

Aberdeen Creek Architectural Committee Roles and Responsibilities

Architectural Committee

Article VI Section 3 of the Aberdeen Creek Covenants, Conditions, and Restrictions (CC&R) states that any exterior alterations, whether permanent or temporary, require the approval of the Architectural Committee. This includes improvements, alterations, repairs, exterior paint color changes, excavations, removals, fencing, changes in grade, modification of the size of landscape beds, and any work, which alters the exterior appearance of any lot, residence, or any other lot structures.

The Aberdeen Creek CC&R document is a charter granted by the State of Florida to the original builder and this charter was transferred to the Aberdeen Creek Home Owners Association's (ACHOA) Board of Directors after the Aberdeen Creek properties were sold. One of the purposes of the CC&R document is to ensure the Aberdeen Creek community maintains a consistent and standard appearance. 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 properly maintained.

As a small community the ACHOA Architecture Committee members will by default be the ACHOA Board of Directors if non-board member volunteers cannot be found. The Architectural Committee chairman is elected by the Board of Directors.

Exterior Change Request Form

Submission of an Exterior Change Request form is required when ACHOA home owners want to change the appearance of their lot, residence, or any other structures on their lot. 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 the CCR violation and is requested to correct the violation. Failure to take timely action may result in the imposition of fines by the ACHOA Board.

Aberdeen Creek Architectural Committee Change Request Form Instructions

The Aberdeen Creek Change Request form must be submitted by Aberdeen Creek homeowner(s) who wish to modify the exterior appearance of their lot, residence, or other structures on the lot. ACCr Change Requests will be reviewed by the Aberdeen Creek Architectural Committee; the Architectural Committee will review and approve/disapprove the request. **Changes should not commence until approved – submit the Change Request form sufficiently in advance allowing up to 2 weeks for a response.**

Submission of Change Request Form

The form is prepared by the home owner requesting the exterior change and is submitted to the Management Company for review and forwarding to the ACHOA Architectural Committee. The Requestor should fill in the following:

Request Date	The Date the form is prepared.
Name/Signature	Name and Signature of homeowner requesting the change
Address	Home owner's Aberdeen Creek Address where work will be done
Phone	Home owner's phone number
Email	Home owner's email address
Description of Change	Description of work requirements
Attachments	Indicate whether attachments are provided (Yes or No). If a Contractor will be used attach the contractor's License and Insurance information.
Start Date	Work Start Date
Completion Date	Work Completion Date
Permits/Licenses	Architecture Committee approvals are contingent on the homeowner obtaining all necessary permits and licenses. It is recommended that permits/licenses not be paid for until ACC approval has been

The completed Request Form can be mailed or emailed to the Management Company – the management company contact information is provided on the Form.

Architectural Committee Action

The Management Company will forward the ACC Request to the Architecture Committee for action.

The Architecture Committee will review the change request and approve or disapprove it based upon its conformance to Aberdeen Creek Covenants, Conditions, and Restrictions (CC&R) requirements and the published ACC Guidelines.

If necessary the homeowner may be asked to provide additional information before the request can be actioned; the homeowner may be asked to modify the request and resubmit as a condition of approval; or the homeowner will be advised why the request cannot be approved as submitted.