

**TARPON COVE CONDOMINIUM ASSN.  
APPLICATION FOR ALTERATIONS PERMIT**

**Guidelines:**

*As provided by the Declaration of Condominium Documents, no owner, tenant, or other occupant, shall undertake any modifications to a unit which may ADVERSELY AFFECT THE UNIFORM EXTERIOR APPEARANCE OF THE BUILDING IN THE OPINION OF THE BOARD, except with prior review by the Architectural Committee and written approval of the Board of Directors. This application is to be used for, but is not limited to, modifications to lanais, doors, windows, etc. Please refer to Section 12, Restrictions Upon Use, of the Declaration of Condominium, for the specifics. A copy is attached for your review.*

- *Work may not commence until written approval is granted by the Board of Directors.*
- *A complete proposal/plan, with a full description of materials and drawings by the owner, or his contractor, must accompany this application and be submitted at least two (2) weeks prior to work beginning.*
- *The Committee may, at its discretion, require further review/evaluation of a plan request by a building engineer of its choice, and, at the applicant's expense.*
- *Approval will be contingent upon (1) compliance with all Building Codes, (2) no removal of, or changes to, existing guardrail structure (unless you are raising guardrails that had been lowered previously), (3) no change to the uniform exterior appearance, and (4) no removal of interior columns and/or lintels surrounding interior sliding glass doors, or elsewhere, in unit.*
- *Upon approval, the applicant must sign an Agreement to be responsible for continued maintenance and upkeep of the modification or modified area, among other items. This Agreement will be recorded in the Pinellas County Records, with land documents, to ensure that it is legally binding on future owners.*
- *The approval of this Application does not encompass any prior or subsequent modifications not in compliance with Building Codes.*

**FAILURE TO COMPLY WITH ANY REQUIREMENT, FOR PRIOR ALTERATIONS APPROVAL, MAY RESULT IN REVISIONS AND/OR FULL RESTORATION AT OWNER'S EXPENSE.**

Owner(s) Name(s): \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Brief description of alteration (attach drawings and materials list):  
\_\_\_\_\_  
\_\_\_\_\_

Name and Phone Number of person(s), or contractor(s), performing work:  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

*NOTE: Enclosing a lanai may prevent you from installing hurricane shutters in the future. The use of hurricane window film remains an option.*

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to: All Residents of Tarpon Cove

Re: Alterations and Improvements to Condominium Units

Over the years an increasing number of inquiries have been made about unit improvements and specifically about enclosure of the rear lanai (referred to in the Declaration of Condominium documents as a porch or patio). The board of directors appointed a committee to review the issues surrounding such requests and to establish guidelines and procedures for future requests.

The first actions taken by the committee was to have legal counsel review existing Declaration of condominium documents and affirm the interpretation of the documents as they relate to restrictions on any structural changes and/or improvements to any exterior walls, doors, windows, patios or any exterior surface.

At the same time the sections of the Documents referring to improvements wholly within a unit were reviewed.

In addition, an independent inspection and evaluation was undertaken by an Engineering firm in an effort to determine the structural value of certain columns and lintels surrounding the sliding glass doors adjacent to the lanai.

Both reports are available at the Tarpon Cove office for your review.

#### Legal conclusions/Engineering review

It was determined by Legal counsel that existing documents are very clear on the issues in question: 1.) An owner is always required to obtain board of director approval prior to enclosing a lanai. 2.) Board of director approval is not necessary for improvements wholly within a unit. The applicable language may be referenced in your own documents on page 12 article #12 (b.) and (c.) and Page 15, article 12 (t) or you can review the documents at the Tarpon Cove office.

Based on the engineering evaluation of columns and lintels surrounding sliding glass doors, any removal or revision to these structures is strictly prohibited.

Note: rules and procedures adopted by the committee and approved by the board are included in the attached sample application.

#### Alterations within a unit

Although board approval is not required for alterations wholly within an owners unit. The board emphasizes that documents state No owner, tenant or other occupant shall make any structural additions or alterations to any support -carrying partitions wholly within the unit. It will be an owners responsibility to seek a contractors advice whenever altering or removing a wall and to ensure that all work is within State and local building codes.