



CYPRESS STRAND
At The Preserve

Resident's Handbook

Cypress Strand Resident's Handbook

This information is meant only to be an overview of items of interest for residents. The rules and details of the items can be found in the "Cypress Strand Condominium Rules, Regulations and Procedures Manual" on our website: www.cypressstrand.com

Cypress Strand Condominium Association is located in the Tara Preserve. Tara is a community of over 2000 homes in east Manatee County. The development is comprised of two established neighborhoods in one community. On the northwest end is the private Tara Golf & Country Club and on the south and east end is the Preserve which includes the Cypress Strand Condominiums. There is a pool, tennis court and a semi-private golf course at the Preserve, all of which are open to Cypress Strand Residents.

While we operate independently from the Tara Master Association, all owners in Cypress Strand are members of the Tara Master Association. As members, we are eligible to vote in the TMA elections, encouraged to attend meetings, participate on committees and run for the TMA Board.

Tara Master Association

Managed by:

Resource Property Management
2025 Lakewood Ranch Blvd., Suite 203
Bradenton, FL 34211
941-348-2912

Note: Tara is a deed-restricted community. Maintaining, preserving and managing the quality of the community is the responsibility of Tara Master Association (TMA). The TMA is directed by a seven-member Board of Directors elected by fellow property owners. The TMA, with the assistance of a management company, manages common property, landscaping, all ponds within Cypress Strand, insurance, architectural reviews and the community cable contract.

TMA dues are billed annually in early December and are due by January 1. The TMA dues primarily pay for:

- Landscape maintenance and street lighting along Tara Blvd. from State Road 70 to Tara Preserve Lane, landscape maintenance on several other common areas, Comcast services, other utilities, Management expenses, and fees for services provided to TMA members.
- Some of the amenities available to Cypress Strand residents as a result of the annual dues are: the Preserve Golf Club which is open to the public, the Preserve Community Center, featuring a swimming pool with spa and tennis as well as pickleball courts.
- For more information contact Resource Management.

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Cypress Strand at the Preserve Condominium Association

Our homeowners' association has an independent 5-member board of directors, elected annually in March to serve a two-year term. The Board oversees the operation and maintenance of our building exteriors, grounds, pool and tennis court.

The Fiscal year for Cypress Strand is April 1st to March 31st. Our current dues are paid Quarterly: April 1, July 1, October 1, and January 1 and are due no later than 5 days after the 1st of the month or a late fee of \$25.00 will apply.

Cypress Strand Condominium Association is managed by Sentry Management

By logging on to their website www.sentrymgt.com, you can register to auto pay your quarterly dues, check your account information, and access Cypress Strand Board information. If you do not receive your coupon fee payment book at the closing, or shortly thereafter, make sure you contact Sentry for a reissue.

Sentry Management
5969 Cattleridge Blvd., Suite 203
Sarasota, FL 34232
Phone: (941) 361-1222
Website: sentrymgt.com

Community Association Manager:

Brittany Polston Email: bpolston@sentrymgt.com • Phone: (941) 361-1222 x51009

Cypress Strand Board of Directors 2021-2022

- President: Phil Mucenski
- Vice-President: Steve Pellegrini
- Secretary: Scott Simpson
- Treasurer: Dave Van Horn
- Director: Jesse Rutherford

Cypress Strand is a very close-knit community. We inform our owners via e-mail and announcements which are also posted on the bulletin board adjacent to the mailboxes. You will receive the activity notices and information from our president via e-mail from Sentry Management.

New owners / residents are to provide / maintain a current e-mail address with the management company in order to receive notifications, etc.

Cypress Strand Website: www.cypressstrand.com

To meet the needs of our Cypress Strand community, our website includes an Events Calendar, rules and regulations and a Ticket System to report problems and issues.

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STANDARD POLICIES AND PROCEDURES FOR CYPRESS STRAND OWNERS/RESIDENTS

TICKET SYSTEM

Building Maintenance, Irrigation, Landscape, Pool & Spa Issues

1. Each resident may post a problem or issue at our cypressstrand.com website. Click the link Ticket on the Home Page.
2. You will be directed to cypressstrand.com/helpdesk where you will have the option to "Open a New Ticket" or "Check Ticket Status".
3. Upon selecting "Open New Ticket", you will be directed to a new page where you must select a form to submit (i.e., Building Maintenance, Irrigation, Landscape, Pool & Spa).
4. Once a form is selected, the page will populate with the form fields for you to fill out. All required fields are denoted with * and CAPTCHA is also required for form submission.
5. Once your form has been filled out, select "Create Ticket" button.
6. Once submitted, you will receive an email confirming that a ticket was created, along with a ticket number. Our vendor and a Board member will receive a copy of your ticket.
7. To check Ticket Status: Selecting "Check Ticket Status" allows you to sign in or register for an account to access all of their tickets. You may also enter your email address and ticket number to be emailed an access link to check the status of your ticket.

FIRE / SMOKE MAINTENANCE & PREVENTION

Suppression Alarms:

1. There are two alarms that may sound in our community:
 - a. A **"horn sound and flashing light"** is an indication of a possible fire. **Call 911**
 - b. A **"beeping sound"** indicates a problem with a backup battery and should be reported through the Ticket System on our cypressstrand.com website.

Smoke Detectors and Fire Extinguishers:

1. The Fire Department recommends that each unit have their smoke detectors checked regularly, as well as have a unit fire extinguisher handy that has been checked and certified annually by the fire service company.
 - a. The Association schedules a mandatory annual inspection to comply with the Manatee County's requirements.

Sprinkler heads inside units:

1. Part of our mandatory annual inspection of the fire sprinkler systems includes inside unit sprinkler heads to ensure they are free from rust and not painted. This is normally done in February. Although the Association is responsible to ensure the complete fire suppression

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systems operate properly in each building, in situations where the sprinkler heads are rusted or have been painted over, owners are responsible for the replacement of the heads.

- a. Never hang anything on the sprinkler heads or hit them with any object. They have a fragile glass vial that can be broken and activate the sprinkler.

Fire Control/Sprinkler System Sounds:

1. If you hear a very soft beep on the side of your building, it is coming from your alarm control box and usually indicates the battery back-up system is weak. **Please report it to the Association Manager through the Ticket System while the system is still beeping.**
2. **An extremely loud claxon/blast at short intervals means a sprinkler system failure or activation and you need to call the fire department, 911, right away. Give the address of the nearest building when you report it.**

Dryer Vent Cleaning:

The Association has a contract to clean and inspect dryer vent systems every two years (in January of even years) both from the back of individual dryers and from the roof. Advance notification of your day is both mailed and sent electronically. Please arrange for someone to be home that day to let the contractor in for inside work or disable your security system to allow a Board member to access the unit with your key on file. This cleaning is important to prevent accumulation of lint that may become a fire hazard.

You can help by removing all lint from your dryer lint trap after every load. Never use your dryer without a lint trap in place

CLUBHOUSE, POOL AND TENNIS COURT

1. Pool:

- a. Our pool is open from dawn to dusk and is a non-smoking/non-alcohol area.
- b. No glass containers are allowed.
- c. If an issue with the operation of the pool or spa is observed, report it through our Ticket System on our cypressstrand.com website.
- d. A fob is required to enter the pool area.
- e. If you wish to eat or drink, use the pergola tables. **Trash / waste is to be deposited in the two provided trash cans or take your trash home with you.** Please be sure to make sure the trash can lid are secured.

2. Clubhouse:

- a. Our non-smoking clubhouse is open dawn to dusk.
- b. Reservations for private events must be approved by the Board of Directors. And, upon approval, reservations can be made by contacting a member of the Association Management Company.

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3. **Tennis Court:** Our tennis court is open from 8 am - 9:30 pm. The lights will turn off automatically at 9:35 pm. A gate and pushbutton lock have been installed on the tennis court. Please do not slam the gate when leaving, but ensure that the latch is secure.
4. **Bathrooms:**
 - a. Bathrooms are accessed from the back of the Clubhouse building.
 - b. The pool fob will also open the bathrooms.

TRASH / RECYCLING

1. Trash is collected on Tuesdays and Fridays (unless there is a holiday that disrupts the schedule). Recycling is collected on Tuesday.
2. Please put all garbage in a trash can with a tightly closed lid.
 - a. Any excess trash that does not fit into the closed container must be put in black trash bags.
 - b. White trash bags for excess trash are not permitted. Do not place white bags outside of the trash can as buzzards like the white bags and will rip them apart and make a mess.
3. Wait until sunset to take your trash cans out to the street the night before pickup.
 - a. The larger critters tend to come out at night. Buy a can of Lysol or equivalent and spray the contents a couple of times to mask the garbage odor in order to keep them from trying to get into your trash can.
 - b. If the above does not work, buy a trash can with a screw down top that cannot open if overturned.
4. Additional information regarding trash and recycling may be obtained from Manatee County Waste Management (941-792-8811 or www.mymanatee.org/departments/utilities/trash_and_recycling).

PETS / PET WASTE

1. Two small pets (under 25 pounds) are permitted.
2. When pets are being walked, they must be on a leash and controlled by an adult or responsible child.
3. Residents must clean up pet feces immediately. Do not toss doggie bags anywhere outside on the HOA property.

LANAI / SCREENS / STORM DOORS

Lanai Paint Information:

1. Available at Sherwin Williams, 5260 71st St. East, Bradenton (941) 739-2513 (Mention 'Cypress Strand' to receive a discount).

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2. Walls and ceiling repainting SW Loxon Exterior Conditioner SW Superpaint Exterior Acrylic Satin SW Custom Color "Cypress Strand Body"
3. Floor repainting Two coats SW Armorseal Acrylic Treadplex Floor Coating (Shark Grip Non-Slip is added to second coat). Color: SW7006.

Screen and Storm Door Selection and Installation:

1. As noted in the Cypress Strand Rules, Regulations and Procedures Manual, should an owner elect to add a screen and/or storm door, an Architectural Review Form (ARC) must be submitted and approved prior to purchase and installation.
2. Only a full view, glass/screen door may be installed on the front entrance. The approved door is LARSON Signature Selection White Full-View Tempered Aluminum Storm Door available at Lowe's (lowes.com).
3. **This is a special-order door.** Be sure to check your measurements; Lowes does not have the correct size in stock.
4. No crossbars or decorations are allowed on the glass or screen door.
5. Hardware on the door must match the brushed nickel on the main door.
6. For Your Information: Once your storm door is installed, the hurricane panel system for the front door glass panel may need to be modified. Homeowners are responsible for any modifications.
7. It is the responsibility of owners to maintain and repair window screens as well as lanai screens per our rules manual.

Sun Shades for Lanais:

After approval of an Architectural Request Form by our Management Company, the approved products can be purchased: Coolaroo tan/beige Polyethylene Exterior Shade available at Lowe's.

Upper Lanai Leaks:

There have been several instances of water leaking through cracks in upper lanai floors into lower units causing substantial damage in some cases. If you have cracks in your upper lanai floor, please request an inspection from Sentry Management. Necessary repairs will be done by a contractor selected by the management company and paid for by the Association.

Propane/electric grills on Lanais:

Storage of hibachis or gas grills on lanais is prohibited by East Manatee Fire Rescue District. When cooking, grills need to be at least 15 feet from the building and on the driveway of the unit. Storage of any propane tank is limited to 1 lbs. tanks maximum. This applies to tanks attached to the grill and spare tanks.

Adapters to convert your existing gas grill to accept the smaller tanks are readily available at your local hardware store.

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Electric portable, tabletop grills **must not to exceed 200 square inches** (approx. 14"x14") of cooking surface or other similar apparatus shall be permitted by the East Manatee Fire Rescue District.

Refer to the East Manatee Fire Rescue District Grills and Storage addendum for more information (attached).

PLUMBING AND WATER CONTROL

Water Leaks in condo units:

1. When a leak is detected, it is the owner's responsibility to contact and pay for a reputable plumber to determine the root cause of the leak.
 - a. The Association is not responsible for plumbing services and repair if the leak is due to the lack of normal maintenance (i.e., clogged condensation drain line under A/C unit, cracked grout in showers and tubs, leaking toilet seals, broken toilet supply lines, under sink drain leaks, leaking hoses in washing machines, dishwashers or refrigerators). These items should be checked and maintained on an annual basis.
 - b. The Association will pay for plumbing services and repairs if the leak is contained in the portions of a unit maintained by the Association (i.e., leaking water/sewer pipes, leaking pipes inside wall, and ceiling).
 - c. The Homeowner is responsible for all HVAC equipment.
2. **Maintenance:**
 - a. The water supply valve on our toilets has a plastic connection at the top that could crack over time and leak. This can flood the condo and should be checked annually.
 - b. Also, if your toilet runs periodically without flushing, the flush valve or flapper valve is probably bad and should be replaced.
 - c. All plastic hoses or metal hoses containing plastic fitting on the following items: washer, dishwasher, refrigerator, ice machine, sinks and toilets with burst resistant hoses with metal fittings shall be replaced with metal braided hoses. It is the intent that plastic hoses and metal hoses containing plastic fittings shall be prohibited twelve (12) months after the adoption of the 4/18/18 amended Declaration, 5.2 paragraph D.
 - d. Standard water hoses on clothes washers go bad and split causing flooding. Stainless Steel braided water hoses are available at hardware stores and are required by our rules along with reinforced dishwasher and ice maker supply hoses.
 - e. Upper units should be particularly attentive to the above because if their units flood, they usually cause flood damage to the lower units as well, often at the upper unit owner's expense. Do not ignore any signs of water leaks as they are

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likely to worsen. They can create a flood and damage when you are not at home. Address any water leaks quickly. It is good practice to close your main water valve if you plan to be away from home more than a few days. When a leak originates from an upstairs unit, the owner of that unit is responsible for all plumbing bills incurred due to the problem originating in their unit. The owners of the upper and lower units should agree between them who will pay for the repair of any drywall damaged by the leak. **This is NOT the responsibility of the Association.**

- f. The main valve is located on the side of your garage with each unit # marked. When closing your main water valve for any extended period of time, be sure to turn off your water heater and ice maker
- 3. Water Heater:**
- a. When you leave your unit for any extended time (days) it is highly recommended you turn off the switch for your water heater and also turn off your master water valve to your unit (located on the side of your garage; with a unit #).
4. The Association is **NOT** responsible for plumbing services and repair if the leak is due to lack of normal maintenance (i.e., clogged drain line under A/C unit, cracked grout in showers and tubs, leaking toilet seals, broken toilet supply lines, under sink drain leaks, leaking hoses in washing machines, dishwashers or refrigerators.) **THESE ITEMS SHOULD BE CHECKED AND MAINTAINED BY THE OWNER ON A REGULAR BASIS.**
5. Many of our out-of-town owners use professional house checkers who come in biweekly to check all areas including water lines, air conditioning, humidity, etc. for a reasonable fee. Check with a neighbor for recommendations.

EXTERIOR MAINTENANCE

Changes to Building Exteriors:

Any changes to building exteriors require prior approval of the Board through an architectural request. This includes such items as storm doors, lanai enclosures and window treatments. The ARC sample form is available in our rule's manual on our website.

Outside Lights:

The Association is responsible for maintenance and replacement of all exterior lighting, front porch lights on lower units. (Board Approved 3/20/20)

Backflow Information:

Do not hire someone to test or repair your individual back flow as the Association takes care of it. Back flow valves are in the two pipes coming out of the ground by the street. They prevent contaminants from entering the public water system. The cost of annual inspection and test for each condo unit owner's annual backflow test and repair, if necessary, is paid by the Association with a contract with Casey's Plumbing. If you receive a notice from Manatee County to test and

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report your backflow, DISREGARD IT! Never shut any valves on the backflow system unless it's an emergency.

Irrigation Systems:

Our irrigation systems operate with water from several wells in the area. While this saves the Association money by not using city water, the well water contains a high mineral concentration that is difficult to clean off cars and windows. Our contractor periodically checks the performance of the sprinklers throughout the complex to ensure they are not spraying driveways and windows. However, what cannot be controlled is wind driven spray that collects, particularly on front windows.

Windows:

The Association has an annual window cleaning contractor but their job is to only clean the windows and not remove scale. If you see scale deposits forming on your windows, try cleaning them with LIME AWAY and 0000 grade steel wool. Also, a solution of half vinegar and water left on the windows for a few minutes sometimes work. If you see a sprinkler that is obviously out of adjustment, fill out a ticket on our website and it will be readjusted soon.

AIR CONDITIONING UNITS

Owners are responsible for maintaining their Air Conditioning units and service lines. A twice a year check-up is recommended by an A/C professional. As part of the check-up the condensate line should be vacuumed clear, the overflow switch should be checked, and anti-mold additives added. If replacing the unit, ensure the contractor secures the unit to the concrete slab. The outdoor unit should be installed in the same location as the previous unit and either be green or gray in color.

PEST CONTROL

The Association has a pest control contract for outside rodents, ants, roaches, spiders, etc. that is ongoing. This contract is with a quality contractor who will also provide one time spot treatment inside for a problem. If you have an issue with pests, contact our Association Manager.

INSURANCE

Insurance:

Our rules require each owner to have an individual insurance policy that covers the inside of the unit and personal items. Our Association has a master Insurance policy and most lenders and individual condo insurers require proof of the master policy coverage of your building. If you receive a notice of such a need from your insurance company, contact the Association Manager and provide the details so that they can contact the Association's insurance agent to provide the information.

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MISCELLANEOUS

Activities:

During the winter months, the men gather in front of the pool path at 9 am on Wednesdays for breakfast and the ladies meet in the clubhouse for coffee at 10 am. Happy Hour is open to everyone starting at 5:30 pm on Fridays at the clubhouse – just bring a sharing snack and your own beverage. There are periodic notices about other social events posted on the website calendar.

Bulletin Boards:

There are two bulletin boards located by the mail boxes and one in the clubhouse where announcements and information will be posted.

Mailboxes:

Mailboxes for all units are located on Scrub Jay Road. Additional keys are not available through Cypress Strand.

The personal *mail box locks are the responsibility of the unit owner* and not the Association. If you are missing a key to your mail box or if it needs repair, contact a locksmith or the Braden River Post Office on 53rd Avenue and 39th Street.

The Association is responsible for the package mail boxes so if you receive a key to one of the oversize package lock boxes in your regular mail box, please leave the box key in the lock for the next person.

Drying Clothes:

No laundry of any kind, including bathing suits and towels, may be placed outside a condominium unit for drying or for any other purpose.

Noise/Smoke:

No activities such as the playing of loud music or excessive noise made by pets, adults, or children, shall be permitted. If such activities or noise is a disturbance to other owners/residents, the parties involved are expected to communicate with each other with regard to the situation.

Please be aware that condo doors do slam shut when there is a cross breeze resulting in a loud bang if care is not taken.

Also, secondary smoke, from smoking on the lanai, may travel to adjacent lanais or upstairs, causing an irritant to neighbors.

Emergency Numbers:

- Police, Fire and Medical dial 911.
- Poison Control: 800-222-1222

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Non-emergency numbers:

- Police – Manatee County Sheriff 941-747-3011
- Fire Department – East Manatee Fire Rescue 941-751-5611

Hurricane Evacuation Shelter:

The closest location is Braden River High School. 6545 State Route 70 East (53rd Ave. East) Bradenton. This location is pet friendly.

Social Security Administration:

5540 State Route 64 East, Suite 100, Bradenton 800-772-1213

Golf Club at Tara Preserve:

7310 Tara Preserve Lane, Bradenton 941-756-2944

- Cypress Strand residents may use their pool and tennis courts for a \$5.00 key fee.

Cable TV, Internet and phone provider:

Comcast 5231 University Pkwy #115, Bradenton 800-934-6489

- Comcast is the Cable TV and Internet provider for Tara and The Preserve at Tara communities, with a contract that runs for five years. These services are included in the Tara Master Association annual assessment. For additional information, contact Tara Master Association's management company, Resource Property Management, 2025 Lakewood Ranch Boulevard, Suite 203, Bradenton 941-746-7520.

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Manatee County Offices: The following is a listing of some of the frequently consulted offices that provide a variety of services in Manatee County (all are in Bradenton unless noted).

Manatee County Sheriff	941-747-3011 www.manateesherriff.com	600 Highway 301 Boulevard West
Bradenton Police Department	941-932-9300 www.bradentonpd.com	100 10th Street West
Florida Highway Patrol	941-751-7647 www.flhsmv.gov/florida-highway-patrol/about-fhp	5023 53rd Avenue East
East Manatee Fire Rescue District	941-751- 5611 www.emfr.org	3200 Lakewood Ranch Boulevard
Department of Motor Vehicles (Driver License & Vehicle Services)	941-741-4800 www.dmvflorida.org/dmv-offices/manatee	819 301 Boulevard West
Health Department (An excellent source for health care providers and numerous county services.)	941-748-0747 www.manatee.floridahealth.gov	410 6th St. East
Homestead Exemption (March 1st of each calendar year is the deadline to file exemption applications in Manatee County)	941-748-8208 www.manateepao.com	915 4th Ave. West
Tax Collector	941-741-4800	6007 111th St. East
Property Appraisers	941-748-8208 www.manateepao.com	915 4th Ave. West
Public Schools	941-708-8770 www.manateeschools.net	215 Manatee Avenue West
Utility Services (MCUCS) (garbage, sewage, water)	941-792-8811 www.mymanatee.org/utilities	4410 66th Street West
Florida SHINE (Services are free, unbiased, and confidential)	1-800-963-5337 https://floridashine.org	Specially trained volunteers can assist you with your Medicare, Medicaid, and health insurance questions.
Manatee County Hospitals		
Blake Medical Center	941-792-6611	2020 59th St. West
Doctors Hospital of Sarasota	941-242-6532	8500 SR-70 East
Lakewood Ranch Medical Center	941-782-2100	8330 Lakewood Ranch Blvd.
Manatee Memorial Hospital	941-746-5111	206 Second St. East