

JEFFERSON PINES II CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit
c/o Sunstate Association Management Group, Inc.
PO BOX 18809, Sarasota, FL 34276
OFFICE: (941) 870-4920
allapplications@sunstatemanagement.com

REQUEST FOR ALTERATION APPROVAL

This is a request form to be completed by the homeowner and submitted to the Board of Directors for approval BEFORE any work commences. Please complete this form in its entirety and return it to the address above.

DATE: _____

NAME: _____ LOT# _____

ADDRESS: _____

PHONE (HOME) _____ WORK # _____

DESCRIBE THE CHANGE/ADDITION/INSTALLATION: (ie: pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.)

LOCATION: (Attach a copy of the plot plans/survey showing the location of the addition or installation- Must be provided) GIVE DESCRIPTION

SPECIFICATIONS: A copy of the plans, drawing or picture must be provided.

DIMENSIONS: _____

MATERIAL (S): _____

COLOR (S): (Sample or color chip must be provided) _____

ESTIMATED TIME OF COMPLETION: _____

NOTE: Per the Governing Documents: **OWNERS ARE RESPONSIBLE FOR THE WORK/ACTION OF PERSONS UNDER THEIR EMPLOYMENT, DIRECTION OR AUTHORITY. Please supervise the work to ensure that damage to common areas does not occur or is correct.** ALL REQUESTS MUST CONFORM TO THE LOCAL ZONING AND BUILDING REGULATIONS. OWNERS ARE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS IF YOUR REQUEST IS APPROVED.

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PLEASE DO NOT WRITE BELOW THIS LINE

REQUEST: DATE APPROVED _____ DATE DENIED _____

AUTHORIZED SIGNATURE: _____