

Craneridge Architecture Committee Guidelines

Purpose

The Architecture Committee's primary role is to review and approve proposed exterior modifications, additions, and construction projects to ensure they align with community standards. This includes:

- Evaluating the location, height, materials, and visual impact of proposed projects
- Reviewing plans for new buildings, all exterior changes or additions, new exterior colors or materials, sheds, new driveways or parking pads, garages, siding, roofs, doors, windows, greenhouses, fences, porches, decks, gazebos, patio covers, pergolas, or any other permanent structure before construction begins.
- Ensuring modifications are in harmony with the external design of the community.

 **See Bylaws and Covenants:** <https://craneridge.org/wp-content/uploads/2021/01/bylaws-and-covenants-dec-2017.pdf>

 **Current ARC Committee Chair and Members** <https://craneridge.org/public-committees/>

Submission & Approval Process

To maintain the integrity and aesthetic harmony of the community, homeowners must submit a **formal request** before making exterior modifications. The request must include:

- **Detailed plans and specifications** outlining the nature, shape, height, materials, and location of the structure.
- **A full Lot Survey** showing the precise location of the proposed structure to ensure it remains within the designated **lot circle** and complies with **building setback requirements**.
- **Color samples, material details, and any additional supporting documents** that clarify the scope of the project.

The **Architecture Committee (ARC)** will review all submissions within **30 days** and notify applicants of approval or required modifications.

If a request is denied, homeowners will receive a written explanation and may appeal the decision to the Board of Directors.

Craneridge Architecture Committee Guidelines



 [Submit a Request via HOA Assist https://portal.hoa-assist.com/home_v2/Login](https://portal.hoa-assist.com/home_v2/Login)

How to Submit an Architectural Review Request (ARC Request)

Craneridge Association requires homeowners to submit all architectural changes or modifications through our HOA Assist Member Portal for review and approval. Follow the steps below to ensure a smooth submission process.

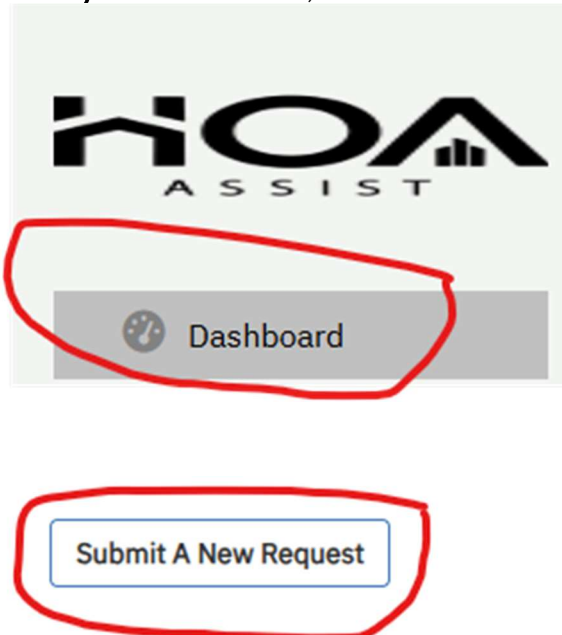
Step 1: Log Into HOA Assist

 Go to: [HOA Assist Member Portal https://portal.hoa-assist.com/home_v2/Login](https://portal.hoa-assist.com/home_v2/Login)

- If you have a login, enter your credentials to access your dashboard.
- If you do not have a login or forgot your password, contact HOA Assist directly:
 855-952-8222
 info@hoa-assist.com

Step 2: Start a New ARC Request

1. From your Dashboard, scroll down and click “Submit a New Request”



Craneridge Architecture Committee Guidelines

2. Select "ARC Request" as the request type.

My Items

My Items **Submit a Request**

Select the type of request you would like to submit:

General Request ARC Request

Architectural Review Committee (ARC) Request

3. Choose "Type of Work" from the list. If your project type is not listed, select "Other."

Area of work

(Choose an item)

(Choose an Item)

Deck

Door Alteration

Driveway

Fence

Flagpole

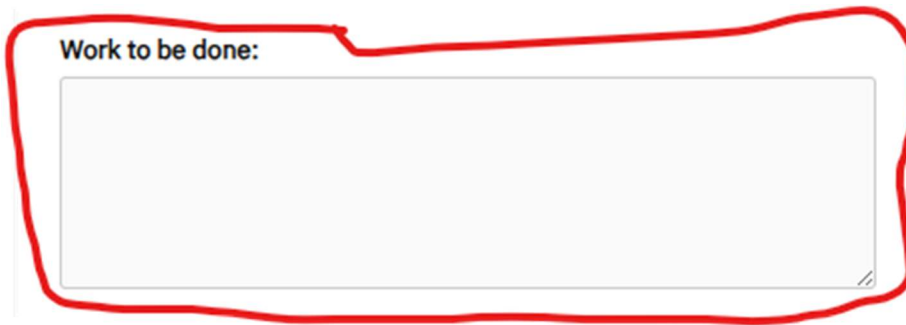
Garage Door

4. **Name your request:** Enter a **clear subject heading** that describes the project (e.g., "New Deck Installation" or "Exterior Paint Change").

Subject

Craneridge Architecture Committee Guidelines

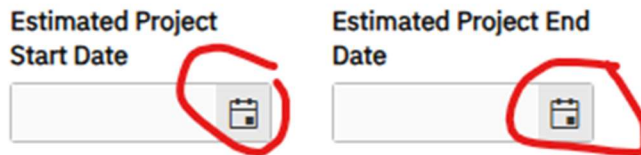
5. Provide a detailed explanation of the work to be done in the "Work to be Done" box.



Work to be done:

A large, empty rectangular text input box with a light gray border and a small cursor icon at the bottom right corner. The entire box is enclosed in a thick, hand-drawn red border.

6. Enter your estimated start and end dates for the project.

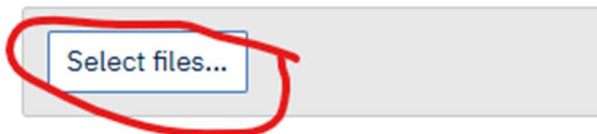


Estimated Project Start Date Estimated Project End Date

Two date selection fields are shown side-by-side. Each field consists of a light gray input box and a calendar icon to its right. The calendar icons are circled with a thick, hand-drawn red line.

Step 3: Attach Required Documents

Upload ARC Form and other Documents



Select files...

A light gray rectangular button with the text "Select files..." in blue. The button is circled with a thick, hand-drawn red line.

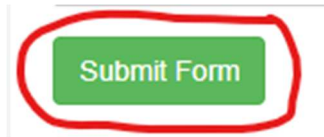
Before submitting, be sure to **upload all required documents**, including:

- 📁 Detailed plans or architectural drawings of the project.
- 🎨 Color or material samples (if applicable).
- 📍 A full lot survey showing the placement of any **new structures** to ensure compliance with **setbacks and lot boundaries**.
- 📷 Photos of similar completed structures (if available).

🚨 *Missing documents may delay your approval!*

Step 4: Submit Your Request

✔ Click "Submit Form" to send your request to the **Architectural Control Committee (ACC)**.



Important Notes:

- **All communication** regarding your request will take place **within HOA Assist**.
- If the ACC needs more information, the **ARC Committee Chair** will ask questions through HOA Assist.
- You will receive your **final determination letter via HOA Assist** once a decision is made.
- If you experience **technical issues with submission**, **DO NOT** contact the **Committee or Board of Directors (BOD)**—instead, contact **HOA Assist** directly for assistance.

VERSION	DATE APPROVED	DESCRIPTION	APPROVED BY
1.0	05/05/2025	Initial BOD approval	Craneridge BOD