

**Pirates' Cove Homeowners Association**  
**TOWNHOME LIKE FOR LIKE OWNER MAINTENANCE**  
**ARCHITECTURAL OR LANDSCAPE REQUEST FORM**

Use this form for all requests for exterior or landscape like for like replacement. 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: _____

**This form may only be used for townhome owner LIKE FOR LIKE maintenance and repairs as specifically outlined in written board policies. All other exterior & landscape changes will require the TH Architectural and Landscape Request Form and townhome owners will be required to assume ongoing responsibility for the maintenance and replacement of their modification, as stated in the Architectural Guidelines - Townhome.**

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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 like for like replacements.

1. Describe the proposed home and/or landscape like for like replacements. Note materials and color(s) to be used. Use a separate sheet of paper if needed. Include a 'before' photo of the element to be maintained.

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

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**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 maintenance and/or repairs. Photos and brochures are great additions.

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

The Owner is required 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 maintenance/repairs will be done. The signatures below indicate that the neighbors are aware of the proposed owner maintenance/repairs, 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 work site 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.**

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 acknowledge that PCHOA will not reimburse any expenses related with this request now, or in the future.

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**The following action has been taken on your request:**

Approved as submitted: \_\_\_\_\_

Approved with conditions: \_\_\_\_\_

Denied: \_\_\_\_\_

Incomplete: \_\_\_\_\_

**Reason for Denial or Conditional Approval:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(for the Architectural Committee)

**Notice:** Work must be completed within 3 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. If an extension is necessary, please request one by contacting Pirates' Cove Homeowners Association at the address below. Please include an 'after' photo of the work.

**THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.**

Please return by mail or email to Pirates' Cove Homeowner's Association at:

CAS-Inc Pirates' Cove  
207 W. Millbrook Rd. Ste. 110  
Raleigh, NC 27609

karl Hovey – karl@casnc.com