## **Architectural Change Request**

Architectural change requests and approvals are now handled online by way of the Sentry Management homeowner portal CommunityPro<sup>®</sup>.

- 1. Log into CommunityPro<sup>®</sup> (<u>https://www.accesssentrymgt.com/dx/sentrywp/index.html</u>) and select the **ARC Application** link at the bottom of the homepage.
- 2. Complete and submit the online form being sure to upload any associated documents including the neighbor signature page, which can be found here or in the CommunityPro<sup>®</sup> Information Center under Architectural Standards & Guidelines. Your community's designated approvers will be notified via email that there is an ACC Application ready for review.
- 3. After a decision has been made, you will receive an automated email with your results.

If you are not yet registered for CommunityPro<sup>®</sup>, register now by visiting the <u>My Account</u> page on our website and selecting "New User Registration." Sentry Management is honored to serve your community, and we will continue to develop offerings that simplify the lives of our board members and homeowners.