

Twin Lakes of Brandon has implemented a new Architectural Application procedure.

Twin Lakes of Brandon HOA has some exciting news. Beginning **September 1, 2021**, you can submit your ***Architectural Review Applications*** online through a user-friendly experience.

For access, please go to G360.GREENACRE.COM. The site requires a PIN Code. If you do not have your PIN Code please email webaccess@greenacre.com. To login for the first time, please click on the "Create an account now" link and enter the required information. Once completed, click on "Signup" and you will be logged into your account. The PIN is then no longer needed.

Once you have logged on the owner portal you will have access to open violations, community documents, ability to view account balances and submit payments.

To Submit an Architectural request

- Select **Architectural** at the top of the page
- Select **Architectural Request**
- Select **+New Request**
- Choose **Form Type** (i.e. Additions, Awnings, Dumpster, Exterior Paint, Fence, etc.)
- **Read the community instructions**
- **Complete the Application**
- Electronically **sign** and **date** the Form
- **Upload supporting documents** under **Files** (i.e. lot survey, site plans, architect's plans, diagrams, paint swatches, material list, sample products, photographs, product descriptions, model numbers, dimensions, county permits, etc.)
- **Submit**

*****You can view the status of your application on the homepage under My Architectural Requests*****

Once the committee reviews the application an email will be sent to advising of the application approval or denial or if you will need to submit further information for the committee to complete the review.

If you have any questions, you may email Lizzie Callaway at lcallaway@greenacre.com.

NOTE: In order to receive email notifications from the Association, after login please go to My Account, and then select My Profile. Confirm the information is correct, check the Email Notification box, accept the Disclaimer and Save.



ACCESS your community's website and your account information online.

Step #1

Click on *Members Area* in the upper right-hand corner of www.greenacre.com. Select *Community Login*. Enter username and password.

First Time Users Will Need to Register.

Email Webaccess@greenacre.com your First/Last Name, Community Name, Street Address, City, State, Zip to request a PIN. A PIN will be needed before you can register.

Please note that it may take up to 48 business hours for your account to be verified before you receive our PIN email.

Step #2

Go to G360.Greenacre.com. Select Create an account now. You will then be prompted to enter your email address and PIN Code. At this time, you will also select a Username and Password.

Step #3

Once you have logged on to the owner portal you will have access to the community News Feed, Open Violations, Community Documents and Forms, Architectural Requests and you will be able to view your owner account balance and submit payments.

Architectural Requests:

Select Architectural at top of page → Select Architectural Request → Select Form Type → Read Community Instructions → Fill in Application/sign Upload any supporting documents under Files → Select Submit

** You will be able to view the status of all applications on the homepage

+ New Request

Registering for Email Notifications:

Select My Account → My Profile → Type in Email Address → Select Email Notification → Agree to Disclaimer

Your Association Website TOOLS & FEATURES

In our Commitment to Excellence, we are excited to bring you a much more user-friendly experience online with your password-protected Community Association website.

Below are some of the features accessible with our system.



PROPERTY OWNERS can access:

ACCOUNT INFORMATION

- Review account balance and activity
- Download owner ledger
- Contact management through online form

MY PROFILE

- Verify your contact information and/or update it
- Opt in/out of email notifications
- Select display information for directory

PAYMENT OPTIONS

- Pay assessments via one time E-check or credit card through 3rd party payment processor

DOCUMENTS

- Library of documents for your community
(Including governing docs, newsletters, forms)

NON-COMPLIANCE ISSUES

- Review pending and closed non-compliance issues

ARCHITECTURAL REQUESTS

- Submit Architectural Requests with supporting documentation and pictures
- Review application status and committee comments



Proven Experience Guiding Your Community's Future!

BOARDS & COMMITTEES can access:

FINANCIAL REPORTS (Dashboard)

- Comprehensive report packages
- Receivables aging report

INVOICES (Dashboard)

- Review and/or approve vendor invoices

NON-COMPLIANCE INFORMATION

- Review all non-compliance issues with photos
- Review all non-compliance issues including letters

E-BLASTS (News Feed)

- Send announcement broadcasts

ADMINISTRATIVE RIGHTS

- Edit calendar
- View committee folders
- Access private Board folders
- Review and approve Architectural Applications

PROPERTY OWNERS may access additional information:

CALENDAR

- View community meetings, social events, clubhouse reservations, scheduled maintenance, etc.

PHOTO GALLERIES

- Community amenities, recent social events, etc.

DIRECTORIES

- Board Members
- Architectural Committee
- Finance Committee
- Community Directory