



Tara Master Association

PROCEDURES AND STANDARDS

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TARA MASTER ASSOCIATION ARC PROCEDURES AND STANDARDS

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Welcome to Tara

Dear Tara Preserve and Plantations at TGCC Homeowners,

For those unfamiliar with planned communities, the enclosed Standards and Procedures Manual is a guide that the Tara Master Association Architectural Review Committee (TMA-ARC) has compiled for your use. We hope you will find the Manual helpful and a quick reference should you wish to make any exterior changes or enhancements to your property.

If you are a resident of Tara other than The Preserve and The Plantations at TGCC, please be aware that architectural review and enforcement of your property's deed restrictions have been assigned to Tara Golf and Country Club (TGCC) at their request. This assignment will be in effect until 2019 and may be renewed thereafter. Since TGCC Standards and Procedures may vary somewhat from those in this Manual, residents impacted by this change should consult TGCC for further information.

We appreciate your willingness to comply with and support TMA Standards, which reflect our community's commitment to protecting the quality surroundings we enjoy. We think you'll agree that The Tara Community is a wonderful place to call home. Should you have questions at any time, the contact information below is provided for your convenience.

Resource Property Management
Attn. Architectural Review Committee
Phone: (941)-348-2912
Fax: (941)-746-7520

E-mail: lakewoodfrontdesk@resourcepropertymgmt.com
Website: www.taramasterassociation.com

Mission Statement

The Tara Master Association Architectural Review Committee (TMA-ARC), in accordance with its Covenants and By-Laws, adopts, publicizes and enforces architectural standards consistent with the original architectural, structural, aesthetic and environmental design of the development.

The intent is for the exterior appearance of homes and grounds to be consistent with the design, architecture, color palette and preserve-like nature of the development. The expectation is that by maintaining these Standards, we preserve the neat, well-maintained appearance of the community and protect the value of our homes. The TMA-ARC is committed to supporting the common interests of the residents of our community.

Process for Submitting a Request for TMA-ARC Review

YOU MUST SUBMIT THE TMA-ARC REVIEW REQUEST FORM AND RECEIVE APPROVAL BEFORE MAKING ANY CHANGES TO YOUR PROPERTY RELATED TO THE FOLLOWING;

- Additions, pools, decks, screen areas, roofs, or ramps, pergolas, exterior lighting
- Exterior painting including color for both new and existing finishes
- Driveway resurfacing: to include finish and colors
- Equipment enclosures
- Re-landscaping
- Removal of canopy trees requires both County approval and TMA-ARC notification. Other trees require TMA-ARC approval
- Mailbox repairs/replacements and the installation and maintenance of flagpoles, hurricane protection devices, antennae, satellite dishes. Owners should be aware mailboxes must also comply with the current regulations of the US Post Office
- Garage/Yard Sales, permanent generators
- Other (special requests-deviations, etc.)

First, read the rules and limitations associated with the specific work or change you wish to make to your home. The Index found on Page 2 is designed to help you find the guidelines relevant to your request.

Next complete the Architectural Review Request Form found in Section 6 of this Manual. A downloadable copy of this form can be found at www.taramasterassociation.com. Click on the Community Information tab and then Property Information. Submit the completed form, along with any plans to:

**Resource Property Management
2025 Lakewood Ranch Blvd., Suite 203
Bradenton, FL 34211
Fax: 941-746-7520**

Email: lakewoodfrontdesk@resourcepropertymgmt.com

You will receive a written response from the TMA-ARC within 30 days of submission. If your request is approved, you may proceed with your project. If the TMA-ARC has concerns about your project, you will be contacted.

SECTION TWO

Policy and Procedure for Compliance With Architectural Review Standards of Tara Master Association

POLICY

Pursuant to the provisions of the Amended and Restated Master Declaration of Covenants, Conditions, Restrictions and Easements for Tara, as recorded in Manatee County Registry of Deeds Book 1667 Page 5247 DCT #1446613, and as subsequently amended and recorded in said Registry, the Tara Master Association (TMA) adopts the following policy:

STANDARDS

The enforcement of Architectural Standards should ensure that the attractiveness of the community is maintained for the benefit of all member/owners. The Tara Master Association Architectural Review Committee (TMA-ARC) is committed to ensuring that the exterior appearance of our community's homes and grounds are sufficiently well maintained and attractive to maximize the value of our homes. Standards are intended to cover MAJOR ITEMS of consideration in Architectural Review, serving as a guide to those seeking approval of the TMA-ARC and assuring a reasonable degree of consistency for similarly situated properties within development segments of the Master Community. For matters not addressed by Standards, the TMA-ARC may approve a component item of a proposal in one instance and disapprove of it in another. In so doing, the TMA-ARC shall not be deemed to have acted inconsistently provided there is a distinction between the properties and proposals sufficient to warrant the different result. The TMA-ARC is dedicated to being a problem-solving, collaborative organization wherever possible. There are other additional architectural review organizations within the Tara community and include the Country Club ARC, Plantation ARC, and a number of ARCs related to condominium, neighborhood or golf villa associations within the development. These delegated ARC responsibilities are tied directly to the requirements of the Master Association Declaration and By-Laws, as well as Florida Statute 718 and 720. It is understood that Manatee County ordinances and State Statutes, where applicable, take precedence over the Standards put forth in this Manual.

The Tara Master Association has the responsibility and obligation to the members of Tara for assuring compliance with the Covenants contained in the Master Declaration, as Amended. Violations of Standards shall be noticed to the member/homeowner in accordance with the procedure prescribed in the Standards. If voluntary compliance cannot be achieved, the TMA-ARC shall refer each non-compliance to the AR Compliance Committee and/or the TMA Board of Directors for enforcement in accordance with the Declaration of Restrictions and Florida Statute Chapter 720. The composition of the AR Compliance Committee is designated by the Board of Directors in accordance with the Declaration.

PROCEDURE

The TMA-ARC, under Article 10 of the Master Declaration, is charged with the responsibility for uniform and reasonable compliance with approved Architectural Standards. The TMA-ARC shall review all applications for exterior architectural changes and/or modifications of any item identified in the Standards. During the course of this review, TMA-ARC shall make telephone, email, or face-to-face contact with the homeowner submitting the request if there is a concern or problem. Requests for change will be sent to the Association Manager, who will forward them to the Chairperson of the TMA-ARC. The TMA-ARC will consider and process requests within thirty (30) days. The TMA-ARC may approve an application with or without comment.

If approval is denied, an explanation and reason for denial shall be given in which the specific provision of the Standards shall be cited, and where appropriate, a specific Florida Statute. Failure to approve requests within thirty (30) days of receipt of all materials is deemed approval.

The TMA-ARC, with the guidance of the Association Manager, is charged with the responsibility to be reasonable and current on AR standards in Florida. The TMA-ARC Chairperson will provide the Association Manager and the Board with a monthly list of all requests, including denials, approvals for change and the current status of all violations.

Violations of TMA Standards may come to the attention of the TMA-ARC as a result of routine TMA-ARC inspections, from the Association Manager as a result of routine oversight visits to the community, or from written and/or oral complaints from residents in the community. While it is not the TMA-ARC's intent to search out minor problems, all complaints received by the TMA-ARC will be investigated within fifteen (15) business days. Violations received initially by the Management Company will be forwarded to the TMA-ARC for review prior to response. The TMA-ARC shall review and make findings of fact for violations found to exist. On finding of fact of a violation of the Architectural Standards, a courtesy first request for compliance letter will be sent to the resident by the Association Manager within 5 days of receipt of the request from the TMA-ARC Chairperson. If the violation is not remedied within the time frame specified in the first or a subsequent compliance letter, the TMA-ARC may coordinate with the Association Manager, the TMA Board, and Association Attorney to determine the most appropriate steps and sanctions to impose to enforce the Standards. These steps and sanctions are detailed in TMA governing documents, as well as in the TMA-ARC Compliance Committee Violation Notification and Fine Procedure Policy.

ENFORCEMENT

Per Article 10, Section 10.07 (d), no work shall proceed except in strict compliance with this Master Declaration and the approval by the ARC, and any Work performed without such approval may be required to be removed by the Board. If any Work requiring ARC approval shall be commenced and completed without Architectural Review and approval by the ARC, or at variance with an approval, and the ARC does not indicate disapproval thereof for a period of ninety (90) days after completion of such Work, then such Work shall be deemed to have been approved by the ARC. Provided, however, that if during such period after completion the ARC does indicate its disapproval, then such Work may be required to be removed, in whole or in part, or altered to comply with such plans and specifications as may be approved by the ARC.

As stated in Article 10, Section 10.12 of the TMA Master Declaration, the Master Association through the Board is specifically empowered to enforce the provisions of this Master Declaration and the decisions of the ARC by any legal or equitable remedy. In addition to any other remedies available to it, the Board may impose such fines using such procedures as may be set forth in the By-Laws for the failure of any Owner, Sub-Developer, Umbrella, Neighborhood or Commons Association to comply with the provisions of this Article 10. In the event that any Work is commenced or completed in violation of the provisions of this Article, then the Board shall have the right, on the recommendation of the ARC, to levy a Special Assessment against the Owner and the property on which such Work was performed for damages caused by such violation, such remedy to be in addition to the other remedies hereunder. In the event it becomes necessary to resort to litigation to determine the propriety of any Work, or to remove or require the removal of any unapproved Work, then the prevailing party shall be entitled to recovery of all court costs, expenses, and reasonable attorney's fees in connection therewith.

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1. Main Structures (includes house, roof, driveway, pool and cage)

1.1 Exterior House Colors - In the Preserve, exterior house colors must be very similar to the color palette originally used in the community. These palettes, along with approved newer colors, are listed on the TMA website at www.taramasterassociation.com Click first on the Community Information in the menu on the left of the home page and then on Property Information. *Any change in house colors must be approved by the TMA-ARC.*

1.2 Accessory Structures

1.2.1 Garage doors shall be kept in a closed position when not in use for ingress and egress, (Master document 14.16)

1.2.2 Basketball hoops are not permitted as an attachment to any house. Free standing (portable) basketball hoops are permitted but must be kept in the garage when not in use.

1.2.3 Pergolas attached to the home are permitted provided they have prior ARC approval.

1.3 Carports and Tool Sheds. Carports and tool sheds are prohibited. Storage boxes (of any material or size) are prohibited in front or alongside any house and if behind the house, must be enclosed within a screened enclosure. Portable On Demand storage units (PODs) are to be removed within three (3) days by Manatee County Ordinance.

1.4 Private Swimming Pools

1.4.1 May include an attached, or detached, separate spa or hot tub.

1.4.2 Must be in-the-ground pools.

1.4.3 Must be approved by Manatee County with all building permits obtained.

1.4.4 Electric, above ground spas are permitted, but must be maintained within the confines of an enclosure which is attached to the house. (See 1.4.5.5)

1.4.5 Pool, Spa and Lanai Enclosures

1.4.5.1 To be substantially of a mansard roof design (most commonly used in the community).

1.4.5.2 Color — bronze or white only, no "raw" aluminum.

1.4.5.3 Enclosures must be all screen, no fabricated roofs of any kind.

1.4.5.4 Lanai, under roof may be enclosed.

1.4.5.5 All screened enclosures, spas, pools, etc., must be installed to the back/rear of the home (traditional placement) and not wider than the width of the foundation of the main structure of the home.

1.5 Roofs and Solar Panels

1.5.1 All roofs in the Preserve must be barrel tile of a similar style originally used in the community.

1.5.2 Roof colors must remain within the color palette similar to that originally selected. Deviation from these palettes will require special permission by the Architectural Review Committee.

1.5.3 All exterior home surfaces must be kept clean and free of mildew and other stains. It is the homeowner's responsibility to maintain the exterior of their home. Periodic power washing is the responsibility of the homeowner.

1.5.4 Solar panels require TMA-ARC approval (Master Doc. 14.16).

1.5.5 The TMA-ARC reserves the right to regulate such items to the fullest extent permitted by applicable laws or regulations.

1.6 Replacement Structures, Additions or Changes to Existing Homes

1.6.1 Replacement housing, including lanai/pool cages, as a result of fire or natural disaster must occupy the same footprint as the original house. Upward expansion of housing is limited to height of surrounding buildings, cannot exceed two stories and must not deviate from similar designs. All housing subject to the provisions of this document must be stucco and built with similar look and architecture. Additions to housing are required to follow the same rules.

1.6.2 Changes to windows or exterior doors require TMA-ARC approval.

1.6.3 Changes or additions to exterior gutters or downspouts require TMA-ARC approval.

1.7 Antennas and Masts

1.7.1 Master Association Article 14.17: No television, radio or other electronic antenna, mast, dish, disk or other similar device for sending or receiving television, radio, or other similar signals may be erected, constructed, placed or permitted to remain upon any lot, parcel or sub-association property, or upon any building located thereon except in conformance with the condition of any approval granted by the TMA-ARC and such uniform rules and standards as may be established by the Board. Any such antennas or other device that may be maintained in conformity with such consent and approvals and rules or inside a dwelling or other structure is not permitted if it sends, contributes to or creates interference on any radio or television reception or interferes with the operation of other visual or sound equipment located in any Improvements within the Tara communities. The homeowner is required to place this equipment out of public view from the street, with landscape screening, if necessary, to camouflage the equipment. *TMA-ARC approval is required for any attached dish.* The Federal Communication Commission (FCC) implementing the Telecommunication Act of 1996, prohibited restrictions that hampered consumer's use of television antennas, small satellite dishes, and wireless cable antennas, as outlined in the Tara Master Association Article 14.17. November 14, 1998, the FCC amended the rule, preserving property rights of single-family dwellings but restricting multi-type units due to roofs and common areas. Presidents and/or Board Members of multi-type living units where common roofs and grounds are involved in placement of satellite dishes and other over-the-air reception devices must contact the TMA-ARC before granting approval.

1.7.2 The TMA-ARC reserves the right to regulate such items to the fullest extent permitted by applicable laws or regulations.

1.8 Condo Associations

1.8.1 Condo Association ARCs must contact the TMA-ARC when their decisions will affect the buildings, landscaping, and other categories under Index 1-4 when such actions will change the external look of the condos from the view of the Tara communities. Their requests are to be in writing using the form provided in Section 6 of this Manual.

1.9 Hurricane Protection

1.9.1. Storm shutters may be installed on any home or condominium within Tara Preserve. All storm shutters must be approved by the TMA-ARC before installation and maintained in good condition after installation. Requests for installation of storm shutters will be considered in accordance with the following guidelines.

(See following page for more details on Hurricane Protection)

1.9 Hurricane Protection (Continued).

1.9.1.1 Those who wish to use protection for the entire Storm/Hurricane Season (June 1 through November 30) shall be required to use CLEAR PANELS (Lexan or its equivalent) on the windows and doors, which they wish to protect on the front and side of the residence. This will include both full time and seasonal residents. Only Seasonal Residents who can provide proof of purchase of another type of shutter prior to October 17, 2007 may use non- clear shutters, *excluding plywood*, for the entire Storm/Hurricane season.

1.9.1.2 Those who wish to use protection for the entire Storm/Hurricane Season (June 1 through November 30) on the rear, and only on the rear, of the home may use other types of materials; *excluding plywood*. This may include aluminum in roll down or accordion style, fabric panels, or other *previously approved* material.

1.9.1.3 Storm protection of any type may be used during the threat of tropical storm or hurricane for a limited deployment time. *Protection shall be deployed no sooner than seven (7) days* prior to the locally predicted landfall of a tropical storm or hurricane and *must be removed no later than seven (7) days* after said storm has passed.

1.9.2 Standard penalties shall apply to Homeowners not in compliance with the above policy.

1.10 Screen Doors

1.10.1 Stationary screen enclosures and retractable screen doors may be permitted (*with required proper maintenance*) on the front door and garage door(s) only, with TMA-ARC pre-approval of color, material and design. Stationary screen doors are not permitted on front doors.

1.11 Driveways

1.11.1 Decorative, painted, or stained driveways are permitted with requested design and color approval from the TMA-ARC.

1.11.2 Driveway maintenance is the responsibility of the homeowner. Driveways must be kept clean, stain free and in good repair.

1.12 Ramps*

1.12.1 Any parcel owner may construct an access ramp if a resident or occupant of the parcel has a medical necessity or disability that requires a ramp for ingress and egress under the following conditions.

1.12.1.1 The ramp must be as unobtrusive as possible, be designed to blend in aesthetically as practical, and be reasonably sized to fit the intended use.

1.12.1.2 Plans for the ramp must be submitted in advance to the TMA-ARC. The TMA-ARC may make reasonable requests to modify the design to achieve architectural consistency with surrounding structures and surfaces.

1.12.1.3 The parcel owner must submit to the association an affidavit from a physician attesting to the medical necessity or disability of the resident or occupant of the parcel requiring the access ramp. Certification used for S. 320.0848 shall be sufficient to meet the affidavit requirement. (*Transcribed from 2014 State Statutes 720-304.5, as amended from time to time)

2. Out Structures (includes mailboxes, flagpoles, signs, yard decorations, etc.)

2.1 Mailboxes

2.1.1 Mailboxes shall be white, plastic or metal, and nearly the exact replacement in design and size of the original equipment (See Appendix A-1). Mailboxes and mailbox posts are not the property of the Post Office Department, TMA or CDD. They are solely the responsibility of the homeowners whose house number is on the mailbox. The red flag and green address plate shall be maintained with original colors. Green replacement address plates can be obtained at a nominal cost from The Trophy Case. Please refer to Appendix A-1. ***Green replacement address plates can be obtained at a nominal fee from The Trophy Case, College Plaza II, 3633 Cortez Rd., in Bradenton. Phone orders are preferred at (941) 758-1313 but can be obtained in person or through their website: trophycasebradenton.com***

2.1.2 Mailbox posts shall be properly maintained and painted only exterior white, with a dark green stripe at the top of the post. Posts should be similar in size and design to the original. The top of the post will be 24 inches above the top of the crossbar. Posts having mildew or mold shall be washed and/or painted to remove all mildew or mold. When a mailbox post is shared by two homeowners, the post shall be mutually maintained by both homeowners.

2.1.3 A clear safe approach to the mailbox must be maintained.

2.2 Flagpoles and Flags

2.2.1 Flagpoles are allowed within the following guidelines.

2.2.1.1 Any homeowner may display one (1) portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one (1) portable, removable official flag, in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps or Coast Guard, or a POW-MIA flag.

2.2.1.2 Stand-alone flagpoles are permitted under the following guidelines.

2.2.1.2.1 Any homeowner may erect no more than one (1) freestanding flagpole on any portion of the homeowner's real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.

2.2.1.2.2 The homeowner may further display in a respectful manner from that flagpole, one official United States flag, not larger than 4 ½ feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag.

2.2.1.2.3 The flagpole is subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents.

2.2.1.2.4 No stand-alone flagpole may have a cross boar, sometimes referred to as a yardarm.

2.2.1.2.5 Stand-alone flagpoles must be white, bronze or standard aluminum in color.

2.2.1.2.6 This provision is based upon and consistent with Section 720.304(2), *Florida Statutes* 2014. In the event that the statute is amended, this Section 2.2 shall be enforced in a manner consistent with the statute.

2.3 Fences.

2.3.1 Fences may be permitted with TMA-ARC approval, as per section 6 of this manual, and meet the following guidelines. Parcel owners who are subject to GVLA or other sub-association regulations must first be pre-approved by that group prior to making application to the TMA-ARC.

(See following page for more details on Fences)

2.3 Fences Continued.

2.3.1.1 Fence height at any point may not exceed 36".

2.3.1.2 Style shall be decorative picket, classic or gothic, white, bronze, or black in color and constructed of pre-finished synthetic materials. Wooden, wire mesh, or like materials are not permitted.

2.3.1.3 Installation shall be professional in appearance; minimal grading of lawn area is permitted as necessary to achieve a visually pleasing structure.

2.3.1.4 Installation shall be adjacent to the rear of the house, sited a minimum of 4' from the outer line of the house or lanai and a minimum of 6' from the rear property line. No more than 600 square feet may be enclosed.

2.3.1.5 Appropriate landscaping to screen the fencing from neighbor's view is required.

2.3.1.6 Pet doors that afford unsupervised pet access are not permitted.

2.4 Yard Decorations

2.4.1 Permanent yard decorations (not holiday) shall not exceed three (3) items without specific TMA-ARC approval and may only be placed in existing planting beds.

2.5 Signs

2.5.1 For Sale Signs

2.5.1.1 Only a small portable style sign with metal stakes is allowed. The size shall be 18" x 24" and no more than 3 feet in height. Larger signs are permitted with TMA-ARC pre-approval.

2.5.1.2 A maximum of two (2) signs may be displayed on each property. This means one (1) sign in front of the house and one (1) sign in the back of the house.

2.5.1.3 An "Open House" sign may be displayed on the day of the showing only.

2.5.1.4 Rental/Lease signs are not permitted.

2.5.2 Election Signs

2.5.2.1 The maximum size for any individual political sign in residential districts is six (6) square feet.

2.5.2.2 Sign will be permitted to be displayed beginning on the day absentee ballots are mailed and must be removed within 5 days after the election.

2.5.2.3 No more than one (1) sign for each elective office or issue on the ballot may be displayed in any given election cycle.

2.5.3 Garage sale signs are permitted. (See Section 4.4.4 for Standards)

2.5.4 Commercial signage is prohibited with the exception of on-going construction signs which must comply with Manatee County ordinance. Such signs may be posted the date construction begins and must be removed as soon as the TMA-ARC approved job is complete.

2.5.5 Any parcel owner may display a sign of reasonable size provided by a contractor for security services within 10 feet of any entrance to the home.

2.6 Play Equipment, Barbeques and Yard Maintenance Equipment

2.6.1 Play equipment, barbeques and yard maintenance equipment (mowers, wheel barrels, garden hoses, etc.) are not to be placed in front of any home in the Preserve. Any items at the side of the home ***must not be visible*** from the street. Within the Plantations at Tara, play equipment is subject to local HOA guidelines (Appendix B).

2.6.2 Play equipment in the back of any house must be within the confines of a screened enclosure that follows all rules as described in Section 1.4.5. Barbeques may only be used and stored in the back of a home (or within a screened enclosure, if the homeowner so prefers). Within the Plantations at Tara, play equipment is subject to local HOA guidelines (Appendix B).

2.7 Generators and Other Equipment

2.7.1 Manatee County and TMA-ARC approval is required for the installation of all generators. As part of the approval process, a proposed landscape plan must also be submitted to, and approved by, TMA-ARC to shield the generator from public view.

2.7.2 Ancillary equipment to the home or pool may be installed on the exterior only so as not to be visible from the street or adjacent properties unless specifically authorized by the TMA-ARC (per 14.16 Declaration of Covenants).

2.8 Awnings and Exterior Decorative Shutters

2.8.1 Awnings may be only permitted on the back of a home with TMA-ARC approval. Exterior decorative shutters are not permitted.

3. Landscaping (includes lawns, living plant material, etc.)

3.1 Lawns

3.1.1 Lawns are to be mowed, weeded and trimmed as necessary. Areas browning due to lack of feeding must be attended to by the homeowner. Lawn areas browning due to infestation must be repaired at homeowner's expense. In the Preserve, maintenance-free villa homeowners should contact the GVLA Management Company to report any landscaping issues.

3.1.2 If homeowners fail to maintain their lawn, then the Master Association shall, after written notice to the owner, have the right, but not the obligation to affect such maintenance in accordance with Article 7 of the governing documents, and the Self-Help Policy as adopted by the TMA Board November 2013, or any revisions thereof. All costs of such maintenance shall be assessed to the owner as a Special Assessment.

3.1.3 Lawns must be St. Augustine grass or other TMA-ARC approved grasses or ground cover, per section 3.3. Exceptions are defined and referenced in 3.3.3.2 only.

3.2 Living Plant Material and Compost Material

3.2.1 Bushes, living plant material and trees are to be trimmed and neat in appearance and shall not infringe on neighbors' land. Plant material must not cause a safety issue for vehicles by limiting visibility or infringe upon a pedestrian's safe passage. Mulched areas should be neat in appearance.

3.2.2 Rain Barrels and/or composting bins are permitted with prior approval of a plan, submitted to TMA-ARC. Such plans shall address placement, color, materials and plant screening as well as the basic construction of the device. All Florida-friendly devices must be properly maintained in function and appearance. Rain barrels and composting bins that are no longer functioning as originally approved shall be removed immediately. Please refer to section 6 of this manual for the application process. Residents of the Golf Villas Landscape Association (GVLA) must first apply to the GVLA before submitting plans to the TMA-ARC.

3.3 Landscape Plans

3.3.1 Landscape plans that deviate from the original design and footprint must be submitted to the TMA-ARC. In the Preserve, after TMA-ARC approval, maintenance-free villa homeowners are required to obtain GVLA approval. In the Plantations, Homeowners are subject to local HOA guidelines (Appendix B.)

3.3.2 Borders, edgings and/or ground cover must be approved by the TMA-ARC. See Article 10.01-F of the TMA By-Laws.

3.3.3 Florida friendly landscape is defined as "quality landscapes that conserve water, protect the environment and are adaptable to local conditions and are drought tolerant. The principles of xeriscaping include planning and design, appropriate choice of plant, efficient irrigation, practical use of mulches, and proper maintenance." (Transcribed from Florida State Statute 373.185, 2008). Members of the GVL, must be pre-approved by this body prior to submission to the TMA-ARC.

3.3.3.1 Given the transitional status of Tara Preserve from traditional landscape design to Florida Friendly, any specific landscape plan shall evidence a significant degree of aesthetic harmony with the immediate neighborhood and the community at large. The TMA-ARC acknowledges that some homeowners may wish to implement an overall plan in stages and welcomes this approach.

3.3.3.2 Guidelines for development of Florida Friendly plans for Tara Preserve remove the current requirement of St. Augustine grass and allow grasses that require less water but do not turn brown during winter. Consult the University of Florida Extension Service and Manatee Agricultural and Natural Resource Department for soil and site evaluation and recommended plant list. In addition, because of the root growth of oaks and other trees inhibiting the growth of St. Augustine grass, the planting of other grass types may be considered by the TMA-ARC.

3.3.3.3 Homeowners may install ground covers that remain green all year. These ground covers shall, when fully grown, show no more than 20% mulch in their beds after a two-year establishment period. Ground covers installed to replace lawns shall not exceed sixteen inches in height. Consult the University of Florida Extension Service for soil analysis, weather zone, and lists of appropriate plants.

3.3.3.4 Allowed mulches include cypress, eucalyptus, pine bark, pine needles and synthetic products that simulate the listed products. Each Florida Friendly landscape plan submitted to the TMA-ARC for approval must indicate the design of the site plan, all plant materials, mulches, etc. It is strongly recommended that homeowners consult with the above-named resources in developing their plans. Please refer to section 6 of this manual for the application process.

3.3.3.5 Consistently colored river rock may be allowed as a replacement for vegetative mulch in accordance with the above section 3.3.3.4 guidelines. Specific areas may include examples such as around plantings, shrubs and trees, and mailboxes.

3.4 Trees

3.4.1 Plant material may not obstruct the view of oncoming traffic and/or golf courses, preserve or lake views from the neighboring residence. The TMA-ARC may require the Homeowner to remove the plant material at the Homeowner's expense.

3.4.2 By Manatee County ordinance, no trees may be planted between the street and any sidewalk.

3.4.3 Fruit trees are discouraged and will be PROHIBITED if rodents/snakes are found to be attracted to the area. All fruit must be removed from the ground within 12 hours. If the tree presents a health or safety issue and/or attracts rodents and/or snakes, the TMA-ARC may require the Homeowner to remove the tree at the Homeowner's expense.

3.4.4 All tree removal in the front or side of the property except as defined in Section 3.4.5 requires prior TMA-ARC approval. It is the homeowner's responsibility to comply with any applicable ordinances or permit requirements regarding tree removal. As a condition of approving a removal of a tree on a homeowner's property, the TMA-ARC **requires the stump be ground down a minimum of 4 inches below the surface. The TMA-ARC** shall have the authority, in its discretion, to require the Homeowner to replace the tree with another tree or other appropriate landscaping reasonably necessary to preserve the aesthetic appearance of the property.

3.4.5 Removal of canopy trees (as defined by Manatee County to include all oaks, maples, and other species (not palms) that exceed 30 feet in height at maturity and are planted in the front of the house by the developer) requires Manatee County approval and it is the homeowner's responsibility to comply with applicable ordinances or permit requirements regarding canopy tree removal. There may be additional county requirements regarding removal and replacement. The TMA-ARC will be notified of such removal by the Homeowner and proof of the County removal permit submitted to the TMA-ARC. Even in the event of an act of God, the Homeowner is responsible for replacement and/or removal and must receive County permission if required by county ordinance.

3.4.6 As recommended by the US Forest Service, the Florida Department of Agriculture and the Florida Forest Service, palm trees and canopy trees which fall under the jurisdiction of Manatee County **should** not be topped or hat racked. Such practice introduces insect infestation and disease leaving the tree disfigured. **Hat-racking is a practice in which the top of the tree, known as the canopy, is removed, leaving vital major branches chopped off with stubs exposed. TMA-ARC approval is required prior to topping or hat-racking a tree in the front or side of the property.**

3.5.1 Landscape and security lighting, including lampposts are permitted. Lighting may not create a public nuisance for neighboring properties. Lampposts may not exceed 7 feet in height and require TMA-ARC approval.

4. Miscellaneous

4.1 Parking

4.1.1 One small vehicle **not to exceed 1 ton payload capacity (the total weight the vehicle can carry in both passengers and cargo) and 9 feet in height (measured from the ground to the highest point of the vehicle or any object)** with commercial markings may be parked in a private driveway (per Manatee County Ordinance).

4.1.2 There is to be no parking of recreational vehicles (i.e., campers, watercraft, etc.) or trailers on driveways except to load/unload and for no more than 48 hours without pre-approval from the TMA-ARC.

4.1.3 Pick-up trucks with contents in the bed, which can be seen above the sidewalls of the bed, may not be parked in driveways.

4.1.4 There is to be no parking on the grass at any time.

4.1.5 Disabled or non-registered vehicles must be kept within the garage, not in driveways or streets. **Note:** Butler's Crest is a private road and therefore under the jurisdiction of the Plantations HOA.

4.2 Curbs

4.2.1 Curbs and gutters shall be kept clean. Painting of curbs is not permitted.

4.3 Trash, Recycling, and Yard Waste

4.3.1 Curb-side trash and recycling pick-up must be in covered containers or heavy-duty trash bags and must be placed no earlier than 6:00 PM the evening preceding scheduled pick-up. Trash and recycling containers must be removed from curb and properly stored (out of public view, i.e., inside garage, etc.) no later than midnight the day of pick-up.

4.3.2 Trash containers must be stored in the garage.

4.3.3 Yard waste must be properly disposed of as per Manatee County guidelines.

4.4 Garage/Estate Sales

4.4.1 Approval by the TMA-ARC is required in advance.

4.4.2 Only one (1) yard sale per residence is permitted within 12 consecutive months.

4.4.3 All items for sale or used in the garage/estate sale must remain in the garage and/or driveway. You may not block access to the sidewalk or interfere with your neighbor's privacy.

4.4.4 Garage/estate sale signage is only permitted on the day of the sale. Only one (1) garage/estate sign no larger than 18"x24" is permitted. This sign may not exceed three (3) feet in height.

4.5 Pets in our community are subject to all provisions of the Manatee County Animal Control Ordinance. Violations of this ordinance will be enforced by the County. Important sections of this ordinance are described for homeowners' convenience in Section 5 of this Manual. The complete county ordinance is available at www.mymanatee.org.

4.5.1 Pets (cats, dogs, etc.) are to be under the control of their owner and on a leash at all times.

4.5.2 County Ordinance requires pet owners to remove feces deposited by their animal from any public or private property.

4.5.3 In the event that any pet kept on the premises shall constitute a nuisance, the pet owner will be held responsible.

4.5.4 See Section 5 of this Manual – Manatee County Ordinance Outline: Animal Control.

4.5.5 Dog runs, enclosures, houses, etc., are not permitted on the exterior of any property.

4.6 Painting of Fire Hydrants

4.6.1 The painting of fire hydrants is prohibited except as directed by Manatee County or Fire Department.

4.7 Holiday Lighting and Decorations

4.7.1 Holiday lighting and decorations may be placed no more than 30 days prior and must be removed no more than 15 days after the associated holiday.

4.8 House Decorations

4.8.1 Exterior house decorations (non-holiday) require TMA-ARC approval.

4.9 Clothes Lines, Non-Traditional Interior Window Treatments

4.9.1 Clotheslines or other exterior clothes drying apparatus are permitted within screened enclosures in the back of the house. Clothes, sheets, blankets, towels or other articles may not be hung over fences or otherwise exposed, except in such manner as may be approved by regulations of the Tara Master Association. (Article 14.16 Miscellaneous Visual Restrictions, of the Master Document).

4.9.2 Non-traditional interior window coverings (bed sheets, newspapers, etc.) that are visible from the exterior of the home are not permitted.

4.9.3 The TMA-ARC reserves the right to regulate such items to the fullest extent permitted by applicable laws or regulations.

Appendix A-1

Mailboxes

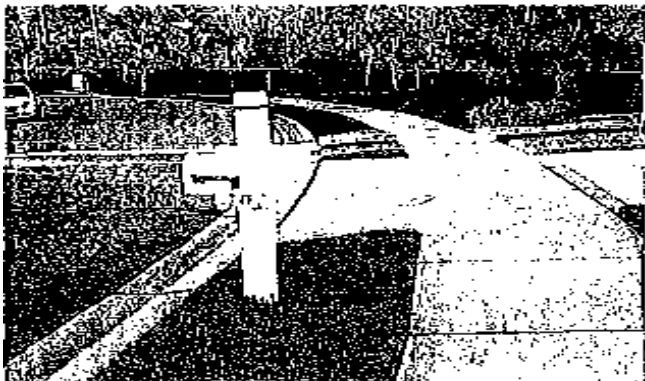
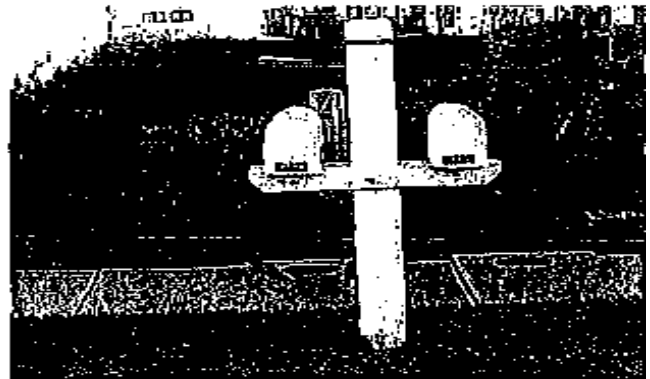
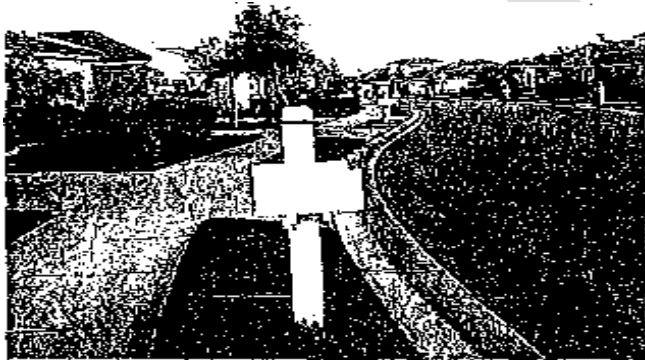
The mailboxes, posts and numbers in Tara Preserve were made and originally installed by "The Mailbox Man". Mailboxes are white plastic and were originally produced by Flambeau Products, Middlefield, Ohio. Replacement mailboxes are available from Flambeau Products, and can be ordered online: www.flambeauhardware.com, for shipment directly to the homeowner. Replacements, if not exact, must be similar in design, size, color and material.

Mailbox posts and crossbars must be exact replacements. The post dimensions are as follows:

Height of post: 5 feet above ground
Post dimensions: 6"x 6" solid wood
Width of cross bar: 31.7/8"

Double crossbars are 2" thick solid wood, with approximately 4 1/4" between front and back bar
Height of crossbar above ground: 36"

Mailbox posts and flags (special paint for plastic is available at home improvement stores) should be painted regularly to maintain a like-new appearance.



Appendix A-2

The Preserve Roofing Material and Design Pictures

Homes by Towne Roofing Tiles: *

Birchwood	Sahara	Sunflower
Blossom	Morocco	Pueblo

* Hanson roof tile was used for all homes. Their website is www.hansonrooftile.com



Lee Wetherington Homes Roofing Tiles
Hanson roof tile was used for all homes. Their website is www.hansonrooftile.com.

Standard roof tiles were as follows:

Palema — Slurry Coat

Burnt Mission	Sahara	Sunflower
Morocco	Blossom	Birchwood

As an upgrade the following Color Thru Roof tiles were available:

Palema - Color Thru

Cappuccino	Malibu	Beachside
Coconut	Firebrick	Kiwi



Appendix B

The Plantations - Article 9

Use Restrictions

The following protective restrictions, limitations, conditions and agreements are hereby imposed upon the Subdivision and shall apply to all Owners and their tenants and their respective guests, families, invitees, agents, employees, contractors, licensees and all other persons occupying such Parcels or in actual or constructive possession or control thereof.

9.01. Residential Use. No Parcel shall be used for other than single family residential purposes and in accordance with applicable zoning and governmental land use regulations, the Master Declaration and this Declaration.

9.02. Architectural Review and Requirements. There shall be no Improvement, Landscaping, Alteration, Repair, or Restoration, or other item or Work undertaken within the Subdivision, except after Architectural Review by the Architectural Review Committee of the Master Association in accordance with the Master Declaration, and with the special neighborhood standards established by the Master Association following requirements shall be a condition of approval by the Architectural Review Committee:

- (a) Each residential structure shall have an extruded cement tile roof as a mandatory item.
- (b) The initial plan for Landscaping of a Parcel shall specify trees, shrubs, and ornamental vegetation having an installed cost of not less than \$3,500.00, which amount may be increased from time to time by the ARC to take into consideration the amount by which the purchasing power of the United States dollar has declined from July 1997. In addition, a Parcel must be sodded and irrigated with an automatic sprinkler system.
- (c) Each property owner shall plant within twenty-five (25) feet of the right-of-way of each local street within The Plantations at Tara Golf & Country Club prior to Certificate of Occupancy, one canopy tree meeting the requirements of Section 715.10.5 of the Manatee County Land Development Code for every fifty (50) linear feet, or substantial fraction thereof, of right-of-way. None of these required trees shall be planted within a public or private utilities easement. The trees shall be spaced no closer than twenty-five (25) feet apart, unless a decorative grouping or alternative method is chosen. Existing native trees should be used to fulfill these requirements of this paragraph. Palm trees may be utilized, when grouped at least two (2) together to count as one (1) canopy tree. The Owner is responsible for installation and maintenance. In the event a street tree dies or is removed, the Owner of the lot is responsible to replace the tree within thirty (30) days.
- (d) Boundary fences are prohibited. All other fences must be specifically approved by the Plantations Board of Directors.
- (e) The outside of all residences shall be finished with stucco or brick. Siding shall not be permitted as the outside finish to a residence.
- (f) All driveways shall be concrete, or paver brick.
- (g) Mailboxes must be approved by the ARC.
- (h) All plans submitted to the ARC must include color and material for outside surfaces and must be approved by the ARC.

9.03. Utility Easements. Easements for installation, maintenance, repair and replacement of utilities and drainage facilities are reserved and established as reflected on the recorded plat of the Subdivision. Within those easements no structure, planting or other materials shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities or which may change the direction, obstruct or retard the flow of water through drainage channels in the easements. The easement area of each Parcel and all improvements in it shall be maintained by the Owner except for those improvements and facilities for which the Association, Umbrella Association, Master Association or a public authority or utility company is responsible.

9.04. Minimum Floor Area. No one story, single family residential structure shall be constructed within the Subdivision having fewer than two thousand one hundred (2,100) square feet of air-conditioned living area. No two-story single-family residential structure shall be constructed within the Subdivision having fewer than two thousand four hundred (2,400) square feet of air-conditioned living area.

9.05. Subdivision Subject to Other Declarations. The Subdivision is also subject to all and singular the restrictions and provisions of the Master Declaration, and some parcels may also be subject to the Umbrella Declaration.

9.06. Neighborhood Lakes. The Neighborhood Lakes shall not be used for boating or swimming unless the Board passes a specific resolution authorizing such activity and the specific rules and regulations that shall apply to such activities. Fishing by members and their families and guests shall be allowed, but the Board shall have the right to limit or terminate such use by specific resolution passed at a duly convened meeting of the Board. No other use of the lakes shall be made, unless the Board specifically adopts a resolution permitted said use.

The preceding provisions notwithstanding, the Association, itself, shall have the right to extract lake water for the purpose of irrigating the Association's common property. No other member may extract lake water for any purpose, unless the Board passes a resolution permitting such extraction.

Appendix C

Architectural Review and Enforcement in Areas NOT served by the Tara Master Association Master ARC

On November 18, 2013, at the request of Tara Golf and Country Club (TGCC), the Tara Master Association entered into a five-year agreement with Tara Golf and Country Club Inc. ("TGCC, Inc.") that assigned responsibility for architectural review and enforcement in Tara, excluding the Preserve and Plantations, to TGCC, Inc.

For information about architectural review in areas not currently under the control of the TMA-ARC, please consult TGCC, Inc.

SUPPORTING DOCUMENTS

The provisions in this Manual derive from the Tara Master Association Declarations, including especially Article 6 (Powers and Duties of the Board); Article 10 (Architectural Review); Article 14 (Use and Construction Restrictions), and policies adopted by the TMA Board. The current versions of these documents are available on the TMA website: www.taramasterassociation.com.

To access this website, you must have previously signed up with Resource Property Management for this service. If you have not, you may contact Resource Property Management. Once you have signed up, you will receive a Welcome letter which will have your Security Key code.

This code is used only once in the New User sign up process. Once you have completed all the requested information, you click the submit button. It will then require you to Sign-in again, using your ID (which is the email address) and the Password you created. Please remember to write your password down in a safe place, as you will need it every time you sign into the website. We do not have access to this information and you would need to contact Resource Property Management to reset your account.

1. Go to Sign-in
2. User ID (email address)
3. Password
4. Community Information Tab
5. Governing Documents – TMA Board Policies

SECTION 5

Manatee County Animal Ordinance Excerpts

Manatee County Animal Services has an Animal Ordinance that took effect May 2012. Some important sections of this Ordinance are reproduced here as a courtesy to pet owners in our community.

Annual rabies vaccinations are required for all dogs, cats and ferrets. A Manatee County license tag is also required annually for these pets, which they are required to wear.

Dogs and cats are not allowed to run at large. Your dog or cat must be on a leash no longer than 8 feet in length when the dog or cat is off the property of the owner and must be under the physical control of the owner or custodian.

All dogs and cats must be under the direct control of the owner or custodian while on the property of the owner or custodian. Animal Services must receive a complaint in order to respond and specific criteria must be met for Animal Services to take further action regarding the violation, if one does exist.

The Ordinance requires pet owners to remove feces deposited by their animal from any public property or private property of another.

Animals may not be left in vehicles unattended or in the open bed of a pickup truck or similar vehicle without being confined in a carrier or restrained by a minimum of two tethers, each attached to opposite sides of the truck or other vehicle.

No dog or cat shall materially disturb the peace and quiet or interfere with the enjoyment of life or property by persistent or repetitive objectionable noise for a persistent period of time.

The owner or custodian of a dog or cat will be in violation if their animal, when unprovoked, attacks or inflicts injury on a human, domestic animal, or property or approaches an individual upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack.

If an animal owner is issued a citation, he or she can elect to pay the citation or contest it in court. The person cited is allowed 30 days to make this decision, however, after this time period, if the citation is not paid or contested, they no longer have the right to contest the citation and may end up in jail if the fine is not paid.

Manatee County Animal Services
305 25th Street West Palmetto, FL 34221 | Phone: (941) 742-593

SECTION 6

ARCHITECTURAL REVIEW

REQUEST FORM

**Please note that this form may be
printed or downloaded
from the TMA website at:
www.taramasterassociation.com**

Tara Master Association - Architectural Review Committee Request for Architectural Review Form

TO: Tara Master Association - Architectural Review Committee

REQUEST: Architectural approval for existing home/villa/condo additions and/or modifications

FROM: _____

Name

Address

Unit

Email: _____

Phone Number

- _____ **Modifications/additions to main structure, per Section 1, (attach site plan, building plans, design, material specifications, colors, and detailed explanation.)**
- _____ **Modifications/additions to out structures, per Section 2, (to include site plan, building plans, design, material specifications, colors, and detailed explanation)**
- _____ **Landscaping, per Section 3, (to include site plan, design, materials description and specifications, and detailed explanation.)**
- _____ **Miscellaneous, per Section 4, (please attach detailed explanation)**
- _____ **Garage Sale approval request**
- _____ **Exterior Painting (Color swatch(es) required if changing colors.)**

	Existing Color	New Color	Samples (Yes / No)
Wall			
Doors			
Trim			
Roof			
Aluminum			
Stone			
Driveway			

The Architectural Review Committee has 30 days to review all properly submitted plans. A written reply will be given upon completion of action by the TMA-ARC.

Owner's Signature: _____ **Date:** _____

Architectural Review Committee

Date Received: _____

Action: *Approved* *Denied*

Signature: _____ Date: _____

Comments: _____

_____ Approval is subject to Owner obtaining necessary permits from governmental agencies.

Submit to: Tara Master Association — ARC
 c/o Resource Property Management
 2025 Lakewood Ranch Blvd., Suite 203
 Bradenton, Florida 34211
[Email: lakewoodfrontdesk@resourcepropertygmt.com](mailto:lakewoodfrontdesk@resourcepropertygmt.com)
 Fax: 941-746-7520

SAMPLE NON-COMPLIANCE LETTERS

Note: The following letters are samples only.
Actual letters will vary depending upon factors such as the severity, duration,
and frequency of violations.

DRAFT

SAMPLE ONE

Home Owner
1234 Any Street
Bradenton FL 34203

Date:

First Notice
Re: 1234 Any Street

Dear Home Owner:

The Preserve at Tara is a deed restricted community. The purpose of deed restrictions is to preserve, protect and enhance the community. The Tara Master Association Architectural Review Committee (ARC) is charged with inspecting the community to preserve the quality of our community and to enforce deed restrictions.

During a recent routine inspection on **{DATE}**, it appeared you have inadvertently overlooked some of your community responsibilities. As a courtesy, we would like to draw your attention regarding:

{Violation}. Specifically, Section of our governing documents {Supporting documentation} states:

(Example)

“2.2.2. Mailbox posts shall be properly maintained and painted only exterior white. Post having mildew or mold shall be washed and/or painted to remove all mildew or mold. When a mailbox post is shared by two homeowners, the post shall be mutually maintained by both homeowners.”

By way of this letter, the Tara Master Association Board of Directors respectfully requests that you attend to this matter by **{DATE}**. You must inform, with proof, the Resource Property Management Office as to the date the corrective action was completed.

The ARC thanks you for your understanding and cooperation in remedying the violation(s) noted above. If you have any questions, please consult the current ARC Standards, a copy of which is available on the TMA website at www.taramasterassociation.com. You may also contact the Management office at 941-348-2912 or email: lakewoodfrontdesk@resourcepropertymgmt.com.

Sincerely,

Kaitlyn Morkus, CAM

Manager, Tara Master Association
cc. TMA ARC Chairperson

SAMPLE TWO

Home Owner
1234 Any Street
Bradenton FL 34203

Date:

Second Notice
Re: 1234 Any Street

Dear Home Owner:

In an effort to enhance property values throughout the community and maintain the standards set forth in the Tara Master Association (TMA) documents, the Association continually monitors properties for compliance with existing deed restrictions.

As a result of a prior inspection by the TMA Architectural Review Committee (TMA-ARC) you were sent a *FIRST VIOLATION NOTICE* regarding **{violation}** on **{date}**.

To date, the Resource Property Management Office has not been notified that this violation has been corrected. By way of this second notice, the TMA-ARC formally requests you remedy the above noted violation and inform, with proof, the management office as to the date the corrective action was completed no later than **{DATE}**.

Should this deadline not be met, you may expect a **FINAL** notice outlining the approved fining procedures and other legal action employed by the Association when persistent deed restriction violations occur.

The Association hopes that you accept this letter not as criticism, but as a positive effort to maintain a superior living environment in the Tara community. Thank you in advance for your cooperation and for sharing our commitment to the overall quality of your community.

Sincerely,

Kaitlyn Morkus, CAM

Manager, Tara Master Association
cc. TMA ARC Chairperson

SAMPLE THREE

Home Owner
1234 Any Street
Bradenton, FL 34203

Date:

Final Notice (Hearing Date: {date})
Re: 1234 Any Street, Bradenton, FL 34203

Dear Home Owner,
The Association has sent previous notification to you regarding a violation of the Association's governing documents pertaining to **{violation}** as follows:

The governing documents state: **Standards {section}**

The violation has been documented as occurring on the following dates and/or between the following time period: **{date}** through current.

Because you have not complied with the previous letter(s), you are hereby advised with this 14-day notice that a hearing has been scheduled before the Compliance Committee on **{date}** at **{time}**, at the following location: The Tara Preserve Community Center 7340 Tara Preserve Ln., Bradenton, FL

The Compliance Committee will conduct the hearing to determine whether to confirm or reject the fine proposed by the Board in the amount of \$100 per day for each day of the violation. If you plan on bringing an attorney with you to this hearing, please notify the association manager at least 5 days prior to the scheduled date.

At the hearing before the Compliance Committee, you will hear the evidence supporting the claim of violation and the fine proposed by the Board. You will be able to refute any charges and present your position to the committee regarding why a fine should not be confirmed by the committee. After the opportunity for both sides to be heard, the committee will review the information and determine if they will confirm or reject the amount of the fine proposed by the Board.

FAILURE TO ATTEND OR OTHERWISE REFUTE THE ALLEGATIONS OF THE VIOLATION WILL NOT SERVE TO DELAY THE HEARING OR PREVENT THE COMMITTEE FROM CONSIDERING WHETHER TO CONFIRM THE PROPOSED FINE. In the event you are unable to attend the meeting in person, you may submit a written statement to the committee.

If you have evidence that the violation has been corrected, it is imperative that you send such evidence by email **lakewoodfrontdesk@resourcepropertymgmt.com** or in person to the address above. For additional information or questions, you may also contact **{manager}** by phone at (941) 348-2912.

In accordance with the association's governing documents and Florida law, the Association may file a lien against your property to secure the payment of any enforcement fine confirmed by the committee that equals or exceeds \$1,000.00. Further, the Association may file and prosecute legal action to foreclose the lien and collect any fine imposed as well as seek injunctive relief to cure the violation, and to collect the Association's attorney's fees and costs.

Thank you for your anticipated understanding and timely cooperation in this matter.

For the Association,
Kaitlyn Morkus, CAM
Manager, Tara Master Association
cc. TMA ARC Chairperson
cc: Board of Directors