

**TARA
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Tuesday, December 5, 2023, at 9:30 a.m.

Meeting to be held at:

**7340 Tara Preserve Lane
Bradenton, FL 34203**



2654 Cypress Ridge Blvd. Suite 101
Wesley Chapel, FL 33544
(813) 652-2454

Tara Community Development District

Board of Supervisors

Darby Connor, Chairman
Joseph DiBartolomeo, Vice Chairman
Mark Gough, Assistant Secretary
Peyton Phillips, Assistant Secretary
Christopher Morris, Assistant Secretary

Staff:

Jennifer Goldyn, District Manager
David Jackson, District Counsel
Rick Schappacher, District Engineer
Paul Kelley, Field Manager
Mike Kaighin, Admiral Environmental
Thomas Bryant, Sunrise Landscape

Revised Final Agenda Tuesday, December 5, 2023 – 9:30 a.m.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Adoption of the Agenda**
4. **Audience Comments on Agenda Items - Three – (3) Minute Time Limit**
5. **Staff Reports**
 - A. Admiral Environmental Lake Management Report
(Under Separate Cover)
 1. Consideration of Grand Oaks Aeration Proposal.....Page 3
 - B. Sunrise Landscape
 - C. Field Manager Report
 1. Review of Rental Agreement FormPage 6
 - D. District Counsel
 - E. District Engineer
 1. Discussion regarding Pond 2 Drainage Repairs.....Page 10
 - F. District Manager
6. **Business Items**
 - A. Discussion regarding Fence Replacement
 - B. Discussion regarding Records Retention
 - C. Review of SOP.....Page 11
 - D. Consideration of Audit Engagement LetterPage 38
 - E. Consideration of Resolution 2024-02, Designating Officers.....Page 43
7. **Business Administration**
 - A. Consideration of Regular Meeting Minutes from October 24, 2023Page 44
 - B. Review of Financial Statements and Check RegisterPage 48
8. **Supervisor Requests**
9. **Adjournment**

The next meeting is scheduled for Tuesday, January 23, 2024



P.O. Box 5546 Sarasota, FL 34277
Office@AdmiralEnvironmental.com
www.AdmiralEnvironmental.com
Office: 941-777-3350

Special Service Agreement

Date: 10/09/2023

Customer: Tara Community Development District
c/o Inframark
210 N. University Dr., Suite 702
Coral Springs, FL. 33071

Terms:

- This quote is valid for 30 days from creation.
- 50% deposit (\$3,158.50) due prior to commencement of work.
- Balance due upon Completion of Work.

We are pleased to quote the special pricing as follows:

- Supply and Installation of AirMax PS40 aeration system with 3 diffusers in Pond 18.
- See Attached map

QTY	Description	Tax	Unit Price	Total Price
1	KIT-600861 Airmax PS40 System w/ 3 Diffusers 115v No EasySet Airline	No	\$3,055.00	\$3,055.00
1	Junction/Valve Box with Lid (12" x 17" x 6") without holes	No	\$50.00	\$50.00
1	510169 Airmax 5/8" EasySet Airline 500' Spool Plastic	No	\$953.00	\$953.00
3	510119 Airmax 5/8" EasySet Airline 100'	No	\$195.00	\$585.00
4	(B) - 5/8" Connector Kit Connects	No	\$6.00	\$24.00
1	Labor and equipment	No	\$1,200.00	\$1,200.00
			Subtotal	\$5,867.00
			Tax	\$0.00
			Shipping	\$450.00
			Grand Total	\$6,317.00

Signature: _____




Print Name: _____

Date: _____

Proposed Aeration System

Pond 18

Legend

-  Compressor
-  diffuser
-  Weighted Air Hose

Shallow (littoral)



135'



185'



410'



Google Earth

300 ft





Fountains offer aesthetic beauty, relaxing sound, and great surface aeration. If you're looking to maximize the appearance and overall health of your pond or lake, consider supplementing your fountain with diffused aeration. Bottom-diffused aeration reduces muck, improves water clarity, and increases oxygen levels for a healthier overall ecosystem.

Our certified Airmax professionals will help you select the right fountain and aeration system for your unique needs.

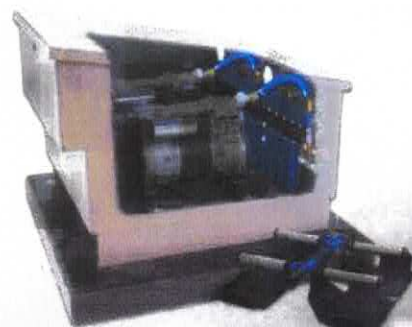
Visit www.airmaxeco.com/airmax-assist and complete a short survey. Airmax will run this information along with input from your local Certified Installer through the Airmax Assist proprietary software to create a complete pond profile, detailed aeration placement map and a management plan.



Shallow Water Series® Aeration Systems



PondSeries® Aeration Systems
Single Systems Aerate up to 6 Acres



LakeSeries® Aeration Systems
Single Systems Aerate up to 12 Acres

Tara Community Development District 1 Community Center Rental Agreement

This Tara Community Development District 1 Community Center Rental Agreement (the “**Agreement**”) is made as of the _____ day of _____, 20____ between the Tara Community Development District 1 (the “**CDD**”) and _____ (the “**Renter**”). As set forth herein, this Agreement is for the Renter’s use of the Tara Community Development District 1 Community Center and/or Outdoor Pavilion located at 7340 Tara Preserve Lane (which does not include the CDD pool, CDD tennis courts, or any other CDD property).

1. **Services.** The CDD shall rent (select one):

- ☐ the Community Center
- ☐ the Outdoor Pavilion
- ☐ the Community Center and Outdoor Pavilion

(hereinafter referred to as the “CDD Property”) to the Renter for exclusive use of the CDD Property on _____ beginning at _____ a.m./p.m. and ending at _____ a.m./p.m. (four hours maximum).

2. **Payment and Terms.** Renter acknowledges that the rental fee is (select one):

- | | |
|--|-----------|
| <input type="radio"/> Event Open to the Community
(Community Center and Outdoor Pavilion) | No Charge |
| <input type="radio"/> Private Event – Resident/Member
(Community Center and Outdoor Pavilion) | \$125.00 |
| <input type="radio"/> Private Event - Resident/Member
(Outdoor Pavilion only) | \$25.00 |
| <input type="radio"/> Private Event – Non-Resident/Member
(Community Center and Outdoor Pavilion) | \$300.00 |

Rental fee must be paid in advance. Renter acknowledges that the rental fee is for the use of the CDD Property for the date and time as specified above. Renter acknowledges that a \$200.00 refundable cleaning deposit must be paid in advance to cover the cost of cleaning the CDD Property after the rental and a \$200 refundable security deposit must be paid in advance. Separate payments must be made for the rental fee, the cleaning deposit and the security deposit.

3. **Damage or Loss to Facility, Furniture and Accessories.** The cleaning and security deposit shall be charged for all private events. Upon inspection by the CDD staff and the determination that the CDD Property has been sufficiently cleaned and that there is no

damage to the CDD Property, the respective deposit shall be fully refunded to the Renter. The deposits shall be fully refunded if the Renter's private function is cancelled due to inclement weather. However, deposits are non-refundable in the event that a private function is cancelled by the Renter with less than forty-eight (48) hours notice. In addition, the Renter shall reimburse the CDD for the cost of damages caused by the Renter or their guests at the event, which are in excess of the deposit amount.

4. **Termination.** This Agreement may be terminated by either party upon fourteen (14) days written notice to the other party. Notwithstanding the foregoing, in the event of an emergency, the CDD may terminate this Agreement immediately. If there is an emergency which requires the termination of this Agreement by the CDD, the CDD shall return all deposits and non-refundable fees to the Renter.

5. **CDD Property Use.** Renter hereby agrees that the number of persons attending the event to be held at the Community Center shall not exceed 93 occupants as permitted by all governmental authorities with jurisdiction over the Community Center. If the number of persons attending the event exceeds this amount or the Renter is not physically present at the event at all times, the CDD may terminate the event immediately. Renter hereby agrees that they shall be present for the entire time that they have rented the CDD Property. Renter acknowledges that the CDD pool, CDD tennis courts or any other area located outside of the CDD Property, as defined herein, is not part of the area they are renting under this Agreement. Renter and their guests shall not alter, damage, or modify the CDD Property; decorations shall not be pasted, tacked or nailed to the Community Center walls. The CDD Property must be restored to its original condition including the placement of tables and chairs at the conclusion of the event. All garbage must be placed in plastic trash bags, tightly closed to avoid spillage or odor and deposited into the garbage receptacles located in the outside fenced garbage area with the receptacle lids properly closed. Renter and their guests shall not use the CDD Property for any unlawful or commercial purpose. The Renter and their guests shall abide by the CDD's policies governing the CDD Property. Renter acknowledges that alcoholic beverages may not be sold on CDD Property. Renter must purchase any alcoholic beverages prior to the event, and Renter (including their guests or their caterer) may not sell the alcoholic beverages on CDD Property.

6. **Release and Indemnification of the CDD.** Renter, to the fullest extent permitted by the law, hereby waives, releases, and discharges the CDD its employees, agents, and supervisors from any and all losses, claims, liability or damages, including but not limited to losses, claims, liability or damages to personal property or for any personal injury or harm suffered on CDD property in connection with the rental of the CDD Property and further agrees to hold the CDD harmless from, and will indemnify and defend the CDD against all liability or damage which may arise in any manner whatsoever, whether directly or indirectly, from the event held on CDD Property or which may be caused by any person attending the event to be held on CDD Property.

7. **Modification of Agreement.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement may only be modified in writing executed by both parties.

8. **Assignment and Sublease.** Renter agrees not to assign this Agreement or sublet all or part of the CDD Property without prior written consent of the CDD.

9. **Governing Laws.** This Agreement shall be governed by the laws of the State of Florida with venue in Manatee County, Florida.

10. **Attorney's Fees.** In the event of any dispute or damage claim arising with respect to the enforcement of this Agreement, the prevailing party shall be entitled, in addition to all other relief granted by the court, to a judgment for reasonable attorneys' and legal assistants' fees and costs incurred by reason of such action, including appellate proceedings.

Renter

**Tara Community
Development District 1**

Signature:_____

Signature:_____

Print Name:_____

Print Name:_____

Date:_____

Date:_____

**Tara Community Development District 1
Community Center Rental Application**

Date and Time Requested for the Rental: _____

Name of Renter: _____

Address of Renter: _____
(Street Address)

(City, State and Zip Code)

Phone Number: _____

E-mail Address: _____

Resident: Y / N Non-Resident: Y / N Part Time Resident: Y / N

Type of Function to be Held: _____

Security Deposit: \$ 200.00 _____ Check No. _____

Cleaning: \$ 200.00 _____ Check No. _____

Rental Fee: _____
Check No. _____

Notes:

1. Please make all checks payable to Tara Community Development District 1. All deposit checks will be held until certification by a representative of the Tara Community Development District 1 that the CDD Property is free of damages and that the CDD Property has been left clean. The state of cleanliness shall be determined by sole discretion of the CDD representative.
2. Please note that the rental of the CDD Property is subject to limited availability, and the submittal of an application does not guarantee that the CDD Property will be available at the date and time requested.

Exhibit "A"

TARA Vegetation Removal at Structures

Bid Tabulation Form 10.27.23

				Crosscreek Environmental		Admiral	
Bid Item	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total
1	Clear channel downstream of weir in Pond 2 approximately 50' and remove silt in high point of channel.	1	LS	1,850.00	1,850.00	2,225.00	2,225.00
2	Remove trapped debris in front of Headwall on north side of Wingspan Way and clear all vegetation in channel 20' north of headwall.	1	LS	850.00	850.00	2,787.50	2,787.50
3	Miscellaneous cleanup and work	1	LS	500.00	500.00	0.00	0.00
Total				\$3,200.00		\$5,012.50	

All Clearing shall include removal or mulching of cut debris and applying an eco-friendly herbicide on stumps to deter future growth



TARA CDD STANDARD OPERATING PROCEDURES

**TARA CDD
7340 TARA PRESERVE LANE
BRADENTON, FL 34203
(941) 756-2416**

CONTENTS

1.0 CLUBHOUSE PROFILE	3
1.1 CDD Amenities Hours of Operation.....	3
1.2 Forward	3
2.0 OPENING PROCEDURES.....	3
3.0 CLOSING PROCEDURES.....	4
4.0 ISSUING A RESIDENT ACCESS FOB	5
4.1 Verification Process For Issuing An Access Fob	5
4.2 Creating An Access Fob	5
4.3 Deactivate/Reactivate An Access Fob	6
5.0 CLUBHOUSE RENTAL.....	7
6.0 KEYS	8
7.0 VENDORS	8
8.0 AMENITY POLICIES.....	8
9.0 CDD.....	8
9.1 Irrigation Leaks	8
9.2 Pool Leaks	9
9.3 Solar Panel Leaks	9
9.4 Clubhouse Water Leak	9
9.5 Streetlight Outage	9
9.6 Sidewalks and Potholes	9
9.7 Vehicle Accidents on CDD Property	9
9.8 Storm Preparation	10
10.0 Incident Reporting	11

1.0 CLUBHOUSE PROFILE

1.1 CDD AMENITIES HOURS OF OPERATION

Clubhouse Hours: Monday-Friday 8:30AM-1:30PM

Pool Hours: Dawn to Dusk

Court Hours: 8am-10pm

1.2 FORWARD

Purpose of this document is to provide an overview of the operations of the facilities and amenities of Tara CDD. It is an easy reference for day-to-day operations. This document includes instructions for the most common procedures, but it is not all inclusive. If you face a circumstance that is not addressed in this manual, contact the Field Manager or the District Manager.

2.0 OPENING PROCEDURES

1. Unlock clubhouse door
2. Turn on all clubhouse lights
3. Unlock office, turn on lights, turn on computer and turn on TV monitor to view the security cameras
 - a. Turn on the computer by pushing the "triangle on-button" at the top of the computer tower
 - b. Press the space bar on the keyboard
 - c. Enter password: Preserve2019
 - d. Use the remote in the top right drawer of desk to turn on camera monitors
 - i. Copy of security pattern is under remote
4. Log onto the Field Manager email account (Outlook), fieldmanager@taracdd.org, Password: Preserve2019
5. Conduct a walk-around of the inside and outside of the amenities including both sets of restrooms and the kitchen
 - a. Check for cleanliness and replenish supplies as needed including hand sanitizer
 - b. Pick-up trash and debris
 - c. Straighten pool furniture and clean tables
 - d. Blow off pool deck, courts, pavilion, and walkways
 - e. Check to ensure the pool water is clear and the pool & spa heater temperatures have an accurate reading, Pool Temp 84- 86, Spa Temp 104. Record the current temperatures on the log sheet and post in message board daily.
 - f. Check to ensure golf cart battery is fully charged

6. Every Monday and at least one other day during the week, conduct a drive-through of the entire community (public roads only; see attached map and list of public and private roads)
 - a. Pick up all trash and debris along the roadways and deposit in the trash receptacles by the road at the clubhouse (the trash is picked up on Tuesdays & Fridays)
 - b. Take note of any illegal dumping in the wetlands or common grounds. Report to Manatee County Code Enforcement, 941-748-2071
 - c. Take note of any landscaping and irrigation issues and report to the landscaping company and the District Manager
 - d. Check all pumps, meters, and timers (attached map is marked with locations)
 - i. Pumps should not be running. If the pumps are running or there are visible leaks, notify landscape company immediately and see section 9.1
 1. If instructed to turn off pumps, shut-off valves are located at Pump 1 (Tailfeather Way by Pond 43) & Pump 2 (Wingspan Way & the Driving Range Pond)
 - ii. Check meter pressure; should read 45psi.
 - iii. Listen to the timers as a signal they are working
7. Check all voicemails and emails
8. Update community calendar with events, meetings, and clubhouse rentals
 - a. Follow this link to access and update the calendar. This is a manager only link. Do not share this link with residents. <https://teamup.com/ksqqvgyszgdc7ahmkq>
 - b. The link for residents to view the calendar online is <https://teamup.com/ksj8k1gjh3e3hcfbci>
 - c. Print an updated calendar and post in the outside message board
 - d. Email the resident link to all Board of Supervisors on the 1st day of the month

3.0 CLOSING PROCEDURES

1. Perform a visual inspection of the amenities to ensure cleanliness and full stock of supplies
2. Empty trash receptacles if necessary
3. Turn off camera monitor and computer
4. Empty office trash receptacle
5. Turn out office lights and lock the office door
6. Turn out clubhouse lights
7. Lock the clubhouse door upon leaving
 - a. If there is a club meeting in the clubhouse, leave the lights on, but be sure to lock the door. Residents are aware to use the side door when exiting, leaving the main clubhouse door locked.

4.0 ISSUING A RESIDENT ACCESS FOB

4.1 VERIFICATION PROCESS FOR ISSUING AN ACCESS FOB

1. Greet the resident and welcome them to the community
2. Follow the instructions below to issue access fobs to all eligible residents
 1. **New Owner**
 - a. Residents must provide proof of residency by presenting their closing disclosure statement, a driver's license with a Tara address listed, or a current utility bill with the resident's name and Tara address. Residents must also present a photo ID to verify identity.
 - b. Residents are eligible for one (1) access fob at NO CHARGE. Any additional fobs are \$25 payable by check made out to Tara CDD. Only two (2) fobs maximum per household.
 - c. Always search the database to check if the resident has already been issued a fob.
 - d. Have resident complete a **Tara CDD Resident Information Form**. Forms are located in a folder on the left corner of the desk.
 - e. Verify the information on the form is legible and correct
 - f. Issue new fob (see instructions below in section 4.2)
 - g. If resident purchased a resale, put an "expiration date" on the access fobs of all former residents at that address, and change the card status to "inactive".
 2. **Current Resident Replacement Fob**
 - a. Resident must provide proof of residency by way of current driver's license or current utility bill
 - b. Replacement fobs are \$25 each payable by check made out to Tara CDD. Only two (2) fobs maximum are allowed per household.
 3. **Leases**
 - a. Homeowners are responsible for giving an access fob to their tenant. If homeowner is unable to provide a fob, a new fob may be issued to the owner at a cost of \$25.

4.2 CREATING AN ACCESS FOB

1. New Resident Access Fob
 - a. Log on to the Microsoft Edge icon on the tool bar
 - b. On the task bar that opens, click on "Linear eMerge"
 - c. The Login window will open
 - i. Username : admin
 - ii. Password: admin (should be auto generated)
 - d. Click on the third icon from the left that looks like a person
 - e. Click on Cardholder
 - f. Choose New
 - g. Fill in all the resident's information from the Resident Information Form
 - h. Click "Save"

- i. Choose "Add a card"
 - j. Take an access fob from the white box on the desk
 - k. Under "Card Number", enter the first set of numbers on the back of the fob before the space (leading zeros are not required)
 - l. Under "Select Type" select "Group"
 - m. Under "Select Level" select "Residents" from the left column and the arrow to move it to the right column
 - i. Only chose "ALL" if making a fob for management or Board members as this will provide access to the clubhouse side door
 - n. Click "Save"
 - i. The fob is only activated when a notice appears "the process has been completed"
 - o. Have the resident try the fob on the pool gate to ensure it is working
2. Current Resident Access Fob
- a. Follow the same procedures as above except:
 - i. Enter the last name of the resident and hit "Search"
 - ii. Choose the correct resident and enter the new fob number
 - iii. Deactivate the old fob
 - iv. If the resident's name does not come up, then the resident must go through the New Resident steps and fill out a new form
3. Leases
- a. Follow the same procedures as above and also:
 - i. Put an "expiration date" as the last day of the lease term so the card will automatically deactivate at the end of the lease period
 - ii. Resident must provide proof of a lease extension in order to reactivate the fob with a new lease expiration date
4. Place completed form in the folder in file cabinet "A" in numerical order

4.3 DEACTIVATE/REACTIVATE AN ACCESS FOB

1. Deactivate a Fob
- a. Log on to the Microsoft Edge icon on the tool bar
 - b. On the task bar that opens, click on "Linear eMerge"
 - c. The Login window will open
 - i. Click on Username: Select Admin
 - ii. click on Password: Admin (password will be auto generated)
 - iii. Click "Login"
 - d. Click on the third icon from the left that looks like a person
 - e. Click on Cardholder

- i. In Search Section at the bottom of the page, enter the last name of the resident or the current FOB number and hit "Search"
 - ii. The resident's information window will open
 - iii. In the "Card" section, move the cursor to the card number line (it will highlight in blue). Click
 - iv. At the bottom of the Card Section, click "Edit"
 - v. At the "Card Status" line, click on the down arrow and then click on "Inactive"
- f. At the "Activation Date" Section, enter the deactivation reason box and the date
- g. Click "Save"
- 2. Reactivate a FOB
 - a. Follow the same steps above except:
 - i. At the "Card Status" line, click on the down arrow and then click on "Active"
 - b. At the "Activation Date" Section, click on the "Never Expired" Box or enter the "activation date"
 - c. Click "Save"

5.0 CLUBHOUSE RENTAL

The Clubhouse is available for rental by Tara residents and non-residents. There is a different rental fee for each. When a person inquires about renting the clubhouse, verify they are a resident of Tara and provide them the information regarding fees and rules. Ask what date and time they are interested in and check the calendar for availability. The Clubhouse can be rented for a private event not-to exceed 4 hours and all events must end prior to Midnight (12am). Give them a tour of the clubhouse and make sure they are aware of all policies.

1. Resident must complete and sign the **Rental Agreement Form**. Forms are located in a folder on the left corner of the desk.
2. Collect 3 separate checks payable to Tara CDD (two deposit checks and one rental fee check)
3. Make and give a copy of the Rental Agreement Form to the resident
4. Make and send a copy of the agreement along with the rental fee check to the staff accountant at the Rizzetta Office
5. Place the original form along with both deposit checks in the safe
6. If the resident is renting the room outside of normal business hours, the resident needs to make arrangements to come to the office to pick up the access fob that will give them access to the side door
7. The resident must return the access fob the next business day
8. Please Note--Long wood tables in the clubhouse are to be used for business meetings ONLY. These tables CANNOT be used by Clubs or Private Rentals.

6.0 KEYS

All keys are kept in the white cabinet in the office. There is a list of the keys on the top shelf of the cabinet with a corresponding number for each key.

7.0 VENDORS

A list of vendors is attached at the end of this documents

8.0 AMENITY POLICIES

There are spiral bound copies of the Community Center Policy and Procedures located in the office. One copy should remain on the table in the clubhouse entryway.

9.0 CDD

The CDD offers a broad range of community related services and an infrastructure to help ensure the highest quality of life possible. The CDD is governed by a Board of Supervisors which is elected by the residents who reside within the Tara CDD boundaries. The District Manager oversees the Board. Rizzetta & Company is the management company for the CDD. All meetings and records are open to the public.

Website: www.taracdd.org

CDD responsibilities include but are not limited to:

- Storm water management--Dry Retention Ponds
- Parks, trails, and all common areas throughout the community
- Clubhouse
- Pool & Spa
- Tennis/Pickleball Courts
- Pavilion

9.1 IRRIGATION LEAKS

1. If there is a leak in the front half of the community (Tara Preserve Lane to Cypress Strand at Tailfeather Way) proceed to well #2 at Tara Preserve Lane and shut off the Well CCT Breaker ONLY. Alert Sunrise Landscape and the District Manager.
2. If there is a leak in the back half of the community (Cypress Strand to Linger Lodge) proceed to well #1 at Hole 15 and shut off the Well CCT Breaker ONLY. Alert Sunrise Landscape and the District Manager.

9.2 POOL LEAKS

1. Alert the pool vendor immediately and follow their instructions. If needed, the city water shut-off valve is located in the pool equipment box in front of the pool equipment.
2. Notify the District Manager.

9.3 SOLAR PANEL LEAKS

1. Shut off the pool water supply to the panels located on the side of the clubhouse next to the spa heater. Call Mirasol Solar to schedule a repair and notify the District Manager.

9.4 CLUBHOUSE WATER LEAK

1. In the event of a major leak in the clubhouse, shut off the main water supply line at the backflow valve at the street entrance to the community center. Call the Public Works Department 941-708-7450 to report the leak and notify the District Manager.

9.5 STREETLIGHT OUTAGE

1. Report street light outages to Florida Power & Light (FPL). Visit the website, www.fpl.com. You will need the pole number and location of the pole.

9.6 SIDEWALKS AND POTHOLE

1. All issues with sidewalks and potholes that can cause tripping hazards must be reported to Public Works, 941-708-7450, for repairs. Place caution signs to alert residents of the hazard.

9.7 VEHICLE ACCIDENTS ON CDD PROPERTY

1. Contact the Sheriff's Department or the Highway Patrol to report any vehicle accidents that caused damage to CDD property including landscaping. Obtain a copy of the accident report and forward to the District Manager so a claim can be filed.

9.8 STORM PREPARATION

1. Await notification from Amenity Management or District Management to begin storm preparations
2. Secure all pool chairs by stacking them up in groups and place against the fence
3. Turn all tables upside down and place against the fence
4. Move all outside trashcans indoors
5. Secure gates to pool and courts using bike locks
6. Post signs on the gates alerting residents that the pool and courts are closed
7. Post sign on the clubhouse door that all facilities are closed
8. Change the message on the answering machine alerting residents that all facilities are closed due to inclement weather
9. Once the storm has passed, return to the facilities to assess any damage. Send a report and pictures to the District Manager. Once the areas are declared safe for use, notify residents that the facilities are open.
10. Conduct a drive-through of the CDD areas in the community and prepare a report with pictures of any damage to send to the District Manager

Standard Operating Procedure

TITLE: Incident Reporting	SOP NUMBER: 2022.06	EFFECTIVE DATE: 08/19/2022	PAGE 1 of 2
-------------------------------------	-------------------------------	--------------------------------------	--------------------

APPROVAL BLOCK

APPROVALS	TITLE	SIGNATURE/DATE
Prepared By:	Director	Lucianno Mastrionni
Reviewed By:	NA	NA
Approved By:	Director	<i>Lucianno Mastrionni</i>

PURPOSE: To establish a procedure for effective and timely reporting of Incident Reports and efficient communications with leadership, district management, and community board members.

RESPONSIBLE PARTIES: All clubhouse managers, clubhouse staff and Amenity Services Division leadership.

BUSINESS REQUIREMENTS: Effective documenting of emergencies, or other incidents, including injuries, accidents, or violations of clubhouse policies and rules resulting in calls to law enforcement or emergency fire/rescue (EMS) services or not; and to provide timely submission of Incident Reports to the District Manager, Amenity Services leadership, and District Boards.

PROCEDURE:

To ensure effective documentation, reporting, and communication of community incidents, the following Standard Operating Procedure is in place, effective immediately:

Medical Emergencies, Injuries, Accidents, With or Without Calls to Fire/Rescue (EMS)

- 1) If notified of a medical or fire emergency, call 911. Note: If parent/guardian does not wish to report a medical emergency involving **water** (pools/drowning) you must report the incident to law enforcement. This is due to the risk of secondary drowning or dry drowning. Law enforcement will ensure medical care is received by the child.
- 2) Address any life-threatening issue within your abilities until professionals arrive. Assist professionals once they arrive, as instructed.
- 3) If Clubhouse Manager is not on property, **immediately** contact him/her, regardless of scheduling.



Rizzetta & Company

- 4) If you are not able to immediately contact the Clubhouse Manager, contact an Amenity Services Manager and the District Manager. Contact information is posted in the manager's office.
- 5) Once the emergency has concluded, complete the attached Incident Report regardless of whether or not Fire/Rescue (EMS) was called. If necessary, multiple Incident Reports can be submitted for the same incident.
- 6) If there are witnesses, have witness(es) complete the attached Witness Statement form.
- 7) If law enforcement is called to the scene, obtain a police incident report number.
- 8) If video is available, appropriate authorized user of camera system must record and snip the pertinent video of the incident.
- 9) District Manager, Amenity Managers, and Division Director must be notified immediately following the incident to know that the incident occurred, and the reports are forthcoming and should be expected.
- 10) Upon completion of Incident Report (and Witness Statement if taken), email all documents to District Manager, Amenity Managers, Division Director and CDD Board Chair. **If the investigation is ongoing, an initial report of the incident, even if brief, must be made to these individuals on the day of the incident.** If still investigating, and details are limited, this should be noted in the initial notice.
- 11) Once reports have been sent, Clubhouse Manager must follow-up with District Manager and Amenity Management within 24 hours to ensure receipt.
- 12) For all medical emergencies, the Clubhouse Manager should follow-up with individual or family member of victim within twenty-four hours.

Violations of Clubhouse/Community Policies and Rules Resulting in Calls to Law Enforcement or Not

- 1) Upon being notified or encountering an individual violating clubhouse policies or rules, inform the individual that he/she is committing a violation and *politely* request that the individual cease the action(s).
- 2) If individual persists in violating clubhouse or community rules and refuses to comply with request to cease the action(s), Clubhouse Manager must be informed if onsite so he/she can take appropriate action that complies with the CDD rules and regulations document.
- 3) If Clubhouse Manager is not available, clubhouse staff may take appropriate action to comply with the CDD rules and regulations document. It is the responsibility of Clubhouse Manager to ensure all staff is trained to resolve violations per CDD Rules and Regulations.
- 4) If individual continues actions that violate CDD rules, and/or if staff feels reasonably threatened by the individual(s), staff should call law enforcement for assistance.
- 5) Immediately following the incident, complete the attached Incident Report.
- 6) If there are witnesses, have the witness(es) complete and submit the attached Witness Statement.
- 7) If video is available, appropriate authorized user of camera system must record and snip the pertinent video of the incident.
- 8) If law enforcement is called to the scene, obtain a police incident report number.
- 9) District Manager, Amenity Managers, and Division Director must be notified immediately following the incident to know that the incident occurred, and the reports are forthcoming and should be expected.
- 10) Upon completion of Incident Report (and Witness Statement if taken), email all documents to District Manager, Amenity Managers, Division Director and CDD Board Chair (if necessary). **If the investigation is ongoing, an initial report of the incident, even if brief, must be made to these individuals on the day of the incident.** If still investigating, and details are limited, this should be noted in the initial notice.
- 11) Once reports have been sent, Clubhouse Manager must follow-up with District Manager and Amenity Management within 24 hours to ensure receipt. If individual is resident of the community, determination of suspension of amenity privileges is appropriate only under the advice of the District Manager and CDD Board Chair.

FORMS:

Incident Report Form

Witness Statement Form

VERSION HISTORY

VERSION	EFFECTIVE DATE	DESCRIPTION OF CHANGE
#1	08/19/2022	Implementation

Incident Report Form

Use this form to report accidents, injuries, medical situations, or behavior incidents (incidents involving a crime or traffic incident should be reported to Law Enforcement as well). This report must be completed immediately after the incident. Submit completed forms via email to District Manager, Amenity Services Management, Division Director, and CDD Board Chair (if appropriate) and secure master copy on site. If taken, include and attach all witness statements and/or Law Enforcement reports with/to this form.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
	<input type="checkbox"/> Resident	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other
Phone Numbers	Home	Cell	Work

INFORMATION ABOUT THE INCIDENT		
Date of Incident	Time	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No Report Number:
Location of Incident		
Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible but do not embellish (attached additional sheets if necessary)		
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach separate sheet with names, addresses, and phone numbers.		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).		
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was treatment provided: <input type="checkbox"/> on site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other		

REPORTER INFORMATION
Individual Submitting Report (print name)
Signature
Date Report Completed

FOR OFFICE USE ONLY

Report Received by _____

Date _____

FOR OFFICE USE ONLY

Document any follow-up action taken after receipt of the incident report.

[illegible]

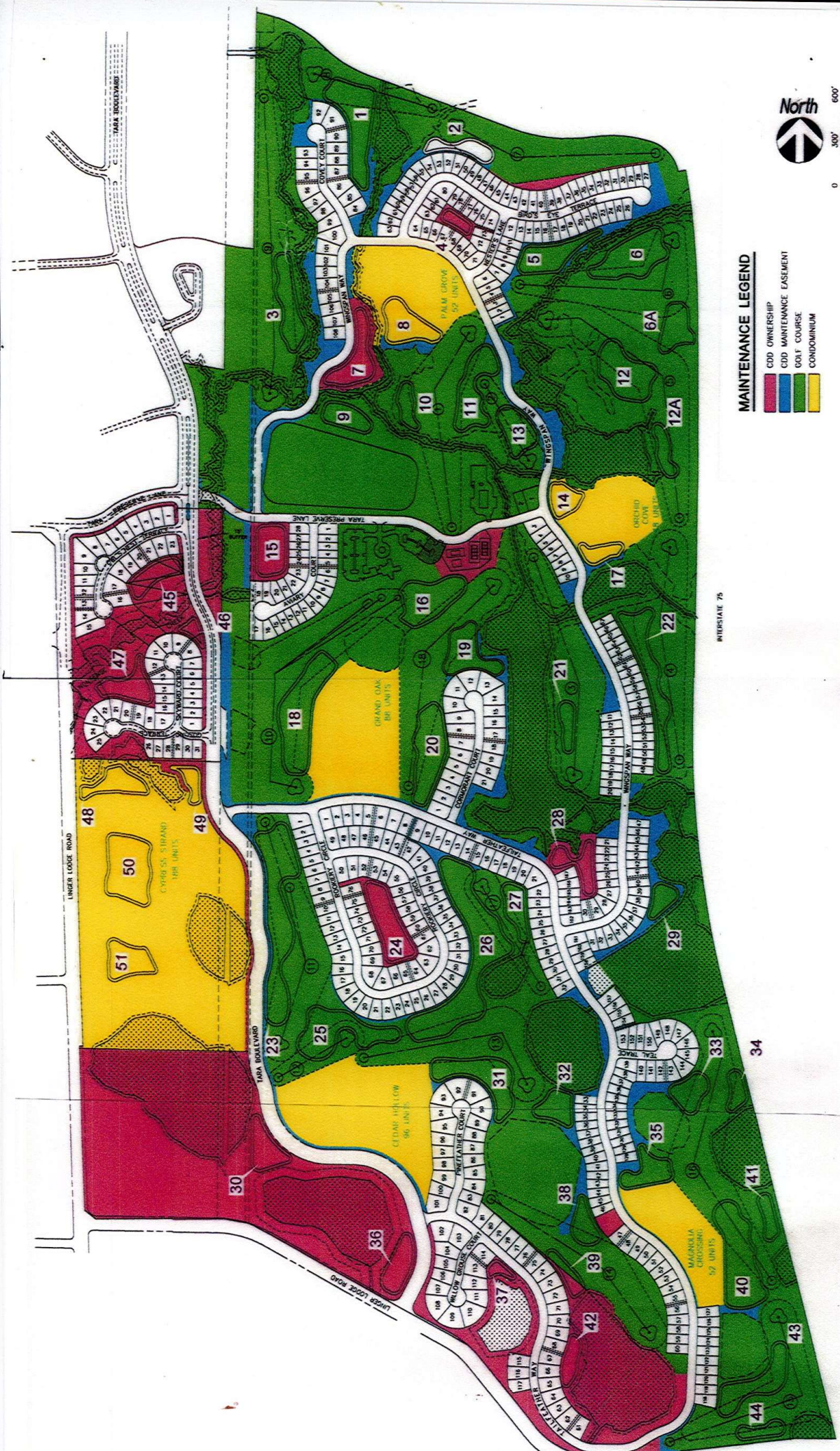
Community Name:

Community Name:

[illegible]

[illegible]

PAGE INTENTIONALLY LEFT BLANK FOR NOTES



MAINTENANCE LEGEND

- CDD OWNERSHIP
- CDD MAINTENANCE EASEMENT
- GOLF COURSE
- CONDOMINIUM



0 300' 600'

INTERSTATE 75

THE ROADS OF THE PRESERVE AT TARA

PUBLIC ROADS	PRIVATE ROADS
Aviary Court	Bay Cedar Lane
Birds Eye Terrace	Cedar Hollow Circle
Cormorant Court	Fountain Palm Circle
Covey Court	Grand Oak Circle
Gosling Terrace	Marsh Orchid Circle
Nesters Lane	Scrub Jay Way
Owl's Nest Terrace	Strand Circle
Pinefeather Court	Sweet Bay Circle
Rookery Circle	
Skyward Court	
Tailfeather Way	
Tara Boulevard	
Tara Preserve Lane	
Teal Trace	
Willow Grouse Court	
Wingspan Way	

Pumps, Timers & Meters Location Map



Tara CDD
Resident Information Form for Key Fob

To obtain a key fob for the use of amenities at Tara CDD, you must provide proof of residence with a government issued photo ID and a current utility bill or vehicle registration. Renters must also provide a copy of their lease agreement.

Owner/Lessee Name: _____

Address: _____

Phone Number (optional): _____ **E-mail Address (optional) :** _____

OFFICE USE ONLY

Proof of residency: ☐ Driver's License ☐ Passport ☐ State issued ID
AND
☐ Current Utility Bill ☐ Vehicle Registration

Renters only: ☐ Lease received ☐ Lease not received

Please list all current household members. It is the owner's responsibility to update this information as necessary.

Name (Last, First) Please print	Relationship to homeowner	Birthday (if under 18)	OFFICE USE ONLY Access Card #	OFFICE USE ONLY Form of payment

Acceptance and Agreement:

I acknowledge receipt of key fobs for the above-listed residents and state that the above information is true and correct and is willingly provided by me. I agree to be financially responsible for any damages caused by me, my household members, or my guests or any damages resulting from the loss or theft of key fobs assigned to my household. It is understood that key fobs are the property of the District and are non-transferable except in accordance with the District's rules, policies, and regulations. I furthermore agree to hold harmless and release the District, its agents, officers, and employees from all liability for any injuries that might occur in conjunction with the use of any of the District's Amenity Facilities. Nothing herein shall be considered as a waiver of the District's sovereign immunity.

I acknowledge that the information on this form is a public record and may be accessed under Florida's public records laws.

I agree that Tara CDD reserves the right to revoke and/or suspend use of any CDD amenity with due cause such as failure to abide by the rules, policies, and regulations.

Owner/Lessee Signature

Print Name

Date

System Entry Date: _____

Staff Member: _____

**Tara Community Development District No.1
Community Center Rental Agreement**

This Tara Community Development District No.1 Community Center Rental Agreement (the "**Agreement**") for use of the CDD's community center (which does not include the CDD pool, tennis courts, or any other area located outside of the CDD community center building) located on Tara Preserve Lane (the "**Community Center**"), is made as of the _____ day of _____, 20__ between the Tara Community Development District No. 1 (the "**CDD**") and _____ (the "**Renter**").

1. **Services.** The CDD shall rent the Community Center to the Renter for exclusive use of the Community Center on _____ beginning at _____ a.m./p.m. and ending at _____ a.m./p.m.

2. **Payment and Terms.** Renter acknowledges that the rental fee is \$75.00 for District residents and \$300 for non-District residents which must be paid in advance. Renter acknowledges that the rental fee is for the use of the Community Center for the date and time as specified above. Renter acknowledges that a \$100 refundable cleaning deposit must be paid in advance to cover the cost of cleaning the Community Center after the rental and a \$200 refundable security deposit must be paid in advance. Separate checks must be written for the rental fee, the cleaning deposit and the security deposit.

3. **Damage or Loss to Facility, Furniture and Accessories.** The refundable cleaning and security deposit shall be charged for all private rentals. Upon inspection by the CDD staff and the determination that there are no damages to any property owned by the CDD, the deposits shall be fully refunded. The deposits shall be fully refunded if the private function is cancelled due to inclement weather. However, deposits are non-refundable in the event that a private function is cancelled by the Renter with less than forty-eight (48) hours notice. In addition, the Renter shall reimburse the CDD for the cost of damages in excess of the deposits caused by the Renter or their guests at the event.

4. **Termination.** This Agreement may be terminated by either party upon fourteen (14) days written notice to the other party. Notwithstanding the foregoing, in the event of an emergency the CDD may terminate this Agreement immediately. If there is an emergency which requires the termination of this Agreement by the CDD, the CDD shall return all deposits and non-refundable fees.

5. **CDD Community Center Use.** Renter hereby agrees that the number of persons attending the event to be held at the Community Center shall not exceed 93 occupants as permitted by all governmental authorities with jurisdiction over the Community Center. If the number of persons attending the event exceeds this amount or the Renter is not physically present at the event at all times, the CDD may terminate the event immediately. Renter hereby agrees that they shall be present for the entire time that they have rented the Community Center. Renter acknowledges that the CDD pool, CDD tennis courts or any other area located outside of the Community Center building is not part of the area they are renting under this Agreement. Renter and their guests shall not alter, damage, or modify the Community Center; decorations shall not be pasted, tacked

or nailed to the Community Center walls; the Community Center must be restored to its original condition including the placement of tables and chairs at the conclusion of the rental; and all garbage must be placed in the trash receptacles at the end of the event. Renter and their guests shall not use the Community Center for any unlawful or commercial purpose. The Renter and their guests shall abide by the CDD's policies governing the Community Center. Renter acknowledges that alcoholic beverages may not be sold in the Community Center. Renter must purchase any alcoholic beverages prior to the event, and Renter (including their guests or their caterer) may not sell the alcoholic beverages in the Community Center.

6. **Release and Indemnification of the CDD.** Renter, to the fullest extent of the law, hereby waives, releases, and discharges the CDD its employees, agents, and supervisors from any and all losses, claims, liability or damages, including but not limited to losses, claims, liability or damages to personal property or for any personal injury or harm suffered on CDD property in connection with the rental of the Community Center and further agrees to hold the CDD harmless from, and will indemnify and defend the CDD against all liability or damage which may arise in any manner whatsoever, whether directly or indirectly, from the event held at the Community Center or which may be caused by any person attending the event to be held at the Community Center.

7. **Modification of Agreement.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement may only be modified in writing executed by both parties.

8. **Assignment and Sublease.** Renter agrees not to assign this Agreement or sublet all or part of the Community Center without prior written consent of the CDD.

9. **Governing Laws.** This Agreement shall be governed by the laws of the State of Florida with venue in Manatee County, Florida.

10. **Attorney's Fees.** In the event of any dispute or damage claim arising with respect to the enforcement of this Agreement, the prevailing party shall be entitled, in addition to all other relief granted by the court, to a judgment for reasonable attorneys' and legal assistants' fees and costs incurred by reason of such action, including appellate proceedings.

Renter

By: _____
Name: _____
Date: _____

**Tara Community
Development District No. 1**

By: _____
Name: _____
Date: _____

**Tara Community Development District No.1
Community Center Rental Application**

Date and Time Requested for the Rental: _____

Name of Renter: _____

Address of Renter: _____

(Street Address)

(City, State and Zip Code)

Resident: Y / N

Non-Resident: Y / N

Resident: Y / N

Type of Function to be Held: _____

Security Deposit: \$ _____ Check No. _____

Cleaning: \$ _____ Check No. _____

Notes:

1. All security deposit checks will be held until certification by a representative of the Tara Community Development District No. 1 that the Community Center is free of damages and that the facility has been left clean. The state of cleanliness shall be determined by sole discretion of the CDD representative.

2. Please note that the rental of the Community Center is subject to limited availability, and the submittal of an application does not guarantee that the Community Center will be available at the date and time requested.

Tara Preserve CDD Vendor Contact List

Absolute Aluminum

**Contact for aluminum fencing
around the facilities**

Sonny Bebout
Ofc: 941-497-7777
Cell: 941-650-7181

Accurate Drilling Solutions

813-650-5371

Ace Pressure Cleaning

**Call once per year to pressure wash
all CDD perimeter fencing**
941-925-9587

Alert 360 – Security Cameras

Office: 941-650-6282
Tech Support: 888-642-4567

Apex – Tree Service

Rebecca Pendergast
Ofc: 941-400-8652
Cell: 941-276-6889

Admiral—Pond Maintenance

Contact for All Pond Issues
Mike – 941-284-3611

Bravo Cleaning Services

Lance Pastrana – 941-301-7790

Carey Construction

Mike Carey
Ofc: 941-981-5358
Cell: 727-366-2577

Comcast Cable

Brian Lindsey
Ofc: 239-318-1409
Cell: 941-356-1058

Complete Electrical Services

Contact for all CDD facility issues

Rob Davidson
Ofc: 941-749-5995
Cell: 941-737-4424

Countryside Plumbing

Full-Service A/C & Plumbing
Joshua Damm
Cell: 941-539-8111

Florida Power & Light (FPL)

800-468-8243

Florida Southern Roofing

**Contact for any damage or leaks to
the roof**

Ofc: 941-782-0409 ext 110
Cell: 941-773-7534

Florida Wildlife Alligator Hotline

866-392-4286

King Signs

941-924-8456

LaPensee Pool

941-778-5622

Manatee County Code Enforcement

941-748-2071

Mirasol Solar

941-484-0130

Proline Painting

Jake & Joe Busch
Ofc: 941-727-9157
Cell: 941-302-1806

Public Works Department

941-708-7450

Securiteam—Access Control System

Chris Beck

Office: 813-909-7775

Signs 4R Times

Gary & Wendy Harvey

Ofc: 941-722-8888

Cell: 941-330-6250

Sunrise Landscape

Landscape & Irrigation

Bill Conrad

Ofc: 813-985-9381

Cell: 813-833-7485

TECO Peoples Gas

877-832-6747

Trademark Aluminum

Ofc: 941-371-2878

Cell: 941-232-9072

Trutech Wildlife Service

Larry Gant

Ofc: 941-269-2536

Cell: 941-301-7491

USA Fence

**Contact for issues with CDD fencing
around the perimeter of community**

Ofc: 941-756-8727

John Garcia

Cell: 941-812-3017

Jim Perry

Cell: 941-782-7101

Welch Tennis

**Contact for any tennis/pickleball
court issues**

800-282-4415

813-641-7787



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

November 11, 2023

To Board of Supervisors
Tara Community Development District
210 N. University Drive, Suite 702
Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Tara Community Development District, Manatee County, Florida ("the District") for the fiscal year ended September 30, 2023. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Tara Community Development District as of and for the fiscal year ended September 30, 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2023 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,700 for the September 30, 2023 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

Grau & Associates and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Grau agrees and acknowledges that the District is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the District has a good faith belief that the Grau has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. If the District has a good faith belief that a subcontractor performing work under this

Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall promptly notify Grau and order Grau to immediately terminate the contract with the subcontractor. Grau shall be liable for any additional costs incurred by the District as a result of the termination of a contract based on Grau's failure to comply with E-Verify requirements evidenced herein.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Tara Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Tara Community Development District.

By: _____

Title: _____

Date: _____



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TARA
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE
OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, the Tara Community Development District (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 of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. _____ is appointed Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 5th day of DECEMBER 2023.

**TARA COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

Chair / Vice Chair

Secretary / Asst. Secretary

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**

The meeting of the Board of Supervisors of the Tara Community Development District was held on **Tuesday, October 24, at 9:37 a.m.**, at the Tara Community Center, 7340 Tara Preserve Lane, Bradenton, FL 34203.

Present and constituting a quorum were:

Darby Connor	Board Supervisor, Chair
Joe DiBartolomeo	Board Supervisor, Vice Chair
Peyton Phillips	Board Supervisor, Asst. Secretary
Mark Gough	Board Supervisor, Asst. Secretary
Christopher Morris	Board Supervisor, Asst. Secretary

Also present were:

Jennifer Goldyn	District Manager, Inframark
Paul Kelley	Field Manager, Inframark
David Jackson	District Counsel, Persson, Cohen & Mooney
Rick Schappacher	District Engineer, Schappacher Engineering
Mike Kaighin	Representative, Admiral Environmental
Thomas Bryant	Representative, Sunrise Landscape

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 9:37 a.m. and all joined in to give the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Adoption of the Agenda

On a motion from Mr. DiBartolomeo, seconded by Mr. Morris, the Board unanimously approved to adopt the agenda, as amended, adding the Budget Amendment, Resolution 2024-02, for the Tara CDD.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience comments at this time.

FOURTH ORDER OF BUSINESS

Staff Reports

**Admiral Environmental Lake Management Report
(Under Separate Cover)**

1. Consideration of the Aeration Pond 18 Proposal

This item was tabled until the December 2023 meeting.

Mr. Kaighin reviewed the report that was presented, under separate cover. Mr. Schappacher noted that Pond 2 had high water levels, and Admiral Environmental removed the fish grate, which lowered the water level as the removal cleared obstructions.

On a motion from Mr. Gough, seconded by Mr. Connor, the Board unanimously approved the Twin Electric proposal, presented under separate cover, with a not-to-exceed amount of \$2,608.00, for the Tara CDD.

Sunrise Landscape

Mr. Bryant reviewed the landscape report, presented under separate cover. Discussion ensued and no additional actions were taken by the Board.

**Field Manager Report
(Under Separate Cover)**

Mr. Kelley reviewed the Field Manager Report, presented under separate cover. He informed the Board that the Health Inspector wanted the pool sign to be adjusted to meet County standards. The Board directed Mr. Jackson to follow up with the county to see if service animals are allowed in the pool area.

Mr. Kelley presented a proposal, under separate cover, from Securiteam, for door locks at the clubhouse.

On a motion from Mr. Connor, seconded by Mr. Phillips, the Board unanimously approved the Securiteam proposal in the amount of \$4,406.00, for the Tara CDD.

District Counsel

Mr. Jackson reviewed the memorandum with the Board. The Board had no corrections. Mr. Kelley was instructed by the Board to hand the memorandum out to residents who have concerns regarding tree and branch trimming of CDD trees.

District Engineer

Mr. Schappacher reviewed Pond 2 drainage deficiencies and informed the Board that the bids are due on October 27, 2023, and will be presented at the December meeting.

District Manager

Ms. Goldyn presented the Budget Amendment, Resolution 2024-02, to the Board for consideration, under separate cover.

On a motion from Mr. Connor, seconded by Mr. DiBartolomeo, the Board unanimously adopted Resolution 2024-02, Amending the FY 2022-2023 Budget, for the Tara CDD.

FIFTH ORDER OF BUSINESS

Review of Policies and Procedures

On a motion from Mr. Connor, seconded by Mr. DiBartolomeo, the Board unanimously adopted Resolution 2024-01, Amending Policies and Procedures, for the Tara CDD.

SIXTH ORDER OF BUSINESS

Consideration of Motion to Assign Fund Balance

On a motion from Mr. DiBartolomeo, seconded by Mr. Connor, the Board unanimously approved to assign the fund balance, for the Tara CDD.

SEVENTH ORDER OF BUSINESS

Update on River Fence

Mr. Morris informed the Board that the Tara Master Association and the Golf Course are not interested in paying for the fence. Mr. DiBartolomeo stated he would have a conversation with the Master Association regarding sharing the cost. The Board discussed with Mr. Jackson a possible easement to place the fence on. The Board chose to table this discussion until the December meeting.

EIGHTH ORDER OF BUSINESS

Update regarding Records Retention

Mr. DiBartolomeo requested District Management find out, that if the records were digitalized, would the Board be able to easily access them. The Board opted to table the discussion until Management brings this information back to the December meeting.

NINTH ORDER OF BUSINESS

Ratification of Egis Proposal

On a motion from Mr. DiBartolomeo, seconded by Mr. Phillips, the Board unanimously ratified the Egis Proposal, for the Tara CDD.

TENTH ORDER OF BUSINESS

Consideration of Regular Meeting Minutes from September 22, 2023

On a motion from Mr. DiBartolomeo, seconded by Mr. Connor, the Board unanimously approved the Regular Meeting Minutes from September 22, 2023, for the Tara CDD.

ELEVENTH ORDER OF BUSINESS

**Consideration of Financial Statements
and Check Register**

On a motion from Mr. DiBartolomeo, seconded by Mr. Connor, the Board unanimously approved the Financial Statements and Check Register, for the Tara CDD.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a motion from Mr. DiBartolomeo, seconded by Mr. Connor, the Board unanimously approved to adjourn the meeting at 12:29 p.m., for the Tara CDD.

Assistant Secretary

Chair / Vice Chair

TARA
Community Development District

Financial Report

October 31, 2023

Prepared by



Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds Page 1

Statement of Revenues, Expenditures and Changes in Fund Balance

 General Fund Page 2 - 4

 Reserve Fund Page 5

 Debt Service Funds Page 6

SUPPORTING SCHEDULES

Cash and Investment Report Page 7

Bank Reconciliation (Bank United) Page 8

Check Register Page 9 - 10

TARA
Community Development District

Financial Statements

(Unaudited)

October 31, 2023

Balance Sheet
October 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2012 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 159,230	\$ -	\$ 159,230
Accounts Receivable	75	-	75
Due From Other Gov'tl Units	2,186	-	2,186
Due From Other Funds	-	27,688	27,688
Investments:			
Money Market Account	620,415	-	620,415
Excess Revenue Account	-	58,873	58,873
Prepayment Account	-	1,909	1,909
Prepayment Fund (A-1)	-	3,447	3,447
Reserve Fund (A-1)	-	78,157	78,157
Reserve Fund (A-2)	-	25,878	25,878
Revenue Fund	-	39,592	39,592
Prepaid Items	2,208	-	2,208
Deposits	7,481	-	7,481
TOTAL ASSETS	\$ 791,595	\$ 235,544	\$ 1,027,139
<u>LIABILITIES</u>			
Accounts Payable	\$ 17,946	\$ -	\$ 17,946
Accrued Expenses	19,303	-	19,303
Due To Other Funds	27,688	-	27,688
TOTAL LIABILITIES	64,937	-	64,937
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	2,208	-	2,208
Deposits	7,481	-	7,481
Restricted for:			
Debt Service	-	235,544	235,544
Unassigned:	716,969	-	716,969
TOTAL FUND BALANCES	\$ 726,658	\$ 235,544	\$ 962,202
TOTAL LIABILITIES & FUND BALANCES	\$ 791,595	\$ 235,544	\$ 1,027,139

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>					
Interest - Investments	\$ 4,559	\$ 380	\$ 2,855	\$ 2,475	62.62%
Special Assmnts- Tax Collector	699,467	-	-	-	0.00%
Special Assmnts- Discounts	(27,979)	-	-	-	0.00%
TOTAL REVENUES	676,047	380	2,855	2,475	0.42%
<u>EXPENDITURES</u>					
<u>Administration</u>					
P/R-Board of Supervisors	12,000	1,000	1,000	-	8.33%
ProfServ-Engineering	10,000	833	75	758	0.75%
ProfServ-Legal Services	15,000	1,250	1,254	(4)	8.36%
ProfServ-Mgmt Consulting	60,155	5,013	5,013	-	8.33%
ProfServ-Trustee Fees	4,000	4,000	3,803	197	95.08%
Auditing Services	3,600	300	-	300	0.00%
Website Compliance	4,000	333	-	333	0.00%
Miscellaneous Mailings	2,600	217	-	217	0.00%
Insurance - Risk Management	3,235	3,235	3,100	135	95.83%
Legal Advertising	1,500	125	-	125	0.00%
Misc-Bank Charges	500	42	-	42	0.00%
Misc-Assessment Collection Cost	13,989	1,166	-	1,166	0.00%
Dues, Licenses, Subscriptions	650	54	-	54	0.00%
Total Administration	131,229	17,568	14,245	3,323	10.86%
<u>Electric Utility Services</u>					
Utility - General	39,000	3,250	3,737	(487)	9.58%
Utility - Gas	14,000	1,167	152	1,015	1.09%
Utility - Recreation Facilities	7,000	583	643	(60)	9.19%
Total Electric Utility Services	60,000	5,000	4,532	468	7.55%
<u>Water-Sewer Comb Services</u>					
Utility - Water & Sewer	4,500	375	326	49	7.24%
Total Water-Sewer Comb Services	4,500	375	326	49	7.24%
<u>Stormwater Control</u>					
R&M-Stormwater System	7,000	583	-	583	0.00%
R&M Lake & Pond Bank	3,500	292	-	292	0.00%
Fountain Maintenance	1,200	100	984	(884)	82.00%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Aquatic Maintenance	33,450	2,788	2,735	53	8.18%
Aquatic Plant Replacement	2,500	208	-	208	0.00%
Total Stormwater Control	47,650	3,971	3,719	252	7.80%
<u>Other Physical Environment</u>					
Pest Control	33,250	2,771	3,207	(436)	9.65%
Contracts-Landscape	152,400	12,700	12,696	4	8.33%
Insurance - General Liability	3,600	3,600	3,600	-	100.00%
Property Insurance	7,850	7,850	8,000	(150)	101.91%
R&M-Irrigation	38,368	3,197	2,782	415	7.25%
R&M-Tree Trimming Services	15,000	1,250	20,410	(19,160)	136.07%
R&M-Well Maintenance	5,000	417	-	417	0.00%
Landscape - Annuals	16,000	1,333	-	1,333	0.00%
Landscape - Mulch	12,000	1,000	-	1,000	0.00%
Landscape Replacement	18,500	1,542	572	970	3.09%
Entry & Walls Maintenance	5,000	417	300	117	6.00%
Holiday Decoration	4,500	375	-	375	0.00%
Total Other Physical Environment	311,468	36,452	51,567	(15,115)	16.56%
<u>Security Operations</u>					
Security System Monitoring & Maint.	4,500	375	152	223	3.38%
Total Security Operations	4,500	375	152	223	3.38%
<u>Parks and Recreation</u>					
Clubhouse - Facility Janitorial Service	7,800	650	-	650	0.00%
Lighting Replacement	2,500	208	-	208	0.00%
Management Contract	40,960	3,413	3,413	-	8.33%
Contracts-Pools	9,600	800	800	-	8.33%
Telephone, Cable & Internet Service	3,360	280	319	(39)	9.49%
R&M-Pools	5,000	417	2,725	(2,308)	54.50%
R&M-Vehicles	2,000	167	17	150	0.85%
Athletic/Park Court/Field Repairs	2,000	167	-	167	0.00%
Facility A/C & Heating Maintenance & Repair	2,800	233	295	(62)	10.54%
Furniture Repair/Replacement	1,000	83	480	(397)	48.00%
Access Control Maintenance & Repair	2,000	167	-	167	0.00%
Misc-Clubhouse Activities	8,500	708	808	(100)	9.51%
Computer Support	1,000	83	-	83	0.00%
Office Supplies	1,000	83	112	(29)	11.20%
Total Parks and Recreation	89,520	7,459	8,969	(1,510)	10.02%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Reserves</u>					
Misc-Special Projects	15,000	1,250	-	1,250	0.00%
Misc-Contingency	20,000	1,667	358	1,309	1.79%
Total Reserves	35,000	2,917	358	2,559	1.02%
TOTAL EXPENDITURES & RESERVES	683,867	74,117	83,868	(9,751)	12.26%
Excess (deficiency) of revenues					
Over (under) expenditures	(7,820)	(73,737)	(81,013)	(7,276)	1035.97%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(7,820)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(7,820)	-	-	-	0.00%
Net change in fund balance	\$ (7,820)	\$ (73,737)	\$ (81,013)	\$ (7,276)	1035.97%
FUND BALANCE, BEGINNING (OCT 1, 2023)	807,671	807,671	807,671		
FUND BALANCE, ENDING	\$ 799,851	\$ 733,934	\$ 726,658		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	34,574	-	-	-	0.00%
Special Assmnts- Discounts	(1,383)	-	-	-	0.00%
TOTAL REVENUES	33,191	-	-	-	0.00%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessment Collection Cost	691	58	-	58	0.00%
Total Administration	691	58	-	58	0.00%
<u>Reserves</u>					
Capital Reserve	32,500	2,708	-	2,708	0.00%
Total Reserves	32,500	2,708	-	2,708	0.00%
TOTAL EXPENDITURES & RESERVES	33,191	2,766	-	2,766	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	(2,766)	-	2,766	0.00%
Net change in fund balance	\$ -	\$ (2,766)	\$ -	\$ 2,766	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	-		
FUND BALANCE, ENDING	\$ -	\$ (2,766)	\$ -		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ 887	\$ 887	0.00%
Special Assmnts- Tax Collector	230,316	-	-	-	0.00%
Special Assmnts- Discounts	(9,213)	-	-	-	0.00%
TOTAL REVENUES	221,103	-	887	887	0.40%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessment Collection Cost	4,606	384	-	384	0.00%
Total Administration	4,606	384	-	384	0.00%
<u>Debt Service</u>					
Principal Debt Retirement	140,000	-	-	-	0.00%
Interest Expense	58,571	-	-	-	0.00%
Total Debt Service	198,571	-	-	-	0.00%
TOTAL EXPENDITURES	203,177	384	-	384	0.00%
Excess (deficiency) of revenues					
Over (under) expenditures	17,926	(384)	887	1,271	4.95%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	17,926	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	17,926	-	-	-	0.00%
Net change in fund balance	\$ 17,926	\$ (384)	\$ 887	\$ 1,271	4.95%
FUND BALANCE, BEGINNING (OCT 1, 2023)	234,657	234,657	234,657		
FUND BALANCE, ENDING	\$ 252,583	\$ 234,273	\$ 235,544		

TARA
Community Development District

Supporting Schedules

October 31, 2023

Cash and Investment Report

October 31, 2023

<u>ACCOUNT NAME</u>	<u>MATURITY</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating		Bank United	0.00%	\$ 159,230
Investments - Money Market		Bank United	5.45%	\$ 620,415
Subtotal				<u>\$ 779,645</u>
DEBT SERVICE AND CAPITAL PROJECT FUNDS				
Series 2012 A-1 Excess Revenue Fund		US Bank	5.24%	\$ 58,873
Series 2012 A-2 Prepayment		US Bank	5.24%	\$ 1,909
Series 2012 A-1 Prepayment		US Bank	5.24%	\$ 3,447
Series 2012 A-1 Reserve		US Bank	5.24%	\$ 78,157
Series 2012 A-2 Reserve		US Bank	5.24%	\$ 25,878
Series 2012 Revenue Fund		US Bank	5.24%	\$ 39,592
Subtotal				<u>\$ 207,856</u>
Total				<u><u>\$ 987,501</u></u>

TARA CDD

Bank Reconciliation

Bank Account No. 4627 BankUnited GF
Statement No. 10-23A
Statement Date 10/31/2023

G/L Balance (LCY)	159,229.52	Statement Balance	195,490.76
G/L Balance	159,229.52	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	195,490.76
Subtotal	159,229.52	Outstanding Checks	36,261.24
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	159,229.52	Ending Balance	159,229.52
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/28/2023	Payment	1034	SUNRISE LANDSCAPE	1,804.33	0.00	1,804.33
7/27/2023	Payment	1053	DOOR LOCKS & KEYS	574.00	0.00	574.00
7/27/2023	Payment	1055	SUNRISE LANDSCAPE	2,428.04	0.00	2,428.04
9/12/2023	Payment	1079	BRAVO CLEANING SERVICES	600.00	0.00	600.00
9/12/2023	Payment	1080	SCHAPPACHER ENGINEERING LLC	862.50	0.00	862.50
10/30/2023	Payment	1104	ACE PRESSURE CLEANING COM. LLC	300.00	0.00	300.00
10/30/2023	Payment	1105	BROWN TREE SERVICE LLC	20,410.00	0.00	20,410.00
10/30/2023	Payment	1106	DAMN GOOD PLUMBING AND AIR CORPO	295.00	0.00	295.00
10/30/2023	Payment	1107	PERSSON & COHEN P.A.	1,254.00	0.00	1,254.00
10/30/2023	Payment	1108	PINCH A PENNY #108	3,329.99	0.00	3,329.99
10/30/2023	Payment	1109	ROSEMARIE PICKWELL	90.00	0.00	90.00
10/30/2023	Payment	1110	SCHAPPACHER ENGINEERING LLC	75.00	0.00	75.00
10/30/2023	Payment	1111	TOM SOUTH	90.00	0.00	90.00
10/30/2023	Payment	1112	US BANK	4,148.38	0.00	4,148.38
Total Outstanding Checks.....				36,261.24		36,261.24

TARA COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund For the Period from 10/01/23 to 10/31/23 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001							
CHECK # 1094							
001	10/06/23	ALERT 360	42371440	SEC SYST MONITORING OCTOBER 2023	Security System Monitoring & Maint.	546479-53935	\$75.95
Check Total							\$75.95
CHECK # 1095							
001	10/06/23	INFRAMARK	98451	SEPT MGMT FEES	JULY MGMT FEES	531150-51301	\$5,012.67
001	10/06/23	INFRAMARK	98451	SEPT MGMT FEES	JULY MGMT FEES	531136-57201	\$3,413.33
001	10/06/23	INFRAMARK	98451	SEPT MGMT FEES	JULY MAILINGS	541030-51301	\$10.20
001	10/06/23	INFRAMARK	99968	AUG 2023 MGMT FEES	AUG MGMT FEES	531136-51301	\$5,012.67
001	10/06/23	INFRAMARK	99968	AUG 2023 MGMT FEES	AUG POSTAGE	541030-51301	\$11.85
001	10/06/23	INFRAMARK	99968	AUG 2023 MGMT FEES	JULY MGMT OPS	531136-57201	\$3,413.33
001	10/06/23	INFRAMARK	101932	VARIABLE CHARGES - SEPT 2023	Miscellaneous Mailings	541030-51301	\$6.93
Check Total							\$16,880.98
CHECK # 1096							
001	10/06/23	INFRAMARK	97037	JUNE 2023 MGMT FEES	JUNE MGMT FEES	531150-51301	\$5,012.67
001	10/06/23	INFRAMARK	97037	JUNE 2023 MGMT FEES	JUNE 2023 POSTAGE	541030-51301	\$13.00
001	10/06/23	INFRAMARK	97037	JUNE 2023 MGMT FEES	JUNE 2023 FIELD MGMT	531136-57201	\$3,413.33
Check Total							\$8,439.00
CHECK # 1097							
001	10/09/23	ACE PRESSURE CLEANING COM. LLC	092523	FUNGICIDE WHITE VINYL FENCE	POWER WASH SIDEWALK, METAL FENCE, CLUB, POOL DECK	546992-53900	\$225.00
Check Total							\$225.00
CHECK # 1098							
001	10/12/23	ADMIRAL ENVIRONMENTAL LLC	2595	AQUATIC MGMT OCT 2023	Aquatic Maintenance	546995-53805	\$2,735.00
Check Total							\$2,735.00
CHECK # 1099							
001	10/12/23	ALERT 360	13730315	SERCURITY MONIT SERV 10/1-10/31/23	Security System Monitoring & Maint.	546479-53935	\$75.95
Check Total							\$75.95
CHECK # 1100							
001	10/12/23	INFRAMARK	101235	SEPT 2023 MGMT FEES	District Manager	531150-51301	\$5,012.67
001	10/12/23	INFRAMARK	101235	SEPT 2023 MGMT FEES	SEPT 2023 MGMT FEES FIELD OPS	531136-57201	\$3,413.33
Check Total							\$8,426.00
CHECK # 1102							
001	10/12/23	SUNRISE LANDSCAPE	13419	#7811 - Tara Annual Flowers Replacement September	Landscape - Annuals	546244-53900	\$3,482.13
001	10/12/23	SUNRISE LANDSCAPE	13454	SEPT 2023 PEST CONTROL FERTILIZATION SEPT 2023	#6154 - Pest Control and Fertilization September 2	546300-53900	\$4,344.54
001	10/12/23	SUNRISE LANDSCAPE	13558	IRR REPAIRS	#7995 - Irrigation Repairs Proposal 2023	546041-53900	\$1,171.38
001	10/12/23	SUNRISE LANDSCAPE	13727	OCT 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-53900	\$12,696.35
001	10/12/23	SUNRISE LANDSCAPE	13991	#6157 - Irrigation Maintenance Agreement October 2	R&M-Irrigation	546041-53900	\$2,364.00
Check Total							\$24,058.40
CHECK # 1103							
001	10/12/23	WESTFALL'S LAWN AND PEST	95475C	SEPT 2023 PEST CONTROL	Landscape Miscellaneous	546923-53900	\$100.00
Check Total							\$100.00
CHECK # 1104							
001	10/30/23	ACE PRESSURE CLEANING COM. LLC	101723	FUNGICIDE ALONG TAILFEATHER WAY	Entry & Walls Maintenance	546992-53900	\$300.00
Check Total							\$300.00
CHECK # 1105							
001	10/30/23	BROWN TREE SERVICE LLC	131716	Remove fallen Oak in back of 7335 Birds Eye Terrac	R&M-Tree Trimming Services	546098-53900	\$1,540.00
001	10/30/23	BROWN TREE SERVICE LLC	131717	TREE TRIMMING SVCS	R&M-Tree Trimming Services	546098-53900	\$18,870.00
Check Total							\$20,410.00
CHECK # 1106							
001	10/30/23	DAMN GOOD PLUMBING AND AIR CORPORATION 9329361312		PLUMBER SERVICE CALL - DRAIN CLEANING	Facility A/C & Heating Maintenance & Repair	546177-57201	\$295.00
Check Total							\$295.00

TARA COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund For the Period from 10/01/23 to 10/31/23 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 1107							
001	10/30/23	PERSSON & COHEN P.A.	4244	LEGAL COUNSEL THRU SEPT 2023	ProfServ-Legal Services	531023-51301	\$1,254.00
Check Total							\$1,254.00
CHECK # 1108							
001	10/30/23	PINCH A PENNY #108	0215-6423	OCT 2023 POOL SERVICES	Contracts-Pools	534078-57201	\$800.00
001	10/30/23	PINCH A PENNY #108	0215-6423	OCT 2023 POOL SERVICES	PENTAIR INTELLIFIO/LABOR	546074-57201	\$2,529.99
Check Total							\$3,329.99
CHECK # 1109							
001	10/30/23	ROSEMARIE PICKWELL	051923 4TH QTR	10/1-12/31/23 ELECTRIC AGREEMENT	Default - Assets	155000	\$90.00
Check Total							\$90.00
CHECK # 1110							
001	10/30/23	SCHAPPACHER ENGINEERING LLC	2544	SEPT 2023 ENGINEERING SVCS	District Engineer	531147-51301	\$75.00
Check Total							\$75.00
CHECK # 1111							
001	10/30/23	TOM SOUTH	051923 4TH QTR	ELECTRICAL AGREEMENT 4TH QTR	Default - Assets	155000	\$90.00
Check Total							\$90.00
CHECK # 1112							
001	10/30/23	US BANK	7064282	ADMIN FEES 09/01/23-8/31/24	ProfServ-Trustee Fees	531045-51301	\$4,148.38
Check Total							\$4,148.38
CHECK # DD1031							
001	10/05/23	TECO - ACH	091423-1060 ACH	BILL PRD 8/12-9/12/23	Utility Services	543063-53200	\$131.07
Check Total							\$131.07
CHECK # DD1032							
001	10/22/23	COMCAST - ACH	100123-5540 ACH	ACCT#8535100480005540 SRV PRD 10/14-11/13/23	Telephone, Cable & Internet Service	541016-57201	\$318.70
Check Total							\$318.70
CHECK # DD1033							
001	10/11/23	MCUD MANATEE COUNTY UTILITIES DEPT ACH	092023-104839 ACH	Manatee Co. Util Dept.:7340 Preserve Lane 08/14/-	Utility Services	543063-53601	\$277.84
Check Total							\$277.84
CHECK # DD1034							
001	10/25/23	FPL	10092023 ACH	SRVC PRD 9/8-10/9/23	Utility Services	543063-53100	\$3,737.09
001	10/25/23	FPL	10092023 ACH	SRVC PRD 9/8-10/9/23	Utility - Recreation Facilities	543079-53100	\$643.45
Check Total							\$4,380.54
CHECK # DD1035							
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES INK CARTRIDGES	551002-57201	(\$41.20)
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES DRILL BIT	549120-57201	\$18.28
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES EXT CORD	552159-57201	\$23.39
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES NO FISHING SIGN	549900-58200	\$90.00
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES FURNITURE REPAIRS	546988-57201	\$450.60
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES PAPER CUPS	551002-57201	\$19.53
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES MIRROR FOR GOLF CART	546104-57201	\$16.67
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES ROLLER BALL PENS	551002-57201	\$48.89
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES SIGN POST	549900-58200	\$95.22
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES MOUNTING BRACKETS SIGN	549900-58200	\$40.44
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES SIGN POLE	549900-58200	\$132.58
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES POSTAGE	551002-57201	\$9.65
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES BRACKETS FOR SHELVES	546988-57201	\$29.81
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES FOLDING WORK TABLE	552159-57201	\$117.69
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES LAMINATING POUCHES	551002-57201	\$35.13
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES TOOLS	552159-57201	\$39.63
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES BATTERIES	551002-57201	\$24.49
001	10/16/23	ELAN FINANCIAL SERVICES - ACH	092723-0266 ACH	8/29/23-09/27/23 PURCHASES	8/29/23-09/27/23 PURCHASES OFFICE SUPPLIES	551002-57201	\$15.09
Check Total							\$1,165.89
Fund Total							\$97,282.69

Total Checks Paid	\$97,282.69
--------------------------	--------------------