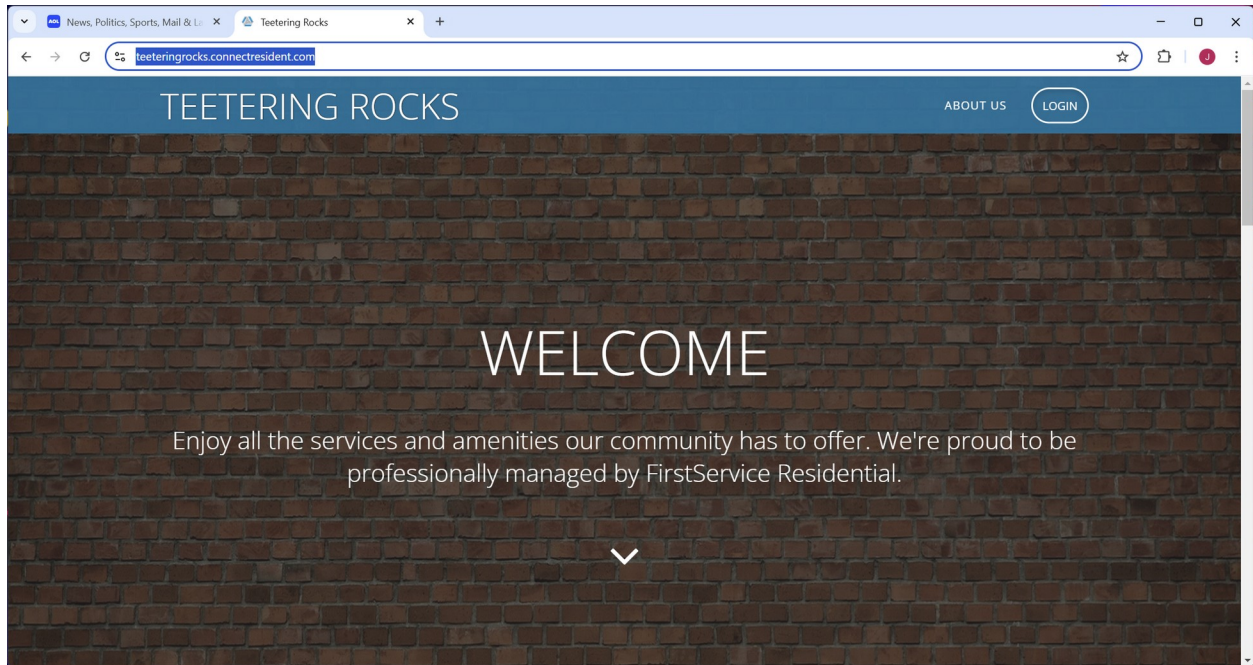


GENERAL ARCHITECTURAL REQUEST FORM PROCESS

Step 1-Go to the First Service website for Teetering Rocks (this is a direct route)

<https://teeteringrocks.connectresident.com/>



Step 2-Log in to website

FirstService
RESIDENTIAL

Email Address

Password

☐ Keep me signed in

LOGIN

[Forgot Password?](#) [Create Account](#)

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Step 3-Click on “Architectural Modifications Request approval” box

****If you are unsure of the Architectural Guidelines you may want to contact First Service before formally submitting a request.****

Teetering Rocks
8640 Chrysler Ave

My Account
View account activity [View Account Activity](#)

BALANCE DUE ☐

MAKE PAYMENT

The payment site will open in a new window. Please be sure your pop-up blocker is disabled.

Forms & Documents
Download and print forms and documents [View All](#)

- Restated and Amended Declaration 5-25-2006
Association Documents | Uploaded August 12, 2019
- Financial Statement_04/30/2025
Financial Documents | Uploaded May 19, 2025
- Financial Statement_04/30/2025
Financial Documents | Uploaded May 19, 2025
- Taxes_12/31/2024
Financial Documents | Uploaded April 17, 2025
- Financial Statement_03/31/2025
Financial Documents | Uploaded April 15, 2025

Quick Actions
Request services and make reservations

Community News
See the latest news

Architectural Modifications
Request approval

Featured Calendar
See upcoming events

Calendar
View upcoming events [View More](#)

June 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

No upcoming events.

Important Links

- Terms and Conditions
- Privacy Policy
- [eNeighbors](#)
- [Submit an Inquiry/Request](#)
- [Exterior Change Form](#)

Knowledge Base
Get answers to frequently asked questions [View All](#)

- + Q: Dues - How to make a payment (KW: payments, account, dues, fees)
- + Q: Responsibility List: Who is responsible for items/amenities/maintenance in the HOA (Keyword: Lawn, Grounds, Tree, Shrubs, Sprinkler, Snow, Roof, Sidewalk, Gutter, Sewer, Maintenance, leaks, water, Homeowner, Association, Summary of Services)
- + Q: Trash service information (service provider contact information, service day, and other requirements)
- + Contact for resale, refinance documents, dues letters. (ie, sale, closing)
- + How does homeowner respond to a violation, dispute procedure, etc.? Instructions should include whether or not the violation response can be taken over the phone by Care Center Associate, if it should be noted on the violation itself or as an open call.

Step 4-Fill out the form, please be detailed. You do have the ability to attach additional information at the bottom of the form.

If you have brochures or color palette (s), please note you have information so ARC (Architectural Review Committee” member can contact you to review.

****Please try and submit request for approval at least 30 or more days prior to the commencement of work.****

Step 5-The system will automatically populate most of the contact and location information:

The screenshot shows a web browser window with the URL office.smartwebs.com/Arc/SWForms/index.cshhtml/forms/46c17b87-1bba-ee11-8132-000c2903e046/accountNo/218647. The form is titled "Disclosure" and contains the following sections:

- Disclosure:** Please Read: The following information must be included with the request form:
 - Type of material used: (manufatures, color, model, etc)
 - Actual drawing of modification with specifications/dimensions as it pertains to the property lot (i.e. distance from property line, distance from home, etc)
 - Any supporting documentation including: description, pictures or links to pictures, drawings and diagrams to support the request.By submitting the Change Request Form you agree and understand the following:
 - WORKMANSHIP:** The quality of work should be equal to or better than originally used in the neighborhood.
 - APPLICABILITY TO HOMEOWNER:** The provisions of the Declaration of Restrictions section shall be applicable to the homeowner only with respect to lots that are improved with buildings that are or have been occupied.
 - CONSTRUCTION TIMELINE:** Homeowners will be required to submit a construction timeline, list of any onsite construction materials and/or equipment, and completion date to the Architectural Control Committee (ACC). The provided timeline, completion date, onsite materials/equipment, and approved modification must be adhered to by the homeowner. Should the construction be delayed due to unforeseen circumstances, the homeowner must submit a new Architectural Change Request Form with all updated information.
 - CITY / STATE / COUNTY:** Under no circumstance does approval by the Homeowner's Association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the City and/or County. All improvements are subject to local building regulation and restrictions of record. If the homeowner proceeds without all necessary approvals, Residents may be subject to legal proceedings as well as having to remove all unauthorized improvements.
- User Info:** This section is pre-filled with data from a directory:
 - First Name: Jay
 - Last Name: Tarr
 - Email: jtarr2@aol.com
 - Phone Number: [Redacted]
 - Address: 8540 Crystal Ave
 - City: Kansas City
 - State: MO
 - Zip: 64138
- Project Info:**
 - Note: Before submitting this request, please read your Covenants and Restrictions. This can save both time and expense. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of requested improvement. The Committee Members will review your request and provide a response. If the form is incomplete or more information is needed, the committee may reach out requesting additional information. This will stop the ARC approval time clock until you provide the information requested. Click link below to access your resident portal login if you need to check your documents.
 - Need to Check Your HOA Documents? Click here to Access Your Community Portal.
 - Have a Question Regarding Your Modification? Submit an Inquiry
 - Estimated Project Start Date: [Redacted]
 - Estimated Project End Date: [Redacted]

System generated information from directory

Project Info

Note: Before submitting this request, please read your Covenants and Restrictions. This can save both time and expense. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of requested improvement. The Committee Members will review your request and provide a response. If the form is incomplete or more information is needed, the committee may reach out requesting additional information. This will stop the ABC approval time clock until you provide the information requested. Click link below to access your resident portal login if you need to check your documents.

Need to Check Your HOA Documents? Click Here to Access Your Community Portal. [Connect Resident Portal Login](#)

Have a Question Regarding Your Modification? [Submit an Inquiry](#)

Estimated Project Start Date:

Estimated Project End Date:

Will a Contractor be used in association of this project? ☐ Yes ☐ No

Project Type:

Arbor Details:

Please include type of tree being planned, current size, and location of tree

Awning Details:

Please include type of materials being used. Color of Awning, product link (if available).

Basket Ball Goal Details:

Please provide link to product you are installing and picture showing the location.

Basketball Goal Type:

Deck Details:

Please include type of Materials, Dimensions, Color of deck, Drawing/Picture of deck in relation to home.

Driveway Details:

Please include type of materials being used, link to pavers type(if being used). Include color and location of Driveway, with dimensions

You will need to choose a project type. Please note the software used by First Service will show more categories of project type than applies to the neighborhood. Once you click the “down arrow”, the categories that apply to our neighborhood are displayed

of this project? ☐ Yes ☐ No

Project Type:

Arbor Details:

Awning Details:

Basket Ball Goal Details:

Basketball Goal Type:

Deck Details:

Driveway Details:

Please include type of Materials, Dimensions, Color of deck, Drawing/Picture of deck in relation to home.

Please include type of materials being used, link to pavers type(if being used). Include color and location of Driveway, with dimensions

Categories of projects that apply to our neighborhood

Step 6-Once you have completed and checked the form submit it to the ARC.

The screenshot shows a web browser window with the URL `office.smartwebs.com/Arc/SWForms/index.cshhtml#/forms/46c17b87-1bba-ee11-8132-000c2903e046/accountNo/218647`. The form contains the following sections:

- Upload Project Documents Here:** A dashed box labeled "drop zone" with a "Choose Files" button and "No file chosen" text.
- Upload Any Secondary Project Documents Here:** A dashed box labeled "drop zone" with a "Choose Files" button and "No file chosen" text.
- Agreement:** A checkbox labeled "Yes" next to the text "By Checking This Box, You Have Read & Agree To The Architectural Guidelines For Your HOA".
- Today's Date:** A date field showing "Jan 28, 2025".
- Homeowner Signature:** A text input field with the placeholder "Tap here to sign".
- Buttons:** "Submit" (blue) and "Reset" (orange) buttons at the bottom.

Annotations with arrows point to the following elements:

- Attach additional information:** Points to the "Upload Project Documents Here" drop zone.
- Click that you reviewed Architectural Guidelines, if not you may want to get with First Service to:** Points to the "Yes" checkbox.
- Sign the request:** Points to the "Homeowner Signature" text input field.
- Click submit button when you have completed entries:** Points to the "Submit" button.

WHAT HAPPENS AFTER REQUEST IS SUBMITTED?

