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Subject: **ARC Tracker**

Date: **April 16, 2024 at 9:02:21 AM**

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The Board of Directors and the Architectural Committee of The Fairways at Fieldcreek Ranch Homeowners Association are pleased to announce that Architectural Committee submittals can now be done online. The Fairways is now using a cloud-based service called ARC Tracker to streamline and manage architectural review committee (ARC) submittals. Guidelines are conveniently organized for each project type and step-by-step instructions guide you through the process, eliminating much of the previous paperwork and complexity. Requests submitted online can be processed much faster than by the traditional method of delivering paper documents to our community manager's office, and there is no additional charge to the homeowner.

To get started, just go to ARC Tracker for The Fairways at Fieldcreek Ranch and create an account. If prompted for our neighborhood's nickname, enter "fairwaysatfieldcreek".

Residents are still welcome to use the old paper documents and submit them by hand or mail to the office of our community manager. This process just takes longer to complete when dealing with paper documents. If you currently have a project that is in progress, please continue to use the old paper-based system until that project is completed.

Please remember that all projects which change the exterior appearance of your house or yard require Architectural Committee approval before work begins. For many projects, the submittal can be done without a review fee or deposit.