

Cotswold of Pinehurst Architectural/Landscaping Request

Please complete this form and send to CAS in one of the following ways:

1. Email directly to andrea@casnc.com ,or
2. Upload your application to Front steps, Architectural Requests Tab, or
3. Mail to Cotswold Homeowner Association, P.O. Box 83, Pinehurst, NC 28370.

For any questions, please call Andrea Hostetler, Community Manager, at 910-295-3791, Ext 1126.

The process: Once the CAS Manager has received your form, it will be checked for completeness. If there are any questions, CAS will contact you. It will then be sent to the ARC or Landscape Committee for review and/or recommendation to the Board. This process could take up to 40 days. You will be notified of the result once the Committee has made its decision. Updates will automatically be noted on our website, as well.

Date:.....

Owner's Name:.....

Owner's Address:.....

Owner's Email:..... Phone:.....

Description of work to be completed: _____

*Approval of this application by the ARC, Landscape Committee and Board does not constitute approval or compliance with applicable state, county or village laws or ordinances.

Signature of Owner

Please note: If you plan to pay for this work in full, the approval process will be much faster, as it will not be subject to the Board's budgetary constraints.



Check box if owner intends to pay in full for work.

- 1) All plantings must first be approved by the (LC) Landscape Committee.
- 2) Homeowner is responsible for damage to existing irrigation lines affected by work
- 3) Although not required when owner pays in full, it is strongly recommended that you use our current landscaper as they maintain all landscaping here at Cotswold, are properly licensed and insured, and are familiar with irrigation line placement and our approved planting list.
- 4) All contractors MUST be properly insured and licensed.
- 5) The Co-Pay Process: Owners have the option to copay for the work with the HOA. Due to budgetary considerations, whenever HOA funds are spent, the Landscape Committee will always recommend small size plantings. If you prefer larger plants, you will need to copay with the HOA for the price difference. This process will take longer due to budgetary constraints and Board approvals.

For Architectural Requests: Include one full set of plans, to include dimensions, style, color, setbacks, etc. Plans must show at a minimum the plot plan, floor plan, exterior elevations, roof design, composition and materials, finishes and landscape plan. Please add photos as needed.

For Landscape Plans: Include a drawn or printed plan for trees and plants to show where the work is to be done. While the website listing of approved plants and shrubs is by no means all encompassing, it will help to determine the look and feel we are trying to maintain at Cotswold. Pictures of requested plants are recommended as well, and they can be attached and e-mailed along with this form or included with the application in the mail.

Neighbor's Signatures (These are not approvals, though that is helpful, but an indication that neighbors have been informed of your plans.)

Neighbor Address & Signature _____

Neighbor Address & Signature _____

Date Reviewed by Landscape Committee: _____

Notes/Remarks:

*****ARC/Landscape Committee/BOD ONLY*****

Approved

Denied