



**VENTURA AT BELLA TRAE CONDOMINIUM ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

Please refer to the Ventura Declaration for a full description of the Association’s restrictions regarding structural alterations outside and inside a unit. Section 7.3 stipulates: “No unit owner shall make any addition, alteration or improvement in or to the Common Elements, the Unit or any Limited Common Element...without the prior written consent of the Board of Directors.” The Board of Directors of the Ventura Association functions as the Architectural Review Committee (ARC) for this review and approval process. Application must be received at least one week prior to the meeting date. You will be contacted via email upon determination of the application. Do not commence with any modification or alteration until you receive written approval of the application.

The Ventura Board of Directors has interpreted the provisions of the Declaration to require prior ARC approval before any of the following changes can be made: (1) any exterior alterations such as painting (including “touch-up” or spot painting), installation of lighting, placement of decorations, or changes to the doors, windows, lanai wall, screens, or lanai flooring; (2) interior alterations where such changes are visible from the outside, such as installation of windows, window coverings such as plantation shutters, doors to the lanai, lanai ceiling fans; (3) any alterations requiring structural changes to, or relocation of, ductwork, plumbing, walls, or other infrastructure; (4) any interior flooring.

Items **not** requiring ARC approval are changes in interior wall colors, cabinetry, built-in countertops, or other decorative changes unless #3 above applies; however, all window coverings must appear white from the exterior per regulations.

Owner’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner’s phone: \_\_\_\_\_ Owner’s email address: \_\_\_\_\_

**DESCRIPTION OF THE PROPOSED CHANGES** (attach all building plans, color swatches, and brochure/ pictures to fully describe the project, make/ model of door hardware or doorbell, precise location in unit of work or flooring.) Please submit a separate application for each alteration or modification:

Door Hardware  Doorbell or peep hole  Flooring  Other  specify \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**VENTURA AT BELLA TRAE CONDOMINIUM ASSOCIATION**

**CERTIFICATION OF COMPLIANCE WITH DECLARATION REQUIREMENTS  
AND  
HOLD HARMLESS STATEMENT**

I, \_\_\_\_\_ [PRINT NAME], owner of the property located at \_\_\_\_\_ hereby holds the Ventura at Bella Trae Condominium Association harmless from all defects of workmanship or damages incurred from the addition, alteration, repair or replacement of the item or items as outlined above. I further agree that such items shall comply with the following stipulations:

1. All costs for the repair and/or replacement of these items shall be underwritten by the owner and no cost shall be incurred by the Association as the result of its approval.
2. All maintenance, repair and replacement shall be done without disturbing the rights of other unit owners and shall be of a design, quality specification, and décor consistent with the condominium property. All work should be performed **Monday through Saturday between the hours of 8:00 a.m. and 7:00 p.m.**
3. All debris will be picked up by the owner/contractor on a daily basis and disposed of properly.
4. No owner/contractor may use the Association’s trash receptacles to dispose of construction waste, carpet, etc.
5. Owner will be responsible for obtaining all necessary county permits for work to be performed.
6. Owner will only use licensed and insured contractors.

At any time that the Board of Directors determines that the changes do not meet the requirements of the Declaration or these stipulations, it may require the owner to make the changes necessary to conform to the Board’s requirements at the owner’s expense.

I agree to these requirements as a condition for approval to make the changes proposed above.

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

| FOR MANAGEMENT USE ONLY  |  |
|--|--|
| Date complete Application received _____   | Date Application Reviewed by ARC _____ |
| Application: ( ) Approved      ( ) Approved with Conditions      ( ) Denied      ( ) Additional Information required |  |
| COMMENTS:  |  |
| _____  |  |
| _____  |  |
| _____  |  |
| BOARD SIGNATURE: _____   |  |