



**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 20<sup>th</sup> 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 20<sup>th</sup> 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.**

**Attach copies of plans, brochures, pictures, evaluations, lots survey, or other information about your project.**

**Warmest Regards,  
Sarah Sameti  
Community Association Manager  
Email: [SSameti@venturacountryclub.org](mailto:SSameti@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: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

• Roofing: \_\_\_\_\_

• Painting: \_\_\_\_\_

• Structural Changes: \_\_\_\_\_

• Fencing: \_\_\_\_\_

• Screened Patio/Pool Enclosures: \_\_\_\_\_

• Landscaping: \_\_\_\_\_

• All other projects not listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO BE COMPLETED BY REVIEW COMMITTEE

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Incomplete \_\_\_\_\_ Date Received: \_\_\_\_\_

By: \_\_\_\_\_ Comments/Restrictions: \_\_\_\_\_

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

Owner Notified(Date): \_\_\_\_\_

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.