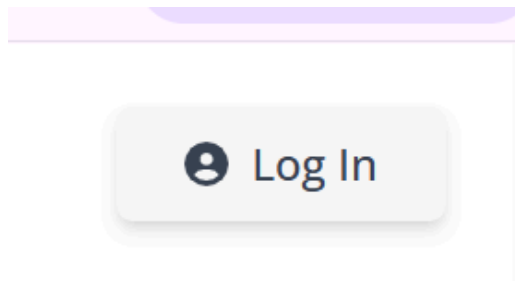


Architectural Request Form Location and Steps

The form has moved to the new management website.

1. To get the Architectural Request (ARC) form visit the management company portal at <https://portal.amcassociation.com/> .
2. On the top right-hand side click the Login Icon.



3. Then enter your email and password. If you have not already registered. Please Sign Up using the information mailed to you from AMC or reach out to AMC for further help.

Log into Your Account

×

Email

neil.armstrong@example.com

Password

|

👁

[Forgot your password?](#)

Log In

Log In With Code

Don't have an account? [Sign Up](#)

4. Once logged in on the right-hand side will be a documents icon. Click on Documents.

 Inbox

 Home

 Payments

 Requests

 Compliance and Notices

 Calendar & Events

 Directory

 Documents

5. Click on Architectural Request (ARC)

Name	Last Modified	
 Amenities	07/01/2026 07:00 PM	
 Annual Meetings	07/01/2026 07:00 PM	
 Architectural Requests (ARC)	06/15/2026 02:25 PM	

- Click on the Download Icon Next to the PDF form to download the form from the portal.

Name	Last Modified	
 Spring Lakes Subdivision HOA Architectural Ap	06/15/2026 02:25 PM	 

Download Icon is the downward arrow.



- Complete the form and attach all relevant documents.
- Email the filled and signed form and all additional documents to christina@amcassociation.com for review.
- Wait for Board response to the application.

If you have any questions. Reach out to the Board. It is your responsibility to understand the DCCRs and read the ARC form in its entirety when requesting approval. Architectural approvals are completed by the Board at the monthly meetings. The Board may follow up with further questions if necessary.