

Aberdeen Creek HOA - Architectural Control Committee (“ACC”)

ACC Change Request Form (rev.02-23-2022)

Request Date		Review Date	ACC Ref. No.
Name			
Signature			
Address		Phone	
		Email	

SEND TO: Architectural Control Committee of 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 Project / Exterior Changes

Attachments Provided (circle one)	YES	NO
Start Date		Completion Date

The Exterior Change Request has been: APPROVED DISAPPROVED

Approved	Disapproved	Committee Member	Signature

Conditions of Approval / Comments and/or Feedback

INSTRUCTIONS *Note: submit a separate request for each type of project. Attach your contractor’s license and insurance information if applicable. Wait for approval before paying for permits! Allow up to 2 weeks for a response / approval before commencing work.*

1. The Aberdeen Creek property owner must submit the Change Request form in advance of making changes. Review the ACC Guidelines prior to submitting a request – the ACC Guidelines are on the HOA website: <http://www.aberdeencreekfl.com/> If you do not receive a timely response follow-up with Excelsior and the Board.
2. Describe in detail the changes being planned and attach drawings or documents as needed. If the access to perform the work will impact or involve a neighbor’s property you must indicate you have their approval.
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.