



## TARPON LANDINGS CONDO ASSOCIATION, INC.

### Real Estate Open House Procedures

#### Purpose:

To protect the security, privacy and comfort of Tarpon Landings current and future residents this policy sets forth uniform procedures for Real Estate Open Houses.

#### Security:

The Tarpon Landings lobby doors are to remain locked during the Open House. ***At no time may the lobby doors be propped open.***

Hosting agents are to supply Hosts to greet guests, open lobby doors, and direct guests to the correct elevator and unit or other buildings hosting additional Open Houses. In addition, Guests should always have an Escort in the building and should not be left unattended.

Pool Gates shall remain locked except when exiting or entering. To protect the privacy of residents who may be sunbathing or swimming, when escorting guests, please avoid sunbathing residents. Generally, direct guests to near the cabanas, the footbridge, the Club House, the Grill Area and the pathways leading to the pool gates.

#### Gatehouse Duties:

The Tarpon Point Gatehouse will provide directions to the Condo Building. It is the responsibility of the Agents to provide the Gatehouse with brochures or handouts. Providing incentives to the Tarpon Point Gatehouse for "steering" Visitors is not permitted.

Once the real estate agent or owner notifies the Gatehouse at least 48 hours in advance of an Open House with the date(s) and time(s) of the Open House(s), Community Operations will place "Open House" signs at the entrance to Tarpon Point and in front of each of the Tarpon Landings buildings having an Open House.

#### Signage:

1. Limited signage is permitted as follows:
  - a) The Tarpon Point Open House signs placed by Community Operations.
  - b) The real estate agent may place an A-frame style sign at each lobby door where there is an Open House. Signs should be placed to one side of the door and away from the call box so that access to the door and call box is not blocked. This sign should be wood, plastic or metal but metal signs shall have rubber feet. Signs should be no larger than 24 inches by 18 inches.



2. In the event there are multiple real estate agents holding Open House on that day, only (1) Open House sign is allowed at a time. Realtors may not place multiple signs. Placing signage or notes on the outdoor callbox is not permitted. No additional signs are allowed. Flag signs are not permitted. Nothing may be taped or glued or affixed in any manner to the building, elevators, doors or windows.
3. Brochures may be placed on the glass topped sofa table in the lobby. These brochures should be removed each day after the open house.

### **Open House Day/Time:**

1. Open Houses are permitted *only* on Saturdays, Sundays and federal holidays from 1:00 PM to 4:00 PM.
2. Each Realtor holding a Tarpon Landings Open House should advise the Tarpon Landings Office on or before Wednesday at 5:00 PM that they will be hosting an Open House the following Saturday, Sunday or holiday.
3. If a Special Open House is sought that does not comply with this policy, the owner or his agent may submit a written proposal seeking permission from the board at least 30 days in advance of the event. The proposal must contain the proposed dates and times, and identify any part of the proposal that conflicts with this policy. The board may not approve more than 2 Special Open Houses in any one calendar year.. A realtor or his company may organize only one of the two events per year. An unused Special Open House may not be carried over from one calendar year to another year.

### **Enforcement:**

The unit owner is responsible for compliance with this policy and for the actions or inaction of their real estate agents, hosts and escorts. A fine of \$100 will be assessed against the own and his unit for non-compliance with the policy. A cleaning fee of \$100 will be assess against the owner and his unit if any common area is required to be cleaned as a result of the open house.

**This is a true and correct copy of the Tarpon Landings Open House Policy adopted by the Board of Directors of Tarpon Landings Condominium Association, Inc. at a meeting held March 5, 2019.**

**Don Heisler, Secretary**