

# TARPON COVE

## ARCHITECTURAL REVIEW BOARD SUBMISSION & APPROVAL FORM

Submission Date:

Neighborhood:

Owner Name:

Street Address:

Telephone Number: \_\_\_\_\_

Email Address:

Is the Unit Owner delinquent in the payment of any Tarpon Cove Association assessments, fees or fines?    YES    NO

**Approval Request: (Brief description of change or addition to condominium or home)**

Attach the supplier's or contractor quotation form showing date when work is expected to be performed and supplier's or contractor license and insurance information showing Florida and/or Collier County certification. (See reverse side for information necessary for Tarpon Cove ARB and Master Board of Directors Approval.)

Signature of Submitting Unit Owner

Date of Request

Signature of Approval  
Architectural Review Board [ARB1]

Date of Approval

Signature of Approval  
Tarpon Cove Master Board of Directors

Date of Approval

Architectural Review Board

*Maintaining the Appearance and Integrity of the Tarpon Cove Community*

GENERAL GUIDELINES FOR UNIT OWNER CHANGES AND/OR ADDITIONS  
SUBJECT TO THE TARPON COVE ARTECTURAL REVIEW BOARD REVIEW  
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 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 – Friday, between 8:00am - 5:00pm.**
- **All projects must take place between April 1 and December 1.**
- **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

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