



Monteray 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 virtually when a application is submitted via email. One hardcopy and fee(s) need to be dropped off or mailed to the address above. For your application to be considered, it must be completed in full. You will be notified of the Committee's decisions within 10 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. An emailed copy of the application will expedite processing.

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. An emailed copy of the application will expedite processing.

Send completed applications(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 msascchairerson@outlook.com.



Revised 4/2021

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MONTERAY

Shores

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: \$50.0 processing fee/check #

\$1,000.00 damage deposit/check #

Reason for Denial:
