

# Architectural Review Committees in AppFolio

Learn how to Navigate the portal as a ARC committee member & approve architectural requests submitted through the AppFolio portal. This guide walks you through the portal & the necessary steps to review and approve homeowner submissions, ensuring compliance with association guidelines.

1

When a resident of your association submits a request and has uploaded their required information, You will receive an email like this notifying you that someone has submitted a request for your approval. Click on view Approval to see the request.

Action Required: Architectural Review Ready for Approval [Summarize](#)



Hello Kristi Homeowner,

Meadow Crossing Twinhomes Association needs you to approve the following item through your Online Portal:

**Architectural Review**  
**Rose St,**  
**Due On: 04/23/2026**

[View Approval](#)

You can view this new item, and any other items needing approval, in the Approvals section of your Online Portal at any time.

Meadow Crossing Twinhomes Association  
(715) 386-6000  
[www.BordertownRealty.com](http://www.BordertownRealty.com)

appfolio

2 Once logged in it will bring you to the request.

HELLO Kristi Homeowner

MEADOW CREEK

Property Address Rose St, New Richmond, WI 53001

## Architectural Review - Rose St,

Due Date: 04/23/2026 **RECEIVED**  
Submitted by Jean Conners 3/24/2026

**Homeowners**  
Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner

**Details**  
I want to install a greenhouse on my patio in the back

Committee Member	Vote
Kristi Homeowner	Waiting for response

[Approve](#) [Reject](#)

**Attachments**

Document	Uploaded On	
<a href="#">Patio Greenhouse.pdf</a>	03/24/2026	<a href="#">Download</a>
<a href="#">Patio Greenhouse application.pdf</a>	03/24/2026	<a href="#">Download</a>

**Message Thread**

Please review the information on this page. Use this thread for any questions or comments about this request. Information shared in this thread will not be shared with homeowners.

Automated Message - March 24, 2026 11:48 AM

Enter message

0/910

[Send](#)

3 Once in the approval, click see more details to see the information they have uploaded. Once you look through the information, you can ask questions or ask for more information if needed to approve. Please ask for more information before you deny. If you deny they would have to resubmit. You would want to review the association paperwork and the ARC Guidelines to see if it would be allowed. Those documents are under the shared documents tab.

THE PORTAL OF Kristi Homeowner

MEADOW CREEK

Property Address Rose St, New Richmond, WI 53001

## Approvals

**RECEIVED ARCHITECTURAL REQUEST** Due on: 04/23/2026

Rose St,  
Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner

I want to install a greenhouse on my patio in the back

[Approve](#) [Reject](#) [See More Details](#)

[Show closed approvals](#)

## 4 Click "Shared Documents" to see Association Paperwork

THE PORTAL OF MEADOW CROSSING

Property Address 1343 Rose St, New Richmond, WI 54017 [Log Out](#)

### Shared Documents

Shared with you

Document	Shared On	
▶ Insurance		
Meadow Crossing Twinhomes ACH Form.pdf	01/24/2025	<a href="#">Download</a>
Meadow Crossing Twinhomes Rules and Regulations v2023.3.pdf	11/06/2024	<a href="#">Download</a>
10.04.23ARC Guidelines - Meadow Crossing Twinhomes.pdf	11/06/2024	<a href="#">Download</a>
Signed, Bylaws - Meadow Crossing Twinhomes Association 7.18.22.pdf	11/06/2024	<a href="#">Download</a>
Recorded, Amended and Restated Declaration Meadow Crossing Twinhomes 2023.pdf	11/06/2024	<a href="#">Download</a>
10.04.23ARC Guidelines - Meadow Crossing Twinhomes.pdf	10/02/2024	<a href="#">Download</a>

Meadow Crossing Twinhomes Association  
(715) 386-6000  
[Visit Our Website](#) · [Help](#) · [Terms](#) · [Privacy](#)

appfolio

## 5 Under this request you can see the documents that go along with this request.

Home

Payments

Calendar

Approvals **1**

Maintenance

Shared Documents

Insurance

Architectural Reviews

Property Details

Account Profile

Help

Due Date: 04/23/2026 **RECEIVED**  
Submitted by Jean Connors 3/24/2026

**Homeowners**  
Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner

**Details**  
I want to install a greenhouse on my patio in the back

Committee Member	Vote
Kristi Homeowner	Waiting for response

[Approve](#) [Reject](#)

**Attachments**

Document	Uploaded On	
<u>Patio Greenhouse.pdf</u>	03/24/2026	<a href="#">Download</a>
<u>Patio Greenhouse application.pdf</u>	03/24/2026	<a href="#">Download</a>

**Message Thread**

Please review the information on this page. Use this thread for any questions or comments about this request. Information shared in this thread will not be shared with homeowners.

Automated Message - March 24, 2026 11:48 AM

Meadow Crossing Twinhomes Association  
(715) 386-6000  
[Visit Our Website](#) · [Help](#) · [Terms](#) · [Privacy](#)

appfolio

6

If it looks good after reviewing the documents, you can click approve. If you have questions or want more information, leave a message and we will request that info from the homeowner.

Home

Payments

Calendar

Approvals **1**

Maintenance

Shared Documents

Insurance

Architectural Reviews

Property Details

Account Profile

Help

Due Date: 04/23/2026 **RECEIVED**  
Submitted by Jean Conners 3/24/2026

**Homeowners**  
Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner

**Details**  
I want to install a greenhouse on my patio in the back

Committee Member	Vote
Kristi Homeowner	Waiting for response

**Approve** **Reject**

**Attachments**

Document	Uploaded On	
<a href="#">Patio Greenhouse.pdf</a>	03/24/2026	<a href="#">Download</a>
<a href="#">Patio Greenhouse application.pdf</a>	03/24/2026	<a href="#">Download</a>

Message Thread

Please review the information on this page. Use this thread for any questions or comments about this request. Information shared in this thread will not be shared with homeowners.

Automated Message - March 24, 2026 11:48 AM

Meadow Crossing Twinhomes Association  
(715) 386-6000  
Visit Our Website · Help · Terms · Privacy

7

Click "Approve"

THE PORTAL OF Kristi Homeowner

Property Address Rose St, New Richmond, WI 53071

**Architectural Review - Rose St**

Due Date: 04/23/2026  
Submitted by Jean Conners 3/24/2026

**Homeowners**  
Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner

**Details**  
I want to install a greenhouse on my patio in the back

Committee Member	Vote
Kristi Homeowner	Waiting for response

**Approve** **Reject**

**Attachments**

Document	Uploaded On	
<a href="#">Patio Greenhouse.pdf</a>	03/24/2026	<a href="#">Download</a>
<a href="#">Patio Greenhouse application.pdf</a>	03/24/2026	<a href="#">Download</a>

Message Thread

Please review the information on this page. Use this thread for any questions or comments about this request. Information shared in this thread will not be shared with homeowners.

Automated Message - March 24, 2026 11:48 AM

Are you sure you want to approve?

**Approve** **Cancel**