

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package
Board of Supervisors Meeting*



Wednesday, January 8, 2020

6:00 P.M.

*Compton Park Recreation Building
16101 Compton Drive, Tampa, Florida*



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package January 8th, 2020

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Tampa Palms Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9102
Fax: 813-374-9106

January 3, 2020

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Budget Hearing and Board Meeting is scheduled for Wednesday, January 8, 2020 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 reviews are the minutes of the November, 2019 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,

Lore

LoreYeira, District Manager
DPFG

LY;mmw

cc: Maggie Wilson
DPFG (Record Copy)

Tampa Palms CDD Meeting Agenda

**January 8, 2020, 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 November, 2019 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Signature Update
 - CDD Cash Management Plan
 - Community Appearance
 - Amberly Park Improvements
 - I-75 Improvements
 - Park Manual & CDD Employee Handbook
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Executive Summary

The District had a \$ 3.9 million cash balance, net of liabilities at the end of the first two months. December collections were 75 % of the total fiscal year budget and the net bank balance should end the year in the range of \$ 5.6 M, the high point of the year. This is normal.

The District ended last year with Signature projects of about \$ 500 K. This was greater than provided in our budget. The projects will be funded primarily from our carry-over fund balance with a late year formal budget adjustment. Signature projects will be in an over-spent condition in the interim.

A calendar 2020 banking agreement was concluded securing interest income at the plan budget level.

The District is projected to have about \$ 500 K in unallocated funds after providing for contingent liabilities as shown below:

**District cash balance is \$ 3.9 million with the following cash projections for the year:
(Shown as \$ 000)**

Sources of Funds

Cash Balance 11/30/19		\$ 3,941
Actual December collections A/O 12-28-19	1,971	
Projected collections balance of FY 2019-20	281	2,252
Total Sources of Funds		6,193

Uses of Funds

Balance of FY 2019-20 expenses	(2,377)	
Signature Project expenses	(484)	
Pond improvement reserves	(700)	
Community-Wide wall reserves	(245)	
Weather related reserves	(400)	
Palm pest & Deferred projects	(200)	
1 st Qtr FY 20-21 expenses	(897)	
Infrastructure Replacement Contingency	(350)	
Total Uses of Funds		(5,653)
Projected Funds before December, 2020 receipts		\$ 540

Outlook

The District outlook is consistent with the FY 2019-20 budget. There are no known significant budget variances that suggest performing otherwise.

FAQ Each year the Tampa Palms CDD approves a project at calendar year end to negotiate a banking relationship. The primary objective of this project is to solidify the return (interest) on the funds maintained by the CDD for the coming year.

A great deal of effort appears to go into this. What is the impact on the Tampa Palms owners of this process, particularly since the interest received is small when compared with the other revenue source (assessments)?

Tampa Palms CDD has responsibility for a complex community one that includes more than \$20 M in CDD assets that must be managed, maintained and kept current. Failure to do this would necessarily result in a deterioration of owner property value.

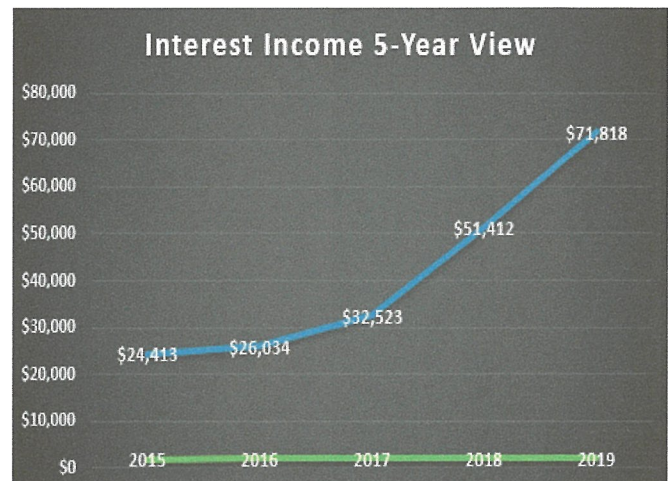
There are two and only two sources of revenue (income) for the CDD:

- Owner assessments levied against each property (both residential and commercial)
- Interest received for funds on deposit.

Through successful negotiations of banking relationships, negotiations that centered on reasonable return AND safety of investments, the CDD had earned \$206,200 over the last five years

In order to raise \$71,888 through assessments (the amount received from interest on deposits) it would have required an additional assessment increase of 2.5%.

Addressing the earnings capability of the funds available for deposit is an important strategy behind minimizing owner assessment increases while maintaining Tampa Palms as a premier community.



**Tampa Palms CDD
Balance Sheet
November 30, 2019**

GENERAL

ASSETS:

CASH - Operating Account	\$	16,434
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- Sunshine Bank		4,011,665
ACCOUNTS RECEIVABLE		-
RECEIVABLE FROM TAMPA PALMS HOA		7,735
PREPAID ITEMS		-
TOTAL ASSETS		<u><u>\$ 4,036,334</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$	84,369
ACCRUED EXPENSES		10,987

FUND BALANCE:

NON-SPENDABLE		-
RESTRICTED		-
UNASSIGNED:		3,940,978
TOTAL LIABILITIES & FUND BALANCE		<u><u>\$ 4,036,334</u></u>

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2019 through November 30, 2019

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,737,595	\$ 392,364	\$ 392,364	\$ -
DISCOUNT-ASSESSMENTS	(109,504)	(15,963)	(15,963)	-
INTEREST	55,000	9,167	8,116	(1,051)
EXCESS FEES	15,000	6	6	-
MISCELLANEOUS REVENUE	1,200	600	600	-
CARRY FORWARD BALANCE	15,000	-	-	-
TOTAL REVENUES	2,714,291	386,174	385,123	(1,051)
EXPENDITURES				
ADMINISTRATIVE:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	1,833	1,800	33
FICA	5,810	968	2,080	(1,112)
FUTA/SUTA + PAYROLL FEES	5,024	837	245	592
<i>S/T PERSONNEL SERVICES</i>	21,834	3,639	4,125	(486)
PROFESSIONAL SERVICES				
ATTORNEYS FEES	10,000	1,667	-	1,667
ANNUAL AUDIT	6,813	-	-	-
MANAGEMENT FEES	67,369	11,228	10,382	846
TAX COLLECTOR	54,752	7,528	7,528	-
ASSESSMENT ROLL	10,050	10,050	10,050	-
<i>S/T PROFESSIONAL SERVICES</i>	148,984	30,473	27,960	2,513
ADMINISTRATIVE SERVICES				
DIRECTORS AND OFFICER INSURANCE	3,685	-	-	-
MISCELLANEOUS ADMINISTRATIVE SERVICE	12,000	2,000	1,940	60
<i>S/T ADMINISTRATIVE SERVICES</i>	15,685	2,000	1,940	60
TOTAL ADMINISTRATIVE	186,503	36,112	34,026	2,087
FIELD/OPERATIONS SERVICES:				
FIELD MANAGEMENT SERVICES:				
DISTRICT OPERATING STAFF	172,343	28,724	32,489	(3,766)
PARK ATTENDANTS	81,000	13,500	10,987	2,513
PARK PATROL	69,014	11,502	7,144	4,358
FIELD MANAGEMENT CONTINGENCY	20,800	3,467	40	3,427
<i>S/T FIELD MANAGEMENT SERVICES</i>	343,157	57,193	50,661	6,532
GENERAL OVERHEAD:				
INSURANCE	12,516	13,770	13,770	-
INFORMATION SYSTEMS (TEL & SECURITY)	23,766	3,961	3,512	449
WATER	14,560	2,427	4,378	(1,952)
REFUSE REMOVAL (SOLID WASTE)	7,280	1,213	2,484	(1,271)
ELECTRICITY	110,000	18,333	9,605	8,728
STORMWATER FEE	3,938	3,938	3,041	897
MISCELLANEOUS FIELD SERVICES	13,000	2,167	1,447	720
<i>S/T GENERAL OVERHEAD</i>	185,060	45,809	38,238	7,571
LANDSCAPE MAINTENANCE STANDARD				
LANDSCAPE AND POND MAINTENANCE	1,041,153	173,526	124,588	48,937
LANDSCAPE MONITORING FEE	18,720	3,120	3,150	(30)
LANDSCAPE AND REPLACEMENT	93,600	15,600	281	15,319
<i>S/T LANDSCAPE MAINTENANCE</i>	1,153,473	192,246	128,019	64,226
LANDSCAPE MAINTENANCE NEW & ENHANCED				
PROPERTY MOWING	94,640	15,773	-	15,773
COUNTY POND	26,000	4,333	-	4,333
NPDES POND PROGRAM	45,000	7,500	-	7,500
<i>S/T LANDSCAPE NEW & ENHANCED</i>	165,640	27,607	-	27,607

Tampa Palms CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2019 through November 30, 2019

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
FACILITY MAINTENANCE:				
IRRIGATION SYSTEM	101,148	16,858	5,524	11,334
FOUNTAIN	25,754	4,292	1,285	3,008
FACILITY MAINTENANCE	85,493	14,249	19,941	(5,692)
MOTOR FUEL & LUBRICANTS	-	-	-	-
JANITORIAL/PARK SUPPLIES	2,600	433	475	(42)
S/T FACILITY MAINTENANCE	<u>214,995</u>	<u>35,833</u>	<u>27,225</u>	<u>8,608</u>
TOTAL FIELD OPERATIONS/SERVICES	<u>2,062,325</u>	<u>358,687</u>	<u>244,143</u>	<u>114,544</u>
TOTAL NORMAL OPERATIONS	<u>2,248,828</u>	<u>394,798</u>	<u>278,168</u>	<u>116,630</u>
PROJECT DRIVEN EXPENDITURES				
SIGNATURE TP 2017	18,676	3,113	22,463	(19,350)
RENEWAL AND REPLACEMENT & DEFERRED MTC	195,000	32,500	18,236	14,264
CAPITAL PROJECTS	195,000	32,500	-	32,500
NPDES/CLEAN WATER	56,787	9,465	-	9,465
TOTAL PROJECT DRIVEN EXPENDITURES	<u>465,463</u>	<u>77,577</u>	<u>40,698</u>	<u>36,879</u>
TOTAL NORMAL OPERATIONS AND PROJECT DRIVEN EXPENDITURES	<u>2,714,291</u>	<u>472,376</u>	<u>318,867</u>	<u>153,509</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(86,201)	66,257	152,460
FUND BALANCE - BEGINNING	-	-	3,874,721	3,874,721
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ (86,201)</u>	<u>\$ 3,940,978</u>	<u>\$ 4,027,180</u>

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU NOVEMBER 30, 2019
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$311,574		\$311,574
<u>Non Operating</u>			
Capital Projects		\$26,740	26,740
Renewal & Rel		\$26,740	26,740
Signature 2017		\$3,560	3,560
NPDES		\$7,787	7,787
Interest	8,116		8,116
Misc Rev	606		606
Carry Forward Bal *			
Total	\$ 320,295	\$ 64,827	\$ 385,123
<u>Expenses</u>			
Operations	\$ 278,168		278,168
<u>Non Operating</u>			
Renewal & Rel		18,236	18,236
NPDES/EPA		0	0
Capital Projects		0	0
TP Signature 2017		<u>22,463</u>	<u>22,463</u>
Total	\$278,168	\$40,698	\$318,867
Excess Revenue Vs Expenses	42,127	24,129	\$ 66,257

**TAMPA PALMS CDD
FINANCIAL SUMMARY THRU NOVEMBER 30, 2019
GENERAL FUND**

<u>General Fund</u>	11/30/2019	(\$000)
Cash		16
Cash Equivalent (Excess Cash ICS)		4,012
Due From TPOA		8
Prepaid Amounts		0
Total		\$ 4,036
Less:		
Payables		84
Accrued Expenses		11
	Net Cash 11/30/2019	\$ 3,941
Allocation for:		
Weather Damage		400
Community-Wide Wall		200
Palm Pests*		100
Pond Improvements		700
Deferred Projects**		100
Infrastructure Replacement Contingency		350
TP Signature Projects (unspent)		484
	Adjusted Net Cash	\$ 1,607

Forecast

2019-20 Fiscal Year

(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
Dec			
CDD Operations	1,616	255	
R&R	140	24	
NPDES	41	20	
Signature Projects	13	12	
Capital Projects	140	0	
Total	1,952	311	\$ 3,248
Jan			
CDD Operations	101	195	
R & R	9	15	
NPDES	3	25	
Signature Projects	1	10	
Capital Projects	9	10	
Total	123	255	\$ 3,116
Feb			
CDD Operations	47	195	
R & R	4	22	
NPDES	1	10	
Signature Projects	1	21	
Capital Projects	4	45	
Total	57	293	\$ 2,879

* Palm Treatment and Replacement Identified as Future Liability

** Projects planned but deferred due to Signature restorations and other considerations

**TAMPA PALMS CDD
NOVEMBER 30, 2019
GENERAL FUND**

(\$000)	Prior Year Collected	Current Year Collected \$	Current Year Collected %	Variance % Fav (Unfav)
October				
November	14%	376	14%	0%
December	92%			
January	94%			
February	96%			
March	97%			
April	99%			-
May	99%			-
June	100.2%			-
July	100.2%			-
August	100.3%			-
September	100.3%			
Year End				
<u>Total Assessed (Net Discount)</u>		\$2,628		

Summary- Project Driven Expenses

Two Months Ending November 30, 2019

Operating Capital Projects	(\$000)
<u>Sources of Funds</u>	
FY 2019-20 Budget	\$195
<u>Uses of Funds</u>	
Spent Thru 11/30/2019	0
Total Funds Under Consideration	\$0
Budget Available as of 11/30/2019	\$195
Renewal & Replacement	
<u>Sources of Funds</u>	
FY 2019-20 Budget	195
<u>Uses of Funds</u>	
Spent Thru 11/30/2019	18
Total Funds Under Consideration	\$0
Budget Available as of 11/30/2019	\$177
TP Signature Projects	
<u>Sources of Funds*</u>	
FY 2019-20 Budget	\$19
<u>Uses of Funds</u>	
Spent Thru 11/30/2019	22
Total Funds Under Consideration	\$483
Budget Available as of 9/30/2020*	\$505

* Additional Signature funds available to be brought forward when needed

SUMMARY
FY 2018-19 RENEWAL REPLACEMENT PROJECTS

			Original Project	November 30, 2019	Committed To Spend
Infrastructure					
Pressure Wash Parks				\$1,800	
Repairs to Three Reserve Fountains				\$16,436	
Landscape					
Lighting (Park & Landscape)					
				<i>Sub Total R&R Projects</i>	<i>\$18,236</i>
				<i>Sub Total Restoration Projects</i>	<i>\$0</i>
Total R&R Projects				\$18,236	\$0

**Capital Projects 2019-20
Budget Monitor**

30-Nov-19			
(\$000)	Current Projects	Spent 2019-20	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	31	7	24
Irrigation	20		20
Main Entry Restorations	173	15	157
Area 2 Pond			15
Bruce B Downs Improvements	267		267
Sub-Total TP Signature 2017	\$506	\$22	\$483
Capital Projects			
Consulting Services			
Irrigation Systems			
Parks			
Landscape & Lighting			
Signs, Infrastructure & Lighting			
Sub-Total Capital Projects	\$0	0	\$0
Total TP Signature 2017 & Standard Capital Projects		\$22	\$483

**Capital Projects Signature Projects
2019-20 Through November 30, 2019**

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 11/30/2019	Pending Commitments
Consulting Services			
Restoration Designs	24,000	7,160	16,840
Survey & Staking	7,000		7,000
<i>Sub Total</i>	31,000	7,160	23,840
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		20,000
<i>Sub Total</i>	20,000		20,000
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		77,513
Area 2 Landscape Phase II	20,000		20,000
Area 2 Landscape (TP Blvd & Amberly Phase II)	25,000		25,000
Area 2 Pond Landscape & Wayfinding	50,000	15,303	34,697
<i>Sub Total</i>	172,513	15,303	157,210
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs	15,000		15,000
<i>Sub Total</i>	15,000		15,000
Bruce B Downs Improvements			
Area 1 Adl Trees	22,000		22,000
Cypress Creek to Power Corridor (Walls)	245,000		245,000
<i>Sub Total</i>	267,000		267,000
Sub-Total Tampa Palms Signature	505,513	22,462	483,050
Normal Capital Projects			
	Current Projects		Pending Commitments
Irrigation Systems			
<i>Sub Total</i>	0		0
Parks			
			-
<i>Sub Total</i>	0		-
Landscape & Lighting			
<i>Sub Total</i>	-		-
Signs, Infrastructure & Lighting			
<i>Sub Total</i>	0		0
Sub-Total Normal Capital Projects	\$0		\$0
Total TP Signature & Standard Capital Projects		\$22,462	\$483,050

TAMPA PALMS CDD
CASH REGISTER - FY 2020

Date	Num	Name	Memo	Receipts	Disbursements	Balance
09/30/2019			EOY BALANCE			60,026.53
10/01/2019	8123	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		5,914.52	54,112.01
10/01/2019	8124	MARY-MARGARET WILSON	Field Mgmt - October		8,703.00	45,409.01
10/01/2019	8125	BROWN AND BROWN OF FLORIDA, INC	VOID		0.00	45,409.01
10/03/2019	8126	ADVANCED ENERGY SOLUTION OF	Hamp Pk. Repair Tennis light, Repair stonington lights, ftn		4,646.36	40,762.65
10/03/2019	8127	BROWN AND BROWN OF FLORIDA, INC	VOID: Ins.		0.00	40,762.65
10/03/2019	8128	CINTAS	Safety Mats - 9/30/19		61.57	40,701.08
10/03/2019	8129	DOUGLAS CLEANING SERVICES	9/1-9/30 - CDD Cleaning		1,290.00	39,411.08
10/03/2019	8130	FEDEX	Shipping		101.07	39,310.01
10/03/2019	8131	FLORIDA FOUNTAIN MAINTENANCE, INC	Reserve Fountain valve		100.00	39,210.01
10/03/2019	8132	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 9/22-10/21		155.97	39,054.04
10/03/2019	8133	SECURITAS SECURITY SERVICES USA, INC	9/1-9/14 - Security Guard		2,542.74	36,511.30
10/03/2019	8134	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - FY 19 Qtr 4		19,227.30	17,284.00
10/03/2019	8135	WESCO TURF, INC	Irrigation Parts		211.48	17,072.52
10/03/2019	8136	Hollowell Construction Services LLC	Replace Shade Sails		850.00	16,222.52
10/09/2019		Center State Bank	Funds Transfer	396,737.00		412,959.52
10/10/2019	8137	ABM Landscape & Turf Services	Landscape Maint, Projects		149,807.17	263,152.35
10/10/2019	8138	ADVANCED ENERGY SOLUTION OF	Replace fuse for main pwr - Hoover, Install LED's		620.00	262,532.35
10/10/2019	8139	BROWN AND BROWN OF FLORIDA, INC	VOID		0.00	262,532.35
10/10/2019	8140	FLIGHT OF ANGELS	Invoice #2019000194 Courier Svc 9/30/19		30.00	262,502.35
10/10/2019	8141	FRONTIER COMMUNICATIONS	Hampton Pk Phone - 9/28-10/27		201.66	262,300.69
10/10/2019	8142	FRONTIER COMMUNICATIONS	Amberly Pk Phone - Oct		222.68	262,078.01
10/10/2019	8143	HOOVER PUMPING SYSTEMS	Area 2 pump st. evaluation		360.05	261,717.96
10/10/2019	8144	LOWE'S	Supplies		220.72	261,497.24
10/10/2019	8145	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - September		27.13	261,470.11
10/10/2019	8146	TAMPA ELECTRIC	Summary Bill - September		7,265.91	254,204.20
10/10/2019	8147	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - 2nd Qtr		15,653.90	238,550.30
10/10/2019	8148	TERMINEX	VOID: Pest Control - September - Main Facility (PRINTER ATE CHECK)		0.00	238,550.30
10/10/2019	8149	TERMINEX	Pest Control - September - Main Facility		80.00	238,470.30
10/10/2019	8150	TERMINEX	Pest Control - September - Amberly Park		57.00	238,413.30
10/10/2019	10002	BROWN AND BROWN OF FLORIDA, INC	Ins. FY 2020 (Issued From CDD Ofc Checks)		13,870.00	224,543.30
10/10/2019	8151	GRAU & ASSOCIATES	Audit FY 2019		500.00	224,043.30
10/11/2019	690102DD	DOROTHY COLLINS	9/23-10/6 - D. Collins P/R		2,259.18	221,784.12
10/11/2019	ACH10111	Innovative Employer Solutions	9/23-10/6 - D. Collins P/R		864.30	220,919.82
10/17/2019	8152	CINTAS	Safety Mats		123.14	220,796.68
10/17/2019	8153	CLEAN SWEEP SUPPLY COMPANY	Supplies		260.85	220,535.83
10/17/2019	8154	DPFG MANAGEMENT & CONSULTING, LLC	Assessment Roll		2,000.00	218,535.83
10/17/2019	8155	GILL, WAYNE	Clean and Repair Hamp. Pk gates		500.00	218,035.83
10/17/2019	8156	HOOVER PUMPING SYSTEMS	Year 1 Service Agreement		5,180.00	212,855.83
10/17/2019	8157	INSECT I.Q., INC	Insect Removal		325.00	212,530.83
10/17/2019	8158	OLM, INC	Landscape Insp - 10/2/19		1,575.00	210,955.83
10/17/2019	8159	REDI - ROOTER PLUMBING	Repair toilet at Hamp Pk		215.00	210,740.83
10/17/2019	8160	TERMINEX	Pest Control -October - Hampton Park		61.00	210,679.83
10/17/2019	8161	WESCO TURF, INC	output board 24 volt		16.10	210,663.73
10/17/2019	8162	ZEE MEDICAL SERVICE	Supplies		128.18	210,535.55
10/18/2019	13	Adisa Gibson	BOS Mtg - 10/9/19		184.70	210,350.85
10/18/2019	12	Eugene R. Field	BOS Mtg - 10/9/19		184.70	210,166.15
10/18/2019	ACH10182	Innovative Employer Solutions	BOS Mtg - 10/9/19		171.40	209,994.75
10/18/2019	692265DD	James P. Soley	BOS Mtg - 10/9/19		184.70	209,810.05
10/18/2019	692266D	Jessica B. Vaughn	BOS Mtg - 10/9/19		184.70	209,625.35
10/22/2019	8163	DPFG MANAGEMENT & CONSULTING, LLC	Assessment Roll		10,050.00	199,575.35
10/25/2019	694056DD	DOROTHY COLLINS	10/7-10/20 - D. Collins P/R		2,259.18	197,316.17
10/25/2019	ACH10251	Innovative Employer Solutions	10/7-10/20 - D. Collins P/R		864.30	196,451.87
10/28/2019	8164	ADVANCED ENERGY SOLUTION OF	Install new GFCI's on new walls, Hamp Pk rep. racquetball lights & entry		1,993.16	194,458.71
10/28/2019	8165	AT&T	Long Distance - Sept		162.95	194,295.76
10/28/2019	8166	CINTAS	Safety Mats - 10/21/19		61.57	194,234.19
10/28/2019	8167	ESD WASTE2WASTER, INC	Pump Maint - Oct		300.00	193,934.19
10/28/2019	8168	FLORIDA FOUNTAIN MAINTENANCE, INC	Ftnn Maint - October - Reserve & Turnbury		417.38	193,516.81
10/28/2019	8169	FRONTIER COMMUNICATIONS	CDD Phone - 10/16-11/15		538.46	192,978.35
10/28/2019	8170	IRON MOUNTAIN	10/1-10/31 - Records Storage		238.21	192,740.14
10/28/2019	8171	SECURITAS SECURITY SERVICES USA, INC	9/15-9/28 - Security Guard		2,482.50	190,257.64
10/28/2019	8172	SEFFNER ROCK & GRAVEL	Fill Dirt		281.00	189,976.64
10/28/2019	8173	STAPLES	Office Supplies		738.55	189,238.09
10/28/2019	8174	VERIZON	8/24-9/23 - Phone		128.37	189,109.72
10/28/2019	8175	WESCO TURF, INC	Irrigation Parts		654.67	188,455.05
10/28/2019	8176	XEROX FINANCIAL SERVICES	Copier Lease - October		135.31	188,319.74
10/31/2019	527	CITY OF TAMPA UTILITIES	Water Utilities - Oct		2,437.62	185,882.12
10/31/2019		Center State Bank	Interest	9.18		185,891.30

TAMPA PALMS CDD
CASH REGISTER - FY 2020

Date	Num	Name	Memo	Receipts	Disbursements	Balance
10/31/2019			EOM BALANCE	396,746.18	270,881.41	185,891.30
11/01/2019	8177	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		5,914.52	179,976.78
11/01/2019	8178	DOUGLAS CLEANING SERVICES	10/1-10/31 - CDD Cleaning		1,290.00	178,686.78
11/01/2019	8179	ADVANCED ENERGY SOLUTION OF	Electric Repairs, Repair Lights @ Huntington		1,884.34	176,802.44
11/01/2019	8180	Arete Industries	Wayfinding Sign @TPB&Amb		15,302.50	161,499.94
11/01/2019	8484	Arete Industries	VOID: Wayfinding Sign @TPB&Amb PRINTER ERROR		0.00	161,499.94
11/01/2019	8182	FEDEX	Shipping		193.03	161,306.91
11/01/2019	8183	FRONTIER COMMUNICATIONS	Hampton Pk FIOS - 10/22-11/21		155.97	161,150.94
11/01/2019	8184	HOME DEPOT	Supplies		57.88	161,093.06
11/01/2019	8185	MARY-MARGARET WILSON	Field Mgmt - November		8,703.00	152,390.06
11/01/2019	8186	REPUBLIC SERVICES	11/1-11/30 - Solid Waste		828.01	151,562.05
11/01/2019	8187	SECURITAS SECURITY SERVICES USA, INC	9/29-10/12 - Security Guard		2,542.70	149,019.35
11/01/2019	8188	Zeno Office Solutions, Inc.	Contract ovg charge 9/25-10/24		27.81	148,991.54
11/05/2019		Hillsborough County & Brown and Brown of FL	Excess Fees & Refund	105.98		149,097.52
11/05/2019			Park Membership	600.00		149,697.52
11/07/2019	8189	ABM Landscape & Turf Services	Landscape Maint - Oct		62,294.10	87,403.42
11/07/2019	8190	AT&T	Long Distance - Oct		112.29	87,291.13
11/07/2019	8191	CINTAS	Safety Mats - 11/4/19		61.57	87,229.56
11/07/2019	8192	FRONTIER COMMUNICATIONS	Hampton Pk Phone - 10/28-11/27		202.11	87,027.45
11/07/2019	8193	LOWE'S	Supplies		140.52	86,886.93
11/07/2019	8194	SECURITAS SECURITY SERVICES USA, INC	4/14-4/27 - Security Guard (rcd 11/6/19), 5/12-5/25 - Security Guard		2,482.50	84,404.43
11/07/2019	8195	VERIZON	9/24-10/23 - Phone		133.38	84,271.05
11/08/2019	697970DD	DOROTHY COLLINS	10/21-11/3 - D. Collins P/R		2,259.17	82,011.88
11/08/2019	ACH11081	Innovative Employer Solutions	10/21-11/3 - D. Collins P/R		864.32	81,147.56
11/12/2019	8196	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 2020		175.00	80,972.56
11/13/2019	8197	ADVANCED ENERGY SOLUTION OF	Add outlets for Christmas Lights		1,842.64	79,129.92
11/13/2019	8198	CINTAS	Safety Mats - 11/11/19		61.57	79,068.35
11/13/2019	8199	CITY OF TAMPA	Stormwater Fee - FY 2019-2020		3,041.38	76,026.97
11/13/2019	8200	ESD WASTE2WASTER, INC	Pump Maint - Nov		300.00	75,726.97
11/13/2019	8201	FRONTIER COMMUNICATIONS	Amberly Pk Phone - Nov		222.68	75,504.29
11/13/2019	8202	IRON MOUNTAIN	11/1-11/30 - Records Storage		238.21	75,266.08
11/13/2019	8203	SECURITAS SECURITY SERVICES USA, INC	10/13-10/26 - Security Guard		2,482.50	72,783.58
11/13/2019	8204	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets - October		27.13	72,756.45
11/13/2019	8205	TAMPA ELECTRIC	Summary Bill - October		9,084.94	63,671.51
11/13/2019	8206	TERMINEX	Pest Control - October - Amberly Park		57.00	63,614.51
11/13/2019	8207	TERMINEX	Pest Control - October - Main Facility		80.00	63,534.51
11/14/2019	8208	DPFG MANAGEMENT & CONSULTING, LLC	Assessment Roll		8,050.00	55,484.51
11/18/2019	10003	GILL, WAYNE	Maintenance - Cleaning - Amberly Pk (Check issued Fron CDD Ofc Che		1,600.00	53,884.51
11/21/2019	8209	ADVANCED ENERGY SOLUTION OF	Repair lights at Hamp. Pk., Chk lights & GFCI's at entrance		6,058.35	47,826.16
11/21/2019	8210	CINTAS	Safety Mats - 11/18/19		61.57	47,764.59
11/21/2019	8211	CITY OF TAMPA	False alarm -		40.00	47,724.59
11/21/2019	8212	CLEAN SWEEP SUPPLY COMPANY	Supplies		214.32	47,510.27
11/21/2019	8213	FLORIDA FOUNTAIN MAINTENANCE, INC	Reserve Repairs on 3 fountains, Frntn Maint - November		12,417.38	35,092.89
11/21/2019	8214	STAPLES	Office Supplies		65.00	35,027.89
11/21/2019	8215	TERMINEX	Pest Control -November - Hampton Park		61.00	34,966.89
11/22/2019	15	Adisa Gibson	BOS Mtg. 11/13/19		184.70	34,782.19
11/22/2019	702198DD	DOROTHY COLLINS	11/4-11/17 - D. Collins P/R		2,259.18	32,523.01
11/22/2019	14	Eugene R. Field	BOS Mtg. 11/13/19		184.70	32,338.31
11/22/2019	ACH11221	Innovative Employer Solutions	11/4-11/17 - D. Collins P/R & BOS Mtg. 11/13/19		1,017.30	31,321.01
11/22/2019	70219DD	James A. Schoolfield	BOS Mtg. 11/13/19		184.70	31,136.31
11/22/2019	702200DD	James P. Soley	BOS Mtg. 11/13/19		184.70	30,951.61
11/22/2019	702201DD	Jessica B. Vaughn	BOS Mtg. 11/13/19		184.70	30,766.91
11/25/2019	8216	MARY-MARGARET WILSON	Reimbursement - Wayne Gill Hampton Park Pressure Was		1,800.00	28,966.91
11/25/2019	8247	MARY-MARGARET WILSON	VOID: Reimbursement - Wayne Gill		0.00	28,966.91
11/26/2019	8218	MARY-MARGARET WILSON	Field Mgmt - December Plus Eff 10-1-19		9,579.00	19,387.91
11/26/2019	8219	CINTAS	Safety Mats - 11/25/19		61.57	19,326.34
11/26/2019	8220	FRONTIER COMMUNICATIONS	CDD Phone - 11/16-12/15		536.15	18,790.19
11/26/2019	8221	STAPLES	Office Supplies		419.99	18,370.20
11/30/2019	529	CITY OF TAMPA UTILITIES	Water Utilities - Nov		1,940.72	16,429.48
11/30/2019		Center State Bank	Interest	4.44		16,433.92
11/30/2019			EOM BALANCE	710.42	170,167.80	16,433.92

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
I. Signature Projects			
1) General Progress & Timeline			
a) Progress	Report To Board	Nov	Staff
2) Entrance Pond			
a) Pond Perimeter Additional Plantings	Review Progress	Jan	Staff
3) Community Entrances			
a) Tampa Palms Blvd - Area 1 Review Progress	Report to Board	Jan	Staff
b) Area 2 Entry Review Progress	Report to Board	Jan	Staff/Soley
c) Wayfinding Sign (Grace) Provide Update	Progress Report	Jan	Staff/Soley
II Capital Projects			
1) Wayfinding & Misc. Signs			
a) Area 2 Entry (Sig 2017 Area 2 Above)	Update Board	Future	Staff/Soley

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
2) Fountain Review			
a) Board update	Review	Jan	Staff/Soley
III Landscape Assets			
1) Assessment YTD Weather Impacts	Report To Board	Ongoing	Staff
2) Village Entry & Blvd Restorations			
a) Plans / Direction	Report To Board	Jan	Staff
b) Palm Tree Pests	Report To Board	Jan	Staff
c) Update Progress Replanting	Report To Board	Jan	Staff
d) Tree Health Discussion	Report To Board	Jan	Staff
3) LED Landscape Lighting			
a) Phase III	Future Consideration	TBD	Staff
<u>IV Park Reviews</u>			
1) Park Inspections & Restorations			
a) Amberly Park Playset	Report	Jan	Staff
b) Park Manual Review	Report	Jan	Staff
<u>V. Government Agency Projects</u>			
a) Multi-Modal Path Repaving [COT]	Report To Board	Future	Staff
b) Paving- Tampa Palms Blvd [COT]	Monitor	Future	Staff
c) New Lanes I-75 [FDOT]	Update	Jan	Staff

Focus For 2020



- Define and review structural situation with regard to CDD-owned walls along BB Downs.
- Complete Signature projects restoring and rebranding Tampa Palms.
- Maximize cash management model to achieve greatest safe return for community.
- Maintain involvement in the City of Tampa progress toward restoration of Tampa Palms Blvd. (Design FY 2019-20 / work FY 2020-21).
- Monitor plans for expansion of I-75 adjacent to Tampa Palms to understand and find means to mitigate damage to the community.

This is a preliminary view presented for supervisor consideration which can be reviewed and / or modified at the Jan 8th meeting.

TP CDD Planning Horizon

Jan 8, 2020

FY 2019 -20

- Landscape Renewal Continues (10 Year Cycle)
- Possible Express Lanes For I-75 Adjacent To Tampa Palms (Feb 2020 Meeting)
- ADA Review For CDD Parks
- SWWMD Permit (WUP) Due
- Repave TP Blvd w/ Complete Streets Design (Project Design)
- Expansion New Tampa Rec Center (In Progress)
- New Sensory Friendly Park –? Location
- USF School of Public Affairs Study of New Tampa Business Climate - Feedback
- Additional Jogging Path Repairs
- General Election Primary (March 2020)

FY 2020-21

- Additional Jogging Path Repairs
- Repave TP Blvd w/ Complete Streets Design (Construction)

Update Signature Mitigation Projects

This report is filed monthly to update the Board Members as to the status of funds - both availability and commitment - for the Signature Tampa Palms projects.

Funds Available A/O Fiscal Year 2019 -20

\$ 506K

Work in Progress or Anticipated A/O Jan, 2020 Meeting



Opening Balance/Available	FY 2013-14 \$1,330,480	FY 2014-15 \$1,043,490 \$300,000	FY 2016-18 \$1,287,907	FY 2018-19 781762	FY 2019-20 \$505,513 In Progress
Consulting Svcs			\$32,005	\$7,809	\$31,000
Irrigation Relocation	\$93,000				
Irrigation- New Install & Repairs		\$55,000	\$95,000	\$19,472	\$20,000
Area 1- Entry Streetlights			\$20,000	Complete	
Area 1 & 2 Pillars, Fencing & Lighting			\$882	\$73,534	
Area 1- Landscape Entry Median (Phase 1)				Complete	
Area 1 Entry - Landscape Phase II)				\$71,632	\$77,513
Area 2- Entry Streetlights			\$14,475	Complete	
Area 2 Pillars, Fencing & Lighting			\$26,323		
Area 2 Entry - Median Landscape (Phase 1)			\$55,000	Complete	
Area 2 Entry - Landscape (Phase II)			\$33,000		\$45,000
Area 1 & 2 Median Electrical Restoration			\$36,000	Complete	
Area 1 & 2 Wall Replacements/Repairs			\$15,000		\$245,000
Amberly (1) Entrances (Monument Area)			\$55,000	\$47,447	
Area 2 Entry Pond Area					\$37,000
Area 2 Entry Pond - Landscape Phase 2				\$50,425	
Area 2 Entry Pond - Tree Buffer			\$85,000	Complete	
Area 2 Entry Pond - Fountain & Fountain Lights			\$21,460	Complete	
Area 1 - Landscape & Irr Welcome -Amberly			\$55,000	Complete	
Area 2 - Landscape BB D (Incl Wayfinding)					\$50,000
Area 2- Landscape Amberly To Bridge			\$20,000	\$5,930	
Optional Lights					
Area 2 Entry- Roadway Bricks*			\$142,000	Complete*	
BB Downs Fencing Upgrade (Black)*	193,990				
<i>S/T By Fiscal Year</i>	<i>\$286,990</i>	<i>\$55,583</i>	<i>\$706,145</i>	<i>\$276,249</i>	<i>\$505,513</i>
Total All Projects	Actual	Actual	Actual	Actual	Estimate

*Actual paver cost \$142K, balance due \$49K a/c of final accounting for fencing resulted in cost reduction

** Estimated \$200K added from forward balance to address BB Downs walls as needed

1
2
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, November 13, 2019 at 6:00 p.m. at the
8 Compton 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 a quorum were:

15 Gene Field	Chairman
16 Jim Soley	Vice Chairman
17 Jessica Vaughn	Supervisor
18 Jake Schoolfield	Supervisor
19 Mike Gibson	Supervisor

20
21 Also present were:

22 Lore Yiera	District Manager
23 Maggie Wilson	Consultant/Resident
24 Warren Dixon	TPOA Business Consultant
25 Brian Koerber	TPOA Property Manager

26
27
28 Mr. Field established that a quorum of the Board was present.

29
30 **Pledge of Allegiance**

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

32
33 **SECOND ORDER OF BUSINESS- Strategic Planning & Annual Review**

34 Mr. Field reviewed the most current strategic plans, noting that the focus is on those
35 issues which have the most immediate impact.

36
37 The full strategic plans and significant events were included in the advance Board Package; a
38 copy of which is attached hereto and made a part of the public record.

39
40

1 **THIRD ORDER OF BUSINESS - Board Member Discussion Items**

2
3 There being none, the next item followed.

4 **FOURTH ORDER OF BUSINESS - Public Comments.**

5 There being none, the next item followed.

6
7 **FIFTH ORDER OF BUSINESS - Approval of the October, 2019 Minutes**

8
9 On MOTION by Mr. Gibson, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
10 approved the Minutes of the October, 2019 Board Meeting.

11
12 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

13 A copy of the Board Financial Analysis, Financial Statements and Check Register are
14 attached hereto and made a part of the public record. Mr. Field noted that the check register
15 had been reviewed.

16
17 On MOTION by Mr. Schoolfield SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the
18 Board approved the Disbursements for the month ending September 30, 2019 in the amount of
19 \$205,906.65.

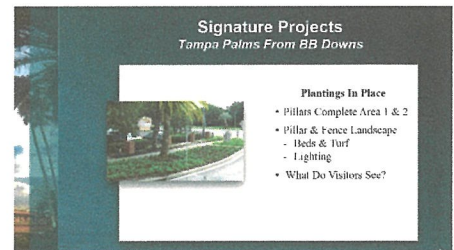
20
21 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

22 **◆ Signature Projects**

23 Ms. Wilson updated the Board and visitors as to
24 the progress of the Signature Projects, the progress made
25 to date on the projects along BB Downs.

26
27 Ms. Wilson showed a series of photographs of the
28 main entries, showing the monuments, the side-of-road
29 plantings, and the pond from a number of perspectives.

30
31 There was general agreement that the community
32 “look” was back after a number of years of construction mess.

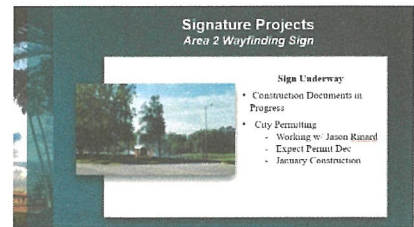


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Ms. Wilson reviewed the plans for and progress with the Area 2 entry pond. in particular the nuisance vegetation. She detailed the best approaches continue to appear to be protectin of the beneficiais (required), treatment of the nuisance plants and reliance on landscape elements to effectively hide the littoral shelf areas.

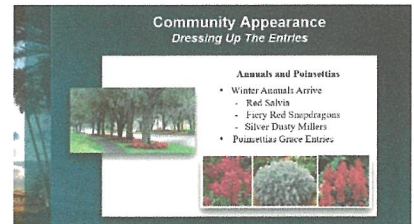


Ms. Wilson reported on the Area 2 wayfinding sign, noting that the project was currently "in permitting" with the City and realistically construction would not commence until after the first of the new year.

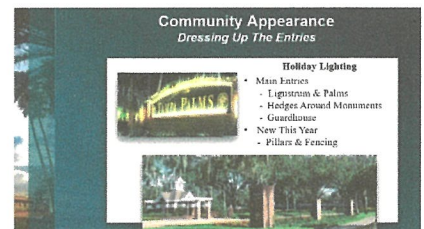


◆ **Community Appearance**

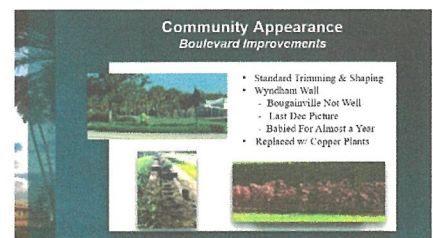
Ms. Wilson reviewed the general appearance of the community noting that Tampa Palms landscape was inspected by OLM earlier this week. The inspection consists of a community-wide drive-through, including the entries (Tampa Palms and Amberly, as well as, the villages) the boulevards, the cu de sac's, the parks and selected [varies each month] ponds and land tracts. The community passed with a low 90's rating.



Ms. Wilson reported on the holiday lighting; installation of the more than 10,000 lights is in progress and they will be "turned on" the day after Thanksgiving. She also reported that the winter plantings and poinsettias would be in place for the holidays.



Ms. Wilson detailed the continued improvements to the boulevard plantings, in particular those in the raised planters across from the Reserve.



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She also noted the improvements to the Westover median where the knock-out roses had just aged beyond their usefulness and were replaced with a colorful mix of shrubs.



Ms. Wilson reported on the loss of another in the last of the Canary Isle palms at the Reserve entry. It appears that the palm succumbed to Ganoderma, and is being expeditiously removed, but final diagnosis of the reason for the death will be confirmed after tissue samples are evaluated.



◆ **Parks**

Ms. Wilson reported on the parks and the work in progress to make them ready for holiday visitors after a long summer of rains.



She also noted that the “turtle” play equipment is no longer available and that a replacement will be provided for approval in January.

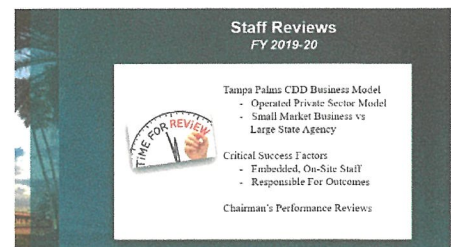
◆ **Sunshine Laws & CDDs**

Ms. Wilson reported on the “open meeting” requirements that apply to CDDs, specifically that supervisors may not discuss any issue that may come before the CDD except at a noticed meeting and private individuals may not discuss the positions of one supervisor with another supervisor.



◆ **Staff Reviews**

Ms. Wilson excused herself from the meeting. Chairman Field advised that the district’s private-



1 sector business model produces favorable outcomes come from repeatable, reliable
2 business systems, processes...and dedicated, capable staff. Success of the model is
3 built on private-sector initiatives, experience, broad skill sets and “do-what-it-takes
4 attitude”. Staff compensation must be competitive with the private sector.

5
6 Mr. Field reviewed professional compensation trend documentation and made
7 recommendations for the administrative position of \$ 65,550 salary, with a \$ 10,300
8 health insurance and benefit allowance. A 2.5% increase

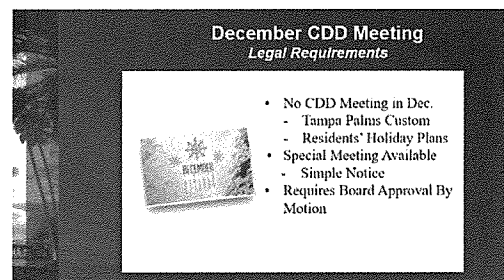
9
10 On MOTION by Mr. Gibson, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
11 approved -the annual compensation for the position of Administrative Assistant at the rate of
12 \$75,850.00 with 75% paid by the CDD and 25% born by the TPOA.

13
14 Mr. Field noted that the District Consultant is an independent contractor, with no
15 employment taxes incurred by the Tampa Palms. Accordingly, the proposed
16 compensation (\$107,940), if recast in private sector terms, would equate to a salary in
17 the range of \$ 80 K- \$90 K, with payroll tax obligations and benefits in the range of 25
18 % to 30 %.

19 On MOTION by Mr. Soley, SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board
20 approved -the annual compensation for the position of District Consultant at the rate of
21 \$107,940.00.

22
23 ♦ **December Meeting**

24 Ms. Wilson noted that it has been the
25 practice for the Tampa Palms CDD that the
26 Board does not meet in December. Should a
27 situation come to the front during December
28 that requires immediate Supervisor action, an
29 emergency meeting, with a quorum of three Supervisors, could be convened, just as
30 would be done for any emergency that occurred between meetings at any time of the
31 year.



32 On MOTION by Ms. Vaughn, SECONDED by Mr. Soley WITH ALL IN FAVOR, the Board
33 approved cancellation of the December 2019 meeting.

1 **Additional Advanced Board Package Materials:**

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

4
5 **EIGHTH ORDER OF BUSINESS – Other Matters**

6 There being none, the next item followed.

7
8 **NINTH ORDER OF BUSINESS – Public Comments**

9 Mr. Dixon representing the TPOA noted that the monuments really look good and
10 asked if they would be decorated for the holidays. Ms. Wilson advised yes; they would be
11 decorated.

12
13 **TENTH ORDER OF BUSINESS - Supervisor Comments**

14 Mr. Soley questioned the progress along the Sanctuary wall and was briefed by Ms.
15 Wilson who stated there would be more complete information at the next meeting.

16 Mr. Schoolfield inquired is the new fencing segments would also be illuminated for the
17 holidays and was advised that they would be decorated for the holidays.

18 Ms. Vaughn questioned if the newsletter could be received before the meetings. Ms.
19 Wilson noted that the newsletter is a TPOA instrument and usually mailed the second week of
20 the month (produced every two months). She stated that attention can be given to placing the
21 agenda of the later of the two months in the newsletter. She also mentioned that the calendar
22 is on line and the agenda online the week before each month.

23 Mr. Gibson thanked everyone for presenting a professional face the community.

24 Mr. Field noted that due to conservative spending and a reserved approach to managing
25 the community the District will realize savings from budgeted levels.

26
27 **ELEVENTH ORDER OF BUSINESS - Adjournment**

28 There being no further business,

29

30 On MOTION by Ms. Vaughn SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the
31 meeting was adjourned.

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**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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Lore Yeira

Printed Name

Title:

Assistant Secretary

District Manager

Signature

Gene Field

Printed Name

Title:

Vice Chairperson

Chairperson

Signature Projects Update

There was very little to no work done on the signature projects and no material changes visible to the public during the month of December, in relevant part because the community was getting ready for the holidays.

The new pillars and fencing were decked out in garland and illuminated for the first time. The main monuments, oaks on the entry medians and the deer all made their normal appearance.



The single area of work was the pond washout along the banks of the Area 2 entry pond.

The banks were examined by County engineers to determine if there existed a failure of the pond's protective underwater liner but they found no problem with the liner.

The engineers attributed the washouts to simple compaction issues stemming from nearby planting and irrigation installation.

Soil is being added to the area and the bank stabilized.

The permitting process continues for the new wayfinding sign. The City now requires (1) proof the CDD owns the berm area [provided] and a survey of the area [ordered].

Hopefully construction can commence in the next couple of weeks.



The major project that will occupy the first quarter of this year is that of the CDD-owned walls along BB Downs.

- Are they stable?
- Can they be improved without reconstruction?
- How can improvements be accomplished with minimal impact to adjacent residents?



Contractors who have looked at the wall segments have provided such divergent opinions, that staff plans to engage the Hardeman Kempton's engineers to provide a certified answer to the questions above.

A full report will be made available to the Board, hopefully before the Feb meeting.

Community Appearance

General Landscape

The Tampa Palms landscape Tampa Palms was inspected by OLM in December and scored a 93. The January inspection had not yet taken place.



Over-all, the community fared well through the holidays despite unseasonable heat and unseasonable rain from September through the middle of December.

The heat, humidity, shorter days with less sunlight and lack of any genuine cold weather since 2015 have created a situation in which turf fungus thrives. Tampa Palms has had only one minor cold snap followed by days with temperatures reaching 80+ degrees.)



The fungus appears as yellow circles in the turf and is visible in many places along Tampa Palms Blvd.

The fungus has been continually treated with a variety of products including:

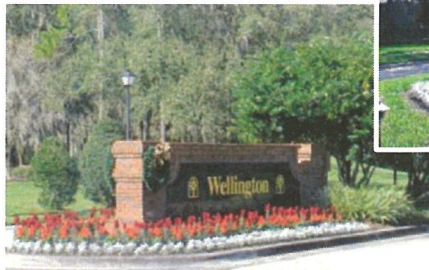
- Protect- used on a regular protective spray program to minimize the risk of fungus damage and can generally be accomplished with lower rates and less frequent fungicide applications.
- Heritage - a preventative and post-emergent fungicide that works by inhibiting the mitochondria of the fungi from respirating, stopping their growth and killing them. Heritage works on ornamental plants as well as the turf
- Clearys- a dry flowable fungicide and is a coordination product of zinc ion and manganese ethylenebisdithiocarbamate which can be used on turf and ornamentals – especially when fungi are resistant as in some places in Tampa Palms.
- Armada - used to target take-all root rot which plagues warm-season turf species like St Augustine. Damage often appears as thin, irregularly-shaped patches that are yellowish in color.

The objective of these treatments is the protection of the turf rhizome (root) so that the turf has a chance for recovery. Untreated most turf will die. Tampa Palms North and TPOST, along with much of the area, show widespread - and possibly permanent- fungus damage. OLM should be credited with working with Joe Laird to vary the treatments to obtain the best outcome.

Winter Plantings

Appearance this time of year in Tampa Palms to the residents is mostly about the holiday flowers, holiday decorations and the reindeer, all of which made their normal appearance.

The annual flowers struggled a bit with the heat and the mid-December rains, especially the snap dragons, but in the end, they seem to be faring well. Ms. Maney and Joe Laird used several plant types to provide some fall back in case of extreme cold or hot weather.



The poinsettia's at the entrance added the normal color and continue dress up the main entry. Typically they should last several more weeks – and will if the weather becomes more normal.



The holiday decorations are being removed this week.

The tree light wrappings (palm and oak) are gone and the garland, wreathes and deer and should be gone by the weekend.

The decorations are removed to the CDD maintenance building, inventoried and stored for the next year.



Tampa Palms Trees

Without a question the trees in Tampa Palms are THE major contributor to the general upscale look of the community – both along the boulevards and in the villages.

During the holiday a problem occurred with two of the palms at the Area 1 entry median, one on the entry side and one on the exit side of the median. These palms have been in place more than two years with no evidence of stress.

The exact cause is not known and will not be known until the palms are removed and tissue samples examined. These palms did not die from palm weevils that have plagued other palms or from Ganoderma.

No action was taken during the holidays (the palms were wrapped with lights) but they must be removed as soon as possible.



These palms are VERY important to the look - even the name - of the community. The plan at this time is to:

- Remove the dead palms
- Removed as much dirt as can safely be removed without destabilizing the entire planter
- Replace the dirt with clean and treated dirt
- Replace the two palms.

If the tissue samples indicate the some of the bacteria-based palm diseases, the new and adjacent palms can be inoculated.

Staff will report as the information becomes available.

Tree Health

This year Tampa Palms will be inventorying the condition of all of its boulevard trees. As noted above trees are very important to the look and feel of Tampa Palms.

It has been noted that in addition to the problems experienced with palm trees, there is an alarming incidence of decline in the deciduous trees within the community; this includes the many types of oak trees and other types such as the sycamores in Compton Park and pines through-out the community.



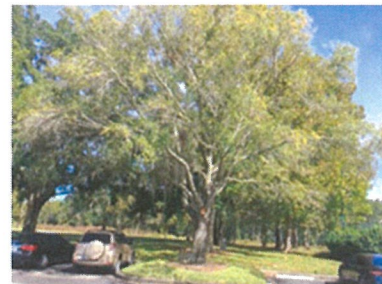
Ms. Maney, called on resources from the U of F IFAS, Auburn U School of Agriculture and others and the profile of tree decline that emerges is as follows:

- There are many different types of oaks represented in Tampa Palms, laurel oak, live oak, sand live oak, water oak, and white oak.
- Many trees in Tampa Palms may not have received the proper pruning in their “youth” to make certain there was solid establishment and proper growth as it appears cheaper culls were sometimes used to reduce developer costs.
- The placement of many trees is also a factor in decline, along roads and sidewalks and also too close to homes and walls and even too close to other trees.

Oak tree are the most common tree in Tampa Palms and oak tree lifespan varies by both species and by “early treatment” such as proper pruning and “environment” eg crowding, soil compaction and pests. According to Mary L. Duryea, Ph.D., professor; and Marlene M. Malavasi, Ph.D., former visiting professor, U of F School of Forest Resources, the lifespan of an urban tree (along sidewalks, roads, beside homes) is dramatically reduced from that of a rural tree, reduced as much a 10-15% or more.

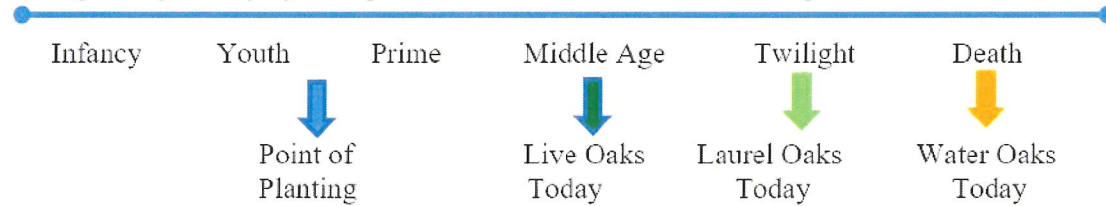
The most common oaks in Tampa Palms are the laurel oaks followed by live oaks. The most frequently planted oak was the laurel oak, the most frequently naturally occurring is the live oak. The estimated life spans of the various oak trees are as follows:

Species	“Rural” Life Span	Urban Life Span
Water Oak	30-50	30-45
Live Oak	150 - 200	127-170
Laurel Oak	50-70	42-60
Turkey Oak	50-70	42-60



It has been established that there are very specific stages in the growth of any tree. Note: the average age at planting for most oak trees was 8-10 years so today those trees planted during the development years are at a minimum 35-45 years old.

The stages vary widely by tree species and treatment of the tree during its life.



The twilight stage is often measured by branch loss, 10% or more. The oak tree pictured above in Compton Park (easier and safer to view the decline in the parking lot than on Tampa Palms Blvd) is a typical specimen displaying the characteristics of approaching twilight.

There are many trees displaying a spiraling decline along the boulevards. The two below are between Compton and Cambridge II, on the median in front of the Country Club.



When trees of this size and magnitude have to be removed, they will be replaced with specimen quality oak replacements. This process is both necessary and pricy and for that reason the boulevard trees are being inventoried and monitored.

Reserve Fountains

Locating a company with the skills to assess and modernize the Reserve fountains in a timely manner (not taking the fountains out of service during the holidays) was not possible so staff took steps to remediate the existing fountain shells and sanitation equipment. This “ought” to last for three or four years.

What remains is to address the “feature” presentation. The flows displayed by the entry fountain shown to the right are thin and spindly looking.

Staff will continue to work with Jason Rinard and report to the board with improvement options.



Landscape Improvements

As previously reviewed with the Board, display landscape has a definitive life span and must be refreshed from time to time to keep the community looking well kept. One example was the fading entry median at Westover.

The knock-out roses had served their purpose and were in decline. The median has been refreshed with new and different shrubs including some that bloom for color.



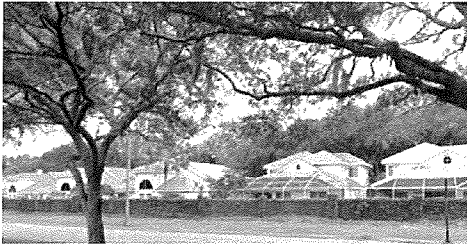
Pond Bank Erosion

The pond banks for several small ponds, mostly located in the Enclave, were formed using railroad ties. The ties disintegrated after 30+ years and the banks began to collapse into the ponds. These pond bank barriers are being rebuilt under the NPDES obligation.



The Sanctuary Wall

A great deal of progress has been made on the root removal during the holidays. The current plan is to line the edge of the path with bricks on edge to hold the soil (somewhat like the entry to Ashmont, only a single brick).



As soon as that is complete the irrigation will be restored and plants will be installed. The current thinking is juniper (like in the medians at the Compton corner) for the very narrow sections and possibly the same copper plants as used near the Reserve for the wider areas.

Cash Management Plan For CY 2020

Updated 1/3/20

The CY 2019 cash management agreement negotiated with CenterState Bank expires January, 2020. The chairman oversees review of the cash management plan with the concurrence of the balance of the Board as was approved by the Board at the October 2019 meeting.

As a recap, the Board-established cash management priorities previously used as a basis for this review are as follows:

- 1) **Safety of taxpayer funds- fully insured**
- 2) Internal process controls...supporting no-comment audits
- 3) Timely payment of vendors
- 4) Respectable return on working capital



Staff with the guidance of the CDD Chairman and the DPFG Senior Financial Manager explored cash management options for 2020 with the current service provider, CenterState Bank, and asked for offers from other institutions such as SunTrust, Bank of Tampa and Bank United.

As was detailed by the Chairman in his *Forward-Looking Financial Update* made to the Board in September of this year, there are emerging situations and conditions creating an unfavorable forward financial momentum, such as increased expenses associated with ponds and a declining Fed interest rate.

This probably contributes to the fact that expressed interest in a banking relationship with the CDD by the banking community has been a little soft this year, at least at this time when the District must act.

Two banks responded with offers and the offers they were rated according to factors important to the CDD operation.

The CenterState Bank which is the current provider, received 82 out of 100 points. They offered:

- 130 basis points on deposits which are fully FDIC insured (QPD)
- 25 basis points on funds maintained in the checking account
- 12-month commitment
- Minimum \$2.5M balance or possible re-negotiation of rate.

Bank United, a firm used by DPFG in other CDDs, made an offer which was attractive from the initial rate standpoint [175 basis points] but less attractive when examined as the **funds were not fully FDIC insured**, only insured to the standard \$250K level.. They offered:

- 175 basis points on deposits but only insured to basic FDIC level
- When asked if a fully insured option existed the representative said yes but it would be a FAR lower rate. He never produced a revised proposal.
- While the offer was put into the rating schedule, technically the bank was disqualified due to the lack of deposit safety.

Inquiry was made of Bank of Tampa but although the bank made several requests for information the bank did not respond with an offer.

SunTrust Bank is in the middle of a merger and noted that the timing was wrong for them to make an offer.

The Chairman concurred that Tampa Palms should proceed with the CenterState Bank offer, as it best fits the needs of Tampa Palms at this time. This decision should be confirmed by motion during the meeting.

Following you will find the rating system and CenterState Bank offer letter.



December 10, 2019

Tampa Palms Community Development District
Banking Proposal

Dear Board Members:

Thank you for your continued banking relationship and we hope that we have satisfied your needs over the past year.

CenterState Bank is proposing the following terms for the year 2020:

The Tampa Palms CDD Excess Funds account will continue to be placed in an Insured Cash Sweep service sponsored by Promontory Interfinancial Network, which gives your organization multi-million dollar FDIC insurance. Your Excess Funds account will earn a fixed rate of 1.30% for 12 months, and will require a minimum balance of \$2.5 million. Should the account balances fall below \$2.5 million, CenterState Bank and the customer may re-negotiate the interest rate for the remaining term.

Our Public Funds Interest Checking account will serve as the account type for both the operating account and the zero-balance sweep checking account. The operating account will earn interest on the balance maintained in the account. The interest rate is a variable rate, which is currently 0.25%. There is a minimum balance of \$1,000 in order to obtain the interest rate. This account does not have limitations on the number of items processed. The account balance requirements to avoid a monthly service charge have been waived.

Our Business Online Banking product that you have been using will remain at your disposal and will continue to give you the functionality to which you have grown accustomed.

We are continually striving to maintain the high level of service that CenterState Bank has become known for in the financial services industry. We regularly review our products and services in search of ways of improving our offerings. If we feel that we have a product or service that is better suited to Tampa Palms CDD, we will contact you to discuss further.

Thank you for your business and we look forward to continuing our relationship with Tampa Palms Community Development District.

Regards,

Randy Bertrand

Randy Bertrand
AVP / Association Services Internal Sales
rbertrand@centerstatebank.com
(941) 306-0151

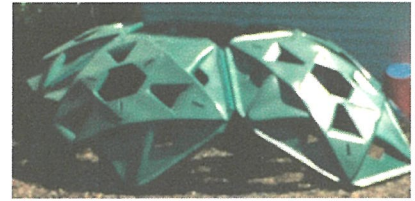
Proposal Accepted and Approved

Maggie Wilson

Mary-Margaret (Maggie) Wilson
Assistant Secretary
Tampa Palms CDD
813 977-3933

Amberly Park Play Equipment

As previously reported, the children's climber (often referred to as the "turtle" but actually branded as the Matrix Mountain) in Amberly Park was irreparably damaged by thugs in the park late last year. (There do exist pictures of those who appear to be doing the damage and these pictures were circulated through the neighborhoods but no one recognized the villains.)



The turtle was made in five connected segments and the damage was inflicted by pounding [actually jumping] on the segment connections (which were plastic) until they broke and flattened the climber. Plastic repairs are not possible and bolted metal connections risky as children climbing under and around them could hurt themselves.

The turtle was more than thirteen years old and is not commercially available at this time. Given the connected segments design (simple plastic strips), staff would not recommend an exact replacement, even if it were available.

The climber was very popular and staff has located a replacement product that is similarly rated for children from 2-12 years (ok for little fellas) and offers the climbing and crawling-around experience. It is called the Cozy Dome and is made by the same manufacturer that produces the Tampa Palms EVOS equipment.



The Cozy Dome is constructed in two dovetailed segments. It adds safety enhancements in the form of molded round edges at all climb and entry points and is made of more durable (thicker) plastic construction than was the turtle.

The Cozy Dome meets the CDDs requirement for inclusive play elements, supporting the following developmental benefits

- Sensory
Proprioception, tactile, vestibular
- Motor Skills
Balance, coordination, core body strength, flexibility, lower body strength, motor planning, upper body strength
- Cognitive Skills
Problem Solving



The Cozy Dome is relatively light-weight and requires a space of only 20' by 20' so it will fit in the space left by the turtle with no expansion of safety surface needed.

It comes in a variety of colors, including the green of the former turtle. Staff suggests either staying with the forest green or possibly moving to "lagoon" a blue-green option.



The cost for this replacement will be \$5,000 and is available in the Capital Budget. If the Board wishes to proceed, this should be approved by motion.

CDD Organization Matters

Organization Documents

The Tampa Palms CDD adopted organizational documents/statements that serve to establish the purpose of the organization (Mission Statement), define the organizational objectives that reflect and flow naturally from the purpose of the organization (Direction Statement) and those standards which form the foundation on which the Board conducts itself (Core Values). Board Members assume roles that oversee the framework or context within which the District's strategies are formulated (Leadership Roles).

Each year at this time the Board reviews the CDD organization documents to assure that the documents reflect current thinking and are consistent with the direction the Board is leading the community.

If there are any changes that more clearly reflect CDD stewardship, please advise staff so that any modifications can be discussed as part of the January meeting Agenda.

Tampa Palms CDD Perspective & Metrics

The Tampa Palms CDD is a complex organization with widely disparate assets on which the residents of 4,611 housing units depend (single family, condominium, townhomes, and apartment homes).

In Section II following, there is a thumbnail sketch of the areas and assets that make up the Tampa Palms CDD.

Tampa Palms CDD Stewardship History

Rigorous adherence to the adopted Mission and Direction for the CDD, framed by the adopted Core Values, has resulted in substantial and measurable value to the owners and residents of Tampa Palms.

The chairman has created a compendium of the district value created for the last fifteen years. It is substantial. Please see Section III following.

Tampa Palms CDD

Re-Presented
1/8/20

Mission Statement

Provide respected and effective leadership for the continuous improvement of Tampa Palms I & II, in statute-authorized CDD responsibilities:

- assessment and collection of taxes & revenues
- protection and maintenance of CDD assets

Board Leadership Roles

Jan 9, 2019

Leadership

Financial Management

Field

Facilitate Board oversight role by providing:

- Development and analysis of annual operating budgets.
- Definitive and actionable interim account reports.
- Balance sheet analysis related to Board decisions.
- Cash flow projections related to short and long-term plans.
- Oversight of up-to-date five-year directional plans.
- Oversight of district resource allocation.
- Analysis of annual audits and internal controls.
- Provide financial leadership and direction to the treasury management effort, particularly as relates to efforts to achieve maximum (and safe) return on investments.

Board Leadership Roles

Jan 9, 2019

Leadership

Landscaping and Community Appearance

Gibson

- Monitor landscape maintenance performance and coordinate with OLM and ABM.
- Oversee development and implementation of routine improvement activities.
- Develop, implement & monitor a community program to evolve the Tampa Palms community to drought-resistant and winter resistant landscape.
- Provide leadership and direction to the rebranding effort (Signature Projects) from a landscape perspective.
- Work with staff and consultants to develop, implement and monitor Board programs to continually revitalize and keep fresh community landscape.
- Provide leadership and direction to the water conservation effort from the perspective of the complex irrigation system infrastructure.

Tampa Palms CDD Perspective

5 Member Board, Elected for Four-Year Terms

Focused Mission..... Empowered by Florida Statutes

Sunshine Laws AKA Open Meeting Laws

Organization Foundation: Written

Mission, Core Values, Direction Statement, Five Year Models

Board Leadership: Shared.... Centers of Excellence

Annual Financial & Internal Audit Control

Seventeen-Years No Comment Audits

Represented 8-Jan-20

Tampa Palms CDD Metrics

2,700 Acre Community w/ Conservation Lands

12 million Sq. Ft. (275 Acres) of Turf, Shrub Beds & Pond Surface

70 Retention Ponds

54 cul de sacs

8 Lake Fountains

3 Land Fountains

143 Acres of Maintained Landscape

100,000 Annual Plantings Provided Yearly

3,800 Trees

20 miles of Irrigation Systems

11,000 Sprinkler Heads

600 Lighting Fixtures (Landscape, Monument, Entry)

3 Parks Hampton, Amberly & Oak

3 Pavilions

6 Tennis Courts

1 Racquetball Court

Represented 8-Jan-20

Stewardship History

Tampa Palms CDD

Re-presented January 8, 2020

District Value Created _____ 17 Years of Board Stewardship through September 30, 2019

Major high-value area metrics includes, but are not limited to the following....

Board Professionalism
And Effectiveness

Advanced Board Book.....Professionally Informed Board
Power Point Presentations Improved Meeting Communications

Long-Term
Partnerships

Toro Beta Site (Mowing Ended June 2017 Due To Corporate Relocation)

Turf maintenance, equipment & irrigation systems & controls

Savings: 20 years of Turf mowing costs... Total \$2.0 M

One-time irrigation control system & software \$ 100 K

OneSource landscape maintenance effective during 2002

Created business systems & processes for effective implementation

Preserved \$ 300 K/Yr cost savings by interim negotiation

Expense increase limited to compound annual growth rate of less than 2.0 %
per year over 17-year period

Retirement of Debt

Retired TP infrastructure debt Annual principal & interest \$ 1.3 M
Reduced CDD taxes \$ 650 K per year in aggregate
Transitioned TP to 100% non-ad valorem assessments

Restore TP to Premier
Community

TP was debt-free 30 Yr old community that looked 30 Yrs old.

Retained \$ 650 K of debt service for 5 years

Launched \$ 5.0 M Visioning TP 2017 to restore 'Premier' status

Reduced Community
Assessments

Visioning TP 2013 completed Reduced assessments 10 % \$ 265 K/Yr

For three years Total 3-year reductions \$ 800 K

Maintain District
Financial Health

Introduced 2nd assessment increase in 14 years

Increased assessments 2.2 % in FY 2017/18 for Bruce B. Downs widening.

Advised TP **probable** annual increase of 2.2% - 2.4% for 5 years

In 2020 assessments projected to still be below 10 years ago

Financial
Stewardship

Private Sector Financial Reporting Standards \$ 32 M Budget

Major Project financial management & internal controls \$ 9 M Projects

17 years of "No Comment" independent audits

Cash Management QPD protection Interest income totals over \$ 300 K

Organization Matters – Stewardship History

Stewardship History

	Multi-Year Financial Models	Longer-term Vision	
<u>Environmental Compliance</u>	NPDES (EPA) Plan & Audit SWFWMD partnership	District savings water use approval & monitoring	\$ 30 K every 3 years
<u>Conserve Resources</u>	Resource Conservation Programs		
	Water conservation	Reduced SWFWMD water permitting	by 25 %
	Energy conservation	Reduced KWH use	by 33 %
<u>Eminent Domain</u>	Florida Gas Transmissiontaking of CDD Property		\$ 400 K
	Area I exit to Bruce B Downs...taking of CDD Property		\$ 477 K
<u>Non-Ad-Valorem Assessments</u>	Research: Florida Supreme Court Cases re: Assessment Process		
	Developed and Implemented TP Process...for Assessments	Savings	\$ 30 K
<u>Mitigation BBD Expansion</u>	Numerous Design Changes...Flagship Corner Pond, BBD Fencing Design, Area II Median, etc		
		Cost Avoidance	\$ 300-400 K
<u>Research</u>	Deed: Grace Church specific Land Use Restrictions		
	Avoidance : Cell Tower and Commercial Use of TP Flagship Corner Priceless		
<u>Government Relations</u>	Initiated and Maintained constructive & co-operative relationships ...with all state, county, & city management and operating constituencies Secure cooperation to maximize public services for TP CDD		
<u>Project Management</u>	Board & staff implemented over \$ 15.0 M to \$17.0 M in community projects Quoted, sourced, budgeted and controlled all projects Internal controls 17-Years of successful audits		
<u>Resident Communication</u>	Initiated and maintain TP CDD website required by State of Florida Posts CDD public records to inform interested residents Provide Board and CDD e-mail & phone contacts to ease communication Fund TPOA newsletter as communication vehicle to inform residents		
<u>Allocation of Resources</u>	Monthly, professional landscape maintenance review with formal rating Board, staff and OneSource/ABM actively participate Priorities established for ABM/One Source service 17 Yr total \$13.0 M to \$15M		

CDD Employee Handbook

The “Tampa Palms Employee Handbook” (Handbook) serves the combined organizations of the TPOA and CDD, due to the fact that most park attendants, not to mention most residents, are not terribly clear as to which is which, with adopted language addressing the community in a consistent manner.

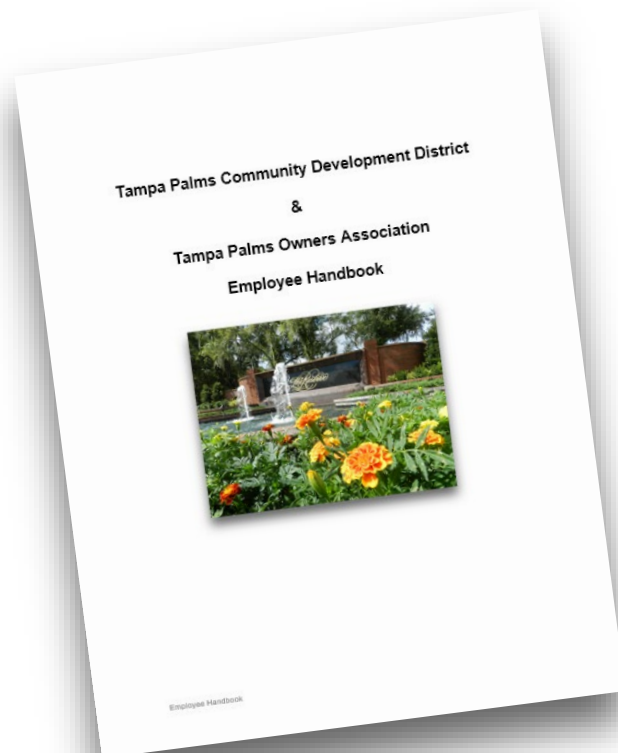
Given the fact that the CDD has exactly one full-time employee, it may appear somewhat excessive to have an “employee handbook” but in 2011 staff dusted off one - first created in the mid 1990’s - and updated it because of the following:

- Insurance underwriting is often making a *handbook* a requirement, their particular interest is a harassment policies
- The CDD shares park staff with the TPOA, staff who are deployed in CDD parks

The Handbook is represented from time to time to provide CDD supervisors with an opportunity to review and suggest improvements.

The Handbook is updated from time to time to address changes applicable laws or changes in reporting personnel, such as the CDD District Manager.

The 2020 Tampa Palms Employee Handbook follows for examination.



**Tampa Palms Community Development District
&
Tampa Palms Owners Association
Employee Handbook**



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1 INTRODUCTION

This document has been developed by Tampa Palms CDD (CDD) and Tampa Palms Owners Association (TPOA) in order to familiarize employees with Tampa Palms and provide information about working conditions, key policies, procedures, and benefits affecting employment at Tampa Palms.

1.1 Welcome

Welcome to Tampa Palms! We are happy to have you as a new member of our family!

The mission of Tampa Palms is provide for the residents of Tampa Palms a standard of excellence in service, facilities, and programs that serves the needs of the residents and enriches the Tampa Palms community image;

1.2 History

Tampa Palms is an exclusive mix-use, planned community complete with homes, shops, offices, apartment homes, churches, recreational facilities, schools and dining facilities. Designed by engineering team of Post, Buckley, Schuh & Jernigan, Tampa Palms has been awarded the coveted Aurora Award by the Southeast Homebuilders Association and was named “the top master planned community in the US” by the National Association of Homebuilders.

Today, original Tampa Palm includes Tampa Palms 1 & 2.

Tampa Palms 1 & 2, which makes up the Tampa Palms CDD and Tampa Palms Owners Association, includes:

- Twenty-four residential villages with 2,277 homes.
- Three apartment villages with 1110 apartment homes in the TPOA
- Two apartment villages adjacent to USF (TP CDD only) with 1000 homes
- One golf course and country club/resort (private)
- One meeting, swim and tennis center (Compton Park)
- Four office complexes (Somerset, Palm Lake, The Villas at Amberly & Fla Executive Realty)
- Five parks, including one on the Hillsborough River with docks and camping
- Three churches
- One elementary school
- One child care center
- Two shopping and dining centers

1.3 Changes in Policy

While every effort is made to keep the contents of this document current, Tampa Palms reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Tampa Palms is a person who regularly works for Tampa Palms on a wage (non-exempt) or salary basis (exempt) for either the CDD or the TPOA. An “employee” may receive compensation through a third-party leasing company.

2.1 Employment Classification

Employees of Tampa Palms are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, temporary (full-time or part-time), regular hourly, contingent hourly, etc.

2.2 Probationary Period for New Employees

Tampa Palms monitors and evaluates every new employee’s performance for three months to determine whether further employment in a specific position or with Tampa Palms is appropriate.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Tampa Palms is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Americans with Disabilities Act

It is the policy of Tampa Palms to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Tampa Palms will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.3 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.4 Employee Background Check

Prior to making an offer of employment, Tampa Palms may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and credit check.

3.5 Criminal Records

When appropriate, a criminal record check is performed to protect Tampa Palms interest and that of its employees and residents.

3.6 Anniversary Date

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute the following benefit:

- End of probationary period.

3.7 New Employee Orientation

The formal welcoming process, or “employee orientation,” is conducted by the CDD Staff Consultant or TPOA Community Director, and includes an overview of Tampa Palms and the processes necessary to operate in an environment of a unit of State of Florida government (CDD) or a not for profit owners association under FS 720 (TPOA).

3.8 Personnel Records and Administration

The task of handling personnel records and related administration functions at Tampa Palms is managed by the CDD Staff Consultant and/or TPOA Community Director. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Application and Contact Data
- Any FICA or banking information

3.9 Change of Personal Data

Any change in an employee’s name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the TPOA Community Director or the CDD Staff Consultant.

3.10 Safety

The safety and health of employees is a priority. Tampa Palms makes every effort to comply with all federal and state workplace safety requirements. Tampa Palms’ workplace safety rules and regulations are reviewed periodically and posted for convenience and review.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

3.11 Building Security

Each and every employee must follow the building security rules and regulations listed here:

- Employees furnished with keys to any building must not provide those keys to any other person- not even other employees.
- Any lost key should be reported immediately to the CDD Administrative Manager or TPOA Community Director.
- The CDD Administrative Manager will established procedures for closing Tampa Palms CDD Building and locking facility gates. At a minimum these procedures will include:
 - Always double-check door locks, set the alarms, and
 - Lock the parking lot gate when leaving.

- The TPOA Community Director will established procedures for closing TPOA buildings and Tampa Palms parks and locking facility gates. At a minimum these procedures will include:
 - Always double-check door locks, set the alarms (if any) , and
 - Lock the parking lot gate when leaving

Employees are not allowed on Tampa Palms property after hours without prior authorization from the CDD Staff Consultant, TPOA Community Director or any CDD or TPOA Board Member.

3.12 Personal Property

No employee may take responsibility for personal property belonging to a resident or other employee by offering to hold the property, store it in a Tampa Palms building or watch it in a Tampa Palms facility.

The TPOA office at Compton Park maintains a lost system that efficiently tracks lost and found property reports.

Any employee finding lost personal property should notify the CDD Administrative Manager or TPOA Community Manager. Anyone seeking information about lost or found property may do so by contacting the TPOA Community Manager at 977-3337 or the CDD Consultant at 813 977-3393. Tampa Palms assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

3.13 Health-related Issues

Employees who become aware of any health-related issue should notify TPOA Community Director or CDD Consultant of the health status as soon as possible.

3.14 Employee Requiring Medical Attention

If an employee is hurt or if an employee observes another employee or visitor who is hurt the employee should follow these steps:

1. Provide immediate aide to the injured person
2. Call 9-1-1 if deemed necessary
3. Report all work-related injuries and accidents immediately to TPOA Community Director or CDD Consultant.

3.15 Visitors in the Workplace

For safety, insurance, and other business considerations, only authorized visitors and residents are allowed in the Tampa Palms CDD workplaces. When making arrangements for visitors, employees should request that visitors contact the CDD Administrative Manager or CDD Consultant.

3.16 Employment of Relatives

Tampa Palms is pleased to consider for employment qualified applicants who are related to employees. When Tampa Palms employs more than one member of a family, one family member may not supervise the other. If such a situation should arise and the employees are unable to develop a workable solution, the CDD Community Director or CDD Consultant will decide which employee may be transferred.

3.17 Weather-related and Emergency-related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt Tampa Palms operations. In such instances, the CDD Administrative Manager or CDD Consultant or the TPOA Community Director will decide on the closure and will provide the official notification to the residents.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Tampa Palms Park Rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting Tampa Palms' business.

4.2 Attendance and Punctuality

Tampa Palms expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

4.3 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work no more than forty (40) hours per workweek. Schedules will be established by the CDD Administrative Manager or TPOA Community Director.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Tampa Palms is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact CDD Administrative Manager or TPOA Community Director if they will be absent or late.

4.5 Unscheduled Absence

Absence from work for three (3) consecutive days without notifying management or the will be considered a voluntary resignation.

4.6 Meal and Break Periods

Employees are allowed a one-hour lunch break generally between the hours of 11:00 a.m. and 2:00 p.m.

Tampa Palms encourages employees to take a rest period as needed during both the morning and afternoon work periods.

4.7 Harassment Policy

Tampa Palms does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

4.8 Sexual Harassment Policy

Tampa Palms does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature that creates an offensive, hostile, intimidating working environment, or any act or statement that affects another individual's personal dignity and prevents an individual from effectively performing the duties of their position.

Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, to unwelcome requests for sexual favors, or to other verbal conduct of a sexual nature is made an implicit or explicit term or condition of employment; or
- The submission to or rejection of unwelcome physical conduct of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature have the effect of creating an objectively hostile environment that interferes with employment or affects one's personal dignity on account of sex.

Reporting

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to the CDD Staff Consultant or any CDD Board Member or to the TPOA Community Director or to any TPOA Board member.

- Incidents should be reported as soon as possible after the time of their occurrence to allow the Tampa Palms to take appropriate remedial action. No employee should assume any Tampa Palms official knows about a situation or incident.
- Any official (staff consultant or Board member) who has knowledge of or receives a written or oral report or complaint of a violation of this policy must promptly report it to the District Manager and CDD Board Chairman (CDD only).
- Other persons who suspect a violation of this policy should report it to an appropriate person (district manager, staff consultant or Board member).

Contact Information:

CDD Lore Yeira

Tampa Palms CDD District Manager
15310 Amberly Drive, Suite 175
Tampa, Florida 33647
813 374-9105

Gene Field

Tampa Palms CDD Chairman
15834 Sanctuary Drive
Tampa, Fla 33647
813 977-1162

4.9 Violence in the Workplace

Tampa Palms has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Tampa Palms or which occur on Tampa Palms or Tampa Palms residents' property, will not be tolerated.

4.10 Confidential Information and Nondisclosure

By continuing employment with Tampa Palms, employees agree that they will not disclose or use any of Tampa Palms' confidential information, either during or after their employment.

This includes but is not limited to resident telephone numbers or emails, details of facility use or any other information obtained while working for Tampa Palms.

Tampa Palms sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Tampa Palms assumes an obligation to maintain confidentiality, even after an employee leaves Tampa Palms' employment.

4.11 Ethical Standards

Tampa Palms insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Tampa Palms' great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Tampa Palms' principles and standards.

4.12 Dress Code

Employees of Tampa Palms are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Tampa Palms' reputation or image is not acceptable.

4.13 Use of Equipment

Tampa Palms will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Tampa Palms - unless it is approved for a job that specifically requires use of company equipment outside the physical facility.

4.14 Use of Computer, Phone, and Mail

Tampa Palms property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

4.15 Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

4.16 Use of Computer Software

Tampa Palms does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117).

4.17 Smoking & Alcohol Policy

Smoking

No smoking of any kind is permitted inside any Tampa Palms office or pavilion.

Alcohol and Substance Abuse

It is the policy of Tampa Palms that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

4.18 Gifts

Advance approval from the CDD Consultant or TPOA Community Director is required before an employee may accept a gift of any kind from a resident. Employees are not permitted to give unauthorized gifts from the CDD or TPOA to residents.

4.19 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-Tampa Palms literature in work areas at any time on Tampa Palms property

4.20 Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with the Tampa Palms CDD Consultant or TPOA Community Director. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Tampa Palms should immediately report the violation in accordance with the following procedures:

1. Contact the CDD Consultant or contact the CDD District Manager.. alternatively
2. Contact the TPOA Community Manager or the TPOA President.

4.21 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Decision-Making Paid Leave/Counseling Session, (d) Termination, (e) Referral To Law Enforcement.

4.22 Crisis Suspension

An employee who commits any serious violation of Tampa Palms policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.23 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Tampa Palms practices, rules, or standards of conduct, following a Decision-Making Leave, employment with Tampa Palms will be terminated.

4.24 Exit Interview

In a voluntary separation situation, Tampa Palms Consultant or TPOA Community Director would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about Tampa Palms.

4.25 Return of Company Property

Any Tampa Palms property issued to employees, such as keys, parking passes must be returned to Tampa Palms at the time of termination. Employees will be responsible for any lost or damaged items.



5 COMPENSATION POLICIES

5.1 Base Compensation

It is Tampa Palms' desire to pay all employees, both exempt and non-exempt, wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and always in compliance with all applicable laws.

5.2 Performance Bonuses

Performance bonuses may be given to Tampa Palms employees at the discretion of TPOA or CDD Board in extraordinary circumstance. There are two factors that typically determine bonus availability and amounts: (a) personal performance, and (b) demonstrated initiative and reliability.

5.3 Timekeeping Procedures

By law, Tampa Palms is obligated to keep accurate records of the time worked by non-exempt employees. Each employee must fill out the appropriate Tampa Palms record of work.

5.4 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Tampa Palms does not anticipate assigning more than 40 hours in any week to any non-exempt employees, but should this become necessary, it will be done only under the CDD Consultant's or TPOA Community Director's direction.

Exempt employees are not paid overtime. Tampa Palms does not anticipate exempt employees working more than 40 hours in any week; however, should the needs of the business require, flexibility in assigned work hours will be permitted. No "flex time" will be accrued or carried from year to year or paid out at the end of employment.

5.5 Payroll and Paydays

Regular full-time salary employees (exempt and non-exempt) are paid bi-weekly. The schedule for compensation receipt is available in from the TPOA office or the CDD District Office.

5.6 Performance and Salary Reviews

Tampa Palms wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Tampa Palms has a review process for providing performance feedback.

Salary/wage reviews typically occur in conjunction with the performance review process. The calculation and implementation of changes in base salary/wage depend on both TPOA and CDD needs and personal performance and will typically occur in either Oct or Nov; whichever most closely follows the review cycle.

6 WORKER'S COMPENSATION AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

Neither the CDD nor the TPOA sponsor a benefits program for employees other than time-off benefits.

6.2 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by Tampa Palms. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

6.3 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Tampa Palms. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Tampa Palms pays the entire cost of this program.

6.4 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, Tampa Palms is required to deduct this amount from each paycheck an employee receives. In addition, Tampa Palms matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

7 TIME-OFF BENEFITS

7.1 PAID TIME OFF

7.1.1 Vacation Days. Employees shall receive the following paid leave each calendar year:

- Those employed more than six months and less than five full years shall be entitled to two (2) weeks (TEN work days) of paid vacation leave.
- After completion of five years of employment, employees shall be entitled to three (3) weeks (FIFTEEN work days) of paid vacation leave.
- Vacations may be limited at certain times of year for the purpose of maintaining continuity of coverage and consistent support to residents.
- Unused portions of vacation days from a given year, up to one week (FIVE work days) may be carried forward, but will be lost if not used by March 31 of the year following.
- Unused vacation days will be paid on a pro rata basis upon termination of employment by either party.

7.1.2 Personal Days. Employees shall receive SIX (6) paid personal days per calendar year during the term of employment. Any unused portion of personal days will not accrue to the next year and will be lost if the days are not used during the calendar year. Unused personal days will not be paid upon termination of employment by either party.

7.1.3 Paid Holidays. New Years Day, Independence Day, Thanksgiving Day, the day after Thanksgiving (The TPOA is closed) and Christmas Day are paid holidays that do not count as vacation days or personal days.

CDD employees (as they are employed by a unit of State of Fla government) receive state-mandated holidays which include; Dr. Martin Luther King's Birthday (Monday mid-January), Memorial Day, Labor Day, and Veteran's day.

These state-mandated holidays are in addition to those shown for the TPOA.

7.1.4 Unpaid leave. Employees who require an absence in excess of remaining vacation days and personal days may request unpaid leave of limited duration. Unpaid leave must be approved by an officer of the Board of the employing organization. Employees who take more vacation days or personal days than authorized, without permission, will be charged unpaid leave.

7.1.5 Compensatory time is not authorized. Time worked in excess of 40 hours per week by exempt employees may not be accrued or taken as vacation days or personal days.

7.1.6 Employees with less than one year of service may take only one week (5 work days) of paid vacation time and two (2) personal days during the first six months of employment. If unused, this time may be carried over to the second half of the first year of service and combined with remaining vacation time or personal days, but may not be carried beyond.

7.2 Jury Duty

Tampa Palms is committed to supporting the community in which Tampa Palms operates, including supporting Tampa Palms employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify the CDD Consultant or TPOA Community Director within one business day of receiving the notice.

7.3 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

8 EMPLOYEE COMMUNICATIONS

8.1 Open Communication

Tampa Palms encourages employees to discuss any issues they may have with any co-worker directly interfacing with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the CDD District Manager or TPOA Community Manager

Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

8.2 Suggestions

Tampa Palms encourages all employees to bring forward their suggestions and good ideas about making Tampa Palms a better place to work and enhancing service to Tampa Palms residents. Any employee who sees an opportunity for improvement is encouraged to talk it over with the TPOA professional staff or the CDD Administrative Consultant. All suggestions are valued.

8.3 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Tampa Palms.

9 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Tampa Palms Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Tampa Palms company policies I should direct them to my manager or the Human Resources Department.

I know that Tampa Palms policies and other related documents do not form a contract of employment and are not a guarantee by Tampa Palms of the conditions and benefits that are described within them. Nevertheless, the provisions of such Tampa Palms company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Tampa Palms, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

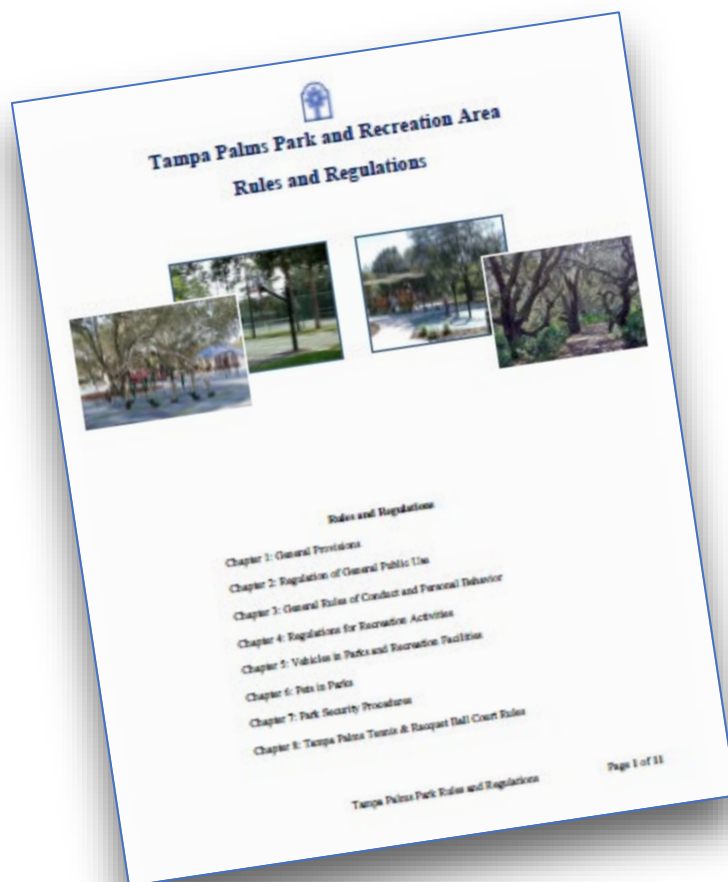


Tampa Palms Park Manual

Each year provides a copy of the park rules and regulations is provided to the Board for review and consideration of proposed changes, if any. This year staff is not proposing any material modifications (the name “Hamptons” was changed to “Henley”.)

These regulations are shared resource with the TPOA so that residents have a common set of guidelines for the community parks. The sole exception due the consistent rules is that Hampton and Amberly parks allow memberships and the TPOA parks do not.

The regulations are posted on the Tampa Palms website. A copy follows for Board consideration.





Tampa Palms Park and Recreation Area

Rules and Regulations



Rules and Regulations

Chapter 1: General Provisions

Chapter 2: Regulation of General Public Use

Chapter 3: General Rules of Conduct and Personal Behavior

Chapter 4: Regulations for Recreation Activities

Chapter 5: Vehicles in Parks and Recreation Facilities

Chapter 6: Pets in Parks

Chapter 7: Park Security Procedures

Chapter 8: Tampa Palms Tennis & Racquet Ball Court Rules



Chapter 1: General Provisions

Section 1: Purpose

The Tampa Palms™ Community, both the CDD and the TPOA, believe it necessary to have rules and regulations to allow all who participate in park activities to enjoy a safe and pleasing environment. These rules are also intended to provide for the ongoing enjoyment and protection of the natural resources in the area.

Exceptions to these rules may only be approved by the TPOA staff, CDD staff consultant or designee, who will be acting under the guidance of the applicable Boards.

Section 2: Authority

Any law enforcement officer or park attendant or CDD/TPOA designated security company officer has authority to ask any person who is violating these rules to stop whatever behavior that is contrary to the rules. If they refuse to comply with the request, the officer, park employee or CDD/TPOA designated security company officer may then order that person to leave the park for the remainder of that calendar day.

Section 3: Definitions

- a. "ALCOHOL" means any intoxicating beverage including 3.2 beer, wine, wine coolers or any other malt liquor beverage.
- b. "BOARD" means the Tampa Palms CDD Board and/or the TPOA Board.
- c. "FACILITIES" means any structures including but not limited to buildings, courts, playground equipment, bridges, trails and pathways, shelters, fences that are built, installed or established on park property to serve a particular park or recreation purpose.
- d. "DESIGNATED AREAS" means any area on park property or in park facilities and buildings which provides direction and instruction to the public ensuring a safe environment.
- e. "PARKS" means any park, building, parkway, recreation center, open space, lake or other water, athletic field, tennis court, racquet ball court or any other area owned, improved, maintained, operated or otherwise controlled by the Tampa Palms CDD or TPOA for recreation and natural resource preservation purposes.
- f. "PARKS DIRECTOR" means the Tampa Palms Community Director who oversees issuance of reservations for exclusive use of shelters and oversees park attendant assignments.
- g. "PERSON" means any individual, firm, partnership, corporation, or group.
- h. "WATER CRAFT" means any device used for navigation on water.
- i. "WEAPON" means any device which may or has caused harm to another person in a park.
- j. "DRONE" means any remotely piloted aircraft or device.
- k. TAMPA PALMS AREAS 1 AND 2 consist of the following Villages; residents have access to parks and facilities:

Amberly Place	Faircrest	Reserve
Asbury	Henley	Sanctuary
Ashmont	Huntington	Sterling Manor
Cambridge	Kensington	Stonington
Cambridge II	Manchester	Tremont
Cambridge III	Mezzo at Tampa Palms	Turnbury Wood
Canterbury	Nottingham	Wellington
Coventry	Palma Vista Condominiums	Westover
Enclave	Palma Vista Townhomes	Wyndham
Estates at River Park	Eagles Point **	Landmark at Grayson Park**

** Eagles Point & Landmark at Grayson Park only have access to CDD Parks, Hampton, Amberly & Oak.



Chapter 2: Regulation of General Public Use

Section 1: Hours and Access

Tampa Palms parks and recreation facilities are open to everyone who is a resident of the Tampa Palms Areas 1 and 2 (see above) regardless of race, gender, age, creed, national origin, sexual orientation, physical and mental abilities and/or limitations. Non-residents may purchase a park membership for **ONLY THE CDD PARKS OF HAMPTON, AMBERLY & OAK, Compton Park and River Park facilities are reserved for residents of Areas 1 and 2 only and no memberships are available.** ID showing residence in Tampa Palms Areas 1 or 2, or park membership, may be required if a member is not recognized by the staff.

- a. Compton Park is open daily: 8 AM to 9 PM, M-Thur (10 PM Fri & Sat, 8 PM Sun)
- b. River Park is open Summer: Sun - Sat 8 AM -7 PM. Winter: 8 AM-6 PM.
- c. Hampton Park is open 8 AM to 9 P.M. M-Sat, (8 PM Sun) unless otherwise posted, and shall be considered closed after 9 P.M. even if the park does not have gates or barriers which prevent access to the park.

No person should be in Hampton Park between the hours of 9 P.M. and 8 AM unless they are performing maintenance at the direction of the CDD staff.

- d. Amberly park is open from daylight to 6 P.M., unless otherwise posted, and the restroom facilities shall be considered closed after 6 P.M. even if the park does not have gates or barriers which prevent access to the park. No person should be in any park between the hours of 6 P.M. and daylight unless they're walking through the park on the pathway or unless they have written permission from the CDD staff.
- e. Any park or section of park may be closed by the CDD staff at any time, eg inclement weather, site emergencies or holidays. A notice will be posted in any area which is closed.
- f. Individuals who have reserved tennis courts or who are arriving to use tennis courts, should present themselves to the attendant upon arrival to prevent interruption of their game for ID checks.
- g. Duties of the attendants and security personnel at the parks do not permit providing day care for children. Parents must exercise their own judgment as to whether their children are mature enough to be unaccompanied at the parks and playgrounds.

Section 2: Reservations

- a. A reservation is required if any person wants the exclusive use of a specific area, building, or other park facility or for special events of a cultural, educational, political, religious, or recreational nature. Any person with a reservation must follow the **RULES AND REGULATIONS** listed in this document.
- b. Reservations for exclusive use are issued for the following park facilities



- the pavilion area of Hampton park, excluding the restrooms, water fountain and soft drink machines, all of which may be used by all park attendees
 - the cabana area at Hampton Park
 - the pavilion area at Amberly Park
 - the meeting rooms at Compton Park. **Members who have reserved a facility within the buildings may also use the playground; however, the playground will not be reserved.**
- c. Any person with a reservation is liable for any loss, damage or injuries to the park or to any person associated with the reservation holder. Some reservations may require additional insurance coverage with the Tampa Palms listed as an additional insured.
- d. The person granted a reservation cannot transfer that reservation to another person without the written permission of the Tampa Palms Community Director or CDD staff
- e. Any reservation may be revoked for violation of these RULES AND REGULATIONS.
- f. It is not permitted to disturb, harass, or interfere with any person in possession of a valid permit or with their property or equipment.

Section 3 Memberships

- a. Any individual seeking to use any CDD park that is not a resident of the Tampa Palms CDD may purchase an annual membership to the CDD-owned parks ONLY.
- b. Such annual membership cost shall be equal to the general cost of park maintenance and restoration costs paid by the assessments of the residents of the Tampa Palms CDD.
- c. The annual cost of a membership is set at \$300. Membership must be obtained from the CDD staff or designee. For information on memberships call 813 977-3933.
- d. Memberships are available to:
- Individuals
 - Families to include parents and any minor children

Section 4: Guest Use

- a. Residents of Tampa Palms may bring two guests to any park for general park use. (Children under 18, accompanied by a resident, are not considered “guests” for the purpose of establishing *only two guests*.)
- b. Residents who will be playing doubles tennis may bring three guests for the use of the tennis courts only.
- c. The resident must sign-in all guests.
- d. No guest may remain in the park unless the responsible resident is also in the park.
- e. All rules and regulations which apply to residents also apply to guests.

Section 5: Commercial Use

Tampa Palms parks are open to the residents of Tampa Palms and the general public for **private and personal** recreational use. The parks are not available for commercial purpose, which is to say that they may not be used by anyone, resident or member, for whom donations or charges are accepted for activities conducted in the parks.

- a. Selling merchandise of any type on park property is not allowed. Charges or donations may not be accepted by anyone for activities conducted in the parks.
- b. Commercial photography of any kind is not allowed on park property without the proper permit and/or written permission from the CDD staff.
- c. Advertising of any kind, including the distribution of fliers, leaflets or pamphlets either in the park or by placing them on vehicles parked within any park, is not allowed.
- d. Permits for commercial photography use may be available by calling the CDD staff at 813-977-3933 or the TPOA staff at 977-3337.



Chapter 3: General Rules of Conduct and Personal Behavior

Section 1: General Conduct

The Tampa Palms CDD and TPOA regulations state that a person may be expelled from a park for a period of 24 hours or longer if there is reasonable cause to believe that person violated the following rules of general conduct by intentionally disrupting the orderly operation of a park, program or event.

A person may also be expelled for an extended period and be reinstated only when there is evidence that the person's presence will no longer threaten the orderly operation of the park.

- a. The following conduct is not allowed on park property: fighting; offensive, abusive or obscene language, gestures or behavior; disturbing, harassing, or interfering with any park employee, another visitor, or their property; intentionally disrupting the orderly operation of the park; and/or disregarding the rights or safety of others.
- b. No person shall interfere with the orderly conduct of games or other recreational activity in a park or park facility.
- c. The high volume use of loudspeakers, car stereos, boom boxes, compact disc players or other loud sound systems is not allowed in and around parks, buildings or ball fields without written permission from the CDD or TPOA staff.
- d. The flying of remote control drones or powered model aircraft in all of the parks, including open fields, is forbidden.
- e. Individuals refusing to show Tampa Palms identification to a park attendant or CDD/TPOA designated security company officer which results in a request for law enforcement assistance, will be asked to leave the park for no less than 24 hours. New residents who have not obtained ID reflecting a valid Tampa Palms Area 1 or 2 address may show a utility bill or other official document addressed to them at an Area 1 or 2 address.

Section 2: General Conduct in Park Facilities

- a. The use of roller skates, in-line skates, skateboards, scooters, bicycles or any other type of propelled vehicle or equipment is not allowed on the playground, the tennis courts, basketball courts or racquet ball facilities.
- b. Resident, members and guests shall enter park facilities only at designated public entrances, and shall only park in the parking spaces provided.
- c. No parking along the maintenance entrance to Hampton Park or along the power line easement shall be allowed without written permission from the CDD staff and then only in situations where the normal parking lot is unavailable.

Section 3: General Conduct on Park Property

- a. Entering into any pond, designated natural area, native plant area or restored natural area is not permitted.
- b. Placing any foreign object, solid or liquid, into the water of any pond, or fountain is not allowed.
- c. Digging holes, cutting trees or plants, attaching signs to trees or damaging any park property is not allowed.
- d. Harassing or otherwise disturbing wildlife in any manner is not allowed. Fishing is not allowed in the parks.
- e. Garbage, bottles, cans, paper, and other refuse shall be placed in designated trash receptacles.
- f. Glass containers are not allowed in any park, except where designated, or where the use is specifically permitted by the CDD staff.



Section 4: Smoking In Tampa Palms Parks – Both The CDD and TPOA Parks

- a. Smoking is not permitted in the pavilions, restrooms, offices, court areas or anywhere around the playground areas of Hampton or Amberly Parks.
- b. Smoking by Tampa Palms CDD employees, or employees of security companies which may be retained by the Tampa Palms CDD, is not permitted at any time in CDD-owned parks.

Section 5: Consumption of Alcohol

- a. The Tampa Palms CDD specifically prohibits the possession or consumption of alcohol in all CDD parks. There will be no exceptions.
- b. Holders of reservations for exclusive use of facilities within the CDD parks may not use or possess alcohol in the park during their functions.
- c. Anyone found consuming or possessing alcohol will be asked to leave the park.
- d. Serving and consuming alcohol during private event at Compton Park (limited to the meeting rooms) must be approved in writing by the TPOA Community Director. **Alcohol may not be consumed in the Compton Park recreational area.**

Section 6: Use of Fireworks and Weapons

- a. Fireworks, model rockets and remote-control vehicles (including drones and model aircraft) are not allowed without written approval from the respective CDD or TPOA staff.
- b. Weapons, except by City of Tampa, Hillsborough County or State of Florida law enforcement officers, shall not be openly displayed or carried on the person of an employee or visitor in any park property or in any park facility.
- c. The CDD or TPOA staff may remove any obstructing article, or item, found on park property at the expense of the owner, and if not claimed within 60 days, may sell or destroy such items.



Chapter 4: Regulations for Recreation Activities

Section 1: Picnicking

- a. Picnicking is allowed in designated areas.
- b. Assuming control over a complete pavilion without a reservation is not allowed.
- c. A permit and approval from TPOA Community Director or CDD staff is required for the use of tents, canopies, inflatable's, large games and rides in the parks. Requests for permits will be evaluated on an individual basis with safety of the park the overriding consideration. No motorized (moving) games or rides will be permitted. **Inflatable "bounce houses" will not be permitted at Compton Park.**

Section 2: Grilling and Outdoor Cooking

- a. Grilling and outdoor cooking is allowed in areas designated and equipped for that purpose.
- b. Individuals are not allowed to bring their own grill for outdoor cooking without written permission from the TPOA Community Director or CDD staff.

Section 3: Recreational Fires

- a. Recreational fires are not allowed in the parks.
- b. Fires in the Amberly fireplace shall not be left unattended and must be extinguished no later than 6:00 PM.
- c. Only cut logs and charcoal briquettes are allowed to be burned. The harvesting of live or dead wood from any park area is not allowed.
- d. Portable fire pits are not allowed.

Section 4: Swimming Boating and Fishing

- a. No bathing, wading, or swimming is allowed in ponds or lakes in Tampa Palms CDD parks.
- b. Fishing is not allowed in Tampa Palms parks.
- c. No boats, canoes, rafts or any other flotation device is allowed in Tampa Palms park lakes or ponds.
- d. Canoes may be launched into the Hillsborough River from the TPOA's River Park.

Section 5: Paths and Trails

- a. Designated pathways, trails and surfaces may be used by bicyclists, pedestrians and other users.
- b. Pedestrians shall have the right-of-way at all times. Bicycle riders shall observe and obey all traffic laws, traffic signals and directional signs.
- c. Bicycle riders shall operate in a safe and controlled manner.
- d. Designated bicycle racks are provided for bike parking. Bikes should not be left out where they may endanger other park patrons.
- e. The use of in-line skates, skateboards, roller skates, roller skis, freestyle or mountain and off-road bicycling and self propelled scooters is prohibited in the parks.
- f. Permanent and/or temporary pathway or trail markings shall not be placed on any CDD or City pathway or trail without written permission from the respective CDD or TPOA staff.
- g. Motorized vehicles shall not be used on park paths and sidewalks.
- h. People with mobility, circulatory, respiratory, or neurological disabilities may use power devices for mobility such as powered wheelchairs and scooters and other "power-driven mobility devices" (OPDMD).



Section 6: Wildlife and Environmental Protection

- a. Attempts to kill, injure, harass, remove or unnecessarily disturb fish, water fowl, singing or other birds, deer or any wildlife creatures within park property is not allowed.
- b. The feeding of any wildlife creatures within park property is not allowed without written permission from the CDD staff.
- c. Tampa Palms is home to many species and varieties of wildlife that both reside in or transit the area, especially the conservation and wetland areas as well as its parks. Some of these varieties can be or are dangerous if approached. They include, by example and not by limitation, alligators, snakes, coyotes, foxes, bobcats, owls, hawks, bears, Florida panthers, feral hogs, raccoons, armadillos, and snapping turtles. There are also some species that are protected by law, such as Sandhill Cranes, soft-shelled turtles, and box turtles. **Do not approach or feed wild animals.** Feeding wild animals makes them associate humans with food, and increases the danger. Neither the CDD nor the TPOA will be responsible for injury from wild animals.
- d. The abuse of any natural resource within the park system is not allowed, nor is the removal of any natural resource from within the park system without written permission from the CDD staff. This includes but is not limited to: trees, plants, shrubs, flowers, soil and turf.

Chapter 5: Vehicles in Parks and Recreation Facilities

Section 1 Operation of Motor Vehicles

- a. The operation of any motor vehicle within a park is only allowed in designated parking areas.
- b. Motor vehicle parking is not allowed in any area designated "no parking" either by painted curb, signage or both.
- d. Motor vehicles parked illegally on park property may be tagged and/or towed at owner's expense.
- e. Children and/or pets shall not be left unattended in vehicles.

Chapter 6: Pets in Parks

Section 1: Service Animals

Service animals which are trained and certified to assist persons with disabilities are allowed in all park areas and facilities. A service animal may be other than a dog. Most dogs trained as service animals are NOT carried, but remain on the ground. Park attendants and security personnel may inquire whether the animal is required because of a disability, and what tasks the animal is trained to perform. Members may NOT be asked for documentation of the service animal's training or the nature of the member's disability.

Any dogs or other domestic animals other than service animals are not allowed inside the park buildings or tennis courts without written permission from the TPOA or CDD staff.

Section 2: Dogs

In general dogs are welcome in CDD parks with the following restrictions:

- a. Dogs must be effectively restrained on a leash no longer than six feet.
- b. Owners and/or handlers of dogs must prevent their animals from the pursuit or harassment of wildlife or wildlife nests, burrows or habitat in any park property.
- c. An owner or person handling a dog is responsible for solid waste clean-up, and must carry a device for such clean-up.



Chapter 7: Park Security Procedures

Section 1: Access to Parks

Tampa Palms CDD parks are available to residents of the Tampa Palms CDD and those who are members. TPOA-owned parks are available only to residents of Tampa Palms (TPOA Areas 1 and 2).

- a. All individuals entering the parks **may be** requested to show proof that they are Tampa Palms residents or members, unless they are known to the park attendant or CDD security staff member on duty. Even residents and members known to the park attendants will be asked to show ID from time to time.
- b. It is required that those who arrive to use the tennis courts “sign in” with the attendant before beginning their game to avoid interruption in the event the attendant or security personnel require proof of ID.

Section 2. Acceptable forms of ID include

- a. TPOA- issued resident identification
- b. A driver’s license that indicates an address included in the Tampa Palms Area 1 or 2 street list (see attached).
- b. A utility bill or other official correspondence addressed to the individual at a Tampa Palms Area 1 or 2 street address.

Section 3: Residents Without ID

Residents who claim to live in the Tampa Palms but whose driver’s license does not carry a street address within the Tampa Palms and who do not have a TPOA resident ID will:

- a. Be required to fill out a resident card to include name, address, driver’s license number and telephone number.
- b. Will be admitted to the park for a single day (or weekend for River Park)
- c. Be required to contact the CDD (977-3933) or TPOA Community Director (977-3337) for a permanent ID card or confirmation of residency.
- d. All resident cards will be retained and checked when a new request to enter. If an individual has previously claimed residency and been granted temporary access but did not obtain an ID, they will not be admitted.

Section 4. Guest

- a. Each Tampa Palms resident (resident shall mean “household”) may bring two guests to the parks. Residents must sign-in guests (see attached sheet).
- b. Family members under 18, accompanied by a resident, are not considered “guests” for the purpose of establishing only two guests.

Section 5. Non-Residents

Non-residents who come to any park unaware that Tampa Palms parks are private will be treated with respect and greeted as guests of the community.

- a. The TPOA/CDD Park attendant or security officer will explain that the park(s) are private and why [because they are paid for solely by the owners of Tampa Palms property].
- b. The TPOA/CDD park attendant or security officer will ask that the visitor sign in for the day and the visitor will be allowed to remain in the park for the day, though not granted use of the pool, tennis, racquetball or canoe launch facilities. If a non-resident has once been granted temporary access, they will not be readmitted on subsequent days.
- c. The TPOA/CDD park attendant or security officer will provide the visitor with a handout describing public parks in the area, along with directions.



Chapter 8: Tampa Palms CDD Tennis & Racquet Ball Court Rules and TPOA Tennis Rules

For the convenience of all, the use rules for the Tampa Palms CDD tennis courts are consistent with the use rules of the Tampa Palms Owners Association tennis courts.

- a. All players must wear non-marking tennis shoes and appropriate tennis or racquet ball attire.
- b. Courts are for tennis only and may not be used for any other purpose. Roller skates, skateboards, scooters, bicycles, lacrosse equipment etc. are strictly prohibited.
- c. Courts are for the exclusive use of Tampa Palms residents (see village list page 12) and members (Hampton only). The courts are also open to any guest playing with a Tampa Palms resident. That guest may be a coach.
- d. Owners/members may bring three guests to play tennis, to facilitate doubles play. Only one court may be used: there must be a resident/owner/member on every court.
- e. Owners or members may reserve courts only one and a half hours a day. **Owners must leave the courts promptly at the end of their reservation.** If no one is scheduled or waiting to play, the park attendants will reassign a court for continued play. (One reservation per day per household.)
- f. Reservations start on the hour or the half hour and are void if not used by 15 minutes after reservation time.
- g. To discourage ineligible use of the courts, **all owners/members must sign-in before each session and will be assigned a court for use.**
- h. Players may not make comments or express complaints to or about other players, or even approach other players to trade courts or times. Any such requests should be discussed with the park attendants.
- i. Reservations are accepted from owners no more than 24 hours in advance. Reservation requests may be left on the voice answering system but if left more than 24 hours in advance of the requested time, the reservation request will not be honored.
- j. When making court reservations, owners or members should provide their name and address. All players should have Tampa Palms CDD appropriate ID when checking in.

The Tampa Palms parks are a place for recreation and enjoyment. The Tampa Palms CDD and the TPOA take very seriously their responsibility to provide a safe and peaceful environment where owners and members may take pleasure in their parks.

These tennis court use rules have been established to provide a framework for assuring a safe and tranquil environment. Failure to adhere to these rules will result in removal of park-use privileges.

- 1st offence 1 week
- 2nd offense 1 month
- 3rd offense 3 months



The Villages Of Tampa Palms

Residents of the following villages have access to all Tampa Palms Parks.

Amberly Place	Manchester
Asbury	Mezzo at Tampa Palms
Ashmont	Nottingham
Cambridge	Palma Vista Condominiums
Cambridge II	Palma Vista Townhomes
Cambridge III	Reserve
Canterbury	Sanctuary
Coventry	Sterling Manor
Enclave	Stonington
Estates at River	Tremont
Park	Turnbury Wood
Faircrest	Wellington
Henley	Westover
Huntington	Wyndham
Kensington	

The following villages have access to **ONLY** the CDD parks, Hampton, Amberly and Oak Park.

Eagles Point
Landmark at Grayson Park