Tara
Community Development District

Board of Supervisors’ Meeting
October 22, 2019

District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813-994-1001

www.taracdd.org
All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.
Board of Supervisors  
Tara Community Development District 1  

PLEDGE OF PUBLIC CONDUCT  
WE MAY DISAGREE, BUT WE WILL BE RESPECTFUL OF ONE ANOTHER WE WILL DIRECT ALL COMMENTS TO ISSUES WE WILL AVOID PERSONAL ATTACKS  

Dear Board Members:  

The workshop of the Board of Supervisors of the Tara Community Development District 1 will be held on **Tuesday, October 22, 2019 immediately following the regular Board meeting at 9:00 a.m.**, at the Tara Community Center, located at 7340 Tara Preserve Lane, Bradenton, Florida 34203. The following is the agenda for this meeting:  

1. **CALL TO ORDER/ROLL CALL**  
2. **PLEDGE OF ALLEGIANCE**  
3. **ADOPTION OF AGENDA**  
4. **AUDIENCE COMMENTS**  
5. **BUSINESS ITEMS**  
   A. Discussion Regarding Policies and Procedures....................Tab 1  
   B. Discussion Regarding Operations and Goals..........................Tab 2  
6. **ADJOURNMENT**  

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.  

Sincerely  
Angel Montagna  
District Manager  

cc: John Vericker, District Counsel
Tab 1
Policy and Procedures

Pool
• Food and beverages allowed under the pergola only
• No glass or alcoholic beverages allowed
• No reservations for the pool allowed

Tennis and Pickle Ball Courts
• No reservations for tennis and pickle ball courts allowed
• No furniture in courts allowed

Community Center Reservations
• Center may be reserved for groups or clubs providing they are residents and that there is a minimum of eight in group/club. Failure to comply with the minimum could result in loss of booking if others are waiting to reserve and meet the criteria.
• Resident making the reservation must be present at the function.
• Guests and non residents are not allowed use of the facilities if they do not have a membership or are not accompanied by a resident. Failure to comply may result in cancellation of fob. A $15.00 reactivation charge will apply for first time offenders. A $25.00 fee for second time offenders, A three month suspension of facility uses for third time offenders. These fees will be applied if need be at the determination of the Field Manager before he activates the fob based on his evaluation of the situation.
• TMA and HOA reservations of the center for their meetings are restricted to no more than 6 meetings a year. (Total of 12) Any other requests for meetings from TGCC, TMA committees, HOA committees, etc., the guidelines for rental of the center for non residents apply, i.e. $300.00 for 4 hour increments.
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Safety and Security

Each owner of a property in Tara Preserve may register to receive a “Fob” which now permits access to the Tara Community Center, pool and pickle ball and tennis courts and rest rooms. It replaces the prior key system. In addition, a 24/7 security camera system has been installed for the interior and exterior of the Community Center, the parking lot, pool and the tennis and pickle ball courts.

Pool

There is no life guard for the pool and users swim at their own risk.

In the event of an emergency 911 should be called.

There are no reservations for the pool.

Food and beverages are allowed only under the pergola.

No glass or alcoholic beverages are allowed.

All waste materials must be placed in a proper receptacle.

Children twelve years of age or under must be accompanied by an adult.

All persons using the pool must have proper swim attire.

Community Center

Reservations of the Community Center are restricted to owners who have received a “Fob”.

Reservations are allowed for parties of at least eight persons and the owner must attend.

Under attendance to a reserved function may be deemed a violation in the sole discretion of the Board of Supervisors.

Failure to comply with these rules may result in the suspension of the “Fob” privileges for up to one year, as determined by the Board of Supervisors in its sole discretion.

TMA and HOA reservations for the Community Center are restricted to a total of 12 per year, said meetings to be allotted as the TMA determines. Additional reservations shall be on a rental basis in accordance with existing Tara Preserve guidelines.
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For the Policies and Procedures meeting on May 28, I suggest we review the following list of items. Along with these agreements, we need to determine content for the Procedural Manual which was discussed in April 2019 meeting.


Card key (or Fob) system – card issuance and replacement, user instruction, user conduct, cost, penalties

Community Center – usage/misuse and attire, hours of operation, rental rules, renter fees (residents and non-residents), damage, contract application and retention of docs, signage, Community interface, complaints and process, signage

Tennis/Pickle Ball Courts - usage/misuse and attire (residents and non-residents), hours of operation, damage, card entry, Community interface and process, complaints and process, rental options with associated fees, application form and retention of docs, signage

Pool and Spa – usage/misuse, (residents and non-residents) hours of operation, damage, card entry, Community interface and process, complaints and process, rental options with associated fees/application and retention of docs, signage

Resident petition for new club, sport, activity
From: Barbara Linden <Seat3@TaraCDD.org>
Sent: Monday, September 9, 2019 8:01 PM
To: Angel Montagna <AMontagna@rizzetta.com>
Subject: Fwd: Re:

Angel
I reviewed all 6 documents you attached and found the first one labeled “Tara Community Development District No 1 - Community Center Policies and Rental and User Fees” to be the most current version and a summary of all the other 5 documents.
So I updated this one and emboldened, underlined and italicized my suggested changes. This may be a good starting point for our discussion in Oct.

Sent from my iPad

On Sep 9, 2019, at 6:11 PM, Barbara Linden <Seat3@taracdd.org> wrote:

Tara Community
Development District No. 1
Community Center Policies
and Rental and User Fees

<WRD000.jpg>

**Rental Fees:** Rental Fees shall mean those fees, including applicable security deposits and cleaning fees, charged for the exclusive use of the District community center for private functions. (The District pool, tennis/pickle ball facilities, or any other area located outside of the District community center may not be rented for private functions).

**User Fees:** User Fees shall mean those fees charged, on an annual or daily basis, for the non-exclusive use of the District community center.

**Security Deposit:** A refundable security deposit of $200 shall be charged for all private rentals. Upon inspection by the Field Manager and the determination that there are no damages, the deposit will be fully refunded. The deposit will be fully refunded if the private function is cancelled due to inclement weather or emergency. However, deposits are non-refundable in the event that a private
function is cancelled with less than forty-eight (48) hours’ notice.

**Cleaning Fee:** A non-refundable fee of $50 shall be charged to cover the cost of cleaning the facility subsequent to its use for private functions if necessary.

<table>
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<tr>
<th>District Residents</th>
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<td>User Fees do not apply. Residents who lease their property to another party will be deemed her right to use the District pool, community center, and tennis/pickle ball facilities without pa tenant for the term of the lease. During the term of the lease, the owner of the leased prope User Fees for use of the District pool, community center, and tennis/pickle ball facilities un another property within the District.</td>
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<th>Non-Residents</th>
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<td>User Fees apply. The District shall charge User Fees to those individuals who do not reside wit use the District Pool, community center and tennis/pickle ball facilities. Individuals who do no may pay User Fees on an annual or a daily basis. Payment of User Fees shall entitle an individua family to the non-exclusive use of the District pool, community center, and tennis/pickle ball f to register as non-resident users of the District pool, community center and tennis/pickle ball f. District Manager at (941-756-2416)</td>
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<tr>
<th>Resident and Community Organization Fees and Deposits</th>
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<td>Residents of the District (Preserve), government organizations, Tara and Preserve homeowner associations, condominium associations, property owners’ associations and community organizations with residents as members for free events that are open to residents of the District. (2 two (2) hour blocks of time). Block times are listed in the Community Center Policies and Hours of Operation.</td>
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| Residents that rent the community center for private events. (2 two (2) hour blocks of time). Block times are listed in the Community Center Policies and Hours of Operation. |
Residents or such organizations who use the community center on a regular basis for put events, as defined at the discretion of the District, must pay a refundable $100.00 deposit, which will be used by the District only if cleaning or repairs are needed as a result of the resident’s organization’s private function. Costs for cleaning and repair over the $100.00 deposit shall be billed to the resident or organization. (2 two (2) hour blocks of time)

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<th>Non-Resident Fees</th>
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<td>Deposit</td>
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Rental Fee for the community center (2 two (2) hour block of time) or hourly.

A complete listing of all regulations and fees is available at the community center by contacting the Field Manager at (941) 756-2416. Friday, Saturday and Sunday evenings shall be reserved for use by individuals and or group parties. No organizations may reserve these evenings from 5:00 p.m. to 11:00 p.m. The Field Manager may schedule organizations in these time slots if and only if no individuals or group parties have requested that evening. Additionally, if organizations have been scheduled for any of these evenings and then an individual or group requests the community center for that evening, the organization must cancel their event on that evening.

Tara Community
Development District 1
Community Center Policies

1. The community center is for use by residents of Tara Community Development District I (Preserve), their guests, non-resident members and renters.

2. The community center shall be open from 8:00 a.m. to 1:00 p.m. Monday through Friday which are the hours our Field Manager will on premises. It shall be closed outside of these times unless it is occupied by an authorized individual or group. *Group meetings will end no later than 9:00pm. Access to the center for authorized meetings will be organized by*
activating the fob of the meeting leader. Changes to the leadership must be communicated to the Field Manager in advance of the scheduled meeting.

3. The community center may not be used under any circumstances without the prior scheduling of the event with the field manager, and that the activity or rental is posted on the official calendar.

4. Parties wishing to make reservations for private and exclusive use of the community center, not-to-exceed 4 hours, shall contact the Field Manager no later than two (2) weeks preceding the date of the reservation requested. Reservations are taken in the order in which they are received. Any illegal activities as defined by Florida statutes or Manatee County ordinances will not be permitted within any community facilities. All renters must be present during the entire time that they have rented the community center. The renter (resident) will have their fob activated to enable access and clean up after the event.

5. Organizations may use the community center at no charge, but must return the community center to its original state of cleanliness and setup as they found it or pay a $100 clean-up fee. Additionally they must advertise on community channel 196 as a public notice of their acceptance of any resident in their activity.

Weekly Schedule: Social/recreational groups of District (Preserve) residents wishing to schedule weekly time slots must sustain at least eight District (Preserve) residents, plus their guests for each reserved time slot. Groups that fall below that number for three consecutive weeks will result in loss of the weekly reservation, freeing that slot for general community resident use for that calendar year. If a group can sustain six members, the group may continue with a bi-monthly or monthly reservation for the remainder of the year. No group designated by the Board of Supervisors of the District as having special permission to obtain more than one time slot during prime time may request more than two, two hour time slots in a given week.

Bi-monthly or Monthly Schedule: Social/recreational groups of District
(Preserve) residents wishing to schedule bi-monthly or monthly time slots must have at least six District (Preserve) residents present at all sessions. Groups that fall below that number for three consecutive weeks will release the reserved time slot for general community use for the remainder of the year.

Meetings of the community associations within the District (Preserve) which include the Tara Community Development District 1, the Tara Master Association and its committees, the six condominium associations and the Golf Villa Landscape Association that meet the statutory posting and public session requirements are exempt from these requirements. The field manager may schedule up to two small group meetings for the community center at his or her discretion.

If any group believes it can sustain the eight or six District (Preserve) resident requirement for a reserved time slot, it needs to apply for a standing reservation complete with roster of District (Preserve) names anticipated. Groups who have lost weekly, bi-monthly or monthly slots may reapply in October for the new calendar year if they believe they can again meet the standard continuing basis at some point in time. The field manager will schedule on a first come, first serve basis with no “holding” of specific times that may have been previously assigned.

During the months of June, July and August, the number of required residents participating in these continuing groups may be relaxed to sixty percent of the standard minimum number required.

**Small Groups:** District (Preserve) residents that are involved with groups with fewer than required attending District (Preserve) residents for a standing reservation or meeting may utilize the $50.00 rental options available to all District (Preserve) residents if open time slots are available.

**Usage Cards:** Usage cards indicating date, group name, number of District (Preserve) residents present, number of non-resident guests and the signature of the designated District (Preserve) resident contact must be submitted to the field manager after each free event, whether it
is a continuing reservation or single association meeting activity.

6. All persons using the community center, pool or tennis/pickle ball courts do so at their own risk. No group can expect use of the entire community center, with the exception for the District, Manatee County and the State of Florida.

7. The community center may not be used for commercial purposes.

8. Residents may not reserve the community center and sublet the facility to any other person or organization.

9. Children under the age of 12 must be accompanied by an adult (18 years of age or older) at all times while in the community center.

10. Skateboards, in-line skates and similar equipment are not allowed in the community center at any time.

11. Furniture shall not be removed from the community center at any time.

12. After use of the community center, all equipment, furnishings, and property of the District shall be returned to its original location and condition.

13. The District is not responsible for items left on the premises. It shall be the responsibility of any party using the community center to remove food or other items from the community center.

14. All persons using the community center shall obey the Manatee County noise ordinances and the posted capacity limits of the facility as defined by the Manatee County Fire Marshall.

15. No animals except service dogs as provided by law shall be allowed in the community center.

16. In accordance with the District’s insurance policy, alcoholic beverages may not be sold in the community center. Users must purchase any alcoholic beverages prior to the event, and the renter or their caterer may not sell the alcoholic beverages in the community center.
17. Caterers must add the District as an additional insured prior to the event and must provide the Field Manager with a copy of the insurance certificate.

18. Renters must abide by all applicable laws and regulations while using the community center.

19. Subject to review by the Board of Supervisors, the District Field Manager may suspend the privileges of any resident or guest to use the recreational facilities that violates these policies. 

First violation results in a warning, the second offense is a fine and their is deactivation of a fob.

The Field Manager may be contacted at (941) 756-2416.

Tara Community
Development District No. 1
Tennis/Pickle Ball Court
Policies

1. Tennis/Pickle ball courts are for use by residents of Tara Community Development District 1 (Preserve), and non-resident members. Guests are permitted only when accompanied by a resident or non-resident member on the court that they are using at that time. Guests are limited to three (3) guests per household playing on one court.

2. No user activity except tennis/pickle ball is permitted on the courts. Skateboards, bicycles, roller skates, radio controlled cars, etc. are not permitted on the courts or walkways surrounding the courts. No furniture is allowed in the courts. Anyone found violating this rule is subject to a fine and/or deactivation of the resident’s fob.

3. No pets are permitted on the tennis/pickle ball courts at any time.

4. No food or alcoholic beverages are permitted on the courts.

5. Children under the age of 12 must be accompanied by a parent or person 18 years or older at all times.
6. Tennis/Pickle ball shoes must be worn on the courts. Shirts must be worn at all times.

7. Tennis/Pickle ball courts are available on a first-come, first-served basis. There are no advanced reservations. The “holding” or “saving” of courts is expressly prohibited when players are waiting.

8. Tennis/Pickle ball may commence daily at 8:00am and continue until 9:00pm

9. Players are required to observe court etiquette, as well as rules of good conduct on and around the courts.

The Field Manager may be contacted at (941) 756-2416.

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**Tara Community Development District 1**  
**Swimming Pool and Spa Policies & Procedures**

1. The community center pool is for use by Preserve residents and members of the Tara Community Development District 1 (the “District”).

2. The pool facilities are open **from 8:00am to 9:00pm**.

3. All persons using the pool and spa facilities do so at their own risk.

4. Each household may bring up to six guests for use of the pool facilities.

5. Guests must be accompanied by a resident or member at all times.

6. Lifeguards will not be present at the pool facilities.

7. Adults over the age of eighteen must be present at all times to supervise the children under the age of sixteen in the pool.

8. Individuals under the age of sixteen must be accompanied by an adult over the age of eighteen at all times while using the pool facilities.

9. Children nine years old and under must have an adult over the age of eighteen in the pool with
them at all times. Each adult can only supervise up to three children (under the age of nine) while in the pool.

10. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Infants and toddlers must wear swim diapers or swim pants that are form-fitting. (Rubber briefs must be placed over diapers).

11. The maximum bathing load in the pool is thirty persons.

12. Proper swimming attire must be worn while using the pool facilities. (Bathing suits only). No street clothes can be worn in the water.

13. Showering is mandatory before use of the pool facilities.

14. No running is allowed within the pool facilities and spa.

15. No diving is allowed.

16. No kickboards or buoys are allowed in the pool except for water wings, swim rings, or personal flotation devices (U.S. Coast Guard approved) or swimming fins used by small children, unless deemed unsafe by the District Field Manager.

17. No rough housing, “chicken” fighting or horseplay is allowed in the swimming pool, or on the pool deck area.

18. Spitting or spouting of water is not allowed in the pool.

19. Except for service animals, no animals are allowed in the pool facilities.

20. **Bottled water and packaged snacks are permitted under the pergola only. There is no smoking and/or vaping within the pool enclosure**

21. No alcoholic beverages are allowed in the pool facilities.

22. No glass containers are allowed in the pool enclosure

23. No parties are allowed in the pool enclosure.
24. Electronic devices brought to the pool shall be kept at reasonable volumes in consideration of others using the pool facilities.

25. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.

26. No rollerblades/in-line skates, skateboards or the like in the pool area.

27. No use of profanity will be tolerated.

28. Call 911 in the event of an emergency.

29. All occupants of the pool enclosure must vacate the pool/spa and leave the area if lightning is observed or thunder is heard in the area.

30. The pool door must be kept locked at all times.

31. Residents or members without an authorized fob will not be allowed in the pool enclosure.

32. Persons within the confines of the enclosure must not allow residents or members in without a fob to enter.

33. Renters within the District must make arrangements with the District Field Manager to obtain a fob to the pool facilities.

34. Any person found in violation of any rules or policies herein stated may be asked to leave the pool area immediately. Violations of the Rules will be subject to a warning upon the initial violation, a fine for the second and fob deactivation on their violation.

35. Any persons using the pool facilities must follow the applicable rules and regulations of Manatee County and the State of Florida.

36. No illegal or unlawful activities may occur at the pool facilities.

**ADDITIONAL RULES FOR THE SPA**

37. All rules shown above also apply to the use of the spa.

38. No one under the age of six is allowed in the spa.

39. The maximum bathing load in the spa is eight persons.
40. Maximum use of the spa is fifteen minutes.

41. Pregnant residents should consider the health issues when using the spa.

The Field Manager may be contacted at (941) 756-2416.

Tara Community Development District 1
Community Center Hours of Operation

?????? Tara Community Development District 1
Community Center Usage Card

Date: ________________ Time: ___ a.m./p.m.- ___ a.m./p.m. (circle)

Group Name: ______________________________

Number of District (Preserve) Residents: __________

Number of Non-District (Non-Preserve) Guests: __________

Total Participants: ______________________

Signature of Resident (Preserve) Contact:___________________

Falsification of this form may result in the District (Preserve) resident being restricted from the community center use for up to a year.

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Hello Angel,

Here is an agenda of items I would like to discuss as part of our 2nd meeting on Tuesday.

If you would like to print it out for the other supervisors, it is below.

Joe

Pool

*current SWIMMING POOL AND SPA POLICIES & PROCEDURES review*

Consolidated signage
Pool furniture
Authorized activities
Food and beverage
Proper attire
music
umbrella policy - suggest CCD providing umbrella bases and residence bring own umbrella
Items to be allowed in pool

Club House

*hours of operation*
club activities
rental agreement review
deposit
procedures for renting facility
cleaning facility after use

Tennis and pickle ball

*Review current policy*
no furniture or storage on court area
time of use

CCD TV

*policy and procedure for posting events*

CCD lakes

*process for reporting issues*
fishing
unauthorized uses
CCD property
Approved signage
Conservation area policy review
Landscaping

Review of Resolution 2016-01
Fees for non-residents

Review key agreement

Board member authorizations
All members will have key to all facilities including field service managers office
All members will have a CDD vest
All member will have access to security camera software
All members will be able to speak to vendors for information purposes
All members will be able to speak to Field Service Manager to share and receive information
Directives to be executed by FSM will be sent by email to District Manager and FSM. Follow up on those directives will be re

Field service manager
FSM will be able to execute normal operations that are within current budget
FSM will be able to spend discretionary expenses up to amount decided

Policies and procedure for enforcement - 3 step
Documentation - all non-compliance issues must be documented and signed by field service manager and/or board membe
Complaint form for non-compliance
Supporting evidence of non-compliance, i.e. Video, written, phone, etc.
1st offence is verbal warning - documented
2nd offence is written warning - documented and signed by board member
3rd offence is key surrender and future would be key card deactivation for 30 days
Subsequent events is above for 90 days
If a resident has their privileges revoked and another member allows them access, then that resident loses their privileges fi
All revocations can be appealed to CDD board

Review of Guest privileges
Guest passes
free verses paid
annual, weekly or daily