

# 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

## 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.)

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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: \_\_\_\_\_