

# **Aberdeen Creek Architectural Committee Roles and Responsibilities**

## **Architectural Committee**

Article VI Section 3 of the Aberdeen Creek Covenants, Conditions, and Restrictions (CCR) states that any exterior alterations, 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, and any work, which alters the exterior appearance of any lot, residence, or any other lot structures.

The Aberdeen Creek CCR 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. Its purpose is to give the Aberdeen Creek community a standard appearance when it was initially constructed and also continue to maintain this standard appearance after the properties are sold. 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.

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 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 homeowners who want to modify the exterior appearance of their lot, residence, or other structures on the lot. Exterior Change Requests will be reviewed by the Aberdeen Creek Architectural Committee, which consists of the Aberdeen Creek Home Owners Association (ACHOA) Board of Directors. The Architectural Committee will review the Change Request and approve/disapprove the request depending upon how it conforms to the ACHOA CCR. Changes cannot be made without prior approval.

**There are two basic steps for using the Change Request Form:**

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

### **Submission of Change Request Form**

The form is initially prepared by the home owner requesting the exterior change and is submitted to the ACHOA Architectural Committee, whose contact information is on the form. The Requestor should fill in the following:

<b>Request Date</b>	The Date the form is prepared.
<b>Name/Signature</b>	Name and Signature of home owner requesting the change
<b>Address</b>	Home owner's Aberdeen Creek Address where work will be done
<b>Phone</b>	Home owner's phone number
<b>Email</b>	Home owner's email address
<b>Description of Change</b>	Description of work requirements
<b>Attachments</b>	Indicate whether attachments are provided (Yes or No)
<b>Start Date</b>	Work Start Date
<b>Completion Date</b>	Work Completion Date

**The completed Request Form would be emailed to Excelsior Community Management. Additional Excelsior Community Management contact information is also provided on the Form.**

### **Architectural Committee Action**

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

#### Potential Actions by Architectural Committee

The Architectural Committee provides comments informing the home owner that the request conforms to the CCR, highlight conditions to be met by the home owner in completing the request, or an explanation of why the Request was not approved:

1. Approval
  - May provide additional conditions to be met by approved Request
  - Reference applicable CCR source or ACHOA Standards, Guidelines.
2. Disapproval
  - Incomplete documentation (home owner is asked to resubmit Request)
    - Identify missing information
  - Request does not conform to CCR requirements
    - Reference CCR source, ACHOA Standards, Guidelines, etc.

## Aberdeen Creek Architectural Committee Exterior Change Request Example

<b>Request Date</b>	4/14/2013	<b>Review Date</b>	4/23/2013	<b>ACC RefNo</b>	164
<b>Name</b>	Alfred E. Newman				
<b>Signature</b>					
<b>Address</b>	9999 Aberdeen Creek Circle	<b>Phone</b>	813 999-9999		
	Riverview, FL 33569	<b>Email</b>	ANewman@yahoo.com		

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

### Description of Change

I would like to stain my driveway and entry sidewalk with a Sandstone color Concrete Stain & Sealer to cover existing stains and provide a uniform, clean surface.		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="font-size: 1.2em; margin: 0;">Example: Completed Request Form</p> </div>		
<b>Attachments Provided (select one)</b>	<b>YES</b>	<b>NO</b>
<b>Start Date</b>	ASAP	<b>Completion Date</b>
		4/30/2013

The Exterior Change Request has been (select one) **APPROVED** **DISAPPROVED**

Approved	Disapproved	Committee Member	Signature
	X	John Doe	
	X	Martha Jones	
	X	Barbara Smith	
		George Everyman	
		Sydney Scovotti	

### Architectural Committee Comments

The request does not conform to CCR Standards. Refer to the ACC Standards posted on the ACHOA website, <a href="http://www.aberdeencreekfl.com">http://www.aberdeencreekfl.com</a> "Driveways shall be constructed, reconstructed, or repaired with the same materials and in the manner in which they were originally constructed, and no colors, coatings, pavers, epoxies, or similar treatments shall be permitted.
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### REQUEST INSTRUCTIONS

1. The Aberdeen Creek property owner must submit the Change Request form in advance of making changes. Carefully review existing CCR standards and guidelines prior to submitting request. Refer to <http://www.aberdeencreekfl.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 legal documentation and permits as outlined in county and state codes and must accept the responsibility and liability for third party contractors.