



**Cayman Homeowner's Association
Tarpon Cove Community Association, Inc**

C/O KPG Accounting Services, Inc.
3400 Tamiami Trail N., #302
Naples, FL 34103

Ph: (239) 434-8866 / Fax: (239) 791-1187
Admin2@kpgaccounting.net

Application for Approval to Purchase

Instructions: Please submit application, sales contract and fees at least TWENTY (20) days prior to lease start date.

SUBMIT WITH APPLICATION:

- **Copy of Sales Contract**
- **THREE letters of personal reference**
- **Copy of photo ID for all adult occupants**
- **\$50 NON-REFUNDABLE application fee payable to: CAYMAN HOMEOWNER'S ASSOCIATION**
- **\$50 NON-REFUNDABLE Application Processing fee payable to: KPG ACCOUNTING SERVICES, INC.**
- **\$50 (NON-REFUNDABLE) PER ADULT OCCUPANT for a Criminal Background Check payable to: CAYMAN HOMEOWNER'S ASSOCIATION**
- **\$500 Capital Contribution fee payable to: CAYMAN HOMEOWNER'S ASSOCIATION *(this fee changes annually on January 1)***
- **\$875 Capital Contribution fee payable to: TARPON COVE COMMUNITY ASSOCIATION**

PLEASE TYPE OR PRINT LEGIBLY

Property Address _____

Current Owner _____

Closing Date: _____

Name of Sales Agent/Agency Involved _____

Agent's Ph # _____ Agent's Email _____

Title Company _____ Phone _____

First Applicant's Full Legal Name _____

Social Security # _____ Date of Birth ____/____/____

Present Address _____ Ph # _____

City _____ ST _____ Zip _____ Cell # _____

Email _____ Driver's License # _____ St _____

Business or Profession (even if retired) _____

Second Applicant's Full Legal Name _____

Social Security # _____ Date of Birth ____/____/____

Present Address _____ Ph # _____

City _____ ST _____ Zip _____ Cell # _____

Email _____ Driver's License # _____ St _____

Business or Profession (even if retired) _____

The governing documents of Tarpon Cove Community Association provide an obligation of the homeowners that all homes are for single-family use. Please state the names, relationship and age of all other residents who will occupy the home.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
_____		_____
_____		_____

Person to be notified in case of emergency: _____

Ph # _____ Email _____

VEHICLES: (No commercial or oversized vehicles may be parked outside garage)

Make/Model _____ Color _____ Yr _____ Tag # _____ St _____

Make/Model _____ Color _____ Yr _____ Tag # _____ St _____

I/We am/are purchasing this unit with the intention to: (Please check one)

- Reside here on a full-time basis Reside here part-time
 Lease the unit

- **Vehicles used for personal transportation, and not commercially, which do not exceed the size of the garage, are authorized. Commercial and recreational vehicles are prohibited unless parked in the garages with the door closed. _____ (initial here)**
- **No overnight street parking is permitted anywhere in Tarpon Cove _____ (initial here)**

I/WE agree that all information is truthful and correct. I/WE are aware that any approval is VOID in the event of false statements in this application.

By signing below, I/WE specifically authorize the Board of Directors and KPG Accounting Services to institute an investigation of my background and agree that the information contained in this application may be used in such investigation, and that the Board of Directors and Officers of the Tarpon Cove Community Association itself and KPG Accounting Services, shall be held harmless from any action or claim by me in connection herein or any investigation conducted.

I/We understand and agree that the Association, in the event it approves a lease, is authorized to act as the owner’s agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by Lessees and their guests, in accordance with the Documents and the Rules and Regulations of the Association.

Applicant Signature

Date

Applicant Signature

Date

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 TCCA 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 carried at all times. 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 KPG Accounting Services 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 period 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 condominium 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 and 5:00pm.

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.

By signing below, I/We acknowledge receipt of these Rules and Regulations understand them and agree to abide by them.

Applicant Signature

Date

Applicant Signature

Date

Action taken by Board of Directors:

Applicant Approved

Applicant Disapproved

Association President / Board Member/Manager

Date



Electronic Communication Consent Form

As a resident of Tarpon Cove Community Association, you have a choice as to how you would like notices sent to you. Fill in the information below. Certain fields are required before you can sign this form electronically. A copy of the information will be sent to the property manager and a copy will be sent to the email address you provided for record.

As the owner you are accepting responsibility to ensure the management company has a valid primary email address on file.

A copy of this form will be made available, on request, for viewing by the owner and the management company.

The Tarpon Cove Board of Directors encourages you to choose the email option as it represents enhanced efficiency and is a significant savings in materials, postal cost, and labor.

Effective Date: _____

Owner Name: _____

TCCA Address: _____

Neighborhood Association: _____

Choose One:

I elect to have all communication sent to me electronically and assume responsibility to ensure my primary email address is on record with the management companies.

I elect to have all communication sent to me via postal mail.

Primary Email Address: _____

Secondary Email Address: _____

Primary Phone Contact number: _____

Owner Signature: _____

Date: _____