

ACRC APPLICATION PROCEDURE

1. Ensure that a separate ACRC form is printed out for each individual project underway. For instance, if a contractor is handling multiple tasks such as roofing, gutter work, and/or solar installation, each project necessitates its own ACRC form application.
2. ACRC forms must be completed and signed (page 2), and **the homeowner is responsible** for submitting the finalized application. All correspondence is directed solely to the homeowner. The ACRC committee **DOES NOT** accept applications from contractors, nor do they engage in communication with them.
3. Refer to the **Quick Reference Guide** available on the Pineda Crossing website ([Pineda Crossing HOA - Advanced Property Management](#)) to ascertain the necessary paperwork for your application. Ensure copies of license certificates (excluding tax forms or license numbers) and Liability Insurance Certificates are printed if required. Verify the validity dates on these certificates. It's advisable to always retain a copy of the contractor's Liability Insurance Certificate to mitigate liability risks.
4. Confirm that your application is in paper format and fully completed. This allows ACRC members to review and sign the paperwork during meetings.
5. **Place your complete application in the secure Drop Box located on the south end of Crane Lake.** Only complete ARC applications will be considered for review during the ARC meeting.
6. **Do not start your project until receiving notification of approval, typically within five (5) business days following the meeting.** If scheduling your project, ensure it is planned at least (10) days after the ACRC meeting to accommodate any potential quick-fix issues with the forms.
7. Notify the ACRC committee upon completion of your project for verification and closure purposes.
Email: PinedaCrossingHOAARC@gmail.com

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