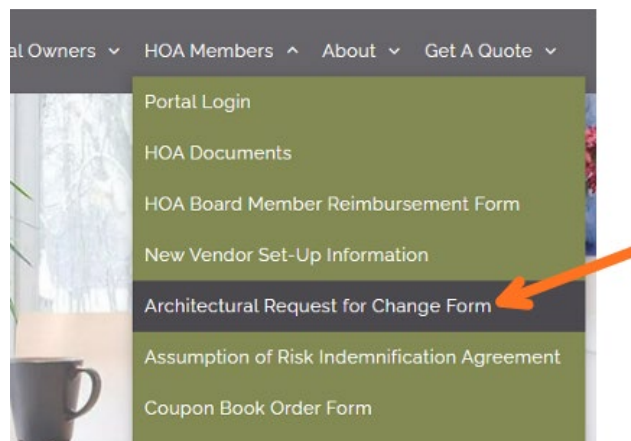


## ARC (Architectural Request for Change) Form Instructions

This is the form a homeowner would fill out if they were wanting to make changes to the outside of their home (install fence, extend patio, add a screen door, etc.). We have moved the ARC form off of the homeowner's portal and onto Synergy's main website. Simply go to Synergy's website at [www.sregtn.com](http://www.sregtn.com). On the grey bar at the top of the page go to **HOA Members**. A dropdown will appear. On the dropdown click on **Architectural Request for Change**. Or click here: <https://hoaresources.sregtn.com/request-for-changes/>.



Simply fill in all of the fields. There is a place to attach multiple documents that are related to the request you are submitting, ie; sketch, images, permits, documents from the contractor you hire, etc. Then at the bottom there is also a box for a digital signature. Simply use your mouse to draw your signature. The signature does not need to be perfect.

Make sure to read over the terms and conditions before clicking the **Submit** button. Once you click **Submit** your information will automatically be sent over to our staff for review. You will also receive an email with a PDF copy of the form you submitted.

Please note: Most communities have a 21 to 30 days or more processing time for ARC's. Please do not start any work prior to approval. It's recommended to not schedule any work, prior to being approved.

If you are unsure whether you need an ARC or not please read over your governing documents first. You can find them on your portal in the documents section or click here: <https://www.sregtn.com/my-hoa-documents>. Click on your community's name to find your governing documents. If you are still unsure please contact your Property Manager.

**Phone: 615.425.2168 \* Email: [office@sregtn.com](mailto:office@sregtn.com) \* Website: [www.sregtn.com](http://www.sregtn.com)**

**Address: 179 Belle Forest Circle, Suite 302 \* Nashville \* Tennessee \* 37221**