



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 **landscaping and tree removal**. 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.

Removing dead trees or cutting heavy vegetation: No fee is required but a completed application must be submitted to the Committee and formal approval obtained before starting.

Tree Removal, Re-grading, Fill, Sod, Lighting, or Other Major Landscaping: A \$50.00 processing fee, completed application, and reasonable drawing or sketch showing location of work. A refundable \$1,000.00 damage deposit is also required. 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. Formal approval is required before starting work.

Owners are responsible for obtaining any necessary county, state or CAMA permits. Send completed applications(s) and checks made out to **Monterey Shores Homeowner's 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 msascchairperson@outlook.com.

