TARA COMMUNITY DEVELOPMENT DISTRICT 1  
AGENDA  
DECEMBER 16, 2014 at 10:00 a.m.  

The Tara Community Center, 7340 Tara Preserve Lane, Bradenton, FL 34203.

District Board of Supervisors  
John Schmidt   Chairman  
Dan Powers   Vice Chairman  
Joseph Mojica   Board Supervisor  
Beth Bond   Board Supervisor  
Mike Dyer   Board Supervisor  

District Manager  
Matthew Huber   Rizzetta & Company, Inc  

District Counsel  
John Vericker   Straley & Robin  

District Engineer  
Rick Schappacher   Schappacher Engineering, LLC  

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at 10:00 a.m., with the first section which is called Audience Comments. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called Staff Reports. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called Business Items. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors’ discussion, motion and vote. Agendas can be reviewed by contacting the Manager’s office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called Supervisor Requests. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.
December 8, 2014

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

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Tara Community Development District 1 will be held on Tuesday, December 16, 2014 at 10:00 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. AUDIENCE COMMENTS
4. ADOPTION OF AGENDA
5. REPORTS
   A. Landscape & Aquatics Vendor Reports (under separate cover)
   B. Field Manager
   C. Officers
   D. District Manager
      1. Review of Action Items List (under separate cover)
      2. Presentation of Monthly Financial Status Report (under separate cover)
   E. District Counsel
   F. District Engineer
6. BUSINESS ADMINISTRATION
   A. Reading and Approval of the Minutes of the Board of Supervisors Regular Meeting held November 18, 2014 ......................... Tab 1
   B. Consideration of Operational and Maintenance Expenditures for the Month of November 2014 ........................................... Tab 2
7. UNFINISHED BUSINESS
   A. Review of Workshop Agendas and Supervisor’s Role
   B. Discussion of Storage Options for the Community Center
8. NEW BUSINESS
   A. Discussion of Enforcement of Longstanding Community Center Policy; Size of Group Required for Use of Center
   B. Consideration of Resolution 2015-02; Appointment of Associate Treasurer ................................................................. Tab 3
9. SUPERVISOR REQUESTS

10. 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,

Matthew Huber
District Manager
Tab 1
MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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

The regular meeting of the Board of Supervisors of the Tara Community Development District 1 was held on Tuesday, November 18, 2014 at 10:04 a.m. at the Tara Community Center, located at 7340 Tara Preserve Lane, Bradenton, Florida 34203.

Present and constituting a quorum:

John Schmidt          Board Supervisor, Chairman
Joe Mojica            Board Supervisor, Vice Chairman
Dan Powers            Board Supervisor
Beth Bond             Board Supervisor
Mike Dyer             Board Supervisor

Also present were:

Matthew Huber         District Manager, Rizzetta & Company, Inc.
John Vericker         District Counsel, Straley & Robin
Rick Schappacher      District Engineer, Schappacher Engineering
Jim Kaluk             Field Manager
Sarah Brown           Representative, Aquatic Systems
Ed Coil               Representative, West Bay Landscape

FIRST ORDER OF BUSINESS  Call to Order

Mr. Schmidt called the meeting to order and asked Mr. Huber to conduct roll call. Mr. Huber proceeded to perform the roll call. The Board recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS  Audience Comments

No audience members present.
THIRD ORDER OF BUSINESS     Adoption of Agenda

Mr. Dyer handed out Rules for Vice Chairman and Asst. Treasurer for the Board and Staff. Mr. Huber requested item 7D and 7E to be moved to the front of the agenda. Ms. Bond requested agenda item 7F to read Discussion of Water Quality. The Chairman stated the Agenda is adopted as amended.

On a Motion by Mr. Mojica seconded by Mr. Dyer, with all in favor, the Board adopted the agenda with changes for the Tara Community Development District 1.

FOURTH ORDER OF BUSINESS     Swearing in of Newly Elected Officials;

Mr. Huber administered the Oath of Office to Ms. Beth Bond, Mr. Joe Mojica and Mr. Dan Powers, all elected to have compensation for future Board of Supervisors meetings.

Mr. Huber stated per Florida Statute, each Board Member is entitled to collect a sum of $200.00 per meeting with a maximum of $4,800.00 annually for their attendance at Board Meetings. Mr. Huber asked Ms. Bond, Mr. Mojica and Mr. Powers if they would like to receive compensation. All chose to accept compensation.

FIFTH ORDER OF BUSINESS     Consideration of Resolution 2015-01; Appointing the Board.

Ms. Bond requested that an Associate Treasurer position be added to the Rules of Procedure. A discussion ensued.

On a Motion by Ms. Bond, seconded by Mr. Powers with all in favor, the Board approved to create an Associate Treasurer position for the Tara Community Development District 1.

The Board appointed Mr. John Schmidt as Chairman and Mr. Dan Powers as Vice Chairman.

On a Motion by Ms. Bond, seconded by Mr. Dyer with all in favor, the Board adopted Resolution 2015-01 Appointing the Board for the Tara Community Development District 1.

On a Motion by Mr. Schmidt, seconded by Mr. Powers with all in favor, the Board approved to put Joe Mojica’s name on the wall plaque as Vice Chairman for the Tara Community Development District 1.
SIXTH ORDER OF BUSINESS

Reading and Approval of the Minutes of the Board of Supervisors Regular Meeting held October 28, 2014

Mr. Schmidt presented the regular meeting minutes to the Board for approval. There were several changes.

On a Motion by Mr. Mojica, seconded by Mr. Dyer with all in favor, the Board adopted the minutes of the regular meeting on October 28, 2014 as amended for the Tara Community Development District 1.

SEVENTH ORDER OF BUSINESS

Consideration of the Operations and Maintenance Expenditures for the Month of October 2014

Mr. Huber presented the Operations and Maintenance Expenditures for October 2014, advising expenditures totaled $51,946.06. The following changes were requested; move pest control to interior club, Qsmrt, Inc., change to security system, West Bay, page 56 code to $4704-57200, and West Bay, page 59 code to #53900-4619.

On a Motion by Mr. Mojica, seconded by Mr. Powers, with all in favor, the Board accepted as presented the operation and maintenance expenditures for October 2014 ($51,946.06), for the Tara Community Development District 1.

EIGHTH ORDER OF BUSINESS

Reports

Officers

No report. The Chairman stated the Field Manager needs a new cell phone. This does not require Board approval.

District Manager

Mr. Huber presented the Action Item List and the revised Monthly Financial Status Reports to the Board. Mr. Huber stated the next regular meeting of the Board of Supervisors is scheduled for December 16, 2014 at 10:00 a.m.

The meeting recessed at 11:09 a.m.
The meeting resumed at 11:20 a.m.

District Counsel

No report. Mr. Vericker reviewed the Sunshine & Ethics rules for newly elected Board Members.
On a Motion by Ms. Bond, seconded by Mr. Powers, with all in favor, the Board directed staff to request from the District Engineer an updated Public Facilities report for the Tara Community Development District 1.

On a Motion by Mr. Powers, seconded by Mr. Dyer, with all in favor, the Board approved to move the Vendor Reports up in the agenda for the Tara Community Development District 1.

Ms. Brown with Aquatic Systems reviewed the November 5, 2014 with the Board.

Mr. Coil with West Bay provided an update to the Board.

**Field Manager**

Mr. Kaluk presented his report to the Board.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding Water Quality**

Ms. Bond reviewed with the Board the importance of Water Quality. A discussion ensued.

**TENTH ORDER OF BUSINESS**

**Discussion of Landscape Workshop**

Ms. Bond presented her outline for the landscape workshop to the Board.

**ELEVENTH ORDER OF BUSINESS**

**Discussion on Amenity Pool Rules (under separate cover)**

This item was tabled until the December meeting.

**TWELFTH ORDER OF BUSINESS**

**Discussion of Storage Options for the Community Center**

This item was tabled until the December meeting.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Powers inquired about the insurance for the pool.
Mr. Schmidt stated the old signs at the back of the building need to be removed. Mr. Kaluk will have them removed by the end of the week.

FOURTEENTH ORDER OF BUSINESS

Adjourned

On a Motion by Mr. Mojica, seconded by Mr. Dyer, with all in favor, the Board adjourned the meeting at 12:56 p.m. for the Tara Community Development District 1.
Tab 2
Operation and Maintenance Expenditures
November 2014
For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2014 through November 30, 2014. This does not include expenditures previously approved by the Board.

The total items being presented: **$32,704.58**

Approval of Expenditures:

__________________________________
_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary
## Tara Community Development District

### Paid Operation & Maintenance Expenses

**November 1, 2014 Through November 30, 2014**

*10111 - Cash- Operating Account (New)*

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Advice of Debit # 444767244  
November 14, 2014  

Client Number:  
891015  

JOY BLOCKER  
TARA COMMUNITY DEVELOPMENT DIS  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390  

For Billing inquiries, please contact your client service rep at (866)873-0386.  

Current Information  Important IRS Notice  

You are responsible for timely filing employment tax returns and paying employment taxes for employees, even if you authorize a third party to do this for you. The IRS recommends enrolling in the Electronic Federal Tax Payment System (EFTPS) to monitor your account and ensure timely tax payments are being made, online at www.eftps.gov or call (800) 555-4477. Contact applicable state offices about similar state means to verify tax payments/filings.  

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NO PAYMENT REQUIRED. This amount will be debited from your account # XXXXXXXXX7482 on 11/21/2014 or the next banking day. When your account is debited, this invoice will be automatically paid in full.
## Payroll Summary

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**Pay Frequency Totals: Biweekly**
- Hours: 43.00
- Total Paid: $860.00
- Tax Withheld: $219.29
- Deductions: $0.00
- Net Pay: $640.71
- Employer Liability: $5.79
- Total Expense: $25.79

**Company Totals:**
- Hours: 43.00
- Total Paid: $860.00
- Tax Withheld: $219.29
- Deductions: $0.00
- Net Pay: $640.71
- Employer Liability: $5.79
- Total Expense: $25.79

**Total Net Pays for Company:** 1

---

Date Rec'd Dist Office: [Handwritten Date]
DM Approval: [Handwritten Date]
Date Entered: 11/20
Fund: 101
Check #: ACH + Direct Dep.
TARA CDD 1
7340 Tara Preserve Lane
Bradenton, Fl. 34203

--- LEAVE RECORD ---

**NAME:** James Kaluk

**PAY PERIOD** October 27, 2014, to November 06, 2014

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<td>4.30</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>11-04-14</td>
<td>8:30AM</td>
<td>1:00PM</td>
<td>4.30</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>11-05-14</td>
<td>8:30AM</td>
<td>1:00PM</td>
<td>4.30</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>11-05-14</td>
<td>9:00AM</td>
<td>1:00PM</td>
<td>4.00</td>
<td>Day of Vacation</td>
</tr>
<tr>
<td>F</td>
<td>11-06-14</td>
<td>9:00AM</td>
<td>1:00PM</td>
<td>4.00</td>
<td>Day of Vacation</td>
</tr>
<tr>
<td>S</td>
<td>11-07-14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wireless Statement

Bill-At-A-Glance

Previous Balance $73.45
Payment - 10/14 - Thank You! $73.45CR
Adjustments $0.00
Balance $0.00
New Charges $73.50
Total Amount Due $73.50
Amount Due in Full by Nov 19, 2014

Service Summary

Service Page Total
Wireless 941 345-7159 $73.50 1
Total New Charges $73.50
OCT 3 0 2014

Date Rec'd: Rizzetta & Co., Inc.
D/M approval: [Signature]
Date entered: OCT 3 0 2014
Fund: GL 51200 OC 4702
Check #

How to Contact Us:
For questions about your account: 1 800 331-0500
or 611 from your cell phone
For Deaf/Hard of hearing TTY: 1 866 241-6567
Visit us online at www.att.com

For important information about your bill, please see the News You Can Use section (Page 2).

Return bottom portion with your check in the enclosed envelope. Payments may take 7 days to post.

DUE BY: Nov 19, 2014 $73.50
Other Charges and Credits

Voice Usage Summary
Nation 450 with Rollover
Total Minutes Used 72
Plan Minutes 450
Mobile to Mobile Minutes Unlimited
Minutes Used 16
Night & Weekend Minutes 5,000
Minutes Used 5

Rollover Minutes Summary
Last Month’s Rollover Balance 4,132
Current Month Added to Rollover + 378
Expired Rollover Minutes * - 373
NEW ROLLEROVER MINUTES BALANCE 4,137
* Unused Rollover Minutes expire after 12 bill periods.

Data Usage Summary
3GB DATA
Plan MB 3,072
MB Used 642
1 Gigabyte (GB) = 1024MB, 1 Megabyte (MB) = 1024KB

Surcharges and Other Fees
5. Administrative Fee 0.61
6. Federal Universal Service Charge 2.10
7. Property Tax Allotment 0.28
8. Regulatory Cost Recovery Charge 0.52
Total Surcharges and Other Fees 3.51

Total Other Charges & Credits 3.51
Total for 941 345-7159 73.50
Total for Wireless accounts 73.50

Important Information

LATE PAYMENT FEE
The late payment fee for consumer and Individual Responsibility User (IRU) bills not paid in full by the payment due date is $5. Late payment fees for Corporate Responsibility User (CRU) accounts are applied according to applicable contracts.

ELECTRONIC CHECK CONVERSION
Paying by check authorizes AT&T to use the information from your check to make a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as the day your payment is received. If we cannot process the transaction electronically, you authorize AT&T to present an image copy of your check for payment. Your original check will be destroyed once processed. If your check is returned unpaid, you agree to pay such fees as identified in the terms and conditions of your AT&T Service Agreement. Returned checks may be presented electronically. If you want to save time and stamps, sign up for auto payment at www.att.com/stoppaper using your checking account. It’s easy, secure, and convenient!

TAX ID
AT&T Mobility Tax ID # 84-1659970.

SURCHARGES AND OTHER FEES
In addition to the monthly cost of the rate plan and any selected features, AT&T imposes the following other charges, on a per line basis: (1) federal and state universal service charges, (2) a Regulatory Cost Recovery Charge of up to $1.25 to help defray its cost incurred in complying with obligations and charges imposed by state and federal telecom regulations, (3) an Administrative Fee to help defray certain expenses AT&T incurs, such as interconnection and cell site rents and maintenance, and (4) other government assessments, including without limitation a gross receipts surcharge and a Property Tax Allotment surcharge of $0.20 - $0.45 applied per Corporate Responsibility User’s assigned number. These fees are not taxes or government-required charges. See www.att.com/additionalcharges.

SINGLE PAYMENT AGREEMENT (FOR KIOSK PAYMENT)
I authorize AT&T to pay my bill by debiting my bank account. If my bank rejects a payment, I may be charged a return fee up to $30.

© 2012 AT&T Intellectual Property. All rights reserved.
Important Information - Continued

AT&T NATL CENTER FOR CUSTOMERS WITH DISABILITIES
Questions on accessibility by persons with disabilities:
1 866 241-6568.

WRITTEN CORRESPONDENCE
Do not send notes/letters with payment. We cannot guarantee receipt. Send notes/letters to AT&T, PO Box 1809, Paramus, NJ 07653-1809.
TARA CDD 1
SUPERVISORS PAY REQUEST

Date of Meeting: October 28, 2014

<table>
<thead>
<tr>
<th>Name of Board Supervisor</th>
<th>Check if present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Mojica</td>
<td>X</td>
</tr>
<tr>
<td>John Schmidt</td>
<td>X</td>
</tr>
<tr>
<td>Dan Powers</td>
<td>X</td>
</tr>
<tr>
<td>Beth Bond</td>
<td>X</td>
</tr>
<tr>
<td>Michael Dyer</td>
<td>X</td>
</tr>
</tbody>
</table>

All present to be paid.

Date Rec'd Rizzetta & Co., Inc. OCT 29 2014
D/M approval MCH Date 10/31
Date entered OCT 30 2014
Fund GL 51100 OC 1101
Check #
ADVERTISING INVOICE

PLEASE MAKE CHECK PAYABLE TO: BRADENTON HERALD

REFERENCE NUMBER
T102187433

DATE STARTED
10/05/14

DESCRIPTION OR TAG LINE
NOTICE OF PUBLIC

END DATE
10/05/14

AD DIMENSION
MEETI

TIMES RUN
2

RATE
87.0L

SIZE
101.79

CHARGES OR CREDITS
0.00

PREVIOUS AMOUNT OWED
0.00

NEW CHARGES THIS PERIOD
101.79

NEW TAXES THIS PERIOD
0.00

PAYMENT THIS PERIOD
0.00

DEBIT ADJUSTMENTS THIS PERIOD
0.00

CREDIT ADJUSTMENTS THIS PERIOD
0.00

BILLING INQUIRIES: 941-745-7069
OTHER INQUIRIES: 941-748-0411

RECEIVED

NOV 06 2014

Date enteried
NOV 06 2014

Fund
GL 51300 0C 4801

M
PAGE: 1

CURRENT BALANCE: $101.79

TOTAL AMOUNT IS DUE BY THE 20TH OF THE MONTH

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>OVER-30</th>
<th>OVER-60</th>
<th>OVER-90</th>
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</thead>
<tbody>
<tr>
<td>$101.79</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

$101.79 Total Due:

THANK YOU FOR PLACING YOUR ADS WITH US
THE PRESERVE AT TARA

For service at:
7340 TARA PRESERV LN OFC
BRADENTON FL 34203

News from Comcast
Go paperless with Ecobill, sign up to view and pay your Comcast Business bill online at business.comcast.com/myaccount

<table>
<thead>
<tr>
<th>Monthly Statement Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
</tr>
<tr>
<td>Payment - 10/24/14 - thank you</td>
</tr>
<tr>
<td>New Charges - see below</td>
</tr>
<tr>
<td><strong>Total Amount Due</strong></td>
</tr>
<tr>
<td>Payment Due by</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Charges Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comcast High-Speed Internet</td>
</tr>
<tr>
<td>Comcast Digital Voice©</td>
</tr>
<tr>
<td>Other Charges &amp; Credits</td>
</tr>
<tr>
<td>Taxes, Surcharges &amp; Fees</td>
</tr>
<tr>
<td><strong>Total New Charges</strong></td>
</tr>
</tbody>
</table>

Thank you for being a valued Comcast customer!
# TARA CDD 1
## SUPERVISORS PAY REQUEST

**Date of Meeting:** October 28, 2014

<table>
<thead>
<tr>
<th>Name of Board Supervisor</th>
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</tr>
</thead>
<tbody>
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<td>Dan Powers</td>
<td>X</td>
</tr>
<tr>
<td>Beth Bond</td>
<td>X</td>
</tr>
<tr>
<td>Michael Dyer</td>
<td>X</td>
</tr>
</tbody>
</table>

*All present to be paid.*

---

Date Rec'd Rizzetta & Co., Inc.: OCT 29 2014
D/M approval: McH Date: 10/31
Date entered: OCT 30 2014
Fund: 101 GL: 5100 OC: 1101
Check #: ___________________
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
FY 2014/2015 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM

Invoice No.: 32306 Date Invoiced: 10/01/2014
Special District Accountability Program

Instructions: In accordance with Sections 189.064 and 189.018, F.S., and Chapter 73C-24, F.A.C., please remit the fee due payable to the Department of Economic Opportunity OR complete the Zero Annual Fee Certification Section, as appropriate. In addition, review the information below about the district and update as necessary. Provide backup documentation if the district’s name or status has changed. By the postmarked due date, mail the payment and this signed form to the Department of Economic Opportunity, Office of Financial Mgmt., 107 E. Madison Street, MSC 120, Tallahassee, Florida 32399-4124. Direct questions to (850) 717-8430.

ANNUAL FEE: $175.00 LATE FEE: $0.00 RECEIVED: $0.00 FEE DUE, POSTMARKED BY 12/03/2014: $175.00

District's Name, Registered Agent & Office:
Tara Community Development District
Mr. William J. Rizzetta
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Telephone: (813) 933-6571
Fax: (813) 855-6212
Status*: Independent
Creation Document: On File
Map: On File
Last Update: 11/12/2013

Website: 
nrizzetta@nrizzetta.com

County(ies): Manatee
Local Governing Authority*: Manatee County
Function(s)*: Community Development
Date Established: 12/1/1999
Creation Documents*: County Ordinance 99-58
Statutory Authority*: Chapter 190, Florida Statutes
Board Selection*: Elected
Authority to Issue Bonds*: Yes
Revenue Source*: Assessments

EXPLANATION:

*Certified by:
Date Rec'd Rizzetta & Co., Inc.
D/M approval
Date entered

Certifications:

CERTIFICATION: I, the undersigned registered agent, do hereby certify that the information above is accurate and complete as of this date. It does _____ or does not _____ need to be adjusted.

Registered Agent's Signature: [Signature]
Date:

ZERO ANNUAL FEE CERTIFICATION SECTION - If eligible, the special district may request a zero annual fee instead of making a payment by having the registered agent certify to the following:

1. This special district is not a component unit of a general purpose local government as defined in the Governmental Accounting Standards Board's Statement No. 14, issued in June 1991 effective after December 15, 1992, as amended.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported $3,000.00 or less in annual revenues to the Department of Financial Services on its Annual Financial Report for Fiscal Year 2012/2013 (special districts created after that fiscal year must attach a current income statement verifying $3,000.00 or less in revenues for the current fiscal year).
4. This certification will be returned to the Department at the address above postmarked by 12/03/2014 and
5. This special district understands that if the Department determines any of these items to be inaccurate, this special district must pay the appropriate fee when invoiced. The Department will verify these statements within 30 days of receiving this form.

I, the undersigned registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the above statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be investigated and verified by the Department of Financial Services and the Auditor General.

SIGN ONLY IF ELIGIBLE FOR AND REQUESTING A ZERO ANNUAL FEE:

Registered Agent's Signature: [Signature]
Date:

Department Use Only: _____ Verified and Approved _____ Denied - Reason(s): [Reason(s)]

DETO-SDAP-001 Effective 05/15/2014

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.

DETACH AND KEEP THIS PORTION FOR YOUR RECORDS.
Check Request

Amount: $12.87
Date: 11/18/14
Payable to: FL Department of Revenue
Address: 5050 W. Tennessee St.
         Tallahassee, FL 32399-0120
Reason: Sales Tax for Clubhouse Rentals & Pool Keys- October 2014
Requestor: Joy Blocker
Instructions: Must be postmarked by the 20th

Approved by [Signature]

Date Paid: Rizzetta & Co., Inc. Date 11/19/14
Date entered: NOV 18 2014
Fund: GL 23000 OC
TARA COMMUNITY DEVELOPMENT DISTRICT  
7340 TARA PRESERVE LN  
BRADENTON FL 34203-8036

Florida Sales and Use Tax Return  
Collection Period: OCT 2014

Location/Mailing Address Changes:  
New Location Address: 

Telephone Number: 
New Mailing Address: 

Amount Due From Line 9: 72.87  
On Reverse Side:  
Check here if payment was made electronically: 

0500 0 20141031 0001003043 8 4000001566 7691 1

1. Gross Sales (Do not include tax) 197.13
2. Exempt Sales (Include those in Gross Sales, Line 1) 
3. Taxable Sales/Purchases (Include Internet/Out-of-State Purchases) 197.13
4. Total Tax Collected (Include Discretionary Sales Surtax from Line 8) 12.87
5. Less Lawful Deductions 
6. Less DOR Credit Memo 
7. Total Tax Due 12.87
8. Less Collection Allowance or Plus Penalty and Interest 
9. Amount Due With Return (Enter this amount on front) 12.87

Under penalties of perjury, I declare that I have read this return and the facts stated in it are true.

Signature of Taxpayer:  
Date: 11/19/14  
Telephone #: 8139535571

Signature of Preparer:  
Date: 11/18/14  
Telephone #: 723-4335571

Discretionary Sales Surtax Information
A. Taxable Sales and Purchases NOT Subject to DISCRETIONARY SALES SURTAX 
B. Total Discretionary Sales Surtax Collected .99

E-file / E-pay to receive collection allowance

Please do not fold or staple.
<table>
<thead>
<tr>
<th>Acct Number</th>
<th>Inv Date</th>
<th>Due Date</th>
<th>Amount</th>
<th>Period Covered</th>
<th>Location</th>
<th>GL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>82905-81324</td>
<td>10/7/2014</td>
<td>11/6/2014</td>
<td>$ 7.65</td>
<td>10/7/14-11/6/14</td>
<td>6021 Wingspan Way - Pump</td>
<td>4300</td>
</tr>
<tr>
<td>01677-60412</td>
<td>10/9/2014</td>
<td>11/10/2014</td>
<td>$ 693.88</td>
<td>10/9/14-11/10/14</td>
<td>Street Lights</td>
<td>4300</td>
</tr>
<tr>
<td>02155-36012</td>
<td>10/9/2014</td>
<td>11/10/2014</td>
<td>$ 1,415.20</td>
<td>10/9/14-11/10/14</td>
<td>Street Lights</td>
<td>4300</td>
</tr>
<tr>
<td>21606-40237</td>
<td>10/13/2014</td>
<td>11/12/2014</td>
<td>$ 13.33</td>
<td>10/13/14-11/12/14</td>
<td>6602 Tailfeather Way</td>
<td>4300</td>
</tr>
<tr>
<td>77477-96121</td>
<td>10/13/2014</td>
<td>11/12/2014</td>
<td>$ 25.28</td>
<td>10/13/14-11/12/14</td>
<td>6375 Tara Blvd</td>
<td>4300</td>
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<tr>
<td>92421-21235</td>
<td>10/13/2014</td>
<td>11/12/2014</td>
<td>$ 98.94</td>
<td>10/13/14-11/12/14</td>
<td>6795 Tailfeather Way</td>
<td>4300</td>
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<tr>
<td>99787-71237</td>
<td>10/13/2014</td>
<td>11/12/2014</td>
<td>$ 90.86</td>
<td>10/13/14-11/12/14</td>
<td>6751 Tailfeather Way</td>
<td>4300</td>
</tr>
<tr>
<td>55553-58430</td>
<td>10/7/2014</td>
<td>11/6/2014</td>
<td>$ 524.13</td>
<td>10/7/14-11/6-14</td>
<td>7340 Tara Preserve - Pool</td>
<td>4304</td>
</tr>
</tbody>
</table>

| UTILITY SERVICES          | 001 53100 4300 | $ 2,650.57 |
| RECREATIONAL FACILITIES   | 001 53100 4304 | $ 524.13   |
| Total                     |               | $ 3,174.70 |

Date Rec'd: Rizzetta & Co., Inc.  
D/M approval: Nov 20 2014  
Date entered:  
Fund: 001  
GL: 53100 OC  
Check #: 4300
Your electric statement
For: Oct 07 2014 to Nov 06 2014 (30 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: 7141 TARA PRESERVE LN # IRRIG

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments ( - )</th>
<th>Additional activity (+ or - )</th>
<th>Balance before new charges ( = )</th>
<th>New charges ( + )</th>
<th>Total amount you owe ( = )</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>560.45</td>
<td>560.45 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>295.58</td>
<td>$295.58</td>
<td>Dec 01 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

Meter reading - Meter AC08193
Current reading 78216
Previous reading - 75927
KWh used 2889

Energy usage
Last Year
This Year
KWh this month 3809 2889
Service days 29 30
KWh per day 131 96

The electric service amount includes the following charges:
Customer charge: $7.46
Fuel: $94.58 ( $0.032730 per kWh)
Non-fuel: $183.17 ( $0.063400 per kWh)

Amount of your last bill 560.45
Payment received - Thank you 560.45 CR
Balance before new charges $0.00

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)
Electric service amount 285.19**
Storm charge 3.00
Gross receipts tax 7.39
Total new charges $295.58

Total amount you owe $295.58

Payment received after January 28, 2015 is considered LATE; a late payment charge of 1% will apply.
TARA COMMUNITY DEVELOPMENT
DISTRICT #1
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

Make check payable to FPL in U.S. funds
and mail along with this coupon to:
FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number: 39798-63317
Statement date: Nov 06 2014
Next meter reading: Dec 05 2014

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (-)</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.21</td>
<td>18.21 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>9.85</td>
<td>$9.85</td>
<td>Dec 01 2014</td>
</tr>
</tbody>
</table>

Amount of your last bill 18.21
Payment received - Thank you 18.21 CR
Balance before new charges $0.00

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)
Electric service amount 9.58**
Storm charge 0.02
Gross receipts tax 0.25
Total new charges $9.85

Total amount you owe $9.85

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-228-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com

RECEIVED

FPL

Please request changes on the back. Notes on the front will not be detected.
### Your electric statement

For: Oct 07 2014 to Nov 06 2014 (30 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: 8021 WINGSPAN WAY #PUMP

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (())</th>
<th>Additional activity ((+) or (-))</th>
<th>Balance before new charges ((=))</th>
<th>New charges ((\pm))</th>
<th>Total amount you owe ((\pm))</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.30</td>
<td>15.30 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>7.65</td>
<td>7.65</td>
<td>Dec 01 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

**Meter reading** - Meter ACD5933

- Current reading: 04609
- Previous reading: 04609
- kWh used: 0

**Energy usage**

- kWh this month: 220
- kWh per day: 8
- Service days: 29
- Year: 30

**The electric service amount includes the following charges:**

- Customer charge: $7.46
- Non-fuel energy charge: $0.063400 per kWh
- Fuel charge: $0.022730 per kWh

Amount of your last bill: 15.30
Payment received - Thank you: 15.30
Balance before new charges: $0.00

**New charges** (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

- Electric service amount: 7.46**
- Gross receipts tax: 0.19

Total new charges: $7.65

**Total amount you owe**: $7.65

---

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: [www.FPL.com](http://www.FPL.com)
## Your electric statement

For: Oct 09 2014 to Nov 10 2014 (32 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: STREET LIGHTS # TARA CD DIST

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>01677-60412</td>
<td>$693.88</td>
<td>Dec 01 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
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<td>0.00</td>
</tr>
<tr>
<td>Balance before new charges (=)</td>
<td>693.88</td>
<td>693.88</td>
</tr>
<tr>
<td>New charges (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total amount you owe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New charges due by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Energy usage

- Total kWh used: 1517

<table>
<thead>
<tr>
<th>kWh this month</th>
<th>Last Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1517</td>
<td>1517</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service days</th>
<th>29</th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td>kWh per day</td>
<td>52</td>
<td>47</td>
</tr>
</tbody>
</table>

**The electric service amount includes the following charges:**
- Non-fuel energy charge: $0.030520 per kWh
- Fuel charge: $0.029920 per kWh
- Electric service amount: 680.12**
- Storm charge: 11.12
- Gross receipts tax: 2.64
- Total new charges: $693.88

### Total amount you owe

- Amount of your last bill: 693.88
- Payment received - Thank you: 693.88 CR
- Balance before new charges: 0.00
- New charges (Rate: SL-1 STREET LIGHTING SERVICE)
  - Electric service amount: 680.12**
  - Storm charge: 11.12
  - Gross receipts tax: 2.64
- Total new charges: $693.88

**Total amount you owe: $693.88**

- Payment received after January 28, 2015 is considered LATE; a late payment charge of 0.365% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.
## Detail of Rate Schedule Charges for Street Lights

**Account Number:** 01677-60412  
**Service From:** 10-09-2014  
**Service To:** 11-10-2014  
**Service Days:** 32  
**KWH/Day:** 47

**Service Address:** STREET LIGHTS # TARA CD DIST, BRADENTON FL 34203

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>WATTS</th>
<th>LUMENS</th>
<th>OWNER/MAINT</th>
<th>QUANTITY</th>
<th>RATE/UNIT</th>
<th>KWH USED</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
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<td>100</td>
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<td>F</td>
<td>37</td>
<td>1.090000</td>
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<tr>
<td>Energy</td>
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<td>140.97</td>
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<td>Non-energy</td>
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<td></td>
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<tr>
<td>Fixtures</td>
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</tr>
<tr>
<td>Maintenance</td>
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</tr>
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<tr>
<td>Fixtures</td>
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</tr>
<tr>
<td>UCNP</td>
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<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Energy sub total</td>
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<td>40.33</td>
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<td>Non-energy sub total</td>
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<td>Sub total</td>
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<td>Capacity payment recovery charge</td>
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<td>11.12</td>
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<td>691.24</td>
</tr>
<tr>
<td>Gross receipts tax</td>
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<td></td>
<td></td>
<td></td>
<td>2.64</td>
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</tbody>
</table>

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<td></td>
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<td>693.88</td>
</tr>
</tbody>
</table>

* F - FPL OWNS & MAINTAINS  
  E - CUSTOMER OWNS & MAINTAINS  
  R - CUSTOMER OWNS, FPL RELAMPS

Print Date: November 10, 2014
**Your electric statement**

For: Oct 09 2014 to Nov 10 2014 (32 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: STREET LIGHTS # TARA CDD

---

<table>
<thead>
<tr>
<th>Account number</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>02155-36012</td>
<td>$1,415.20</td>
<td>Dec 01 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

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**Account number: 02155-36012**
Statement date: Nov 10 2014
Next bill date: Dec 09 2014

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (+)</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
<th>Total amount you owe (=)</th>
<th>New charges due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,415.20</td>
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<td>Dec 01 2014</td>
</tr>
</tbody>
</table>

---

**Total kWh used**
- Year: 3341
- This Year: 3341
- Last Year: 3341

**Energy usage**
- kWh this month: 3341
- Service days: 29
- kWh per day: 115

---

**Total amount you owe**

$1,415.20

- Payment received after January 20, 2015 is considered LATE; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.

---

Date Rec'd: Hizzetto et al.
D/M/Approval Date
Late entry fund

Please have your account number ready when contacting FPL:
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-CUTAGE (288-2483)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com
TARA COMMUNITY DEVELOPMENT
DISTRICT #1
3434 COLWELL AVE STE 200
TAMP A FL 33614-8390

**Service Address:** STREET LIGHTS # TARA CDD, BRADENTON FL 34203

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>WATTS</th>
<th>LUMENS</th>
<th>OWNER/MAINT</th>
<th>QUANTITY</th>
<th>RATE/UNIT</th>
<th>KWH USED</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>UCNP</td>
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<td>6,781</td>
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<td>.035600</td>
<td>241.40</td>
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Received: NOV 14 2014

Energy sub total: 88.75
Non-energy sub total: 1,182.83
Sub total: 3,341 1,271.58

- Energy conservation cost recovery: 5.71
- Capacity payment recovery charge: 5.31
- Environmental cost recovery charge: 2.34
- Storm charge: 24.49
- Fuel charge: 99.96
- Electric service amount: 1,409.39
- Gross receipts tax: 5.61

Total: 3,341 1,415.20

*F - FPL OWNS & MAINTAINS  E - CUSTOMER OWNS & MAINTAINS  R - CUSTOMER OWNS, FPL RELAMPS*

Print Date: November 10, 2014
TARA COMMUNITY DEVELOPMENT
DISTRICT #1
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

Service Address: STREET LIGHTS # TARA CDD, BRADENTON FL 34203

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>WATTS</th>
<th>LUMENS</th>
<th>OWNER/MAINT</th>
<th>QUANTITY</th>
<th>RATE/UNIT</th>
<th>KWH USED</th>
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<tbody>
<tr>
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<td>Non-energy Fixtures</td>
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<td>Maintenance</td>
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<td>Non-energy Fixtures</td>
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<td>1.800000</td>
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<td>PMC0001 Non-energy Fixtures</td>
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<td>PMF0001 Non-energy Fixtures</td>
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<td></td>
<td>7.370000</td>
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<td>346.39</td>
</tr>
</tbody>
</table>

* F - FPL OWNS & MAINTAINS  E - CUSTOMER OWNS & MAINTAINS  R - CUSTOMER OWNS, FPL RELAMPS

Print Date: November 10, 2014
Please request changes on the back. Notes on the front will not be detected.

TARA COMMUNITY DEVELOPMENT
DISTRICT #1
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

Make check payable to FPL in U.S. funds and mail along with this coupon to:
FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number 21606-40237
Statement date: Nov 12 2014
Next meter reading: Dec 11 2014

Your electric statement
For: Oct 13 2014 to Nov 12 2014 (30 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: 6602 TAILFEATHER WAY # IRR

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
<th>Total amount you owe ($)</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.64</td>
<td>11.64 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>13.33</td>
<td>$13.33</td>
<td>Dec 03 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

Meter reading - Meter AC12660
Current reading 01624
Previous reading 01567
kWh used 57

Energy usage
Last Year
kWh this month 65 57
Service days 30 30
kWh per day 2 2

Total new charges $13.33
New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)
Electric service amount $12.94**
Storm charge 0.06
Gross receipts tax 0.33

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-5545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com

Date: [ ]

GL [ ] OC [ ]

Note: Payment received after February 03, 2015 is considered LATE; a late payment charge of 1% will apply.
Your electric statement  
For: Oct 13 2014 to Nov 12 2014 (30 days)  
Customer name: TARA COMMUNITY DEVELOPMENT  
Service address: 6375 TARA BLVD  

<table>
<thead>
<tr>
<th>Account number</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>77477-96121</td>
<td>$25.28</td>
<td>Dec 03 2014</td>
<td>$</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments  (±)</th>
<th>Additional activity (± or -)</th>
<th>Balance before new charges (±)</th>
<th>New charges (±)</th>
<th>Total amount you owe (±)</th>
<th>New charges due by</th>
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<tbody>
<tr>
<td>25.19</td>
<td>25.19 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>25.28</td>
<td>$25.28</td>
<td>Dec 03 2014</td>
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</table>

Meter reading - Meter ACD0485
Current reading: 04338
Previous reading: 04191
kWh used: 177

Energy usage
<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>kWh this month: 176</td>
<td>177</td>
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<tr>
<td>Service days: 30</td>
<td>30</td>
</tr>
<tr>
<td>kWh per day: 6</td>
<td>6</td>
</tr>
</tbody>
</table>

**The electric service amount includes the following charges:**
- Customer charge: $7.46
- Fuel:
  - $5.79
  - ($0.032730 per kWh)
- Non-fuel:
  - $11.22
  - ($0.063400 per kWh)

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)
- Electric service amount: 24.47**
- Storm charge: 0.18
- Gross receipts tax: 0.83
- Total new charges: $25.28

Total amount you owe: $25.28
- Payment received after February 03, 2015 is considered LATE; a late payment charge of 1% will apply.
# Your electric statement

For: Oct 13 2014 to Nov 12 2014 (30 days)

Customer name: TARA COMMUNITY DEVELOPMENT  
Service address: 6795 TARA BLVD # IRR

## Account number: 92421-21235

### Account number

<table>
<thead>
<tr>
<th>Account number</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
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</tr>
</thead>
<tbody>
<tr>
<td>92421-21235</td>
<td>$98.94</td>
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### Amount of your last bill

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<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (-)</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
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<td>0.00</td>
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<td>$98.94</td>
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### Meter reading - Meter AC12670

- Current reading: 21095  
- Previous reading: 20179  
- kWh used: 916

### Energy usage

<table>
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<tr>
<th>kWh this month</th>
<th>713</th>
<th>916</th>
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</thead>
<tbody>
<tr>
<td>Service days</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>kWh per day</td>
<td>25</td>
<td>31</td>
</tr>
</tbody>
</table>

**The electric service amount includes the following charges:**

- **Customer charge:** $7.46
- **Fuel:** $29.98 ([$0.032730 per kWh]
- **Non-fuel:** $58.08 ($0.063400 per kWh)

**New charges** (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

- **Electric service amount:** 95.52**
- **Storm charge:** 0.95
- **Gross receipts tax:** 2.47

**Total new charges:** $98.94

### Total amount you owe

- Payment received after February 03, 2015 is considered LATE, a late payment charge of 1% will apply.

---

Please have your account number ready when contacting FPL.  
Customer service: 1-800-375-2434  
Outside Florida: 1-800-226-3545  
To report power outages: 1-800-4OUTAGE (468-8243)  
Hearing/speech impaired: 711 (Relay Service)  
Online at: www.FPL.com
TARA COMMUNITY DEVELOPMENT
DISTRICT #1
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

Please request changes on the back.
Notes on the front will not be detected.

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

<table>
<thead>
<tr>
<th>Account number</th>
<th>Total amount you owe</th>
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<th>Amount enclosed</th>
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</thead>
<tbody>
<tr>
<td>99787-71237</td>
<td>$90.86</td>
<td>Dec 03 2014</td>
<td>$</td>
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</tbody>
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Your electric statement
For: Oct 13 2014 to Nov 12 2014 (30 days)
Customer name: TARA COMMUNITY DEVELOPMENT
Service address: 6751 TAILFEATHER WAY # 1RR

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (+ or -)</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
<th>Total amount you own (=)</th>
<th>New charges due by</th>
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</thead>
<tbody>
<tr>
<td>45.32</td>
<td>45.32 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>90.86</td>
<td>$90.86</td>
<td>Dec 03 2014</td>
</tr>
</tbody>
</table>

Meter reading - Meter AC05108
Current reading: 23088
Previous reading: 22850
kWh used: 836

Energy usage
Last Year
kWh this month: 1772
Service days: 29
Energy usage
This Year
kWh per day: 61

**The electric service amount includes the following charges:**
Customer charge: $7.46
Fuel: $27.33
( $0.032730 per kWh)
Non-fuel: $52.93
( $0.065400 per kWh)

- Payment received after February 03, 2015 is considered LATE; a late payment charge of 1% will apply.

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-5345
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com
TARA COMMUNITY DEVELOPMENT  
DISTRICT #1  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

Please request changes on the back.  
Notes on the front will not be detected.

Make check payable to FPL in U.S. funds 
and mail along with this coupon to:

FPL  
GENERAL MAIL FACILITY  
MIAMI FL 33186-0001

<table>
<thead>
<tr>
<th>Account number</th>
<th>Total amount you owe</th>
<th>New charges due by</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>55553-58430</td>
<td>$524.13</td>
<td>Dec 01 2014</td>
<td>$</td>
</tr>
</tbody>
</table>

Your electric statement  
For: Oct 07 2014 to Nov 06 2014 (30 days)  
Customer name: TARA COMMUNITY DEVELOPMENT  
Service address: 7340 TARA PRESERVE LN # POOL

<table>
<thead>
<tr>
<th>Amount of your last bill</th>
<th>Payments (-)</th>
<th>Additional activity (+ or -)</th>
<th>Balance before new charges (=)</th>
<th>New charges (+)</th>
<th>Total amount you owe (=)</th>
<th>New charges due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,211.63</td>
<td>1,211.63 CR</td>
<td>0.00</td>
<td>0.00</td>
<td>524.13</td>
<td>$524.13</td>
<td>Dec 01 2014</td>
</tr>
</tbody>
</table>

Meter reading  
Meter 6EL8125

Current reading  85915  
Previous reading  81223  
kWh used  4692  
Demand reading  20.66  
Demand kW  21  
Energy usage  

- Amount of your last bill  1,211.63  
- Payment received - Thank you  1,211.63 CR  
- Balance before new charges  $0.00  
- New charges (Rate: GSD-1 GENERAL SERVICE DEMAND)  
  - Electric service amount  507.56**  
  - Storm charge  3.47  
  - Gross receipts tax  13.10  
- Total new charges  $524.13  
- Total amount you owe  $524.13

**The electric service amount includes the following charges:

- Customer charge:  $19.48  
- Fuel:  $153.52  
- ( $0.032720 per kWh)  
- Non-fuel:  $96.00  
- ( $0.020460 per kWh)  
- Demand:  $238.56  
- ( $11.35 per kW)  

- Payment received after January 28, 2015 is considered LATE; a late payment charge of 1 1/2% will apply.  
- Please note: your On Call Credit may change due to the winter rate schedule now in effect - November 1 through March 31.

Please have your account number ready when contacting FPL.  
Customer service:  1-800-375-2434  
Outside Florida:  1-800-226-3545  
To report power outages:  1-800-4OUTAGE (468-8243)  
Hearing/speech impaired:  711 (Relay Service)  
Online at:  www.FPL.com

Date: NOV 11 2014

Please sign.
# Invoice

**Gettle Pools, Inc.**

1931 Barber Road  Sarasota, Florida 34240  
Phone (941) 366-6267  Fax (941) 379-6126

**Billing Address:**

Tara Community  
3434 Colwell Avenue  
Suite 200  
Tampa, FL  33614

**Service Address:**

Tara Community  
7340 Tara Preserve Lane  
Bradenton, FL  34203

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Repair Order Number</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMTA01</td>
<td></td>
<td>Net Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Monthly Pool Service and Cleaning - Previous Month</td>
<td>450.00</td>
</tr>
</tbody>
</table>

**NOV 05 2014**

Date Rec'd Rizzetta & Co., Inc.  
D/M approval  
Date entered  
Fund  
Check #

Subtotal  
Sales Tax  
Total Invoice Amount  
Payment/Credit Applied  
**TOTAL**

Check/Credit Memo No.

Thank you for your continued patronage!  
To ensure your account remains current, please remit payment within 30 days.  
Overdue invoices are subject to late charges.
### Invoice

**Invoice Number:** SS313164  
**Invoice Date:** Oct 1, 2014  
**Page:** 1

**Billing Address:**  
Tara Community  
3434 Colwell Avenue  
Suite 200  
Tampa, FL 33614

**Service Address:**  
Tara Community  
7340 Tara Preserve Lane  
Bradenton, FL 34203

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Repair Order Number</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMTA01</td>
<td></td>
<td>Net Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Monthly Pool Service and Cleaning - Previous Month</td>
<td>450.00</td>
</tr>
</tbody>
</table>

**Date Rec'd Rizzetta & Co., Inc.:** NOV 05 2014  
**D/M approval: ** Date 11/10  
**Date entered: ** NOV 06 2014  
**Fund:** GLS7200  
**Check #:**

---

**Subtotal:** 450.00  
**Sales Tax:**  
**Total Invoice Amount:** 450.00  
**Payment/Credit Applied:**  
**TOTAL:** 450.00

---

Thank you for your continued patronage!  
To ensure your account remains current, please remit payment within 30 days.  
Overdue invoices are subject to late charges.
**Gettle Pools, Inc.**

1933 Barber Road  Sarasota, Florida 34240  
Phone (941) 366-6267  Fax (941) 379-6126  
www.gettlepools.com

**Account Of:**
Tara Community  
3434 Colwell Avenue  
Suite 200  
Tampa, FL  33614

**Service Address:**
7340 Tara Preserve Lane

---

**Statement**

Statement Date:  
Oct 1, 2014  
Customer Account ID:  
COMTA01

---

**Amount Enclosed**

$ __________

---

**Please make checks payable to Gettle Pools, Inc.**  
1933 Barber Road, Sarasota, FL 34240

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>9/1/14</td>
<td>SS313163</td>
<td>Monthly Pool Service and Cleaning - Previous Month</td>
<td>450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>10/1/14</td>
<td>SS313164</td>
<td>Monthly Pool Service and Cleaning - Previous Month</td>
<td>450.00</td>
<td>900.00</td>
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<table>
<thead>
<tr>
<th></th>
<th>0-30</th>
<th>31-60</th>
<th>61-90</th>
<th>Over 90 days</th>
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</thead>
<tbody>
<tr>
<td>Amount</td>
<td>900.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

**APPROVED FOR PAYMENT**  
**WORK ORDER**  
**MONTHLY SERVICE**  
**DATE** 10-3-14

---

Please remit to: Gettle Pools, Inc.  1933 Barber Road  Sarasota, FL 34240  
For questions about your service or billing, please call (941) 366-6267.

---

Thank you for your continued patronage!  
Your pool service is billed on the first of each month for the current month's service.  
To ensure your account remains current, please remit payment within 30 days.
# TARA CDD 1
## SUPERVISORS PAY REQUEST

**Date of Meeting:** October 28, 2014

<table>
<thead>
<tr>
<th>Name of Board Supervisor</th>
<th>Check if present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Mojica</td>
<td>Yes</td>
</tr>
<tr>
<td>John Schmidt</td>
<td>Yes</td>
</tr>
<tr>
<td>Dan Powers</td>
<td>Yes</td>
</tr>
<tr>
<td>Beth Bond</td>
<td>Yes</td>
</tr>
<tr>
<td>Michael Dyer</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*All present to be paid.*

---

Date Rec'd Rizzetta & Co., Inc. | OCT 29 2014
D/M approval | MBL | Date | 10/31
Date entered | OCT 30 2014
Fund | CO | GL | 5100 | OC | 1101
Check # | |
**MCUD**  
**MANATEE COUNTY UTILITIES DEPARTMENT**  
P.O. BOX 25010  
BRADENTON, FL 34206-5010  
PHONE: (941) 792-8811  
www.mymanatee.org/utilities

ACCOUNT NUMBER: 179079-104839  
TARA COMM DEV DISTRICT  
7340 TARA PRESERVE LN  
BILLING DATE: 22-OCT-2014  
DUE DATE: 13-NOV-2014

A LATE PAYMENT FEE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY THE DUE DATE.

<table>
<thead>
<tr>
<th>FROM DATE</th>
<th>TO DATE</th>
<th>DAYS</th>
<th>PREVIOUS READING</th>
<th>PRESENT READING</th>
<th>USAGE X 100 = GAL.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/17</td>
<td>10/15</td>
<td>28</td>
<td>15793</td>
<td>15633</td>
<td>40</td>
<td>7.68</td>
</tr>
</tbody>
</table>

- **Wtr Com. Individual**
- **Water Usage**
- **Cost Of Basic Service**
- **Swr Com Individual**
- **Sewer Usage**
- **Cost Of Basic Service**
- **F2_Com. Solid Waste**
- **Commercial Can**
- **Total New Charges**

**Total Amount Due:** $197.23

---

**COMM. IND WATER HISTORY**  
Hundreds of Gallons

- Jan: 259  
- Feb: 230  
- Mar: 197  
- Apr: 171  
- May: 197  
- Jun: 207  
- Jul: 208  
- Aug: 230  
- Sep: 219  
- Oct: 190  
- Nov: 172  
- Dec: 199

Date: 6/27/2018  
Date of approval: _Meh_  
Date entered: OCT 30, 2014  
Und. 001 GL 53600 OC 4300

---

**CHANGE OF MAILING ADDRESS**  
(Check Box And See Reverse Side)

**ADDRESSSEE:**  
2195 1 MB 0.432 12-8  
TARA COMM DEV DISTRICT  
3434 COLWELL AVE STE 200  
TAMPA, FL 33614-8390

**MAKE CHECKS PAYABLE TO MCUD**  
MANATEE COUNTY UTILITIES DEPARTMENT  
PO BOX 25350  
BRADENTON FL 34206-5350

---

Vote at home in the next election with Vote by Mail! Not registered to vote? Call 941-741-3823 or visit www.votemanatee.com --- Rain barrel kits are available for $33 each. Go to www.mymanatee.org/water for more info.
TARA CDD 1
SUPERVISORS PAY REQUEST

Date of Meeting: October 28, 2014

<table>
<thead>
<tr>
<th>Name of Board Supervisor</th>
<th>Check if present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Mojica</td>
<td>X</td>
</tr>
<tr>
<td>John Schmidt</td>
<td>X</td>
</tr>
<tr>
<td>Dan Powers</td>
<td>X</td>
</tr>
<tr>
<td>Beth Bond</td>
<td>X</td>
</tr>
<tr>
<td>Michael Dyer</td>
<td>X</td>
</tr>
</tbody>
</table>

All present to be paid.

Date Rec’d Rizzetta & Co., Inc.  OCT 29 2014
D/M approval  MCB  Date  10/31
Date entered  OCT 30 2014
Fund  5100  GL  5100  OC  1101
Check #
Qsmrt, Inc.

3737 Kingswood Dr.
Sarasota, FL 34232
Phone 941-544-8510

Bill To:
Tara Preserve

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Surveillance Camera Replacement</td>
<td>$450.00</td>
</tr>
<tr>
<td>Install</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

TOTAL $550.00

Make all checks payable to Qsmrt, Inc.
If you have any questions concerning this invoice, contact Geoff Quisenberry 941-544-8510 geoffquiz@gmail.com

THANK YOU FOR YOUR BUSINESS!
Qsmrt, Inc.

3737 Kingswood Dr.
Sarasota, FL 34232
Phone 941-544-8510

DATE: November 3, 2014
INVOICE # 926
FOR: Camera
      Replacement DVR

Bill To:
Tara Preserve

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Camera DVR</td>
<td>$700.00</td>
</tr>
<tr>
<td>3TB Hard Drive</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**APPROVED FOR PAYMENT**
**WORK ORDER** 11-4-14
**DATE** 11-4-14

Date Rec'd Rizzetta & Co., Inc. 11 04 2014
D/M approval
Date entered NOV 04 2014
Fund 001 GL 57200 OC 4904
Check #

TOTAL $850.00

Make all checks payable to Qsmrt, Inc.
If you have any questions concerning this invoice, contact Geoff Quisenberry 941-544-8510 geoffquiz@gmail.com

THANK YOU FOR YOUR BUSINESS!
RIZZETTA & COMPANY, INC.
5020 W Linebaugh Avenue
Suite 200
Tampa, FL 33624

DATE | INVOICE NO.
--- | ---
11/1/2014 | 1310

BILL TO
TARA COMMUNITY DEVELOPMENT
DISTRICT 1
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

<table>
<thead>
<tr>
<th>TERMS</th>
<th>PROJECT</th>
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<tbody>
<tr>
<td>Due Upon Rec’t</td>
<td>916 - CDD</td>
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<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>DM</td>
<td>District Management Services</td>
<td></td>
<td>4,024.75</td>
<td>4,024.75</td>
</tr>
</tbody>
</table>

**PROFESSIONAL FEES:**

Services for the period November 1, 2014
November 30, 2014

Received Oct 28, 2014
D/M approval
Date Oct 30, 2014
Fund 061 GL 5100 OC 2101
Cheque #

**Total**

$4,024.75
**INVOICE**

**SHIP TO:**
Tara Community Development District  
7340 Tara Preserve Lane  
Bradenton, FL 34203

**SALE NO.** | **PURCHASE ORDER NO.** | **SHIP VIA** | **COL** | **PPD** | **DATE SHIPPED** | **TERMS** | **INVOICE DATE**
---|---|---|---|---|---|---|---
Ron | | | | | | | 10/20/2014  
| 10/20/2014 | 10/20/2014 |

| QTY. ORDERED | QTY. SHIPPED | BACK ORDERED | ITEM NO. | DESCRIPTION | UNIT PRICE | EXTENDED PRICE |
---|---|---|---|---|---|---|
1 | | | | CLEAN-UP PRESERVE AREA AS DISCUSSED AT SKYWARD | 225.00 | 225.00 |

---

**APPROVED FOR PAYMENT**
**WORK ORDER**
**DATE**

---

**Date Rec'd Rizzetta & Co., Inc.**
NOV 04 2014

**D/M approval**
Meh 11/10

**Date entered**
NOV 06 2014

**Fund**
DOL GLS/ACO OC 4619

**Check #**

---

**SALE AMOUNT**
**TAXABLE TOTAL**
**SALES TAX**
**FREIGHT**
**TOTAL**

$225.00

---

**Thank You**
<table>
<thead>
<tr>
<th>SALES NO.</th>
<th>PURCHASE ORDER NO.</th>
<th>SHIP VIA</th>
<th>COL</th>
<th>PPD</th>
<th>DATE SHIPPED</th>
<th>TERMS</th>
<th>INVOICE DATE</th>
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<tbody>
<tr>
<td></td>
<td>Ron</td>
<td></td>
<td></td>
<td></td>
<td>10/22/2014</td>
<td></td>
<td>10/22/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY. ORDERED</th>
<th>QTY. SHIPPED</th>
<th>BACK ORDERED</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>1144</td>
<td>10/20/14 MAN HOURS REBUILD INTAKE AND DISCHARGE TO PUMP IN BACK YARD OF 6606 TAILFEATHER PUMP GOT HOT DUE TO RELAY FAILURE</td>
<td>38.00</td>
<td>114.00</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>IRRI</td>
<td>PUMP RELAY</td>
<td>40.00</td>
<td>40.00</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
<td>1090</td>
<td>2. O&quot; TEE</td>
<td>1.65</td>
<td>3.30</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
<td>1106</td>
<td>2&quot; - 1&quot; TEE</td>
<td>4.24</td>
<td>8.48</td>
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<tr>
<td>2</td>
<td>2</td>
<td></td>
<td>1058</td>
<td>1&quot; - 5&quot; RB</td>
<td>1.04</td>
<td>2.08</td>
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<tr>
<td>2</td>
<td>2</td>
<td></td>
<td>IRRI</td>
<td>2&quot; PVC NIPPLE</td>
<td>2.00</td>
<td>4.00</td>
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<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>1037</td>
<td>1.5&quot; MA</td>
<td>1.57</td>
<td>1.57</td>
</tr>
</tbody>
</table>

**APPROVED FOR PAYMENT**

**WORK ORDER**

**DATE 11-4-14**

**SALE AMOUNT**

**TAXABLE TOTAL**

**SALES TAX**

**FREIGHT**

**TOTAL**

$173.43

*Thank You*
Check Request

Amount: $20,000.00
Date: 11/05/14
Payable to: Tara CDD
Address: 
Description: transfer from SunTrust MMA
Requestor: Joy Blocker

Special Instructions:
1) Accountant must change offset account
2) Code to 001-10111
3) Choose “SunTrust MMA” check design
4) Give check to Jamie to log in
5) Accountant must change offset account back to Operating

Approved by: ____________________________________________

Date Rec’d Rizzetta & Co., Inc. ________
D/M approval ________ Date ________
Date entered ________ Date 05 2014
Fund # ________ GL ________ OC ________
Check # ____________________________________________
Tab 3
RESOLUTION 2015-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TARA COMMUNITY DEVELOPMENT DISTRICT 1 APPOINTING AN ASSOCIATE TREASURER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Tara Community Development District 1 (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board desires to appoint an Associate Treasurer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TARA COMMUNITY DEVELOPMENT DISTRICT 1:

Section 1. Michael Dyer is appointed as Associate Treasurer.

Section 2. This Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed or modified by the Board.

PASSED AND ADOPTED THIS 16th DAY OF DECEMBER, 2014.

ATTEST: TARA COMMUNITY DEVELOPMENT DISTRICT 1

Name: _______________________________ John Schmidt, Chairman of the Board
Secretary/Assistant Secretary
Blank Tab
RULES OF PROCEDURE

TARA COMMUNITY DEVELOPMENT DISTRICT
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RULES OF PROCEDURE
TARA COMMUNITY DEVELOPMENT DISTRICT

1.0 Organization

(1) Tara Community Development District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.

(2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.
Law Implemented: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

(1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board must be residents of the State of Florida, residents of the District, and citizens of the United States of America. The Board shall exercise the powers granted to the District.

(a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).

(b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. However, if three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law.

(2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, and Associate Treasurer.

(a) The Chairman must be a member of the Board. If the Chairman resigns from that office or ceases to be a member of the Board, the Board shall
select a Chairman, after filling the vacancy. The Chairman serves at the pleasure of the Board. The Chairman or Vice-Chairman shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chairman shall convene and conduct all meetings of the Board. In the event the Chairman is unable to attend a meeting, the Vice-Chairman shall convene and conduct the meeting. The Chairman or Vice-Chairman may request the District Manager or other district staff to convene and conduct any meeting of the Board.

(b) The Vice-Chairman shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chairman resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairman, after filling the Board vacancy. The Vice-Chairman serves at the pleasure of the Board.

c) The Secretary of the Board and Assistant Secretaries serve at the pleasure of the Board and need not be members of the Board. The Secretary and Assistant Secretaries shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary or Assistant Secretary.

d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

e) The Associate Treasurer need not be a member of the Board but must be a resident of Florida. The Associate Treasurer shall: (1) assist the District Manager and District accountants with the preparation of the annual draft budget and other District financial matters, (2) present the draft annual budget to the Board at the annual budget workshop, (3) confer with the field manager as to cost accounts for invoices, (4) make budget and financial recommendations to the Board at meetings, and (5) meet with the District Auditor each year prior to the preparation and presentation of the District’s annual audit. The Associate Treasurer shall serve at the pleasure of the Board.

(3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
(4) **Record Book.** The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.

(5) **Meetings.** The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the county and the state of Florida. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.

(6) **Voting Conflict of Interest.** The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.

(b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall read publicly at the next meeting held subsequent to the filing of the written memorandum.

Specific Authority: s.s. 190.001, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.006, 190.007, 112.3143, Fla. Stat.

1.2 **Public Information and Inspection of Records.**

(1) **Public Records.** All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours.
(2) **Copies.** Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.

*Specific Authority:* s.s. 190.011(5), 120.53, Fla.Stat.


1.3 **Public Meetings, Hearings, and Workshops.**

(1) **Notice.** Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

(a) The date, time and place of the meeting or workshop;

(b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;

(c) The District Office address for the submission of requests for copies of the agenda;

(d) Pursuant to the 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. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.

(e) 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.

(2) **Agenda.** The District Manager, under the guidance of the Chairman or those members of the Board calling for the meeting/hearing/workshop, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. The agenda may be changed before or at the meeting/hearing/workshop by a vote of the Board.
(a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Audience Questions and Comments on Agenda Items
- Review of minutes
- Specific items of unfinished business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
- Supervisor’s requests and comments
- Audience Questions and Comments
- Adjournment

(3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(5) Emergency Meetings. The Chairman, or Vice-Chairman if the Chairman is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chairman shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to
address the Board should notify the Secretary of the Board prior to the “Audience Comment” section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.

(7) **Budget Hearing.** Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(8) **Continuances.** Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.

(9) **Resident Committee Meetings.** The Board may establish resident committees as needed. Such committee meetings shall be noticed to the public at least seven (7) days in advance. Notice shall be posted at the clubhouse and if available the District website.

**Specific Authority:** s.s. 190.005, 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

2.0 **Rulemaking Proceedings.**

(1) **Commencement of Proceedings.** Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

(2) **Notice of Rule Development.**

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.
(3) **Notice of Proceedings and Proposed Rules.**

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

(b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.

(4) **Rule Development Workshops.** Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the District Chairman must explain in writing why
a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

(6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

(a) The text of the proposed rule, or any amendment or repeal of any existing rules;

(b) A detailed written statement of the facts and circumstances justifying the proposed rule;

(c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and

(d) The published notice.

(7) Rulemaking Proceedings – No Hearing. When no hearing is requested or required under Florida Statutes and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

(8) Rulemaking Proceedings – Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule. When a public hearing is held, the District must ensure that the Board members are available to explain the District’s proposal and to
respond to questions or comments regarding the rule. If one or more requested public hearings is scheduled, the Board shall conduct at least one of the public hearings itself and may not delegate this responsibility without the consent of those persons requesting the public hearing.

(9) Request for Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21) days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

(12) Variances and Waivers. Variances and waivers from District rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

Specific Authority:  s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.
3.0 Decisions Determining Substantial Interests.

(1) **Conduct of Proceedings.** Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District’s intent to render a decision shall state the time limit for requesting a hearing and shall reference the District’s procedural rules. If a hearing is held, the Chairman shall designate any member of the Board (including the Chairman), District Manager, District General Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
2. Rule upon offers of proof and receive relevant evidence;
3. Regulate the course of the hearing, including any prehearing matters;
4. Enter orders;
5. Make or receive offers of settlement, stipulation, and adjustment.

(a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.

(b) The District shall issue a final order within forty-five (45) days:

1. After the hearing is concluded, if conducted by the Board;
2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
(2) **Eminent Domain.** After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:

(a) Adopt a resolution identifying the property to be taken;

(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

**Specific Authority:** s.s. 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

(1) **Purpose and Scope.** In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.

(2) **Definitions.**

(a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.

(b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

(c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay...
incident to competitive solicitation would be detrimental to the interests of the District.

(d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.

(e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.

(i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories
may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

(j) “Purchase” means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.

(k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.

(l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.


(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.

(2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:

(a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.

(b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
(c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.

(e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.

(f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.

(g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.

(h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.

(i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.2 Contracts for Construction of Authorized Project.

(1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida
Statues, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than $500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.

(b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:

1. Hold all required applicable state professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
(e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.

2. The past performance of each bidder or proposer for the District and in other professional employment settings.

3. The willingness of each bidder or proposer to meet time and budget requirements.

4. The geographic location of each bidder or proposer’s headquarters or office in relation to the project.

5. The recent, current, and project workloads of the bidder or proposer.

6. The volume of work previously awarded to each bidder or proposer.

7. Whether the cost components of each bid or proposal are appropriately balanced.

8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Most Advantageous Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.0525, Fla. Stat.

4.3 Contracts for Maintenance Service.

(1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and/or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state and professional licenses in good standing.

2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.

4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.

(e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.

2. The past performance of each bidder or proposer for the District and in other professional employment settings.

3. The willingness of each bidder or proposer to meet time and budget requirements.

4. The geographic location of each bidder or proposer’s headquarters or office in relation to the project.

5. The recent, current, and project workloads of the bidder or proposer.

6. The volume of work previously awarded to each bidder or proposer.

7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.4 Purchase of Insurance.

(1) **Scope.** The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.

(2) **Procedure.** For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company’s headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

4.5 Procedure for Purchasing Contractual Services.

(1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
(2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:

(a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.

(e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.

(f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.

(g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.

(3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States
Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.

(4) **Contract Renewal.** Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.

(5) **Contract Manager and Contract Administrator.** The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.

(6) **Emergency Purchase.** The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

(7) **Continuing Contract.** Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033(3), Fla. Stat.


In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

(1) **Qualifying Procedures.** In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:

   (a) Hold all required applicable state professional licenses in good standing.

   (b) Hold all required applicable federal licenses in good standing, if any.

   (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
(d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

(2) **Public Announcement.** Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(3) **Competitive Selection.**

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.

2. Each firm’s past performance for the District in other professional employment settings.

3. The willingness of each firm to meet time and budget requirements.

4. The geographic location of each firm’s headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.

6. The volume of work previously awarded to each firm.

7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”

(c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
(d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.

(5) **Continuing Contract.** Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

(6) **Emergency Purchase.** The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.011(3), 287.055, 190.033, Fla. Stat.

5.0 **Bid Protests Under Consultants’ Competitive Negotiations Act.**

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

(1) **Notice.** The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Section 5.2 of the Rules of Tara Community Development District shall constitute a waiver of proceedings under those Rules.”

(2) **Filing.** Any person who is affected adversely by the District’s decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language
that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

(3) **Award Process.** Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) **Mutual Agreement.** The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.

(5) **Proceedings.** If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 120.57(3), 190.011(5) Fla. Stat.

**Law Implemented:** s.s. 120.57(3), 190.033, Fla. Stat.

5.1 **Protests With Respect To Contracts Awarded Or Bid Documents.**

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.1.

(1) **Notice.** The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, or by hand delivery. The notice shall include the following statement: “Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District’s decision to award a contract shall constitute a waiver of any objection to the award of such contract.”
(2) **Filing.**

(a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District’s decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District’s decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

(b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.

(3) **Award Process.** Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.

(4) **Informal Proceeding.** If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(5) **Formal Proceeding.** If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process
provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.2.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.

(2) Filing. Any person who is adversely affected by the District’s decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.

(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.

(5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

(1) **Scope.** The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:

(a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant’s Competitive Negotiations Act.

(b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.

(c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.
2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.

3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:

   (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;

   (b) Hold all required applicable federal licenses in good standing, if any;

   (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;

   (d) Meet any special prequalification requirements set forth in the design criteria package.

   Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

   (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.

   (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory
contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(2) **Emergency Purchase.** The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat.

7.0 District Auditor Selection Procedures.

Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under section 218.391, Florida Statutes.

Specific Authority: s. 190.011(5), Fla. Stat.


8.0 Effective Date.

These Rules shall be effective December 16, 2014.