



Caloosa Country Club Estates

PROPERTY OWNERS' ASSOCIATION, INC.

- Please must submit 2 full copies, application it may also be downloaded and saved from ccestates.com and typed in for your convenience, printed and placed in the ACC Drop Box
- Approval must be received prior to any work being commenced. Approval or denial will be mailed to resident within 48 hours of ACC approval via USPS. All Contractors signage must be removed once project has been completed. Please notify Chairperson via email or phone that you have completed your project. A member of the ACC will do a drive to confirm that you have successfully completed your project as originally submitted.
- Unless otherwise notified your application will be approved or denied at the next ACC meeting. All residents are welcome to attend regardless if you have an application. ACC applicants or adjacent homeowners may speak during the process, all other residents may speak after meeting adjournment. Please check HOA calendar for upcoming meetings on the community bulletin board or on the ccestates.com website
- This approval does not waive any permit requirements by any Governmental Authority or any violation of existing easements.
- Caloosa Country Club Estates Property Owners' Association, Inc., shall not be responsible for and damage that is done to your property or to any adjacent or adjoining property
- As stated in the Declarations of Covenants and Restrictions for Caloosa Country Club Estates Property Owners' Association, Inc., you are required to attach a sketch/drawing/survey of the proposed architectural change or addition, along with written specs (material, color, dimensions, etc.).
- In the event that your application is denied - you can appeal to the Board of directors and have your appeal heard by an appeals committee (3 members) appointed by the board. The appeals committee cannot be an officer, director, HOA employee or a member of the ACC. Appeals must be in writing and submitted to the board within 90 days of denial and will be answered within 30 days of the appeal process.



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Print Address: _____

Owner Name: _____ Telephone _____

Email: _____

Request/Details of Proposed Project: _____

ACC Discussion: _____

- Submit Completed Forms and all attachments to Committee Chairperson Kathy Tate, 2103 West View Drive, in DROP BOX located on front porch. If Application is incomplete, it will be returned to you for missing information or further discussion. Questions, please call 252-202-6733
- New Completed Applications received after the Monthly ACC meeting will go forward for approval to the next monthly ACC meeting. All ACC meetings will be proper posting on the Community Bulletin Board (per State Statute) with 48 hours notice. Example: ACC Meeting January 19th, 2026. Completed Applications must be submitted prior to January 15 to allow for proper posting to all Adjacent Homeowners on January 16th. Emergency situations are dealt with in a timely fashion and should be directed to the Chairperson to fast track a safety, ADA, Hurricane preparedness or other concern.

Date Submitted _____ Received _____ Approved _____ Mailed _____

Revised : January 2026