

**TAMPA PALMS
COMMUNITY DEVELOPMENT DISTRICT**

*Agenda Package
Board of Supervisors Meeting*



Wednesday, September 14, 2022

6:00 P.M.

Compton Park Recreation Building

16101 Compton Drive,

Tampa, Florida



TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

CDD Meeting Advanced Package September 14, 2022

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Tampa Palms Community Development District

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

September 9, 2022

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Board Meeting is scheduled for Wednesday, September 14, 2022 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

Enclosed for your review are the minutes of the August 10, 2022 CDD Board Meeting and the documents outlined in the table of contents.

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

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

Sincerely,

Ray

Raymond Lotito
DPFG

RL;mmw

cc: Maggie Wilson
DPFG (Record Copy)

**Tampa Palms CDD Meeting
Agenda**

**September 14, 2022, 6:00 p.m.
Compton Park Recreation Building
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the August 10, 2022 Minutes
6. Approval of District Disbursements
7. Consultant Reports
 - Neighborhood Updates
 - District Review
 - Park Updates
 - Shoppes of Amberly Sign Easement
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Executive Summary

As of July 31, the District has cash plus investments of \$ 4.5 M, net of liabilities. With two months left in the fiscal year, District budgeted financials remain on track and are sufficient to conduct the business of the community for the foreseeable future.

The District reserves for EOY expenses, 1st quarter reserves and project-driven contingencies are detailed below, totaling \$ 2.9 M, with \$ 1.578 M remaining in funds unallocated, a four-month safety factor.

Revenue

The District will slightly, though not materially, end the 2021-22 FY year with more than budgeted assessments before December collections. This is due to tax payments made after the maximum discount period expired and is typical year after year.

Actions to improve return on District investments, as detailed last month, will add \$50-\$60K in revenue in the coming year and contribute to stability in a time of uncertain inflationary impact.

Expenses

While the current financial statements indicate a substantial underspend for YTD expenses, this more credibly only a reflection of vendor invoice timing and pending work competition.

Despite efforts to minimize expenditures where possible, the impact of inflation-based rate increases for utilities (water & power) combined with inflation and minimum wage upsurge effects on park support services, at this time indicate that the District will finish the year with expenses only slightly under budgeted amounts and most of the budgeted \$ 115 K Carry Forward will be used.

Cash Flow Projections for Calendar 2022

(Shown in \$ 000)

Sources of Funds

Cash, Investment & Collections Balance 9/30/22 \$ 4,548

Uses of Funds

Balance FY 21-22 expenses	(\$ 576)	
Weather Related Reserves	(400)	
Community Wall & Monuments	(100)	
Pond Improvement Reserves	(700)	
Ist Qtr FY 22-23 expenses	(730)	
Infrastructure Replacement	(135)	
Signature Unspent balance	(329)	
Total uses Of Funds		(\$ 2,970)
 Projected Funds prior to December 2022 receipts		 (\$ 1,578)

Frequently Asked Questions

FAQ In what areas specifically are the impacts of inflation most affecting the CDD?

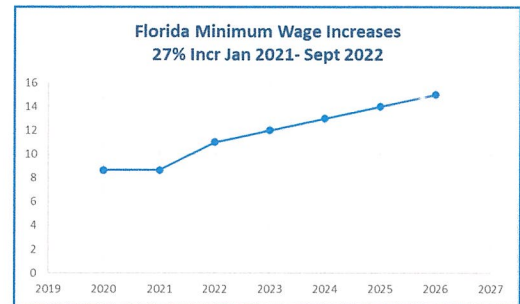
The effects of inflation are felt across everything - by the District and by the residents. A root cause analysis goes far beyond the comprehension of CDD staff but in general there are two interlocking drivers that are most affecting the District:

- The rise in minimum wage, as felt keenly in park staff expenses but present everywhere
- The increases in rate-based utilities, as seen in water and electric expenses

Minimum Wage

The minimum wage in Jan 2021 was \$8.95; as of Sept., 2022 it is \$11.00, a 27% increase. The ripple effect of this change, often referred to as “wage compression”, moves up the line to the entire hourly work force, no matter if they are:

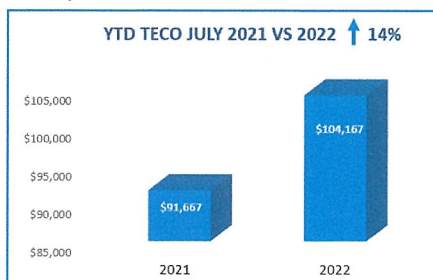
- Direct - employees such as park attendants and guards
- Indirect - workers in the multiple industries that support Tampa Palms from plant materials, to mulch, to soils, to chemicals and more.



While Tampa Palms cannot affect wage updrafts, options are being evaluated to reduce direct costs of some operations and the Board will be provided with information to consider.

In other steps the CDD is deferring some improvements to provide time for stabilization of supply/demand/higher cost continuum. Example, some park assets such as the shade sails that still function but are fading, replacement is held at this time. Still other projects are being segmented, with only the most critical portions proposed for completion at this time.

Utility Increases



Rate based utility costs have risen and continue to rise. In Jan of 2022 TECO received authority to raise its base rate by \$295M (estimated 19% increase) to meet the expanding power needs and implementation of cleaner fuels. While the increase only came into play at the end of the 1st qtr, year over year for the same period the CDD is paying and increased 14% for the same power use. This will be followed by increases already approved of \$102 M and \$25.6 M in 2023 & 2024 respectively.

Further, commencing this April TECO, (and the other power utilities in the state) received permission to “pass along” increased fuel costs. Little can be done to manage these costs and maintain the District.

Last month the water utility costs were reviewed: the potable water charges from the City of Tampa through July 2022 are up 18% over the same period in 2021.

Higher potable water costs are the result to City price increases [can't affect] and broken irrigation on the 50+ cul de sacs (usually a gift from the garbage trucks.) ABM has increased patrol and reporting of leaks for the cul de sacs from bi-weekly to weekly in hopes of stopping unnecessary flow.

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

GENERAL

ASSETS:

CASH - Operating Account	\$	25,091
PETTY CASH		500
INVESTMENTS:		
Excess Fund Account- South State Bank		2,821,713
Investment Account- South State Bank		1,708,000
ACCTS. RECEIVABLE		344
RECEIVABLE FROM TAMPA PALMS HOA		5,921
 PREPAID ITEMS		 750

TOTAL ASSETS

\$ 4,562,320

LIABILITIES:

ACCOUNTS PAYABLE	\$	13,612
ACCRUED EXPENSES		-

FUND BALANCE:

NON-SPENDABLE		750
RESTRICTED		-
UNASSIGNED:		4,547,957

TOTAL LIABILITIES & FUND BALANCE

\$ 4,562,320

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

	BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) YTD VARIANCE
REVENUES				
ASSESSMENTS NON-ADVALOREM	\$ 2,737,595	2,737,595	2,733,068	\$ (4,527)
EARLY PAYMENT DISCOUNT	(109,504)	(108,409)	(102,446)	5,963
INTEREST INCOME	20,000	16,667	19,411	2,744
EXCESS FEES	15,000	12,500	-	(12,500)
MISC. REVENUE	1,200	1,000	2,896	1,896
CARRY FORWARD	115,000	95,833	-	(95,833)
TOTAL REVENUES	2,779,291	2,755,186	2,652,929	(102,257)
EXPENDITURES				
ADMINISTRATIVE EXPENDITURES:				
PERSONNEL SERVICES				
BOARD OF SUPERVISORS	11,000	9,167	9,000	167
FICA	5,368	4,473	2,770	1,703
FUTA/SUTA/PAYROLL FEES	5,148	4,290	1,200	3,090
<i>S/T PERSONNEL SERVICES</i>	21,516	17,930	12,970	4,960
PROFESSIONAL SERVICES				
ATTORNEY'S FEES	3,000	2,500	6,383	(3,883)
ANNUAL AUDIT	6,983	5,819	1,500	4,319
MANAGEMENT FEES	69,053	57,544	57,544	(0)
TAX COLLECTOR	54,752	54,204	49,487	4,717
ASSESSMENT ROLL	10,050	8,375	-	8,375
<i>S/T PROFESSIONAL SERVICES</i>	143,838	128,443	114,914	13,528
ADMINISTRATIVE SERVICES				
DIRECTORS & OFFICERS INSURANCE	3,700	3,700	3,121	579
MISC. ADMINISTRATIVE SERVICES	12,000	10,000	15,168	(5,168)
<i>S/T ADMINISTRATIVE SERVICES</i>	15,700	13,700	18,289	(4,589)
TOTAL ADMINISTRATIVE	181,054	160,073	146,174	13,899
FIELD / OPERATIONS SERVICES				
FIELD MANAGEMENT SERVICES				
DISTRICT OPERATING STAFF	179,839	149,866	153,787	(3,921)
PARK ATTENDANTS	76,875	64,063	67,330	(3,268)
PARK PATROLS (Security Co)	83,000	69,167	88,680	(19,513)
FIELD MANAGEMENT CONTINGENCY	20,800	17,333	3,791	13,542
<i>S/T FIELD MANAGEMENT SVCS</i>	360,514	300,428	313,588	(13,160)
GENERAL OVERHEAD:				
INSURANCE	13,342	13,342	15,577	(2,235)
IT (TEL / SECURITY)	25,335	21,113	11,002	10,110
WATER	28,000	23,333	33,331	(9,998)
REFUSE REMOVAL	19,000	15,833	14,422	1,411
ELECTRICITY	125,000	104,167	119,150	(14,983)
STORMWATER FEE	4,198	3,498	3,041	457
MISC. FIELD SERVICES	13,000	10,833	9,156	1,675
<i>S/T GENERAL OVERHEAD</i>	227,875	192,120	205,682	(13,563)
LANDSCAPE MAINTENANCE:				
LANDSCAPE & POND MAINTENANCE	1,055,779	879,816	806,235	73,581
LANDSCAPE MONITORING FEE	18,900	15,750	15,750	-
LANDSCAPE & REPLACEMENT	96,432	80,360	66,963	13,397
<i>S/T LANDSCAPE MAINTENANCE</i>	1,171,111	975,926	888,948	86,978
LANDSCAPE MAINTENANCE NEW & ENHANCED:				
PROPERTY MOWING	93,000	77,500	62,105	15,395
COUNTY POND	9,000	7,500	5,479	2,021
NPDES POND PROGRAM	47,970	39,975	34,823	5,152
<i>S/T LANDSCAPE NEW & ENHANCED</i>	149,970	124,975	102,407	22,568

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

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<i>FACILITY MAINTENANCE:</i>				
IRRIGATION SYSTEM	107,824	89,853	104,052	(14,199)
FOUNTAIN	27,354	22,795	8,682	14,113
FACILITY MAINTENANCE	91,136	75,947	56,613	19,334
JANITORIAL/SUPPLIES	2,772	2,310	1,808	502
<i>S/T FACILITY MAINTENANCE</i>	<u>229,086</u>	<u>190,905</u>	<u>171,156</u>	<u>19,749</u>
<i>PROJECT DRIVEN EXPENSES:</i>				
SIGNATURE TP 2017	-	-	-	
RENEWAL AND REPLACEMENT & DEFERRED MTC	210,000	175,000	178,612	(3,612)
CAPITAL PROJECTS	190,000	158,333	132,977	25,357
NPDES/CLEAN WATER	59,681	49,734	33,141	16,593
<i>S/T TOTAL PROJECT DRIVEN EXPENSES</i>	<u>459,681</u>	<u>383,068</u>	<u>344,730</u>	<u>38,337</u>
TOTAL EXPENDITURES	<u>2,779,291</u>	<u>2,327,494</u>	<u>2,172,684</u>	<u>154,810</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	427,692	480,244	52,552
FUND BALANCE - BEGINNING	-	-	4,068,461	0
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 427,692</u>	<u>\$ 4,548,706</u>	<u>\$ 52,553</u>

TAMPA PALMS CDD
CASH REGISTER
FY 2022

Date	Num	Name	Memo	Receipts	Disbursements	Balance
06/30/2022			EOM Balance	260,301.04	247,333.88	92,619.46
07/01/2022	70122ACH1	Andrea A Braboy	PR 6/13/22 - 6/26/22		2,486.34	90,133.12
07/01/2022	70122ACH2	DOROTHY COLLINS	PR 6/13/22 to 6/26/22 Dual Coverage 1 Mth		2,413.76	87,719.36
07/01/2022	70122ACH3	Innovative Employer Solutions	PR 6/13/22 to 6/26/22		1,410.00	86,309.36
07/01/2022			Deposit	900.00		87,209.36
07/06/2022	9566	CINTAS	urnial mat, logo mat, safety mat		151.54	87,057.82
07/06/2022	9567	HOOVER PUMPING SYSTEMS	Proactive AC Unit Replacement on site 5943		883.35	86,174.47
07/06/2022	9568	Zeno Office Solutions, Inc.	Copier Lease -		24.09	85,990.38
07/06/2022	9569	SiteOne Landscape Supply	Mulch		1,060.00	85,114.47
	9570	Check Voided - Never Issued				
07/12/2022	9571	GILL, WAYNE	Hampton park cleaning/restoration		4,300.00	80,790.38
07/13/2022	9572	ADB Landscaping Materials, Inc.	Blue Daze, Jasmine minima, Arbs, Plumbago		3,342.00	77,448.38
	9573-9575	Three Checks Voided - Never Issued				
07/13/2022	9576	CINTAS	urnial mat, logo mat, safety mat		75.77	77,372.61
07/13/2022			Funds Transfer	200,000.00		277,372.61
07/15/2022	71522ACH01	Andrea A Braboy	PR 06/27/22 to 7/10/22		2,486.35	274,886.26
07/15/2022	71522ACH02	DOROTHY COLLINS	PR 06/27/22 to 7/1/22 Dual Coverage 1 mth		1,192.29	273,693.97
07/15/2022	71522ACH03	Innovative Employer Solutions	PR 06/27/22 to 7/10/22		972.12	272,721.85
	9577 - 9590	Fourteen Checks Voided - Never Issued				
07/15/2022	9591	ABM Landscape & Turf Services	Base Contract Plus Projects Plus Handiman & Mulch		150,239.10	122,482.75
07/15/2022	9592	ADVANCED ENERGY SOLUTIONS	Tennis Ct. Lighing Repairs / Breaker For Pump Station 1 / Float Switch 2	2,351.36	4,451.77	120,382.34
07/15/2022	9593	AT&T	Long Distance phone service		269.30	120,113.04
07/15/2022	9594	Business Observer	Public Notice Advertisement		503.14	119,609.90
07/15/2022	9595	FEDEX	Shipping		43.93	119,565.97
07/15/2022	9596	FRONTIER COMMUNICATIONS	Hampton Park Phone & Internet		415.39	119,150.58
07/15/2022	9597	HOOVER PUMPING SYSTEMS	Service proposal 98300		2,157.28	116,993.30
07/15/2022	9598	IRON MOUNTAIN	Document Storage		779.50	116,213.80
07/15/2022	9599	Lowes Business Acct/ SYNCB	Office Supplies		328.53	115,885.27
07/15/2022	9600	SECURITAS SECURITY SERVICES USA, INC.	July Rover Plus 7-1 -7-17 Hampton		7,853.59	108,031.68
07/15/2022	9601	SOLITUDE LAKE MANAGEMENT	lake and pond svc 4/1-4/30/22		169.74	107,861.94
07/15/2022	9602	Straley Robin Vericker	Legal Services thru 6/15/22		842.00	107,019.94
07/15/2022	9603	SUNSHINE STATE ONE CALL F FLORIDA	Annual Membership Assesment 22-23		518.14	106,501.80
07/15/2022	9604	TECO	Summary Power Bill		12,332.77	94,169.03
07/15/2022	9605	TERMINIX	Pest Control		104.00	94,065.03
07/15/2022	9606	WELCH TENNIS COURTS, INC	Center Strap For Hampton Tennis		18.99	94,046.04
07/15/2022	9607	CLEAN SWEEP SUPPLY COMPANY	Park Supplies / Can Liners, Bacterial Soap		356.65	93,689.39
07/15/2022	9608	CONLEY'S DRINKING FOUNTAINS	Drinking Fntn Repairs- Amberly		295.00	93,394.39
07/15/2022	9609	ESD WASTE2WATER, INC.	Clean cartidge filter, check hoses & connections		300.00	93,094.39
07/15/2022	9610	FLORIDA FOUNTAIN MAINTENANCE, INC.	Reserve & Turnbury Fountains		1,130.13	91,964.26
07/15/2022	9611	SECURITAS SECURITY SERVICES USA, INC.	Security 6/19-07/02		2,401.92	89,562.34
07/15/2022	9612	SOLITUDE LAKE MANAGEMENT	Pond svc - County Pond 7/1-7/31		169.74	89,392.60
07/15/2022	9613	WELCH TENNIS COURTS, INC	Basketball nets		44.42	89,348.18
07/18/2022	9614	A. Michael Gibson	BOS MTG 7/13/22		200.00	89,148.18
07/18/2022	9615	Donald O'Neal	BOS MTG 7/13/22		200.00	88,948.18
07/18/2022	9616	Eugene R. Field	BOS MTG 7/13/22		200.00	88,748.18
07/18/2022	9617	Richard Diaz	BOS MTG 7/13/22		200.00	88,548.18
07/18/2022	9618	Tracey Falkowitz	BOS MTG 7/13/22		200.00	88,348.18
07/20/2022	9619	CINTAS	Urniat mat, logo mat, safety mat		75.77	88,272.41
07/20/2022	9620	DPFG	CDD Mgmt - July 22		5,754.42	82,517.99
07/20/2022	9621	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - 3rd Qtr		24,324.71	58,193.28
07/20/2022	9622	DOUGLAS CLEANING SERVICE	July CDD Cleaning		1,520.00	56,673.28
07/20/2022	9623	MARY-MARGARET WILSON	Consultant Compensation Aug 2022		9,344.00	47,329.28
07/20/2022	Direct Pay	CITY OF TAMPA UTILITIES	Water Utilities - July		5,014.40	42,314.88
07/25/2022	9624	ADVANCED ENERGY SOLUTIONS	Worked performed and completed on 7/12		627.50	41,687.38
07/25/2022	9625	FLORIDA FOUNTAIN MAINTENANCE, INC.	Reserve & Turnbury Fountains		595.00	41,092.38
07/25/2022	9626	HOOVER PUMPING SYSTEMS	Service Proposal 98428 - A/C control panel replacement (NEMA4) Model:HC2-60J20PDV-460/3-HMR3L-Z		7,244.54	33,847.84
07/25/2022	9627	OLM, INC.	Landscape Insp- July		1,575.00	32,272.84
07/25/2022	9628	TERMINIX	Pest Control- July		80.90	32,191.94
07/25/2022	9629	FRONTIER COMMUNICATIONS	CDD Mtc Center		478.29	31,713.65
07/25/2022	9630	SiteOne Landscape Supply	Soil For Annuals		535.00	31,178.65
07/25/2022	9631	Straley Robin Vericker	Legal Services thru 7/15/22		790.00	30,388.65
07/29/2022	72922ACH1	Andrea A Braboy	PR 7/11/22 to 7/24/22		2,486.35	27,902.30
07/29/2022	72922ACH2	Innovative Employer Solutions	PR 7/11/22 to 7/24/22		461.92	27,440.38
07/31/2022			Interest	1.49		27,441.87
07/31/2022			EOM Balance	203,252.85	268,430.44	27,441.87

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

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<u>Revenues</u>			
Operating	\$2,170,938		\$2,170,938
<u>Non Operating</u>			
Capital Projects		\$190,000	\$190,000
Renewal & Rel		\$210,000	\$210,000
Signature 2017		\$0	\$0
NPDES		\$59,684	\$59,684
Excess Fees			-
Interest	19,411		19,411
Misc Rev	\$2,896		2,896
Carry Forward Bal *			
Total	\$2,193,245	\$ 459,684	\$2,652,929
<u>Expenses</u>			
Operations	\$ 1,827,954		1,827,954
<u>Non Operating</u>			
Renewal & Rel		178,612	178,612
NPDES/EPA		33,141	33,141
Capital Projects		132,977	132,977
TP Signature 2017		<u>0</u>	<u>0</u>
Total	\$1,827,954	\$344,730	\$344,730
Total Expenditures			\$2,172,684
Excess Revenue Vs Expenses			\$480,243

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

<u>General Fund</u>	7/31/2022	(\$000)
Cash		25
Cash Equivalent (Excess Cash ICS)		2,822
Insured Investment Account		1,708
Due From TPOA		6
Receivable		0
Prepaid Items		1
Total		\$ 4,562
Less:		
Payables		14
Accrued Expenses		
Non Spendable A/C Prepaid		1
	Net Cash 7/31/2022	\$ 4,549
Allocation for:		
Weather Damage		400
Community-Wide Wall & Monument		100
Pond Improvements		700
1st Qtr Expenses		730
Infrastructure Replacement Contingency		135
TP Signature Projects (unspent)		329
	Adjusted Net Cash	\$ 2,155

Forecast

(\$ 000)	2021-22 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
Aug			
CDD Operations	0	225	
R&R	0	15	
NPDES	0	16	
Signature Projects	0	26	
Capital Projects	0	11	
Total	0	293	\$ 1,862
Sept			
CDD Operations	1	231	
R & R	0	17	
NPDES	0	10	
Signature Projects	0	0	
Capital Projects	0	25	
Total	1	283	\$ 1,581
Oct			
CDD Operations	2	255	
R & R	0	37	
NPDES	0	19	
Signature Projects	0	0	
Capital Projects	0	25	
Total	2	336	\$ 1,246

TAMPA PALMS CDD
July 31, 2022
GENERAL FUND

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

Summary- Project Driven Expenses

Nine Months Ending July 31, 2022

Operating Capital Projects	(\$000)
<u>Sources of Funds</u>	
FY 2021-22 Budget	\$190
<u>Uses of Funds</u>	
Spent Thru 7/31/2022	133
Total Funds Under Consideration	\$0
Budget Available as of 7/31/2022	\$57
Renewal & Replacement	
<u>Sources of Funds</u>	
FY 2021-22 Budget	210
<u>Uses of Funds</u>	
Spent Thru 7/31/2022	179
Total Funds Under Consideration	\$0
Budget Available as of 7/31/2022	\$31
TP Signature Projects	
<u>Sources of Funds*</u>	
FY 2021-22 Budget	\$0
<u>Uses of Funds</u>	
Spent Thru 7/31/2022	\$0
Total Funds / Projects Under Consideration	\$0
Budget Available as of 7/31/2022	\$0

SUMMARY
FY 2021-22 RENEWAL REPLACEMENT PROJECTS

	Original Project	July 31, 2022	Committed To Spend
Infrastructure			
Amberly Parking Lot Repairs (Accident)			
Park Pavilion Amberly		\$4,150	
Hampton Park Pavilion Repairs - Cleaning - Painting (Incl Racquetball)		\$8,775	
Traffic / Street Sign Replacements			
Wall Repairs/Clean/Paint/ Pressure Wash [Multi]		\$11,700	
Table Restoration (Amberly & Hampton)			
Prepressure Wash Granite Signs		\$8,685	
CDD Lift Station Repairs/Motor Replacement		\$6,865	
Huntington Entry - Clean / Repair / Paint		\$4,875	
Landscape			
Main Entry Plants (Winter poinsettias, Summer Caladiums, Fall mums)		\$28,616	
Plant Replacements Medians & Entries		\$12,500	
Tree Work - Blvds		\$42,808	
Median Restoration & Freshening Area 1		\$3,442	
Wellington & Medians			
Cul de Sac			
Demo Cleanup Wyndham Entry & 500 ft TPB Wall		\$20,467	
Storm cleanup and preparations incl trees		\$6,500	
Irrigation			
Pressure transducers & HMI replacment		\$2,049	
Pump Station Maintenance Items		\$13,223	
Faulty couplings - suction Area 2 station		\$2,157	
Lighting (Park & Landscape)			
Court & Seasonal Lighting		\$1,800	
Other			
TPOA Newsletter (50%)			
Total R&R Projects		\$178,612	\$0

**Capital Projects 2021-22
Budget Monitor**

31-Jul-22			
(\$000)	Current Projects	Spent 2021-22	Pending Commitments
Tampa Palms Signature Projects (BB Downs)			
Consulting Services	10	0	-
Irrigation	20	0	
Main Entry Restorations	21	0	
Area 2 Pond		0	
Bruce B Downs Improvements	172	0	
Sub-Total TP Signature Projects	\$329	\$0	\$0
Capital Projects			
Consulting Services			
Irrigation Systems		76	
Parks & Cameras		11	
Landscape & Lighting		25	
Signs, Infrastructure & Lighting		21	
Sub-Total Capital Projects	\$0	133	\$0
Total TP Signature & Standard Capital Projects		\$133	\$0

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

Tampa Palms Signature Projects (BB Downs)	Current Projects	Spent A/O 7/31/2022	Pending Commitments
Consulting Services			
Restoration Designs	9,850		
Survey & Staking & MOT	400		
<i>Sub Total</i>	<u>10,250</u>		
Irrigation			
Area 1 & 2 Irrigation (Incl BB Downs)	20,000		
<i>Sub Total</i>	<u>20,000</u>		
Main Entry Restorations			
Area 1 Entry Landscape (Phase II)	77,513		
Area 2 Phase II	0		
Area 2 Landscape (TP Blvd & Amberly Phase II)	0		
Area 2 Pond Landscape & Wayfinding	50,000		
<i>Sub Total</i>	<u>127,513</u>		
Area 2 Pond			
Littoral Plantings & Noxious Removal			
Area 2 Pond Landscape -Bank Repairs			
<i>Sub Total</i>			
Bruce B Downs Improvements			
Wall restorations 4 villages + drainage & additional landscape bufferbuffer	171,577		
<i>Sub Total</i>	<u>171,577</u>		
Sub-Total Tampa Palms Signature	329,340	\$0	
Normal Capital Projects			
	Current		Pending
Irrigation Systems			
New Installation Incl Mainline		7,660	
Butterfly vales and check valves Area 2 station		17,702	
Pump Station Transducer		2,049	
Pump Station Upgrades		49,086	
<i>Sub Total</i>	0	<u>76,497</u>	
Parks & Cameras			
Bike Stand - Hampton Park		683	-
Benches - Oak Park			
Backboards,Windcreens, Rims & Swing Replacements			
Hand Dryers - Parks & CDD Office		9,975	
<i>Sub Total</i>		<u>10,658</u>	-
Landscape & Lighting			
Bricks & Construction for Sanctuary Wall Bed			
Major Landscape (> 5 Years)		19,432	
New LED Lighting- Entrance Fountains		4,200	
Illumination Rear Hampton (Dumpster Area)		1,559	
<i>Sub Total</i>	-	<u>25,191</u>	-
Signs, Infrastructure & Lighting			
Drainage Easement Reconsruction		8,757	
Cambridge Fountain Replacement			
Speed Limits Sign(s) & Park Signs		7,655	
Walls - Reserve & Sanctuary		4,220	
<i>Sub Total</i>		<u>20,633</u>	
Sub-Total Normal Capital Projects	\$0	\$132,976	

Focus For 2022

Re-Presented Sept, 2022

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



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

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

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

Specific considerations for 2021-22

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

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
--	------------------	-------------	--------------------

IV Park Reviews

- a) Inspections & ADA
- b) Park Security

	Update Process Report	Nov Sept	Staff
--	-----------------------	-------------	-------

V. Misc and Local Government

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

	Report To Board Report To Board Report To Board	Sept Nov Sept	Staff Staff Staff
--	---	---------------------	-------------------------

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, Aug 10, 2022 at 6:00 p.m. at the Compton Park
8 Recreation Building, 16101 Compton Drive, Tampa, Florida.

9
10 **FIRST ORDER OF BUSINESS - Welcome & Roll Call**

11 Mr. Field called the meeting to order.

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

13
14 Present and constituting were:

15 Gene Field	Chairman*
16 Tracy Falkowitz	Supervisor*
17 Richard Diaz	Supervisor*

18
19 * Constituting quorum

20
21 Also present were:

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

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

30
31 **Pledge of Allegiance**

32 Mr. Diaz led the recitation of the Pledge of Allegiance.

33
34 **SECOND ORDER OF BUSINESS- Strategic Focus**

35 Mr. Field and Ms. Wilson reviewed the most current strategic plans, focusing on those
36 issues which have immediate impact and noting that the Board Book contained the full
37 examination. The full strategic plans and significant events were included in the advance
38 Board Package; a copy of which is attached hereto and made a part of the public record.

39
40 **THIRD ORDER OF BUSINESS - Board Member Discussion Items**

41 There being none, the next item followed.

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

2 Warren Dixon, Business Manager for the TPOA, recapped the status of the discussions
3 with HART noting that the signage on the bus kiosks had been removed.

4
5 **FIFTH ORDER OF BUSINESS - Approval of the July 13, 2022 Board Meeting and Budget**
6 **Hearing Minutes**

7
8 On MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board
9 approved the Minutes of the July 13, 2022 Board Meeting and FY 2022-23 Budget Hearing

10
11 **SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

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

15
16 On MOTION by Ms. Falkowitz SECONDED by Mr. Diaz WITH ALL IN FAVOR, the Board
17 approved the Disbursements for the month ending June 30, 2022 in the amount of \$247,333.88.

18
19 **SEVENTH ORDER OF BUSINESS - Consultant Reports**

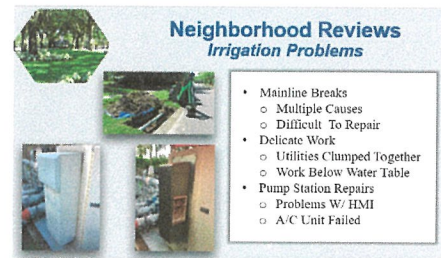
20 **◆ Neighborhood Review**

21 Ms. Wilson Oct the board and attendees on the
22 general conditions of the community including the
23 favorable grade on the recent OLM inspections (90%),
24 stating the boulevards are inviting and the entry color
25 vivid, despite the heat and humidity,

26
27 She reported that the seasonal color changeout would be
28 coming around the first of September and that the choices
29 were both Fall-like in color and hopefully able to sustain
30 in either continued heat or the start of true Fall weather.
31 She noted that the mums would follow in mid-Sept.



1 Ms. Wilson reported on the status of irrigation
2 breaks that continue to plague the mainline facilities along
3 the boulevards, noting that there is no reasonable way to
4 relocate these facilities. She also mentioned the
5 replacement of the A/C for the Area 1 pump station.



Neighborhood Reviews
Irrigation Problems

- Mainline Breaks
 - Multiple Causes
 - Difficult To Repair
- Delicate Work
 - Utilities Clumped Together
 - Work Below Water Table
- Pump Station Repairs
 - Problems W/ HMI
 - A/C Unit Failed

6
7 Ms. Wilson reported on the fountains, several failed this
8 month and one failure led to a confusion with the
9 installation of the new Huntington fountain. The fountain
10 was installed in the Asbury pond and looked so good that
11 after consulting three supervisors (separately) the decision
12 was made to keep it there and order a new fountain, if approved by the full board.



Community Appearance
Lake Fountains

- Multiple Fountains Failed
 - Most Power Surges
 - Stonington & Asbury Failed
- New Fountain
 - Wrong Pond [Asbury]
 - It Looked Good
 - Left In Place
 - Huntington This Week

Motion For New Fountain- \$15K
From Capital

13 On MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz, WITH ALL IN FAVOR, the Board
14 approved the \$15,000 expenditure from Capital Projects to upgrade the Huntington fountain
15

16 Ms. Wilson reviewed the improvements made by the
17 Connor Group who purchased Mezzo late last year. She
18 noted that they had removed the buffer along BB Downs
19 which was on CDD property but were working with the
20 TPOA and CDD to replace and improve.



Community Appearance
Mezzo Improvements

- New Owners
 - Making Improvements
 - Removed CDD Buffer
 - Open To BB Downs
- Working W/ Owners
 - Preliminary Plan
 - Using CDD Land
 - Wrong Plants
 - No Irrigation

21
22 ♦ **Land Tract In Private Village**

23 Ms. Wilson explained that the attorneys had
24 reviewed the situation where it appears that the
25 developers accidentally dedicated a tract used by Sterling
26 Manor to the CDD. Counsel advised that since the tract
27 was remaining in the CDD the solution was easy. The
28 Board by Resolution should agree to transfer the tract as surplus property to the Sterling
29 Manor HOA and then by motion approve the deed for the transfer.



Land Tract In Private Village
Sterling Manor Drive

- Misstep During Development
 - Used As Private Property
 - Vital Use
- Reviewed W/ Attorney
 - Easy Fix A/C In The District
 - Resolution Declaring Land Surplus By CDD
 - Deed To HOA

Both Require Board Approval

30
31 On a MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz, WITH ALL IN FAVOR, the Board
32 adopted **Resolution 2022 - 8** approving the conveyance of surplus CDD property to the Sterling Manor
33 Owners Association.

On a MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz, WITH ALL IN FAVOR, the Board approved the deed to transfer the surplus land tract [Tract "L2-22" of TAMPA PALMS AREA 2, UNIT 5B, according to the Plat thereof, as recorded in Plat Book 67, Pages 51, of the Public Records of Hillsborough County, Florida.] to the Sterling Manors Owners Association.

CDD Meeting Dates FY 2022-23

Ms. Wilson introduced the slate of meeting dates for the coming year and noted that the second Wed of each month was retained and that there did not appear to be any conflicts with State or Fed holidays. She also mentioned that should a meeting be changed or cancelled, that could be done by notice.

**CDD Meeting Dates
FY 2022-23**

- District Publishes Notice of Annual Meeting Dates
- Board Approves Dates By Motion
- Meeting Dates May Be Changed or Canceled By Board Motion & Proper Notice

Save the Date!

October 12, 2022
November 9, 2022
December 14, 2022
January 11, 2023
February 8, 2023
March 9, 2023
April 12, 2023
May 10, 2023
June 14, 2023
July 12, 2023
August 9, 2023
September 13, 2023

On MOTION by Mr. Diaz, SECONDED by Ms. Falkowitz, WITH ALL IN FAVOR, the meeting dates as proposed for the FY 2022-23 as second Wednesday of each month were approved to publish.

Financial Audit

Ms. Wilson stated each year the District must confirm the auditor engagement and cost for the audit. The proposed cost for the engagement is \$6,800. Staff requests a motion to approve the engagement letter.

**Auditor Engagement
FY 2021-22 Financials**

- Annual Audit Required
- Prior RFP Issued
 - o Grau Selected
 - o Confirmation For 2021-22
- Engagement - \$6,800
- Budget Amount \$6,600

Motion Required To Approve Grau & Associates & The Cost

Mr. Field noted that the audit costs, which have remained modest for more than 18 years are a reflection of the proper and uncomplicated financial management provided by the DPFG team.

On MOTION by Ms. Falkowitz, SECONDED by Mr. Diaz, WITH ALL IN FAVOR, the Board approved the agreement with Grau to perform the audit for the fiscal year ending September 30, 2021 for an engagement cost of \$6,800.00

Tampa Palms Investment Update

The Chairman updated the Board on the progress with investing in FDIC secured brokered CDs, noting that total to be received that will moderate owner assessments will be \$60,000.

**Cash Management
Investment Updates**

Brokered CDs Making a Difference

- Risk-Managed Income Out-Performing Budget For FY 2022-23
 - o Reserves Funds Put To Work
 - o Reduce Owner Obligations
- Budgeted Interest FY 22-23 \$20,000
- Current Outlook FY 2022-23

Long & Short-Term	\$50,000
Mid-Year	\$10,000
Total	\$60,000

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◆ **Tampa Palms Newsletter**

Ms. Wilson stated in past years the Board has normally funded 50% of the Tampa Palms newsletter. The newsletter provides a means for the CDD communicate with the residents and meet the requirements of the NPDES MS4 permit.



The request is to continue with an expense of \$11,000 as in past years.

On MOTION by Mr. Diaz, SECONDED by Ms. Falkowitz, WITH ALL IN FAVOR, the Board approved the expense of \$11,000.00 paid to the TPOA for 50% of the newsletter.

◆ **Additional Advanced Board Package Materials:**

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

EIGHTH ORDER OF BUSINESS – Other Matters

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Public Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS - Supervisor Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS - Adjournment

There being no further business,

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

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

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

6

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

9

10

11 **Signature**

12

13 Ray Lotito

14 **Printed Name**

15 **Title:**

16 **Assistant Secretary**

17 **District Manager**

18

11 **Signature**

13 Gene Field

14 **Printed Name**

15 **Title:**

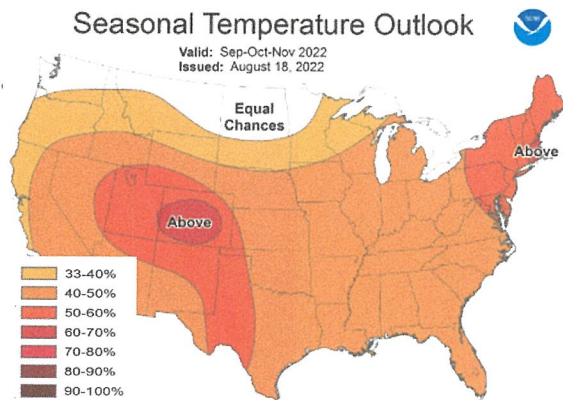
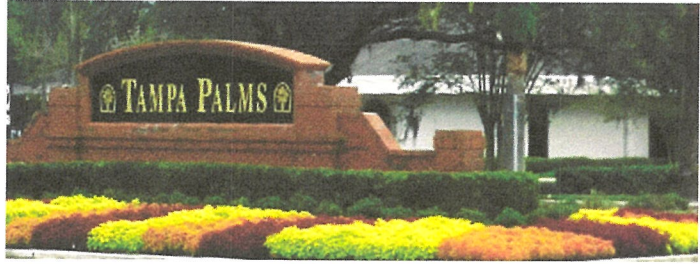
16 **Vice Chairperson**

17 **Chairperson**

Community Appearance

Tampa Palms has received a substantial amount of rain in the last three weeks, after a relatively non-rainy late July and early August.

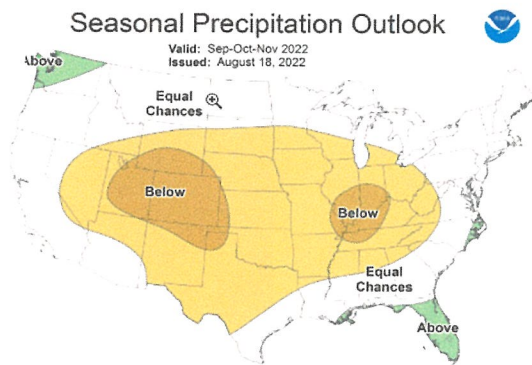
In one storm alone last week four inches fell. Despite that fact, and due in part to the well-functioning storm drain system, Tampa Palms experienced only short-term street flooding and was spared any major tree damage.



Landscape is the calling card for Tampa Palms and as landscape is weather-dependent, the challenges of weather affect Tampa Palms in several ways:

- Seasonal plantings suffer from non-seasonable weather as does turf from funguds.
- Landscaper productivity is diminished when growing seasons are extended and natural die-back does not occur.

For the past three years Tampa Palms has enjoyed almost non-winters which encourage weed and vine growth.



Nationwide the weather news has been about extreme heat and drought in the west and unseasonable precipitation in the northeast. Florida has suffered neither.

It does appear from NOAA's seasonal temperature outlook for the nation that Florida will trend with temperatures in the 33-40% above the normal range and above average rainfall.

Good news for the weed and vines, bad news for ABM.

The summer annuals did their job and remained colorful and healthy, that despite the record breaking heat. They are being removed as you receive this packet; the soil will be treated for weed seeds and fertiized and then the fall annuals will be planted the following week.



Damage Along Boulevards

There have been a series of damages along the boulevards, some the result of accidents and one in particular appears to have been done intentionally.

The first was a palm tree knocked down on Tampa Palms Blvd near the entrance to Sterling Manor by an impaired driver.

The driver, a TP North resident, was arrested and Tampa Palms will be filing for reimbursement for the damages from her insurance company.

Replacement will come in a month or so with the arrival (hopefully) of some fall weather.



The second incident was far more insidious. Along the narrow medians on Amberly Dr, someone drove over the medians, straddling them with wheels on each side. The plants were ripped out of the ground.

Joe Laird said it was most likely a truck and since multiple and non-adjacent medians were involved, this was no accident. His one regret is that he didn't find any vehicle parts.



Building Maintenance

The Huntington entry was refreshed by pressure washing the structures, replacing deteriorating wood and repainting.

The lighting at this entry makes everything sparkle at night but there has been a continual problem with the landscape lighting due vandalism by what is thought to be a resident that does not like lights. AE Systems has attempted to secure them and Huntington has installed cameras.



City of Tampa Sidewalk Repairs

The City has deployed contractor teams to Tampa Palms to address concrete sidewalk joints which are uneven creating a trip and fall hazard.

The machine to the right pounds down and grinds the joints until they are even and then a leveling agent is applied and the area swept clean.

The area pictured here is across from the Country Club. The teams have also been working in villages such as Wellington.

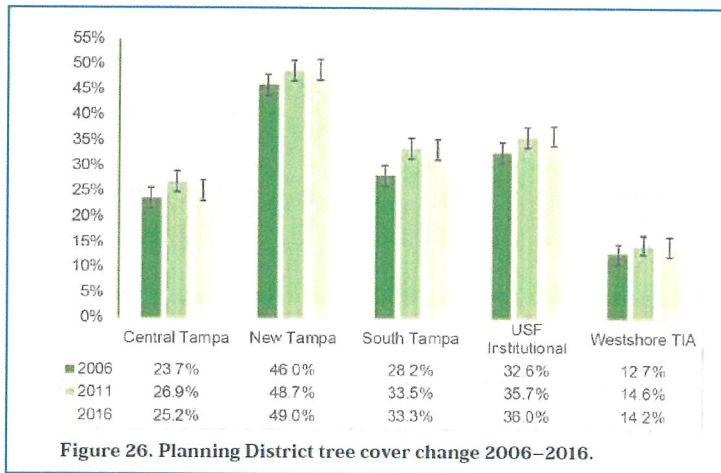


The City of Tampa has approximately 850 miles of sidewalk. Grinding and leveling are cost-effective ways to reduce injuries due to falls. The City also has 1,300 miles where there are either gaps in sidewalks or no sidewalks at all.

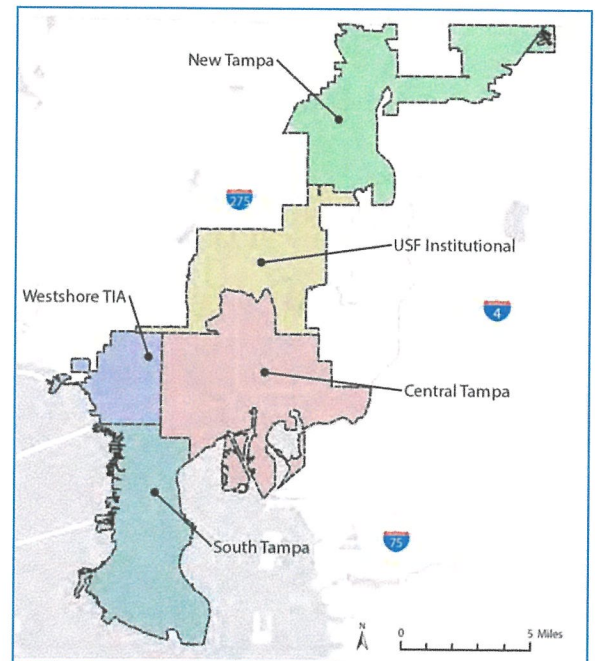
City of Tampa Tree Program

There are concerns about damage caused by solid waste disposal trucks to trees in City cul de sacs in Tampa Palms. The CDD has limited resources with which to prune these trees and has reached out to the City for assistance. The City of Tampa has an impressive tree management program for the entire city and will assist, as they did along Amberly.

In the 2018 report (with data through 2016), New Tampa and USF were the only portions of the city with increased tree canopy.... and this despite the development that was occurring within New Tampa.



The urban tree canopy is extremely important for climate (both cooling and heating), as well as, for stormwater and aesthetics. It is for this reason that the City is particularly diligent in protecting trees.



DPFGMC & Tampa Palms

The DPF GMC experience in Tampa Palms is case in point, reducing cost of operation can result in loss of not only control but also oversight by both the district and the management company.

Invoice management has become a nightmare - for DPF GMC and for Tampa Palms. In order to reduce costs of managing invoice payment DPF GMC off-loaded invoice processing to a third-party.

They took this action without advising, never mind gaining permission of, the district. DPF GMC sent a letter was sent to every vendor with whom Tampa Palms does business instructing them that:

- All CDD invoices were to be emailed directly to a third-party "strongroom"
- All CDDs managed by DPF GMC would use the same email which was DPFGMCinvoices@payableslockbox.com
- DPF GMC personnel would have access to approve payment
- Per the letter, AvidXchange would then effectuate payment

This was startling to say the least and DPF GMC was asked to recall that letter and they did so. This only happened in July but there were a few missteps"

- ✓ Only one vendor accidentally used the lockbox email and missed two payments. DPF GMC saw one invoice sent the invoice to Tampa Palms for approval and the vendor was advised not to send any invoices in that manner in the future.
- ✓ A possible attempt at fraud was sent to the lockbox as an invoice for *Tampa Palms Clubs*. DPF GMC sent the invoice to Tampa Palms to approve for payment. The invoice listed the name of an actual supplier to the Country Club, and slightly different vendor P.O. Box address for payment.

The GM for the Country Club stated that they use that vendor but he never heard of AvidXchange or DPF GMC and the invoice number was not in his system.

Note: Inframark has adopted the third party management of payables; their projections of savings are substantial. There is no question that this mechanism is a good deal for the management company.

The current DPF GMC AP process for Tampa Palms was as follows:

- Invoices are approved by the district and sent to the DPF GMC AP clerk by email
- Invoices are processed by Orlando-based personnel and printed in Orlando
- Invoices are signed by the St Augustine-based VP District Mgmt when he visits Orlando weekly
- Invoices are mailed after signature.

Many board members may not be aware of this but at this time **the Tampa Palms chairman has accepted responsibility for signing all checks issued by DPF GMC for Tampa Palms.**

- This occurred because the VP of District Mgmt for DPF GMC (Mac) injured his Achilles heel and required surgery.
- The Jacksonville based comptroller had to obtain the checks processed in Orlando and take them to St Augustine for signature and then mail them.

A request was made to add the Jacksonville-based comptroller to the Tampa Palms bank accounts and the chairman did not agree. He agreed instead to sign the checks, which are sent from Orlando; this is not a typical CDD arrangement.

The RFP and proposal follow.

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL

FOR

DISTRICT MANAGEMENT SERVICES



August, 2022

TABLE OF CONTENTS

1. General Information for Proposers
2. General Description of the District to be Managed
3. Scope of District Management Services Needed
 - A. Standard On-Going Services
 - B. Management
 - C. Administrative
 - D. Accounting
 - E. Financial and Revenue Collection
 - F. Additional Services
4. Proposal Forms
 - A. General Proposer Information
 - B. Pricing

1. **GENERAL INFORMATION FOR PROPOSAL**

TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSAL FOR DISTRICT MANAGEMENT SERVICES

The Tampa Palms Community Development District (the "District") is seeking a proposal from a qualified firm interested in providing district management services, tailored to meet the very specific requirements of the District. These services are considered contractual services under Florida law and are not required to be competitively bid. In order to submit a proposal, any Proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and otherwise meet any applicable requirements set forth by the District.

All proposals should include the following information, among other things described herein:

- A. Completed proposal forms and instruction as set forth herein in Section 4.
- B. Complete pricing showing the total cost of providing the Service(s), broken down as set forth on the following price proposal form. Three years of pricing SHALL be included by the Proposer.

Price will be one factor used in determining the proposal award but the primary considerations will wrap around proposals where the business culture and operations of the proposer appears to best fit the interests of the District. The District explicitly reserves the right to make an award or to make no award at all.

Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

2. **GENERAL DESCRIPTION OF DISTRICT FACILITIES**

The Tampa Palms Community Development District consists of approximately 3,081.42 acres of land located entirely within Hillsborough County, Florida. The District owns, operates, and maintains various common areas, including:

- Landscape at the village entries and along the boulevards in the Tampa Palms Community.
- Fifty-four entrance monument signs with granite and gold lettering and LED lighting.
- Median landscape along the boulevards in Tampa Palms
- Cul-de-sac landscape in public rights-of-way of the City of Tampa located in Tampa Palms villages.
- Seventy storm water retention ponds.
- Three community parks:
 - Hampton - parking, pavilion with office and restrooms, playground, tennis courts, racquetball courts, basketball courts, picnic facilities
 - Amberly – parking, pavilion with restrooms, playground, trails, picnic facilities
 - Oak - conservation park with trails
- Two state-of-the art pump stations providing non-potable water to maintain the landscape along the boulevards.
- Decorative street signs (133) on public roadways
- Decorative traffic control signs (109) on public roadways
- Eleven lake fountains providing beauty and pond aeration.

** Website Improvements Ongoing

3. **SCOPE OF DISTRICT MANAGEMENT SERVICES NEEDED**

A. STANDARD ON-GOING SERVICES: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

<p>Circle One</p> <p>Included B 1-2</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
--

- B. MANAGEMENT:
1. Attend and participate in all regularly scheduled and special Board of Supervisors meetings, continued meetings, hearings, and workshops (if any). Arrange for notice of the time and location and all other necessary logistics for such meetings, hearings, etc.
 2. Ensure compliance with all statutes affecting the District which include but are not limited to:
 - a. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
 - b. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.
 - c. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination.
 - d. Provide Form 1 Financial Disclosure documents for Board Members.
 - e. Provide Form 1F Financial Disclosure documents for resigning Board Members.
 - f. Monitor and supply Form 3A, *Interest in Competitive Bid for Public*

Business if and as needed.

- g. Monitor and provide Form 8B, Memorandum of *Voting Conflict for the Board*, if needed.
- i. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity.
- j. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
- k. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
- l. Provide written notice to owners of public hearing on the budget and its related assessments.
- m. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
- n. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to Hillsborough County.
- o. Provide file name and location of the Registered Agent and Management Company office location, such location which must be within Hillsborough County, annually with Department of Economic Opportunity and the County.
- p. Provide District Map and update as previously provided by the District's Engineer and City of Tampa if needed to the Department of Economic Opportunity and the County.
- q. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections, if requested.
- r. File request letter to the Supervisor of Election for Hillsborough County for number of registered voters as of April 15, each year.
- s. Provide for public records announcement and file document of registered voter data each June.
- t. Update Board Member names, positions, and contact information to the State Commission on Ethics annually.
- u. Certify and file the Form DR 421, *Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes* with the Department of Revenue each tax year.
- v. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
 - a. Provide for the appropriate ad templates and language for each of the above.

- 3. Assist in the any negotiation of contracts, as directed by the Board of Supervisors.
- 4. Provide an office location within Hillsborough County to handle and respond to written, phone or e- mail inquiries from the public.

Circle One Included B 3 <input checked="" type="radio"/> Yes No
Circle One Included B 4 <input checked="" type="radio"/> Yes No

Circle One

Included C 1-6

Yes No

C. ADMINISTRATIVE:

1. Oversee preparation of agendas and meeting materials for board meetings, hearings, etc., as needed for transmittal to Board of Prepare meeting materials for other meetings, hearings, etc., as needed.
2. Provide or assist in the provision of accurate minutes for all meetings and hearings.
3. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
4. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records, if needed.
5. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
6. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions, and other records required by law.

Circle One

Included D 1

Yes No

D. ACCOUNTING:

1. Financial Statements
 - a. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
 - i. Chart of Accounts.
 - ii. Vendor and Customer Master File.
 - iii. Report creation and set-up.
 - b. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - i. Cash Investment Account Reconciliations per fund.
 - ii. Balance Sheet Reconciliations per fund
 - iii. Expense Variance Analysis.
 - c. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
 - d. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
 - e. Facilitate Banking relations with the District's depository partners.
 - f. Prepare all other financial reports as required by applicable law and accounting standards.
 - g. Account for assets constructed by or donated to the District for maintenance.
 - h. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property in accordance with all applicable rules and standards.
 - i. Provide Audit support to auditors for the required Annual Audit, as follows:
 - i. Prepare Audit Confirmation Letters for independent verification of activities.
 - ii. Prepare all supporting accounting reports and documents as requested by the auditors.

- iii. Respond to auditor questions.
- iv. Review and edit draft report.
- v. Prepare year-end adjusting journal entries as required.
- j. Provide for transmission of the Audit to the the Auditor General's Office of the State.
- k. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

Circle One	
Included D 2	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

2. **Budgeting**
- a. Prepare in collaboration with District staff budget and backup material for and present the budget at all budget meetings, hearings, and workshops.
 - i. The budget is to be done in accordance with state law standards, and consistent with applicable GASB standards.
 - ii. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
 - b. File all required documentation to the Department of Revenue, Auditor General, Hillsborough County, and other governmental agencies with jurisdiction.
 - c. Prepare and cause to be published notices of all budget hearings and workshops.
 - d. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

Circle One	
Included D 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

3. **Accounts Payable/Receivable**
- a. Administer the processing, review and approval, and payment of all invoices and purchase orders.
 - b. Ensure all invoices have been approved and coded by the District staff before payment.
 - c. Ensure timely payment of vendor invoices and purchase orders.
 - i. Manage Vendor Information per W-9 reports.
 - ii. Make certain compliance with Fla E-Verify for any newly hired district staff
 - d. Prepare monthly Payment & Distribution Report for presentation to the Board of Supervisors for approval or ratification.
 - e. Maintain checking accounts with qualified public depository including.
 - i. Reconciliation to reported bank statements for all accounts and funds.
 - f. Prepare year-end 1099 Forms for Vendor payments as applicable.
 - i. File reports with IRS.
 - g. Maintain month-to-day running balance report that ties back to monthly balance sheet and transaction history.

Circle One
Included D 4
 Yes No

Circle One
Included D 5
 Yes No

- 4. Purchasing
 - a. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
 - b. Prepare RFPs for Administrative Services if needed, such as audit services, legal services, and engineering services.
- 5. Risk Management
 - a. Prepare and follow risk management policies and procedures, including those mandated by the State of Fla under the 2022 Cybercrimes legislation.
 - b. Recommend and advise the Board, in consultation with the district staff of the appropriate amount and type of insurance and be responsible, if requested, for procuring all necessary insurance.
 - c. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District, if needed.
 - d. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.

Circle One
Included E 1
 Yes No

- E. FINANCIAL AND REVENUE COLLECTION:
 - 1. Administer Assessment Roll Process:
 - a. Oversee the preparation annual assessment roll for collection of operations and maintenance assessments, prepared by the District's Assessment Roll Agent.
 - b. Prior to payment of the District's Assessment Roll Agent by Proposer and billed to the District, making certain of the following:
 - i. That the roll reflects per unit and per parcel assessments based on adopted fiscal year budgets.
 - ii. That the roll has been properly submitted to the Hillsborough County Property Appraiser.
 - iii. That the DR 408. Certificate of Non-Ad Valorem Assessments, has been properly submitted to the Hillsborough Tax Collector and Property Appraiser

Circle One
Included F 1
 Yes No

- F. ADDITIONAL SERVICES:
 - 1. Meetings
 - a. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop) if any should be required.
 - 2. Financial Reports
 - a. Modifications and Certification of Special Assessment Allocation Report, if required.
 - 3. Public Records Requests.

4. **PROPOSAL FORMS**

4.A. GENERAL PROPOSER INFORMATION

- *Proposer General Information:*

Proposer Name

Artemis Connected, LLC D.B.A Breeze

Local Hillsborough County Street Address 2502 N Rocky Point Drive, Suite 1000

P. O. Box (if any) N/A

City Tampa State Florida Zip Code 33607

Telephone 813-564-7847 Fax no. _____

1st Contact Name Lori Dann Title Managing Director

2nd Contact Name Patricia Thibault-Comings Title Director, District Management

Parent Company Name (if any) and other locations

N/A

Street Address N/A

P. O. Box (if any) N/A

City N/A State N/A Zip Code N/A

Telephone N/A Fax no. N/A

1st Contact Name N/A Title N/A

2nd Contact Name N/A Title N/A

- *Company Standing:*

Proposer's Corporate Form:

Limited Liability Company

(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Delaware Date July 2020

Is the Proposer in good standing with that State? Yes X No _____

If no, please explain _____

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes No

If no, please explain _____

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

4.B. PRICING

Proposed Fee for District Management Services

Please provide three (3) years of pricing for Tasks 1 - 3 to complete the above corresponding duties, including any management fees or markups.

Proposer may use this form or their own to provide pricing options.

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Annual District Management	\$65,000	\$68,000	\$70,000
Task 2	Administrative, If Any	0	0	0
Task 3	Operating Fees, If Any	0	0	0
	TOTAL	\$65,000	\$68,000	\$70,000

4.C RFP Responses

This Request For Proposal was designed to facilitate confirmation that the specified services are included in the proposal.

Beside each segment there is a box in the left margin there is a box indicating that the Proposer will provide the specified service. Yes or No should be circled for each and if No is circled, the response should be explained below. Use as many sheets as needed.

If No, please explain Section N/A Item N/A

hello!

Tampa Palms Community Development District

a
**reinvented,
reimagined,
refreshing**
approach to
community management.

breeze

always home for you

breeze

No two communities are the same, so we take a consultative approach when designing our community management services for you. We focus on your community's needs and priorities, so you can be confident that your investment in **breeze** will provide the best possible outcomes for you and your members.

mission

maximize happiness
for residents.

vision

be the most resident-
centric company.

our guiding principles



be nice



do the
right thing



take the high
road, always



breakthrough
service



mutual trust
& respect

our happiness guarantee

88%



completely satisfied residents



get to know us

Why we started. In 2020, we felt there was something missing in the community management industry. Too often we see communities that suffer from less than adequate customer service, poor accounting procedures, and an overall lack of engagement. Board members are left stressed and frustrated with their management company. Residents don't feel like they're being heard or valued. We knew there was a better way. While **breeze** may be somewhat new to the industry, our team is not. Our team has hundreds of years of experience combined in the industry and knew it was time for a change, so we designed **breeze**.

Reporting. We strongly believe in data, in addition to providing day-to-day administrative support to the district, our team applies an innovative take on industry best practices to deliver valuable insights and strategies, so you don't have to question the support and service your district is receiving.

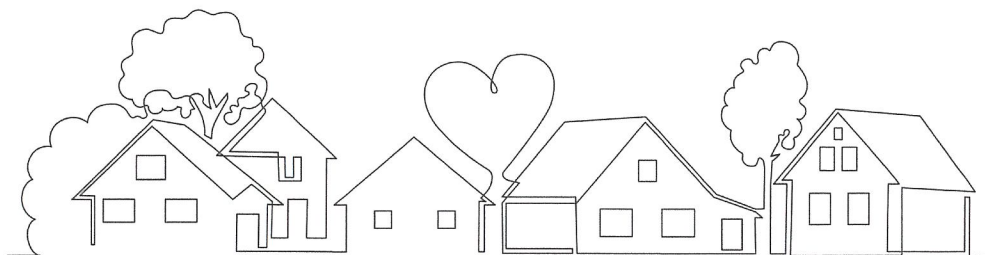
Accounting. It may seem like a coincidence that so many of our team members possess a strong accounting background. That's what we believe to be the difference at **breeze**, we focus on your bottom line to ensure full transparency of budgets, financials, and spending always. We do all the work, so you don't have to.

Technology. Our advanced technology and use of a fully centralized communication platform allow us to have full visibility into all who interact with the **breeze** team. All forms of communication from emails, to calls to in-person visits, filter into one place, creating full transparency & a 360-degree view for better customer satisfaction. Our platform allows any team member to be able to assist with all inquiries, ensuring that no interaction gets left behind. After every interaction with our team, customers can submit feedback on their experience with the **breeze** team. Data matters, and we can prove it.

Response Guarantee. Our response guarantee is simple. We provide a response to all inquiries within 24 hours. If we miss our response guarantee, you get a \$5.00 gift card, no questions asked.

Quality Control. Quality Assurance & Quality Control... It's More Than Just a Checkmark. Breeze has created standards and quality assurance processes to ensure transparent, clear, and effective processes. We then leverage technology to put the controls in place to protect and enhance the life of your community. We are committed to always "closing the loop" on quality management processes by using quality control to inform quality assurance. We train our team to focus on the little things, emphasizing the importance of attention to detail.

Love where you live, Breeze is here to help.



A CDD experience that gets the job done right the first time.

District Management

Our District management team believes that ethics, transparency in operations, accountability, and efficiency are essential to earning both resident and Supervisor trust. Our District Managers are well versed in Florida Statute Chapter 190- governing community development districts, Chapter 119- governing public records, and Chapter 286- which provides the public a right of access to government proceedings and recordkeeping.

The District Manager will work with the Board of Supervisors to develop a balanced operating budget that “makes sense” and boosts resident confidence in the operations of the District. Budget development efforts will not only focus on current need but also future growth. Breeze District Managers deliver excellence in service - a District can advance with a sure-footed stability into the future.

Budgeting & Long-Term Growth Planning

We help Community Development Districts meet the unique budgetary challenges presented by an aging infrastructure and resident demands. With Districts under increased pressure to deliver sustainable, accessible solutions, the need for new thinking is more critical than ever as it pertains to budgeting. It takes real-world experience to advance growth strategies.

The Breeze team will partner with the Board of Supervisors to secure the economic future of the District thru the budgetary process. We will provide the District with an innovative combination of people, technology and connected perspectives for a tailored and transparent path to sustainability. We create value and enhance resident trust by addressing, managing, and communicating the overall process.

Assessments & Roll Certifications

Breeze has a strong comprehension, as well as over a decade in direct experience, in assessment administration services. We will provide overall District assessment management services which will include the certifying of the annual assessment roll to the County Property Appraiser and the Tax Collector, collection of prepaid assessments and true-up payments, and the preparation of estoppel letters as well as provide correspondence with investment bankers, bank trustee, title companies as needed.

We pride ourselves in our team that has exact professional knowledge gained from working with the Trustee governing the oversight of the District's bond. The assessments team coordinates with the accounting and budgeting teams to integrate the impact of assessments on the budget and to forward financial tables that are transparent to the resident.

A CDD experience that gets the job done right the first time.

Records Custodian & Administration

The office of the records clerk performs a wide range of record-keeping and information management for the District. Our team will produce, index, and distribute the official minutes of Board meetings, maintain custody of all District resolutions and contracts, and update the ADA-compliant website for meeting and activities information. The records department fosters integrity, transparency, and accountability thru its responsibility to the resident.

The records clerk ensures full compliance with all applicable Florida Statutes affecting the District. Other duties include the publishing of meeting agendas, maintaining the record of proceedings, responding to public record inquiries, and developing all necessary legal advertisements for District meetings.

The Breeze records clerk is not purely ministerial in duty – but serves the District as an integral part of the entire District governmental process.

Accounting

We understand the needs of District accounting from every angle. We have a deep level of experience and education in governmental accounting as well as the skills required to bring innovative planning solutions to the District. Our mission is to provide a truly supportive experience – our goal is to be a resource in order to advance sound decision-making by the Board to navigate the most significant challenges.

On a monthly basis, we provide financial and accounting data that is expertly analyzed, compiled, and delivered with speed and accuracy that is easy to understand not only at the Board level but at the resident experience level as well. We track revenues and expenditures at the individual budgetary line item to measure the differences between the actuals and the adopted budget. Variance analysis sheds light on the effectiveness and accuracy of the planning process while also providing the Board with insight into transactions that may impact the District on a government-wide basis.

We focus on strengthening the synergy relationship between all stakeholders – the residents, the Board of Supervisors, vendors, and the management team. We customize our accounting – financial dashboards, budgeting, and capital project reporting – to meet the specific needs of a District. Our unique integrated and balanced approach to accounting advances evolution at the Board level.

Tampa Palms CDD

Proposed Fee for District Management Services

		Pricing		
		Year 1	Year 2	Year 3
Task 1	Annual District Management	\$65,000	\$68,000	\$70,000
	Total	\$65,000	\$68,000	\$70,000



the breeze portfolio

Community Development Districts

1. Ballantrae CDD
2. Brightwater CDD
3. Chaparral CDD
4. Curiosity Creek CDD
5. DG Farms CDD
6. Epperson North CDD
7. Epperson Ranch II CDD
8. Hidden Creek CDD
9. Highland Trails CDD
10. Kissimmee Park CDD
11. Lake Hideaway CDD
12. Lakeshore Ranch CDD
13. Leomas Landing CDD
14. Mirada CDD
15. Mirada II CDD
16. North AR-1 of Pasco CDD
17. Normandy CDD
18. Parrish Lakes CDD
19. Oakstone East CDD
20. Southshore Bay CDD
21. Stoneybrook North CDD
22. Union Park East CDD
23. Villages of Glen Creek CDD
24. Zephyr Lakes CDD

Homeowners Association

1. Abbott Park HOA
2. Angeline Master HOA
3. Brightwater HOA
4. Cypress Creek HOA
5. Epperson North HOA
6. Epperson South HOA
7. Glencove HOA
8. Kingsway HOA
9. Liberty Field HOA
10. Mirada Master HOA
11. Palm River HOA
12. Serengeti HOA
13. Sereno HOA
14. Southshore Bay HOA
15. Talavera HOA
16. The Lofts HOA
17. Tillman Lakes HOA
18. Tremont HOA
19. Southshore Bay CDD
20. Union Park HOA
21. Villages of Glen Creek HOA
22. Waterleaf HOA



6,091

units managed as of
July 1, 2020



16,000

units managed as of
August 31, 2022

Our Locations

Lakeland

2161 E. County Rd
#540A
Lakeland, FL 33813

Tampa

2502 N Rocky Point Drive,
Tampa, FL 33607

Orlando

1540 International Pkwy,
Suite 2000
Lake Mary, FL 32746

We solve problems, before you know that they exist.

At Breeze, we take great pride and steps to manage the assets that are so close to home. Our maintenance routine involves functional checks, monitoring, testing, measuring, servicing, repairing or replacing of necessary equipment, infrastructure, and supporting utilities so that assets can perform the required functions and achieve the intended service delivery objectives throughout their expected life.

We believe in taking a proactive approach to maintenance, to help reduce spending for your community. While, corrective maintenance is sometimes necessary, we believe in minimizing, because it creates unpredictable spikes in costs and can interrupt service delivery. The Breeze team invests in proactive maintenance, helping communities to reduce the need for costly capital reinvestment and maximizing the service life of assets.

Our heavy investment in technology ensures that we have the proper reporting, metrics and measures in place to run a successful field service operations.

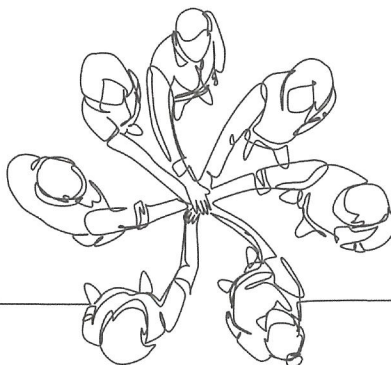
the breeze service motto:

Be Proactive. Not Reactive.

Quality Control & Quality Assurance

Our Quality Control Director is responsible for ensuring that the quality of each Breeze community is maintained, continuously improved, and above standards. We manage this by implementing regular training with our team, weekly site visits, and transparent reporting. We believe having quality control metrics in place limits room for error and helps avoid expensive repair costs.

We keep the community up-to-date with frequent newsletters, and regular communication with board members, and of course, our response guarantee reminds you that we're always here to help. Our ongoing commitment, rapport, and connections with vendors ensure that we have the best teams in place always providing the service and quality that you deserve.



community checklist & reports

How do you know the conditions of your community? Each time a **breeze** team member visits a community, they log the information with pictures and notes. The checklist is visible to the board and/or community members, with a date and time stamp, pictures and action items that they find on their visit. Status of items are updated, and notes are added to the log as action items are completed. We encourage our team to focus on the positive and negatives in the community.

If the grounds are at their prime after a fresh landscape job, we want you to know.

The Board of Supervisors have access to the checklist data in real time, all the time. We have built our databases and technology platforms to ensure there is full transparency to everyone that needs it. The Board is empowered to decide the level of access and visibility they would like shared with the community members.

Location	Type	Description	Status	Updates	Date Created	Date Last Updated
		Wyndfields Blvd and Crescent Hoop Way. Pond is located directly behind resident on 1312 Bering Rd. Noticed Wednesday March 23..				
Union Park Work Requests	Pool@ Lap Pool (East)	The east side pool has green slime and black spots..	New	This pool has suffered the same issue the West side did from last fall. The black algae is a nuisance algae and we will need to acid wash the pool as we did the West side. Proposal is received and we are awaiting approval/discussion with the Board.	04/17/2022	
Union Park Work Requests	Other@ Other	Dead or missing grass. Needs resodding.. Backyard grass	New		04/19/2022	
Union Park Work Requests	Bridge Maintenance@ Other	The transition from pavement to bridge is extremely loud. It can be heard from INSIDE homes in the area. I have in-laws who live in Meridian and we can hear it from their home. It really needs to be fixed as it's a nuisance to not only anyone living in UP West bridge area but also surrounding communities. We pay a lot to live here, it would be nice to have some peace and quiet at home instead of the constant banging of cars crossing the bridge. UP East bridge is quiet, please do the same with the West bridge.. UP West Bridge	Issue	With the way the bridge was developed, expansion plates are unfortunately needed for the West bridge. At this time no major structural changes are planned	04/19/2022	
Union Park Work Requests	Landscaping@ Other	The fence needs cleaned and repaired. It looks dilapidated and there is no landscaping around it like the other utility stations in Union park.. Utility station on Montgomery bell road near path that goes to pond.	Schedule	Pressure Washing is being planned for approval as we enter the summer. Wanting to get a little more done at the Amenity Center before bringing a pressure cleaner out for the community.	04/19/2022	
Pond W10	Algae Build up	Algae treatment needed	In Progress		04/26/2022	04/26/2022

Our goal is to keep Union Park a beautiful place to live. You can submit a service request if there is an item that needs our attention.

Please review the open service requests before submitting a new one as we may already be working on it.

! VIEW OPEN & CLOSED SERVICE REQUESTS BY CLICKING HERE

✖ SUBMIT YOUR SERVICE REQUEST BY CLICKING HERE

Have questions? We are here to help. Contact us at UnionPark@BreezeHome.com

get to know the team

Patricia Thibault Director District Management

Patricia will proudly serve as the District Manager for the Lakeshore Ranch Community Development District. Patricia has over 20 years dedicated to governmental accounting, finance, and budgeting; with almost 10 years solely in Community Development District Management as a General Manager and Comptroller. She has earned her CPA license from the State of California and a master's in accounting from Stetson University. She has served as an external auditor for governmental entities as well as the budget director for Seminole County Government – a billion-dollar budget entity. She was awarded the GFOA award for distinguished budget presentations as well as the GFOA award for Popular Annual Financial Reporting – the highest awards a governmental finance officer can receive.

Patricia's dedication to your community will include her focus and concentration on managing the day-to-day operations of the District; inclusive of accounting, budgeting and financial operations processes.

Leo Bakhromjonov Senior Financial Revenue Analyst

With more than 7 years of experience in the financial services industry, Leo has gained significant knowledge of accounts payable, receivable, and budgeting. His background in managing high-risk accounts has given him a keen ability to identify risk and respond quickly to any anomalies. Leo is an expert with Microsoft Excel who uses the program daily to create reports, analyze account balances, and more. As a previous site manager, he also has experience with property management responsibilities which gives him a unique perspective into the CDD industry.

Tom O'Grady Assistant District Manager

Tom O'Grady is our Assistant District Manager. He is very detail-oriented and can manage 10+ properties at a time, cohesively. His 30+ years of expertise is rooted in customer service. He is happy to communicate with residents and determined to find solutions whenever necessary. He is a team player with an eager-to-learn attitude.

Lori Dann Managing Director

Lori proudly serves the Breeze Team as the Managing Director, having had over 30+ years in an operations and accounting role. Lori served as an Advisor to Chief Executive and Board on fiscal management and strategic planning. Develops new revenue growth opportunities; applies emerging technology to streamline processes, improve efficiencies, and advance competitiveness. Her qualifications include Cost Accounting, I and II, SQL Programming courses from University of Maryland and Accounting & Business Law, I & II courses from Colorado Northwestern Community College. Lori is a servant leader with bottom-line focus who builds, inspires, and leads engaged, productive teams. Drives talent acquisition, retention, and growth. Exceptional communicator with all levels and functions who builds strong relationships with key stakeholders. Co-leads mergers and acquisitions.

Lori's dedication to your community will include day-day operations and assistance with overseeing accounts payable and receivables.

Beth Nelson Senior Financial Accountant

Beth is our Senior Financial Accountant. She has over 15 years of experience in the financial services industry. She has vast experience handling accounts payable and receivable across several different industries. She consistently maintains accurate and comprehensive records of all account transactions. She has knowledge of vendor approval and invoice processing as well as annual weekly, monthly and yearly financial reports and other agency audits.

this is breeze, you can have it your way.

Life gets busy, so we're here to make it easier. We provide so many ways for you to communicate with us. Choose the way that's most convenient for you to chat with us.



call



email



in-person visit



virtual video visit



facebook messenger



iMessage

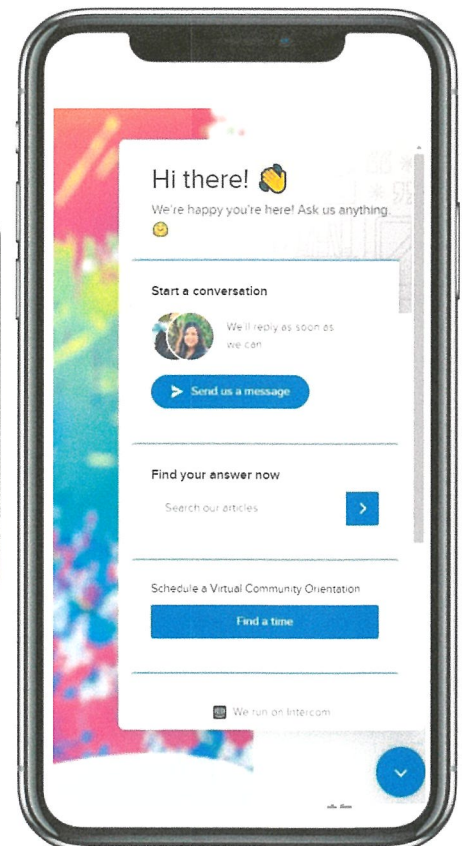
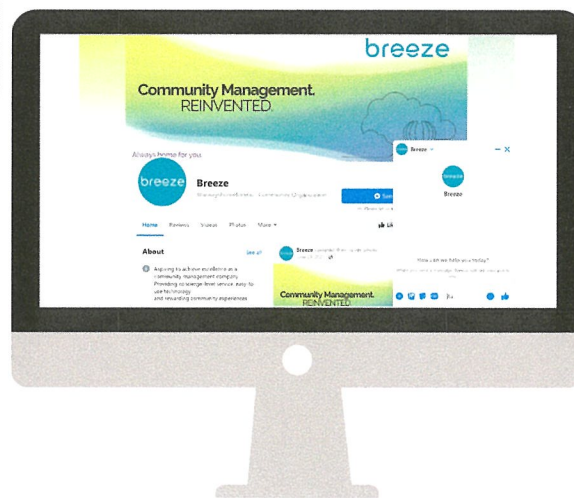
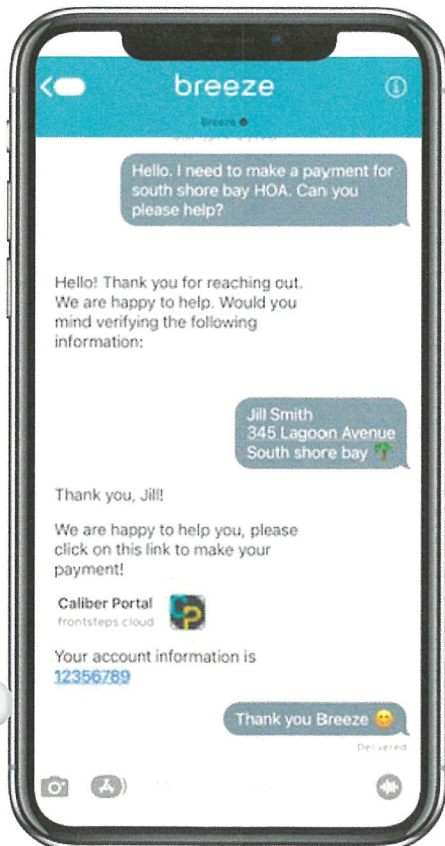


chat bot



whatsapp (*coming soon*)

powered by technology, fueled by humans.



community dashboard. with real-time reporting.

daily dashboard

TICKET

Unresolved Tickets

213

TICKET

Tickets Received in 30 days

5250

PHONE

Call volume for today

Queue: All Queues | Today

186

TICKET

Response Guarantee

Product: All | Group: All | This week

98%

TICKET

Average Response Time

Product: All | Group: All | This month

5h 17m ▲ 1%

TICKET

Customer satisfaction

Across helpdesk this week

Responses received

6

Neutral

17% 😞

Positive

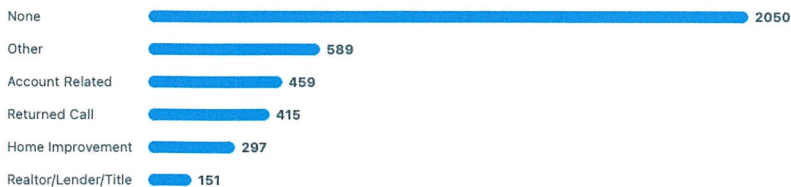
83% 😊

Negative

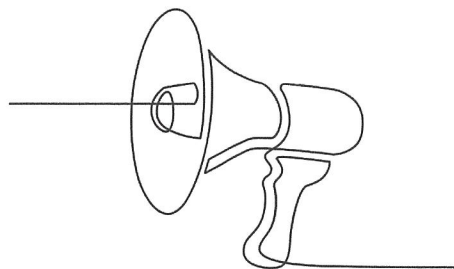
0% 😞

TICKET

TICKET TYPE



stay up to date with
your communities &
how our team is doing
communicating with
residents. Welcome to
your own personalized
breeze dashboard.



community newsletters & communications

Communication is key. We send ad-hoc community updates on anything that impacts our residents, + every breeze community receives a regular newsletter with community updates, and reminders, plus we like to keep it fun.

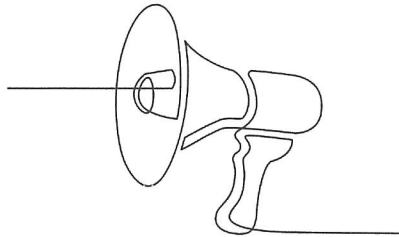
Each newsletter is fully customizable to suit every communities needs and priorities!

Hello Residents!

It was great to see so many residents at Coffee & Conversation on Saturday, January 15. Representatives from Metro and Breeze were on-hand to share updates and answer questions. An updated community map was shared, and it is now available to see at the Welcome Center.

We had 54 families register at the event. The winner of the \$100 Publix gift card is Tatyana Lang. Congratulations, Tatyana!

Here are a few highlights from the event:



Coffee & Conversation

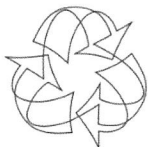
* **Happy Holidays** *

Wishing you and your family a wonderful holiday season. May your home be filled with new memories, lots of laughter, and great food!



12 ways to spread cheer this time of year!

Hello Residents!



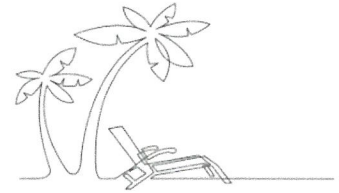
Reclaimed Water Connection

The wait is over! We are happy to announce that the reclaimed water connection has officially been made.

Benefits to using reclaimed water:

- Serves as an alternate source of irrigation water that reduces demand on potable water sources utilized for drinking water.
- Reduces the cost of landscape irrigation when it replaces potable water.
- Reduces fertilizer costs due to the nitrogen and phosphorus in reclaimed water.
- Beautifies the community by enhancing the appearance of landscaping.

Hi Union Park Residents!



East Pool Closure

Friendly Reminder - The east pool on Bering Road is temporarily closed as of today, Wednesday, June 15 for a deep cleaning. We're looking forward to a refreshed pool for the community, just in time for the summer! 🌞

We anticipate reopening the pool next week. We will notify the community as soon as we have a date.

In the meantime, please continue to enjoy the west amenity center and splashpad as they will remain open! 🌊

Don't forget, the pool hours have been extended to 7 a.m. - 8 p.m.

Hi Epperson Thursday Talk

Welcome Home!

We welcomed 57 new residents to Epperson this month! 🎉

Elam Park

The Elam Park Grand Opening Event hosted by MetroPlaces was a fur-bulous success! Over 300 residents attended the event, many with their pups.

Elam Park features a small and large dog park, kids tot lot, and large playground! We hope you're enjoying your new amenity!



Hello Residents!

Breeze is happy to announce that as of April 1, we are the **new** community development district management company of **Lakeshore Ranch CDD**.

Our mission is to maximize resident happiness and create communities where you love to live!

What you can expect from Breeze as the CDD management company:

- CDD accounting, budgets & financials
- CDD records, meetings & assessments
- Quality control & common area field service maintenance
- Great customer service 🌟

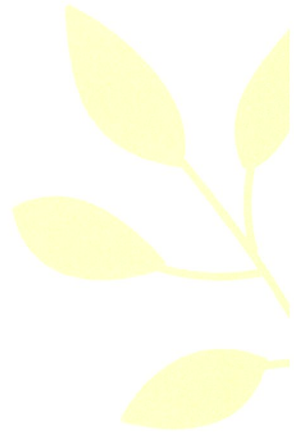
Your opinion matters!

The Amenities Manager, Vesta Property Services, will be sending a "Survey Monkey" via email within the next few weeks to collect residents opinions for the mailbox relocation. Please keep an eye out! ••



a dedicated, personalized experience designed with your community in mind.

- Dedicated community email address
Ex. yourcommunityhere@breezehome.com
- Dedicated community website
Ex. yourcommunityhere.breezehome.com
- Dedicated community phone number
Ex. [813-565-HOME \(4663\)](tel:813-565-HOME)
- Field service report, with a real-time full resident dashboard view
- Board of Supervisors personalized dashboard and weekly reports
- Specialized marketing material designed by **breeze**, for new residents, future residents, builders, developers & prospects

A screenshot of the Breeze Home website interface. The background is a photograph of a swimming pool area with palm trees and a building. At the top left is the 'breeze' logo. To the right are three buttons: 'Make a Payment', 'Call: 813-565-HOME', and 'Email: GlenCreek@BreezeHome.com'. Below these is a search bar with the text 'Enter your search term here...' and a blue 'Search' button. At the bottom, there are two white boxes with icons and text. The first box has a laptop icon with a question mark and the text 'Solutions. Questions? Find a collection of answers on Glen Creek.' The second box has an envelope icon and the text 'Notify the Breeze Team. Ask us a question, submit a community service request or just say hi! :)'.

breeze [Make a Payment](#) [Call: 813-565-HOME](tel:813-565-HOME) [Email: GlenCreek@BreezeHome.com](mailto:GlenCreek@BreezeHome.com)

How can we help you today?

Enter your search term here... [Search](#)

Solutions.
Questions? Find a collection of answers on Glen Creek.

Notify the Breeze Team.
Ask us a question, submit a community service request or just say hi! :)

testimonials

Mike Lawson, Chairman

As the Chairman of the Board of Supervisors for eighteen separate community development districts located throughout the Florida, the level of talented and experienced CDD management personnel that Breeze possesses is second to none. The management depth that Breeze provides ensures that all required administrative functions consisting of accounting, CDD meetings, operations & maintenance and debt service assessments and payments and many other services are professionally performed. Also, and equally important, Breeze maintains an excellent level of communication with the board members as well as providing timely and prompt responses to our residents.

Doug Draper, Board of Directors

Breeze has been providing field management services for the Hidden Creek Community Development District for the past year or so and has been instrumental in protecting the District's assets and improving communications with homeowners. Breeze is now taking over full management for the District. As a member of numerous CDD Boards, I am well acquainted with Patricia Comings-Thibault and her professional qualifications particularly as relates to financial matters. We fully expect the expanded role of Breeze to be a benefit to the District.

Lori Price, Supervisor

As a Supervisor for the Epperson Ranch II CDD, as well as several other Florida community development districts, I have worked with various district management firms. From my experience, I find the Breeze team exceptional in its management practices which conveys a high-level of comfort to district board members responsible for ensuring the best for the district. Breeze brings years of expertise in governmental compliance, finance, operations & maintenance, board and district communications, bond issuances, and meeting facilitation. They know the district from all sides and coordinate each aspect with precision.

Robert Smith, Supervisor

We turned to Breeze when we needed new leadership to help manage our CDD. Since forming this partnership, our community has become a safer and cleaner place. The Field Service team is knowledgeable and demonstrates best practices in all community activities. The new Work Order system will bring a new level of service to our residents and community.

I was pleasantly surprised by how helpful and friendly Breeze has been. I called to get my account set up and they walked me through every step. The representative took her time which really made me feel like she cared.

- Zephyr Lakes CDD

I was so frustrated by our last CDD company. When I heard Breeze was taking over I was not expecting much, but they turned my opinions around. They have made the transition very easy on the residents.

- DG Farms CDD Board of Supervisors



grow with us



Lori Dann

Managing Director

Lori@BreezeHome.com

863.899.6815



Maria Elia

Communications Manager

Maria@BreezeHome.com

813.351.9491

breeze

Hello@BreezeHome.com | 813-565-HOME | www.BreezeHome.com



Quarterly Ethics Disclosure

CDD Board Members and officers must report quarterly any gifts of value over \$100 received that may be attributable to their position with the Tampa Palms CDD.

As far as staff is aware there has never been a need for any Board Member or officer to file such a form: this information is provided solely to make new members aware of the requirement should any occasion arise where a "gift" is offered. A Form 9 is attached for information.

Form 9, Quarterly Gift Disclosure

A "gift" is anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit and for which equal or greater consideration is not given within 90 days. Examples of reportable "gifts" include the following:

- Real property or its use;
- Tangible or intangible personal property or its use;
- Preferential rates or terms on transactions unavailable to others similarly situated;
- Forgiveness of a debt;
- Transportation (unless provided by an agency in relation to officially approved governmental business);
- Lodging or parking;
- Food or beverage;
- Dues, fees and tickets;
- Plants and flowers;
- Personal services for which a fee is normally charged; and
- Any other goods or services with an attributable value.

The definition of "gift" does not include the following:

- Salary, benefits, services, fees, commissions, or expenses associated with one's private employment, business or service as an officer or director of a corporation or organization;
- An honorarium or honorarium expense
- An award, plaque, certificate, etc., given in recognition of public, civic, charitable or professional service;
- Honorary membership in a service or fraternal organization;
- The use of a public facility or public property provided by a governmental agency for a public purpose;

Form 9

QUARTERLY GIFT DISCLOSURE (GIFTS OVER \$100)

LAST NAME -- FIRST NAME -- MIDDLE NAME:			NAME OF AGENCY:	
MAILING ADDRESS:			OFFICE OR POSITION HELD:	
CITY:	ZIP:	COUNTY:	FOR QUARTER ENDING (CHECK ONE):	
			<input type="checkbox"/> MARCH <input type="checkbox"/> JUNE <input checked="" type="checkbox"/> SEPTEMBER <input type="checkbox"/> DECEMBER	
			YEAR 20__	

PART A — STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the calendar quarter for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date(s) the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should so state on the form. As explained more fully in the instructions on the reverse side of the form, you are not required to disclose gifts from relatives or certain other gifts. **You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.**

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

CHECK HERE IF CONTINUED ON SEPARATE SHEET

PART B — RECEIPT PROVIDED BY PERSON MAKING THE GIFT

If any receipt for a gift listed above was provided to you by the person making the gift, you are required to attach a copy of that receipt to this form. You may attach an explanation of any differences between the information disclosed on this form and the information on the receipt.

CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

PART C — OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true accurate, and total listing of all gifts required to be reported by Section 112.3148, Florida Statutes. _____ SIGNATURE OF REPORTING OFFICIAL	STATE OF FLORIDA COUNTY OF _____ Sworn to (or affirmed) and subscribed before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____ _____ (Signature of Notary Public-State of Florida) _____ (Print, Type, or Stamp Commissioned Name of Notary Public) Personally Known _____ OR Produced Identification Type of Identification Produced _____
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PART D — FILING INSTRUCTIONS

This form, when duly signed and notarized, must be filed with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which this form is filed (For example, if a gift is received in March, it should be disclosed by June 30.)

PART E — INSTRUCTIONS

WHO MUST FILE THIS FORM?

- Any individual, including a candidate upon qualifying, who is required by law to file full and public disclosure of his financial interests on Commission on Ethics Form 6, except Judges. (See Form 6 for a list of persons required to file that form.)
- Any individual, including a candidate upon qualifying, who is required by law to file a statement of financial interests on Commission on Ethics Form 1. (See Form 1 for a list of persons required to file that form.)
- Any procurement employee of the executive branch or judicial branch of state government. This includes any employee of an officer, department, board, commission, council, or agency of the executive branch or judicial branch of state government who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or in any other advisory capacity in the procurement of contractual services or commodities as defined in s. 287.012, F.S., if the cost of such services or commodities exceeds or is expected to exceed \$10,000 in any fiscal year.

NOTE: Gifts that formerly were allowed under Section 112.3148, F.S., now may be prohibited under Sections 11.045, 112.3215, and 112.31485, F.S.

WHAT GIFTS ARE REPORTABLE?

- Any gift (as defined below) you received which you believe to be in excess of \$100 in value, **EXCEPT**:
 - 1) Gifts from the following RELATIVES: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, a person who is engaged to be married to you or who otherwise holds himself or herself out as or is generally known as the person whom you intend to marry or with whom you intend to form a household, or any other natural person having the same legal residence as you.
 - 2) Gifts which you are prohibited from accepting by Sections 112.313(4) and 112.3148(4), Florida Statutes. These include any gift which you know or, with the exercise of reasonable care, should know was given to influence a vote or other action in which you are expected to participate in your official capacity; it also includes a gift worth over \$100 from a political committee or committee of continuous existence under the elections law, from a lobbyist who lobbies your agency or who lobbied your agency within the past 12 months, or from a partner, firm, employer, or principal of such a lobbyist.
 - 3) Gifts worth over \$100 for which there is a public purpose, given to you by an entity of the legislative or judicial branch, a department or commission of the executive branch, a water management district created pursuant to s. 373.069, South Florida Regional Transportation Authority, the Technological Research and Development Authority, a county, a municipality, an airport authority, or a school board; or a gift worth over \$100 given to you by a direct-support organization specifically authorized by law to support the governmental agency of which you are an officer or employee. These gifts must be disclosed on Form 10.
- A "gift" is defined to mean that which is accepted by you or by another in your behalf, or that which is paid or given to another for or on behalf of you, directly, indirectly, or in trust for your benefit or by any other means, for which equal or greater consideration is not given within 90 days after receipt of the gift. A "gift" includes real property; the use of real property; tangible or intangible personal property; the use of tangible or intangible personal property; a preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin; forgiveness of an indebtedness; transportation (unless provided to you by an agency in relation to officially approved governmental business), lodging, or parking; food or beverage; membership dues;

entrance fees, admission fees or tickets to events, performances, or facilities; plants, flowers, or floral arrangements; services provided by persons pursuant to a professional license or certificate; other personal services for which a fee is normally charged by the person providing the services; and any other similar service or thing having an attributable value and not already described.

- The following are **NOT** reportable as gifts on this form: salary, benefits, services, fees, commissions, gifts, or expenses associated primarily with your employment, business, or service as an officer or director of a corporation or organization, and unrelated to your public position; contributions or expenditures reported pursuant to the election laws, campaign-related personal services provided without compensation by individuals volunteering their time, or any other contribution or expenditure by a political party; an honorarium or an expense related to an honorarium event paid to you or your spouse; an award, plaque, certificate, or similar personalized item given in recognition of your public, civic, charitable, or professional service; an honorary membership in a service or fraternal organization presented merely as a courtesy by such organization; the use of a governmental agency's public facility or public property for a public purpose. Also exempted are some gifts from state, regional, and national organizations that promote the exchange of ideas between, or the professional development of, governmental officials or employees.

HOW DO I DETERMINE THE VALUE OF A GIFT?

- The value of a gift provided to you is determined using the actual cost to the donor, and, with respect to personal services provided by the donor, the reasonable and customary charge regularly charged for such service in the community in which the service is provided. Taxes and gratuities are not included in valuing a gift. If additional expenses are required as a condition precedent to the donor's eligibility to purchase or provide a gift and the expenses are primarily for the benefit of the donor or are of a charitable nature, the expenses are not included in determining the value of the gift.
- Compensation provided by you to the donor within 90 days of receiving the gift shall be deducted from the value of the gift in determining the value of the gift.
- If the actual gift value attributable to individual participants at an event cannot be determined, the total costs should be prorated among all invited persons. A gift given to several persons may be attributed among all of them on a pro rata basis. Food, beverages, entertainment, etc., provided at a function for more than ten people should be valued by dividing the total costs by the number of persons invited, unless the items are purchased on a per-person basis, in which case the per-person cost should be used.
- Transportation should be valued on a round-trip basis unless only one-way transportation is provided. Round-trip transportation expenses should be considered a single gift. Transportation provided in a private conveyance should be given the same value as transportation provided in a comparable commercial conveyance.
- Lodging provided on consecutive days should be considered a single gift. Lodging in a private residence should be valued at \$44 per night.
- Food and beverages consumed at a single sitting or event are a single gift valued for that sitting or meal. Other food and beverages provided on a calendar day are considered a single gift, with the total value of all food and beverages provided on that date being the value of the gift.
- Membership dues paid to the same organization during any 12-month period are considered a single gift.
- Entrance fees, admission fees, or tickets are valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater. If an admission ticket is given by a charitable organization, its value does not include the portion of the cost that represents a contribution to that charity.
- Except as otherwise provided, a gift should be valued on a per occurrence basis.

FOR MORE INFORMATION

The gift disclosures made on this form are required by Sec. 112.3148, Florida Statutes. Questions may be addressed to the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709 or by calling (850) 488-7864; information is provided at: www.ethics.state.fl.us.

Tampa Palms Park Reports

The three parks operated by the CDD are well used and a source of enjoyment to many of our residents. Both Hampton and Amberly park have been cleaned and structures repainted.

Several of the programmed upgrades/replacements tentatively scheduled for this year have been delayed for the following reasons:

- Conservation of capital resources, especially in light of the increases in the costs for guards and park attendants.
- Extraordinary delays inherent in the supply chains.

In particular the shade sails for Hampton Park continue to function properly, though they show both color fading and a bit of mildew. As soon as the rainy season has finished, they will be gently pressure washed and should continue to function for at least a year.

Further any re-evaluation of volley ball area use has been delayed at this time, in hopes of a more stable economic situation.

This month there was a small bit of excitement at Hampton Park; a 15 y/o without a license was “learning to drive” with her sister as her teacher. They were accompanied by a friend and a young male (12 -13 y/o).



The sister is a resident of Mezzo but she had borrowed her mother’s car for the adventure. Her mother lives in TP North and she left her purse at her mother’s home.

Her mother has some disabilities and the car was equipped with some sort of hand managed “stick” that interfaced with the pedals. As the young girl pulled i to the parking place in front of the pavilion at the park, she became confused and instead of stopping, accelerated into the sign with the village names, fortunately stopping before hitting the palm and / or the building.



The picture above right is from the cameras and shows the accident seconds after it happened. What is taking place is a quick change of drivers before backing away from the sign. The police were good; no one had told them yet what happened and the officer asked “who was driving?”; there must have been hesitation because he pointed to the camera and then confessions rolled out.

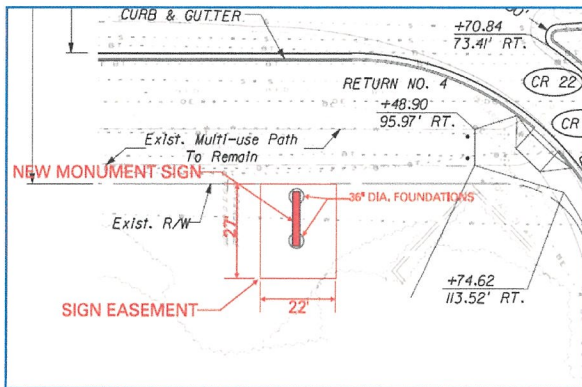
A little concrete and a dab or two of paint and the sign is back in place as good as new, thanks to Spanky of ABM.



Sign Replacement For Shoppes of Amberly

In 2002 the Tampa Palms CDD granted an easement for the Shoppes of Amberly to place a sign along BB Downs near the Area 1 entrance to Amberly Drive. This was done, according to the discussions at the time, to provide more visibility for the Shoppes and increase viability for the center.

This easement also required special attention on the part of the City of Tampa as the sign would be “off site” and not conforming to the City of Tampa Overlay District Ordinance. City Council approved the easement and the sign.



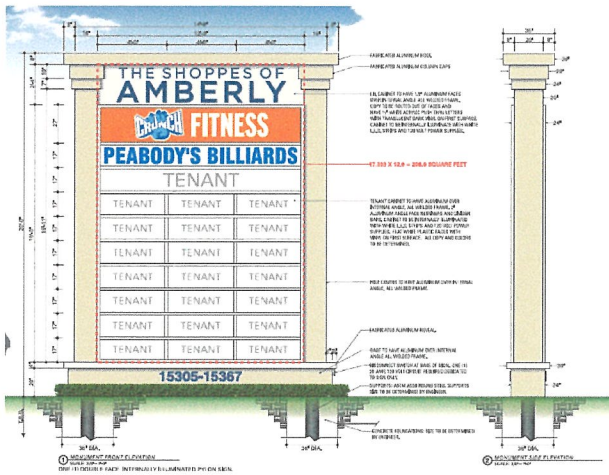
The easement granted by the CDD, signed by Chairman Mark Fitzpatrick and CDD attorney Rhea Law, unfortunately provides the CDD no control over the sign itself.

There are no stipulations as to the design of the sign, not the size, color nor materials.

The easement solely specifies the property on which the sign may be located.

A sign was built in 2002

In 2021 the Shoppes indicated that they wished to rebuild the sign, making it larger and more visible. They noted that this was in part due to the widening of BB Downs and the increased vehicular traffic.



After the Shoppes made application to the City for a permit to rebuild the sign, it turned out that the original easement was granted over a City of Tampa water utility pipe and the City water department declined to agree to the permit to rebuild the sign.

The matter has been under discussion for more than a year with proposals and counter-proposals. The CDD is not a party to this unless there was a change that moved the sign out of the granted easement area.

Finally last month it appears that the permits will be issued that allow the sign to be reconstructed and the location will remain the same, entirely within the granted easement area.

These are the left and right sides of the sign, which face north and south.

