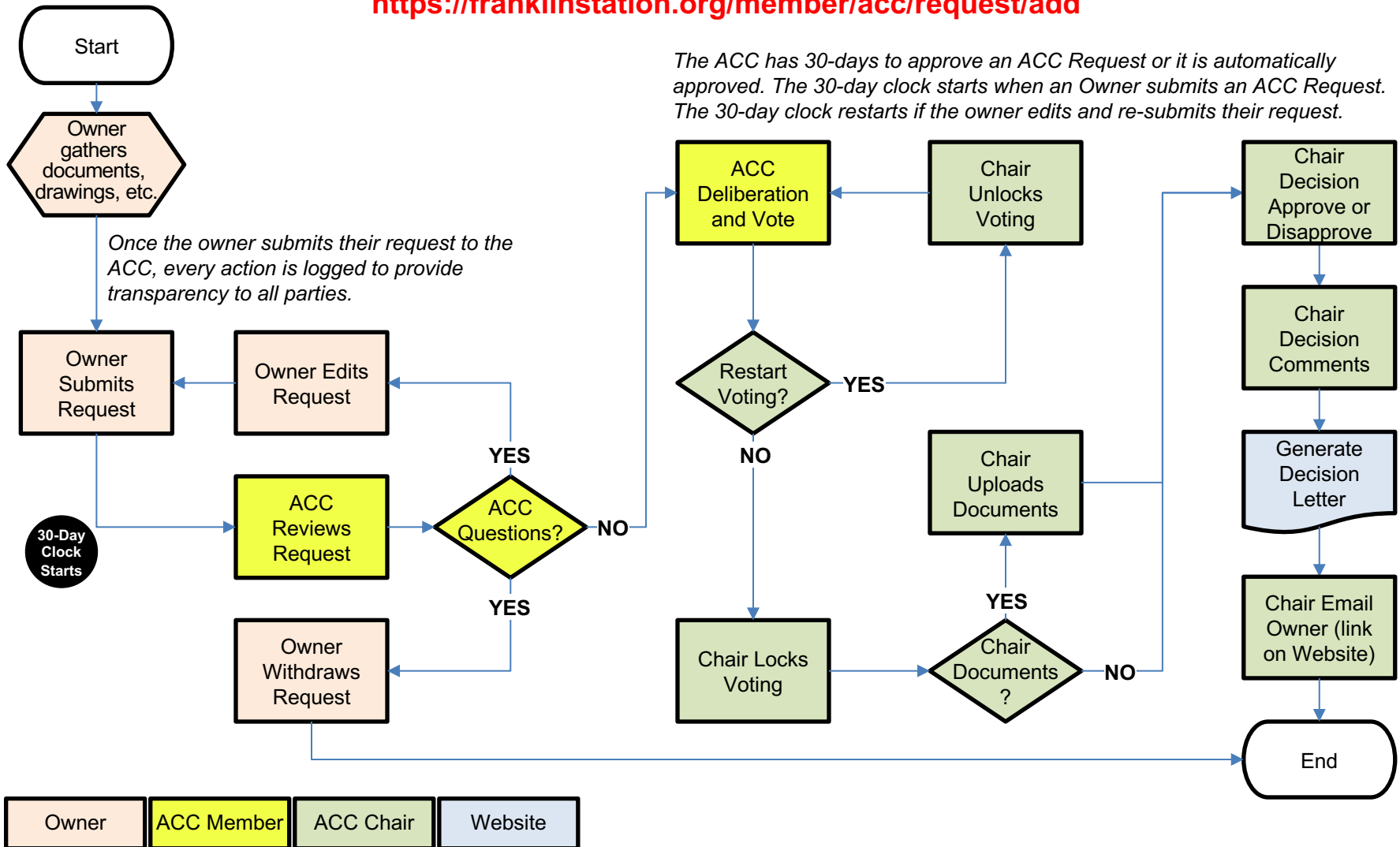




ACC Request Process Overview

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

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





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

The screenshot displays the Franklin Station website interface. At the top, there is a navigation bar with links: Franklin Station, About Us, Documents, Member Area, FAQ, and Contact Us. The 'Member Area' dropdown menu is open, showing options: View/Edit Your Profile, Report an HOA Violation, Report a Pool Problem, View Your Property Sheet, Start New ACC Action Request, and View My ACC Requests. A red arrow points to the 'Member Area' dropdown, and another red arrow points to the 'Start New ACC Action Request' option. On the right side, there is a 'Quick Links' section with buttons for: HOA Covenants, Contact the HOA, Report an HOA Violation, Report a Pool Problem, and ACC Action Request. A red arrow points to the 'ACC Action Request' button. The main content area features a large image of the Franklin Station logo on a stone wall, followed by a 'Welcome to the Franklin Station Association' section. The 'Mailing Address' section is also visible, listing the Franklin Station HOA address in Madison, AL.



Owner: Enter Title and Description

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

[Home](#) / [Start New ACC Action Request](#)

ACC Action Request

The process for the Architectural Control Committee (ACC) Action Request is very simple. Please provide the ACC with as much detail on your project as possible.

- Enter the Title and Detailed Description of your ACC request or project
- You can add attachments in the next step.

Address	<input type="text" value="227 Pennsylvania Ave (Franklin Station)"/>
Title	<input type="text" value="Example ACC Request"/>
Description	<div><div>This is only an example to show the ACC Request process.</div></div>

[Next](#)



OWNER: Add Attachments, Review, Submit Request

[Home](#) / [ACC Request List](#) / Edit ACC Action Request

ACC Action Request

Request has not been submitted.

The process for the Architectural Control Committee (ACC) Action Request is very simple. Please provide the ACC with as much detail on your project as possible.

- If you make changes to your Title or Description, press **"Save"** or you will lose your changes.
- Review your Request and add supporting documents using the **"Add Attachment"** button to add diagrams, pictures, etc.
- When you are satisfied with your request, press **"Submit Request to ACC"**. The ACC will receive an email notification of your request.

Address

227 Pennsylvania Ave (Franklin Station)

Title

Example ACC Request

Description

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

Save

Add Attachment

- Maximum attachment size is 12 MB
- The following files types are allowed: PDF, PPT, PPTX, ODP, DOC, DOCX, ODT, ODM, XLS, XLSX, ODS, OXT, ODG, JPG, TIF, GIF, PNG
- PDF files are preferred
- We will convert other file types to PDF (please check the converted file for accuracy)

Attachments:

- FSHOA_ACC_Request_pptx.pdf

X

Submit Request to ACC

Delete 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.



OWNER: Request Submitted

- 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.

Franklin Station

About Us ▾ Documents ▾ Member Area ▾ FAQ Contact Us

[Home](#) / [View My ACC Requests](#) / [View ACC Request](#)

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:

Log

Date	Log Entry
2019-06-17 11:13:24	[24][02_submitted] Submitted by: : by Andre CotaRobles (andre@cotarobles.com)[431]

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”.



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.

Home

Franklin Station Home

Mailing Address

Home / ACC Open Requests List

Open ACC Requests

Title	Address	Status	Submitted	Auto Approve
Example ACC Request	227 Pennsylvania Ave (Franklin Station)	Submitted	06-17-2019	07-17-2019



ACC Member: Review Request

- 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.

Franklin Station

About Us ▾ Documents ▾ Member Area ▾ ACC ▾ FAQ Contact Us

[Home](#) / [View Open ACC Requests](#) / [View ACC Request](#)

ACC Action Request

Status:

Submitted

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:

Log	Date	Log Entry
	2019-06-17 11:13:24	[24][02_submitted] Submitted by: : by Andre CotaRobles (andre@cotarobles.com)[431]

ACC Voting

No Vote Recorded. Please Vote.

Vote Approve

Vote Disapprove

Voting Results

Bobby Lehman

Mitch Walker

Kat Yocom

Dennis Peck

Kelvin Mitchell

Phil Shaw

A

 = Voted Approve

D

 = Voted Disapprove

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ACC Member: Voting Options

- 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.

Voting to Approve Request ×

Comments:

Voting to Approve. Comments are optional.

Voting to Disapprove Request ×

Comments:

Voting to Disapprove. Comments are REQUIRED.



ACC Chairperson: Voting Options

[Home](#) / [View Open ACC Requests](#) / [View ACC Request](#)

ACC Action Request

Status: Submitted

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](#) X

Voting Comments:

This is an example of a comment. Comments are mandatory for votes to disapprove. (Phil Shaw)

Log

Date	Log Entry
2019-06-17 11:34:00	[25][acc-vote-disapproved] Vote Recorded: Disapproved : Phil Shaw(andre@cotarobles.com) : by P...
2019-06-17 11:13:24	[24][02_submitted] Submitted by: : by Andre CotaRobles (andre@cotarobles.com)[431]

ACC Voting

No Vote Recorded. Please Vote.

Vote Approve Vote Disapprove

Voting Results

Bobby Lehman

Mitch Walker

Kat Yocom

Dennis Peck

Kelvin Mitchell

Phil Shaw D

A = Voted Approve D = Voted Disapprove

ACC Chairperson Only:

Lock Voting Reset Voting

Add Attachment

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- 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.



ACC Chairperson: Decision Options

[Home](#) / [View Open ACC Requests](#) / [View ACC Request](#)

ACC Action Request

Status:

Submitted

Request Title:

Example ACC Request

Address:

227 Pennsylvania Ave

Owner(s):

Andre Miguel Cota-Robles
Teresa Cota-Robles

Request Details:

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

Submitted:

06-17-2019

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

Date	Log Entry
2019-06-17 15:26:12	[69][acc-voting-locked] Voting Locked : : by Andre M Cota-Robles (andre@cota-robles.com)[1]
2019-06-17 15:24:12	[71][acc-vote-approved] Voting Recorded : Approved : by Mitch Walker (andre@cota-robles.com)[1]
2019-06-17 15:24:12	[72][acc-vote-approved] Voting Recorded : Approved : by Kat Yocom (andre@cota-robles.com)[1]
2019-06-17 15:24:12	[73][acc-vote-approved] Voting Recorded : Approved : by Dennis Peck (andre@cota-robles.com)[1]
2019-06-17 15:24:12	[74][acc-vote-approved] Voting Recorded : Approved : by Kelvin Mitchell (andre@cota-robles.com)...
2019-06-17 15:24:12	[75][acc-vote-disapproved] Voting Recorded : Disapproved : by Phil Shaw (andre@cota-robles.co...
2019-06-17 15:23:27	[68][02_submitted] Submitted by : : by Andre M Cota-Robles (andre@cota-robles.com)[1]

ACC Voting

Voting Locked

Voting Results

Bobby Lehman	A
Mitch Walker	A
Kat Yocom	A
Dennis Peck	A
Kelvin Mitchell	A
Phil Shaw	D

A = Voted Approve D = Voted Disapprove

ACC Chairperson Only:

Unlock Voting

Approve Request

Disapprove Request

Add Attachment

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- 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.



ACC Chair: Decision Options

- Comments are required for either decision.

Set Status: Request Approved ×

Comments:

Comments are REQUIRED.

Set Status Cancel

Set Status: Request Disapproved ×

Comments:

Comments are REQUIRED.

Set Status Cancel



ACC Chairperson: Email Results

Franklin Station Board Portal About Us Documents Member Area ACC Admin FAQ Contact Us

Home / View Closed ACC Requests / View ACC Request

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 and example to show the ACC Request process.
Submitted:	06-17-2019
Closed:	06-17-2019
ACC Chairperson Comments:	The ACC approves is 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	Date	Log Entry
	2019-06-17 15:44:23	[76][request-determination] Set ACC Decision: Request Approved : : by Andre M Cota-Ro...
	2019-06-17 15:26:12	[69][acc-voting-locked] Voting Locked : : by Andre M Cota-Robles (andre@cota-robl...
	2019-06-17 15:24:12	[71][acc-vote-approved] Voting Recorded : Approved : by Mitch Walker (andre@cota-robl...
	2019-06-17 15:24:12	[72][acc-vote-approved] Voting Recorded : Approved : by Kat Yocom (andre@cota-robl...
	2019-06-17 15:24:12	[73][acc-vote-approved] Voting Recorded : Approved : by Dennis Peck (andre@cota-robl...
	2019-06-17 15:24:12	[74][acc-vote-approved] Voting Recorded : Approved : by Kelvin Mitchell (andre@cota-ro...
	2019-06-17 15:24:12	[75][acc-vote-disapproved] Voting Recorded : Disapproved : by Phil Shaw (andre@cota-ro...
	2019-06-17 15:23:27	[68][02_submitted] Submitted by: : by Andre M Cota-Robles (andre@cota-robl.com)[1]

ACC Voting

Voting Results

Bobby Lehman	A
Mitch Walker	A
Kat Yocom	A
Dennis Peck	A
Kelvin Mitchell	A
Phil Shaw	D
A = Voted Approve D = Voted Disapprove	

ACC Chairperson Only:

[Send Email Notification](#)

Email Notification will go to the Property Owners, ACC Members, the HOA Officers, and HOA Board

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

[Home](#) / [View My ACC Requests](#) / [View ACC Request](#)

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 and example to show the ACC Request process.
Submitted:	06-17-2019
Closed:	06-17-2019
ACC Chairperson Comments:	The ACC approves is request.
ACC Decision Letter:	Download Decison Letter Download Decison Letter plus All Attachments
Attachments:	FSHOA_ACC_Request_pptx.pdf
Voting Comments:	<div>This is an example comment. Comments are mandatory if voting to disapprove. (Phil Shaw) (Phil Shaw)</div>

Log

Date	Log Entry
2019-06-17 15:44:23	[76][request-determination] Set ACC Decision: Request Approved : : by Andre M Cota-Ro...
2019-06-17 15:26:12	[69][acc-voting-locked] Voting Locked : : by Andre M Cota-Robles (andre@cota-robl...
2019-06-17 15:24:12	[71][acc-vote-approved] Voting Recorded : Approved : by Mitch Walker (andre@cota-robl...
2019-06-17 15:24:12	[72][acc-vote-approved] Voting Recorded : Approved : by Kat Yocom (andre@cota-robl...
2019-06-17 15:24:12	[73][acc-vote-approved] Voting Recorded : Approved : by Dennis Peck (andre@cota-robl...
2019-06-17 15:24:12	[74][acc-vote-approved] Voting Recorded : Approved : by Kelvin Mitchell (andre@cota-ro...
2019-06-17 15:24:12	[75][acc-vote-disapproved] Voting Recorded : Disapproved : by Phil Shaw (andre@cota-r...
2019-06-17 15:23:27	[68][02_submitted] Submitted by: : by Andre M Cota-Robles (andre@cota-robl...)[1]

Mailing Address

Franklin Station HOA
P.O. Box 2051
Madison, AL 35758

Quick Links

- [HOA Covenants](#)
- [Contact the HOA](#)
- [Report an HOA Violation](#)
- [Report a Pool Problem](#)
- [ACC Action Request](#)

Community Links

Opens External Content

- [The Madison Record](#)
- [AL.com Huntsville](#)
- [City of Madison](#)
- [Maura Wroblwski
Madison City District 1](#)
- [Madison City Schools](#)
- [Madison County Services](#)
- [State of Alabama](#)
- [AL State Senate
District 2](#)
- [AL State House
District 25](#)



Franklin Station Homeowners Association, Inc.
PO Box 2051, Madison, AL 35758-5415

Franklin Station Homeowners Association Architectural Control Committee

June 17, 2019

Subject: ACC Decision for 227 Pennsylvania Ave (Example ACC Request)

ACC Decision: Request Approved

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

ACC Chairperson Comments: The ACC approves this request.

Detailed Status can be viewed at: <http://fs.org/membership/acc/request/view/28>

Franklin Station Homeowners Association
PO BOX 2051
Madison, AL 35758-5415

If you are not the property owner, please contact the
Franklin Station Homeowners Association Officers:

officers@franklinstation.org

Phil Shaw, President
Andre Cota-Robles, Vice-President
Tayana Castelli, Treasurer
Andre Cota-Robles, Secretary

Andre Miguel Cota-Robles
Teresa Cota-Robles
227 Pennsylvania Ave
Madison AL 35758-2252 USA