

# 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.

NEW FLOORING: ALL SECOND FLOOR UNITS MUST USE AN APPROVED SOUND DEADENING UNDERLAYMENT WITH AN STC OF 72 OR BETTER WHEN INSTALLING A FLOORING PRODUCT OTHER THAN CARPET.

PLEASE TAKE THE FOLLOWING STEPS:

COMPLETE AN ARB SUBMISSION AND APPROVAL FORM.

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

COMPLETED SUBMISSION FORMS CAN BE RETURNED TO THE PROPERTY MANAGER, OR THE ARB CHAIRPERSON.

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

EMMA DAVILA-MONDRAGON, CAM  
PROPERTY MANAGER

## **GENERAL GUIDELINES FOR UNIT OWNER CHANGES AND/OR ADDITIONS SUBJECT TO THE TARPON COVE ARCHITECTURAL 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 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 — Friday, 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))