

VILLA NOVA CONDOMINIUM ASSOCIATION, INC.

c/o Sunstate Management Group, Inc.

5602 Marquesas Circle, Suite 103 – Sarasota, Florida 34233

Office: (941) 870-4920 ~ Email: allapplications@sunstatemanagement.com

ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR ALTERATIONS

INSTRUCTIONS

- 1. Complete entire Form.
2. Submit copies of any drawings or blueprints to be approved by the ARC.
3. Work shall NOT commence until 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.
7. Work effecting existing roofs requires written approval.
8. Sign & return to:

Sunstate Management Group, Inc. PO
Box 18809 Sarasota, FL 34276
allapplications@sunstatemanagement.com

I/We _____, the owners of Lot # _____ at
address _____, hereby request approval to make the following
changes or alterations to our unit.

Drawing attached: (yes / no)?
Roof change: (yes / no)?

By this request, I/We as owners assume full responsibility for conformity, installation, maintenance,
replacement and costs of the above work. We further agree to indemnify and hold harmless the Villa Nova
Condominium Association, Inc. for any claims arising out of this action.

SIGNATURE(S): _____ Date

COMMITTEE ACTION: APPLICATION APPROVED: []

DENIED: [] REASONS: _____

ARCHITECTURAL REVIEW COMMITTEE:

BY: _____ DATE: _____
Signature