

## How to Submit an ARC Request

1. Log into your vine portal at [app.mycmg.com](http://app.mycmg.com)
2. On the home page you should have a submit new button in the right hand side of the screen
3. You will click Submit new and should have a drop down for Architectural change
4. You can select that and it will have you fill out a form about your project
  - a. Please note: form must be complete in full. Failure to do so will result in delay in response and start of your project
5. After submission you will see the status of your request on your main home page, once a decision is made you will receive an email as well as a formal letter.

Please note: The board has 30 days to respond to ALL ARC requests. Any projects started before approval is given will be subject to fines. Owners who fail to submit a request for any changes will be in violation of the governing documents and be subject to fines.

Please contact: [ARCSUPPORT@mycmg.com](mailto:ARCSUPPORT@mycmg.com) for any questions