



MARTIN'S POINT
HOMEOWNERS' ASSOCIATION

Martin's Point Homeowners' Association, Inc.
Architectural Control Committee
PO Box 1465
Kitty Hawk, NC 27949

Dear Martin's Point Owner:

Attached please find the Martin's Point Homeowners' Association Architectural Control Committee Project Application. All work must meet the criteria described in the Martin's Point Homeowners' Association Construction Guidelines. Please refer to the following fee structure table for the appropriate deposit and application requirements:

Type Of Work	Refundable Deposit	See Guidelines
A: Major Impact: May require permits, dumpsters, etc. (new construction, changed to footprint, pool, landscape grading, retaining walls)	\$4,000	Application Required
B: Major Impact: May require permits, dumpsters, equipment, ladders (house or trim repaint, remodeling, re-roofing)	\$1,500	Application Required
C: Minor Impact: Improvements like gutters garage doors, lattice/HVAC screening, etc.	None	Application Required
D: Minor Impact: power washing, touch-up painting, deck sealing, maintenance, replacement and upkeep of existing property, not listed above	None	Application Not Required

Checks should be made out to Martin's Point Homeowners' Association. Security deposits are held to repair any damage to the community property cause directly by this work. The deposit, less any damage assessment, may be returned to the applicant subsequent to successful completion of the project. Requests for security deposit refunds must be in writing. The ACC will review the project for completion and respond to the deposit request. We appreciate your cooperation to maintain Martin's Point as a premier community on the Outer Banks. If you have any questions, please contact Denice Tappero 252-256-1859 or at denice@obxcc.com.

Sincerely,
Seaside Management, Agent for
Martin's Point Homeowners' Association, Inc.



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Architectural Control Committee
PO Box 1465
Kitty Hawk, NC 27949
Attn: Denice Tappero
CC: Jeff Shields, Seaside Management

APPLICATION TO ACCOMPANY SUPPORTING DOCUMENTS FOR PROJECT

SUBJECT PROPERTY: _____

SCOPE OF WORK AND/OR LETTER OF INTENTION (ATTACHED):

SECURITY DEPOSIT: YES ____ NO ____ \$_____ CONSTRUCTION GUIDELINES READ _____

OWNER/CONTRACTOR SIGNATURE _____ DATE _____

OWNER'S NAME _____

Mailing Address _____

Contact Phones _____

Email _____

Contractor Name _____

Contractor Address _____

Contact Phones _____

Email _____