



Tara Golf & Country Club, Inc.

ARCHITECTURAL REVIEW STANDARDS MANUAL

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Contact the TGCC Administration Office or visit our website for the latest revision at
www.taragcc.com.

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**Policy & Procedure for Compliance with Architectural Review Standards of
Tara Golf & Country Club, Inc.**

POLICY

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

The enforcement of Architectural Standards should ensure that the attractiveness of the community is maintained for the benefit of all owners. The Architectural Review Committee (ARC) is empowered to assure that owners within TGCC enjoy higher standards and, accordingly, higher values than similar homes in neighborhoods that do not have compliance and enforcement standards. There are other ARC organizations within Tara and include the Tara Master Association ARC, The Plantations ARC, and a number of ARCs related to condominium, neighborhood or villa associations within TGCC. These delegated ARC responsibilities are tied directly to the requirements of the Master Association Declaration and Bylaws, as well as Chapter 718 and 720, Florida Statutes.

The Tara Master, The Plantations and TGCC associations have the responsibility and obligation to the members of Tara for assuring compliance with the Covenants contained in the Master Declaration, as Amended. Violations of Standards shall be noticed to the owners in accordance with the procedure prescribed in the ARC Standards. If voluntary compliance cannot be achieved, the ARC shall refer each instance of non-compliance to the Compliance Committee and the TGCC Board of Directors for enforcement in accordance with the Declaration of Restrictions and Chapter 720, Florida Statutes. The composition of the Compliance Committee (see TMA Bylaws, Section 6) shall be designated by the Board of Directors in accordance with the Declaration.

PROCEDURE

The ARC, under Article 10 of the Master Declaration, is charged with the responsibility for uniform and reasonable compliance with approved Architectural Standards. The ARC shall review all applications for exterior architectural changes and/or modifications of any item identified in the Architectural Review Standards. The requests for change will be sent to the Chairperson of the ARC who will consider and process requests within thirty (30) calendar days of request. The ARC may approve an application with or without comment. If a request for approval is denied, an explanation and reason for denial shall be given in which the specific provision of the Standards shall be cited and where appropriate, a specific Florida statute. Failure to approve requests within thirty (30) days of receipt of all materials is deemed approval. The ARC, in coordination with the General Manager, is charged with the responsibility to be reasonable and current on ARC standards in Florida. The ARC Chairperson will provide the General Manager and the Board with a monthly list of all requests including denials, approvals for change and violations that have gone past the first compliance letter.

The ARC will receive all complaints of individual ARC Standards violations in writing and respond within ten (10) business days. Violation complaints received initially by the General Manager will be immediately forwarded to the ARC for review prior to response. The ARC shall review and make findings of fact for violation complaints found to exist either through the ARC initiative or by notice of an owner. On a finding of a Standards violation, the ARC will send a first request for compliance to the owner. The General Manager and the Chairperson will coordinate processing the letters weekly on receipt of the list from the ARC Chairperson, who will coordinate all requests for violation letters. This process is to ensure consistency and speed the letters to the violators. The General Manager will mail the letters to the violators within five (5) business days of receipt of the request from the Chairperson.

The notice of violation shall clearly state the violation, the corrective action that is required and the time for compliance. The ARC will determine if the member has complied in a timely manner. The General Manager will receive a copy of the notice of violation letter. No notice to the General Manager is required if the notice of violation is resolved by verbal request directly with the violating member.

If there is no compliance or member response to the Notice of Violation within twenty (20) business or thirty (30) business days (as designated by the ARC based on the severity or repetitive nature of the violation), a second compliance notice of violation letter will be sent Certified Mail or overnight courier and by regular mail.

The second notice of violation will contain the following information: nature of the violation, the lack of compliance after the first notice of violation, the potential financial or other sanctions that may be imposed and the right to a review by the Compliance Committee. If there has been no response or compliance within 20 business days after the second letter (a total of 40 or 50) business days from the date of the first notice of violation), the ARC will inform the Board which will coordinate with the General Manager and the TGCC attorney to determine if sanction(s) and/or fine(s) are the appropriate sanction(s) to impose. The Board will vote to levy a fine not to exceed \$100 per day for each violation and not to exceed a cumulative total of \$1,500 for a continuing violation. Under the Master Association Bylaws, (Sec. 6.02.02), a violator is to receive fourteen (14) business days' notice of the imposition of a fine or other compliance action and the right to request a hearing before the Compliance Committee.

The violating owner has the right to request a review {Florida Statutes (2)(b)} by the Compliance Committee of the violation and penalty. The Compliance Committee will convene a hearing after the fourteen (14) business days. The role of the Committee is limited to determining whether to confirm or reject the fine or sanction levied by the Board. If the Compliance Committee approves a fine or sanction, the fine or sanction is due five (5) days after notice of the approved fine is provided to the violator. Notice of the approved fine or sanction will be sent Certified Mail or overnight courier and by regular mail.

Reasonable fines may be levied, not to exceed \$100 per day for each violation and not to exceed a cumulative total of \$1,500 for a continuing violation. Fines under the Architectural Standards may become a lien against the property and could be subject to enforcement by civil suit under Florida Statutes.

If specific performance or injunctive relief is required, the Board may opt to initiate a legal proceeding as prescribed by Florida Statutes. The procedure first requires submittal of the complaint to mediation. If a dispute (complaint) cannot be resolved by mediation, then a civil suit in Manatee County, Florida may be filed by either party.

Disputes between TGCC and an owner regarding use of or changes to the property and other covenant enforcement disputes are subject to pre-suit mandatory mediation. The aggrieved party shall serve on the other party a written demand to participate via a specified form titled "Statutory Offer to Participate in Pre-suit Mediation." The written demand is sent via certified mail or overnight courier and regular mail and the responding party has twenty (20) business days from the mailing date to respond in writing to the aggrieved party. Response must be sent certified or overnight courier and by regular mail, return receipt requested. The parties share the cost of mediation; each must tender an initial payment of \$200 and must jointly select the mediator from an approved list. Failure of the owner to respond to the mediation opportunity may have negative financial implications for the owner, if the case goes to civil suit.

After mediation, if a fine was imposed and remains unpaid for thirty (30) days or more, the Board of Directors may, in accordance with Florida Statutes, file a suit for collection in Small Claims Court. When judgment has been rendered by the court, a levy may be undertaken to collect the judgment. In such action, the prevailing party is eligible to collect reasonable legal costs from the other party.

Tara Golf & Country Club ARC Standards

1. **Main Structures (includes house, roof, driveway, walkways, sidewalks, curbs, street gutters, pool and cage)**
 - 1.1. House/Ownership – A homeowner is responsible for the upkeep of the property and the behavior of any renter or lessee. Renters or lessees must follow the same ARC standards as the property owner.
 - 1.1.1. Single Family Residential
 - 1.1.2. Permitted Uses
 - 1.1.2.1. Single Family Dwellings
 - 1.1.3. House Colors
 - 1.1.3.1. Any home exterior being painted in Tara must be a color selected from the Tara Paint Palette, using a single paint palette for all aspects of the home. The exterior of the home must be designated in the book or online as a body color. Copies of the book are available in Sherwin Williams stores, the main office, or from ARC.
 - 1.1.3.2. The paint palette can be viewed online on the Sherwin Williams website at: <https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa>
 - 1.1.3.3. Homeowners will complete and submit the Architectural Review Exterior Painting Request Form to obtain approval for the project. The form must be submitted to the Architectural Review Committee (ARC) and approved before the work is performed.
 - 1.1.3.4. This form is available on The TGCC website under “Administration” tab. Select “*Club Administration Forms*” from the drop-down menu, choose the appropriate “ARC Request Form”.
 - 1.1.3.5. Body of house - select the body color name and paint code.
 - 1.1.3.6. Garage door shall be the body color, white or light trim.
 - 1.1.3.7. Trim Color - select the trim color from the two provided and note the color name and number.
 - 1.1.3.8. If re-painting the door, homeowner may select one of the colors suggested or any color they prefer. The name and brand of the color should be listed, and a paint sample provided.
 - 1.1.3.9. Shutters shall be a trim color or white.
 - 1.1.3.10. Outside utility or side doors shall be the body/stucco color
 - 1.1.3.11. Home colors shall coordinate with the roof color.
 - 1.1.3.12. Driveways that are painted shall match the trim color. Brick shall be in the same color family (grey/beige).
 - 1.1.3.13. Columns that continue from the body of the home shall be the body color. Round columns shall be a light trim color or white.
 - 1.1.3.14. Sherwin Williams stores offers a discount to Tara home owners for interior or exterior paint. However, homeowners may use the brand of their choice via color matching to Sherwin Williams colors.
 - 1.1.3.15. Effective November 15, 2021, current colors of homes are grandfathered, until such time as the home is repainted.
 - 1.1.3.16. Ashley Oaks requires separate approval
 - 1.1.4. All exterior home surfaces must be kept clean and free of mildew and other stains. It is the owner’s responsibility to maintain the exterior of their home and keep clean with periodic power washing or repainting when required.
 - 1.1.5. Exterior
 - 1.1.5.1. All exterior home surfaces must be maintained, kept clean and free of mildew and other stains. It is the owner’s responsibility to maintain the exterior of their home with periodic power washing or repainting when required.
 - 1.1.6. Driveway, Walkways, Curbs, Sidewalks, Street Gutters
 - 1.1.6.1. Parking on driveways in a manner that blocks sidewalks from pedestrian traffic is prohibited.
 - 1.1.6.2. Driveway, walkway and sidewalk maintenance and replacement is the responsibility of the owner. Uneven or walkways or sidewalks with cracks more than ½” wide must be repaired or replaced by the Owner.
 - 1.1.6.3. Driveways and walkways must be kept clean and free of mildew and other stains. It is the Owner’s responsibility to maintain the driveways and walkways with repairs or replacement, periodic power washing or repainting when required.
 - 1.1.6.4. Decorative driveways are permitted with requested design and color approval from the ARC.

- 1.1.6.5. Any reasonable color approved by the ARC. Colors will be considered based on existing color palette in the community.
 - 1.1.6.6. Curbs, sidewalks and street gutters shall be kept in good condition, clean and free of debris. Painting of curbs, sidewalks and street gutters is not permitted.
 - 1.1.6.7. House numbers may not be painted on curbs or gutters.
- 1.2. Accessory Structures
 - 1.2.1. Private garages must have overhead doors
 - 1.2.2. Two (2) car attached – minimum
 - 1.2.3. Three (3) car attached – maximum
 - 1.2.4. Remote electric automatic door opener is required.
 - 1.2.5. Garage doors shall be kept in a closed position when not in use for ingress and egress (TMA Declaration 14.16)
 - 1.2.6. Carports and Tool Sheds. Carports and tool sheds are prohibited. Storage boxes (of any material or size) are prohibited in front or alongside of any house and, if behind the house, must be kept in a screened enclosure hidden from view. POD's must be approved by the ARC and are to be removed within three (3) days of the expiration of the approved period.
 - 1.2.7. Pods, Storage Bins and Remodeling Bins. Pods, storage bins and remodeling bins must be approved by the ARC and removed within three days of the expiration period. Pod placement should be up close to the garage so as not to block the view of oncoming traffic. If a longer period of time is needed than what was originally approved, ARC approval will be again needed and will be done so on an individual basis.
 - 1.3. Private Swimming Pools, Spas and Lanai Enclosures
 - 1.3.1. May include an attached, or detached, separate spa.
 - 1.3.2. Must be in-the-ground pools.
 - 1.3.3. Must be approved by Manatee County with all required building permits obtained.
 - 1.3.4. Electric, above-ground spas are permitted, but must be maintained within the confines of an enclosure which is attached to the house. (See 1.3.5)
 - 1.3.5. Pool, Spa and Lanai Enclosures
 - 1.3.5.1. Lanai enclosures are to be substantially covered by a mansard roof design most commonly used in the community.
 - 1.3.5.2. Color – bronze or white (no “raw” aluminum)
 - 1.3.5.3. Enclosures must be enclosed with screening except where connected to the home with no fabricated roofs of any kind.
 - 1.3.5.4. Lanai may only be screened.
 - 1.3.5.5. All screened enclosures, spas, pools, etc. must be installed to the back/rear of the home (traditional placement).
 - 1.4. Roofs and Solar Panels
 - 1.4.1. All roofs must be maintained; kept clean and free of debris, mildew and other stains and debris. It is the owner's responsibility to maintain the exterior of the home.
 - 1.4.2. All roofs must be tile, metal (appearance of tile or shingle) or shingles. Certain neighborhood associations have additional roof requirements
 - 1.4.2.1. Single Family homes located on Stone River Road and Drewry's Bluff Road that are not part of an existing (still active) homeowners association with deed restriction containing architectural standards (not including Tara Master) or which are part of a condominium association, are required to have tile roofs or the appearance of tile.
 - 1.4.3. Roof color changes require ARC approval. (See 1.1.3.)
 - 1.4.4. Solar panels require ARC request and approval.
 - 1.5. Replacement Structures, Additions or Changes to Existing Homes
 - 1.5.1. Replacement housing as a result of fire or natural disaster, must occupy the same footprint as the original house. Upward expansion of housing is limited to the height of surrounding buildings, cannot exceed two stories and must not deviate from similar designs. All housing within Tara must be stucco and built with similar look and architecture. Additions and changes to housing are required to follow the same rules.
 - 1.5.2. Changes to existing windows or exterior doors require ARC approval.
 - 1.5.3. Changes or additions to existing exterior gutters or downspouts require ARC approval.

1.5.4. French drains require ARC approval.

1.6. Antennas and Masts

1.6.1. The Federal Communication Commission (FCC) implementing the Telecommunication Act of 1996, prohibited restrictions that hampered a consumer's use of television antennas, small satellite dishes and wireless cable antennas, as outlined in the Tara Master Association, Article 14.17. On November 14, 1998 the FCC amended the rule preserving property rights of single-family dwellings but restricting multi-type units due to common roofs and areas. Presidents and/or Board Members of multi-type living units where common roofs and grounds are involved in placement of satellite dishes and other over-the-air reception devices must notify the ARC before granting approval of such devices.

1.7. Condominium Associations

1.7.1. Condominium association ARCs must contact the TGCC ARC when their decisions will affect the buildings, landscaping and other exteriors when such actions will change the external appearance of the condominiums. The requests are to be in writing using the form provided in Exhibit B of this Manual.

1.8. Hurricane Protection

1.8.1. Storm Shutters may be installed on any home or condominium within Tara Golf and Country Club. All storm shutters must be approved by the TGCC ARC before installation and maintained in good condition after installation. Requests for installation of storm shutters will be considered in accordance with the following guidelines.

1.8.2. Those who wish to use protection for the entire Storm/Hurricane Season (June 1 through November 30) shall be required to use CLEAR PANELS (Lexan or its equivalent) on the windows and doors which they wish to protect on the front and sides of the residence. **This will include both full time and seasonal residents. Residents** who can provide proof of purchase of another type of shutter prior to October 17, 2006 may use non-clear shutters, **excluding plywood**, for the entire Storm/Hurricane season. Storm shutters on the rear and only on the rear of the home or condominiums may be of other types of materials; **excluding plywood**. This **material** may include aluminum roll down or accordion-style shutters, fabric panels or other **previously-approved** material; provided that: (1) They are within a screened cage; and (2) They are under a roof that is a contiguous portion of the main roof (that portion of a lanai that is roof covered).

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

1.8.4. Standard penalties shall apply to owners not in compliance with the above policy.

1.9. Screen Doors

1.9.1. Stationary screen/storm doors and/or enclosures are permitted with ARC approval. Retractable screen doors are permitted on the front door only with ARC approval of color and material. Garage doors with screens are not allowed/approved.

1.10. Ramps

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

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

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

1.10.4. The owner may be required to submit to the ARC an affidavit from a physician attesting to the medical necessity or disability of the occupant requiring the access ramp. Certification per Florida Statute 320.0848 shall be sufficient to meet the affidavit requirement.

2. Out Structures (Includes Mailboxes, Flagpoles, Signs, Yard Decorations, etc.)

2.1. Mailboxes

2.1.1. Mailboxes shall be black or of a color approved by the Condominium Association, Neighborhood Association and the ARC (See Exhibit A). Mailboxes and mailbox posts are not the property of the U.S. Postal Service or the Association. They are solely the responsibility of the owners whose house number is on the mailbox. The red flag shall be maintained with original color and kept in good condition. The

mailbox must be kept free of mildew, mold and rust.

- 2.1.2. Mailbox posts shall be properly maintained. Posts and mailboxes having mildew or mold shall be washed to remove all mildew or mold. When a mailbox post is shared by two homeowners, the post shall be mutually maintained by both homeowners.
- 2.1.3. Replacement of mailboxes, refer to Exhibit A.
- 2.1.4. No artificial plants are permitted to be placed on or around mailbox or mailbox post.

2.2. Flagpoles and Flags

- 2.2.1. Portable/Removeable Flags - Any homeowner may display one portable, removable current official red, white and blue United States flag in accordance with public law 94-344 known as the Federal Flag code or official flag of the State of Florida, on a pole attached to home or stand-alone flag pole according to 2.2.3, plus one portable removable official flag, not larger than 4 ½ feet by 6 feet, and may additionally display one official flag of the United States Army, Navy, Air Force, Marines, Space Force, Coast Guard or POW-MIA flag, in accordance with Florida statutes regardless of any covenants, restrictions, bylaws, rule or requirements of the association. No approval is necessary if the flag is to be attached on a pole to the side of the home.

2.2.2. Permissible Flags

- 2.2.2.1. Holiday flags may be displayed for a maximum of seven (7) days before an/or after the date of specific occasion. Holidays are those set forth in Florida Statutes. The size of the flag may not exceed 18" X 24". The flag may be displayed by pole attached to the side of the house only. This does not include a temporary pole with the flag or banner in the yard.
- 2.2.2.2. Sports flags/pennants may be displayed only on the day of the specific event. The size of the flag may not exceed 18" X 24". The flag may be displayed by an attached pole to the side of the house only. This does not include a temporary pole with the flag or banner in the yard.

2.2.3. Stand Alone Flagpoles / Flags – (ARC Approval Required)

- 2.2.3.1. Any homeowner may erect a free-standing flagpole no more than 20 feet high on any portion of the homeowner's real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement regardless of any covenants, restrictions, bylaws, rules, or requirements of the association. Stand-alone flagpoles must be standard aluminum, white or bronze in color.
- 2.2.3.2. The homeowner may further display, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, current official red, white and blue United States flag in accordance with public law 94-344 known as the Federal Flag code, not larger than 4 ½ feet by 6 feet plus may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force or POW-MIA flag. Such additional flag must be equal in size or smaller than the United States flag as stated in Florida Statutes.
- 2.2.3.3. No new stand-alone flagpole may have a cross bar, sometimes referred to as a yardarm.
- 2.2.3.4. No flag other than the current official red, white and blue United States Flag may fly from any stand-alone flagpole (See 2.2.3).
- 2.2.3.5. No house may have more than one (1) stand-alone flagpole.
- 2.2.3.6. Stand-alone flagpoles must be white, bronze or standard aluminum.

2.3. Fences

- 2.3.1. No new fences are permitted without ARC approval. (TGCC Déclaration Section 7, Article 11, Section 11.05)

2.4. Yard Decorations

- 2.4.1. Permanent yard decorations (not seasonable or holiday decor) shall not exceed five (5) items, without specific ARC approval and may only be placed in existing planting beds.

2.5. Signs

2.5.1. "For Sale, Open House, For Rent or For Lease" Signs

- 2.5.1.1. Only a small portable-style sign is permitted. The size shall not exceed 18" x 24" and be no more than three (3) feet in height.
- 2.5.1.2. Signs must be placed at least ten (10) feet from the curb.
- 2.5.1.3. A maximum of two (2) signs may be displayed on each property. One (1) sign in front of the house and one (1) sign in the back of the house may be permitted.
- 2.5.1.4. Properties being sold "By Owner" must use the "Approved" portable sign for single and multifamily homes. The size shall not exceed 18" x 24" and be no more than 3 feet in height and must be placed

at least ten (10) feet from the curb.

- 2.5.1.5. An “*Open House*” sign shall not exceed 18” x 24” and be no more than three (3) feet in height may be displayed on the day of the open house only and not on the property of other members. Signs must comply with Manatee County ordinances.
- 2.5.1.6. “*For Rent*” or “*For Lease*” signs are not permitted on the property. Rentals may however be listed on bulletin boards in locker rooms and posted on the Tara website Real Estate portal.
- 2.5.2. Election Signs, Flags and Banners
 - 2.5.2.1. Only one (1) election sign, flag or banner per residence is permitted.
 - 2.5.2.2. A sign is not to exceed 18” x 24”, and no more than three (3) feet in height.
 - 2.5.2.3. A sign must comply with Manatee County ordinances.
 - 2.5.2.4. A sign will be permitted to be displayed beginning thirty (30) days before the election and must be removed within five (5) days after the election.
- 2.5.3. Miscellaneous Signs
 - 2.5.3.1. Garage/Estate sale signs are permitted. (See Section 4.3 ARSM for standards)
 - 2.5.3.2. Commercial signage is prohibited.
 - 2.5.3.3. Contractor, Security Service Signs - An owner may display a sign of reasonable size (not to exceed 12”x12”) provided by a contractor for security services within a planting bed within ten (10) feet of any entrance to the home.
- 2.6. Play Equipment, Barbeque Grills, Yard Furniture and Yard Maintenance Equipment
 - 2.6.1. Play equipment (jungle gyms, swing sets and similar equipment) and yard maintenance equipment (mowers, wheelbarrows, etc.) are not to be visible from the front of or placed on the side of any home.
 - 2.6.2. Basketball hoops are permitted with ARC approval. They must be free standing and placed on the owner’s property. See TMA ARC Standards.
 - 2.6.3. Play equipment (excluding basketball hoops) located in the back of any house must be within the confines of a screened enclosure that follows all rules as described in Section 1.3. Barbeque grills may only be used and stored in the back of a home or within a screened enclosure, if the homeowner so prefers. Barbeque grills may be stored on the side of a house if not generally visible and stored within the air conditioner enclosure.
 - 2.6.4. Yard furniture such as chairs, benches, swings or any similar items shall require ARC approval. A description of any such items such as color, number of items and location where each item will be placed on the property shall be attached to the request submitted for approval. Furniture shall be maintained in good condition, including cleaning, painting and repairing. If any such item is to be moved or painted a different color than the current color, a request for approval is necessary.
- 2.7. Generators
 - 2.7.1. Manatee County and ARC approvals are required for the installation of all generators. As part of the approval process, a proposed landscape plan must be submitted to and approved by the ARC. Owners must shield the generator from public view.
- 2.8. Awnings and Exterior Decorative Shutters
 - 2.8.1. Awnings and Exterior Decorative Shutters are permitted with ARC approval and must be compatible with the colors of the house.
- 2.9. Lawn Light Poles
 - 2.9.1. Installation or replacement of light poles requires ARC approval. Poles and fixtures shall be kept in good repair.

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

- 3.1. Lawns and Irrigation
 - 3.1.1. Lawns are to be mowed, weeded and trimmed so as to maintain a neat, well-kept appearance. Areas browning due to lack of feeding or water must be attended to by the owner. Lawn areas browning due to infestation must be repaired or replaced at owner’s expense.
 - 3.1.2. Front lawns must be of natural grass unless approved by ARC.
 - 3.1.3. Artificial plantings of any kind are prohibited from being displayed in landscape beds, pots or trees on the lot.
- 3.2. Living Plant Material, Mulch and Compost Material
 - 3.2.1. Bushes, other living plant material and trees are to be trimmed, neat in appearance and shall not infringe

- on a neighbor's land, common property or public streets. Mulched areas should be neat in appearance.
- 3.2.2. Above-ground rain barrels/water collection devices are permitted with ARC approval.
 - 3.2.3. Compost must be kept in bins and bins are not to be visible from the front of or on the side of any home.
- 3.3. Landscape Plans
 - 3.3.1. Landscape plans that deviate from the original design and footprint must be submitted to the ARC for approval.
 - 3.3.2. Plant material may not obstruct the view of vehicular traffic or traffic signs.
 - 3.4. Trees
 - 3.4.1. ARC approval is required when making alterations to landscape. Changes must follow current Manatee County ordinances and requirements for planting, removing and replacing trees. Manatee County ordinances and requirements can be found on the Manatee County website at: https://www.mymanatee.org/departments/building__development_services/environmental_review/tree_removal_authorization__permits/residential_tree_removal
 - 3.4.2. By Manatee County ordinance, no trees may be planted between the street and any sidewalk. Owners are discouraged from planting within six (6) feet of the road way to assure utility access to the easement area.
 - 3.5. Lighting
 - 3.5.1. Landscape and security lighting are permitted with ARC approval. Lighting may not create a public nuisance for neighboring properties.
 - 3.5.2. Florida Friendly Landscaping as provided for in Florida Statutes is permitted.
4. **Miscellaneous**
 - 4.1. Parking
 - 4.1.1. There is no overnight parking of commercial vehicles permitted except within a closed garage. Any vehicles that are licensed as "commercial vehicles" or insured as a "commercial vehicle" will be deemed to be a commercial vehicle.
 - 4.1.2. There is no parking of recreational vehicles of any kind, including but not necessarily limited to campers, vans, watercraft, trailers, and motor coaches, etc. in driveways or on public streets except for loading or unloading and in no case for more than forty-eight (48) hours.
 - 4.1.3. Parked Vehicles – No trucks, boats, or commercial vehicles of any type shall be kept or parked on the Common Area or on lots, it being intended the only vehicle permitted to be kept will be customary private passenger vehicles and vans. Trucks shall include body types such as vans and sports utility vehicles which do not have a back-passenger seat and are used primarily for the commercial transport of goods and service. Pickup trucks used for personal transportation purposes only, and not for commercial use, may park on the lot's driveway or on the Common Area. Motor bikes, mopeds and motorcycles may be kept, provided the same are parked in the garage. Pickup trucks with contents in the bed which can be seen above the sidewalls of the bed may not be parked in the driveway or on a public street.
 - 4.1.3.1. 4.1.3.1 Only private passenger automobiles and vans may be parked in the parking areas, provided these (a) DO NOT EXCEED THE SIZE OF THE PARKING SPACE and (b) do not obstruct the use of the driveway. Vans and certain "sports utility vehicles" with less than one-half (1/2) ton rated weight carrying capacity which is used solely as a private passenger vehicle and not a "commercial vehicle" as the term is defined elsewhere in this rule. The rule is intended to specifically permit the parking of passenger and like vans, such as Dodge Caravan, Plymouth Voyager, Chevrolet Astro, Ford Aerostar, and all other vehicles of similar design and which are within 5% of the height, width, and length of such vehicles. The term "sports utility vehicles" is specifically intended to include such vehicles as Ford Explorer, Jeep Cherokee or Grand Cherokee and Dodge Durango, and all other vehicles of similar design which are 5% of the height, width and length of such vehicles which are not used for commercial purposes. VANS, TRUCKS, AND OTHER SPORTS UTILITY VEHICLES NOT CONTEMPLATED BY THIS SECTION ARE PROHIBITED.
 - 4.1.4. There is to be no parking on the grass at any time unless approved by the ARC.
 - 4.2. Garbage & Recycling
 - 4.2.1. Curbside garbage and recycling pickup must be in approved covered containers or heavy-duty trash bags and must be placed no earlier than the evening preceding scheduled pickup. Garbage receptacles must be removed from curbside and properly stored out of public view; i.e., inside garage, etc., no later than midnight the day of garbage pickup.
 - 4.3. Garage/Estate Sales

- 4.3.1. Approval by the ARC is required.
 - 4.3.2. Only two (2) Garage/Estate sales per residence are permitted within twelve (12) consecutive months.
 - 4.3.3. All items for sale or used in the garage/estate sale must remain in the garage and/or driveway. The sale shall not block access to the sidewalk or interfere with a neighbor's privacy or be a nuisance.
 - 4.3.4. Garage/Estate sale signage is only permitted on the day of the sale. Only one (1) directional Garage/Estate sign is permitted at intersecting streets may displayed only on the date of the sale, no larger than 18"x 24", and may not exceed three (3) feet in height.
- 4.4. Pets
- 4.4.1. Domestic pets (cats, dogs, etc.) are to be under the control of their owner and on a leash at all times. Pets within invisible fences are considered under control of the owner.
 - 4.4.2. Manatee County Ordinance requires pet owners to remove feces deposited by their animal from any public property or the private property of another homeowner or common area property of the Association.
 - 4.4.3. Feeding of feral cats is discouraged. If you feed feral cats, you are considered the owner of those cats and will be responsible for them.
 - 4.4.4. The complete Manatee County Animal Ordinance can be found on the Manatee County website at <https://www.mymanatee.org/departments/publicsafety/animalservices/manateecountyanimalordinance>
 - 4.4.5. Dog runs, enclosures, houses, etc. are not permitted on the exterior of any property.
- 4.5. Painting of Fire Hydrants
- 4.5.1. The painting of fire hydrants is prohibited, except as directed by Manatee County or Fire Department.
- 4.6. Holiday Lighting and Seasonal Decorations
- 4.6.1. Holiday lighting and seasonal decorations may be placed no more than 30 days prior and must be removed no more than ten (10) days after that holiday.
- 4.7. Clotheslines
- 4.7.1. Clotheslines or other drying apparatus shall be permitted with ARC approval.
- 4.8. Window Treatments
- 4.8.1. Non-traditional window coverings (bed sheets, newspapers, etc.) that are visible from the exterior of the home are not permitted.
- 4.9. Noxious Activities
- 4.9.1. No noxious or offensive activity shall be carried upon or within any lot, parcel, sub-association property or building. Nor shall anything be done or placed thereon which may be or become a nuisance or cause unreasonable embarrassment, disturbance or annoyance to any member or unreasonable interference with the enjoyment of any member's lot, parcel, home, the common property or any sub-association property.
 - 4.9.2. Refuse and unsightly objects or items shall not be permitted to accumulate on or adjacent to an owner's property. See also TMA Declaration, Sec. 14.09, for limitations on unsightly items.
 - 4.9.3. No outdoor burning is permitted.
- 5. Ponds and Water Bodies - Guidelines for Recreational Use**
- 5.1. All ponds and water bodies including the land around these bodies of water (common ground) are owned by the Tara Golf & Country Club. These bodies of water and Tara Golf & Country Club-owned perimeter land is accessible exclusively to Tara Golf & Country Club homeowners/residents (residents being sub-lessors when membership rights are transferred by the property owner according to Tara Golf & Country Club Rules & Regulations).
 - 5.2. These Tara Golf & Country Club-owned common areas may not be approached by crossing over or walking between homeowner's private property (IE: houses and/or multi-family units) unless prior permission is granted by the current homeowners/residents or multi-family association. These areas must be approached via common grounds areas only, not through private property.
PERMITTED
 - 5.3. Fishing is permitted from the pond shorelines and the common areas directly behind all dwellings only between the hours of 9 a.m. and sunset.
 - 5.4. All fishing rules and regulations set by governing state agencies apply, such as the requirement of fishing licenses.

- 5.5. Areas located behind places of residence must be approached from common areas exclusively. Locations may not be approached by crossing over private property located at the sides of, and or between dwellings, unless prior permission is granted by the current homeowners/residents.
- 5.6. The use of live fish or live aquatic species of any kind as bait is prohibited.
- 5.7. All fishes caught from bodies of water within Tara Golf & Country Club are “*catch and release*”.
- 5.8. Guests that are fishing must be accompanied by the Owner/Member or approved resident who has been granted rights by the homeowners/residents.
- 5.9. Parental/adult supervision of minor children is required in person.
- 5.10. Homeowners/Residents are responsible for their guest’s compliance with all rules.
- 5.11. The requirement for a fishing license and all fishing rules and regulations set by the governing state agencies applies including Florida Fish and Wildlife.
- 5.12. Participants in the above listed activities do so at their own risk. Participants are reminded that there are alligators/poisonous snakes present in/on the common areas, lakes and ponds, and are reminded to exercise extreme caution.

NOT PERMITTED – STRICTLY ENFORCED

- 5.13. Use of cast nets.
 - 5.14. Using waders, hip boots, flotation devices, boats or watercrafts.
 - 5.15. Remote controlled electric powered/sail model boats.
 - 5.16. Crossing over private property to approach ponds/fishing areas unless prior permission is granted by the current homeowners/residents.
 - 5.17. Use of live fish or live aquatic species of any kind as bait.
 - 5.18. Boating except for the purposes of management-authorized pond maintenance providers.
 - 5.19. Recreational activities in the wetlands.
 - 5.20. Swimming/bathing in the ponds and water bodies.
- 6. Self Help – Refer to Article 10 Amended and Restated Master Declaration of Covenants, Conditions, Restrictions and Easements for Tara.**

7. Job Aid and Submittal Process

- 7.1. Job Aid This aid provides standardized quick instructions and assistance in considering what measures you as an owner in Tara must take to ensure compliance with the community documents and these ARC Standards. Please read the rules and limitations associated with the specific work or change you wish to make to your home. The Index found in the front of this Manual is designed to help you find the specific area.
- 7.2. Submittal Process - If you are making any change to your property that is specific to:
 - Additions, pools, decks, screen areas, roofs, or ramps
 - Exterior painting, including color for new finishes
 - Driveway resurfacing, including finish and colors
 - Equipment enclosures for HVAC and pool pumps
 - Re-landscaping
 - Mailbox repairs/replacements, flag poles, hurricane protection devices, antennas, satellite dishes, etc.
 - Tree removal
 - Garage Sales
 - Permanent generators
 - Other (special requests, deviations, etc.)

Any item requiring approval from the ARC must be approved by the primary neighborhood, homeowners or condominium association prior to submitting to the ARC Committee for approval. You must complete the appropriate ARC REQUEST FORM. See Exhibit B and C of this manual – “Architectural Review Request Form” and submit it along with any plans to:

Tara Golf & Country Club – Attn: ARC

EXHIBITS:

- Exhibit A – ARC Mailboxes Exhibit**
- Exhibit B –Request For Architectural Review Form**
- Exhibit C - Architectural Review Exterior Painting Form**
- Exhibit D – ARC Homeowner Request Appeal Form**
- Exhibit E – ARC Violations and Fines**
- Exhibit F – ARC Compliance Response Form**
- Exhibit G – ARC Homeowner Violation Appeal Form**
- Exhibit H – ARC Agreement To Mediate Form**
- Exhibit I – Statutes and Links**



EXHIBIT A

Tara Golf & Country Club ARC MAILBOX STANDARDS

Condominiums and Villas – the mailbox design and the related maintenance obligations are coordinated by the condominium or neighborhood associations.

Free-standing Homes – the mailbox and the related maintenance obligations are coordinated by the neighborhood associations and the Tara Golf & Country Club ARC.

The community desires to have a relatively harmonious mailbox program that is uniform in appearance. See the approved mailbox and post below.

Mailboxes and posts will be purchased from and installed by the Club per the U. S. Postal regulations. Mailbox posts and flags should be maintained regularly to assure a like-new appearance. Replacement flags are available from Mailboxes.com, Model #4816.

Mailboxes shall comply with any Federal, State or local laws or guidelines.



Tara Golf & Country Club- Architectural Review Committee (TGCC-ARC)

EXHIBIT B

Request For Architectural Review Form



Tara Golf & Country Club - Architectural Review Committee Request for Architectural Review

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

REQUESTED BY:

NAME: _____ PRIMARY HOA _____
ADDRESS: _____ Unit # _____
PHONE: (_____) _____ EMAIL: _____

DESCRIPTION OF CHANGE REQUESTED - Submit additional pages if necessary _____

ATTACHMENTS: (Attach site plan, building plans, design, material specifications, colors, and detailed explanation.)

- | | | |
|---|--|--|
| <input type="checkbox"/> CURRENT & PROPOSED COLORS/PATTERNS OF MATERIAL | <input type="checkbox"/> FLOOR PLAN | <input type="checkbox"/> SITE PLAN (Applicable setbacks, dimensions from property lines to proposed structures.) |
| <input type="checkbox"/> PROPOSED PAINTINGS | <input type="checkbox"/> EXTERIOR ELEVATIONS | <input type="checkbox"/> PHOTOGRAPHS |
| <input type="checkbox"/> MATERIAL SPECS (sample or photo) | <input type="checkbox"/> BUILDING PLANS | <input type="checkbox"/> DETAILED EXPLANATION |

CHANGE REQUESTED: To allow the ARC committee to make an informed decision, check all that apply:

MODIFICATION/ ADDITIONS

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> ROOF: REPLACE ASHPHALT | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> ROOF: REPLACE CEMENT TILE | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> ROOF: PAINT/SEAL | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> ALUMINUM CAGE | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> HURRICANE SHUTTERS | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> DRIVEWAY - PAVERS | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> DRIVEWAY - CEMENT | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> DRIVEWAY - PAINT | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> GARAGE SALE | START DATE: _____ | END DATE: _____ |
| <input type="checkbox"/> LANDSCAPE | <input type="checkbox"/> PATIO/LANAI | <input type="checkbox"/> MISCELLANEOUS |

*The Architectural Review Committee has 30 days to review all properly submitted plans.
A written reply will be given upon completion of action by Tara Golf & Country Club Architectural Review Committee.
All requests must be approved by appropriate HOA, written approval should accompany request.
Approval is subject to Owner obtaining necessary permits from governmental agencies.
Please note: commercial signs are prohibited unless work is in progress.*

Owner's Signature: _____ Date: _____

Primary HOA Approval Signature _____ Date: _____

Submit Request to: Tara Golf & Country Club, Attn: TGCC-ARC, 6602 Drewry's Bluff, Bradenton, FL 34203 • Fax: 941-751-4637
or via email to: tara.admin@taragcc.com Subject line: ARC Exterior Change Request

ARC COMMITTEE SECTION:

Date received: _____ Action Date: _____ Approved Denied
Committee Chair Signature _____ Date: _____

EXHIBIT C

Architectural Review Exterior Painting Request Form



Tara Golf & Country Club - Architectural Review Committee Architectural Review Exterior Painting Request Form

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

Available Tara Golf & Country Club Paint Palette selections may be viewed at Homeowners Association Color Archive:

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa>

Paint provider is not limited to Sherwin Williams paint brand but must match the Sherwin Williams Tara Golf & Country Club approved color palette.

REQUESTED BY:

NAME: _____ PRIMARY HOA: _____

ADDRESS: _____ Unit # _____

PHONE: (_____) _____ EMAIL: _____

DESCRIPTION OF CHANGE REQUESTED - *Submit additional pages if necessary* _____

ATTACHMENTS: *(Attach design, material specifications, colors, and detailed explanation.)*

- CURRENT & PROPOSED COLORS/PATTERNS OF MATERIAL PROPOSED PAINTINGS MATERIAL SPECS *(sample or photo)*
 DETAILED EXPLANATION PHOTOGRAPHS

CHANGE REQUESTED: *To allow the ARC committee to make an informed decision, check all that apply:*

PAINT MODIFICATION TO MAIN STRUCTURE – Please Indicate New Paint Palette Number: _____

- | | | |
|---|-----------------------|------------------|
| <input type="checkbox"/> EXTERIOR WALL | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR TRIM | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR SOFFET | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR EVES | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR SHUTTERS | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR DOORS | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR DOORS TRIM | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR DRIVEWAY | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR GARAGE DOORS | EXISTING COLOR: _____ | NEW COLOR: _____ |
| <input type="checkbox"/> EXTERIOR GARAGE DOORS TRIM | EXISTING COLOR: _____ | NEW COLOR: _____ |

*The Architectural Review Committee has 30 days to review all properly submitted plans.
A written reply will be given upon completion of action by Tara Golf & Country Club Architectural Review Committee.
All requests must be approved by appropriate HOA, written approval should accompany request.
Approval is subject to Owner obtaining necessary permits from governmental agencies.
Please note: Commercial signs are prohibited unless work is in progress.*

Owner's Signature: _____ Date: _____

Primary HOA Approval Signature _____ Date: _____

Submit Request to: Tara Golf & Country Club, Attn: TGCC-ARC, 6602 Drewry's Bluff, Bradenton, FL 34203 • Fax: 941-751-4637
or via email to: tara.admin@taragcc.com Subject line: ARC Request

ARC COMMITTEE SECTION:

Date received: _____

Action Date: _____

Approved

Denied

Committee Chair Signature _____

Date: _____

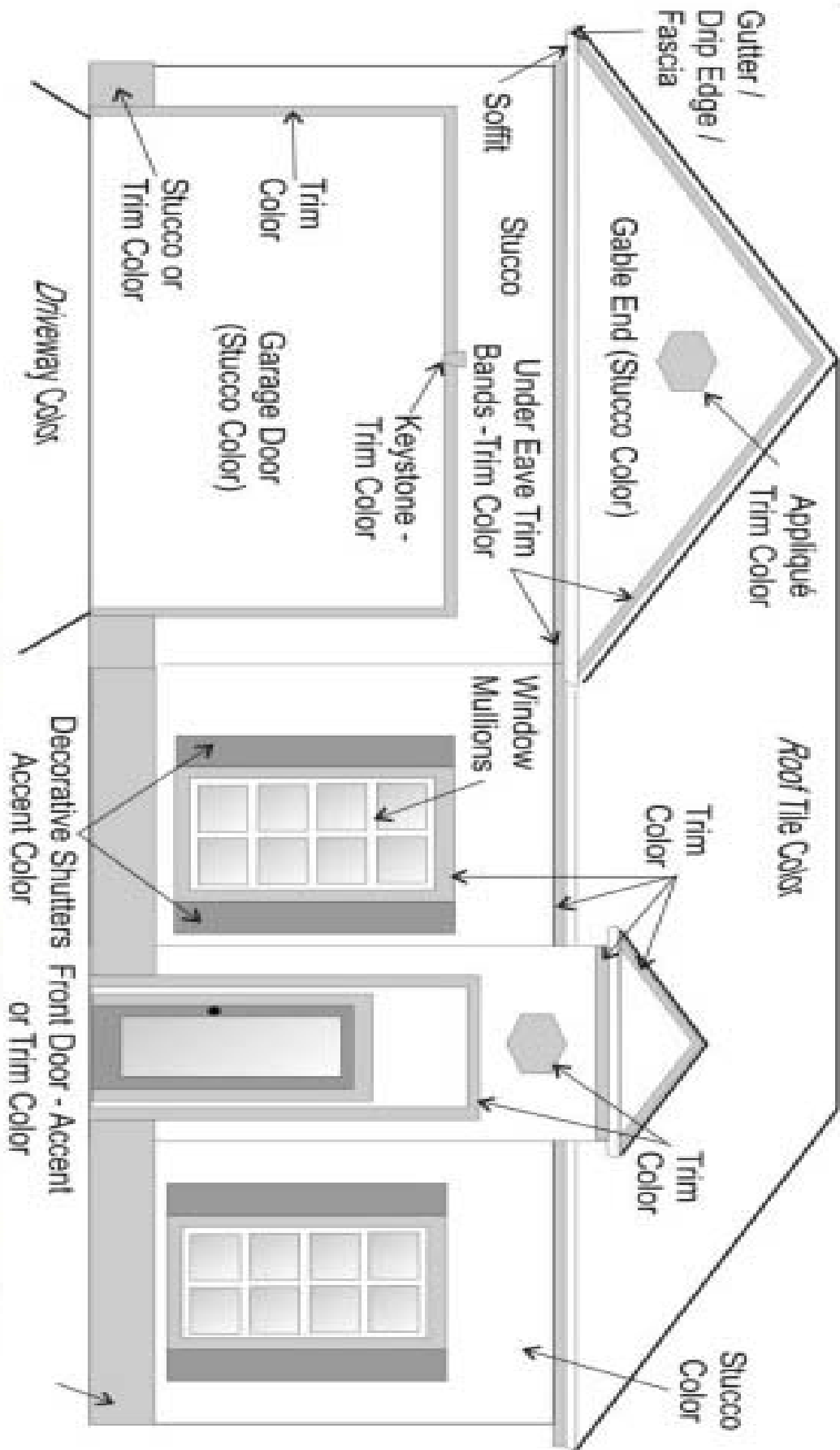


EXHIBIT D
Homeowner Request Appeal Form



For Office Use Date Received: _____
--

Homeowner Request Appeal Form
Architectural Review Committee

HOMEOWNER NAME (Please Print)

PHONE

STREET ADDRESS

EMAIL ADDRESS

PLEASE DESCRIBE YOUR PROJECT:

DID YOU APPLY PRIOR TO BEGINNING YOUR PROJECT? YES NO APPLICATION DATE: _____

HAVE YOU RECEIVED A DENIAL FROM THE ARCHITECTURAL REVIEW COMMITTEE? _____

DID THE ARCHITECTURAL REVIEW COMMITTEE OFFER RECOMMENDATIONS? _____

ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATIONS: _____

DOES YOUR PROJECT MEET THE CRITERIA OF THE TARA GOLF & COUNTRY CLUB COVENANTS, CONDITIONS, AND RESTRICTIONS; RULES & REGULATIONS; AND THE ARCHITECTURAL GUIDELINES? _____

REASON FOR APPEAL: _____

HOMEOWNER SIGNATURE

DATE

EXHIBIT E

ARC VIOLATIONS AND FINES

Violations	Fine per Day per Incident
General Nuisance – Noxious Activities.....	\$1 to \$20
Basketball Hoops	\$5
Flags & Flagpoles.....	\$5
Holiday Décor.....	\$5
Lawns & Planting Beds and Bed Curbing.....	\$5
Mailbox.....	\$5
Parking.....	\$5
Pet Control & Pet Clean Up.....	\$5
Ramps.....	\$5
Signs	\$5
Trees	\$5
Yard Décor and Structures – Rain Barrels	\$5
Awnings and Shutters (interior and exterior window treatments)	\$10
Fences	\$10
Screen Doors and Front Enclosures	\$10
Visible Items from Street	\$10
(i.e. garbage cans, BBQs, wheelbarrows, lawn equipment, generators) Driveway & Curbs	\$10
Hurricane Protection.....	\$25
Exterior Finishes/Walls & Lanais – Exterior Paint.....	\$25
Roof and Gutters	\$25
Swimming Pools.....	\$50

This list is not intended to be all inclusive and is generally representative of types of violations and/or fines that can be imposed by the Compliance Review Committee upon approval of the Board of Directors. Repetitive violations may result in higher fines.

EXHIBIT F
Compliance Response Form



4(a)
Tara Golf & Country Club
(TGCC-ARC)
Architectural Review Committee
Compliance Response Form

Response Date: _____

Owner's Name: _____

Street Address: _____

Violation(s): _____

I will comply with the Standards. The date of the correction _____

I plan to appeal the violation notice and will mail my written appeal on _____

Owner's Signature

Please refer any questions to and mail this response to:

Tara Golf & Country Club
Attn: TGCC ARC
6602 Drewry's Bluff
Bradenton, FL 34203

Telephone: 941-756-7775
tara.admin@taragcc.com

EXHIBIT H
Agreement To Mediate Form

**RESPONDING PARTY: YOUR SIGNATURE INDICATES YOUR AGREEMENT
TO THAT SELECTION.**

AGREEMENT TO MEDIATE

The undersigned hereby agrees to participate in pre-suit mediation and agrees to attend a mediation conducted by a mediator listed below as someone who would be acceptable to mediate this dispute:

List acceptable mediator or mediators:

We further agree to pay or prepay one-half (1/2) of the mediator's fees and to forward such advance deposits as the mediator may require for this purpose.

Dated this _____ day of _____, 20 _____ .

By (Signature): _____

Printed Name: _____

Address: _____

Telephone No. _____

EXHIBIT I

Florida Statutes & Links

FLORIDA STATUTES CHAPTER 720

Documents Covenants Conditions and Restrictions can be found on the Tara Website at taragcc.com

All Florida Homeowner Associations, in addition to the Covenants, Conditions and Restrictions documents of that community, are subject to Florida Statutes, Chapter 720.

The TMA web site address is www.taramasterassociation.com you will find the link via the index on the left side of the Home Page.

Also available on the internet at <http://leg.state.fl.us/statutes> or at www.myflorida.com