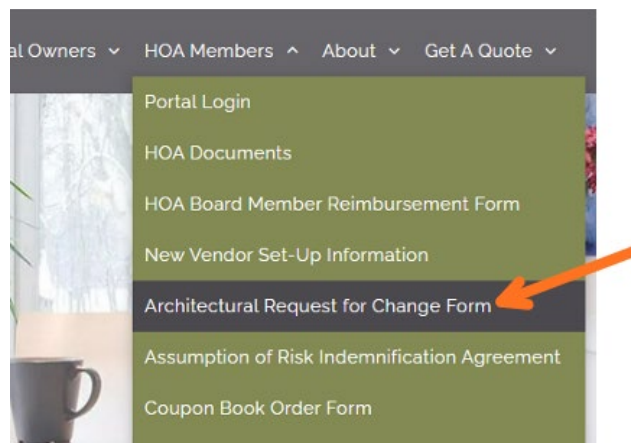


ARC (Architectural Request for Change) Form Instructions

The ARC form is what a homeowner would fill out if they were wanting to make changes to the outside of their home (install fence, extend patio, add a storm door, etc.). There is no need to log into your account. Simply go to Synergy's website at 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. If you receive any errors, it can be due to file size. 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. **IMPORTANT: If all of the requested items are not included you will have to start the form over and this would also mean paying the ARC fee again.** Please read what is required on the form! Also, your community may have a policy for said project, ie fence policy. You will find this on the same dropdown under **HOA Documents** or here: <https://www.sregtn.com/my-hoa-documents>. If you are unsure contact our office before submitting.

Phone: 615.425.2168 * Email: office@sregtn.com * Website: www.sregtn.com

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



For any ground altering projects:

A plat map with the changes drawn on it, must be included, all details, a picture of the area to be changed, in it's current state, any required city permits, a sample picture of what you are putting in, etc.

For non-ground altering projects: ie; painting front door, flag pole mount:

Please include a picture of the area to be changed in it's current state, a sample image of what you are changing, brand and exact placement, details, etc.

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 the Synergy office. We communicate the results of your ARC via email.

IMPORTANT NOTE:

There is a one-time \$35.00 fee per form that will need to be paid at the time of submission. The fee will not go onto your HOA ledger. There will be a credit card/debit card payment option at the bottom of the ARC form. Simply enter your card information, including card number, expiration date, cvc code, then hit "Submit".

This fee is intended to offset the cost of processing the request, submitted by owners for changes to their property. The fee is nonrefundable in the event that the request is denied, or you decide not to make the change. Again, if the ARC does not have all the required documents or information it will be denied and you would need to re-submit a new form and pay the fee again.

Feel free to contact our office with any additional questions. Thank you.

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