

ARC/ARB Process

For changes you want to make
on the outside of your home.

Application **MUST** be filled out completely and neatly, including neighbors signature/information.

NO phone pics of the app

Application packet **MUST INCLUDE:**

1. Signed Contract,
2. Contactor's name,
3. Contractor's address,
4. Contractor's License,
5. Contractors Insurance,
6. Drawings/site plan or photos marked to show project,
7. NOAs-notice of Acceptance to prove impact items meet Miami Dade standards

Contractor **MUST NOT** call the POA or local HOA.

Contractor must Communicate directly with the resident.

Application must be approved by HOA before moving to the next level (if required) for approval.

SAMPLE

Everything in red MUST be included with this application.

ABERDEEN PROPERTY OWNERS ASSOCIATION APPLICATION FOR ARCHITECTURAL REVIEW BOARD

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

Date: REQUIRED Community REQUIRED

Print Name of Owner: REQUIRED

Street Address: REQUIRED

Phone Numbers: Day REQUIRED Evening REQUIRED

Email Address: REQUIRED

Signature of neighbor on left If not available write, snowbird, away, or refused Address REQUIRED

Signature of neighbor on right If not available write, snowbird, away, or refused Address REQUIRED

Brief Description of Improvement: MUST INCLUDE: Drawings/photos/site plan of work to be done.

REQUIRED

Company information The contractor is NOT to contact the POA. Questions go to the local HOA!

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

Company Name REQUIRED

Company Address REQUIRED

Phone Numbers REQUIRED

Signature of unit owner REQUIRED

YOU MUST ALSO INCLUDE:

- Signed contract
- Contractor's License
- Contractor's Liability Insurance
- Contractor's Workers Comp Insurance
- NOA (for impact)

Date Received by Village ARC _____

Approved _____ Disapproved _____

If Disapproved, Comments Why: _____

Signed: _____
Village ARC Representative

2nd Signature _____

Date forwarded ARB Committee _____

Date Received by Campbell Property Mgmt for
ARB Committee _____

Approved _____ Disapproved _____

Resubmitted with following information:

Date _____

ARB Member E –Sign _____

ARB Member _____

ARB Member _____

ABERDEEN POA ARCHITECTURAL APPLICATION AND STANDARDS-2025

The ARB procedure is as follows:

1. **All applications must be signed and approved by your Village prior to submission to the POA** or the package will be returned to the homeowner.

FILING ELECTRONICALLY IS THE PREFERRED METHOD. **ONLY ONE (1) COMPLETED COPY IS REQUIRED.**

2. The following materials **MUST** be included with your request:
 - a. copies of proposed architectural improvement/replacement application.
 - b. copies of your property survey marking dimensions and location of your improvement.
 - c. copies of contractors Certificates of Insurance for Liability and Workers' Compensation Coverages, Contractors Occupation License.
 - d. copies of NOA's (Notice of Acceptance) if applicable.
 - e. copies of the signed contract.
 - f. Neighbor's signatures (each side). This is a courtesy. If the neighbor is unavailable, so state with explanation. (i.e., snowbird, away. If the neighbor refuses enter "refused".)
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.
4. After processing, the application is forwarded to the POA Property Management Company for distribution:
 - a. An electronic copy is retained in the POA files.
 - b. An electronic copy is forwarded to the Village Property Manager for the village files.
 - c. An electronic copy is forwarded to the Village ARC.
 - d. An electronic copy is forwarded to the Property Owner.

If approved, the following conditions are part of the ARB approval

1. If the architectural 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 of any and all damage done to the common areas as a result of the work related to the architectural modification.
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. Notice of Acceptance from Palm Beach County and Miami Dade County is required for hurricane resistance modifications.
4. If the application is denied by the POA ARB Committee, the owner can appeal to the Aberdeen POA Advisory Board.
5. If the modification is not approved and the unit 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.

GUIDELINES FOR SUBMITTING AND REVIEWING ARB REQUEST-2025

1. Every Aberdeen resident who desires to modify or refurbish the exterior of his unit and/or the grounds immediately surrounding the unit must complete an ARB Request on the appropriate form supplied to each Homeowners Association by the POA Property Manager, Campbell Property Management. (561) 432-2703.
2. The ARB Request is submitted to and reviewed by each respective Homeowners Association, Architectural Review Committee designated by the President of the Homeowners Association Board of Directors. Certain ARB requests, listed below, can be approved solely by the ARC. All others are forwarded to the POA Architectural Review Board for final determination, regardless of the action taken by the local ARC. ARB Requests that fall under the jurisdiction of the local ARC's include:
 - a. Landscaping of individual residential units and community common areas
 - b. Residential unit house numbers
 - c. Mailboxes
 - d. Residential unit outer doors, storm/screen doors, front door and screened entrance enclosures
 - e. Placement of satellite dishes not to exceed one meter in diameter, including screening and landscaping treatment
 - f. Color of paint for residential units, outbuildings, recreational facilities, and trash can enclosures
 - g. Driveway surfacing treatments
 - h. Addition of gutters and leaders
3. The POA-ARB may approve, disapprove or **return** the ARB Request to the local ARC for further consideration, **additional information** or clarification. The Applicant and the concerned Homeowner's Association are formally notified of the results of the POA-ARB reviewed by Campbell Property Management.
4. In almost all instances, the POA-ARB will accept the decision of the local ARC. In rare cases, after a thorough investigation, the POA-ARB may override the ARC decision due to extraordinary circumstances as determined by the POA-ARB. Homeowners may appeal the decision of the POA-ARB by contacting the President of the POA and requesting an appearance before the POA Advisory Board to present their arguments. The decision of the POA Advisory Board is final.
5. In reviewing the ARB requests, the POA-ARB will be looking for the following required information:
 - a. The name of the applicant's community
 - b. Signature of applicant submitting the request
 - c. Action and sign off by local ARC
 - d. Acknowledgement of neighbors residing on each side of the applicant
 - e. A site plan of the applicant's property indicating the residence, lot lines and outlining the area of work. Some older East residents may not have Developers supplied site plan. They should furnish a sketch showing the required information.
 - f. A complete description and sketch clearly indicating the work to be done
 - g. Data showing the product meets or exceeds Miami Dade and Palm Beach County Code Requirements. This is known as Notice of Acceptance (NOA)-it applies to hurricane related modifications, i.e., hurricane shutters, hurricane windows and glass enclosures.
 - h. Outside Contractors license and Certificates of Insurance. Homeowners who elect to obtain ARB request approval before selecting a Contractor should check for Liability and Workers' Compensation insurance coverage before permitting work to begin.
 - i. Permanent generator installation-refer to item number ten (10).
 - j. Copy of Contract-Project pricing is not required.

6. The Homeowner is responsible for obtaining all the necessary permits, approvals and compliance with all applicable codes, rules and regulations.

7. Requests for installation of solar panels for supplementary heating will be automatically approved since they are considered energy conservation devices. Also, requests for a satellite dish will be automatically approved as directed by current Government regulations.

8. ARB Requests for hurricane shutters of either the accordion type or removable panel type will be approved. Accordion type hurricane shutters and panel type shutters may **ONLY** be closed and panel type shutters installed when a hurricane (or other severe weather) becomes a named storm by the National Weather Service. Accordion type shutters must be opened and panel type shutters must be removed within five (5) days or the following weekend, whichever is longer after passage of a hurricane or hurricane watch. The POA will permit permanent window treatments in areas of limited accessibility of a polycarbonate material that is clear and flat (not corrugated) that meets Miami-Dade hurricane shutters standards and is contoured to fit the window, (Also known as Lexan shutters), or hurricane screens as long as they meet the Miami-Dade standards.

9. All Aberdeen homeowners who desire to install a new or replace an existing screen enclosure must submit an ARB request form to the ARC. The ARC will approve or disapprove then forward it to the POA Architectural Review Board. The request must include drawings and specifications which meet the requirements of the Palm Beach County Building Department. County requirements are intended to produce a hurricane resistant structure. A Palm Beach County Building Permit is necessary for this project. Final inspection by an Inspector of the County Building Department is an assurance that construction complies with the engineer design and specification.

10. Permanent Generator Installation-Aberdeen homeowners who desire to install a permanent emergency electrical power generator must submit a request for approval to the POA Architectural Review Board (ARB). The submittal must include a survey which must have flood zone information on it. The installation drawings shall also show locations of all windows and doors near the generator exhaust. The generator exhaust shall be at least 10 feet (10) away from operable windows and doors, including those in neighboring houses, but excluding garage windows and doors. The generator exhaust may not discharge on to adjacent property. The generator must use propane fuel (not gasoline), be completely enclosed in a weather resistant housing, mounted outdoors on a concrete slab, and securely fastened to resist hurricane force winds. The enclosure must be located so that it will result in minimum disturbance to adjacent neighbors and must be screened by appropriate shrubbery so that the enclosure is not visible from the street or adjacent neighbor's residences. The propane storage tank must be located outdoors, buried, and include provision for periodic monitoring to insure against leakage that could possibly contaminate the surrounding soil and groundwater, which at Aberdeen is close to the surface. Also, the buried tank must be securely anchored to prevent it from "popping" out of the ground in the event of a prolonged rainfall which may temporarily raise the groundwater level. The permanent generator installation must comply with all applicable requirements of the Palm Beach County Guidelines and Florida Building Code. The homeowner is responsible for obtaining all necessary permits and inspections required by the County. The generator, fuel tank installation and electrical interconnections must be completed by an insured and licensed contractor. **Noise produced by the generator must not exceed current Palm Beach County and State of Florida requirements.**

11. Any exterior add-on appurtenance, which in the opinion of the POA-ARB has potential of becoming a missile in the event of a hurricane, will not be approved.

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

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Date: _____ Community _____

Print Name of Owner: _____

Street Address: _____

Phone Numbers: Day _____ Evening _____

Email Address: _____

Signature of neighbor on left _____ Address _____

Signature of neighbor on right _____ Address _____

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

2nd Signature _____

Date forwarded ARB Committee _____

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ARB Committee _____

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Resubmitted with following information:

Date _____

ARB Member E -Sign _____

ARB Member _____

ARB Member _____