

## Instructions For Making An ACC Request

Homeowners are required to submit request and plans to the Modification Committee and receive written approval by the Committee prior to beginning project. Including but not limited to –

- Additions, alterations, or modifications to exterior of home
- Exterior painting
- Roofing, storm doors, windows, and door replacements
- Landscaping
- Irrigation systems
- Spas and jacuzzis
- Any concrete, hardscape
- Generators, ancillary equipment, or signage
- And all other such on-site improvements, deviations or exceptions not listed in the Design Guidelines.

In most cases, the request must be submitted with supporting attachments that give details, technical specs, and other related information necessary for the Committee to understand and visualize the intent.

Submitting an ACC Request can be broken down into two steps. The first step is to assemble the support material and have it in an electronic form, preferably a jpg or pdf file, which can be uploaded via the community website. The second step is to the upload request AND support material.

***TIP** – When saving a scan file or page from web it is a good practice to rename file in way that identifies the file's content.*

### **Step 1: SUPPORT MATERIAL NEEDED FOR AN ACC REQUEST**

Most ACC Requests are lacking some of the necessary information needed for the Committee to review the request. Here we are going to clarify what is needed. The MOD Committee has made some changes to its requirements to simplify the submissions.

- **Security camera doorbells, if installed in the same location as existing, do not require ACC Request.**
- **ACC Request for simple improvements affixed to the home -**  
such as change exterior lights, storm doors, security cameras, paint front door.
  - Cumulative Plot Plan is no longer required.
  - Instead provide photo of current area where change is to be made.
  - A specification sheet (aka tear sheet, cut sheet) showing the proposed item, its dimensions and color.  
*TIP – This should be a photo of the exact item to be installed. If not, make sure to note any differences such as color or accessories ordered and will be permanent part of the installation.*
  - If painting -must provide accurate color chip.

- **ACC Requests for large projects**

such as patios, trash enclosures, generators, porches, all hardscape, new landscaping

- Cumulative Plot Plan is a must.

***TIP** – A cumulative plot plan must show all the improvements done to the property. The improvements must be somewhat in scale, placed in as close as possible to actual location.*

***TIP**- Show dimensions and distance from property lines for the new project. Remember to allow for setback limits: generally, for landscaping setbacks are 3 ft, for all other modifications see Design Guidelines page 9.*

***TIP** – MOD Chairperson has the original plot plan for all the Magnolia Run properties.*

- A specification sheet(s) (aka tear sheet, cut sheet) showing the proposed materials/items, their dimensions and color.
- A specification sheet on any trees/bushes/plants to be installed which includes a photo and the mature size of the plant.
- Photo(s) of the proposed project area that have been annotated showing the footprint of the project are always a big help.
- Porches and additions also require elevation drawing. Your contractor should be able to provide this. See Design Guidelines page 5.

In all cases having all the required documents prepared will make the submission upload process easier. If the Committee does not have enough information to make a decision the approval will be held up. It is best to have submitted the request as early as possible, so while the Committee usually works fast - bigger projects can generate a lot of questions and additional submissions.


Lastly, homeowners can contact the Committee chairperson for questions and assistance.

## **Step 2: WEBSITE ACC REQUEST AND UPLOAD ATTACHMENTS**

You must be registered on the community's website, The Groves at New Kent, in order to make an ACC Request. Your application and supporting documents are placed here so Committee members can access and review your project. Also, additional material or your answers to questions are placed here, keeping all material in one place and establishes a permanent record of your requests.

Let's begin -

- Log in to website ([goodman.cincwebaxis.com/fss](http://goodman.cincwebaxis.com/fss)). Under the green banner **CLICK** on **ACC Requests**. The ACC Modifications Requests page will appear.
- Scroll down to the to the grid at the bottom of the page. The grid will display previously submitted requests. (Requests made before 1 March 2021 are not on this system)

**Add ACC Request** 

Request Date	Request Type	Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
5/28/2021	Landscaping (Trees/Bushes)	Approved	<b>Details</b>	<b>Add Comment</b>	<b>Add Attachments</b>

- **Click on Add ACC Request.** The application will appear and auto fill your personal information.
- Fill in Planned Start Date and Planned Completion Date. Give yourself ample time. This generally does not come into play during the review process.

***TIP** – If the request is time sensitive contact MOD chairperson.*

Use pop up menu to select ACC Type. If not on menu use 1 to 3 words in Other Type box to describe project.

Please complete the information below and attach additional information to submit your ACC Request.

Association	The Groves at New Kent (Four Seasons at New Kent Vineyards)
Date	08/07/2021 12:15:35 PM
Owner Name	<input type="text"/>
Account Number	<input type="text"/>
Zip	23124
Address	<input type="text"/> New Kent, VA 23124
Home Phone	<input type="text"/>
Work Phone	
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>
Planned Start Date *	<input type="text"/> 8/13/2021
Planned Completion Date	<input type="text"/> 9/30/2021
ACC Type	<input type="text"/> Landscaping (Trees/Bushes)
Other ACC Type	<input type="text"/>

Please submit your plat here. Additional documents can be added once your ACC Request is submitted.

Attachments  No file chosen

Note: Only add attachments once all required fields have been entered.

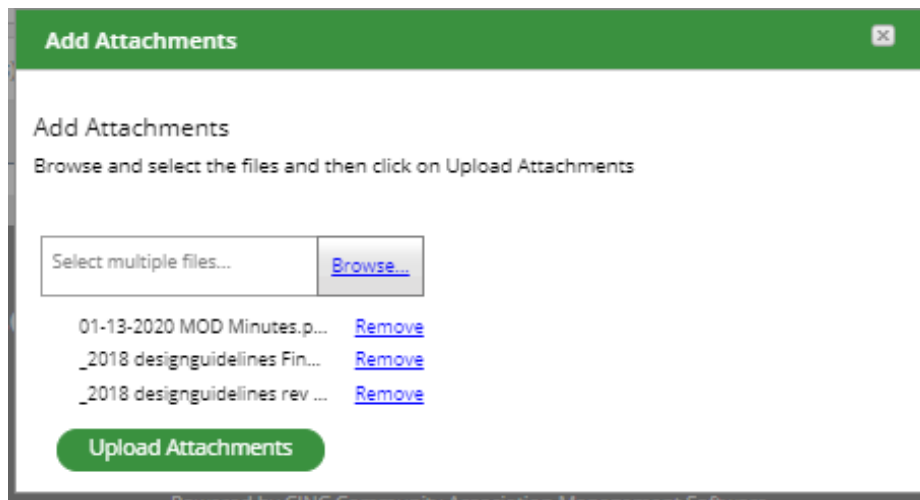
**Submit** **Cancel**

This is where those prepared documents come into play. You will need to know where they are located on your device.

- **Click on Choose Files.** A pop-up box will appear showing the files and folders on your device. Locate your plat, select it. (if your request does not require a plat skip this step) The plat's file name should appear in the box.
- **Click on Submit** button to up-load application and plat. A pop-up box will notify you the request has been received. You will also receive an email notifying you the request has been received.

- Go back to the ACC Modifications Requests page and scroll down to grid. Find the date of your request and go to the far-right column, **Click** on the **Add Attachments** button.
- The Add Attachment box will appear. **Click** on the **Browse** button and the file/folder window will appear. Select pertinent files (you may select multiple files at once or add a file one at a time). Selected files will appear in blue type under the browse box.

***TIP** – If doing one file at a time, you must complete Upload process for each file before selecting the next file. So you must browse it, select it, upload it THEN go back to the request grid find the date of your request and click on Add Attachment button to add the next attachment.*



- **Click** on **Upload Attachments** button to complete. A progress box will show 100% when the upload is complete. **CLICK THE UPLOAD BUTTON ONLY ONCE DOING IT A SECOND TIME WILL CREATE DUPLICATES IN YOUR REQUEST FILE.**
- To check that all the files are attached go back to the ACC Modifications Requests page, find the date of your request, **Click** on **Details** button. Your request will appear, scroll through to make sure all files are there.

### ***Your ACC Request Is Now Complete***

If you need to make a comment, answer a question or add attachments go to the ACC Modifications Requests page and find the date of your request and use **Add Comment** or **Add Attachments** buttons.