

Moorings Homeowners and Residents:

Re: Exterior Modifications or Refurbishing

Per Section 9.1.12 "Exterior Alterations" of our Declaration for The Moorings of Aberdeen and Page 3 "Exterior Alterations" of our Rules and Regulations for our community, it is MANDATORY for any and all exterior modifications that a homeowner wants to make to their unit MUST submit a complete Aberdeen Property Owners Association Application for Architectural Review Board specifically detailing the modification that is being requested and work may not be completed until this ARB/ARC form has been submitted and approved with an approval letter and signed copy of the approved packet returned to the homeowner. The form for this process is available on the GRS website at www.grsmgt.com. It is imperative that all homeowners read through this packet and submit only fully completed packets for the ARB/ARC Committee for The Moorings at Aberdeen to review for approval. This includes the homeowner following the rules of submitting 4 complete copies of their request and backup material. **Modifications requiring this ARB/ARC Application include, but are not limited to landscaping of individual units outside of your privacy wall, hurricane shutters, windows (impact or not), doors (impact or not), garage doors, unit front doors, patio doors, screen doors, screened entrance enclosures, exterior patios, placement of satellite dishes or other cameras mounted outside of your unit, driveway additions or surfacing treatments and addition of gutters or leaders.** If your request is the first of its kind or extraordinary and may require to be forwarded to the POA it is possible your approval may be 30 days out as the POA reviews these requests once a month. **NOTE:**

WORK MAY NOT BEGIN UNTIL THIS ARB/ARC FORM HAS BEEN SUBMITTED AND APPROVED.

Our current Committee Member that is in charge of reviewing these packets is Tammy Landay. You may submit your completed 4 sets of your request to her or directly to Gary Grant at GRS Management to review with Tammy. Please do not email your requests to Tammy or Gary to print out as the homeowner is required to provide 4 full copies of the request.

Please make sure your request has **4 complete sets** of the following items:

1. Application with brief description of what modification you are requesting approval for plus the signatures of neighbors on both sides of your unit.
2. A property survey or detailed site plan of the applicant's property indicating the residence, lot lines and outlining the area of work.
3. A complete description and sketch clearly indicating the work to be done.
4. The product approval (NOA) for the product you are modifying with that meets or exceeds Miami Dade and Palm Beach County Code Requirements. This applies to hurricane related modifications i.e. hurricane shutters, hurricane windows and glass enclosures, hurricane front doors, sliding glass doors, patio doors and garage doors.
5. Contractors current active license and current copy of Contractor's General Liability Insurance and Worker's Compensation Insurance.
6. Copy of Contract (price can be excluded)

Any incomplete sets or packets submitted missing 4 full copies of all required documents will be returned to the homeowner to correct and re-submit.

Thank you.