

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 displays the SilverLakes Community Association Homeowner Account Portal. The header includes the association logo, name, and contact information, along with the user's login name and date. 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".
- What's New:** A section for updates, currently showing "This is your initial login. All items are new."
- Documents:** A section for document management, currently showing "Documents".
- Links:** A section for additional resources, including "Misc" and "Nuisance Allegations".
- Announcements:** A section for community news, currently showing "No Street Parking Presentation" and "Street Parking Presentation. Please review regarding the Association rules created due to City and National Fire Code."

The left-hand navigation menu includes options like Home, PPM Home, SilverLakes.net, Announcements, Chat with us, Comcast Subscri, Documents, Event Registratio, Help Desk (highlighted), Links, My Profile, Account Info, and Reservations.

If you log in and find yourself on your sub community and not Silverlakes. Use the master Console feature located on the left-hand side of your portal. This allows you to toggle between communities. Note you can only submit a modification form under Silverlakes Community association.

The screenshot shows the "Master Console" feature in the portal. It consists of a dark header with the text "Master Console:" and a dropdown menu below it. The dropdown menu is open, showing three options:

- SilverLakes Comm (with a downward arrow)
- Coconut Key
- SilverLakes Community Association, Inc. (highlighted in blue)

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

SilverLakes Community Association, Inc.
Homeowner Account Portal

Manage: ACC Plans

[+ Add New](#) [Home](#)

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



- Home
- PPM Home
- SilverLakes.net
- Announcements
- Chat with us
- Comcast Subscri
- Documents
- Event Registratio
- Help Desk
- Links
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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.



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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
SL Mod Form	EQRM Silverlakes Mod 1.6.18.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:

When uploading the modification request form after you have filled it out. Select Add document. Then choose *Modification Form* Since this is a required form it will not let you submit until you have uploaded it.

Add file to ARC Plan

Title for first document:

Type
Modification Form

Drop Files Here

or choose your file:

YOU MUST CLICK SUBMIT PLAN TO MANAGEMENT COMPANY FOR PPM TO RECEIVE YOUR REQUEST.

Status: [Submit Plan to Management Company](#)

This Plan has not yet been submitted for management company review

If you are missing required documents the following message will appear

Submit Plan To Management Company

Required documents are missing

This plan has several required documents that have not been supplied. You cannot submit a plan unless all required documents are provided. The required documents are listed in the 'Submittal Documents' section. Please upload these documents to the plan then re-submit it.

If you have successfully provided the required documents, you will receive the following message and can hit save.

Submit Plan To Management Company

Save Cancel

Please ensure you have attached a completed modification form and all supporting documents. Once saved your modification request will be submitted to the SilverLakes Modification Committee and Pines Property Management. Every effort will be made process your request as expeditiously as possible. Please allow up to 45-days for turnaround.

You are about to submit this plan to the management company to begin the review process. Please make sure your plan is complete as you will not be able to make change to it while it is being reviewed.

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.

SilverLakes Community Association, Inc.
Homeowner Account Portal

Login Name: 000
Thursday, September 17, 2020
Home | Log

Home
PPM Home
SilverLakes.net
Announcements
Chat with us
Comcast Subscri
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Event Registratio
Help Desk
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My Profile
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Manage: ACC Plans

Modify the date range to change the listed ACCPlans. Click on ACCPlan to edit or the trash can to delete.

Add New Home

Search showing 1 - 1

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

showing 1 - 1

