

# JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION

c/o Sunstate Management  
PO Box 18809, Sarasota, FL 34276  
P: 941-870-4920 | F: 941-870- 9652  
Email: [allapplications@sunstatemanagemet.com](mailto:allapplications@sunstatemanagemet.com)

## ARCHITECTURAL REVIEW COMMITTEE

### Application Instructions

1. Complete the entire form and email/mail to Sunstate Management.
2. Submit copies of any drawing or blueprints to be approved by the ARC.
3. Work shall **NOT** commence until the application is approved.
4. Approved applications shall **NOT** be altered.
5. Denied applications can be appealed to the Board of Directors.
6. Contractors employed must provide Certificate of Liability Insurance/Workers' Compensation when required by law.
7. The owner is responsible for making sure all required permits are obtained prior to commencement of any work.

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## APPLICATION FOR ALTERATIONS

Name(s) of Unit owner(s):

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Unit #: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I/We, being members of the Jacaranda Country Club Villas Condominium Association, hereby request the Architectural Review Committee thereof approve the following described construction, improvement or other alteration to my/our unit:

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(Attach additional sheets, if necessary)

I am/We are submitting herewith the following supporting documents:

- \_\_\_\_\_ Specifications of the construction, improvement or alteration
- \_\_\_\_\_ Engineering drawings
- \_\_\_\_\_ Color and samples
- \_\_\_\_\_ Manufacturer's promotional material
- \_\_\_\_\_ Pictures
- \_\_\_\_\_ Other

By this request, I/We, as owner(s) assume full responsibility for all required permitting, verification of contractor licensing and workers' compensation insurance (if required by law), conformity, installation, maintenance, replacement and cost of the above work. I/We further agree to indemnify and hold harmless the Jacaranda Country Club Villas Condominium Association, Inc., any member of its committees, or any employee or agent for any claims arising out of this action. I will notify Sunstate Management within 14 days of the completion of the improvements requested and understand that a final ARC inspection will be made within 30 days thereof to verify compliance.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

**ARC Committee Use Only**

Date application received \_\_\_\_\_ Date Approved/Denied \_\_\_\_\_

Reason for Denial

\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Re-inspection**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_