



Property Owners Association  
 Post Office Box 1465  
 Kitty Hawk, NC 27949  
 Architectural Control Committee  
 Attn: Shannon Bracy

Dear Four Seasons Owner:

Attached please find the Four Seasons Homeowners Association Architectural Control Committee Exterior Alteration/Improvement Application. All work must meet the criteria described in the Four Seasons in Duck Property Owners Association Architectural Guidelines. Approval by the Architectural Control Committee does not imply that the requested construction meets county/town requirements. It is the responsibility of the homeowner to ensure that county/town requirements are met. Please refer to the following fee structure table for the appropriate deposit and application fees:

Type Of Work	Refundable Deposit	Application Fee (Non refundable)
A: Major Impact: requires permits, dumpsters, equipment, etc. (new construction, changes to footprint, pool, landscape grading, bulkhead)	\$500	\$250
B: Major Impact: requires permits, dumpsters, equipment, ladders (house or trim repaint, remodeling, re-roofing)	\$500	\$100 for all, except \$25 for same color house repaint
C: Minor Impact: new additions like gutters, garage doors, lattice/HVAC screening etc.	None	\$25
D: Minor Impact: power washing, touch-up painting, deck sealing, maintenance, replacement and upkeep of existing property, not listed above.	None	None (application still required)

Checks should be made out to Four Seasons Homeowners Association. Refundable deposits are held to repair any damage to the community property caused directly by this work. The deposit, less any damage assessment, may be returned to the applicant subsequent to successful completion of the project. Please note, the applicant must submit in writing the request for return of the deposit after all work is complete. All exterior home improvement projects require submittal of this application. **All residential building plans/drawings must be submitted and approved prior to the commencement of any work.** The Architectural Control Committee will respond to all applications within fourteen (14) days of receipt of submittal. We appreciate your cooperation to maintain Four Seasons in Duck as a premier community on the Outer Banks. If you have any questions, please contact Seaside Management at 252-261-1200 or [shannon@seaside-management.com](mailto:shannon@seaside-management.com).

Sincerely,

Seaside Management, Management Agent for  
 Four Seasons Homeowners Association

Attachment



Property Owners Association  
Post Office Box 1465  
Kitty Hawk, NC 27949  
Architectural Control Committee  
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**ARCHITECTURAL CONTROL COMMITTEE (ACC)  
APPLICATION FOR EXTERIOR ALTERATION OR IMPROVEMENT**

Owner Name \_\_\_\_\_

Four Seasons Address \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

**Type of Construction:** remodel / deck / residing / pool / hot tub / paint / landscaping / other

Description of Work \_\_\_\_\_

\_\_\_\_\_

Description of Materials \_\_\_\_\_

\_\_\_\_\_

**Paint / Stain Information, Main Structure**

Paint / Stain Color \_\_\_\_\_

**Paint / Stain Information, Trim**

Paint / Stain Color \_\_\_\_\_

**Paint / Stain Information, Accent**

Paint / Stain Color \_\_\_\_\_

- **SUBMIT FIVE COPIES OF DRAWINGS/PLANS, PAINT SAMPLES AND LANDSCAPE DESIGNS**
- **FOR PAINT APPLICATION, SUBMIT FIVE SMALL PAINT SAMPLES**

Date of application \_\_\_\_\_

Owner Signature \_\_\_\_\_

Contractor Signature \_\_\_\_\_