

Tangerine Bay Club Association, Inc.

PROCESS FOR APPROVAL OF UNIT ALTERATIONS

The Board delegates approval of Owner requests for Unit alterations to the Architecture Review Committee (ARC). Please submit a completed request package (as described below) and direct your questions to TBC's General Manager, Michael Canacari at 941.806.7972, michaelcanacari@mgmt.tv.

*Board of Directors
April 2018*

A *Request for Approval of Unit Alterations* package consists of some or all of the following components, available on the TBC website (www.tangerinebay.org) or from the General Manager:

- 1) **Description of scope of work:** download & complete the Part(s) that are applicable to your project:
 - **Part A:** Replacement of **Windows, Sliding Glass Doors, and Skylights.**
 - **Part B:** Installation of **Hard Wood or Tile Flooring.** Start date will not be approved until flooring is ordered.
 - **Part C:** Installation of **Hurricane Shutters.**
 - **Part D:** **Major Renovations**, e.g. kitchen, bathrooms, change of floor plan. All Part D Requests must be accompanied by design drawings by a FL-licensed architect or engineer plus a weekly work schedule with project's start and completion dates. Start date will not be approved until all cabinets are ordered. Any work that extends beyond the approved completion must be resubmitted for approval.
 - **Part E:** Replacement of Garage Door.
 - **LBK Building Permit required for Parts A, C, and D**
- 2) **Terms & Conditions** to be read and signed by Owner and Contractor; required for all.
- 3) **Notarization** - Owner Signature and Notarization form; required for Parts A, C, and D.
- 4) **Check payable to Tangerine Bay Club Association** for Sarasota County filing fee; obtain amount from General Manager; required for Parts A, C, and D.

The General Manager (a) forwards a copy of Owner's completed package to ARC for review; (b) schedules a meeting with **Owner and Contractor** to review the project, as needed; (c) reviews the project with ARC. Owner is notified of ARC's decision.

At the completion of the project, the General Manager files the Owner's approved and notarized *Request for Approval* (Parts A, C, and D) with the Unit's deed in Sarasota County public records.

April 2018