARC review process helps catch potential issues before they happen, ensuring the long-term safety and sustainability of shared spaces.



What Projects Require ARC Approval?

This is a list of common improvements that require prior approval. Please remember that this is not a comprehensive list; for more information, refer to the community's Governing Documents. If you're uncertain whether your project needs approval, please reach out to the management team for clarification.



Window & Door Replacements



Driveway Alterations



Decorative Elements



Fences



Solar Panels



Exterior Paint



Landscaping Changes



Roof Replacement



Pools and Spas



Patio/Screen Enclosures



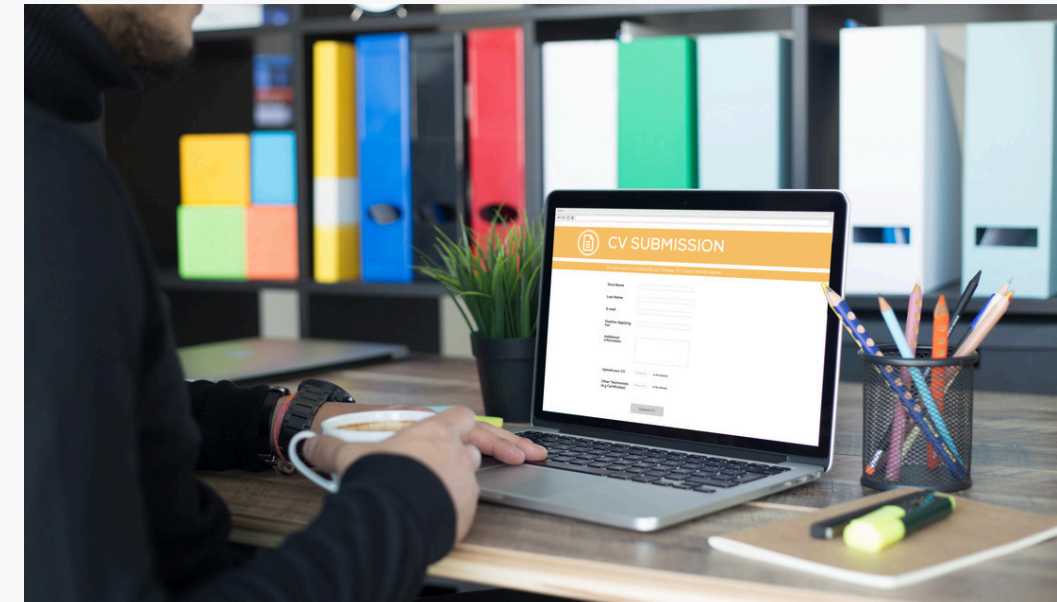
Satellite Dishes

 Remember: Even if the project seems small or like-for-like, it's best to check with the management team or ARC guidelines first.



Steps to Submit an ARC Application

1. Go to home.accessdifference.com to access the Vantaca Home resident portal
2. After logging into your account, click the blue button on your dashboard that says “New Request.”
3. On the following screen, choose the “ARC Request” option.
4. On the next page, you will fill out all of the required fields completely. This includes the type of work you are proposing and a description of the same.
5. The form also includes a section where you can upload supporting documents, such as a lot survey with the proposed changes marked, contractor proposals, drawings, plans, color samples, and any other pertinent information. (*We will discuss these documents more in the following pages of this guide.*)
6. After finishing the application and uploading the necessary documents, click “Submit Form” at the bottom of the page.



Project Description

- Provide as much detail as you can.
- For instance, rather than simply stating "Fence," consider specifying "6 ft. Tan PVC Privacy Fence."

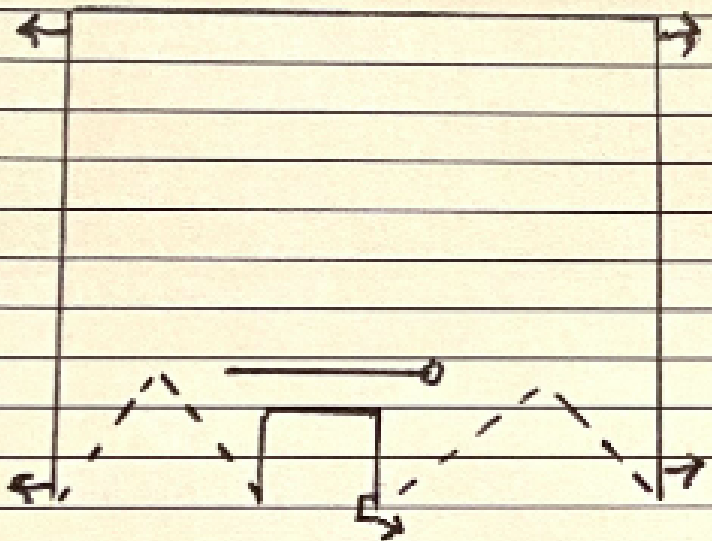
I/We hereby propose to furnish the materials and perform the labor necessary for the completion of: _____

to install:

6" White Seamless Gutter
3x4 Down Spouts
"All Aluminum"

Offered Discount \$ _____

Total \$ _____



Contractor's Proposal

- If you're hiring a contractor to carry out the work related to your application, you must attach a copy of their proposal along with your submission.
- The proposal should detail the project type, materials to be used, colors, and other relevant information.
- You may conceal the project's cost before submitting it.

Customer: _____

Address: _____

City/Zip: _____

Phone: _____

Estimator: _____

MATERIALS			
Gutter (ft)	203+8	Dnspts	5
Shields (2ft)	1	A Elbows	13
Hangers G/2	102	B Elbows	3
Wedges G/3	N	2-Crimp	0
L Endcaps	4	4-Crimp	0
R Endcaps	4	Hinges/SB	0
Miters (O)	3	Screws/bag	2
Miters (I)	0	Sealant	2

CLEANING	
K Gutter Cleaning (ft)	—
Supergutter Cleaning (ft)	—

GUTTER SIZE: 6"	
SUPERGUTTER SIZE: N/A	
DOWNSPOUT SIZE: 3x4"	
COLOR: Satin White	

SERVICE REQUESTED	
Gutter Installation ☒	Gutter Cleaning
Gutter Removal	Gutter Repair
Leaf Guard Install ☒	Consultation

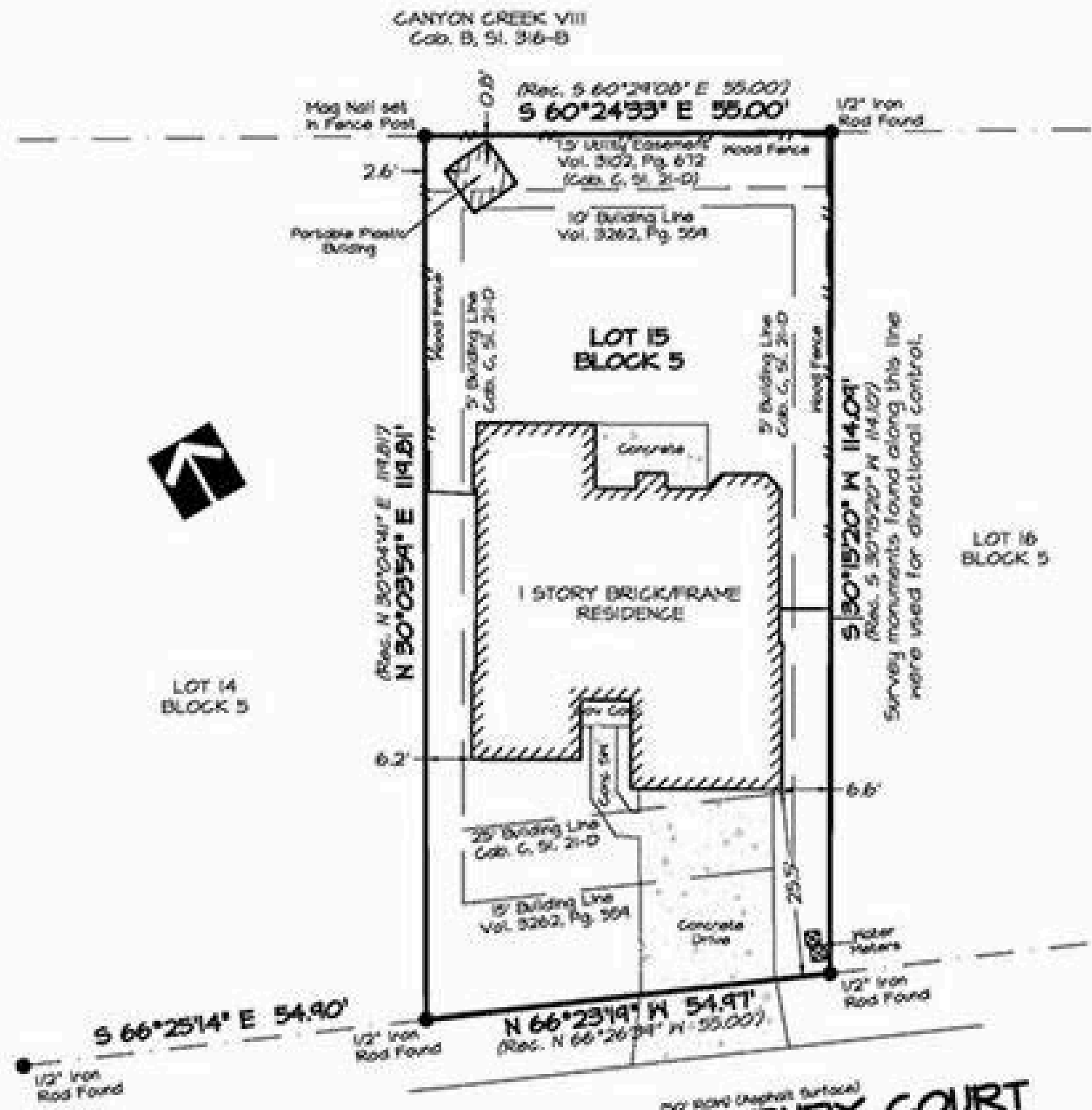
INSTALLATION LABOR	
Installation hours	4
Gutter removal (ft)	N/A

****LEAF GUARD (NOT INCLUDED UNLESS ADDED IN TOTAL BOX) \$150 trip charge applies if leaf guard installed separately.**

Bulldog 6' (25) 5", 6" or 7"	203'	\$567.04
Atlas 4' (25) 5" or 6/7"	203'	\$946.89



Survey showing LOT FIFTEEN (15), BLOCK FIVE (5), of CANYON CREEK, PHASE IX, an addition in the City of Temple, Bell County, Texas, according to the plat of record in Cabinet C, Slide 21-D, Plat Records of Bell County, Texas.



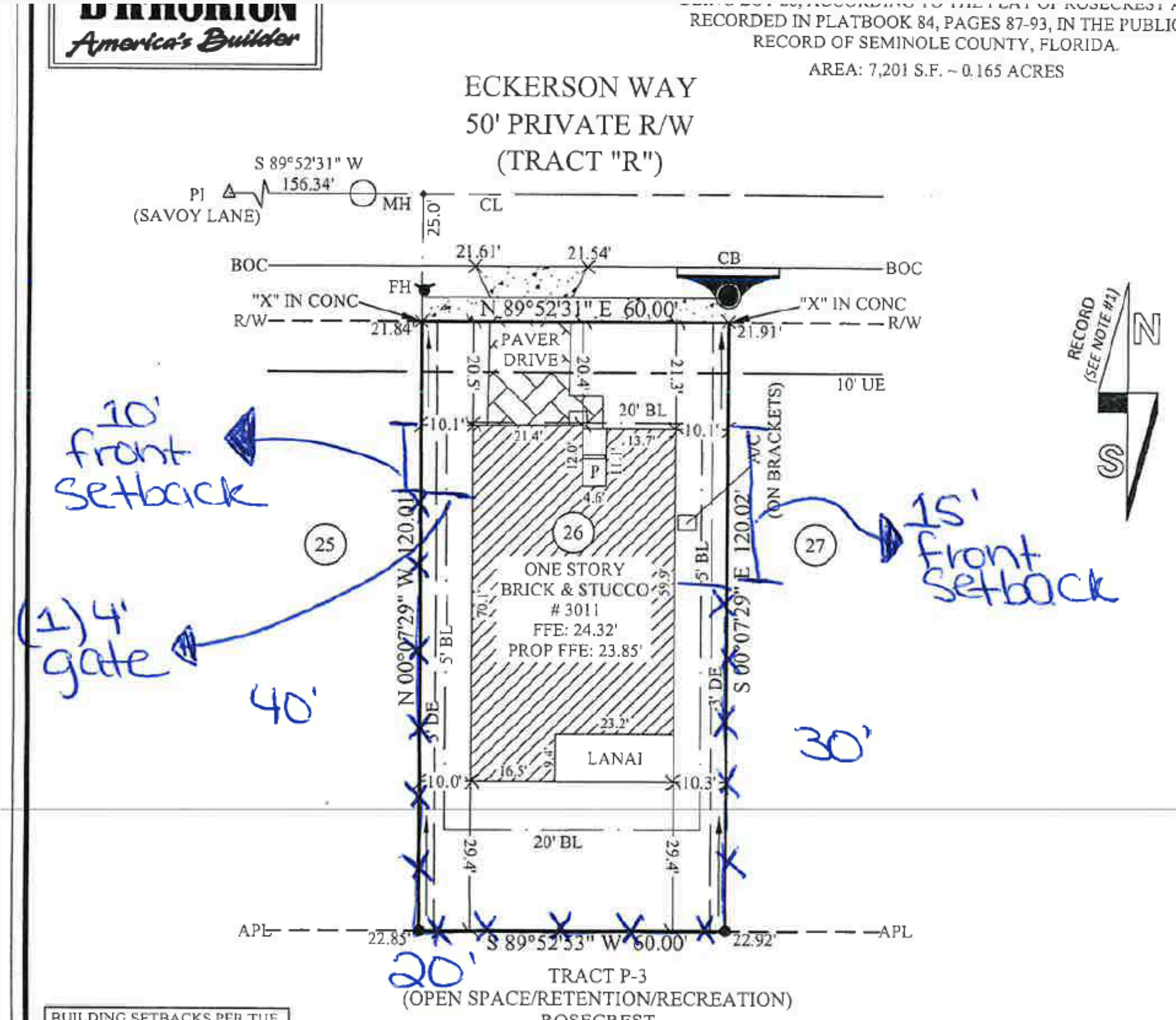
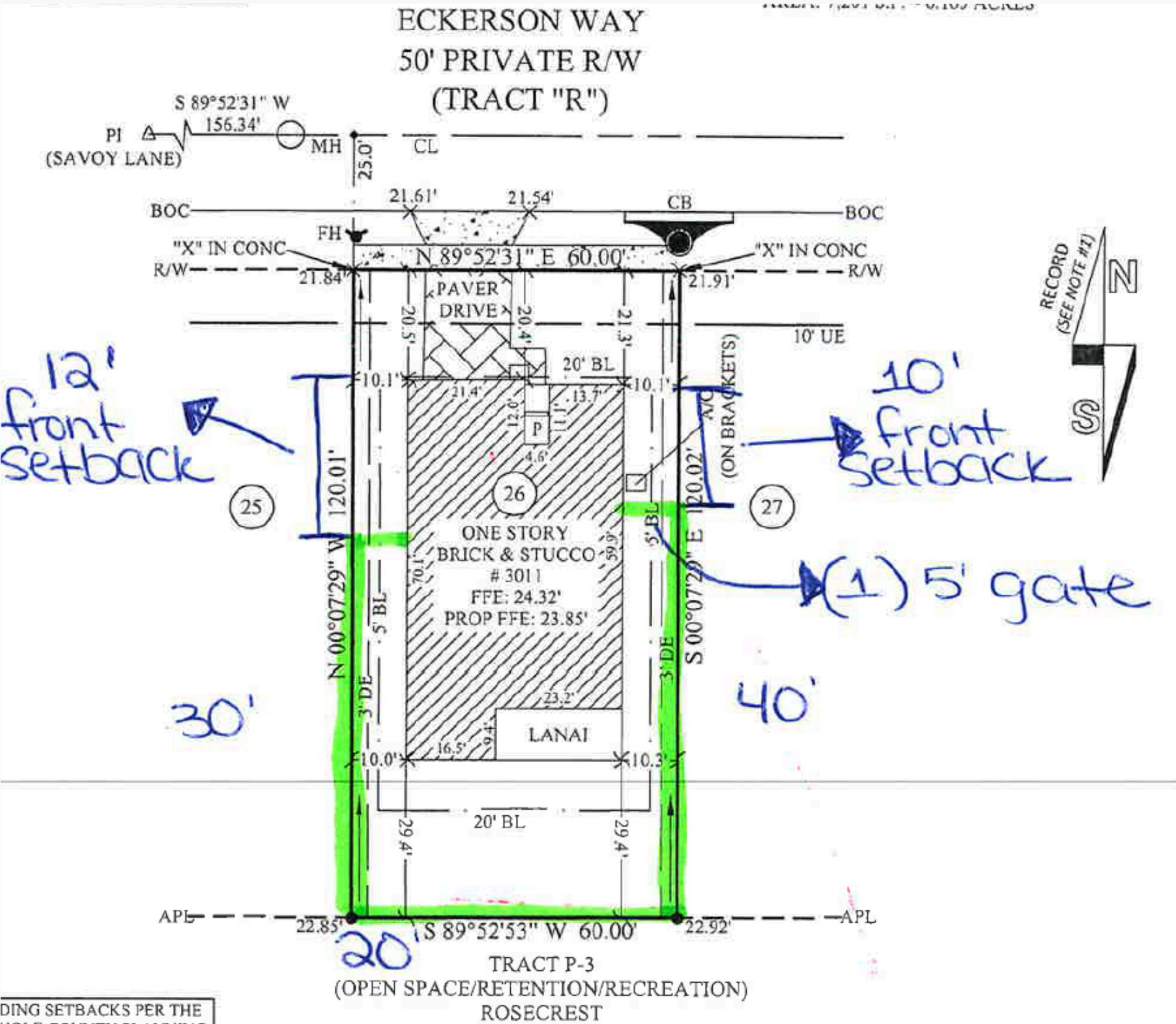
What is a Lot Survey?

A lot survey is a detailed illustration of your property that outlines boundaries, setbacks, and current structures.

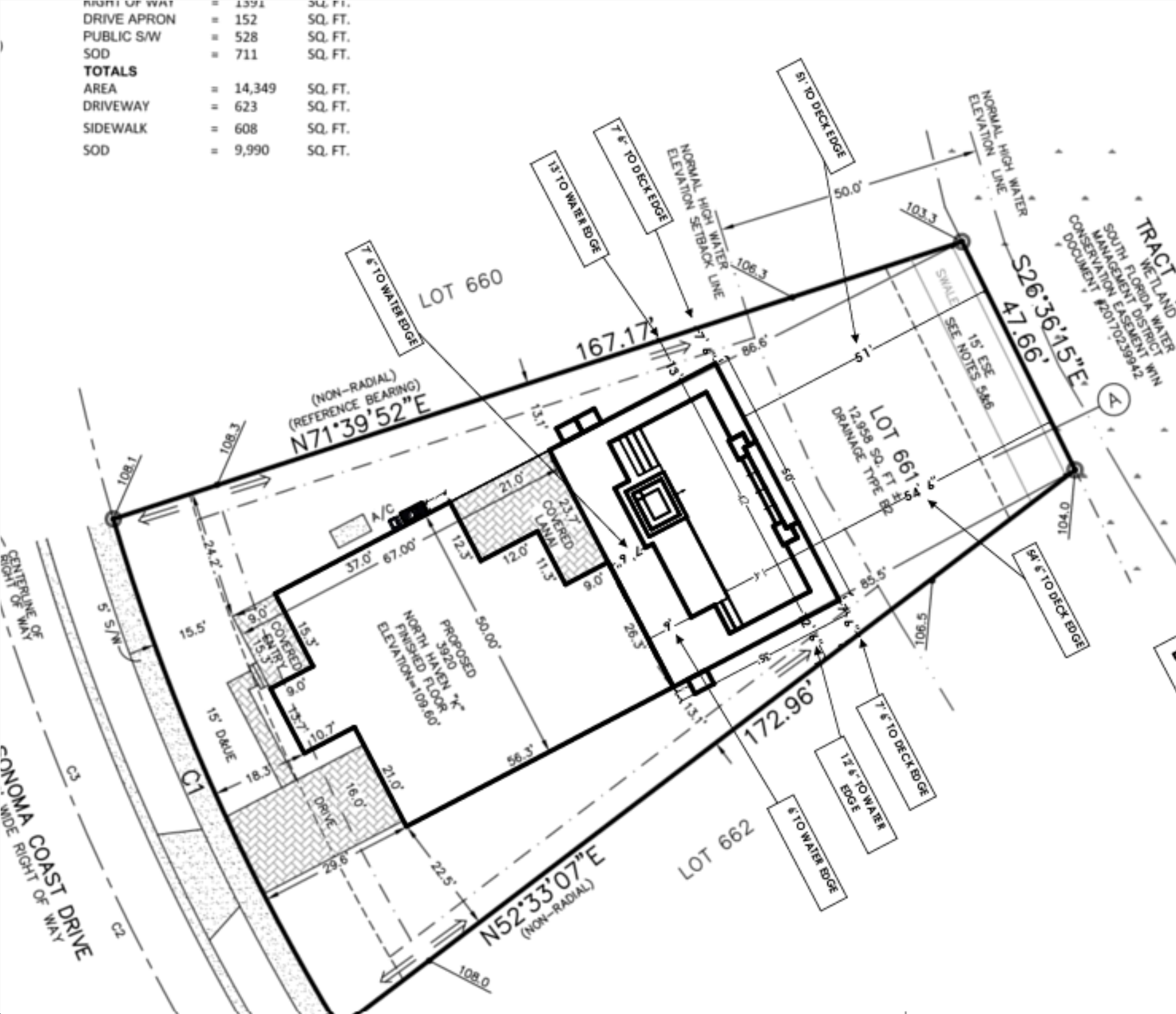
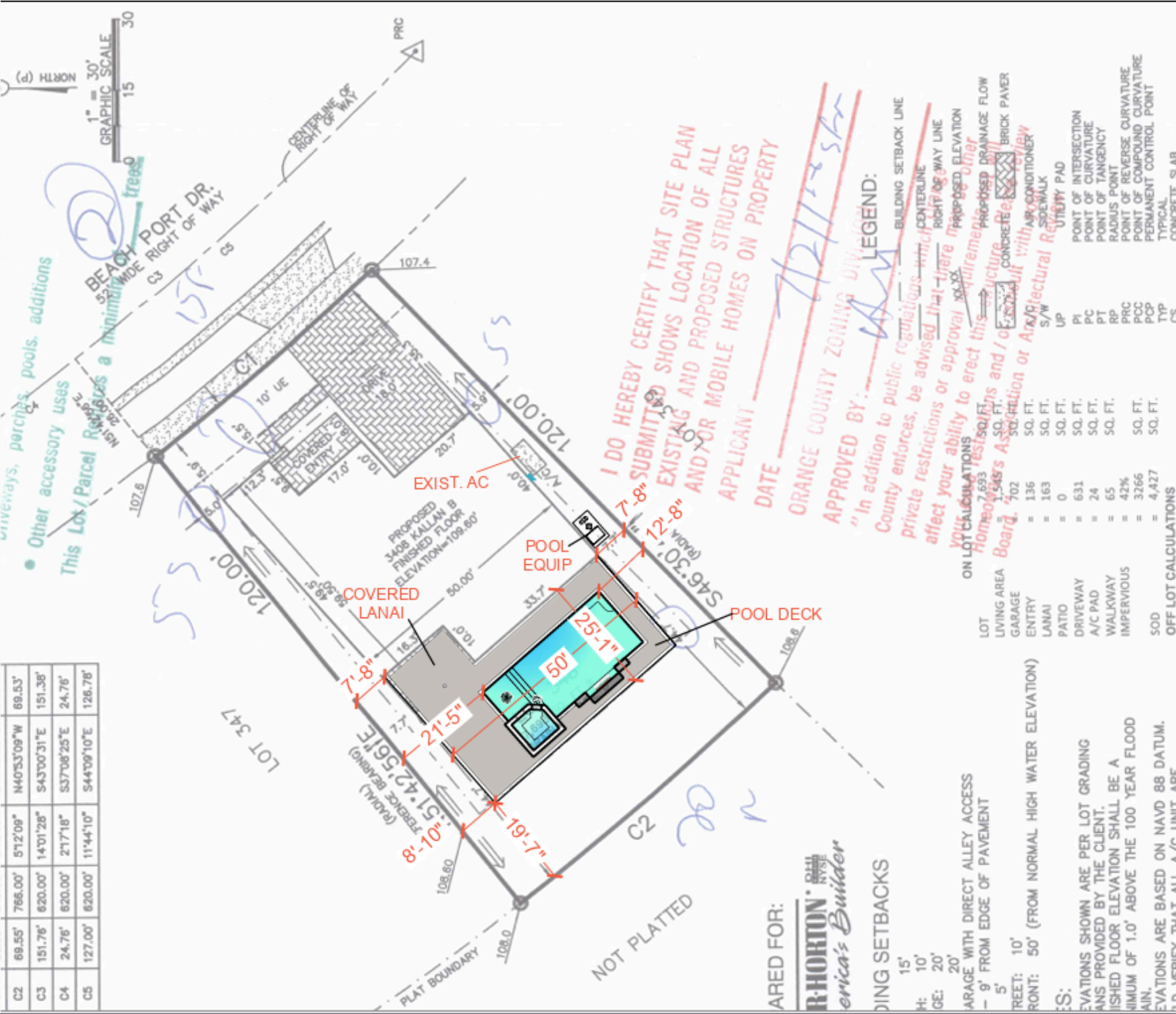
When you purchased your home, you should have received the survey for your property. However, the management company does not maintain copies of the lot surveys for the community.

Submitting lot surveys is essential with ARC Applications, as they assist the ARC/Board in understanding where your proposed improvements will be located. Typically, you'll be asked to sketch or highlight the new feature directly on the survey.

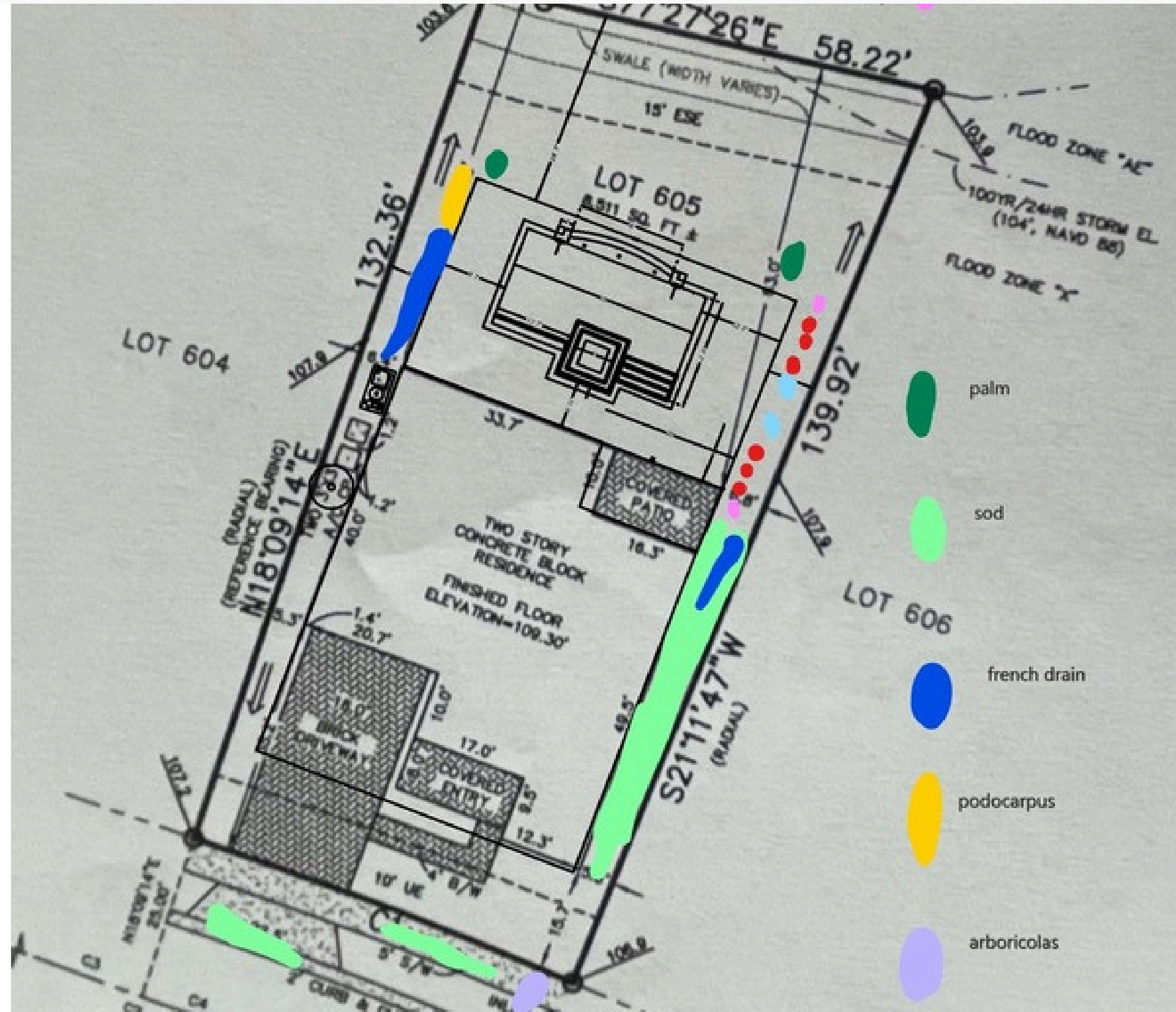
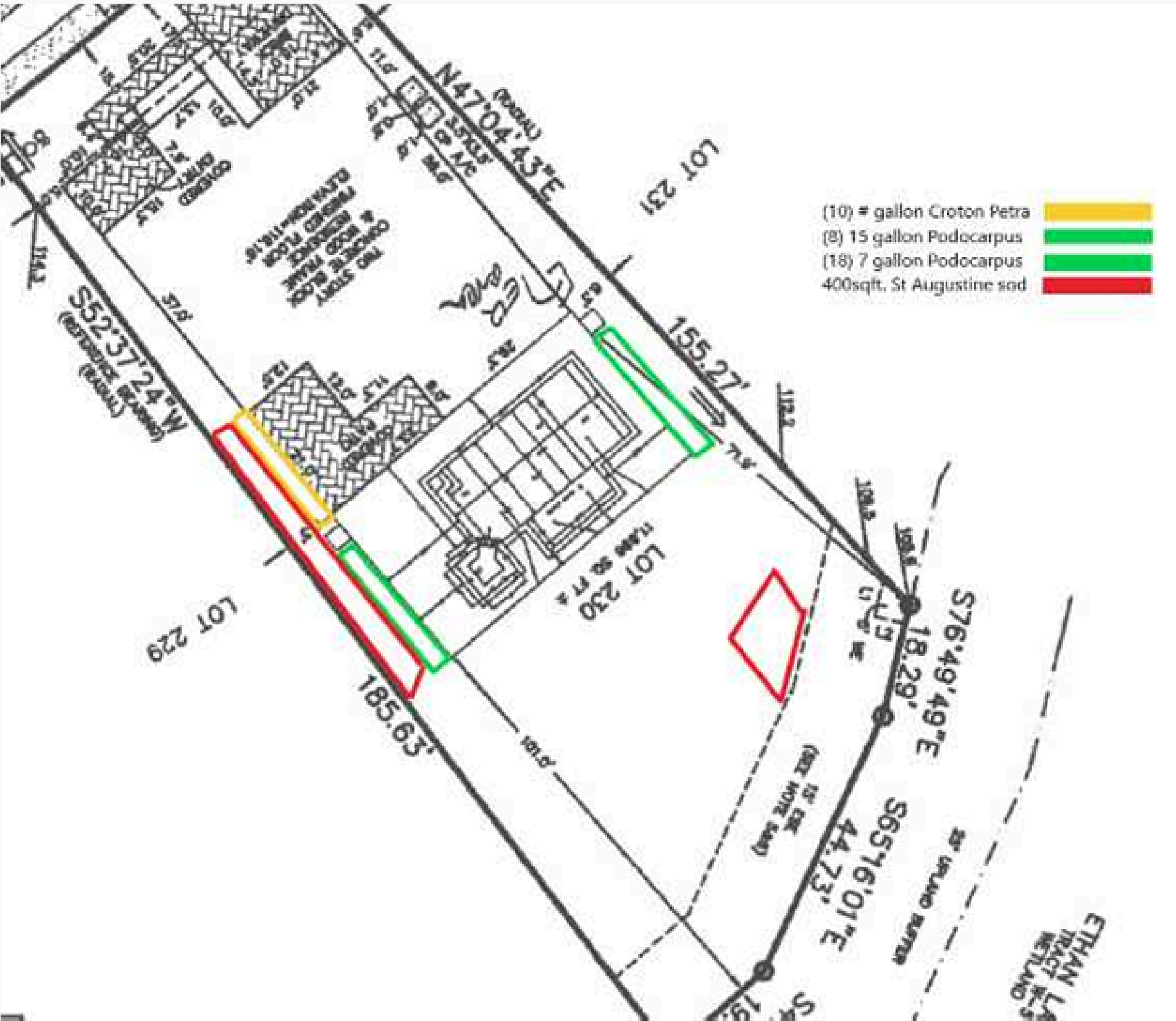
Lot Survey Examples - Fences



Lot Survey Examples - Pools



Lot Survey Examples - Landscaping



Sample Photo Examples - Fences



4 ft. Black Aluminum
Picket Fence



6 ft. White PVC
Privacy Fence



6 ft. Tan PVC
Privacy Fence

Sample Photo Examples - Enclosures



Dome Screen
Enclosure



Screen
Enclosure



Screen Existing
Lanai

ARC Application Checklist

Is the Description clear?

Will the ARC be able to clearly identify the proposed alteration? Please provide as much detail as possible.

Are all items marked clearly on the lot survey?

Are there any markings beyond the lot lines? Do the items correspond correctly with the provided descriptions and/or drawings?

Did you include sample photos/color samples?

Are there sample photos of everything listed in the description?

Does everything match?

Check all materials, including the proposal, to make sure they reflect the same scope of work. (For example, if the description says something will be white, is the same color indicated in the sample photos and on the contractor's proposal?)



Tips for a Smooth ARC Application Review



Submit early—don't wait until the last minute



Keep a copy of your approval letter



Be detailed and thorough in your application. Incomplete applications may cause delays in the process.



Contact the management team with questions



Use licensed and insured contractors



Confirm permit requirements with the City/County



Frequently Asked Questions

How long does it take to get a decision after I submit my application?

This process can differ from one community to another. Although we strive to expedite the approval of your application, most Governing Documents specify a set period for the ARC/Board to make a decision on ARC Applications. This timeframe can range from 30 to 90 days. It's crucial to plan accordingly and refrain from beginning any work until you have received written approval.

Can I start work while waiting for approval?

No, you must wait to receive written approval before starting any work.

Who reviews my application?

Applications are usually reviewed by a volunteer committee of homeowners most commonly known as the Architectural Review Committee/Board (ARC/ARB), which evaluates requests according to your community's Governing Documents. In communities without a committee, applications are reviewed and decided upon by the Board of Directors.



Frequently Asked Questions

Do I need approval to replace something with the exact same item?

Yes, you still need ARC approval—even if the color or material is the same. This allows the association to keep accurate records and confirm that the alterations comply with current guidelines. This includes painting the exterior of the home.

What if I'm only doing landscaping—do I still need approval?

Absolutely, most landscaping modifications need approval, particularly if you're planning to remove or plant trees, incorporate hardscapes or rocks, install edging or garden structures, or alter the type or color of mulch.

I live in a condo—do ARC rules apply to me?

Yes! Even though exterior maintenance is limited in condos, ARC approval may still be required for things like balcony decor or flooring, door hardware changes, window tinting or replacements, interior flooring, or hanging items/plants on railings.



Frequently Asked Questions

What happens if I make a change without ARC approval?

Making changes without approval may result in violations, fines, or being required to remove or undo the work at your own expense. Always check before beginning a project—even for minor projects.

Do I need to hire a licensed contractor for my project?

Some projects may require proof that the work will be done by a licensed and insured contractor—especially for structural or electrical changes. Check your ARC guidelines or consult with the management team for more information.

What if my application is denied?

Most communities have an appeal process in place. You may be able to revise your application, provide more information, or request a hearing. Contact the management office to understand your options.



Frequently Asked Questions

My neighbor did a similar project—why do I need approval?

Each project undergoes individual review. It's possible that your neighbor hasn't submitted an application, or that the regulations may have changed since their project was finalized. Moreover, this process enables the association to maintain accurate records and safeguards you in case the modifications are questioned later on.

Can I submit one application for multiple projects?

You can often submit one application for related projects (e.g., painting and new shutters), but unrelated projects may require separate applications. Always check with the management team to confirm.

How long is my ARC approval valid?

This varies by community. Many communities require you to start or complete the project within a certain timeframe (e.g., 90 or 180 days) after approval. If your project is delayed, you may need to reapply or request an extension.



Frequently Asked Questions

How can I check the status of my application?

You can monitor the progress of your application via the Vantaca Home resident portal. All updates and information are available within the portal, allowing you to check it anytime, day or night, without needing to reach out to the management team.

How will I be notified once my application has been voted on?

You will get an email notification from the resident portal containing an official notice regarding the application's approval or denial.

Is there a fee or deposit required when submitting my application?

This differs from one community to another.

Thank You

Questions?



888-813-3435



CustomerService@accessdifference.com



home.accessdifference.com

This guide is a general overview and may not reflect the specific requirements of your association. Always refer to your Governing Documents or contact management for the most accurate information.