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3 **MINUTES OF MEETING**
4 **TAMPA PALMS**
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community
7 Development District was held on Wednesday, October 12, 2022 at 6:00 p.m. at the Compton
8 Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

9
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 Chris Ferguson | Resident |
| 29 Mohammed Baluch | Resident |
| 30 Patricia Thibault | Breeze Management |

31
32
33 Mr. Field established that a quorum of the Board was present.
34

35 **Pledge of Allegiance**

36 Mr. Diaz led the recitation of the Pledge of Allegiance.
37

38 **SECOND ORDER OF BUSINESS- Strategic Focus**

39 Mr. Field reviewed the most current strategic items, focusing on those issues which
40 have immediate impact and noting that the Board Book contained the full examination. The
41 full strategic plans and focus events were included in the advance Board Package; a copy of
42 which is attached hereto and made a part of the public record.

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THIRD ORDER OF BUSINESS - Public Comments.

Warren Dixon, TPOA Business Manager, discussed the progress made by the EPC and noted that the EPC had ordered full restoration of the area. He further reported that those who created the illegal disturbance of the protected lands had noted that they wished to use the lands for mitigation banking and they had made a recommendation to the EPC. Mr. Dixon said there was an upcoming meeting on the subject and he would report on the results. He further noted that he was in the process of examining a record related to the question as to if those lands were under the TPOA deed restrictions and so far, the results were promising.

FOURTH ORDER OF BUSINESS - Board Member Discussion Items

Supervisor Diaz asked a question about standing in the matter of the lands and was answered.

Supervisor Oneal complimented the district’s grounds maintenance company on the exemplary work done to clean up after Hurrucan Ian. He noted by Friday there was very little sign of and trash or palm fronds anywhere along the boulevards.

FIFTH ODER OF BUSINESS - Approval of the September 14, 2022 Board Meeting Minutes

On MOTION by Ms. Falkowitz, SECONDED by Mr. Gibson WITH ALL IN FAVOR, the Board approved the Minutes of the Sept 14, 2022 Board Meeting.

SIXTH ODER OF BUSINESS - Approval of District Disbursements

Mr. Field noted that the check register had been audited by him for consistency. Ms. Wilson noted that the check register displayed some missing check numbers and that DPFG was investigating but since the bank account had been closed, there was no security concern, A copy of the Board Financial Analysis, Financial Statements and Check Register are attached hereto and made a part of the public record.

On MOTION by Mr. Gibson SECONDED by Ms. Falkowitz WITH ALL IN FAVOR, the Board approved the Disbursements for the month ending August 31, 2022 in the amount of \$260,215.33

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SEVENTH ORDER OF BUSINESS - Consultant Reports

◆ **Around the Neighborhoods**

Ms. Wilson reported that Tampa Palms had fared well during the Ian “pass by”.

There were a few trees down and lots of small debris and mess along the boulevards and in the parks but no major damage. The gusting winds were intense (55-75 MPH) but no sustained winds in dangerous range.

Around the Neighborhoods
Ian & Tampa Palms

- Few Trees Down
- Plenty of Debris

Ms. Wilson reported that the annuals had been installed the week before Ian but were unharmed by the storm. She noted that the Fall mums had just been installed this week, post storm and this year were all yellow in color.

Around the Neighborhoods
Seasonal Improvements

- Fall Annuals Arrived
- No Storm Damage
- Looking Good
- Fall Mums In Place
- Just Installed
- Yellow Blooms

Ms. Wilson reported the OLM inspection was completed the Monday after Ian and that the rating was 91.5, exceptional considering the situation. She noted that even in a time of limited employees, by prioritizing focus on the areas of greatest impact, ABM is able to keep the upscale appearance in place.

Around the Neighborhoods
General Appearance

Main Entries
↓
Boulevard Village Entrances
↓
Off-Boulevard Village Entrances
↓
Boulevards
↓
Cul de Sacs
↓
Land Tracts

- ABM Balancing
- People Shortage
- Hiring Difficult
- Focusing Attention
 - Routine Mic
 - Order of Operations
 - Improvements

Results - Positive Inspections

Ms. Wilson reported that with the approaching holidays, the improvement focus is on two areas in particular, the main entries and the cul de sacs. The cul de sacs stand literally at the front door for many homeowners and need to be at their best when family and friends are visiting.

Around the Neighborhoods
Improvement Focus

- Holidays Coming
- 54 Cul De Sacs
- 49 Tiny Lollipops
- 5 Very Large
 - Stonington - 4
 - Ashmont - 1

Land Tracts
Boulevard Vista's

- Visitor Welcoming


◆ **Park Updates**

Ms. Wilson reported that the parks continue to be a well-used and important amenity for *drop in and play*, quiet walks, athletic events such as racquetball and tennis and for family gatherings.

Tampa Palms Parks
A Valued Amenity

- Special Places
- Parks Well Used
- Family Friendly
- Drop-In & Play
- Get-Togethers

1 She noted that the roving Securitas guard is working out
2 well, coving and protecting Amberly and Oak parks, making
3 residents feels more secure and making certain that the parks are
4 used properly and used by residents.



Tampa Palms Parks
A Valued Amenity

Time Attendance AM No Attendance PM

- Rover (Oak & Amberly)
 - Working Out Well
- Hampton Transition
 - Park Attendants AM
 - Only Guards PM

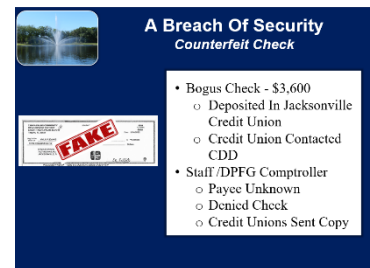
The slide features a small image of a park fountain, a diagram showing a transition from AM to PM attendance, and a larger image of a parking lot with cars.

5 Ms. Wilson reported that the change to a single support
6 in Hampton part was somewhat delayed by Ian but is moving
7 along.

8 She noted that after consultation with Brian Koerber the decision was made to continue
9 with a park attendant in the AM and from 1PM to closing to use only a Securitas guard. This
10 will continue until after the first of the year, when it will be re-evaluated. The Board concurred.

11
12 **◆ Security Breach**

13 Ms. Wilson described the attempted breach of the district’s
14 operating account where an unknown payee deposited a check in a
15 Jacksonville credit union.



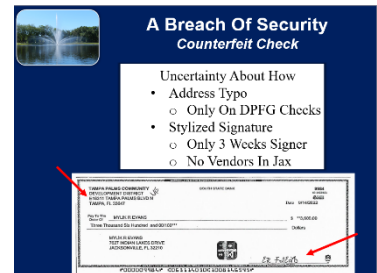
A Breach Of Security
Counterfeit Check

- Bogus Check - \$3,600
 - Deposited In Jacksonville Credit Union
 - Credit Union Contacted CDD
- Staff /DPFG Comptroller
 - Payee Unknown
 - Denied Check
 - Credit Unions Sent Copy

The slide includes a small image of a park fountain and a photograph of a check with a large red 'FAKE' stamp.

16 Something alerted the credit union who in turn contacted Ms.
17 Wilson to ascertain if the check was “real”.

18
19 Ms. Wilson reported that the check was bogus but contained
20 some startling information such as it used an address for the district
21 which includes a typo only found on DPFPG check stock, a check
22 number that is part of the DPFPG check stock, a stylized signature of
23 the chair’s – who had only signed checks for less that three weeks.



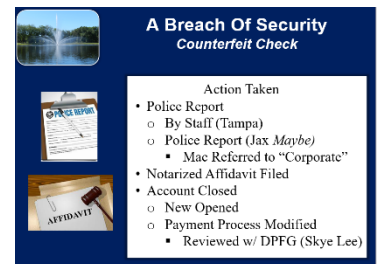
A Breach Of Security
Counterfeit Check

Uncertainty About How

- Address Typo
 - Only On DPFPG Checks
- Stylized Signature
 - Only 3 Weeks Signer
 - No Vendors In Jax

The slide features a small image of a park fountain and a photograph of a check with red arrows pointing to specific details.

24
25 Ms. Wilson described the security measures taken and noted
26 that a police report was made in Tampa and Howard Mcgaffney
27 (Mac) , DPFPG VP, was asked to make a report in Jacksonville as
28 that was the location of (1) the attempted uttering and (2) DPFPG’s
29 corporate offices and he agreed initially.



A Breach Of Security
Counterfeit Check

Action Taken

- Police Report
 - By Staff (Tampa)
 - Police Report (Jax *Maybe*)
 - Mac Referred to “Corporate”
- Notarized Affidavit Filed
- Account Closed
 - New Opened
 - Payment Process Modified
 - Reviewed w/ DPFPG (Skye Lee)

The slide includes a small image of a park fountain, a photograph of a police report, and a photograph of an affidavit.

30 When staff inquired as to if there was any determination as to responsibility, Mac advised that
31 he had made no report and “kicked it to corporate as he was on the account and concerned
32 about “conflict of interest”.

◆ **District Management**

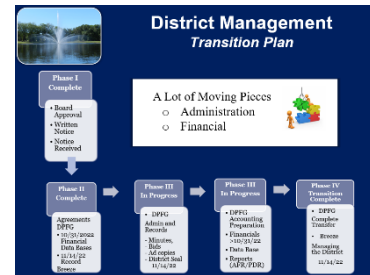
Ms. Wilson reviewed the process for changing district management responsibility from DPFPG to Breeze. She explained that there were many moving parts ranging from the administrative which includes governance, reporting and records management and the most critical, the financial management.



**District Management
Complex Workings**

- Scope of Services
 - Administration
 - Governance & Reporting
 - Records Management
 - Financial
 - Financial Statements
 - Public Depositors Reports
 - AUDITS

Ms. Wilson explained the piece parts to the transition, the timing for each component and the status at this time.



**District Management
Transition Plan**

A Lot of Moving Pieces

- Administration
- Financial

Phase I Complete: Board Approval, Written Notice, Notice Received

Phase II Complete: Agreements DPFPG, 10/30/2022, 11/15/22, 11/15/22, 11/15/22, 11/15/22

Phase III In Progress: DPFPG Advisory Board, Mission, 11/15/22, 11/15/22

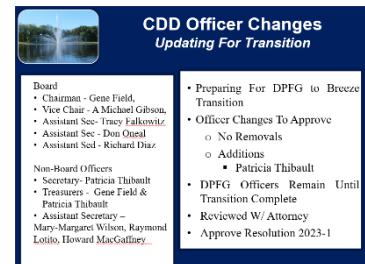
Phase III In Progress: DPFPG Accounting Preparation, Financials, 11/15/22, Data Base, Reports, 11/15/22

Phase IV Transition Complete: DPFPG Complete Transition, Breeze, Meeting the CDDER, 11/15/22

In particular she complemented Skye Lee, DPFPG Comptroller, for her cooperation and assurance that this transition would be seamless.

◆ **Updating District Officers**

Ms. Wilson noted that while management company operational support for the district will officially transition from DPFPG/Vesta to Breeze on October 31, 2022, it is necessary to take the first steps by adding Breeze management as an officer so they will be in a position to take over operations.



**CDD Officer Changes
Updating For Transition**

Board

- Chairman - Gene Field
- Vice Chair - A Michael Gibson
- Assistant Sec- Tracy Falkowitz
- Assistant Sec - Don Oneal
- Assistant Sec - Richard Diaz

Non-Board Officers

- Secretary- Patricia Thibault
- Treasurers - Gene Field & Patricia Thibault
- Assistant Secretary - Mary-Margaret Wilson, Raymond Lotito, Howard McGaffney

Preparing For DPFPG to Breeze Transition

- Officer Changes To Approve
 - No Removals
 - Additions
 - Patricia Thibault
- DPFG Officers Remain Until Transition Complete
- Reviewed W/ Attorney
- Approve Resolution 2023-1

Removal of DPFPG 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.

Ms. Wilson noted that by statutes the Board may approved those non-board member officers as are needed to operate and so a proposed Resolution to amend and restate the officers of the Tampa Palms CDD was presented.

On MOTION by Ms. Falkowitz SECONDED by Mr. Oneal WITH ALL IN FAVOR, the Board Resolution 2023-1 Election of Officers was approved: Gene Field (Board Member) as Chairman; Mike Gibson (Board Member) as Vice Chairman; Tracey Falkowitz (Board Member) as Assistant Secretary; Donald Oneal Jr. (Board Member) as Assistant Secretary; Richard Diaz Jr. (Board Member) as Assistant Secretary; Mary-Margaret Wilson as Assistant Secretary; Raymond Lotito and Howard McGaffney as Assistant Secretary; Gene Field & Patricia Thibault as Treasurers; Patricia Thibault as Secretary.

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◆ **Additional Advanced Board Package Materials:**

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

EIGHTH ORDER OF BUSINESS – Other Matters

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Public Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS - Supervisor Comments

Mr. Field discussed the financial implications on the district of the continuing inflation. He noted in particular that the Tampa Bay area CPI which is computed bi monthly by the Bureau of Labor Statistic and will be available has for this year registered 2 ½ points higher than the national average.

ELEVENTH ORDER OF BUSINESS - Adjournment

There being no further business,

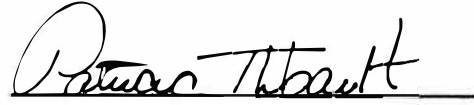
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|---|
| On MOTION by Mr. Diaz SECODED by Ms. Falkowitz ALL IN FAVOR, the meeting was adjourned. |
|---|

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

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

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Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on November 9, 2022.





Signature

Signature

Patricia Thibault

Gene Field

Printed Name

Printed Name

Title:

Title:

Assistant Secretary

Vice Chairperson

District Manager

Chairperson