



Architectural Review Application

The Declaration of Restrictive Covenants for Schooner Ridge requires that a property owner obtain written approval from the Architectural Review Committee (ARC) for any exterior alterations or additions. To comply with the covenants, please complete this form and attach two copies of detailed drawings, blueprint, & site plans of the proposed alteration and addition. The drawing should specify dimensions, materials to be used, and colors.

Please Note:

- All projects must have this Application for Residential Building and all building plans/drawings submitted and approved prior to beginning work.
- The Architectural Review Committee will respond to all applications within thirty (30) days of receipt of submittal.
- This application and the drawings, blueprints, or plans will be retained for the committee records.
- Non-returnable samples are required for all exterior colors to be used.
- All work must meet the criteria described in the Schooner Ridge P.O.A. Architectural Guidelines.
- All applications for residential building projects must be accompanied by a *non-refundable review fee* (See fee schedule). Make checks payable to Schooner Ridge Property Owners Association.
- All applications for residential building projects which include new pilings, significant earth movement (including pools), heavy equipment, or which require a Porta-John and/or dumpster on site, shall also be accompanied by a *refundable Common Area Property Disturbance Deposit* of \$500.00, on a separate check made payable to Schooner Ridge Property Owners Association.
- This deposit will be held in escrow to repair any damage to the community property caused directly by this work. The deposit, less any damage assessment, shall be returned to the homeowner subsequent to successful completion of the project.
- The homeowner agrees to comply with all applicable county, state, and town building codes and laws, and to obtain all necessary building permits and approvals and inspections required.

Name _____
 Mr./ Mrs. First M.I. Last

Mailing Address _____
 Address City State Zip

Contact Information _ (____) _____ (____) _____
 Home Phone Work Phone Email address

Street Address of Schooner Ridge Property _____

Detailed description of alteration or addition (include all relevant information, attach pages if necessary): _____

 Signature of Homeowner

Dated Submitted: _____

Estimated Start Date: _____

Return this form, plans and samples to:

SEASIDE MANAGEMENT
 P.O. BOX 1465
 KITTY HAWK, NC 27949
 Office: (252) 261-1200 Fax: (252) 261-1224

SRPOA recommends that a copy of this form be provided to the contractor on each project.

SCHOONER RIDGE PROPERTY OWNERS ASSOCIATION
Architectural Review Committee (ARC)

Non-refundable Review Fee Schedule *

Purpose: To help defray part of the Association's added costs incurred in effectively administrating the Architectural Review process.

Project Type:	Review Fee
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Low Impact Projects	\$25
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Examples:

- Painting & re-painting (Including trim painting)
- Existing fence repair
- Landscaping design and/or irrigation system installation

Medium Impact Projects	\$50
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Examples:

- Bulkhead/retaining wall installation
- Roof replacement
- New fence Installation
- Existing deck & railing repair/resurfacing (no change to footprint)
- Driveway resurfacing, replacement, or repair – (incl. change in layout & sq. ft)
- Other changes to home's exterior appearance, such as:
 - re-siding, new or replacement windows, doors, & sliders, etc.

Large Impact Projects	\$100
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Examples

- New or expanded decks (Increased footprint)
- Remodeling & renovation projects (e.g. lower level buildouts)
- New construction of home on vacant lot or tear-down of existing home
- Swimming pool installation & replacement

** In cases where multiple fees would otherwise be charged for the ARC review process, the ARC application review fee charged will be the greater of the applicable ARC fees listed per project submission.*

Note: Minor homeowner maintenance, including minor repairs, touch-up painting, power washing and landscaping maintenance, do not require an ARC application or fee.

Projects where contractor(s) or sub-contractors perform " significant work/repairs" may require ARC review. If your specific project is not listed, the SR ARC Guidelines & Covenants require that you contact the ARC (thru Seaside Management) for clarification prior to proceeding with the project to avoid any "stop work" orders.

When in doubt, contact our Schooner Ridge property management company - Seaside Management (SM) Office #: (252) 261-1200