



Community Homeowners Association, Inc.
3333 Woodgate Boulevard ♦ Orlando, FL 32822-4013
Phone: (407) 275-7002 ♦ Fax: (407) 275-3729

ARC APPLICATION

Dear Homeowner:

All ARC applications must be submitted with required information prior to the 15th of each month at 5pm in order to be placed on the upcoming ARC Agenda for consideration at the next scheduled Board of Directors Meeting (usually held on the last Thursday of each month). Applications received after the 15th of the month will be considered at the following month's ARC and Board meetings.

Determination notices will be mailed within three (3) days of the Board meeting to the address of record unless specifically requested otherwise. You may obtain the determination notice at any time following the Board meeting at which your application was reviewed by emailing Management below or inquiring at the HOA Administration Building.

_____ (Initial) I/We understand and acknowledge that approval of this application must be granted before work on the modification may commence. If modification/installation is performed without the approval of the Association, I acknowledge that the property must be returned to its original condition at my expense.

_____ (Initial) I/We understand and acknowledge if the modification/installation is not performed in accordance with the specific parameters identified in the ARC committee approval, additional work must be performed at my expense in order to comply with approved plans.

_____ (Initial) I/We understand that work may not commence until the Association has received a Building permit from the city of Orlando (if applicable). If modifications/installation is done prior to the receipt of the Building Permit, the Association may force the removal of the modification and subsequent restoration to original form at my expense.

Copies of plans, brochures, pictures, evaluations, lots survey, or other information about your project MUST be submitted for approval. If application does not have additional information attached, the application will be rejected and will need to be resubmitted for approval at the next ARC meeting.

Warmest Regards,
Gabby Ramos
Community Association Manager
Email: Gabby Ramos at GRamos@venturacountryclub.org

**VENTURA
ARCHITECTURAL REVIEW COMMITTEE
Construction Summary and Review Form
Request for Home Improvement**

Date Received: _____

Date Accepted for processing: _____

Owner Name: _____

Owner Signature: _____

Unit Address: _____

Phone Number: _____ Email: _____

Does your home abut the golf course? Yes or No

Description of Improvement: (Fill in all that apply, and list color, manufacturer, type, style, make, model, etc. as appropriate)

• Roofing:

• Painting:

• Fencing:

• Screened Patio/Pool Enclosures:

• Landscaping:

• Windows: Do they have Grids or No Grids?

• All other projects not listed above:

REVIEW COMMITTEE

TO BE COMPLETED

Date reviewed: _____

Approved _____ Denied _____ Incomplete _____

By: _____

Comments/Restrictions: _____

Specifications Enclosed: _____ Yes _____ No

(Attach copies of plans, brochures, pictures, elevations, lot surveys, or other information about your project)

Contractors Name: _____ Phone: _____

Anticipated start Date: _____

THESE PLANS ARE REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING AESTHETIC COMPATIBILITY AND COMPLIANCE OF THE PROPOSED PROJECT WITH THE CONSTRUCTION CRITERIA OF VENTURA COUNTRY CLUB COMMUNITY. THEY ARE NOT REVIEWED FOR FUNCTION, SAFETY, OR COMPLIANCE WITH ANY GOVERNMENTAL AGENCY. ALL PROJECTS MUST CONFORM WITH LOCAL ZONING AND BUILDING CODES, AND THE HOMEOWNER MUST OBTAIN AND SUBMIT A COPY OF THE NECESSARY PERMITS TO THE ADMINISTRATIVE OFFICE IF APPROVAL IS GRANTED.