

# **Tarpon Cove Community**

# Informational Manual for Owners, Guests, and Tenants.

April 2024

# Tarpon Cove Community Association is professionally managed by:

# **DB Community Resources, Inc.**

702 Tarpon Cove Drive Naples, FL 34110 On-Site Manager David Blouir, CAM

Email: Manager@TarponCove.info

Call/Text: 239-329-1501



Office Hours: Monday – Friday 8:00am – 4:00pm

# **Tarpon Cove Community Association Accounting:**



KPG Accounting Services, Inc. 3400 Tamiami Trail N. #302

Naples, FL 34103-3717

kgaffney@kpgaccounting.net

Office Phone: 239-434-8866

## **Payment address:**

PO Box 11795 Naples, FL 34101

Visit the KPG Website to sign up for AutoPay Click here

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#### Introduction

Located in North Naples Florida, west of US Rt 41, Tarpon Cove is a private gated community. Homes include villa, condo and coach home style living with beautiful views of lakes and natural preserve areas.

Tarpon Cove has a beautiful multi-purpose Community Center, three outdoor heated pools and spa with restroom facilities, numerous lakes for catch and release fishing and many wildlife watching opportunities. Residents and guests can enjoy miles of walking, jogging, rollerblading, and biking on our tree shaded byways.

Tarpon Cove is located close to some of Florida's most desired beaches. These include Vanderbilt Beach, Bonita Beach, Barefoot Beach, Little Hickory Island, Delnor-Wiggins State Park, Cocohatchee State Park and boat launch, canoe launch and Wiggins Bay.

# **Tarpon Cove Community Association Board of Directors**



Perry DeSiato **BIMINI** 

President

Perryd31@gmail.com



Cayman

Rick Forrester Vice-President

raforrester741@comcast.net



**Don Binder BAR TCD** 

Treasurer

donald.binder@hotmail.com



Donna Scuteri **BAR CBC** 

Secretary

dscuteri@optonline.net

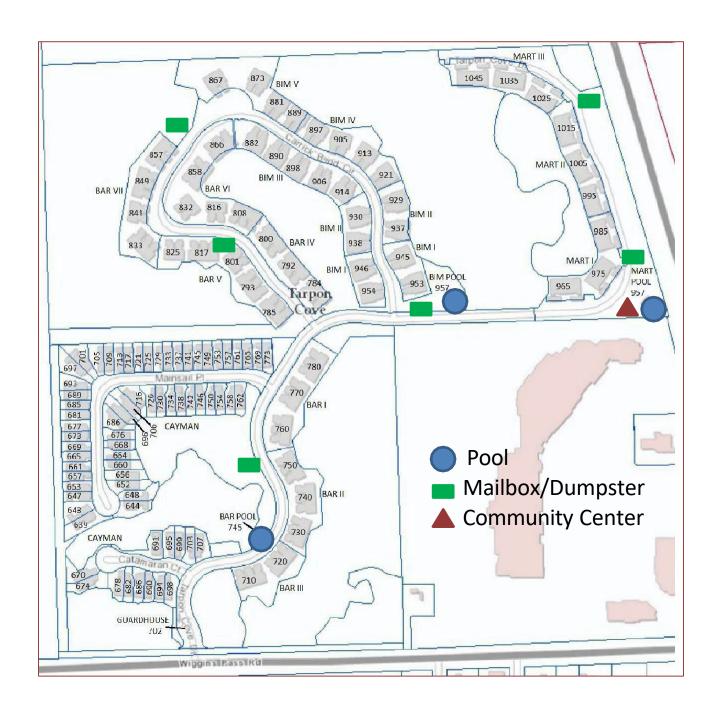


**Chuck Ingle** Martinique

Director

cringle@ingle-bachmann.com

## **Community Map**



#### COMMUNICATION

Tarpon Cove has a community website <a href="https://tarponcove.info">https://tarponcove.info</a>. Here you will find information regarding the Board of Directors, Board Meeting Minutes and Monthly financials and more. Access to some information require a username and password. Use <a href="this form">this form</a> to request a username and password.

There are bulletin boards located throughout the community. The bulletin boards contain important notices of upcoming events. Information is changed frequently by our property manager.

In addition to bulletin boards, email is the preferred method for communication. Emails are most effective in getting important, time sensitive information to owners. To be included in "email blasts" it is important that the property manager have your correct email on file. Two email addresses are allowed for each unit.

Wi-Fi is available at the Community Center and all pools. To access the internet at these locations, connect to the network TCCA and use the password tarponcove. [all lowercase]

Florida statues allow you to choose how you receive information from the Association, email, or postal mail. Email has proven to be the most efficient way to communicate. You are encouraging to sign up for "electronic communication."

To use electronic communication, we must have a copy of your consent on file. An online consent form can be found on the Form's page, on the Tarpon Cove community website at <a href="https://www.TarponCove.info">www.TarponCove.info</a>. Click on the Forms page and select *Consent form for Electronic Communication*. You can also access the form directly by clicking <a href="https://www.tarponcove.info">here</a>.

Not only does email communication represent the most efficient way to get information to owners, but it also represents a savings in postal, material and labor costs.

You certainly have a choice. If we do not have your consent form on file, the management company will continue to mail information to you.

If you have any questions or need assistance, contact our property manager David Blouir at Manager@TarponCove.info or 239-329-1501.

# Exhibit "C" TARPON COVE COMMUNITY ASSOCIATION, INC. RULES & REGULATIONS Approved July 15, 2019

The following Rules and Regulations are guidelines taken from the Governing Documents that every Owner agreed to as a condition of purchase within Tarpon Cove. To maintain our safety, security, property value and overall "Quality of Life" the Board of Directors respectfully insists that you abide by these guidelines.

These Rules and Regulations do not purport to constitute all the restrictions affecting the TCCA communities and its common property. Reference should be made to the Condominium and Community Association's documents which can be viewed on the TCCA Community website. www.TarponCove. info.

- 1. Resident and Renter vehicles used for personal transportation, and not commercially, which do not exceed the size of a garage, are authorized. Commercial and recreational vehicles are prohibited unless parked in garages with the door closed. Vehicle maintenance outside garages is not permitted on the Community property. No inoperable or unsightly vehicles may be kept on Community property.
- 2. No daytime "on street" parking is allowed on Tarpon Cove Drive except for service vehicles providing temporary services to the Lots, Units or Common Areas. No overnight parking on any street within the Community. No parking on the grass.
- 3. All motor vehicles, including golf carts, driven within the TOCA Community must be driven only by properly licensed drivers.
- 4. All Rules regarding the use of each community pool will be adhered to as posted.
- 5. No exterior reception antenna or any exterior wiring for any purpose may be installed without the written consent of the Directors and ARB (Architectural Review Board).
- 6. No one shall make any changes to, place anything upon, affix anything to or exhibit anything from any part of the Condominium or HOA property visible from the exterior of the building or from common elements without the prior written consent of the Directors and the ARB.
- 7. No more than 2 dogs, cats, birds, and other customary non-exotic (snakes are prohibited) quiet and inoffensive household pets not being kept or raised for commercial purposes shall be permitted upon the following conditions: a. Anywhere within the TCCA Common Community pets shall be under hand-held leash or always carried. Birds shall be kept inside the Unit or home. b. All pet feces must be removed by owners or handlers immediately. Pets that are considered vicious, noisy, or otherwise unpleasant will not be permitted in the Community. If a pet has become a nuisance, as determined by the Directors, written notice will be given to the owner or person responsible and the pet must be removed from the Community property within four (4) days.
- c. Renters are not allowed to have pets in accordance with each neighborhood Documents.

- 8. Disposal of garbage and trash shall be only using receptacles provided by the respective condominium association within condominium neighborhoods. All trash must be carried to the trash dumpster. All trash containers used within the single-family HOA section of the Community must be stored inside the garage.
- 9. All persons occupying residences, other than the owners, shall be registered with the property manager before the time of their occupancy of the residence. **THIS INCLUDES RENTERS AND EXTENDED STAY HOUSEGUESTS.**
- 10. Residences may not be rented for periods of less than one (1) month or more than four (4) times per year.
- 11.A completed rental application must be submitted to the American Property Management 30 days prior to "start date" and must be approved by the appropriate Neighborhood Board of Directors prior to occupancy. A printed copy of these Rules and Regulations are considered part of the Rental Application and must be initialed by the renter, owner, or the owner's agent prior to approval of any rental application.
- 12. Each renter will be required, as a condition of renting, to purchase a bar code sticker that will be applied by the property manager to the registered vehicle listed on the rental application. The bar code sticker will remain active throughout the time as approved in the rental application.
- 13. Children under the age of 12 shall be under the direct control of a responsible adult while on Common Areas. Children shall not be permitted to run, play tag or act boisterously on the Common Areas and facilities. Skateboarding, "Big Wheels", or loud or obnoxious toys are prohibited within the Common Areas.
- 14.Loud or disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. Shall be regulated to sound levels that will not disturb others and if used at or in the vicinity of the pool shall be used only with earphones. No vocal or instrumental practice is permitted after 10:00pm and before 9:00am.
- 15.Use of barbecue grills (For other than one- and two-family dwellings), no hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking, heating or any other purpose shall be used or kindled on any balcony or under any overhanging portion or within 10 feet of any structure. Listed electric ranges, grills or similar electrical apparatus shall be permitted." Per order of the Florida Fire Control and Rescue District. All grills or similar devices shall be kept out of the view of neighboring homes and Common Areas when not in use.
- 16. Illegal and immoral practices are prohibited.
- 17. Lawns, shrubbery or other exterior plantings shall not be altered, moved or added to without permission of the Chairman of the Landscape Committee with the except on HOA property where owners are permitted to plant "Florida friendly" plants with the stipulation that they must be maintained at their expense. In an effort not to attract migrating black bears or other potentially dangerous animals, bird feeders are prohibited within the Community, including both condominiums.

and single-family neighborhoods.

- 18. Laundry, bathing apparel, beach and porch accessories shall not be maintained outside of the residences or limited common elements (lanais), and such apparel and accessories shall not be exposed to view.
- 19. No nuisance or any type or kind shall be tolerated anywhere within the Community property.
- 20. Persons moving furniture and other property into and out of residences must do so only Mondays through Saturdays between the hours of 8:00am and 5:00pm moving vans and trucks used for this purpose shall only remain within the Community when in use.
- 21. Repair, construction, decorating or re-modeling work shall only be carried out on Mondays through Saturdays between the hours of 8:00am and5:00pm.
- 22. These Rules and Regulations shall apply equally to owners, their families, guests, staff, invitees and lessees.
- 23. The Board of Directors may impose a \$100 a day up to \$1,000 fine for each violation of these Rules and Regulations or any other Association covenants.

# **Important Contacts**

Community Website:	www.TarponCove.info
Property Manager:	David Blouir
Manager's Email:	Manager@TarponCove.info
TCCA Office Phone:	(239) 329-1501
Andrea Lloha - Handyman	(239) 692-3302
After Hours MAINTENANCE EMERGENCIES:	(239) 329-1501
Collier County Sheriff's Office:	(239) 252-9300
Waste Management: (for Cayman) (Condos contact Property Manager for large item pickups)	(239) 649-2212
Collier County Water Dept:	(239) 252-6245
Florida Power & Light: (For Outages)	(866) 263-9185
Comcast Xfinity: (Cable and Internet)	1-855-510-1609
Patriot Pest Management: (To schedule in-home treatments)	(239) 947- 7328
Brown and Brown Insurance of Fort Myers: (All Condo Policies)	(239) 278-0278

# **TCCA Landscape Committee**

Don Binder	Donald.binder@hotmail.com	Bar-TCD
Ann Forrester	annski741@comcast.net	Cayman
Claudia Greenleaf	cjgreenleaf@comcast.net	Bimini
Pat Kahl	ppkahl@yahoo.com	Martinique
Fred Neri	Firen833@gmail.com	Bar-CBC

<u>Click Here</u> to submit a landscape request electronically.

## **Architectural Review Board**

Frank Dirolf – Chair	fdirolf@gmail.com	Bar-CBC
Joe Wood	Jcdixiew@comcast.net	Cayman
Charlie Follett	cfollett@comcast.net	Bimini
Sue Buonamici	sbuonamici@comcast.net	Martinique
Karyln Jones	karylnjones@comcast.net	Bar-TCD

**Click Here** to submit an ARB request electronically.

#### **NOTICE TO ALL UNIT OWNERS**

#### PRIOR TO ANY CONSTRUCTION

PLEASE REMEMBER:

WORK CANNOT BE DONE THAT ALTERS THE OUTSIDE OF YOUR UNIT WITHOUT GETTING PRIOR APPROVAL BY THE ARCHITECTURAL REVIEW BOARD (ARB) OF TARPON COVE.

PLEASE TAKE THE FOLLOWING STEPS:

COMPLETE AN ARB SUBMISSION AND APPROVAL FORM, WHICH CAN BE DOWNLOADED FROM THE TCCA WEBSITE Click here.

OR OBTAINED FROM DAVID BLOUIR, PROPERTY MANAGER

COMPLETE THE FORM, INCLUDE THE LICENSE AND INSURANCE INFORMATION FOR THE CONTRACTOR, AND SUBMIT WITH A COPY OF THE CONTRACT YOU HAVE WITH YOUR CONTRACTOR.

IT IS RECOMMENDED THAT YOU USE THE ELECTRONIC FORM. IF YOU CHOSE TO PRINT OUT THE FORM, PLEASE DELIVER COMPLETED SUBMISSION FORMS TO DAVID BLOUIR, OR THE CHAIRPERSON OF THE ARB, Frank Dirolf- <a href="mailto:fdirolf@gmail.com">fdirolf@gmail.com</a>

WHILE THE ARB HAS 30 DAYS TO APPROVE YOUR PROJECT, THEY MOVE QUICKLY WITH A FULLY COMPLETED FORM.

YOU MAY NOT START YOUR PROJECT WITHOUT ARB APPROVAL. ANYONE WHO DOES, RISKS YOUR CONTRACTOR BEING ASKED TO LEAVE THE PROPERTY IMMEDIATELY, WITHOUT COMPLETION OF THE PROJECT, AND POTENTIAL FOR A FINE.

THANK YOU FOR YOUR COOPERATION.

DAVID BLOUIR
PROPERTY MANAGER

#### **ARB Guidelines**

# GENERAL GUIDELINES FOR UNIT OWNER CHANGES AND/OR ADDITIONS SUBJECT TO THE TARPON COVE ARCHITECTURAL REVIEW BOARDREVIEW AND APPROVAL

- Whenever a Unit Owner desires to make a change or addition to his/her Unit that
  affects the exterior appearance of the building or structural integrity of the building it
  must be reviewed and approved by the Architectural Review Board [ARB] of Tarpon
  Cove. All second-floor condo units must use approved Sound Deadening Underlayment
  with an STC of 72 or better.
- All Unit change or addition requests must be submitted to the Chairman of the ARB on the Architectural Review Board Submission & Approval Form. The form must be filled out completely and signed and dated by the Unit Owner. Verbal change requests will not be reviewed or processed.
- Each Architectural Review Board Submission & Approval Form must be accompanied by a written proposal from the supplier, vendor, contractor, or installer. The written proposal must provide the name and address of the services and material provider, nature of the material and installation to be done, and approximate date for the work to commence. Supplier, vendor, contractor, or installer must certify that the materials to be used and the work to be performed meets or exceeds Florida and Collier County code compliance standards. Each supplier, vendor, contractor, or installer must be licensed in Florida and/or Collier County.
- Vendors must show minimum of \$1,000,000 Liability Coverage through completion date of project.
- The ARB shall have up to thirty (30) days after delivery of all required information, plans and materials to approve or deny any such plan, and if not denied within such period, said plans shall be deemed approved unless within the same period the Board of Directors of Tarpon Cove denies the plan in which case regardless of any action or inaction by the ARB the plan shall be deemed denied.
- Upon approval of the Tarpon Cove Architectural Review Board Submission & Approval Form request, the Unit Owner will be notified and given an approved copy of the form to the Unit Owner. The Unit Owner can proceed to get the desired change or addition completed.
- All approved modifications or improvements shall be completed within one hundred eighty (180) days from the date of approval. All changes, alterations or modifications to an approved plan must also be approved pursuant to these same requirements.
- All work must be performed Monday Saturday, between 8:00am 5:00pm.
- Disposal of ANY construction debris, building materials, furniture, or appliances is not permitted in any dumpster within Tarpon Cove. Any vendor caught using these dumpsters will not be approved to work in Tarpon Cove in the Future.
- If an owner is delinquent in the payment of assessments, fees, fines, or other charges or has failed to correct a violation of these covenants or the rules of the Association for which they have been given notice, the approval of the ARB may be denied or withheld pending payment of the assessments, fees, fines or charges or correction of the violation. (See Tarpon Cove Community Association Document Section 6.3 (E))

**Architectural Review Board** 

## **Community and Homeowner Responsibilities**

#### The Master Association's Responsibilities Include:

- General pest control services (including in-home treatments)
- Pool and Spa Maintenance
- Community Center and Pool Restroom Maintenance
- Lake and Fountain Maintenance
- Maintaining the Preserve Areas to Collier CountySpecs
- Landscape Maintenance and Irrigation
- Roadway and Entry-Gates- Including Barcode/Keypad Access
- Cable and Internet Bulk Contract (see page XX)
- Garbage and Recycling (Condos ONLY)

# The Local Condo Neighborhood's Responsibilities May Include: (check your neighborhood governing documents for more detailed information)

- Building Exterior Maintenance and Paint
- Building Roof Repair and Replacement
- Driveway and Walkway Repairs
- Water Main Lines up to the Main Shut Off Valve for Each Unit
- Sewer Pipes Serving more than One Unit.
- Fire Monitoring and Sprinkler Systems- Not Including SmokeDetectors
- Property and Flood Insurance
- Review and Approval of ALL Tenant and Unaccompanied Guest Applications.

# Unit Owner Responsibilities Include: (check your neighborhoods governing documents for more detailed information)

- All windows, window treatments, interior paint, wall, and floorcoverings
- All electrical lines and fixtures after the meter, serving only your unit.
- All plumbing and sewer lines serving only your unit-including the main shut off valve for each unit.
- All appliances, including the entire AC unit, or any other interior or exterior fixture, duct, vent, pipe, or line serving only your unit.
- Entry and Garage Doors and Locks, and Garage Openers- excluding EXTERIOR Paint.
- Building Exterior Maintenance and Paint (Cayman Only)
- Building Roof Repair and Replacement (Cayman Only)
- Driveway and Walkway Repairs (Cayman Only)

### **Garbage and Recycling Guidelines**

For the collection of Trash and Recyclables, Tarpon Cove has <u>six dumpster</u>
<u>locations</u> within the community where you can dispose of trash plus, we have **one**recycle collection center. The trash dumpster locations are (1) in Barbados Tarpon
Cove Drive, (3) on Carrick Bend Circle and (2) in Martinique.

It is important to note we must follow the strict guidelines of the Waste Management company. If not, Tarpon Cove will be fined, and our association is faced with a preventable expense.

The recycling collection center is in the Bimini Pool parking lot. Do not put food in the recycle bins. The waste management company will not take away any recycles with food inside. Please close all doors when leaving.

Questions about recycling? Click Here

Please do not leave trash outside of the dumpster or tossed on top. We have had a history or bears being in our community due to trash being left outside of dumpsters.

Especially in season you may find the dumpster, closest to your condo, full. If that is the case it is OK to put your trash in any dumpster. The Property Manager will always call for an extra pick up if necessary.

#### All Trash Must Be Placed inside the Dumpsters







Recyclables ONLY – (No Food

Waste)Large Items, Furniture, Electronics, Appliances, Etc.

Are Not Permitted in the Dumpster

Please Contact the Property Manager to arrange a Pick-Up (Fees Apply)

No Construction Debris is Allowed in Dumpsters and must be disposed of offsite.

## **Large Item Pickup Procedures**

If furniture/items are in good condition, call St. Matthew's Thrift Store (239-774-3315), as they will generally pick up the item from your home free of charge.

The local Salvation Army will also pickup donated items. Call 800-SA-TRUCK (800-728-7825) or 239-337-0955.

Waste Management recommends that owners break down smaller items and throw into dumpsters if possible. They also ask those electronics and other hazardous materials be taken to the collier county recycle center off Goodlette-Frank Rd.

9950 Goodlette Frank Road North 239-252-8617 Tuesday - Saturday 8:30 a.m. - 4:30 p.m.

#### Procedure when a community wide pickup is arranged:

- 1. Email blast will be sent, and notices posted in Mailbox areas 7-10 days ahead of pickup date.
- 2. You must contact manager in writing with a description of items to be picked up. Items not shown on list for pickup driver will NOT BE PICKEDUP.
- 3. Each individual item has an \$11.00 charge, payable by check only to T.C.C.A. BEFOREPICKUP.
- 4. All items must be placed at dumpster pad no more than 24 hours before scheduled pickup. Curbside pickup is not available from Waste Management.
- 5. Once pickup lists are gathered and sent to Waste Management, a second email blast / notice will be posted, notifying residents of actual pickup date.

All items must be listed for Waste Management ahead of scheduling the pickup and cannot be added after the date is set.

#### Procedure when requesting an individual pickup:

- 1. You must contact manager in writing with a description of items to be picked up. Items not shown on list for pickup driver will NOT BE PICKEDUP.
- 2. The pickup charge is \$40.25 for first item, and \$11.00 for each additional item, payable by <a href="mailto:check only">check only</a> to T.C.C.A. BEFORE PICKUP.
- 3. Once check is received, pickup will be scheduled with Waste Management, and I will notify you of the date.
- 4. All items must be placed at dumpster pad no more than 24 hours before scheduled pickup. Curbside pickup is not available from Waste Management.

All items must be listed for Waste Management ahead of scheduling the pickup and cannot be added after the date is set.

If you need assistance taking large items to the dumpster area for pickup, please contact a handyman or other moving service. (This is not a free service) Contact manager if you need handyman information.



# **Barbados Tarpon Cove Drive Board of Directors**

President	Dale Jones	dajones33@comcast.net			
Treasurer	Bob Bolanowski	bbolanowski@yahoo.com			
Secretary	Barbara Norton	Norton barb@yahoo.com			

## **Neighborhood Breakdown**

Association Name	# Of Units		Building Addresses
	Per Assoc.	Per Bld	
Barbados I	18	6	760 Tarpon Cove Drive
		6	770 Tarpon Cove Drive
		6	780 Tarpon Cove Drive
Barbados II	18	6	730 Tarpon Cove Drive
		6	740 Tarpon Cove Drive
		6	750 Tarpon Cove Drive
Barbados III	12	6	710 Tarpon Cove Drive
		6	720 Tarpon Cove Drive



Barbados on Carrick Bend Circle					
Board of Directors					
President Donna Scuteri donna.scuteri@gmail.com					
Treasurer Deborah Muchmore		muchmoredeb@gmail.com			
Secretary	Rick Balasko	rbalasko@mymts.net			

Neighborhood Breakdown				
Association Name # Of Units		Jnits	Building Addresses	
	Per Assoc.	Per Bld		
Barbados IV	18	6	784 Carrick Bend Circle	
		6	792 Carrick Bend Circle	
		6	800 Carrick Bend Circle	
Barbados V	26	6	785 Carrick Bend Circle	
		6	793 Carrick Bend Circle	
		4	801 Carrick Bend Circle	
		6	817 Carrick Bend Circle	
		4	825 Carrick Bend Circle	
Barbados VI	26	6	808 Carrick Bend Circle	
		4	816 Carrick Bend Circle	
		4	832 Carrick Bend Circle	
		6	858 Carrick Bend Circle	
		6	866 Carrick Bend Circle	
Barbados VII	22	6	833 Carrick Bend Circle	
		4	841 Carrick Bend Circle	
		6	849 Carrick Bend Circle	
		6	857 Carrick Bend Circle	



Villages of Bimini				
Board of Directors				
President Gary Greenleaf gg1362@comcast.net				
Treasurer	Marlene Berman	mberman7@optonline.net		
Secretary	Jim Frillici	jim.frillici@charter.net		

Bimini	(84 ل	Jnits)	
	Per Assc.	Per Bld.	
Bimini I	16	4	945 Carrick Bend Circle
		4	946 Carrick Bend Circle
		4	953 Carrick Bend Circle
		4	954 Carrick Bend Circle
Bimini II	16	4	929 Carrick Bend Circle
		4	930 Carrick Bend Circle
		4	937 Carrick Bend Circle
		4	938 Carrick Bend Circle
Bimini III	20	4	882 Carrick Bend Circle
		4	890 Carrick Bend Circle
		4	898 Carrick Bend Circle
		4	906 Carrick Bend Circle
		4	914 Carrick Bend Circle
Bimini IV	16	4	897 Carrick Bend Circle
		4	905 Carrick Bend Circle
		4	913 Carrick Bend Circle
		4	921 Carrick Bend Circle
Bimini V	16	4	867 Carrick Bend Circle
		4	873 Carrick Bend Circle
		4	881 Carrick Bend Circle
		4	889 Carrick Bend Circle



Villages of Martinique					
Board of Directors					
President Mike Shields <u>MikeShieldsSr@comcast.net</u>					
Treasurer	Charles Ingles	CRIngle@ingles-bachmann.com			
Secretary	Suzanne Goeren	suzgoeren@gmail.com			

Neighborhood Breakdown					
Association Name	# Of Units		Building Addresses		
	Per Assoc.	Per Bld			
Martinique I	24	8	995 Tarpon Cove Drive		
		8	1005 Tarpon Cove Drive		
		8	1015 Tarpon Cove Drive		
Martinique II	24	8	965 Tarpon Cove Drive		
		8	975 Tarpon Cove Drive		
		8	985 Tarpon Cove Drive		
Martinique III	24	8	1025 Tarpon Cove Drive		
		8	1035 Tarpon Cove Drive		
		8	1045 Tarpon Cove Drive		



Villages of Cayman			
Board of Directors			
President	Rick Forrester	raforrester741@comcast.net	
Treasurer	Jeff Brown	rjb163@gmail.com	
Secretary	LJ Fremeau	CaymanSecretary@TarponCove.info	

Cayman		
(69 Unit	s) Mainsail Place	
	Catamaran Court	