



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 after 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.

<b>Refundable Deposits</b>	Deposit for all Applications except New Construction: \$1000
<b>Non-Refundable Application Fees</b>	\$50 for all applications except restorations, additions or new construction: \$150 \$150 for restorations or additions

You will be contacted via the e-mail address(es) provided on the application with any further inquiries and the Committee's decision. Email [info@associationconsultantsllc.com](mailto:info@associationconsultantsllc.com) or call 252-500-0100 with any questions.

**SEND COMPLETED APPLICATION AND ATTACHMENTS TO:**

E-mail To (recommended): [info@associationconsultantsllc.com](mailto:info@associationconsultantsllc.com)

**SEND PAYMENTS TO:** Checks Payable to: Monterey Shores PUD HOA (***must reference the property address***)

Owner Portal: <https://acobx.cincwebaxis.com/ms>

**\$1000 deposit:** *may* not be cashed if mailed on a separate check to "Mail To" or "Drop Off" address below\*

**Payments Only\* to:** (all checks will be deposited upon receipt): PO Box 923, Commerce, GA 30529

**MAIL TO\*:** PO Box 370, Kill Devil Hills, NC 27981 or

**Drop Off\* in person to:** The office of Association Consultants at 2522 S Croatan Hwy, Suite 1C, Nags Head, NC 27959

\*If application will not be submitted by email as recommended, payments **CAN** be included with applications and attachments, only if being sent to the "***Mail to***" address or delivered to the "***Drop Off***" address provided above. *Email is recommended as samples and any plans larger than legal size cannot be maintained in the HOAs electronic property records or efficiently distributed for review causing a delay in review by the ASC\*. **Applications sent to the "Payments Only" address are not received in the office or processed.***



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Applications may not be reviewed and shall not be considered "received" until receipt of 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, 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:

Heavy equipment/machinery (select one)  will or  will not be used during this project.

Owner's Signature \_\_\_\_\_ Contractor's Signature \_\_\_\_\_

The application fee in the amount of \$\_\_\_\_\_ and damage deposit, if applicable, in the amount of \$\_\_\_\_\_ (Please select all that apply):

- have been paid using the owner portal
- are/is enclosed  have been mailed to the "payments only" address
- are/is already paid  will be dropped off

**FOR ASC USE ONLY:**

Date received \_\_\_\_\_

This application is:                      Approved                      Denied                      Approved with Conditions

Application fee check # \_\_\_\_\_ \$1,000 damage deposit/check # \_\_\_\_\_

Comments or Conditions: \_\_\_\_\_

ASC Signature: \_\_\_\_\_ Date \_\_\_\_\_