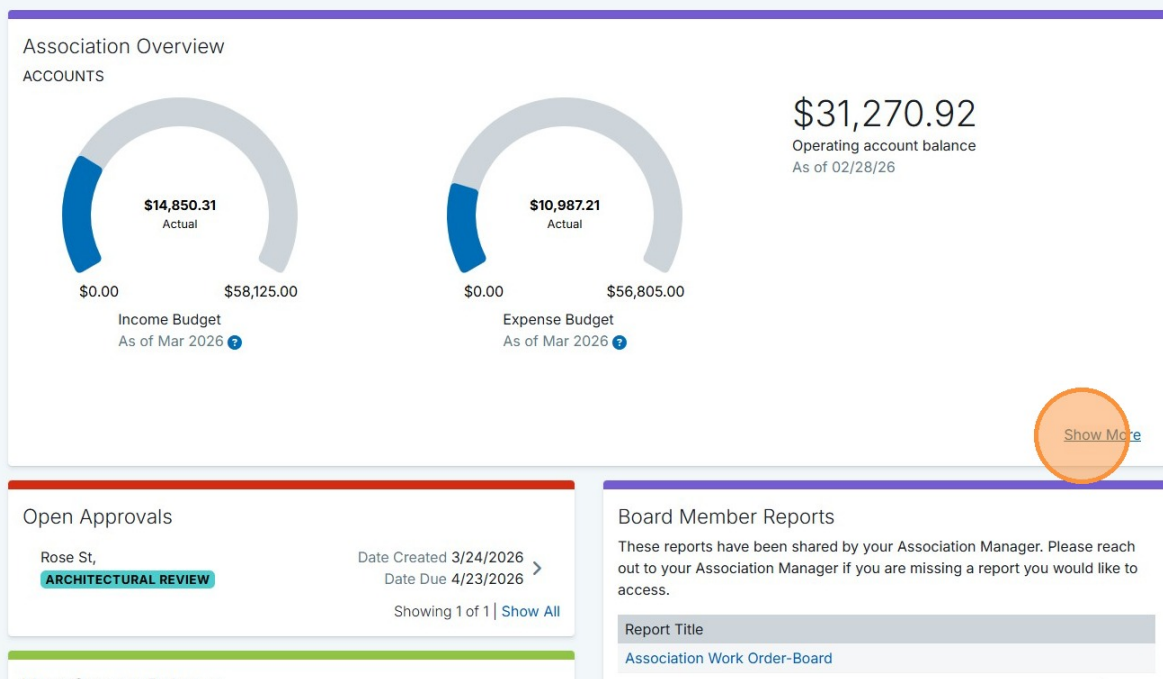


# Board Member & Architectural Review Items in AppFolio

Learn how to Navigate the portal as a board member & approve architectural review 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. It is also used to approve bids from vendors for association maintenance items.

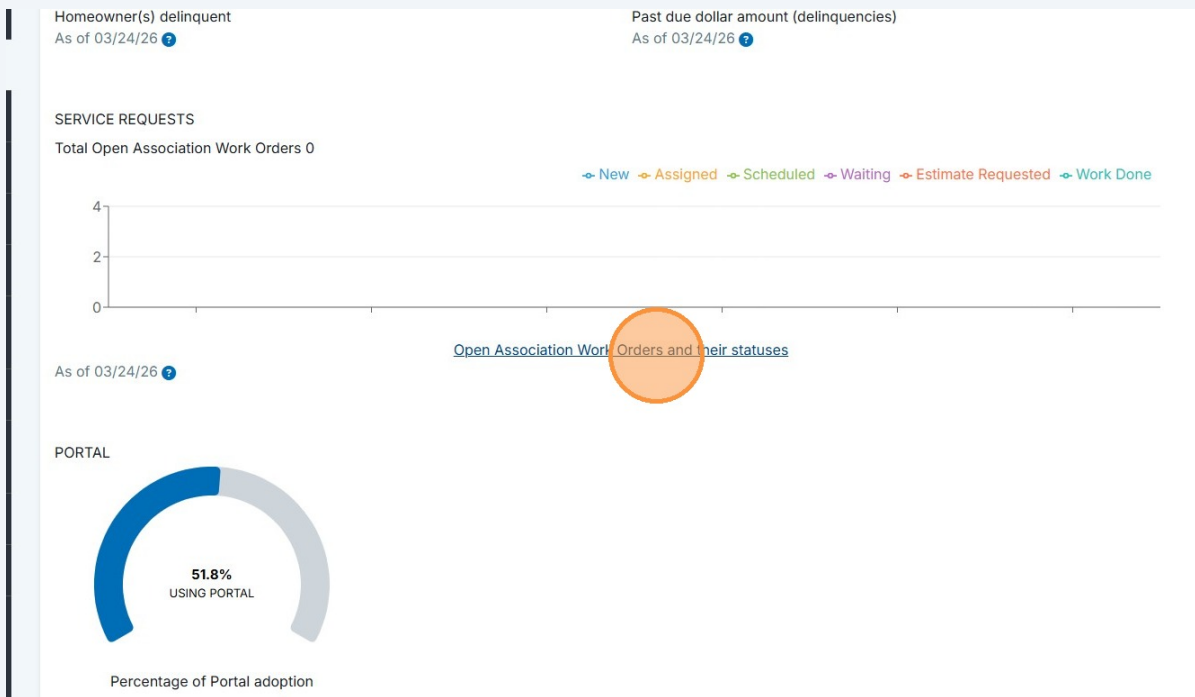
1

If you are a Board member this screen will be on your portal. It gives you a general overview of the association. There are more reports available under the show more link.



2

On this screen you can see any work order for the association and how many owners are active on the portal.



3


Click "Calendar" tab to see upcoming events such as meeting.

The screenshot shows a user interface for 'THE PORTAL OF MEADOW COUNTRY'. The user is identified as 'Kristi Homeowner'. A sidebar on the left contains navigation tabs: Home, Payments, Calendar (highlighted with an orange circle), Approvals (with a notification badge), Maintenance, Shared Documents, Insurance, Architectural Reviews, Property Details, and Account Profile. The main area is titled 'Calendar' and shows a monthly view for 'March 2026'. A 'Filters' panel on the left includes checkboxes for 'Administrative', 'Announcements', 'Maintenance', 'Meetings', and 'Social Events'. The calendar grid shows dates from 1 to 31, with the 24th highlighted in yellow.

4

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

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

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Navigate to <https://bordertownrealty.appfolio.com/connect/>

When you log into the portal. You will see if there is an Open Approval. it could be an ARC Approval or Association Approval.

The dashboard features a dark sidebar on the left with menu items: Home, Payments, Calendar, Approvals (with a notification badge), Maintenance, Shared Documents, Insurance, Architectural Reviews, Property Details, Account Profile, and Help. The main content area is divided into several sections:

- Open Approvals:** Shows a request for "Rose St, ARCHITECTURAL REVIEW" created on 3/24/2026 and due on 4/23/2026. A "Show All" link is present.
- Your Current Balance:** States "There is nothing for you to pay." with buttons for "Make a Payment" and "Set Up Autopay". A note below says "You have no current bills."
- Upcoming Events:** States "There are no scheduled events within the next 12 months" with a "View Calendar" link.
- Board Member Reports:** Includes a "Report Title" section with "Association Work Order-Board" and a "Showing 1 of 1 | See" link.
- Architectural Review Requests:** Includes a "Submit New Review" button and a message: "Please go the the portal and under Shared Documents tab, open the ARC Guidelines. Please fill out the application in the ARC Guidelines and submit along with the requested attachments." Below this is a "RECEIVED" status for "I want to install a ..." submitted "Today" with a "Show" link.
- Maintenance Requests:** Includes a "Request Maintenance" button.

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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.

The approval details page shows the following information:

- 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:** Kristi Homeowner (Vote: Waiting for response)
- Action Buttons:** "Approve" (highlighted with an orange circle) and "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)

At the bottom, the footer reads: "Meadow Crossing Twinhomes Association (715) 386-6000 Visit Our Website · Help · Terms · Privacy"

7

Click "Approve"

THE PORTAL OF  
Kristi  
Homeowner

Home  
Payments  
Calendar  
Approvals 1  
Maintenance  
Shared Documents  
Insurance  
Architectural Reviews  
Property Details  
Account Profile

Meadowbrook  
Property Address Rose St, New Richmond, WI 53001

## Architectural Review - Rose St

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

**Homeowners**  
Creative Homes, Cindy Larson, Tieri Moroney, Homeowner

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

Committee Member	Vote
Kristi Homeowner	Waiting for response

**Attachments**

Document	Uploaded On	
Patio Greenhouse.pdf	03/24/2026	Download
Patio Greenhouse application.pdf	03/24/2026	Download

Are you sure you want to approve?

the information on this page. Use  
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

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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 go through the association paperwork and the ARC Guidelines to see if it would be allowed.

This is also where you would see anything that we are asking you as board members to approve such as lawn/snow bids, maintenance items that you need to vote on as a board. If you click on see more details, you would see the attached bids and be able to make comments to us and other board members.

The screenshot shows a web portal interface. On the left is a dark sidebar with navigation links: THE PORTAL OF, Kristi Homeowner, Home, Payments, Calendar, Approvals (with a notification badge), Maintenance, Shared Documents, Insurance, Architectural Reviews, Property Details, and Account Profile. The main content area has a header with the Meadow Crossing logo and the property address: Rose St, New Richmond, WI. The title is 'Approvals'. A card displays a 'RECEIVED ARCHITECTURAL REQUEST' with a due date of 04/23/2026. The request details include the address 'Rose St, Creative Homes, Cindy Larson, Tieri Moracco, Kristi Homeowner' and the description 'I want to install a greenhouse on my patio in the back'. At the bottom of the card are three buttons: 'Approve', 'Reject', and 'See More Details'. The 'See More Details' button is circled in orange. Below the card is a link to 'Show closed approvals'.

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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 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](#)

10

Under shared documents is the association paperwork for your association. The Declaration and Bylaws are the ruling documents. This is also where you will see the monthly financial reports posted for your review.

Home

Payments

Calendar

Approvals 1

Maintenance

**Shared Documents**

Insurance

Architectural Reviews

Property Details

Account Profile

Help

**Board Member Reports**  
These reports have been shared by your Association Manager. Please reach out to your Association Manager if you are missing a report you would like to

Report Title ▲  
[Association Work Order-Board](#)

Displaying: 1-1 of 1

**Board Member Documents**

Document	Shared On
<a href="#">Insurance</a>	
<a href="#">Monthly Reports</a>	

**Recent Board Member Documents**

Document	Shared On	
<a href="#">MCTH Board_Member_Packet_Feb_2026.pdf</a>	03/11/2026	<a href="#">Download</a>

**Homeowner Documents**

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

## 11 This is your Property Details page.

Home

Payments

Calendar

Approvals **1**

Maintenance

Shared Documents

Insurance

Architectural Reviews

**Property Details**

Account Profile

Help

Address

Rose St  
New Richmond, WI 54017

Contact Info

Meadow Crossing Twinhomes Association

Text  
+1(802) 214-7547

Call  
(715) 386-6000

Visit Our Website

Renter Info

This unit is occupied by a renter

Save

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

## 12 This is your Account Profile Page. If you do NOT want to receive dues reminders, uncheck the boxes in Contact preferences.

As a property manager, you cannot edit account profile information.

Kristi Homeowner

Home

Payments

Calendar

Approvals **1**

Maintenance

Shared Documents

Insurance

Architectural Reviews

Property Details

**Account Profile**

Account Profile

Security Settings

You can change your login email, password, or 2-step verification on the security settings page.

Email address  
kristi@bordertownrealty.com

Password  
Set

2-step verification  
Off

Edit in security settings

Contact Information

Phone number

Address

Address 1 Address 2

Contact Preferences

Recurring Payment Reminders

Email (kristi@bordertownrealty.com)

Mobile push notifications

Save

Saved Payment Methods

You have no saved payment methods.

Choose Your Language

Preferred Language

English

Save