

ABERDEEN POA ARCHITECTURAL APPLICATION AND STANDARDS

The Architectural Control Board meets the **first Thursday of each month** to review applications. All applications must be **submitted with four copies and collated** or will be sent back to the homeowner.

The following procedure is to be followed:

1. Be sure the following materials are included with your request:
 - a. 4 copies of proposed architectural improvement/replacement application
 - b. 4 copies of your property survey marking dimensions of your improvement
 - c. 4 copies of contractors Certificates of Insurance
 - i. Liability Insurance
 - ii. Workman's Compensation Insurance
 - d. 4 copies of contractors Occupation License
 - e. Neighbors signatures (each side) – If the neighbor is unavailable, so state with explanation (i.e., snowbird, away. If the neighbor refuses enter "refused").
2. Submit your request to your village's Architectural Committee for Approval
3. If required by the guidelines, your Village Architectural Review Committee (ARC) will forward your request to the Architectural Review Board (ARB) of the Aberdeen Property Owners Association for approval by them. The request, with recommendations of the ARC, should be placed in the POA mailbox located in the front of the East Clubhouse.
4. After processing, the four copies are forwarded to the POA Property Management Company for distribution:
 - a. A copy is retained in the POA files
 - b. A copy is forwarded to the Village Property Manager for the village files
 - c. A copy to the Village ARC
 - d. A notification copy to the Property Owner

If approved the following conditions are part of the approval

1. If the modification is **not completed as approved,** the approval will be revoked and the modification must be removed by the owner at the owner's expense.
2. The unit owner is responsible to pay for the repair, and any and all, damage done to the common areas as a result of the installation.
3. The architectural modification will comply with the State, County, or City Building Codes, and all necessary applications and permits will be obtained by the owner.
4. The unit owner shall abide by the decision of the ARC/ARB Committee.
5. If the modification is not approved, and the owner proceeds with the work, the unit owner may be subject to court action by the Association, and shall be responsible for all reasonable attorneys' fees.

**ABERDEEN PROPERTY OWNERS ASSOCIATION
APPLICATION FOR ARCHITECTURAL CONTROL BOARD REVIEW**

Before completing the following application, please be sure to read the ARB procedures located on the cover page.

Date: _____ Community _____

Print Name of Owner: _____

Street Address: _____

Phone Numbers: Day _____ Evening _____

Signature of neighbor on left _____ Address _____

Comment, if any _____

Signature of neighbor on right _____ Address _____

Comment, if any _____

Brief Description of Improvement: (Please see attached drawing) _____

Company information

If you are hiring a company to do this work, the following information must be included with this application:

Company Name _____

Company Address _____

Phone Numbers _____

Signature of unit owner _____

Date Received by Village ARC _____

Approved _____ Disapproved _____

If Disapproved, Comments Why: _____

Signed: _____

Village ARC Representative

Date forwarded ARB Committee _____

Date Received by Campbell Property Mgmt for ARB Committee _____

Approved _____ Disapproved _____

Resubmitted with following information:

ARB Member _____