

Pelican Strand Association, Inc.

ACC Notice of Completion (NOC) Process

1. Applicant emails Notice of Completion (NOC) as a PDF document to the ACC Secretary (See NOC for contact information).
2. The ACC Secretary scans paper NOC's into a PDF file. The ACC Secretary reviews the NOC for completeness. If information is missing, the ACC Secretary advises the applicant that additional information is necessary. When the additional information is received from the applicant, the ACC Secretary emails the NOC Packet to the ACC committee members. The date of the email from the ACC Secretary to the ACC committee members begins the approval clock.
3. The ACC Committee members review the NOC's from PDF files. There may be an onsite inspection if photos do not show the complete scope of work. The committee recommends approval or raises questions.
4. If approved, the ACC Secretary signs the approved NOC PDF and forwards it to another ACC Committee Member for a second signature. The ACC Committee Member emails the approved NOC to the Home Owner and the ACC Secretary.
5. If the ACC reviewing party notes that the NOC does not match the ACC application, all the ACC committee members must review the NOC and ACC application at a formal ACC meeting. After review by all of the ACC committee members, the ACC Chairperson or designated alternate notifies all Board of Directors (BOD) members and Vanguard of the violation. Copies of all documentation will be provided to the BOD and Vanguard. The ACC recommends denial of the NOC.