Pepper Tree Homeowners Association

Open House Sign Policy

Pepper Tree has a strict policy required by our governing documents of no signage display other than for County or other governmentally required signage.

A request for open house sign placement must be made no less than 7 business days before the open house and must use the approved open house sign request form.

- The request must be provided to CSS via email or fax. If sent by mail it must arrive no less than the 7 business day period in the CSS office.

- Simply providing the request does not mean approval.

- An email approval will be sent to the homeowner or if disapproved a reason will be provided. The request will be approved/disapproved by the BOD of the HOA.

- No more than one open house signage request will be approved per calendar month per home.

- Open house signage approved by the BOD may include up to up to four signs (commercially produced 2'x2' with an industry standard wire stand) if necessary for direction.

    o One may be placed at the entry to Pepper Tree on the opposite side of Vistamar or Covil Farm Road to the entry sign.

    o One may be placed for directional turn at the corner of Islamerta, Lounsberry or Trailmark.

    o One may be placed at the home in the garden bed only (as not to damage irrigation systems).

- Signs may be in place for a period of no more than five hours.

- Signs are subject to removal and disposal at no cost to the HOA if in violation of the period or placement requested.

- Open House events are subject to normal HOA Rules & Regulations.

    o The owner of the home will be subject to immediate violation and fine for each vehicle parked on the grass at the home or in proximity to the home.

Pepper Tree Homeowners Association
Temporary Open House Signage Request

The Board of Directors of the Pepper Tree HOA may allow placement of temporary open house signage within the community as outlined in the Pepper Tree HOA Signage Policy statement upon receipt of this written request received in the business office of CSS within 7 business days of the planned event. Requests may be sent via email, fax or by mail to:

CSS	email: cblake@communitysolutionse.com
Chris Blake	Fax: 910-408-3396
Pepper Tree Association Manager	Please Title: PETR: Open House Request
1213 Culbreth Drive	
Wilmington, NC 28405	

Owner:_____

Pepper Tree Address:_____

Open House Date:_____ Event Hours:_____

Signage Placement

(Limit of 4 Signs)

Please check all that apply:

Opposite Entry Sign:_____

Corner Vistamar & Islamerta:_____

Corner Vistamar & Lounsberry:_____

Corner Lounsberry & Lounsberry:_____

Corner Vistamar & Trailmark:_____

At the Home:_____

I have read, understood and accept the conditions of the Pepper Tree HOA Open House Sign Policy for the placement of signs as designated above.

_____   _____
Owner Signature   Date:

Owner Name (printed):_____

Email:_____

Phone Number:_____

Address if other than above: _____

_____

Request Received by CSS:_____

Approved by BOD:_____   Denied by BOD_____ Date_____

Explanation for Denial: _____

Owner Notification Date: _____