

Pirates' Cove Homeowners Association

TOWNHOME ARCHITECTURAL OR LANDSCAPE MODIFICATION REQUEST FORM

Use this form for all requests for exterior or landscape changes or additions. Attach any drawings and/or sketches that will aid Pirates' Cove in deciding whether to approve your request.

Please indicate the type of request: Architectural ____ Landscape ____

Owner(s) Name(s): _____

Street Address: _____ City, State, Zip _____

Telephone: Home: _____ Cell: _____ Work: _____

Email: _____

Date submitted: _____ Estimated Completion Date: _____

If an agent is submitting on behalf of the owner, complete the following.

Name: _____

Company: _____

Industry: _____

Phone: _____ Email: _____

Townhome owners must agree to **take responsibility for maintaining their modifications as a condition of approval** for all changes other than those explicitly exempted in board policies. For exempted changes, please fill out the *PC TH LIKE FOR LIKE Architectural and Landscape Request Form* instead of this one.

PCHOA will file a **Notice of Maintenance Obligation** with the Wake County Register of Deeds which will serve as notice to buyers and future owners that Pirates' Cove Homeowners Association is not responsible for maintenance of the approved modification.

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In accordance with the Declaration of Covenant, Conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications.

1. Describe the proposed home and/or landscape modifications. Note materials and color(s) to be used. State similarities to existing structures as appropriate and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the *Architectural Guidelines - Townhome* and *Townhome Usage Rules* documents and whether any variance requests are necessary. Use a separate sheet of paper if needed. Include a 'before' photo of the element to be modified.

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In support of this application the following items may be required:

One Set of Plans: **Where applicable** include the following: plot plan, exterior elevations, roof design, exterior materials and finishes. **Where applicable** include plant selections, landscaping plan, and other such items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

2. Attach paint samples if applicable: Attached: _____ N/A: _____

The Owner is required to make a good faith effort to review the proposed changes with all abutting Pirates' Cove neighbors. The review of the neighbors is not an approval or disapproval, but merely a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change, and they understand they may come to the next Architectural or Board Meeting to voice their opinion on this request.

Name	Address	Signature
1. _____		
2. _____		
3. _____		
4. _____		

Please obtain signatures from all property owners who reasonably view the modification from their property.

It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law or any County Ordinances. **All permits must be applied for and posted as required.**

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If the Application is incomplete, the Architectural Committee will notify the applicant and the application will not be considered further until receipt of these materials. The approval process will not begin until all documents have been obtained by the Architectural Committee

We represent that this application is complete and correct to the best of our knowledge. We understand that PCHOA will file a *Notice of Maintenance Obligation* with the Wake County Register of Deeds as a **required** condition of obtaining approval from Pirates' Cove HOA for this request. We agree to pay a filing fee to cover the costs associated with processing and filing this notice.

Owner: _____ Date: _____

Owner: _____ Date: _____

The following action has been taken on your request:

Approved with conditions: _____

Notice of Maintenance Obligation & filing fee required: _____

Other condition: _____

Denied: _____

Incomplete: _____

Reason for Denial or Conditional Approval:

Signed: _____ Date: _____
(for the Architectural Committee)

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Notice: Work must be completed within 12 months. You must notify Pirates' Cove Homeowners' Association within 10 days of project completion so that compliance and completeness with the terms of this request can be verified. Please include an 'after' photo of the modification.

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTATCHMENTS AND SIGNATURES.

Please return to Pirates' Cove Homeowners Association at:

Karl Hovey – karl@casnc.com