

HOW TO SUBMIT MODIFICATION ON THE RESIDENT PORTAL

Sign into your resident portal by visiting www.pinespropertymanagement.com Resident portal

Your window will look like the below window. **Select View and add ACC Plans.**

The screenshot shows the SilverLakes Community Association Homeowner Account Portal. The header includes the association logo, name, and login information. A teal banner says "Welcome, SILVERLAKES COMMON AREA". The main content area is divided into several sections:

- Account Info:** Displays account details such as Account Number (00COMMON-703701), Property Address (901 NW 178 AVE), Last Payment Date, Last Payment Amount (\$0.00), and Current Balance Due. It includes buttons for "View Account Detail" and "Pay Now".
- Architecturals:** Shows 0 items with a link to "View and add ACC Plans".
- Requests:** Shows 0 items with a link to "View and add resident requests".
- Violations:** Shows 0 items with a link to "View open and closed violations".
- Work Orders:** Shows 0 items with a link to "View open and closed work orders".
- Announcements:** Features a notification about "No Street Parking Presentation" with a red icon.
- What's New:** A message stating "This is your initial login. All items are new."
- Documents:** A section for managing documents.
- Links:** A section for various links, including "Misc" and "Nuisance Allegations".

Once you have selected the above mentioned you will be directed to the below window. Select the add new option located on the upper left-hand side on the window you are presently on.

The screenshot shows the "Manage: ACC Plans" page in the SilverLakes Community Association Homeowner Account Portal. The page includes a header with the association logo and name. Below the header, there is a teal banner with the text "Manage: ACC Plans" and a sub-header "Modify the date range to change the listed ACCPlans. Click on ACCPlan to edit or the trash can to delete." Below this, there is a table with columns: Id, Title, Type, Status, Created, To MgmtCo, Decision, Docs, and Edit. A yellow "Add New" button is highlighted in the upper left corner of the table area. Below the table, it says "No acc plans found!".

Id	Title	Type	Status	Created	To MgmtCo	Decision	Docs	Edit
No acc plans found!								

You are now about to begin submitting your Arc modification request form. You Should enter as much detail about the project you are doing here. Choose Title, Type and provide a clear description. Save

 SilverLakes Community Association, Inc.
Homeowner Account Portal

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Add New: ACC Plans

Create an ARC plan to submit to the ARC committee for approval. Click Save or Save and Add Another when you're done.

Save Cancel

Title: Sample
Type: Miscellaneous
Description: Sample
Contractor Name: SAMPLE
Contractor Phone: SAMPLE
Contractor Email: SAMPLE
Planned Start Date: 09/24/2020
Planned End Date: 09/30/2020

Save Cancel

You are not at the final stages of submission note the red sections. On the right-hand side is a copy of the modification form (fillable form) that you will need to provide in the Documents section with all supporting documents. Please be sure to review the requirement check list to ensure **ALL DOCUMENTS** have been submitted. Failure to submit all documents will result in your modification application being denied. Should you be informed there are items missing. You must upload them to your portal for review.

 SilverLakes Community Association, Inc.
Homeowner Account Portal

Login Name: 0000
Thursday, September 17, 20
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ACC Plans - Sample

Done Edit Delete

Plan Info

Name: SILVERLAKES COMMON AREA
Address: 901 NW 178 AVE
Status: Submit Plan to Management Company
This Plan has not yet been submitted for management company review
Id: 311060
Title: Sample
Type:
Description: Sample
Documents: Add Document
There are no documents attached to this plan

Submittal Documents

Type	Document	Required	Supplied
SI Mod Form	FORM Silverlakes Mod 3.4.18.pdf	Y	

Additional documents are needed before the plan can be submitted

Plan Status

Submitted to MgmtCo:
Decision Date:
Deposit:
Deposit Refund:
Submitted to ACC:
Letters:

Project Status

Contractor: SAMPLE
SAMPLE
SAMPLE
Planned Start: 09/24/2020
Planned Completion: 09/30/2020
Actual Start:
Actual Completion:
Final Inspection Date:

You have successfully submitted a modification using your resident portal and will be returned to this window. You may log back in at any time to check the status of your modification status. Please allow 45 days for application processing.



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Manage: ACC Plans

Modify the date range to change the listed ACC Plans. Click an ACC Plan to edit or the trash can to delete.

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Id	Title	Type	Status	Created	To MgmtCo	Decision	Docs	Edit	Delete
311060	Sample	Miscellaneous		09/17/2020					

Showing 1 - 1

Showing 1 - 1