

# Aberdeen Community Master Homeowners Association

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July 14, 2021

To All Homeowners

**RE: ARCHITECTURAL CONTROL COMMITTEE (ACC)**

Dear Homeowner:

In order to obtain permission to modify your building envelope, we require you to follow these steps to secure approval:

- Complete application posted on our community web site [www.aberdeenhoa.com](http://www.aberdeenhoa.com) under ACC. ***All questions must be answered, or application will not be accepted.***
- Explain your modification, improvements, etc.
- Diagram your modification onto your building envelope
- Provide pictures of the material to be used
- Provide surveyor's print (Topographical map available at City Building Department) of your property lines to sides and rear of your building envelope and the neighboring homes
- Show any utility, drainage, or other easements that impact your modification (on topographical map).
- Obtain written approval from your neighborhood association
- Submit three sets of diagrams and photos of the existing area to the ACC in mail slot at Recreation Building, 5891 Aberdeen Boulevard, no later than the first Tuesday of the month
- Stake area if possible

The ACC will notify you of their next meeting date (2<sup>nd</sup> Tuesday of each month), your presence will be required. They will let you know if they require additional information prior to the meeting. You will have 5 minutes to present your proposal before questions are initiated by the committee. You will be informed of the approval or denial, and if approved will receive your approved application back within one week of the meeting. If and when you receive approval, you must obtain your permit from the City of Highland Heights, and they will require the application stamped "approved" to proceed.

Sincerely,

**ABERDEEN COMMUNITY MASTER HOMEOWNERS ASSOCIATION**  
Board of Directors

**ABERDEEN COMMUNITY  
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

Application for Review of Proposed Modifications

			____ / ____ / 20____
Address Number:	Street:	Applicant Name:	Date:
@		(      )	
Email Address		Phone Number	
Which Neighborhood	<input type="checkbox"/> The Eagles	<input type="checkbox"/> The Estates	<input type="checkbox"/> The Fairways
<input type="checkbox"/> The Greens	<input type="checkbox"/> The Golf Views	<input type="checkbox"/> The Highlands	<input type="checkbox"/> The Legends
<input type="checkbox"/> The Village	<input type="checkbox"/> The Golf Villas	<input type="checkbox"/> The Vistas	<input type="checkbox"/> The Waterford

1.	Is this property adjacent to the StoneWater Golf Course?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2.	Was proposed modification approved by local neighborhood board?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Both questions must be answered, or this application will not be accepted.</b>		

Please provide a brief description of the improvement proposed for review

In order to assist the ACC please provide as much information as you can to illustrate compliance with the requirements and regulations as set forth in the Master Association Bylaws

The bylaws are available on line - <http://www.aberdeenhoa.com/>

Examples of documents to provide include the following dependent upon the type of project

<input type="checkbox"/> Plot Plan with distances from primary structure (house) from property lines	
<input type="checkbox"/> To scale Site Plan illustrating proposed work area which should include existing structures, hardscaping, landscaping, decks, path, driveway, etc.	
<input type="checkbox"/> Construction Drawings / Details if available	<input type="checkbox"/> Photos of Existing Conditions
<input type="checkbox"/> Landscaping Plan (with material list)	<input type="checkbox"/> Samples of materials (or brochures)

<p>My signature below certifies my commitment to comply with all the requirements as outlined in the Design Criteria and that the above is true to the best of my knowledge.</p>  <p>Owner: _____</p>	<p>Provide Application and support material to: Aberdeen Community Mail Slot Attention: ACC</p>
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