

# 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:

1. COMPLETE AN ARB SUBMISSION AND APPROVAL FORM, WHICH CAN BE DOWNLOADED FROM THE TCCA WEBSITE [www.Tarponcove.info](http://www.Tarponcove.info) OR OBTAINED FROM THE PROPERTY MANAGER
2. 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.
3. COMPLETED SUBMISSION FORM CAN BE RETURNED TO PROPERTY MANAGER, OR THE CHAIRPERSON OF THE ARB.

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

TARPON COVE PROPERTY MANAGER