



APPLICATION FOR EXTERIOR CHANGE/ADDITION/MODIFICATION OF HOME OR LANDSCAPE

Attached is the Monterey Shores Homeowners Association Architectural Standards Committee (ASC) application for **ANY exterior modification on your lot, dwelling or landscape**. All projects must be approved by the ASC prior to beginning work and the work must meet the criteria described in the Monterey Shores Residential Design Manual. **TREE REMOVAL AND CERTAIN SHRUBS/VEGETATION COME UNDER STRICT GUIDELINES AND MUST HAVE PRE-APPROVAL FOR REMOVAL OR ALTERATIONS. Please make arrangements for debris removal. Dumping of debris on vacant lots is prohibited. SOUND FRONT HOMES MUST BE AWARE OF COMMON AREA TO MONTERAY SHORES AND NEED TO CHECK YOUR SURVEY PLATS PRIOR TO COMMENCING WORK.** A copy of the Monterey Shores Residential Design Manual is available to download at <https://monterayshoreshoa.org>, Documents tab, 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 as needed when applications are received. You will be notified of the Committee's decisions within 45 days of receipt of the complete application. The application is considered received upon receipt of the deposit, application fee and all required information. An application is good for one year but may be extended.

All applications must include your deposit (if required), application fee and any applicable information to your project to include, but not limited to, a site plan showing proposed locations of additions, removals or replacements, color of any paint and materials, material description/specifications, planting lists and locations, photos and/or samples of paint colors, roof shingle sample, and materials as applicable.

All applications require a deposit and application fee as described below. An application fee is not required for repairs or painting unless you are making a change in color, material or appearance to your home exterior or landscaping. The damage deposit, if required, 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. No fees are required for repairs or reconstruction after a catastrophe or repairs or painting if there is no change in color, material or appearance.

Refundable Deposits Deposit for New Construction: \$2,000 (please use New Construction Application)
Deposit for all other Applications: \$1000

Non-Refundable Application Fees New Construction: \$500 (please use New Construction Application)
Restorations and Additions: \$150
Changes to Approved New Construction Plans: \$50
All other (including roof replacement): \$50

Send completed application(s), attachments and checks made payable to Monterey Shores Homeowners Association, PO Box 370, Kill Devil Hills, NC 27948. Applications may be submitted electronically. A copy of the following completed page 2 of this application must be enclosed with your checks for reference. You will be contacted via the e-mail address(es) provided on the application with any further inquiries and the Committee's decision. If you have questions regarding this application, please email info@associationconsultantsllc.com.



APPLICATION FOR EXTERIOR CHANGE/ADDITION/MODIFICATION OF HOME OR LANDSCAPE

All applications must include your application fee, deposit (if required), and any applicable information to your project to include, but not limited to, a site plan showing proposed locations of additions, removals or replacements, color of any paint and materials, material description/specifications, planting lists and locations, photos and/or samples of paint colors and materials as applicable.

Owner's Name _____ Date _____

Monterey Shores Address & Lot # _____

Mailing Address _____

Email(s) (required) _____

Phone(s) _____

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

Description of project: _____

Owner's Signature _____ Contractor's Signature _____

FOR ASC USE ONLY:

Date received _____ This application is: Approved Denied

Application fee \$_____ check # _____ Approved with Conditions

\$1,000 damage deposit/check # _____ Comments or Conditions: _____

ASC Signature: _____ Date _____