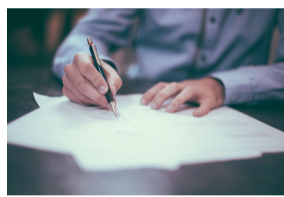


PROPERTY IMPROVEMENT REQUEST FORM

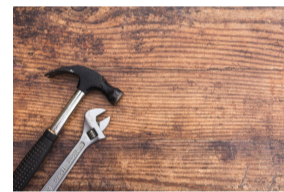
Sign into your Spectrum Association Management Account and follow these steps.

<https://spectrumam.com/homeowners/property-improvement/submit-request/>



Step 1

Basic Information - This is where you put information like your name, address, HOA's name, etc.



Step 2

Improvement Type - You will select your type of improvement from a list of options. We'll ask questions about the type of property improvement you will be performing, the location of the improvement, the anticipated start and end dates, etc.



Step 3

Supporting Documentation - For many projects, we need to provide your committee with supporting documentation, like plat maps, building plans, photo samples of colors and materials, etc.



Step 4

Wait for ACC Approval - Typically, the committee has 30 days to review an improvement request after all of the requested documents have been submitted to them for review, but the time allowed may be longer or shorter than that based on your HOA documents.