

PCHOA Quick Reference Guide

These projects may comply with the Brevard County and the State of Florida building codes in effect at the time of installation/replacement. Homeowners must follow all Pineda Crossing covenants, rules, and guidelines which can be found at [Pineda Crossing HOA - Advanced Property Management](#).

As with any outside home improvement or construction project, **homeowners must fill out and file an ACRC form with the ACRC committee for approval BEFORE starting the project.** ACRC does not need to see your permit. It is the homeowner's responsibility to ensure that the contractor is licensed and insured and that county permissions and permits are obtained where needed. The homeowner must obtain a copy of the contractor's license and current certificate of insurance for their files. This is for your protection. (**See note 1**)

The ACRC will need the following:

(The pricing/estimate can be blacked out on the Scope of the Work)

<p><u>DRIVEWAY MODIFICATION</u> Concrete, Paver, or Concrete stamping</p> <ol style="list-style-type: none">1) ACRC form filled out and signed2) Contractor's plans for installing (diagram)3) Type of pavers selected (brochure is acceptable)4) Color of pavers (photo)5) The Scope of Work which is the contract/estimate6) A copy of the Liability Insurance7) Please refer to the rules and guidelines for Concrete, or Paver8) Approval is only granted for the area between the garage and the building side of the sidewalk. The sidewalk and the driveway apron to the street are under the control of Brevard County and permission and permitting from the county must be obtained by the homeowner for changes to that area (See note 2) <p><u>DRIVEWAY WIDENING</u></p> <ol style="list-style-type: none">1) ACRC form filled out and signed2) Contractor's plans for installing (diagram)3) Kind of pavers (brochure is acceptable)4) Color of pavers (photo)5) The Scope of Work which is the contract/estimate6) A copy of the Insurance Liability7) Please refer to the rules and guidelines. And maintenance of widening driveways	<p><u>DRIVEWAY SEAL/PAINT</u></p> <ol style="list-style-type: none">1) ACRC form filled out and signed2) Check Rules & Guidelines for stain & painting color. Submit color3) Apron and Sidewalks are not allowed to be painted unless you get approval from the County (See note 2) <p><u>FENCES</u></p> <ol style="list-style-type: none">1) CRC form filled out and signed2) The Scope of the work which is the contract/estimate. This should tell us what kind of fence is being installed and what color.3) Brochure or photo of the fence4) A diagram of the property marked (xxx) where the fence is being installed, the gate/gates, and any setbacks noted.5) A copy of the Liability Insurance6) Refer to the website for approved colors, type of fence, and setbacks <p><u>FLAG POLES</u></p> <ol style="list-style-type: none">1) ACRC form filled out and sign2) Diagram of the landscape where the pole is being placed3) Pole must be no less than 15 feet or no more than 20 feet4) Solar flag lights or ground lights are highly recommended (See note 3).
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- 8) Parking is not allowed on areas widened with pavers. However, parking is permitted on areas widened with concrete, provided the concrete is at least 4 inches thick.

FOUNTAINS

- 1) ACRC form filled out and signed
- 2) Brochure of the fountain
- 3) A diagram of the property marked with the fountain is being installed
- 4) A **copy** of the Liability Insurance

GARAGE DOORS

- 1) ACRC form filled out and signed
- 2) The Scope of the Work which is the contract/estimate
- 3) A brochure or photo of the garage door
- 4) The color of the Garage door being installed (**see Note 4**).
- 5) A **copy** of the Liability Insurance

GARAGE DOOR SCREEN

- 1) ACRC form filled out and signed
- 2) Scope of the Work which is the contract/estimate
- 3) Color, brochure, or photo

GUTTERS

- 1) ACRC form filled out and signed
- 2) The Scope of the Work which is the contract/estimate
- 3) Color of the gutters

POOL/POOL CAGE

- 1) ACRC form filled out and signed
- 2) The scope of Work which is the contract/estimate
- 3) Diagram of the property where the pool/cage is being installed
- 4) A **copy** of the Liability Insurance
- 5) Photo of the pool (Shape)
- 6) Please refer to the guidelines and rules for further information

GENERATOR

- 1) ACRC form filled out and signed
- 2) The Scope of the Work which is the contract/estimate
- 3) Diagram of the property where the generator is being installed (Include setbacks)
- 4) A **copy** of the Liability Insurance

LANDSCAPE WORK

- 1) ACRC form filled out and signed
- 2) A diagram of what is being done
- 3) A **copy** of the Liability Insurance

PAINT

- 1) ACRC form filled out and signed
- 2) Actual color samples-mark (Base, Trim, Garage, Front door)
- 3) Garage Door (**See note 4**)
- 4) A **copy** of the Liability Insurance

PATIO EXTENSION/ENCLOSURES

- 1) ACRC form filled out and signed
- 2) The Scope of the Work which is the contract/estimate
- 3) Diagram of the property where the change is being made
- 4) A **copy** of the Liability Insurance
- 5) Please refer to the guidelines and rules for further information

SHEDS

- 1) ACRC form filled out and signed
- 2) Picture of the shed including dimensions
- 3) Diagram of where is being placed
- 4) Please refer to all guidelines and rules for further information

SOLAR PANELS

- 1) ACRC form filled out and signed
- 2) The scope of Work which is the contract/estimate
- 3) A **copy** of the Liability Insurance

<p style="text-align: center;"><u>ROOFS</u></p> <ol style="list-style-type: none"> 1) ACRC form filled out and signed 2) The scope of Work which is the contract/estimate 3) A copy of the Liability Insurance 4) Architectural Shingle or Metal Sample brochure 5) Sample/brochure of color 6) Please refer to all guidelines and rules for further information <p style="text-align: center;"><u>SHUTTERS</u></p> <ol style="list-style-type: none"> 1) ACRC form filled out and signed 2) The scope of Work which is the contract/estimate showing what type and color of shutters are being installed 3) A diagram of the house, marked with where they are being installed 4) Photo or brochure of the shutters including color 5) A copy of the Liability Insurance <p style="text-align: center;"><u>GARAGE SALES</u></p> <ol style="list-style-type: none"> 1) ACRC form filled out and signed 2) Provide a plan to address traffic and parking issues in the street where the garage sale is going to take place 3) Please refer to the guidelines and rules for further information 	<p style="text-align: center;"><u>TREES</u> <u>ADDING/REMOVING</u></p> <ol style="list-style-type: none"> 1) ACRC form filled out and signed 2) Diagram of the property with trees marked and what is being removed 3) A copy of the Liability Insurance <p style="text-align: center;"><u>WINDOWS</u></p> <ol style="list-style-type: none"> 1) ACRC form filled out and signed 2) The scope of Work which is the contract/estimate. This should tell us what kind of windows are being installed, how many, if any sliders are being installed, and the color of the frames of windows 3) A diagram of the house, marked where the windows/sliders are being installed/replaced 4) Photo or brochure of the windows. Will they be changing the exterior design of the house? 5) A copy of the Liability Insurance 6) Please refer to all guidelines and rules for further information
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NOTES

1. **The ACRC does not communicate with the contractors.** It is the owner's responsibility to fill out an ACRC form, complete it, and submit it. Paper copies and/or digital copies are accepted. To complete your application, **ALL**
2. Even though Brevard County permits homeowners to paint, pave, or concrete stamp the sidewalk and apron, any alterations made to the original finish of these areas are the homeowner's responsibility. **As such, the homeowner may be held liable for any injuries that occur as a result of these modifications.**

3. It is mandatory to install proper illumination for a 15-20-foot flagpole to ensure the flag is visible during nighttime. **This is a requirement to adhere to guidelines and standards for flag display, ensuring respect and visibility of the flag at all times.**
4. The color of the garage door if it is being painted, can be the base or trim of the house, **NOT the FRONT Door color**, unless the front door is the color of the base or trim.