



Monterey Shores Homeowner's Association
P.O. Box 206
Corolla, NC 27927

The attached form is the Monterey Shores Homeowners Association Architectural Standards Committee application **for painting, remodeling, reconstruction, and major repair work**. All projects must be approved by the ASC prior to beginning work and the work must meet the criteria described in the Monterey Shores Architectural Guidelines. A copy of the Guidelines is available to download online and may be reviewed in person at the Clubhouse during regular Clubhouse hours. Fines and sanctions may apply if any unapproved work is performed.

The ASC currently meets at least twice monthly. For your application to be considered, it must be completed in full and submitted at least five business days prior to the meeting. You will be notified of the Committee's decisions within 45 days of receipt of the complete application, although the timeline may be shorter.

Applications must be accompanied by any applicable processing fees and damage deposits before review. The damage deposit will be held to repair any damage to community property caused directly by this work. The deposit, less any damage assessment, may be returned to the applicant subsequent to successful completion of the project and after review by the ASC for any damage. The applicant must submit a written request for return of the deposit after all work is complete.

Painting a residence the same color as the existing color: No fee is required. Please notify the ASC using the attached form, but formal approval is not required.

Painting a residence a different color: A \$50.00 processing fee, completed application, and small paint sample, such as available in paint stores, is required. Formal approval is required before starting work. No damage fee is required.

Repairs or Reconstruction after a catastrophe: Plans must be submitted and approved but there is no fee or deposit required.

Restorations and Additions: Changes to the footprint of the house require a \$150.00 processing fee, three copies of the completed application with attached detailed drawings showing lot coverage, and one copy of all county building and state permits. You are responsible for obtaining the required permits. A refundable \$1,000.00 damage deposit is also required.

All other applications for projects which include significant repair to a home, significant earth movement (including pools, driveways, bulkheads, and piers), or use of other heavy equipment : A \$50.00 processing fee, three copies of the completed application with attached detailed drawings showing lot coverage if applicable, and one copy of all county building and state permits. You are responsible for obtaining the required permits. A refundable \$1,000.00 damage deposit is also required.

Send completed application(s) and checks made out to Monterey Shores Homeowners Association to the address above. You may also drop them off at the Clubhouse or use the mail slot in the Clubhouse door. You will be contacted directly with any further questions and notified of the Committee's decision. If you have questions regarding this application, please email mshoresasc88@gmail.com.



Date

PAINTING/RECONSTRUCTION/REMODELING/MAJOR REPAIR APPLICATION

Owner's Name

MS Address (including Lot #)

Mailing Address

Email (required)

Contractor's name, address, and phone number (No advertising signs permitted on premises)

Type of project (circle one) Paint (new color, same color) repair(s) remodel

deck pool hot tub pier/bulkhead driveways windows re-siding other

Description of project:

Paint/stain information. Include color name and brand of paint (Submit samples of new colors)

House

Trim

Other

Owner's Signature

Contractor's Signature

Date received

\$50.00 processing fee/check #

\$1,000 damage deposit/check #

ASC approved / denied

Date

Reason for Denial: