

PIRATES COVE TOWNHOME ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee (ACC) is charged with the review task to ensure that the common interests of the complex are preserved and protected. The ACC is responsible for review and approval of any exterior modifications, enhancements or improvements as outlined in the deed restrictions. It is the goal of the board of directors of the Pirates Cove Townhome Association (PCTHA) to coordinate these application efforts smoothly between the residents of the complex and the members of the ACC committee.

APPLICATION

Owners may download an application for the ACC from the PCTHA website (www.piratescovetownhomes.com) or via e-mail upon request from (lizcook2021@gmail.com)

PROCESSING

The owner completes the application and provides supporting documentation to Liz Cook, Property Manager for PCTHA. In turn, Property Manager will forward the application to the three members of ACC for their consideration. Prior to distribution, Property Manager confirms the application to be complete in accordance with the ACC guidelines.

APPROVAL/REJECTION

The ACC Chair is responsible for getting the ACC together to review the application and, upon approval or rejection of the application, the ACC Chair returns the documentation to Property Manager who forwards to Tim Towner at Sandcastle Industries to be kept in the applicable unit file for future reference as need be.

NOTIFICATION

Upon approval or rejection of the application, Property Manager will notify the owner of the decision of the ACC and maintain a copy of same in the applicable unit file of the Association's records maintained by Sandcastle Industries.

ACC LOG

Property Manager will maintain an Architectural Control Log (ACL) on all approvals and denials, and will provide a copy of the ACL to the PCTHA Board of Directors.

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PIRATES COVE TOWNHOME ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE

APPLICATION

Date of Application:

Owner Name:

Unit Number:

E-Mail Address:

Daytime Telephone:

Evening Telephone:

Mailing Address:

Exterior Modification Requested:

Please provide any drawings or renderings, if available.

**Complete and return application to Liz Cook, Property Manager,
In person or by e-mail to lizcook2021@gmail.com.**