

**TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package  
Board of Supervisors Meeting*



*Wednesday, October 12, 2022*

*6:00 P.M.*

*Compton Park Recreation Building*

*16101 Compton Drive,*

*Tampa, Florida*

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package October 12<sup>th</sup>, 2016

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4. Strategic Planning and Capital Projects Planning
  - f. Strategic Planning
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5. September 2022 Minutes
6. Consultant Reports
  - h. Community Updates
  - i. Park Reviews
  - j. Fraudulent Check Activity
  - k. Management Company Transition
  - l. Officer Appointment

# **Tampa Palms Community Development District**

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**Development Planning and Financing Group  
250 International Parkway, Suite 280  
Lake Mary , FL 32746**

October 7, 2022

Board of Supervisors  
**Tampa Palms Community  
Development District**

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, October 12, 2022 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

Enclosed for your review are the minutes of the September 14, 2022 CDD Board Meeting and the documents outlined in the table of contents.

Any additional support material will be distributed prior to the meeting, and staff will present their reports at the meeting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Ray*

Raymond Lotito  
DPFG

RL;mmw

cc: Maggie Wilson  
DPFG (Record Copy)

## **Tampa Palms CDD Meeting Agenda**

**October 12, 2022, 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the September, 2022 Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - Storm Review
  - Park Updates
  - District Management Transition
  - Officer Appointments
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Eleven Months Ending August 31, 2022

Executive Summary

As of August 31, 2022, The District has cash balances, net of liabilities, of \$ 4.3 M, with one month remaining in the fiscal year.

District budgeted financials remain within budget and are, after estimating the EOY expenses, 1<sup>st</sup> quarter reserves and community contingencies (see below), sufficient to conduct the business of the community for the foreseeable future. Note: there exists \$ 1.6 M remaining funds unallocated, a four-month safety factor.

FY 2021-22 Budget Performance

Revenue

As of August 31<sup>st</sup>, the District collected 100.1% of the assessments and very slightly more (\$213.00) than the budgeted interest income.

Expenses

The general and project expenses are forecast to finish slightly below budget, with a positive variance of less than \$50 K. at fiscal year-end.

- Administrative is trending 10% under budget
- Field & Operations are trending 3% under budget
- Projects are trending 9% under budget

Park attendant and guards along with utilities continue to be reflective of the inflationary effects of the substantial increases in personnel costs, along with power and water rates rising.

Cash Flow Projections for Calendar 2022

(Shown in \$ 000)

Sources of Funds

Cash Balance 8/31/22	\$ 4,289	
Collections prior to December receipts	2	
Total Sources of Funds		\$ 4,291

Uses of Funds

Balance FY 21-22 Expenses	( \$ 252)	
Weather Damage	( 400)	
Community-Wide Wall & Monument	( 100)	
Pond Improvements	( 700)	
1st Qtr FY 2022-23 Expenses Operations	( 730)	
Infrastructure Replacement Contingency	( 135)	
TP Signature Projects (unspent)	( 329)	
Total Uses of Funds		( \$ 2,646)
Projected Funds before December, 2022 receipts		\$ 1,645

**FAQ The financial statements display two lines for insurance, one of which exceeds budget. Why two and what is covered by each?**

The Tampa Palms CDD insurance is displayed in the financial statements in two separate line items:

- Administrative
- General Overhead

The CDD carries three types of insurance:

1. Property damage insurance
2. Liability insurance
3. Directors' and officers' insurance

} Shown together under General Overhead

**Property damage insurance** provides protection against most risks to CDD property such as fire, theft and some weather damage. The policy covers specific and named CDD property assets such the buildings, playground components, pumping stations, ESD cleaning station, tennis courts & fence, and racquetball courts.

Assets are covered at replacement value and no co-insurance applies. There is a general deductible of \$5K with an additional \$3K deductible that applies to windstorm damage (hurricane or tornado).

**General liability insurance** protects the district from losses stemming from tort claims which are a civil wrongs that causes someone else to suffer loss or harm resulting in legal liability for the person or organization that commits the tortious act.

It is the general liability that applies to claims where a person might claim to be injured by or on CDD-owned property. At first glance the Tampa Palms CDD might appear to be a ready target for *get rich quick* lawsuit schemes but that is not true.

As a unit of government, the CDD enjoys **sovereign immunity** which prevents laws suits against a government or government agency. In Florida the state has minimally waived its sovereign immunity to allow suits for damages not to exceed certain thresholds:

- \$200k to a single person
- \$300K total to all parties for a single incident

This is an important safeguard, especially in these litigious times. The language from the Florida statutes is shown below.

*The state and its agencies and subdivisions shall be liable for tort claims in the same manner and to the same extent as a private individual under like circumstances, but liability shall not include punitive damages or interest for the period before judgment. Neither the state nor its agencies or subdivisions shall be liable to pay a claim or a judgment by any one person which exceeds the sum of \$200,000 or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the state or its agencies or subdivisions arising out of the same incident or occurrence, exceeds the sum of \$300,000.*

**The Directors' and officers' insurance** protects the Board and appointed officers from personal liability in matters concerning decisions made for the CDD. It also protects the Board and appointed officers against "end runs" around sovereign immunity limits.

**Tampa Palms CDD  
Balance Sheet  
August 31, 2022**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$	18,294
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		1,588,412
Investment Account- South State Bank		2,692,000
ACCTS. RECEIVABLE		344
RECEIVABLE FROM TAMPA PALMS HOA		7,502
 PREPAID ITEMS		 750

**TOTAL ASSETS**

**\$ 4,307,803**

**LIABILITIES:**

ACCOUNTS PAYABLE	\$	18,071
ACCRUED EXPENSES		-

**FUND BALANCE:**

NON-SPENDABLE		750
RESTRICTED		-
UNASSIGNED:		4,288,982

**TOTAL LIABILITIES & FUND BALANCE**

**\$ 4,307,803**

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2021 through August 31, 2022**

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
<b>REVENUES</b>				
ASSESSMENTS NON-ADVALOREM	\$ 2,737,595	2,737,595	2,733,068	\$ (4,527)
EARLY PAYMENT DISCOUNT	(109,504)	(108,409)	(102,446)	5,963
INTEREST INCOME	20,000	18,333	20,213	1,880
EXCESS FEES	15,000	13,750	-	(13,750)
MISC. REVENUE	1,200	1,100	2,896	1,796
CARRY FORWARD	115,000	105,417	-	(105,417)
<b>TOTAL REVENUES</b>	<b>2,779,291</b>	<b>2,767,786</b>	<b>2,653,731</b>	<b>(114,055)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE EXPENDITURES:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	10,083	9,000	1,083
FICA	5,368	4,921	3,182	1,739
FUTA/SUTA/PAYROLL FEES	5,148	4,719	1,300	3,419
<i>S/T PERSONNEL SERVICES</i>	<u>21,516</u>	<u>19,723</u>	<u>13,482</u>	<u>6,241</u>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEY'S FEES	3,000	2,750	7,491	(4,741)
ANNUAL AUDIT	6,983	6,401	6,600	(199)
MANAGEMENT FEES	69,053	63,299	57,606	5,693
TAX COLLECTOR	54,752	54,204	49,487	4,717
ASSESSMENT ROLL	10,050	9,213	-	9,213
<i>S/T PROFESSIONAL SERVICES</i>	<u>143,838</u>	<u>135,867</u>	<u>121,184</u>	<u>14,683</u>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS & OFFICERS INSURANCE	3,700	3,700	3,121	579
MISC. ADMINISTRATIVE SERVICES	12,000	11,000	16,185	(5,185)
<i>S/T ADMINISTRATIVE SERVICES</i>	<u>15,700</u>	<u>14,700</u>	<u>19,306</u>	<u>(4,606)</u>
<b>TOTAL ADMINISTRATIVE</b>	<b>181,054</b>	<b>170,290</b>	<b>153,971</b>	<b>16,318</b>
<b>FIELD / OPERATIONS SERVICES</b>				
<b>FIELD MANAGEMENT SERVICES</b>				
DISTRICT OPERATING STAFF	179,839	164,852	166,935	(2,083)
PARK ATTENDANTS	76,875	70,469	86,240	(15,771)
PARK PATROLS (Security Co)	83,000	76,083	98,531	(22,447)
FIELD MANAGEMENT CONTINGENCY	20,800	19,067	14,791	4,276
<i>S/T FIELD MANAGEMENT SVCS</i>	<u>360,514</u>	<u>330,471</u>	<u>366,497</u>	<u>(36,026)</u>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	13,342	13,342	15,577	(2,235)
IT (TEL / SECURITY)	25,335	23,224	12,297	10,927
WATER	28,000	25,667	38,625	(12,958)
REFUSE REMOVAL	19,000	17,417	14,422	2,994
ELECTRICITY	125,000	114,583	134,938	(20,355)
STORMWATER FEE	4,198	3,848	3,041	807
MISC. FIELD SERVICES	13,000	11,917	4,057	7,859
<i>S/T GENERAL OVERHEAD</i>	<u>227,875</u>	<u>209,997</u>	<u>222,958</u>	<u>(12,961)</u>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPE & POND MAINTENANCE	1,055,779	967,797	878,440	89,357
LANDSCAPE MONITORING FEE	18,900	17,325	17,325	-
LANDSCAPE & REPLACEMENT	96,432	88,396	80,425	7,971
<i>S/T LANDSCAPE MAINTENANCE</i>	<u>1,171,111</u>	<u>1,073,518</u>	<u>976,190</u>	<u>97,328</u>
<b>LANDSCAPE MAINTENANCE NEW &amp; ENHANCED:</b>				
PROPERTY MOWING	93,000	85,250	71,577	13,673
COUNTY POND	9,000	8,250	5,649	2,601
NPDES POND PROGRAM	47,970	43,973	34,823	9,150
<i>S/T LANDSCAPE NEW &amp; ENHANCED</i>	<u>149,970</u>	<u>137,473</u>	<u>112,049</u>	<u>25,424</u>



**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2021 through August 31, 2022**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION SYSTEM	107,824	98,839	126,653	(27,815)
FOUNTAIN	27,354	25,075	25,486	(411)
FACILITY MAINTENANCE	91,136	83,541	61,224	22,318
JANITORIAL/SUPPLIES	2,772	2,541	1,907	634
<i>S/T FACILITY MAINTENANCE</i>	<u>229,086</u>	<u>209,996</u>	<u>215,269</u>	<u>(5,274)</u>
<b>PROJECT DRIVEN EXPENSES:</b>				
SIGNATURE TP 2017	-	-	-	-
RENEWAL AND REPLACEMENT & DEFERRED MTC	210,000	192,500	203,813	(11,313)
CAPITAL PROJECTS	190,000	174,167	143,552	30,614
NPDES/CLEAN WATER	59,681	54,708	38,160	16,548
<i>S/T TOTAL PROJECT DRIVEN EXPENSES</i>	<u>459,681</u>	<u>421,374</u>	<u>385,526</u>	<u>35,849</u>
<b>TOTAL EXPENDITURES</b>	<u>2,779,291</u>	<u>2,553,119</u>	<u>2,432,461</u>	<u>120,658</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	-	214,667	221,270	6,603
FUND BALANCE - BEGINNING	-	-	4,068,461	
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ 214,667</u>	<u>\$ 4,289,732</u>	<u>\$ 6,603</u>

TAMPA PALMS CDD  
CASH REGISTER  
FY 2022

Date	Num	Name	Memo	Receipts	Disbursements	Balance
07/31/2022			<b>EOM Balance</b>	<b>200,901.49</b>	<b>265,012.67</b>	<b>28,508.28</b>
08/02/2022	9632	CINTAS	urnial mat, logo mat, safety mat		151.54	28,356.74
08/02/2022	9633	HERITAGE-CRYSTAL CLEAN, LLC	Used Oil Filter Pick up		135.00	28,221.74
08/02/2022	9634	REPUBLIC SERVICES 696	Solid Waste pick up		750.00	27,471.74
08/02/2022	9635	Wayne Gill	Huntington Gate Entrance		4,875.00	22,596.74
08/02/2022	9636	XEROX FINANCIAL SVCS	Copier Lease - 7/4-8/3		138.93	22,457.81
	<b>9637</b>	<b>DPFG CONFIRMING STATUS</b>				
08/03/2022	9638	TURNBURY WOOD HOA			2,497.80	19,960.01
08/08/2022	9639	FLORIDA FOUNTAIN MAINTENANCE, INC.	Reserve & Turnbury Wood		820.26	19,139.75
	<b>9640-9644</b>	<b>DPFG CONFIRMING STATUS</b>				
08/08/2022	9645	SOLITUDE LAKE MANAGEMENT	pond svc 8/1-8/31- County pond		169.74	18,970.01
08/08/2022	9646	ABM Landscape & Turf Services	Basic Landscape and projects		139,806.96	-120,836.95
08/08/2022	9647	ADVANCED ENERGY SOLUTIONS	Repair elect connection to pond fill		450.72	-121,287.67
08/08/2022	9648	AT&T	Long Distance phone service		269.30	-121,556.97
08/08/2022	9649	CINTAS	urnial mat, logo mat, safety mat		151.54	-121,708.51
08/08/2022	9650	CORE & MAIN LP	Irrigation Repair Supplies		484.14	-122,192.65
08/08/2022	9651	SECURITAS SECURITY SERVICES USA, INC.	Security 7/3/22 - 7/16/22 Hampton		2,716.26	-124,908.91
08/08/2022	9652	TERMINIX	Pest Control: August		104.00	-125,012.91
08/08/2022	9653	Zeno Office Solutions, Inc.	Copier service		11.36	-125,024.27
08/08/2022	9654	FEDEX	Shipping		58.04	-125,082.31
08/08/2022	9655	FRONTIER COMMUNICATIONS	Act # 81397256990514915		190.92	-125,273.23
08/08/2022	9656	TERMINIX	Pest Control: August		77.00	-125,350.23
08/10/2022	9657	ADVANCED ENERGY SOLUTIONS	Hampton Park- Repair pavillion lighting		135.00	-125,485.23
08/10/2022	9658	ARCHITECTURAL FOUNTAINS, INC	replaced one 50 AMP, one 60 MFD and one timer on entrance fountain		385.00	-125,870.23
08/10/2022	9659	Arete Industries	Signage- Doggie Waste/ Bag Dispenser Station		903.95	-126,774.18
08/10/2022	9660	AT&T	Long Distance phone service- balance		123.66	-126,897.84
08/10/2022	9661	FRONTIER COMMUNICATIONS	Act # 81355802910720065		228.97	-127,126.81
08/10/2022	9662	IRON MOUNTAIN	6/22-7/26 svc period		389.75	-127,516.56
08/10/2022	9663	LOWE'S	Supplies		147.18	-127,663.74
08/10/2022	9664	Pimwheel Nursery	72 Coleus Oxblood & 360 Coleus Gold Lace- annuals		371.52	-128,035.26
08/10/2022	9665	SECURITAS SECURITY SERVICES USA, INC.	Security 07/01-07/31 Rover		4,597.90	-132,633.16
08/10/2022	9666	TECO	Summary Bill		13,290.95	-145,924.11
08/10/2022			Funds Transfer	250,000.00		104,075.89
08/12/2022	81222ACH1	Andrea A Braboy	PR 7/24/22 to 8/7/22		2,486.35	101,589.54
08/12/2022	81222ACH2	Innovative Employer Solutions	PR 7/25/22 to 8/7/22		461.92	101,127.62
08/15/2022	9667	HOOVER PUMPING SYSTEMS	Service Proposal 98061 Filter leak - filter discs cleaning		1,946.96	99,180.66
08/15/2022	9668	REDI- ROOTER PLUMBING	plumbing		434.00	98,746.66
08/15/2022	9669	TERMINIX	Pest Control: August		80.90	98,665.76
08/16/2022	9670	ADVANCED ENERGY SOLUTIONS	Irrigation field clock repair		135.00	98,530.76
08/16/2022	9671	SECURITAS SECURITY SERVICES USA, INC.	Security 7/17-7/30/22 Hampton		2,626.42	95,904.34
08/24/2022	9672	ADVANCED ENERGY SOLUTIONS	Lighting repairs		555.00	95,349.34
08/24/2022	9673	ARCHITECTURAL FOUNTAINS, INC	Supply and install 1 7.5HP Tiara fountain w/ 350 FT of Power Supply Cable		13,890.00	81,459.34
08/24/2022	9674	CINTAS	urnial mat, logo mat, safety mat		75.77	81,383.57
08/24/2022	9675	DIXIE SAFE AND LOCK, INC	keys		50.00	81,333.57
08/24/2022	9676	DOUGLAS CLEANING SERVICE	Aug CDD & Amberly Park Cleaning		1,520.00	79,813.57
08/24/2022	9677	ESD WASTE2WATER, INC.	clean cartidge filter, check hoses & connections		300.00	79,513.57
08/24/2022	9678	FRONTIER COMMUNICATIONS	Act # 81397739330707895		479.36	79,034.21
08/24/2022	9679	HOOVER PUMPING SYSTEMS	Equipment replacement for Pump System		4,491.92	74,542.29
08/24/2022	9680	MARY-MARGARET WILSON	Consultant Compensation Sep 2022		9,344.00	65,198.29
08/24/2022	9681	Stop Payment Issued				
08/25/2022	9682	CINTAS	urnial mat, logo mat, safety mat		75.77	65,122.52
08/25/2022	9683	REPUBLIC SERVICES 696	Solid Waste pick up		750.00	64,372.52
08/25/2022	9684	Straley Robin Vericker	Legal Services thru 8/15/22		1,108.00	63,264.52
08/26/2022	82622ACH1	Andrea A Braboy	PR 8/08/22 - 8/21/22		2,486.35	60,778.17
08/26/2022	82622ACH2	Innovative Employer Solutions	PR 8/8/22 - 8/21/22		461.92	60,316.25
08/30/2022	9685	ADB Landscaping Materials, Inc.	Blue Daze, Jasmine minima, Arbs, Plumbago - planting materials		3,342.00	56,974.25
08/30/2022	68	CITY OF TAMPA UTILITIES	Water Utilities - Aug		5,293.28	51,680.97
08/31/2022	9686	ADVANCED ENERGY SOLUTIONS	Huntington repair lights and fountain		763.27	50,917.70
08/31/2022	9687	CINTAS	urnial mat, logo mat, safety mat		75.77	50,841.93
08/31/2022	9688	FEDEX	Shipping		13.94	50,827.99
08/31/2022	9689	SECURITAS SECURITY SERVICES USA, INC.	Security 07/31- 8/13 Hampton		2,446.82	48,381.17
08/31/2022	9690	TAMPA PALMS OWNERS ASSOCIATION	Hampton park atten - Jul- Aug plus 50% Newsletter		29,909.87	18,471.30
08/31/2022	9691	XEROX FINANCIAL SERVICES	Copier Lease -8/4-9/3		138.93	18,332.37
08/31/2022	9692	Zeno Office Solutions, Inc.	Copier Lease		39.42	18,292.95
08/31/2022			Interest	1.05		18,294.00
08/31/2022			<b>EOM Balance</b>	<b>250,001.05</b>	<b>260,215.33</b>	<b>18,294.00</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU AUGUST 31, 2022  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating	\$2,170,938		\$2,170,938
<b><u>Non Operating</u></b>			
Capital Projects		\$190,000	\$190,000
Renewal & Rel		\$210,000	\$210,000
Signature 2017		\$0	\$0
NPDES		\$59,684	\$59,684
Excess Fees			-
Interest	20,213		20,213
Misc Rev	\$2,896		2,896
Carry Forward Bal *			
<b>Total</b>	<b>\$2,194,046</b>	<b>\$ 459,684</b>	<b>\$2,653,731</b>
<b><u>Expenses</u></b>			
Operations	\$ 2,046,935		2,046,935
<b><u>Non Operating</u></b>			
Renewal & Rel		203,813	203,813
NPDES/EPA		38,160	38,160
Capital Projects		143,552	143,552
TP Signature 2017		<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$2,046,935</b>	<b>\$385,526</b>	<b>\$385,526</b>
<b>Total Expenditures</b>			<b>\$2,432,461</b>
Excess Revenue Vs Expenses			<b>\$221,269</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU AUGUST 31, 2022  
GENERAL FUND**

<u>General Fund</u>	8/31/2022	(\$000)
Cash		19
Cash Equivalent (Excess Cash ICS)		1,588
Insured Investment Account		2,692
Due From TPOA		8
Receivable		0
Prepaid Items		1
<b>Total</b>		<b>\$ 4,308</b>
Less:		
Payables		18
Accrued Expenses		
Non Spendable A/C Prepaid		1
	<b>Net Cash 8/31/2022</b>	<b>\$ 4,291</b>
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses		730
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
	<b>Adjusted Net Cash</b>	<b>\$ 1,897</b>
	<b>Forecast</b>	

(\$ 000)	2021-22 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Sept</b>			
CDD Operations	0	231	
R&R	0	8	
NPDES	0	2	
Signature Projects	0	0	
Capital Projects	0	11	
<b>Total</b>	<b>0</b>	<b>252</b>	<b>\$ 1,645</b>
<b>Oct</b>			
CDD Operations	1	255	
R & R	0	37	
NPDES	0	19	
Signature Projects	0	0	
Capital Projects	0	25	
<b>Total</b>	<b>1</b>	<b>336</b>	<b>\$ 1,310</b>
<b>Nov</b>			
CDD Operations	2	255	
R & R	0	21	
NPDES	0	11	
Signature Projects	0	0	
Capital Projects	0	18	
<b>Total</b>	<b>2</b>	<b>305</b>	<b>\$ 1,007</b>

**TAMPA PALMS CDD**  
**Aug. 31, 2022**  
**GENERAL FUND**

(\$000)	Prioie Year Collected \$	Prior Year Collected %	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October					
November	887	34%	\$596	23%	-11%
December	2,343	89%	\$2,410	92%	3%
January	2,476	94%	\$2,474	94%	0.0%
February	2,477	94%	\$2,518	96%	2%
March	2,537	97%	\$2,573	98%	2%
April	2,591	99%	\$2,602	99%	0%
May	2,606	99%	\$2,612	99%	0.0%
June	2,633	100.2%	\$2,630	100.1%	-0.1%
July	2,633	100.2%	\$2,630	100.1%	-0.1%
August	2,633	100.2%	\$2,630	100.1%	-0.1%
September	2,633	100.2%			
<b>Year End</b>					
Total Assessed (Net Discount)		\$2,628			

## Summary- Project Driven Expenses

Eleven Months Ending August 31, 2022

<b>Operating Capital Projects</b>	(\$000)
<u>Sources of Funds</u>	
FY 2021-22 Budget	\$190
<u>Uses of Funds</u>	
Spent Thru 8/31/2022	144
Total Funds Under Consideration	\$0
<b>Budget Available as of 8/31/2022</b>	<b>\$46</b>
<b>Renewal &amp; Replacement</b>	
<u>Sources of Funds</u>	
FY 2021-22 Budget	210
<u>Uses of Funds</u>	
Spent Thru 8/31/2022	204
Total Funds Under Consideration	\$0
<b>Budget Available as of 8/31/2022</b>	<b>\$6</b>
<b>TP Signature Projects</b>	
<u>Sources of Funds*</u>	
FY 2021-22 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 8/31/2022	\$0
Total Funds / Projects Under Consideration	\$0
<b>Budget Available as of 8/31/2022</b>	<b>\$0</b>

**SUMMARY**  
**FY 2021-22 RENEWAL REPLACEMENT PROJECTS**

	Original Project	Aug. 31, 2022	Committed To Spend
<b>Infrastructure</b>			
Amberly Parking Lot Repairs (Accident)			
Park Pavilion Amberly		\$4,150	
Hampton Park Pavilion Repairs - Cleaning - Painting (Incl Racquetball)		\$8,775	
Traffic / Street Sign Replacements			
Wall Repairs/Clean/Paint/ Pressure Wash [Multi]		\$11,700	
Table Restoration (Amberly & Hampton)			
Pressure Wash Granite Signs		\$8,685	
CDD Lift Station Repairs/Motor Replacement		\$6,865	
Huntington Entry - Clean / Repair / Paint		\$4,875	
Pump Station - Repair Filter Leak, Clean Disks		\$1,947	
<b>Landscape</b>			
Main Entry Plants (Winter poinsettias, Summer Caladiums, Fall mums)		\$28,616	
Plant Replacements Medians & Entries		\$12,500	
Tree Work - Blvds		\$42,808	
Median Restoration & Freshening Area 1		\$3,442	
Wellington & Medians			
Cul de Sac			
Demo Cleanup Wyndham Entry & 500 ft TPB Wall		\$20,467	
Storm cleanup and preparations incl trees		\$6,934	
Stonington Landtracts		\$22,820	
<b>Irrigation</b>			
Pressure transducers & HMI replacment		\$2,049	
Pump Station Maintenance Items		\$13,223	
Faulty couplings - suction Area 2 station		\$2,157	
<b>Lighting (Park &amp; Landscape)</b>			
Court & Seasonal Lighting		\$1,800	
<b>Other</b>			
TPOA Newsletter (50%)			
<b>Total R&amp;R Projects</b>		\$203,813	\$0

**Capital Projects 2021-22  
Budget Monitor**

31-Aug-22			
(\$000)	Current Projects	Spent 2021-22	Pending Commitments
<b>Tampa Palms Signature Projects (BB Downs)</b>			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
<b>Sub-Total TP Signature Projects</b>	<b>\$329</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Projects</b>			
Consulting Services			
Irrigation Systems		87	
Parks & Cameras		11	
Landscape & Lighting		25	
Signs, Infrastructure & Lighting		21	
<b>Sub-Total Capital Projects</b>	<b>\$0</b>	<b>144</b>	<b>\$0</b>
<b>Total TP Signature &amp; Standard Capital Projects</b>		<b>\$144</b>	<b>\$0</b>



**Capital Projects Signature Projects  
2021-22 Through July 31, 2022**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>Current Projects</b>	<b>Spent A/O 8/31/2022</b>	<b>Pending Commitments</b>
<b>Consulting Services</b>			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
<b>Irrigation</b>			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
<b>Main Entry Restorations</b>			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
<b>Area 2 Pond</b>			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs			
<i>Sub Total</i>			
<b>Bruce B Downs Improvements</b>			
Wall restorations 4 villages + drainage & additional landscape bufferbuffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
<b>Sub-Total Tampa Palms Signature</b>	<b>329,340</b>	<b>\$0</b>	
<b>Normal Capital Projects</b>			
	<b>Current</b>		<b>Pending</b>
<b>Irrigation Systems</b>			
New Installation Incl Mainline		7,660	
Butterfly vales and check valves Area 2 station		17,702	
Pump Station Mtc		12,625	
Pump Station Upgrades		49,086	
<i>Sub Total</i>	0	<u>87,073</u>	
<b>Parks &amp; Cameras</b>			
Bike Stand - Hampton Park		683	-
Benches - Oak Park			
Backboards, Windscreens, Rims & Swing Replacements			
Hand Dryers - Parks & CDD Office		9,975	
<i>Sub Total</i>		<u>10,658</u>	-
<b>Landscape &amp; Lighting</b>			
Bricks & Construction for Sanctuary Wall Bed			
Major Landscape (> 5 Years)		19,432	
New LED Lighting- Entrance Fountains		4,200	
Illumination Rear Hampton (Dumpster Area)		1,559	
<i>Sub Total</i>	-	<u>25,191</u>	-
<b>Signs, Infrastructure &amp; Lighting</b>			
Drainage Easement Reconsruction		8,757	
Cambridge Fountain Replacement			
Speed Limits Sign(s) & Park Signs		7,655	
Walls - Reserve & Sanctuary		4,220	
<i>Sub Total</i>		<u>20,633</u>	
<b>Sub-Total Normal Capital Projects</b>	<b>\$0</b>	<b>\$143,552</b>	

## Tampa Palms CDD

## Strategic Plans

October 12, 2022

Next Step      Date      Responsible

### I. Signature Projects

Deffered Until Further Notice

### II Capital Projects & Restoration Projects

#### 1) Wayfinding, Walls & Misc. Signs

- a) Reserve/ Kensington Wall

Report

Oct

Staff

#### 2) Infrastructure

- a) Kensington / Reserve Walls
- b) ADA Park Reviews

Report to board  
Discuss w/ Board

Oct  
Nov

Staff  
Staff

### III Keeping Tampa Palms Upscale (Landscape)

#### 1) Assessment YTD Weather Impacts

Report To Board

On Going

Staff

#### 2) Restoration Projects

- a) Cul de Sacs
- b) Monument Lighting Assessment
- d) Sign Assessment

Update  
Review  
Review

Oct  
Oct  
Nov

Staff  
Staff

#### 3) LED Landscape Lighting

Future Consideration

TBD

Staff

IV Park Reviews

- a) Inspections & ADA
- b) Park Security

V. Misc and Local Government

- a) Tampa Palms Blvd
- b) Multi-Modal Path Repaving [COT]
- c) Illegal Construction

<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
Update Process Report	Nov	Staff
Report To Board	Oct	Staff
Report To Board	Nov	Staff
Report To Board	Oct	Staff

# Focus For 2022-23

Re-Presented Oct, 2022

The Tampa Palms CDD is a unit of State of Florida special-purpose government with limited boundaries and is distinct in both form and function from general purpose government entities including but not limited to the City of Tampa, Hillsborough County etc.



The TP CDD authority is laser-focused and limited in attention to the properties owned by the CDD or shared with the City of Tampa. (Example TP Blvd medians)

- The CDD has no enforcement powers
- The CDD's public funds cannot be spent on private property
- CDD attention and activity is limited to that which occurs within its boundaries.

The majority of the CDD budget addresses community aesthetics - making residents proud of their homes. Tampa Palms defines the standard of care as that which is observed from a vehicle .... at 35 mph

Specific considerations for Fiscal Year 2022-23

	<b>Next Steps</b>	<b>Timing</b>
<b>Tampa Palms Blvd Restoration</b>		
(1) Hold Balance of Signature	Repaving Impact on Entries	On-Going
<b>Monitor Projects in Tampa Palms</b>		
(1) Wetland Destruction	EPC Order To Restore	Review November
(2) Possible DRI Changes	Engage City and CDD Counsel	On-going
(3) Bike Path Improvements	Deferred Until TPB Project Designed	Review After TPB Designs
<b>Monitor Issues Impacting Tampa Palms</b>		
(1) District Management Transition	Review w/ Board	During Transition
(2) Monitor Inflation Impacts	Update Board	Monthly
<b>Monitor County Commission Races Impacting Tampa Palms</b>		
(1) Tampa Palms' County Commissioner		Nov Elections
(2) Hillsborough County At Large Commissioners (2)		
(3) Numerous State Offices		

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**MINUTES OF MEETING  
TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

7 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
8 Development District was held on Wednesday, September 14, 2022 at 6:00 p.m. at the  
9 Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

10 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

11 Mr. Field called the meeting to order.

12 The Board members and staff introduced themselves for the record.

13  
14 Present and constituting were:

15 Gene Field	Chairman*
16 Tracy Falkowitz	Supervisor*
17 Richard Diaz	Supervisor*
18 Don Oneal	Supervisor*
19 Mike Gibson	Supervisor*

20  
21 \* Constituting quorum

22  
23 Also present were:

24 Ray Lotito	District Management
25 Maggie Wilson	Consultant/Resident
26 Warren Dixon	TPOA Business Consultant
27 Brian Koerber	TPOA Property Manager

28  
29  
30  
31 Mr. Field established that a quorum of the Board was present.

32  
33 **Pledge of Allegiance**

34 Mr. Gibson led the recitation of the Pledge of Allegiance.

35  
36 **SECOND ORDER OF BUSINESS- Strategic Focus**

37 Mr. Field reviewed those items which are the primary focus and have immediate  
38 impact on Tampa Palms in the near term, noting that the full strategic plans and Focus items  
39 were included in the advance Board Package; a copy of which is attached hereto and made a  
40 part of the public record.

41

1 **THIRD ORDER OF BUSINESS - Public Comments.**

2 Warren Dixon, TPOA Business Manager, discussed the progress made by the EPC in  
3 the matter of the illegal construction. He noted the EPC order of restoral and reviewed private  
4 discussions where there were indications that the criminals may be looking for a way to comply  
5 and “get out” of the matter while saving some of their investment. It was noted that they might  
6 use the area as a mitigation bank and place a conservation easement over the entirety of the  
7 land.

8 **FOURTH ORDER OF BUSINESS - Board Member Discussion Items**

9 Supervisor Diaz questioned if it were possible given that the area had possibly served  
10 as mitigation for Tampa Palms. Warren Dixon noted that when Tampa Palms was developed  
11 the mechanisms for mitigation had not existed in the current manner and there was no  
12 conservation easement over the property.

13 Supervisor Falkowitz noted that the EPC Board is the Hillsborough County  
14 Commission and that at some point public outcry might be needed. It was agreed but noted not  
15 at this time.

16 **FIFTH ODER OF BUSINESS - Approval of the July 13, 2022 Board Meeting and Budget**  
17 **Hearing Minutes**

18  
19 On MOTION by Mr. Diaz, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board  
20 approved the Minutes of the Aug. 10, 2022 Board Meeting.

21  
22 **SIXTH ODER OF BUSINESS - Approval of District Disbursements**

23 Mr. Field noted that the check register had been audited by him for consistency. A  
24 copy of the Board Financial Analysis, Financial Statements and Check Register are attached  
25 hereto and made a part of the public record.

26  
27 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board  
28 approved the Disbursements for the month ending July 31, 2022 in the amount of \$268,430.44.

29  
30 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

31 **♦ Community Appearance**

1 Ms. Wilson reported that the community continues to show  
2 well despite the uncertainties of the weather; first there was high  
3 heat and little rain in July and now high heat and above average  
4 rain. The result is very happy weeds and overworked landscape  
5 crews. She noted that the national weather outlook indicates the  
6 potential for another non-winter and that impacts weed growth.

**Around The Neighborhood....  
Overall Appearance**



- Community Shows Well
- Intense Rains
  - After Dry July
  - Unseasonable Heat
- Fall Forecast Cautions
  - Higher Avg Heat
  - Above Normal Rain
- 3 Years No Winter
  - Weeds Flourish
  - No Vine Die-Back

7  
8 Ms. Wilson reviewed the entry appearance and noted that  
9 the entrances are vital to how Tampa Palms is perceived, by both  
10 the owners and visitors. She stated that the fall annuals would be  
11 installed during the final weeks of September and that the fall mums  
12 would follow by the end of September.

**Around the Neighborhood  
Entries Are First**



- Entry Appearance Vital
  - Color at The Entries
  - Inviting- Sets The Tone
- Fall Annuals Next Week
  - Marigolds and Begonias
  - Some Coleus
- Fall Mums Follow

13  
14 Ms. Wilson reported that the building structures at the  
15 entrances to Huntington had been “refreshed” with wood repairs as  
16 needed and everything pressure washed and painted.

**Around the Neighborhood..  
Building & Fountain Improvements**



- Huntington Entry
  - Freshened & Restored
  - Lighting Sparkles
- Fountain In Place
  - Better Fit
  - Greater Visibility
  - Lovely at Night

17 She reported on the installation of the new fountain in the  
18 Huntington/Wellington pond and noted that it was well suited to the  
19 location.

20  
21 Ms. Wilson discussed several incidents of median damage.  
22 In one case a palm was destroyed by a driver arrested for DUI and  
23 in the other, someone purposely drove what appeared to be a truck  
24 over two large medians, straddling the medians and destroying the  
25 planting. This was intentional vandalism.

**Community Appearance  
Roadway Damage**



- Impaired Driver
  - Sterling Manor
  - Palm Tree
- Vandalism
  - Amberly Drive
  - Plants Ripped Out

26  
27 ♦ **Park Updates**

28 Ms. Wilson discussed the continuing importance to Tampa  
29 Palms of the park amenities and noted that they are well used from  
30 the athletic pursuits [basketball/tennis/racquetball] to the  
31 playgrounds and to the picnic and other family gathers that take  
32 place in the parks.

**Park Updates**



- Three CDD Parks
  - Valuable Amenities
  - Public Available
    - Hampton Crowded
    - Amberly Less
  - Very Family Friendly

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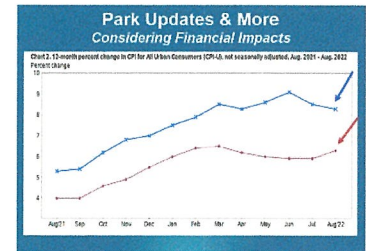
She reported on one mishap in Hampton park where a young woman was learning to drive and became confused when she tried to park the vehicle and lurched forward, hitting a sign but fortunately missing the palm behind the sign and the building. The damage was minimal and all was repaired.

**Park Updates**  
*Recent Incident*



- Lucky Accident
  - 15 Y/O Driving
  - No License
  - Modified Car
  - Failed To Stop
  - Hit Sign
  - Missed Palm & Bldg
  - Sign Restored

Ms. Wilson reviewed the financial realities of managing the park amenities and noted that personnel costs in particular had skyrocketed. She examined not only the most recent general CPI but also contrasted that with the core CPI and noted that the trending is up and even when moderated, it is unlikely that costs will recede.



Ms. Wilson reviewed the operation of Hampton Park to examine the staffing both from the point of view of the hours expended and assignments required. It was discussed that profile for the “park attendant” had changed dramatically, changed from local high school and college kids to general employees creating difficulties in recruiting from availability, salary demands and training.

**Park Updates**  
*Staffing Consideration For Hampton Park*

Hours Per Month	
Guards	200
Park Attendants	300

Current Annual Costs	
Guards	200   \$78,000
Park Attendants	300   \$208,344
	\$145,014

Guards Only Annual	
Guards	300   \$105,000

- Guards + Attendants
- Assignments
  - Open & Close
  - Reservations / IDs
  - Restrooms & Courts
- Concerns
  - Recruiting /Availability
  - Cost
- Guards Only
  - Reliability/Back-Up
  - Cost

Ms. Wilson asked that the board consider for the future the possibility of changing the support for Hampton Park to one provided solely by Securitas guards. Currently Hampton has park attendants from opening to closing with guards on duty from 2 PM to closing.

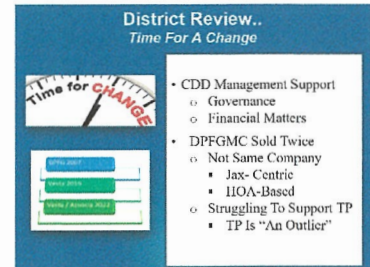
There was substantial discussion with the board opting to move immediately into a single Securitas guard from opening to closing, taking into consideration a 60 day transition period.

On MOTION by Mr. Gibson, SECONDED by Mr. Oneal, WITH ALL IN FAVOR, the Board approved the transition to a Securitas guards-only support profile with a 60 day transition period and intermediate reports.



1     ◆     **District Review**

2           Ms. Wilson explained that there had been numerous  
3     changes in the make-up and support profile of the company that  
4     the CDD board had selected for district support (governance and  
5     financial management) almost fifteen years earlier. The  
6     company has been solid twice in the last 2-3 years.

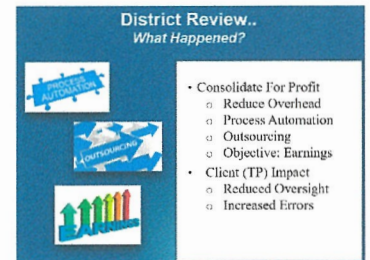


District Review..  
Time For A Change

- CDD Management Support
  - Governance
  - Financial Matters
- DPF GMC Sold Twice
  - Not Same Company
    - Jax- Centric
    - HOA-Based
  - Struggling To Support TP
    - TP Is "An Outlier"

7           The resulting company is HOA and Jacksonville-based. The DPFG staff has been  
8     struggling to support Tampa Palms, doing everything they can to meet the requirements of  
9     Tampa Palms and do so in a manner required by the district, as it differs substantially from  
10    the more "cookie cutter" processes of the corporate owners.

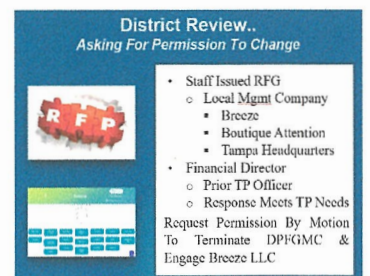
11           Ms. Wilson explained that consolidations such as occurred  
12    with the DPFG/DPFGMC/Vesta/Associa are done to reduce  
13    overhead costs and accomplished by strategies such as process  
14    automation and outsourcing. The objective is enhanced  
15    corporate earnings but sometimes results in reduced outcome  
16    oversight and increased errors. It works well for some but does not meet the needs of Tampa  
17    Palms which has always depended on the support of a "boutique" operation.



District Review..  
What Happened?

- Consolidate For Profit
  - Reduce Overhead
  - Process Automation
  - Outsourcing
  - Objective: Earnings
- Client (TP) Impact
  - Reduced Oversight
  - Increased Errors

19           After a number of difficulties, district staff surveyed the  
20    available management companies. Most were the large  
21    centralized operations such as DPFG had become and one or  
22    two that were boutique in design, were insufficiently local to  
23    meet Tampa Palms needs. One, a relatively new company  
24    created by a major developer group- Breeze Home, appeared to  
25    meet the needs and an RFP was issued.



District Review..  
Asking For Permission To Change

- Staff Issued RFG
  - Local Mgmt Company
    - Breeze
    - Boutique Attention
    - Tampa Headquarters
- Financial Director
  - Prior TP Officer
  - Response Meets TP Needs

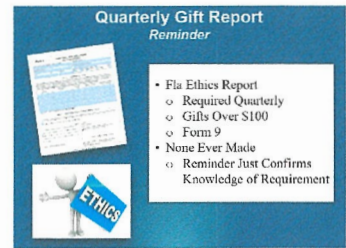
Request Permission By Motion  
To Terminate DPF GMC &  
Engage Breeze LLC

26           The results of the RFP indicate a good match with Tampa Palms operations and it is  
27    recommended that Tampa Palms terminate the DPFG agreement and move to approve  
28    engaging Breeze Home .

31  
32     On a MOTION by Mr. Gibson, SECONDED by Mr. Oneal, WITH ALL IN FAVOR, the Board move  
33     to approve terminating the management agreement with DPFG and approved the agreement as  
34     represented in the RFP with Breeze Home.

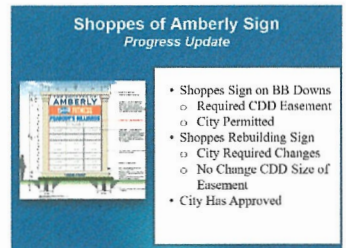
1     ◆     **Quarterly Ethics Report**

2             Ms. Wilson reminded the board that the State of Fla Ethics  
3 Commission requires a quarterly report if any gifts are received.  
4 She noted that there has been a gift received and reported but noted  
5 that a reminder is a required.



7     ◆     **Shoppes of Amberly Sign**

8             Ms. Wilson reported that after much discussion and many  
9 submissions the City has apparently approved the revitalized  
10 Shoppes of Amberly sign. The sign is located on an easement  
11 granted by the CDD many years ago and no change to that  
12 easement is required so no action is required by the board.



14     ◆     **Additional Advanced Board Package Materials:**

15             Information regarding financial reports were included in the Advance Board package;  
16 copy of which is attached hereto and made a part of the public record.

18     **EIGHTH ORDER OF BUSINESS – Other Matters**

19             There being none, the next item followed.

21     **NINTH ORDER OF BUSINESS – Public Comments**

22             There being none, the next item followed.

24     **TENTH ORDER OF BUSINESS - Supervisor Comments**

25             There being none, the next item followed.

27     **ELEVENTH ORDER OF BUSINESS - Adjournment**

28             There being no further business,

30     On MOTION by Ms. Falkowitz SECONDED by Mr. Gibson ALL IN FAVOR, the meeting  
31 was adjourned.

32

1 *\*These minutes were done in summation format, not verbatim.*

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

6

7 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**  
8 **publicly noticed meeting held on \_\_\_\_\_ .**

9

10

11 \_\_\_\_\_  
**Signature**

11 \_\_\_\_\_  
**Signature**

12

13 Ray Lotito

13 Gene Field

14 **Printed Name**

14 **Printed Name**

15 **Title:**

15 **Title:**

16  **Assistant Secretary**

16  **Vice Chairperson**

17  **District Manager**

17  **Chairperson**

18

## Community Appearance

### *General Overview*

The community is beginning to enjoy the slightly cooler and less humid temperatures, along with almost no rainfall. The landscape inspection completed earlier this week indicated full compliance with a 91.5% score.

The annuals are in place after a slight bobble with the coleus which were originally planned. The majority of the coleus were not ready for planting and withheld by the grower.

The installation was professionally done and although some of the plants are small, they are "taking off" and were not affected by the rains or winds of Hurricane Ian.

Joe Laird's take on what is happening is nothing more than the exceptionally hot summer affected the growers.



Hurricane Ian certainly brought some gusty winds and rainfall to Tampa Palms but nothing catastrophic in the way of damage.

The rainfall, as measured in several places, was in a modest 5-7 inches range. According to the national weather service there were gusts in this area in the 55-75 MPH range but sustained winds were far less substantial.

The ponds did their job in vis a vis the storm water with minor street flooding for a short time in areas where the flow into the ponds and then from the ponds to the wet-lands is slow, such as the exit side of the Stonington entrance.



A few trees came down but tree loss was at a minimum. ABM took care of these on Thursday with minimal disruptions on the roads or to walkers.





## Park Reviews

All of the parks were closed for the storm beginning Tuesday afternoon before Ian and reopened on Friday morning. There was general mess in the parks, leaves, twigs etc, but no damage.

As Ian was a none-event for the most part in Tampa Palms, so Amberly Park in particular enjoyed a lot of neighborhood visits after the stormy weather passed and before reopening.



### *Complaint About Party In Amberly Park*

At the TPOA annual meeting a representative from Nottingham registered concern and raised an alarm about a party that took place at Amberly Park on a Sunday afternoon prior to the storm. Staff suggested at the meeting that questions about the use of Amberly Park should be directed to the CDD so this update is provided to supervisors in the event that someone reaches out at the CDD meeting.

- The resident was under the impression that there were 200 people present and was of the opinion that there are only supposed to be 50 attendees in any park gathering.
- She noted there were some cars parked along Burchette Rd.
- She was under the belief that the participants were selling something.

The situation was reviewed and it was determined that a Tampa Palms resident made a reservation for the party, the party was orderly and the hosts cleaned up the area post-party with no problems.

- The Securitas guard observed the party with no comment.
- It was a large party for certain. There were between 55-60 people\* (camera shots allowed for a reliable count) and that number included the children, some in strollers.  
\*BTW there is no 50 person limit authorized by the CDD



The residents set up the food in the pavilion and used pop-up tents to provide shade.

The tents were definitely decorated to celebrate something and there were several flags displayed (Peruvian). Some of the women were in some type of costume.

In one of the pop-ups there was a table with something displayed, maybe party favors; this may have been mistaken by someone as items for sale. This was a party and not any type of sales event.

As reported there were cars parked along Burchette, that is not uncommon nor is parking restricted by the City.



Amberly Park is open to all residents of Tampa Palms but occasionally those in nearby villages misunderstand that fact and assume that only the adjacent villages have access: that may have caused this alarm in this case.

#### ***Park Guard Transition***

Staff and the TPOA management are moving toward the revised attendant / guard proposal made and approved at the September CDD Board meeting.

After further evaluation of:

- The staff on site for the morning shifts at Hampton (long term employees and competent)
- The approaching holiday season (usually a substantial increase in “day time” visitors to the park associated with families getting together)

a slight modification in plan seems to make the most sense, at a minimum until after the new year.

Hampton will move to solely onsite personnel from Securitas in the afternoons until closing. There will be no duplication of service with a park attendant in the afternoons.

The financial impact of this slight modification is di minimis; essentially Hampton Park will enjoy the personnel coverage approved by the Board (one person from opening to closing rather than one person in the morning and two people from 1 PM to closing). The sole change is that the AM coverage will be provided by a park attendant, working for the TPOA.

This will be monitored and evaluated.

## Fraudulent Check Issued Against CDD Operating Account

Staff called Ms. Campbell and confirmed that the payee is not known, the check stock with that check number is still in the check stock vault with the CDD's financial agent. Ms. Campbell was asked to not pay/reverse the check. A request was made for a copy of the bogus check.

Ms. Campbell emailed a copy of the check to Tampa Palms and confirmed that the transactions would be reversed- see attached.

### *Further Review*

The bogus check was printed with an "E" on the check face before the CDD address.

- This same typo also appears on all of the Tampa Palms check stock held by DPFPG at Lake Mary.
- That "E" does not appear on the checks in the district office nor on the bank statements from SouthState Bank.

The check was signed by someone who apparently had seen the chairman's stylized signature, though the signature itself is a bad replica and is obviously forged.

- The chairman has been signing checks for Tampa Palms only since 8/18/22; how was it known to use his name?
- The sole example of the chairman's signature on checks occurred on the August banks statements where there are four checks.
- These statements were only forwarded by email to the DPFPG accountant in Jacksonville on 9/13/2022: she left for vacation on the 14<sup>th</sup>.

The bogus check was deposited into an account at a credit union located in Jacksonville, FL. The person making the deposit lives in Jacksonville and based solely on a cursory background check:

- Has never lived in the Tampa Bay area
- Has never worked for any vendor doing business with the Tampa Palms CDD

Further the Tampa Palms CDD has no vendors in the Jacksonville area, with the exception of DPFPG/Vesta so an intercepted payment check is not a likely source of the intrusion.

### *Actions Taken*

Staff contacted SouthState Bank and made them aware of the situation

Bobby Daniel- 813-367-5845  
1150 Assembly Dr Suite 200  
Tampa, FL 33607  
[Bobby.Daniel@southstatebank.com](mailto:Bobby.Daniel@southstatebank.com)

Bobby asked that staff make a police report. The report was made and report number is 22-379941 (TPD). Staff inquired as to if certification that this check was bogus should be made and Bobby sent an affidavit for Chairman Field's signature. (see attached).

DPFG/Vesta also made a report in Jacksonville, as Jacksonville was the site of the uttering.

Staff reviewed the situation with a number of folks who have backgrounds in bogus checks and bank fraud.

Given the fact that there is no verifiable information as to how this occurred, there is no reasonable expectation that it will not reoccur, possibly even more dramatically with wire transfers which are not reversible, the operating account has been closed and a new operating account created.



Subject: **Check copy**  
Date: 9/19/2022 12:17:40 PM Eastern Standard Time  
From: CampbellJ@vystarcu.org  
To: cdd.tampa@verizon.net

Here is the check copy we discussed. I will have the branch reverse the deposit transaction.

**Judy Campbell**

Vice President, 103<sup>rd</sup> Street

VyStar Credit Union

7795 103<sup>rd</sup> Street

Jacksonville, FL 32210

Phone: (904) 908-2380

[campbellj@vystarcu.org](mailto:campbellj@vystarcu.org)

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TAMPA PALMS COMMUNITY  
DEVELOPMENT DISTRICT  
E16311 TAMPA PALMS BLVD N  
TAMPA, FL 33647

SOUTH STATE BANK

9984  
63-14523-631  
MICROSOFT

Date 9/14/2022

Pay To The  
Order Of MYLIK R EVANS

\$ \*\*3,600.00

Three Thousand Six Hundred and 00/100\*\*

Dollars

MYLIK R EVANS  
7627 INDIAN LAKES DRIVE  
JACKSONVILLE, FL 32210



ER Filed



SECURITY FEATURES INCLUDE FOLIO, HOLOGRAM, HEAT SENSITIVE XCON, MICROPRINT, MULTICOLOR BACKGROUND, WATERMARK, VOIDING

⑈000009984⑈ ⑆063114030⑆ 1008146595⑈

09/19/2022  
103 - ROOSEVELT BRANCH  
2724  
263079276  
\*\*\*\*\*0851

DO NOT SIGN HERE. SIGNATURE STRIP IS FOR FANUCIAL INSTITUTIONS USE ONLY

ENDORSE CHECK HERE  
*x Mylik R Evans*  
 CHECK  DEPOSIT

PAID TO THE  
ORDER OF

TRINITY PALMS COMMUNITY  
DEVELOPMENT DISTRICT  
14001 TRINITY PALMS BLVD N  
PALM BEACH, FL 33411

SOUTH STATE BANK

1009984

1008116595

DEVELOPMENT DISTRICT

1008116595

AUTHORIZED SIGNATURE

\$

9984

CHECK

DOLLARS

Photo Safe Deposits

9984

Details on Back



Photo Safe Deposits

Details on Back





CHECK DISPUTE FORM

Please select the reason for affidavit below:

Counterfeit Item: I state that the check was not issued or authorized by me and is a counterfeit item bearing my account information. I do / do not know who signed the check as maker.

Alteration: I state that the check I issued was changed after it left my possession, in the manner described below. I do / do not know who changed the check.

**\*\*Also include proof of Alteration (i.e. check stub, copy of invoice, etc)\*\***

Check amount altered from: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Check Date altered from: \_\_\_\_\_ to \_\_\_\_\_

Check Payee altered from: \_\_\_\_\_ to \_\_\_\_\_

Unauthorized Electronic Check (Remotely Created Check): I state that I did not authorize the issuance of the remotely created check in the amount stated on the check to the payee stated on the check.

**SIGNATURE ISSUES: (APPEARING ON FRONT OF CHECK)**

Forged Signature of Maker: I state that I did not sign the check as maker, authorize anyone else to sign, or receive any money or value for it and that the signature which purports to be mine, is a forgery. I do / do not know who signed the check as maker.

Unauthorized Signor: I state that the individual who signed the check as maker is not authorized to sign on this account, nor was this check authorized by anyone who is authorized to sign on this account.

**ENDORSEMENT PROBLEMS: (APPEARING ON BACK OF CHECK)**

**\*\*Obtain a letter from the payee stating that they did not cash nor benefit from the check\*\***

Forged Endorsement: I state that I did not endorse the check, authorize anyone else to endorse it, or receive any money or value for it, and that the endorsement which purports to be mine is a forgery. I do / do not know who endorsed the check.

Missing Endorsement: I state that the endorsement on the check is missing and the payee is claiming non receipt of the funds.

Improper Endorsement: I state that the endorsement on the check does not match the payee line on the front of the check. The payee is claiming non-receipt of the funds.

Endorsements, if any: \_\_\_\_\_

Internal

Page 1 of 2

ERJ

ITEM IDENTIFICATION:

Type:  Check  Saving W/D

(Information should reflect how the check was posted.)

Account Number: 1008146595

Name of Account Holder: Tampa Palms Community Development District

Amount: \$3,600.00 Dated: 9/14/2022

Maker: ER Field

Check Number: 9984

Payable to: MYLIK R EVANS

SouthState Bank, N.A. (Bank)

Date: September 23, 2022

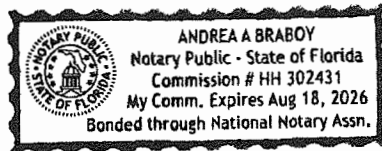
I, Eugene R Field certify that I am an owner of a consumer account or an authorized signer of a business account in the name of Tampa Palms Community Development District, and hereby claim that the check described above was incorrectly paid as described on the previous page.

I am giving this affidavit to induce the Bank to recover the proceeds of the check on its behalf, and therefore agree to cooperate with the Bank in its efforts to reclaim the proceeds and with the criminal authorities in investigating and prosecuting the perpetrators involved in this claim.

Signature: ER Field

State of: FLORIDA County/City of: Hillsborough / Tampa  
Subscribed and sworn to me this 23rd day of September, 2022.

Notary Public Andrea A. Braboy



Page 2 of 2 ERF

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY FEATURES

TAMPA PALMS COMMUNITY  
DEVELOPMENT DISTRICT  
E16311 TAMPA PALMS BLVD N  
TAMPA, FL 33647

SOUTH STATE BANK

9984  
63-1403/031  
CHECK  
IMAGE

Date 9/14/2022

Pay To The  
Order Of MYLIK R EVANS

\$ \*\*3,600.00

Three Thousand Six Hundred and 00/100\*\*\*

Dollars

MYLIK R EVANS  
7627 INDIAN LAKES DRIVE  
JACKSONVILLE, FL 32210



ER FLETS



SECURITY FEATURES INCLUDE FOL HOLOGRAM • HEAT SENSITIVE ICON • MICROPRINT • MULTICOLOR BACKGROUND  
⑈00000998⑈ ⑆063114030⑆ 1008146595⑈

09/19/2022  
103 - ROOSEVELT BRANCH  
2724  
263079276  
\*\*\*\*\*0851

DO NOT SIGN/RETEAR/STAPLE/WRITING PAST LINES - FOR FINANCIAL INSTITUTION USE ONLY

ENDORSE CHECK HERE  
*x Mylik Evans*  
 CHECK HERE IF MOBILE DEPOSIT

## Fraudulent Check Issued Against CDD Operating Account

Situation: The CDD's operating bank account was compromised and there was an attempted theft of \$3,600. This was reported by an officer of a Jacksonville credit union. Staff took steps to deny the check, investigate the district's vulnerabilities and took action to protect the CDD's financial assets made vulnerable by this compromising of the CDD's bank account.

Staff has closed the bank account in question and examined the bank accounts to determine which legitimate checks were outstanding. A list of these checks (payee, check number and amount) was provided to SouthState Bank and these checks will be processed for payment. All others will be denied.

This fraud activity has certainly impacted the orderly transition from DPFG to Breeze. During the time between this closure and the transition to Breeze Management support:

- All invoices will be paid out of the district office
- All invoices will be signed by the chairman.
- The new account number will not be provided to DPFG/Vesta due to concerns about compromised security.
- The district's administrative manager, Andi Braboy, will provide each invoice to the DPFG financial staff for entry into financial systems so the information transferred on 10/31/2022 will be complete. Each invoice will be marked with the following:
  - The GL code
  - Check Number
  - Date of payment

### *Situation Description and Background*

CDD staff received a call that originally came to the TPOA at 10:48 9/19/22

Judy Campbell  
Vice President,  
VyStar Credit Union  
7795 103rd Street

Jacksonville, FL 32210  
Phone: (904) 908-2380  
[campbellj@vystarcu.org](mailto:campbellj@vystarcu.org)

Staff called Ms. Campbell and found she was questioning the authenticity of a check issued allegedly by the Tampa Palms CDD

Check Nbr 9984  
Amount \$3,600.00  
Payee Mylik R Evans  
7627 Indian Lakes Dr.  
Jacksonville, FL 32210

Staff advised Ms. Campbell that the payee was not known to the CDD and asked her to please not pay the check while this is being verified by the CDD's financial agent (DPFG).

Staff contacted Skye Lee, Comptroller DPFG/Vesta. Skye checked QuickBooks systems and found that neither the check nor the payee are in the DPFG/Vesta systems.

Skye contacted April Odom in the Orlando office where checks are printed and after having the check stock examined, April found that the real check in question (9984) was in the office and not written. (see attached copy emailed 9/19/22)

## Management Company Transition

After the Board vote on September 14, staff formally advised DPFG/Vesta of the planned termination. (see letter attached).

Chairman Field executed the Breeze agreement, it is effective 10/1/2022. This slight overlap in agreements was put into place after professional consult and agreement of Chairman and in part to assure consistence and continuity in the face of not only business transition but the unexpected occurrence of fraud and a breach of the CDD's financial account.

Staff reviewed options and timing for transition with Howard (Mac) McGaffney, it was agreed that DPFG will cease operational support of Tampa Palms on 10/31/22; the final termination is 11/14/2022.



Patricia Thibault with Breeze is working closely with staff and will prepare a check list of financial items that must be transferred: staff can use that checklist to monitor the data provided. Patricia has done a number of these transitions and is confident that this can be completed smoothly.

Mac is working to transition all documents and had some genuine concerns about the ascertaining the location of all Tampa Palms materials. He made staff aware that there are numerous locations where Tampa Palms documents may be stored:

- Orlando office storage for DPFG
- DPFG “cloud” system storage for Tampa Palms
- At least two DPFG Iron Mountain locations
- A storage unit “some place in Tampa” where everything from the Tampa Palms office for DPFG was “thrown”.

The DPFG/Vesta financial staff has been very supportive and assured staff that they will do everything in their power to affect a smooth and professional transition.



# Tampa Palms Community Development District

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16311 Tampa Palms Blvd.  
Tampa, Florida 33647  
Phone: 813-977-3933  
Fax: 813-977-6571

September 14, 2022  
By Email and US Mail

To: Howard "Mac" McGaffney. Vice President  
DPFG Management & Consulting LLC  
245 Riverside Avenue, Suite 300  
Jacksonville, Florida 32202

Good afternoon Mac,  
I hope you are doing well: I tried to call both your cell and office phones but there was no answer. (Your office phone went immediately to answer mode.)

On behalf of the Tampa Palms Community Development District Board of Supervisors (the Board) I am writing to advise you that the Board voted unanimously at the September 14, 2022 public meeting to terminate the Tampa Palms CDD's management agreement with DPFG.

This action was taken to better support the unique servicing requirements of the Tampa Palms CDD and in no way constitutes a pejorative or derogatory opinion of the fine staff members of DPFG, now DPFGMC/Vesta/Associa.

In point of fact, it was discussed last night how valiantly team members have struggled to provide the support Tampa Palms has enjoyed for many years in this new and different environment. As you even noted, Tampa Palms is "an outlier" in the context of the new DPFG.

After surveying a number of boutique management options, Tampa Palms choose Artemis Connected, LLC D.B.A Breeze (Breeze) as our management agent.

I will act as the transition manager for Tampa Palms and Patricia Thibault-Comings will act in that capacity for Breeze.

It is my information and belief that Section 5 of the DPFG/Tampa Palms agreement contains a notice by either party interval; however, it might be more useful all around to set up a Zoom call and work out whatever disengagement schedule that best meets the collective needs.

Please advise as to how you wish to proceed.

Regards,  
Maggie

Mary-Margaret (Maggie) Wilson | **Assistant Secretary**  
Tampa Palms Community Development District  
16311 Tampa Palms Blvd W  
Tampa, Fl. 33647  
813 977-3933  
<http://www.tpoa.net>

## Updating District Officers

Management company operational support for the Tampa Palms CDD will officially transition from DPFV/Vesta to Breeze on October 31, 2022. ( Termination DPFV/Vesta billing will end two weeks later on 11/14/2022, consistent with the 60 day disengagement period in the current agreement.)

The next step is for the Board to approve a resolution defining the officers of the CDD:

- Adding the new co-treasurer
- Adding a new Secretary / District Manager

Removal of DPFV staff no longer associated with the Tampa Palms CDD, will come after the end of contract date as they are managing the transition and disengagement.

The specific reference in the Statutes that allows /requires the appointment of officers is as follows:  
190.006 (6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, **and such other officers as the board may deem necessary.**

Note with the exception of Board Members, CDD “officers”, are not elected and they have no voting powers: they are individuals who serve for the Board and at the pleasure of the Board.

The Board previously elected Gene Field as Chairman. The Vice Chair position is held by Mike Gibson. Unless there is a desire to make a change, those positions can remain as they are.

Staff has created Resolution 2023-1 designating the officers of the District, adding Patricia Thibault as both Secretary and co-Treasurer reiterating Gene Field as Chairman, and Mike Gibson as Vice Chair.

Patricia Thibault’s organization will not actively participate in community management until 11/1/2022. Her name is added as an officer at this time solely in order to take the necessary steps for Breeze to go “live” on 11/1/2022; Breeze will not be managing the community until that time.

A copy of Resolution 2023-1 for Board approval follows.

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT  
[“DISTRICT”] DESIGNATING THE OFFICERS OF THE DISTRICT

WHEREAS, the Board of Supervisors of the Tampa Palms Community Development District at the business meeting held on October 12, 2022 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

<u>Gene Field (Board Member)</u>	Chairman
<u>A. Michael Gibson (Board Member)</u>	Vice Chairman
<u>Tracy Falkowitz (Board Member)</u>	Assistant Secretary
<u>Donald Oneal (Board Member)</u>	Assistant Secretary
<u>Richard Diaz (Board Member)</u>	Assistant Secretary
<u>Patricia Thibault</u>	Secretary
<u>Gene Field &amp; Patricia Thibault</u>	Treasurer(s)
<u>Mary-Margaret Wilson</u>	Assistant Secretary
<u>Howard MacGaffney &amp; Raymond Lotito</u>	Assistant Secretary(s)

2. That this Resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Tampa Palms Community Development District and are hereby declared null and void.

Adopted this 12th day of October, 2022

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Chairman

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Assistant Secretary