

# Submitting Architectural Requests

High Valley Ranch Owners Association

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- Access the Navigate website

- [www.navigatecommunitymanagement.com](http://www.navigatecommunitymanagement.com)



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Community Management

*AAMC, Accredited Association Management Company*

Expert services, innovative technology, transparency.

<b>150+</b> <small>Communities managed</small>	<b>8,000+</b> <small>Condominiums, townhomes &amp; single-family homes</small>	<b>92%</b> <small>Homeowners use our online portal</small>
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Request a proposal

Learn more



- HOA Management Services
- Condominium Management Services
- Developer & Builder Services
- Reserve Study Services
- Homeowner Hub & Services
- Review & Testimonials
- Career
- Escrow, Title Documents & Resale Certificates



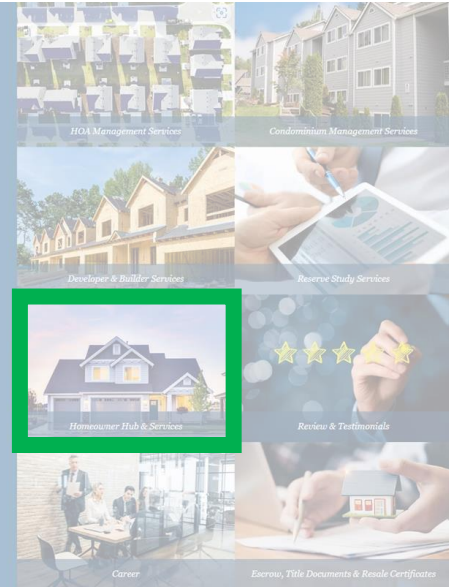
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Request a proposal

Learn more



- Click on Homeowner Hub & Services



- 
- Click on Architectural Reviews (ACCs)



*Owner Portal*



*Payment Information*



*New Owner Form*



*Rental Compliance*



*Maintenance Request*



*Resale Information*



*RULE VIOLATIONS/COMPLAINTS*



*Architectural Reviews (ACCs)*



*HOA DUES & LATE FEES INFO*



# Property Improvement Center

Before submitting an application for improvement, we recommend that you review the applicable document below. Note that if all documents, drawings, site plans and other information required to review your application are not provided, the processing for your application may be delayed.

The documents below are provided for information only; and your community may have additional requirements in its Governing Documents.

## Step 1

Review Governing Documents of your Association (available on the portal).

Review Project Guidelines below.

*Access the portal here.*

## Step 2

Fill out application by downloading the below PDF.

Gather supporting documents.

*Download Application - Homes*

*Download Application - Condos*

## Step 3

Go to homeowner portal and create a new Architectural Review in the Compliance tab.

Upload application and supporting documents.

*Access the portal here.*

## Step 4

Our team will review the application and supporting documents. Additional documents may be requested.

If the application is complete, it will be submitted to Board or Committee

*Access the portal here.*

- Follow the steps outlined in the Property Improvement Center and reference project guides

These are only project guides. The ACC will make the final determination.



*Fences & Gates*



*Sheds & storage units*



*Play Structures*



*Patios & Walkways*

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- Step 1 – Review Governing Documents on Homeowner portal

The image shows a screenshot of a 'Shared Documents' interface. At the top, there is a header 'Shared Documents' with a purple bar below it. Underneath, there is a section 'Shared with you' containing a 'Document' entry. A folder icon labeled 'Governing Documents' is highlighted with a green box, and a green arrow points to it from the right. Below the main interface, a callout box titled 'Step 1' contains the text: 'Review Governing Documents of your Association (available on the portal). Review Project Guidelines below.' At the bottom of this callout box, the text 'Access the portal here.' is highlighted with a green box, and a green arrow points to it from the right.

- Step 2 – Download and complete application located on the Navigate website

**Step 2**

Fill out application by downloading the below PDF.

Gather supporting documents.

[Download Application - Homes](#)

[Download Application - Condos](#)

In order to submit this form, you should open it with Adobe Acrobat Reader.

### Architectural Review Application

**Association name \***  
  
Please enter the name of your Community Association.

**Name \***  
   
First Name Last Name

**Email \***  
  
example@example.com

**Phone Number \***  
  
Please enter a valid phone number.

**Lot/unit number \***

**Address of the home within the Community \***  
  
Street Address  
  
Street Address Line 2  
  
City State / Province  
  
Postal / Zip Code

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- Step 3 – Submit New Architectural Review from Homeowner portal

Architectural  
Reviews

## Architectural Reviews

### Architectural Review Requests

Thank you for visiting the homeowner portal to submit an architectural review. Architectural reviews ensure improvements and modifications follow the guidelines set forth in CC&Rs and rules of your community to maintain the community standards throughout the association.

Prior to creating your Architectural Review, please visit our website to review the architectural review process and download the required application.

Thank you for your cooperation!

[Submit New Review](#)

You have not submitted any architectural reviews

### Step 3

Go to homeowner portal and create a new Architectural Review in the Compliance tab.

Upload application and supporting documents.

[Access the portal here.](#)



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- Step 3 (continued) – Enter project description and upload application and all supporting documents.

Architectural Reviews

**Project Description \***

- 1. Make sure to review the Governing Documents and Rules & Regulations under "Shared Documents" on the portal prior to submitting an architectural review.
- 2. Please visit our property improvement center for project guides and examples.
- 3. Fill out the application:
  - Single Family Home Application
  - Condominium Unit Application
- 4. Please enter the full description of your project in this section as written in the application.

Supporting Documents

- 5. Upload the application completed. The Architectural Review will be rejected if the application document is missing.
- 6. Upload all supporting documents. We may contact you requesting additional documents if they are missing or requested by the Board/Committee.
- 7. The application is deemed complete when all supporting documents are submitted to our office.

Add Files No files added

Submit Request Cancel