

Aberdeen Creek Architectural Committee Roles and Responsibilities / Change Requests

Architectural Committee

Article VI Section 3 of the Aberdeen Creek Declaration of Covenants, Conditions, and Restrictions (CCR) requires that any **exterior** change must be approved by the Architectural Committee. **This includes improvements, alterations, repairs, painting, excavations, removals, fencing, changes in grade or landscaping, and any work which affects the exterior appearance of any lot, residence, or lot structures.**

The Aberdeen Creek CCR document is a charter granted by the State of Florida to the original builder. This charter was transferred to the Aberdeen Creek Home Owners Association's (ACHOA) Board of Directors after the Aberdeen Creek properties were sold. Article VI of the CCR ensures that the appearance of the Aberdeen Creek community as originally constructed is not changed.. In addition to managing the process for making exterior alterations the Architectural Committee is also assigned the responsibility for ensuring that lots, residences, and other structures are maintained properly to retain their original appearance, i.e. that they are maintained in a "like new" condition throughout the subsequent years.

The ACHOA Architecture Committee membership consists of the ACHOA Board of Director members. The Architectural Committee chairman is elected by the Board of Directors.

Exterior Change Request Form

Submission of an Exterior Change Request form is required **before** homeowners commence any exterior changes. Replacement or repair of existing structures – even if with like materials – should also be submitted to the Architectural Committee for approval. The Architectural Committee will review the request and approve or disapprove the request depending upon how well it conforms to the ACHOA Covenants.

Property Inspections and CCR Violations

To ensure compliance with the Aberdeen Creek CCR, ongoing inspections are conducted to identify unauthorized exterior modifications and property maintenance problems. The owner of the property is notified of a CCR violation and will be required to correct the violation. Failure to take timely action may result in the imposition of fines by the ACHOA Board as well as a request to reverse the change.

Aberdeen Creek Architectural Committee Change Request Form Instructions

The Aberdeen Creek ACC Change Request form must be submitted by Aberdeen Creek homeowners who want to make any exterior changes to their lot, residence, or structures on the lot. Exterior Change Requests will be reviewed by the Aberdeen Creek Architectural Committee and will be approved/disapproved request depending upon how it conforms to the ACHOA CCR. Changes cannot be made without prior approval.

There are two steps for using the ACC Change Request Form:

1. Submission of the form by the homeowner requesting the change
2. Approval/Disapproval of the request by the Architectural Committee

Submission of Change Request Form

Request Date	The Date the form is prepared
Name/Signature	Name and Signature of the homeowner requesting the change
Address	Homeowners Aberdeen Creek Address where work will be done
Phone	Homeowner's phone number
Email	Home owner's email address
Description of Change	Description of work
Name of Contractor	Name of the Contractor who will perform the work (if applicable)
Contractor Licensed & Insured?	Confirm Contractor(s) licensed and has proof of insurance
Attachments	Indicate if attachments are included (Yes or No)
Start Date	Work Start Date
Completion Date	Anticipated Work Completion Date

The completed ACC Request Form is sent (by mail or email) to the HOA property management company - -- Excelsior Community Management. Contact information for Excelsior Community Management is provided on the Form.

Architectural Committee Action

The Architectural Committee will review the change request and approve or disapprove the request based upon its conformance to Aberdeen Creek Covenants, Conditions, and Restrictions (CCR) requirements and ACC Guidelines.

Architectural Committee Response

The Architectural Committee provides a response: 1) informing the homeowner that the Request is approved as submitted; or 2) listing actions or changes required of the homeowner as a condition of approval; or 3) explaining why the Request was not approved.

Approval

- May include additional actions or changes as a condition of approval
- May reference applicable CCR provisions or HOA ACC Guidelines.

Disapproval

- May state documentation is incomplete - home owner is asked to resubmit Request
- May state why Request does not conform to ACC Guidelines – will reference CCR source and/or HOA ACC Guidelines

Aberdeen Creek HOA - Architectural Control Committee ("ACC") ACC Change Request Form

Request Date		Review Date	ACC Ref. No.
Name			
Signature			
Address		Phone	
	Riverview, FL 33569	Email	

To: Architectural Control Committee Aberdeen Creek HOA
 c/o Excelsior Community Management
 6554 Krycul Avenue Riverview, Florida 33578-4330
 eMail: AberdeenCreekHOAManagement@tampabay.rr.com
 Tel: 813 349-6552 Fax: 813 349-5865

Home Owner To Complete
ACC To Complete

Description of Change

Name of Contractor	Licensed? ___ Insured? ___		
Attachments Included ? (circle one)	YES	NO	
Start Date		Completion Date	

The Exterior Change Request has been: APPROVED DISAPPROVED

Approved	Disapproved	Committee Member	Signature

Architectural Committee Comments

REQUEST INSTRUCTIONS

1. The Aberdeen Creek property owner must submit the Change Request form in advance of making changes. Carefully review CCR and Amendment documents and ACC Guidelines prior to submitting request. Refer to <http://www.aberdeencreek.com/>
2. Describe in detail the changes being planned and attach drawings or documents as needed.
3. Projects must begin within 90 days of approved start date and be completed by the scheduled completion date; otherwise a new request must be submitted.
4. Applicant must obtain all documentation and permits required by county and state codes; must accept responsibility and liability for third party contractors; must confirm contractors are licensed and insured.