

THE ARBORETUM HOMEOWNERS ASSOCIATION, INC.
OWNER APPLICATION FOR ARCHITECTURAL / LANDSCAPING REVIEW

What to do and where to send:

The form for architectural and landscape requests is located at casnc.com under the Arboretum property. Just download, print complete as best as possible and submit by email or mail to your manager at CAS Management. It is very important you give as many details as possible, draw diagrams and give products or plant names for requested items. Send by mail to Arboretum Homeowners Association P.O. Box 83 Pinehurst, NC 28370 or to andrea@casnc.com or call for information about the application at 910-295-3791, ext. 1126.

Note: Once the request has been submitted it will be passed along to the Architectural or Landscape Committees for review and recommendation to the board.

The process: Once the manager has received your request form it will be checked for completeness and if any questions, they will call to ask you for more details. It is then sent to either the Architectural or Landscaping Committee for review. In some cases, the review and recommendations to the board could take from 45 to 60 days. You will be notified of the result or plan once board has made recommendation. If you want a status just email or call your manager.

Owner of Arboretum Homeowners Association Information:

Community: The Arboretum Home Owners Association

Unit #: _____

Date: _____

Owners Name: _____

Home phone/Cell: _____

Email: _____

Address: _____

City, State, Zip. _____

If an agent (power of attorney, attorney, real estate or property manager, heirs) is submitting on behalf of the owner, complete the following:

Name: _____ Company: _____

Phone: _____ Email: _____

Application for Architectural or Landscape:

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community, application is hereby made for review and approval of the following described modification: (Brief Description)

Submittal Check list:

- Summary of request
- Set of plans drawn or printed, as best as you can to show where the work is to be done, landscaping plan of plants or trees.
- Summary to include dimensions, style, color, specification and square footage and details.
- Pictures of what you want to use or replace with or of the area in which you want to address, pictures can be emailed with application or attached in mail.

Note: if the committee cannot tell what it is you want or has no direction submitted it could cause your application to take longer or be denied.

In support of this application the following items must be submitted:

One Set of Plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes (roof design, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, the management company will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the management company AND will then be passed on to the Architectural Review Board or Landscape Committee.

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property. Neighbors, your signature indicates you have seen the proposal. Your approval is not required, but your input is welcomed by the Committee. If you have any problems or oppose the proposal, please promptly submit your concerns to CAS which will be passed on to the appropriate committee.

It is hereby understood and agreed that approval of this application does not constitute approval as to compliance with applicable North Carolina law or Moore County ordinances. It is further understood and agreed that you agree to repair or replace, at your sole expense, any damages to common areas or other lots, including grass, walks, buildings, trees, roads, etc. as a result of your making modifications.

Signature of Owner(s): _____ Date: _____

_____ Date: _____

Signature of Agent: _____ Date: _____

The following is not required, however, will be taken into consideration:

Signature of Neighbors: _____ Date: _____

Note:

LANDSCAPING

- Is your landscaping plan included: Yes ___ No ___
- Is a site plan included showing location of plantings Yes ___ No ___
- Will you be paying expense associated with plans Yes ___ No ___

BUILDING

- Is your plat plan included: Yes ___ No ___
- Is your fence, or floor plan included: Yes ___ No ___
- Is the elevation plan included: Yes ___ No ___
- Are the exterior finish samples included: Yes ___ No ___

Note: If you know the type of plants or names make sure to add this and for buildings please add as much detail as possible. It would be good to look over your bylaws before applying to see what is covered by the owner and association.

Landscape or Architectural Committee Recommendation:

Date: _____

Decisions by Board of Directors:

Date: _____

Site Plan: This could be your yard, your home or around your home. Draw or add mechanical drawing or floor plan or pictures to this area.