

JETTY VILLAS ASSOCIATION, INC.

Managed by: Sunstate Association Management Group, Inc.

P.O. Box 18809, Sarasota, FL 34276

Office: (941) 870-4920 ~ Fax: (941) 870-9652

Email: teammember5@sunstatemanagement.com

APPLICATION FOR ALTERATIONS

An Application for Alterations must be submitted to Sunstate Management, reviewed by the Architectural Review Committee (ARC), and approved by the JVA Board of Directors before making any alterations to a unit. An "alteration" is any work affecting exterior walls, interior load-bearing walls, roof of a unit, or a common element (for example, a patio).

INSTRUCTIONS:

1. Complete the entire application.
2. Attach a detailed description and drawing with specific dimensions of the alterations, along with a signed copy of the alteration guidelines.
3. Work shall **NOT** commence until the application is approved.
4. Approved applications shall **NOT** be altered without further approval.
5. Denied applications can be appealed.
6. Contractors employed must provide Certificate of Liability insurance, proof of contractor's license and Workmen's Compensation insurance to Sunstate Management.
7. Sign and return the completed application, required attachments, and signed copy of the alteration guidelines to Argus Management at the address above.

We _____, the owners of Jetty Villa Unit # _____, request approval to make the following changes or alterations to our unit or a common element.

(attach detailed explanation)

Drawing attached: yes / no

Exterior wall change: yes / no

Interior bearing wall change: yes / no

Roof change: yes / no

Common element change: yes / no

[continued on back]

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 Jetty Villas Association, Inc. for any claims arising out of this work.

Owners' Signatures: _____ Date: _____, 20__
_____ Date: _____, 20__

APPROVAL:

Review by ARC:

Approval Recommended ____ Date _____, 20__
Approval Not Recommended ____ Date _____, 20__

Remarks: _____

Approval by Board of Directors:

Approval Granted ____ Date _____, 20__
Approval Denied ____ Date _____, 20__

Remarks: _____

Note: A requested change to a common element, for example, a patio, also requires approval by two-thirds of the total voting interest of the Association.