

How to Submit an Architectural Application

<https://home.inframark.com>

Please note that the account shown below is a Demo Account for training purposes

Step 1: After logging into your account using the website listed above, you will see your homeowner dashboard. On the left-hand side of your dashboard, you will see various menu options. Select “Requests”

The screenshot displays the Inframark Homeowner Dashboard. On the left, a sidebar contains menu items: Dashboard, Payments, Requests, Calendar & Events, Directory, Documents, Homeowner's How Tos, FAQs, Help, and My Profile. A yellow arrow points to the 'Requests' menu item. The main dashboard area is titled 'Welcome, The Best Builders' and includes a location dropdown for 'The Shores at Crimson Bend...'. Below this, there are four main sections: 'Payments' showing an account balance of \$25.00 and upcoming charges of \$0.00; 'Recent Requests' showing one 'ARC Request (Standard)' submitted on 6/18/2024; 'Recent Reservations' showing no open or recent reservations; and 'Recent Messages' listing three messages from 7/4/2024, 6/18/2024, and 6/4/2024. The bottom left corner features the 'POWERED BY Vantaca' logo.

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Step 2: Select “ARC Request”

The screenshot shows the 'New Request' page in the Inframark Community Management system. On the left is a navigation menu with items: Dashboard, Payments, Requests (highlighted), Calendar & Events, Directory, Documents, Homeowner's How Tos, FAQs, Help, and My Profile. The main content area is titled 'New Request' and includes a location dropdown for 'The Shores at Crimson Bend...' with address '9607 Lollylock Ln, Crimson Beach, XX...' and account number 'Acct #: DEMO10531'. Below this are two tabs: 'Submit a Request' (active) and 'My Items'. The 'Submit a Request' tab contains the instruction 'Select the type of request you would like to submit:' followed by three radio button options: 'General Request', 'ARC Request' (indicated by a yellow arrow), and 'Reservation Request'. At the bottom left is the 'POWERED BY Vantaca' logo, and at the bottom right is the footer text: 'Privacy Policy Help This site is provided by Inframark. Powered by Vantaca. Copyright © 2024'.

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Step 3: If you have not already filled out the Architectural Application, you can download the PDF which is located directly under the notes listed in red. Next, you will fill out the empty fields, be sure to select the “Area of Work” in the drop-down menu. Once you complete this, you can upload your application and supporting documents by clicking on the “Select Files” towards the bottom of the screen. Once all forms are downloaded, you will select the blue button that says, “Submit Form” and this will submit your application in for review.

INFRAMARK
COMMUNITY MANAGEMENT

Dashboard
Payments
Requests
Calendar & Events
Directory
Documents
Homeowner's How Tos
FAQs
Help
My Profile

New Request

The Shores at Crimson Bend...
9607 Lollylock Ln, Crimson Beach, XX...
Acct #: DEMO10531

Submit a Request My Items

Select the type of request you would like to submit:

General Request
 ARC Request
 Reservation Request

ARC Request

PLEASE NOTE: This page is used for submitting a completed architectural modification application, which could result in an Application Fee if applicable for your association.

- To submit a Complete Application, please download the Architectural Application document below and complete in its entirety. Submit the completed Application along with any supporting documents when you are submitting this ARC Request.
- To ask a question, please select the "General Request" option above.
- It is the homeowner's responsibility to contact contractors/vendors with application status.

[ARC Application Fee with Deposit.pdf](#) [Vantaca AAB SSO Instructions.pdf](#)

Property
9607 Lollylock Ln

Area of work
(Choose an Item)

Subject

Work to be done:

Estimated Start Date Estimated End Date

Upload ARC Form and other Documents
Select files...

Submit Form

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