



Guide for ARC Members

Step-by-step guide for the HOA Homeowner Portal

BLUE HAWK
MANAGEMENT

HOMEOWNER PORTAL
GUIDE

www.bluehawkmgmt.net

This guide walks you through how to review ARC requests as the review committee. Follow the steps below — screenshots are included at each step for reference.



121 S. Main, Farmersville, TX 75442

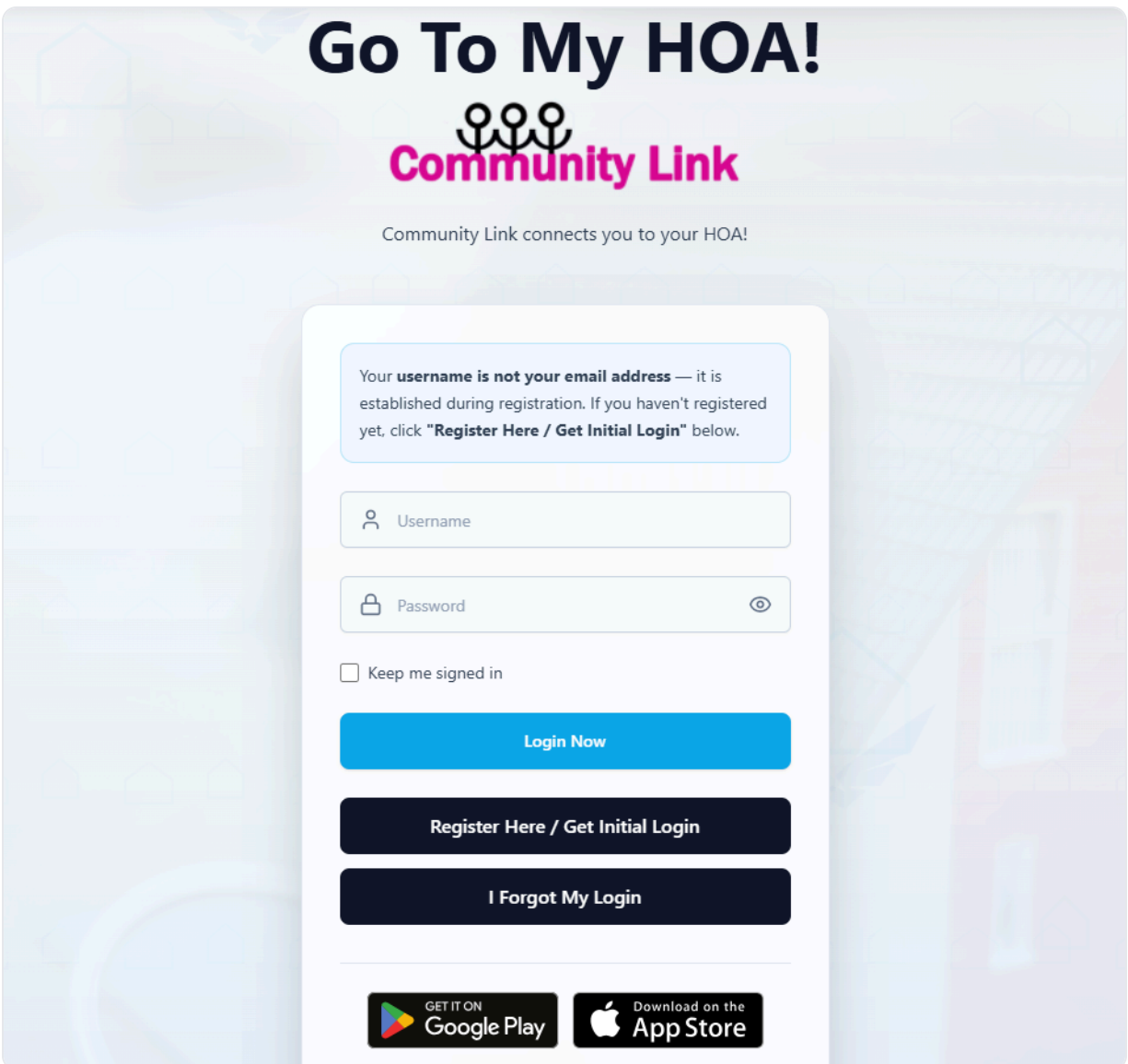
www.bluehawkmgmt.net

1

Log In to the Homeowner Portal

- A Open your web browser and navigate to your community's homeowner portal URL - www.gotomyhoa.com. Or the CommunityLink Pro mobile application. (provided in your welcome email).
- B Enter your registered username and password in the login fields.
- C Click the "Login Now" button to access your account dashboard.

 **Tip:** Tip: Tip: Forgot your password? Click "Forgot Password" on the login page to receive a reset link via email.



Go To My HOA!



Community Link

Community Link connects you to your HOA!

Your **username is not your email address** — it is established during registration. If you haven't registered yet, click "**Register Here / Get Initial Login**" below.

 Username

 Password 

☐ Keep me signed in

Login Now

Register Here / Get Initial Login

I Forgot My Login

GET IT ON Google Play

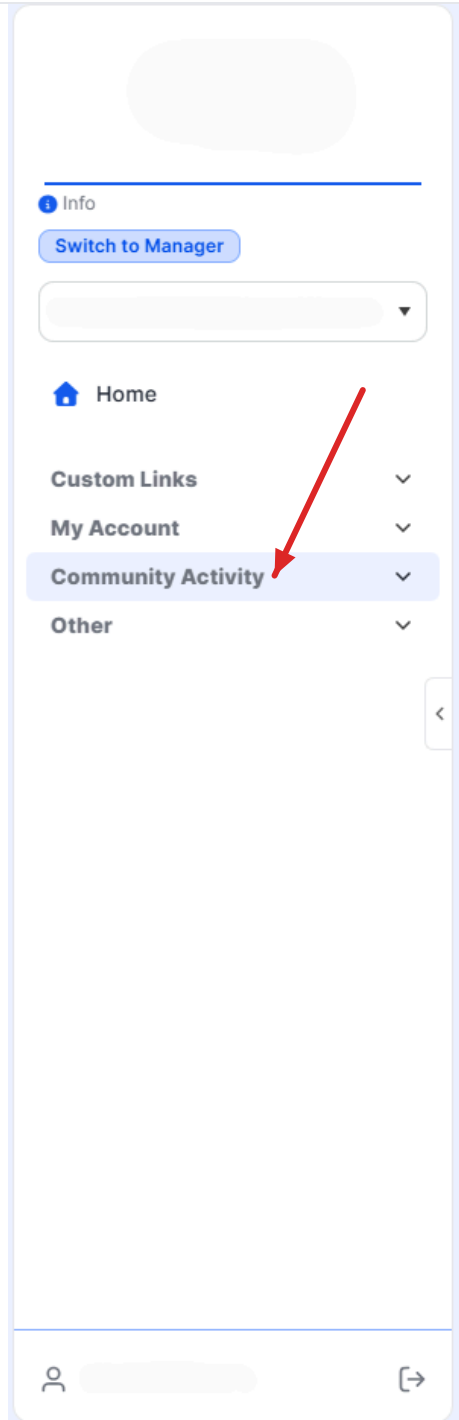
Download on the App Store



2

Accessing Architectural Requests to Review

- A** Once you are logged in, go to the Home Page and click on the "Community Activity" tab to expand the drop-down menu.
- B** From the drop-down menu, select "Architectural Request or ARC's or ACC Plans."
- C** See the next step for instructions on reviewing community ARC requests.



3

Reviewing Architectural Requests

- A Once you have selected "Architectural Request" from the left-side menu, you will be directed to the Architectural Request screen.
- B To review any open ARC requests/submission, simply click on any as shown below in the example.
- C See the next step for instructions on opening up ARC requests.

The screenshot shows the 'ARC's' (Architectural Requests) screen. The left sidebar contains a navigation menu with 'ARC's' highlighted. The main content area displays a table of open ARC requests.

	Id	Title / Type	Status	Account / Address	Lot	Step / Resol...	# Rec	My Reco...	Created	Deadline	Resolution Date
:		Add CoServ Generator to exist... Secondary Structure	Open		16	Accept - Send to ARC Committee	0	Not Reviewed	Aug 06, 2026 5:20 PM	Sep 05, 2026 12:00 AM	Aug 10, 2026 7:50 PM
:		Install backup power battery from base... Solar Panels	Open		14	Accept - Send to ARC Committee	1	Not Reviewed	Aug 06, 2026 10:14 AM	Sep 05, 2026 12:00 AM	Aug 06, 2026 4:31 PM
:		BasePower Ground Mounted Battery... Solar Panels	Open		23	Accept - Send to ARC Committee	1	Not Reviewed	Aug 03, 2026 1:36 AM	Sep 02, 2026 12:00 AM	Aug 03, 2026 7:00 PM

Navigation: Previous 1 - 3 of 3 items Next

4

Reviewing Architectural Requests cont.

- A** Once you click on a request, the information will be displayed as shown below, including the general line items and the full description.
- B** ARC Committee members can click on each document uploaded by the homeowner to view and review the supporting materials submitted with the request.
- C** See the next step for instructions on how to navigate, review, and vote on each plan.

Add CoServ Generator to existing Electric Meter
Open

General ARC Plan Id Type Association Account Description Email Phone	Secondary Structure Not really a structure but wasn't sure exactly what category to put it in. We would like to add a 40 kWh ground-mounted (one battery) backup battery system to our existing electric meter on the south side of our home. Attached are the photos of the unit and information regarding the system itself. I feel this will be a huge selling feature in the future for any/all homes in our community that are equipped with this system or similar ones. Our CoServ x Base Battery Program includes: 25 kWh (or more) whole-home battery system for just \$345 (\$695) — turns on automatically in an outage, keeps essentials running for hours (often overnight and longer). Lifetime maintenance covered — Base monitors and maintains the battery at no cost. No fuel, no fumes, no noise — avoids needing gas lines, generator refueling, and engine upkeep. No solar required — compatible with solar systems, but never required. Through this partnership, CoServ Members can access outage protection for just \$345 (\$695) upfront and \$0/month. (Similar backup solutions cost over \$18,000.) Reserve your spot for installation while founding-member pricing is still available Here's how to reserve your spot: Step 1: Visit BasePowerCompany.com/CoServ Step 2: Schedule a free consultation with a Base Energy Advisor who can walk you through how the program works. Step 3: Once you're ready, take a few photos of your home to see if you qualify; then reserve your spot for installation. Backup for your home. Support for the grid. We're proud to work with Base to bring this capability and affordability to our Members..	Documents
		 Additional picture Aug 10, 2026
		 Additional picture of area Aug 10, 2026
		 Location of install Aug 10, 2026

←
Page 1 of 2
→



5

Action Tabs

- A** The ARC request includes several Action Tabs that provide access to different areas of the review and approval process:
- B** Resolution – View and manage the final resolution of the ARC request.
- C** Similar Plans – Review similar plans or previously submitted requests for reference.
- D** Discussion – Communicate privately with other ARC Committee members, Board members, and management.
- E** Event Log – View the complete, step-by-step history of the request and actions taken.
- F** Actions – View an overview of the primary workflow steps, including available documents and completed actions.

Resolution

Similar Plans

Discussion

Event Log

Actions



Action Tab: Resolution & Recommendation- Vote

- A** The ARC Committee Chair or Chairman is responsible for selecting the Final Resolution. Once the Committee has completed its vote, the Chair will finalize the resolution by selecting the appropriate outcome from the available options in the drop-down menu.
- B** Once the Final Resolution has been submitted, notifications will automatically be sent to the appropriate parties, including the homeowner, management, and ARC Committee members.
- C** Each ARC Committee member is responsible for submitting their recommendation by selecting the appropriate option from the Recommendation drop-down menu. Committee members should review the request and select the option that best reflects their recommendation before submitting their vote.
- D** Once all Committee members have submitted their recommendations, the ARC Committee Chair or Chairman will review the votes and select the Final Resolution.
- E** ARC Committee members can view each member's recommendation status, along with any comments submitted, by reviewing the example snapshot chart below.
- F** A snippet of the construction contractor's information is also provided for quick reference.

[Resolution](#) [Similar Plans](#) [Discussion](#) [Event Log](#) [Actions](#)

Resolution

Select ▼

Denied

FINAL APPROVAL for Extension

Pending Review For Extension

Final Approval

Save Resolution

Put on Hold

Recommendation

Not Reviewed



Not Reviewed

Approve

Deny

Reviewed

Approve with Stip

Save Recommendation



Committee Recommendation

Account	Project Manager Reassign Project Manager	Recommendation	Comments	Created
		Not Reviewed		
		Not Reviewed		
		Not Reviewed		

Construction

Contractor Name	CoServ/Base Power	Scheduled Start Date
Contractor Phone		Scheduled End Date
Contractor Email		Extension Date
Planned Start Date	9/1/2026 12:00:00 AM	Actual Complete Date
Planned End Date	9/1/2026 12:00:00 AM	



7

Action Tabs- Discussions, Event Log, & Actions

- A** ARC Committee members can view the full Event Log, which provides a detailed, step-by-step record of the workflow and all actions taken throughout the request process.
- B** The Actions tab provides a simplified overview of the primary steps in the workflow, with PDF documents available to download and review when applicable.
- C** As each step is completed, the homeowner receives an email or letter notification. ARC Committee members have access to the same notifications and documentation for their reference.
- D** The Discussion section provides a private space for ARC Committee members, Board members, and management to communicate and collaborate regarding an ARC request.
- E** Only these authorized parties can view and participate in the discussion. Homeowners and other residents do not have access to this section.
- F** ARC Committee members can use the Discussion section to share comments, ask questions, provide additional information, and communicate with the Board and management throughout the review process.
- G** ARC Committee members receive email notifications when new comments are added to the Discussion section. Members can also respond directly to the email notification, allowing them to add comments to the discussion without having to log in to the portal.

Resolution	Similar Plans	Discussion	Event Log	Actions
Action	Status	Date	Document	
Pending Review	Proposed	Sep 09, 2026 12:00 AM		
Accept - Send to ARC Committee	Finalized	Aug 10, 2026 2:50 PM	doc	
Entered	Finalized	Aug 06, 2026 5:20 PM		

ARC Plan Discussion

[Add Comment](#)


Add Comment



Comment *

Attachment



[Click to upload](#) or drag and drop
JPG, JPEG, PNG, GIF, PDF, DOC, DOCX



Cancel

Submit

8

Final Resolution Reminder!

- A** Before completing the ARC request, the ARC Committee Chair or Chairman should review the Committee's recommendations and select the appropriate Final Resolution from the drop-down menu.
- B** Once the Final Resolution is selected and submitted, the decision will be finalized and the appropriate notifications will be sent to the homeowner, management, and ARC Committee members.



Need Help?

Our team is here to assist you with any portal questions.



972.674.3791



emailus@bluehawkgmt.net



www.bluehawkgmt.net



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