

**Bldg #:** \_\_\_\_\_

Architectural Review Board Form

**Unit #:** \_\_\_\_\_

ASSOCIATION NAME: **SAN REMO GOLF AND TENNIS COA**

Homeowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name and Phone Number of Party to Contact after Review: \_\_\_\_\_

<b>JOB TYPE (Circle if applicable)</b>	<b>List Material to Be Used:</b>	<b>Type:</b>	<b>Color:</b>	<b>Notes:</b>
Flooring				
Electrical				
Plumbing				
Air Conditioner				
Water Heater				
Patio Flooring <b>OR</b> Patio Screening				
Interior/Exterior: Doors & Windows				# of Windows: # of Doors:
Wall(s) <b>OR</b> Ceilings				
Master Bathroom <b>OR</b> Guest Bathroom				
Other:				

**OFFICE USE ONLY**

The Architectural Drawings for improvements on the above lot have been reviewed by the Architectural Control Board and have been:

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Approved with Comments**                      \_\_\_\_\_ **Denied**

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman/Committee Member**

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

# REQUIREMENTS FOR SUBMISSION OF ARC FORMS

*(Work cannot be started until you receive a signed copy of the approved ARC form)*

## **OWNER INFORMATION:**

- Complete ARC form – Fill in each box indicating colors, materials and proposed work
- Indemnity Letter (**Notarized**)

## **CONTRACTOR INFORMATION:**

- A copy of the Contract (does not have to show the price)
- A copy of the Contractor's Insurance
- Workers Comp or Workers Comp Exemption
- A copy of the Contractor's License
- A picture of the items that will be installed (Windows, doors, flooring., etc.)
- A copy of the floor plan indicating where and what the improvements are (If applicable)

- **Note: CONTRACTOR MUST REMOVE ALL DEBRIS OFF THE PROPERTY & NOT USE OUR ASSOCIATIONS DUMPSTERS\_ FOR THEIR WORK DEBRIS!**

**Initials**

**Read**

- The submittal must include one (1) copy of all of the above information to be accepted for review.
- The above referenced “permit/construction type” of drawings should be copies of the same set of drawings that will be submitted to the City Building and Zoning Department for a building construction permit. One set should be signed and sealed by the Engineer and/or Architect of record for our records.

Documents can be returned to: Email: Jennifer E. Murray [jem.sanremo@gmail.com](mailto:jem.sanremo@gmail.com)

or Mail to: 301 Club Circle #100 Boca Raton, FL 33487

# INDEMNITY LETTER

\_\_\_\_\_  
(Unit Owner Name)

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

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **SAN REMO GOLF AND TENNIS COA, INC.**, from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **SAN REMO GOLF AND TENNIS COA., INC.**, may suffer as a result of claims, demands, costs or judgments against it arising from the work completed by myself and/or my workers/contractor.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
(Print Name of Owner)

\_\_\_\_\_  
City, State, Zip

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## ACKNOWLEDGEMENT

STATE OF FLORIDA,  
COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that \_\_\_\_\_ executed said instrument for the purposes therein expressed.

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF FLORIDA

\_\_\_\_\_  
MY COMMISSION EXPIRES