

**Cedar Hollow at Tara Condominium Association, Inc.**

A Corporation Not For-Profit

C/o Progressive Community Management, Inc. ATTN: Robert Wiebusch

3701 South Osprey Avenue, Sarasota, Florida 34239-6848

(941) 921- 5393

Please attach a picture of your driver's license

**APPLICATION FOR PURCHASE OR LEASE:**           Purchase           Lease

If Purchase:           Permanent           Seasonal           Investment

*This application must be submitted (at least 20 days in advance of intended occupancy or closing) to the above address along with a \$150.00 check payable to "Cedar Hollow at Tara Condominium Association, Inc."*

***\*NO Leasing Occupancy is permitted until this Application has been approved by the Board of Directors\****

Owners Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Cedar Hollow Property Address \_\_\_\_\_ Email \_\_\_\_\_

**Buyer/Lessee:**

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Name of Employer \_\_\_\_\_ Email \_\_\_\_\_

Full Name of Spouse/Co-Applicant \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Name of Employer \_\_\_\_\_ Email \_\_\_\_\_

Current Address (including Zip Code) \_\_\_\_\_

Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name and relationship of persons (other than applicant/s) who will occupy residence:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Please refer to Association's Rules and By-Laws relating to Pets. The limit is two (2) pets, each not exceeding 20 lbs.

Pets must be under direct control and not allowed to run free.

Manatee County Ordinance No. 90-32 will be enforced.

Describe any pets: Type \_\_\_\_\_ Weight \_\_\_\_\_

Type \_\_\_\_\_ Weight \_\_\_\_\_

Make, model and year of vehicles: \_\_\_\_\_

Make, model and year of vehicles: \_\_\_\_\_

(Please see reverse side, or page 2, for certifications and signatures)

2 **FOR BUYERS -Closing Date\_\_\_\_\_**

I / We intend to purchase the above property for primary residence \_\_\_\_ seasonal residence \_\_\_\_ or investment purposes and will be leasing the property (*please check one*).

For property intended to be leased, I / we are aware of the By-Law provision limiting the number of leases in the Association.

I / We (buyer) have received and read the Declaration of Condominium and Amendments, Articles of Incorporation and Bylaws of the Cedar Hollow at Tara Condominium Association, Inc. and I / we understand my / our responsibilities as an owner / lessor. I / We agree to abide by the provisions of said documents.

I / We (buyer) have received and read the Rules and Regulations adopted by the Association and agree to abide by them.

I agree to hold harmless Progressive Community Management, Inc., and all providers of information on the prospective owner/ tenant's stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this lease whether determination is made before or after my date of occupancy, maybe affected. I do hereby authorize with my (our) signature(s) the release of public records, credit report, rental or lease information and employment verification, whether by fax, verbal, photocopy or original signature, to Progressive Community Management, Inc., and all its members now and in the future for exclusive use of Cedar Hollow at Tara Condominium Association, Inc.

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

**FOR LESSEES:**

**Lease Dates: FROM \_\_\_\_\_ TO \_\_\_\_\_**

I / We (lessee) have received and read the Rules and Regulations adopted by the Association and agree to abide by them.

I / We understand that failure to abide by said Rules and Regulations could result in termination of the lease.

I / We have read and understand all of this application. \_\_\_\_\_ **Initial** \_\_\_\_\_ **Initial**

I agree to hold harmless Progressive Community Management, Inc., and all providers of information on the prospective owner/ tenant's stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this lease whether determination is made before or after my date of occupancy, maybe affected. I do hereby authorize with my (our) signature(s) the release of public records, credit report, rental or lease information and employment verification, whether by fax, verbal, photocopy or original signature, to Progressive Community Management, Inc., and all its members now and in the future for exclusive use of Cedar Hollow at Tara Condominium Association, Inc.

Lessee \_\_\_\_\_ Date \_\_\_\_\_

Lessee \_\_\_\_\_ Date \_\_\_\_\_

**Please attach a picture of your driver's license**



## **WELCOME**

**To**

## **Cedar Hollow at Tara**

### **Introduction**

This Booklet is provided to owners as an easy reference tool. It provides a summary of our community rules and regulations for owners and renters. The Booklet is not intended to fully detail the Declaration of Condominium and/or By-Laws of the Corporation or be a substitute for either document.

If you have a specific question not addressed herein, refer to your copy of our Declaration of Condominium and/or By-Laws. If your concern still exists, contact Robert Wiebusch, C.A.M. at Progressive Property Management, Inc. 941- 921-5393 or one of your Association Board of Director members posted on our bulletin board.

All owners are encouraged to attend Board Meetings as posted on our Bulletin Board at the mailbox cluster. Each year a new Board is elected/formed as well as new Committees. Volunteer to serve on either or both.

Your Association maintains both an annual operating budget for common expenses and reserve account funding to maintain the tile roofs, painting of buildings, street resurfacing/paving and pool/pool deck.

The Tara Master Association maintains the common lawn and grounds from S.R. 70 to Preserve Lane on Tara Boulevard.

The Community Development District (CDD), of which Cedar Hollow is a part, provides maintenance of the common lawn and grounds on Tara Boulevard from Preserve Lane to Linger Lodge Road.

**Every Organization Operates Best When Everyone Participates**

## Property Management Firm

Progressive Property Management Inc. 941-921-5393, manages our community property. Our Manager is Robert Wiebusch; [rwiebusch@pcmfla.com](mailto:rwiebusch@pcmfla.com) or 941-921-5393 Ext 1131.

A Cedar Hollow Emergency Information Form is available through PCM. The information supplied on the form is necessary to gain access to your condominium in the case of an emergency such as fire, water entry, etc.

## Documents

Cedar Hollow at Tara consists of 24 condominium buildings housing 96 units and a pool facility with restrooms.

The success of our entire operation rests with our owners. The day-to-day management of the Association is accomplished by Progressive Community Management, Inc. and an elected Board of Directors consisting totally of volunteer owners. There are also various committees where you can serve your community by volunteering.

A condominium lifestyle is unique because it requires a great deal of cooperation between people with diverse backgrounds and interests that live in close proximity and share common property with loss of some traditional rights when compared to individual home ownership. However, the pluses of condominium living more than make up for those differences.

Florida Statutes, The Condominium Act, Chapter 718 provides the laws governing Condominiums.

Our "Documents" are composed of the following:

- The Tara Master Association Declaration.
- Our Declaration of Condominium
- Our By-Laws
- Our Articles of Incorporation

These documents should be provided by your sales agent for review prior to purchase. Complete sets are available from Robert Wiebusch, C.A.M. at Progressive Property Management, Inc. 941- 921-5393, for a charge. You can visit Manatee County Records web site and download the 'Docs' to your PC at <http://www.clerkofcircuitcourt.com/>

1. Click on tab: Online Searches
2. Click on tab: Official Records
3. Click on: Acknowledge Disclaimer
4. Click on: Condo Tab
5. Type in: Cedar Hollow at Tara
6. Select: Declaration of Condominium
7. Click: Search
8. The Declaration of Condominium appears in a one (1) page format. You can select the View All Tab and then scroll. Download by using SAVE AS.
9. To view Amendments to the Declaration of Condominium, go to Next Document Tab and one amendment at a time can be viewed and downloaded by using
10. All rules and regulation are established to protect the investment of the owners. No one should be offended if someone calls their attention to an infraction of any rule or regulation for it is to the benefit of owners and their property. PLEASE read and comply with corporate documents for the good of all.

## **Common Areas**

### *Building Interiors*

Generally, anything outside of your interior walls is common or limited common area and is not yours to do with as you please. As an owner, you own an undivided interest in all common property, as does each of the 96 owners. Anything in the walls or below the floor level is common, including, but not limited to, electrical wiring, plumbing pipes and heat/cooling ducts. The exposed plumbing for sinks and toilets are the owner's responsibility as well as electrical outlets/switches, bath exhaust fans, and ceiling fans. Generally, interior paint surface **out** is **Association** responsibility, interior paint surface **in** is **owner** responsibility. If you are uncertain what applies in a given situation, contact our Property Management Firm. All screens are the responsibility of the owner.

### *Building Exterior Surfaces*

Modification is not permitted to any portion of building exterior surface. The uniform appearance of our buildings must be maintained to protect the owner's investment.

### *Common Ground*

A contracted maintenance firm maintains the lawn area, shrubs, trees, and plant bed mulch. The placement of flowers, trees, potted plants, ornaments, and signs in the common ground area are not permitted unless prior placement approval is obtained from our Architectural Design Committee. The maintenance costs are adversely affected if the lawn maintenance personnel require maneuvering around owner placed objects. The same firm also maintains our lawn/shrub irrigation system.

**The Architectural Committee has approved that a potted plant can be placed in the covered limited common area [ entranceway ] directly outside of the unit entrance. If you choose to place a plant there, please do so in a safe manner.**

## **Building Exterior Additions**

### *Storm Shutters*

Application for approval of the placement of storm shutters must be made to the Architectural Design Committee prior to purchase or placement. Failure to do so may lead to removal of the shutters. Approved styles and color of folding storm shutters are available from the committee. Application Forms are available from PCM.

### *Storm Doors*

Application for approval of the placement of storm doors must be made to the Architectural Design Committee prior to purchase or placement. Failure to do so may lead to removal of the storm door. Approved styles and color of storm doors are available from the committee.

## **Sales and leases of units**

ALL sales and rentals require completion of an Application for Sale/Lease form available from Robert Wiebusch, C.A.M. at Progressive Community Management, Inc. This is necessary to maintain a lease level maximum of nine (9) units at any one time as required by Amended Article 21 for units purchased after March 16, 2004. In addition, units purchased after March 16, 2004 cannot be leased for less than thirty (30) days each lease and no more than two (2) rentals each year. The reason for this stipulation, that is enforced, is to protect the owner serenity and high quality of life here at Cedar Hollow. Owners do not wish our community to resemble a motel with regular arrivals and departures at all hours of the day/night. Units purchased before March 16, 2004 are grandfathered to the non-amended Article 21. For the exact language, refer to your Declaration of Condominium and Amendments.

## Use of Outdoor Grills

State Fire Marshall Regulations prevent the use of any fueled outdoor grill in a condominium complex where, more than one (1) family resides in a building. The reason for this is one of the unique lifestyles of a condominium. You cannot endanger multiple units in a building by storing gasoline or other combustible material in any part of the building, lanai or balcony. Electric, Propane and Charcoal grills cannot be used or stored on a lanai/balcony or common grounds, but are permitted for use outside of the lanai/balcony area, in the driveway or common lawn area, but at a minimum of ten feet (10 feet) beyond the buildings. **PLEASE NOTE: propane can only be the 1 [one] lb. cylinders. NOTE//MAJOR CHANGE ON ELECTRIC GRILLS ISSUED January 3, 2018 ELECTRIC GRILLS CAN NOW BE USED AND STORED ON YOUR LANIA. MUST NOT EXCEED 200 SQUARE INCHES [approx.14" by 14"] OF COOKING SURFACE.**

## **General**

### Signs

- Two (2) small security signs per unit are permitted.
- Large colorful or homemade signs are not welcome.
- One small For Sale sign is permitted in the front window and directional signs for the day of an open house are permitted on the common grounds.
- Seasonal decorations are allowed, but please make them minimal and in good taste. Removal should occur soon after the holiday passes. Appropriate door wreaths are permitted but no decoration can be attached to the building.

### Waste Disposal

- Garbage containers and recycle bins should be placed at the curb at or before 6:30am each Tuesday and Friday, except as instructed for holidays. Garbage must be in a closed sealed container. Animals are familiar with garbage days and can create a sizeable mess for the owner to clean up. Empty containers should be returned to the garage as soon as possible after pick up so as not to distract from the appearance of our community.

### Pets

- Any owner may have two (2) small-domesticated pets, with no pet weighing more than twenty (20) pounds in his/her unit.
- In the event any pet kept on the premises creates a nuisance in the opinion of a majority of the Board of Directors of our Association, then the owner, when so notified in writing, shall be subject to fine or be required to remove said pet from the premises. If an owner fails to comply after Board notice, the Board shall have the right to obtain an Order from the Court to this effect and all costs associated with obtaining such an Order, including legal fees, shall be payable by the owner.
- All pets approved shall be maintained and controlled, so as not to violate Manatee County Animal Ordinance 06-18.
- This ordinance specifically states that owners must remove pet's feces from the grounds inside Manatee County. Specific fines are subject to violators as a civil infraction punishable by a maximum civil penalty of \$500.00.

### Disturbances

Owners are urged to use common sense between the hours of 11:00 PM. and 7:00 AM. regarding the operation of washers and dryers, stereos and television sound levels, etc.

### Voice, Video and Data

- Comcast provides basic video service for a limited number of channels at no monthly charge. The Tara Master Association provides this service through a bulk contract. The annual cost is included in your annual assessment from the Tara Master Association. For additional charges beyond the annual assessment amount, you can contact Comcast for enhanced Voice, HD Video, and Data.
- Cedar Hollow also has fiber optic facilities (FIOS) installed to each Cedar Hollow building and Voice, HD Video and Data can be supplied by contacting Verizon.

### Lanai/Balcony area

- A neat appearance from the outside must be maintained. Please refrain from placing towels, bed linens, clothing, etc. in these areas where they can be viewed from the outside. Our Architectural Design Committee must approve installation of shades over screens to avoid direct sun.

### Vehicle, Parking and Speed

- A maximum speed of 20 miles per hour is posted as you enter Cedar Hollow and is dictated due to the close proximity of each condominium building, driveways, parking areas, two way traffic and resident walkers. Slow down and prevent an accident that could change your life as well as others.
- Please note the handicapped parking areas. You must have a handicap hanger in order to park legally.
- Owner/Guest vehicles displaying permanent lettering for the identification of advertising are not permitted. Removable advertising must be removed before leaving the vehicle unattended.
- Recreational vehicles, boats, trailers, etc. are not allowed to be parked anywhere on condominium property, per the Use Restrictions in the Declaration of Condominium.
- All owners are encouraged to park their vehicles in the garage overnight for safety and to avoid the burglary or theft of valuables.
- Owners are requested to attend to fluid leaks from their vehicle that may damage the asphalt street (maintained at owner cost). Removal of all driveway stains is the responsibility of the owner.
- Parking is not permitted on any portion of the grass areas. Our irrigation system is at risk.

### Recreational Facilities

#### Cedar Hollow Pool

The pool rules and regulations are posted on a metal sign at the pool. Please read the sign prior to using the pool.

#### Other Recreational Facilities

#### Preserve Community Center

All condominium owners at Cedar Hollow are automatic members of the Preserve Community Center beside the Preserve Golf Club on Preserve Lane. Amenities include a heated pool, tennis courts and a community clubhouse where rental charges may apply dependent upon the event. The Preserve Golf Club is open to the public for golf and an Annual membership is available. Pool gate keys are available from the Community Development District Field Supervisor offices in the Preserve Community Center behind the pool with proof of ownership.

# Cedar Hollow At Tara Condominium Association, Inc.

c/o Progressive Community Management, Inc.  
3701 S. Osprey Ave., Sarasota, FL 34239

## UNIT OWNER Information & Electronic Communication

### Owner Information: Form

Unit No: \_\_\_\_\_ Address \_\_\_\_\_

Owner (1) Name: \_\_\_\_\_ Owner (2) Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Alternate No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Yes, I would like to receive updates regarding our Association via email.  
 No, I would NOT like to receive updates regarding our Association via email.

### VEHICLE INFORMATION:

1) Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_

2) Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_

### EMERGENCY CONTACT INFO:

Emergency Contact Name(s): \_\_\_\_\_

Emergency Contact phone & email: \_\_\_\_\_

### occupant Information:

Do you occupy your unit? Yes  No

### If rented, please provide:

Tenant Name(s): \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

I hereby authorize Progressive Community Management, Inc. to electronically transmit statutorily permitted notices if applicable by the Declaration of Condominium, Bylaws or Articles of Incorporation.

Yes  No

Member Directory: Section 718.111(12)(C)3.E, Florida Statutes, allows the Association to print and distribute an owner directory containing name, property address, and all telephone numbers of the owners unless the owner chooses to exclude the telephone numbers in writing to the Association. If your association generates a Community Directory, please indicate below if you would like your contact information published.

Yes  No

Information Provided by:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name