

Pelican Strand Association, Inc.

ACC Application Process

1. Applicant emails application as a PDF document to the ACC Secretary (See ACC Application for contact information).
2. ACC Secretary scans paper applications into PDF files. The ACC Secretary reviews the ACC Application Packet for completeness. If information is missing, the ACC Secretary advises the applicant that additional information is necessary. When additional information is received from the applicant, the Secretary emails the complete ACC Application Packet to the ACC committee members. The date of the email from the ACC Secretary to the ACC committee members marks the beginning of the thirty (30) day clock.
3. The ACC committee members review the applications from PDF files. They recommend approval or raise questions by email within the committee. If recommendation is a denial, they must include a reason. All emails are within the committee.
4. If there are questions, the ACC Committee Chairperson or ACC Secretary gets the answers from the applicant and the committee proceeds with approval or denial.
5. If approved, the ACC Chairperson or ACC Secretary signs the approval on the PDF file and saves approved application to a flash drive. The ACC Secretary emails a copy of approved application to the applicant.
6. If denied, the ACC Secretary creates a denial statement. The ACC Secretary then sends the denial statement to the other ACC committee members for their input. After all committee members agree on the denial statement, the denial statement is then sent to the ACC Secretary. The denial statement is then sent to Vanguard. Vanguard will send out the denial letter.
7. Vanguard receives all approved or denied applications. All applications are uploaded to the Vanguard CINC System. If the applicant uses email, the Secretary emails the approved or denied application to the applicant. Denied applications are always sent by certified mail and regular mail by Vanguard.
8. If the application is denied, the applicant has thirty (30) days from the denial letter date to appeal the denial. If the applicant wants to appeal the denial, the ACC Chairperson or designated alternate will present the denied application with specifics as to why application was denied to the Board of Directors (BOD). The applicant then presents his/her reason for appeal. The BOD asks questions, discusses, votes and the majority decision is rendered. The BOD decision is final.