ACC Request Process Overview

ACC Requests start on the HOA website (Start New ACC Action Request in Members Area):

https://franklinstation.org/member/acc/request/add

The ACC has 30-days to approve an ACC Request or it is automatically approved. The 30-day clock starts when an Owner submits an ACC Request. The 30-day clock restarts if the owner edits and re-submits their request.

Once the owner submits their request to the ACC, every action is logged to provide transparency to all parties.

Owner gathers documents, drawings, etc.

Owner Submits Request

ACC Reviews Request

Owner Edits Request

ACC Questions?

ACC Deliberation and Vote

Owner Withdraws Request

Chair Unlocks Voting

Chair Uploads Documents

Restart Voting?

Chair Decides

Generate Decision Letter

Owner (link on Website)

Chair Email

End
Owner: Start New ACC Request

Two ways to access:
1. From the Member Area dropdown menu
2. From the Quick Links on the side menu
Gather the documents, diagrams, etc. you need to describe your project to the ACC. You are encouraged to add attachments to your request. PDF files are preferred.

The three Step process is:
1. Enter the Title and Description
2. Review the request, add attachments (documents, diagrams, etc.)
3. Submit the Request
When you hit the Submit Request to ACC button, two things happen:
1. An email is sent to the ACC and HOA Board
2. Your request is locked and you won’t be able to make any changes.

You can also Delete Request from this screen, which will remove the request altogether.
From here, the owner can **Edit Request** or **Withdraw Request**

- **Edit Request** removes the request from the ACC process and re-starts the 30-day clock once the request is re-submitted.

If you need to make changes to your submitted request, you have two choices:

1. **Edit Request** will remove all ACC actions, such as votes, comments, etc. The status will change to “New Request” and is only visible to the property owners until it is submitted again.

2. **Withdraw Request** will remove all ACC actions and change the status to “Withdrawn by Owner”. The request is not deleted and can be re-started at another time. The request remains visible to the ACC and HOA Board as a ”Completed ACC Request”.

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### ACC Action Request

**Status:** Submitted  
**Options:** Edit Request, Withdraw Request  

**Request Title:** Example ACC Request  
**Address:** 227 Pennsylvania Ave  
**Owner(s):** Andre Miguel Cota-Robles, Teresa Cota-Robles  
**Request Details:** This is only an example to show the ACC Request process.  
**Submitted:** 06-17-2019  
**Attachments:** FSHOA_ACC_Request_pptx.pdf  
**Voting Comments:**  

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<th>Date</th>
<th>Log Entry</th>
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<td></td>
<td>2019-06-17 11:13:24</td>
<td>[24][02_submitted] Submitted by: Andrea CotaRobles (<a href="mailto:andrew@cotarobles.com">andrew@cotarobles.com</a>) [431]</td>
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ACC Members: Review Request

- ACC Members and HOA Board will receive an email notifying them of an ACC Request.
- Open the link in the email or View Open ACC Requests from the ACC dropdown menu.
ACC Members have only one vote. You can see how other members have voted in the table on the right. Votes to Disapprove require a comment.
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Votes to Disapprove require a comment.
• Lock Voting: Prevents other ACC Members from casting votes. Votes must be locked before the Chair can set a decision.
• Reset Voting: Removes all votes and voting comments; ACC Members must re-cast their vote.
• Add Attachment: If you have documents you’ve gathered from the property owner (such as emails, additional diagrams, etc.), you may add them to their ACC Request. PDF documents are preferred.
• Unlock Voting: Re-open voting and options from the previous screen.
• Approve Request or Disapprove Request: Comments are mandatory.
• Add Attachment: If you have documents you’ve gathered from the property owner (such as emails, additional diagrams, etc.), you may add them to their ACC Request. PDF documents are preferred.
• Comments are required for either decision.
The system generates two PDF files:
1. Decision Letter
2. Decision Letter with all attachments

The ACC Chair can notify the Owner of the decision by clicking the **Send Email Notification** button.

**EMAIL NOTIFICATION IS NOT AUTOMATIC – ACC CHAIR MUST PRESS THE BUTTON**
Owner: ACC Decision Screen

ACC Action Request

Status: Approved

Request Title: Example ACC Request

Address: 227 Pennsylvania Ave

Owner(s): Andre Miguel Cota-Robles
             Teresa Cota-Robles

Request Details: This is only an example to show the ACC Request process.

Submitted: 06-17-2019

Closed: 06-17-2019

ACC Chairperson Comments:
The ACC approves the request.

ACC Decision Letter: Download Decision Letter
Download Decision Letter plus All Attachments

Attachments: FSHOA_ACC_Request_pptx.pdf

Voting Comments:
This is an example comment. Comments are mandatory if voting to disapprove. (Phil Shaw) (Phil Shaw)

Log

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<tr>
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<th>Log Entry</th>
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Subject: ACC Decision for 227 Pennsylvania Ave (Example ACC Request)

ACC Decision: Request Approved

Request Description: This is only and example to show the ACC Request process.

ACC Chairperson Comments: The ACC approves is request.

Detailed Status can be viewed at: http://fs.orgl/member/acc/request/view/28