

# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## *Agenda Package* *Board of Supervisors Meeting*



*Wednesday, January 9, 2019*

*6:00 P.M.*

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



# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package January 9<sup>th</sup>, 2019

### Contents

1. Introduction
2. Agenda
3. Financial Statements
  - a. Financial Analysis
  - b. Financial Statements A/O 11/30/2018
  - c. Monthly Financial Summary
  - d. Project Driven Financial Reports
  - e. Check Registers & Other Disbursements
4. Strategic Planning and Capital Projects Planning
  - f. Strategic Planning
  - g. Significant Events
  - h. Signature Projects Spending Plan
5. November 2018 Minutes
6. Consultant Reports
  - i. Signature Updates
  - j. Community Appearance
  - k. Cash Management Plan CY 2019
  - l. CDD Copier
  - m. Organization and Stewardship History
    - 1) Tampa Palms Organizational Documents
    - 2) Tampa Palms CDD Perspective & Metrics
    - 3) Tampa Palms CDD Stewardship History
  - n. Officer Appointments
  - o. CDD/TPOA Employee Handbook
  - p. Park Manual and Review

# **Tampa Palms Community Development District**

---

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

January 4, 2019

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

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District Budget Hearing and Board Meeting is scheduled for Wednesday, January 9, 2019 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. The advanced copy of the agenda for this meeting is attached.

Enclosed for your reviews are the minutes of the November. 2018 Board Meeting and the documents outlined in the table of contents.

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

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

Sincerely,

*Lore*

LoreYeira, District Manager  
DPFG

LY;mmw

cc: Maggie Wilson  
DPFG (Record Copy)

## **Tampa Palms CDD Meeting Agenda**

**January 9, 2019, 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. New Board Member Welcome
5. Public Comments
6. Approval of the November, 2018 Minutes
7. Approval of District Disbursements
8. Consultant Reports
  - Signature Update
  - CDD Cash Management Plan
  - CDD Office Management
  - Community Appearance
  - Tampa Palms Parks
9. Other Matters
10. Public Comments
11. Supervisor comments
12. Adjourn

Financial Summary  
2 Months Ending November 30, 2018

The District had a \$ 3.7 million cash balance, net of liabilities, at the end of the first two months of fiscal year 2018-19.

The District’s cash planning includes FY 2018-19 budgeted expenses, FY 2019-20 forecast Q1 expenses, weather and palm pest reserves, projects deferred by BBD, along with TP Signature Project needs and presently forecasts an unallocated fund balance of approximately \$ 953 K at the end of calendar year 2019. (Details disclosed below.)

(Shown as \$ 000)

District cash balance is \$ 3.7 million with the following cash projections for the year:

Sources of Funds

Balance November 30, 2018		\$ 3,730
Actual December collections A/O 12-21-18	1,956	
Projected collections balance of FY 2018-19	255	<u>2,211</u>
Total Sources of Funds		\$ 5,941

Uses of Funds

Balance of FY 2018-19 expenses	( \$2.380)	
Reserved For BBD / Signature Mitigation	( 355)	
Winter Damage	(200)	
Wind/Hurricane Damage	(200)	
Palm Pests*	(100)	
Pond Improvements	(700)	
Deferred Projects**	(100)	
Reserved To Moderate Future Assessments	( 350)	
1 <sup>st</sup> Qtr FY 19-20 expenses	( 600)	<u>( \$ 4,988)</u>
Total Uses of Funds		( \$ 4,988)

Projected District Unallocated Balance	December 31, 2019	\$ 953
--	-------------------	--------

Outlook

The District outlook is consistent with the FY 2018-19 budget. There are no known significant budget variances that suggest performing otherwise.

**FAQ Each year the Tampa Palms CDD approves a project at calendar year end to negotiate a banking relationship. The primary objective of this project is increased return (interest) on the funds maintained by the CDD. What is the impact on the Tampa Palms owner of this process, particularly since the interest received is small when compared with the other revenue source (assessments)?**

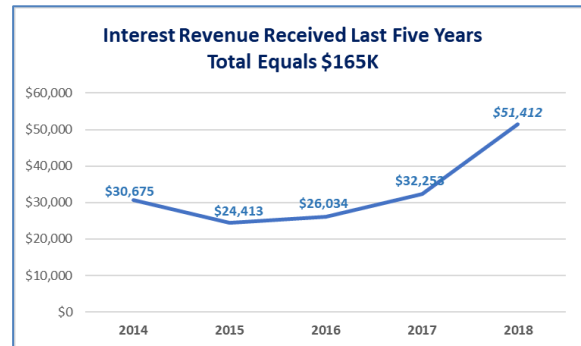
Tampa Palms CDD has responsibility for a complex community one that includes more than \$11M in CDD assets that must be managed, maintained and kept current. Failure to do this would necessarily result in a deterioration of owner property value.

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

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

Through successful negotiations of banking relationships, negotiations that centered on reasonable return AND safety of investments, the CDD had earned \$164,784 over the last five years.

To place that in owner perspective: the \$51K earned last year (FY 2017-18) provides revenue to the CDD for the ongoing maintenance and enhancements within the community – which are expected by the owners - **without increasing owner assessments.**



In order to receive \$51K in assessment revenue, CDD assessments would have to be increased for every owner an additional 2%.

“Treasury management” of funds available for deposit is an important strategy behind minimizing owner assessment increases.

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU NOVEMBER 30, 2018  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating	\$232,900		\$232,900
<b><u>Non Operating</u></b>			
Capital Projects		29,258	29,257
Renewal & Rel		29,258	29,257
Signature 2017		62,351	62,351
NPDES		\$7,676	7,676
Interest	7,873.88		7,874
Misc Rev	609.20		609
Carry Forward Bal *			
<b>Total</b>	<b>\$ 241,383</b>	<b>\$ 128,544</b>	<b>\$ 369,925</b>
<b><u>Expenses</u></b>			
Operations	\$ 337,195		337,195
<b><u>Non Operating</u></b>			
Renewal & Rel		21,811	21,811
NPDES/EPA		2,000	2,000
Capital Projects		281	281
TP Signature 2017		<u>88,550</u>	<u>88,550</u>
<b>Total</b>	<b>337,195</b>	<b>112,642</b>	<b>449,836</b>
Excess Revenue Vs Expenses	<b>(95,812)</b>	<b>15,903</b>	<b>(\$79,911)</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU NOVEMBER 30, 2018  
GENERAL FUND**

<u>General Fund</u>	11/30/2018	(\$000)
Cash		210
Cash Equivalent (Excess Cash ICS)		3,700
Due From TPOA		3
Prepaid Amounts		1
<b>Total</b>		<b>\$ 3,913</b>
Less:		
Payables		171
Accrued Expenses		11.5
	<b>Net Cash 11/30/2018</b>	<b>\$ 3,730</b>
Allocation for:		
Winter Damage		200
Wind/Hurricane Damage		200
Palm Pests*		100
Pond Improvements		700
Deferred Projects**		100
Reserved To Moderate Future Assessments		350
TP Signature Projects (unspent)		582
	<b>Adjusted Net Cash</b>	<b>\$ 1,498</b>

**Forecast**

2018-19 Fiscal Year			
(\$ 000)	<u>Receipts</u>	<u>Expenses</u>	<u>Monthly Bal</u>
<b>Dec</b>			
CDD Operations	1,261	220	
R&R	158	10	
NPDES	42	21	
Signature Projects	337	75	
Capital Projects	158	15	
<b>Total</b>	<b>1,956</b>	<b>341</b>	<b>\$ 3,114</b>
<b>Jan</b>			
CDD Operations	83	195	
R & R	7	5	
NPDES	2	0	
Signature Projects	2	105	
Capital Projects	7	12	
<b>Total</b>	<b>102</b>	<b>317</b>	<b>\$ 2,898</b>
<b>Feb</b>			
CDD Operations	46	220	
R & R	4	5	
NPDES	1	0	
Signature Projects	1	90	
Capital Projects	4	12	
<b>Total</b>	<b>56</b>	<b>327</b>	<b>\$ 2,627</b>

\* Palm Treatment and Replacement Identified as Future Liability

\*\* Projects planned but deferred due to three year construction window and other considerations



**TAMPA PALMS CDD  
NOVEMBER, 2018  
GENERAL FUND**

(\$000)	<u>Prior Year Collected %</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October				
November	29%	361	14%	-15.3%
December	91%			
January	94%			
February	96%			
March	96%			
April	98.7%			
May	99.0%			
June	100.2%			
July	100.3%			
August	100.3%			
September	100.3%			
<b>Year End</b>				
<u>Total Assessed (Net Discount)</u>		\$2,572		

**Tampa Palms CDD  
Balance Sheet  
November 30, 2018**

	<b>GENERAL</b>	
<b><u>ASSETS:</u></b>		
CASH - Operating Account	\$ 209,638	
PETTY CASH	500	
INVESTMENTS:		
Excess Fund Account- Sunshine Bank	3,699,935	
ACCOUNTS RECEIVABLE	-	
RECEIVABLE FROM TAMPA PALMS HOA	3,031	
PREPAID ITEMS	679	
<b>TOTAL ASSETS</b>	<b>\$ 3,913,784</b>	
<b><u>LIABILITIES:</u></b>		
ACCOUNTS PAYABLE	\$ 171,360	
ACCRUED EXPENSES	11,460	
<b><u>FUND BALANCE:</u></b>		
NON-SPENDABLE	679	
RESTRICTED	-	
UNASSIGNED:	3,730,284	}
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,913,784</b>	

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the period from October 1, 2018 through November 30, 2018**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>REVENUES</b>				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,678,664	\$ 376,802	\$ 376,802	\$ -
DISCOUNT-ASSESSMENTS	(107,147)	(15,360)	(15,360)	-
INTEREST	18,000	3,000	7,874	4,874
EXCESS FEES	15,000	-	-	-
MISCELLANEOUS REVENUE	1,200	200	609	409
CARRY FORWARD BALANCE	524,351	-	-	-
<b>TOTAL REVENUES</b>	<b>3,130,068</b>	<b>364,642</b>	<b>369,925</b>	<b>5,283</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
<b>PERSONNEL SERVICES</b>				
BOARD OF SUPERVISORS	11,000	1,833	1,400	433
FICA	5,810	968	856	112
FUTA/SUTA + PAYROLL FEES	5,024	837	242	595
<i>S/T PERSONNEL SERVICES</i>	<b>21,834</b>	<b>3,639</b>	<b>2,499</b>	<b>1,140</b>
<b>PROFESSIONAL SERVICES</b>				
ATTORNEYS FEES	25,000	4,167	192	3,975
ANNUAL AUDIT	6,551	-	-	-
MANAGEMENT FEES	64,779	10,797	10,382	415
TAX COLLECTOR	53,573	-	-	-
ASSESSMENT ROLL	10,050	7,229	7,229	-
<i>S/T PROFESSIONAL SERVICES</i>	<b>159,953</b>	<b>22,192</b>	<b>17,803</b>	<b>4,390</b>
<b>ADMINISTRATIVE SERVICES</b>				
DIRECTORS AND OFFICER INSURANCE	3,543	3,543	3,138	405
MISCELLANEOUS ADMINISTRATIVE SERVICE	12,000	2,000	1,954	46
<i>S/T ADMINISTRATIVE SERVICES</i>	<b>15,543</b>	<b>5,543</b>	<b>5,092</b>	<b>451</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>197,330</b>	<b>31,374</b>	<b>25,393</b>	<b>5,981</b>
<b>FIELD/OPERATIONS SERVICES:</b>				
<b>FIELD MANAGEMENT SERVICES:</b>				
DISTRICT OPERATING STAFF	167,049	27,842	32,788	(4,946)
PARK ATTENDANTS	93,347	15,558	11,460	4,098
PARK PATROL	66,359	11,060	9,246	1,814
FIELD MANAGEMENT CONTINGENCY	20,800	3,467	2,893	573
<i>S/T FIELD MANAGEMENT SERVICES</i>	<b>347,555</b>	<b>57,926</b>	<b>56,387</b>	<b>1,539</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	12,035	12,035	10,863	1,172
INFORMATION SYSTEMS (TEL & SECURITY)	22,852	3,809	4,105	(297)
WATER	14,000	2,333	2,884	(550)
REFUSE REMOVAL (SOLID WASTE)	7,000	1,750	1,368	382
ELECTRICITY	125,000	20,833	9,749	11,084
STORMWATER FEE	3,786	3,786	3,041	745
MISCELLANEOUS FIELD SERVICES	13,520	2,253	1,447	806
<i>S/T GENERAL OVERHEAD</i>	<b>198,193</b>	<b>46,799</b>	<b>33,457</b>	<b>13,342</b>
<b>LANDSCAPE MAINTENANCE STANDARD</b>				
LANDSCAPE AND POND MAINTENANCE	995,929	165,988	148,406	17,582
LANDSCAPE MONITORING FEE	18,720	3,120	3,150	(30)
LANDSCAPE AND REPLACEMENT	90,000	15,000	20,080	(5,080)
<i>S/T LANDSCAPE MAINTENANCE</i>	<b>1,104,649</b>	<b>184,108</b>	<b>171,636</b>	<b>12,472</b>

**Tampa Palms CDD  
General Fund  
Statement of Revenue, Expenditures and Change in Fund Balance  
For the period from October 1, 2018 through November 30, 2018**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
LANDSCAPE MAINTENANCE NEW & ENHANCED				
PROPERTY MOWING	91,000	15,167	14,280	887
COUNTY POND	25,000	4,167	-	4,167
NPDES POND PROGRAM	45,000	7,500	7,775	(275)
<i>S/T LANDSCAPE NEW &amp; ENHANCED</i>	<b>161,000</b>	<b>26,833</b>	<b>22,055</b>	<b>4,778</b>
FACILITY MAINTENANCE:				
IRRIGATOIN SYSTEM	97,258	16,210	12,401	3,809
FOUNTAIN	24,763	4,127	3,560	567
FACILITY MAINTENANCE	82,205	13,701	11,799	1,902
MOTOR FUEL & LUBRICANTS	-	-	-	-
JANITORIAL/PARK SUPPLIES	2,500	417	506	(90)
<i>S/T FACILITY MAINTENANCE</i>	<b>206,726</b>	<b>34,454</b>	<b>28,266</b>	<b>6,188</b>
<b>TOTAL FIELD OPERATIONS/SERVICES</b>	<b>2,018,123</b>	<b>350,121</b>	<b>311,802</b>	<b>38,319</b>
<b>TOTAL NORMAL OPERATIONS</b>	<b>2,215,453</b>	<b>381,495</b>	<b>337,195</b>	<b>44,300</b>
<b>PROJECT DRIVEN EXPENDITURES</b>				
SIGNATURE TP 2017	443,686	73,948	88,550	(14,602)
RENEWAL AND REPLACEMENT & DEFERRED M	208,162	34,694	21,811	12,883
CAPITAL PROJECTS	208,162	34,694	281	34,413
NPDES/CLEAN WATER	54,603	9,101	2,000	7,101
<b>TOTAL PROJECT DRIVEN EXPENDITURES</b>	<b>914,613</b>	<b>152,436</b>	<b>112,642</b>	<b>39,794</b>
<b>TOTAL NORMAL OPERATIONS AND PROJECT DRIVEN EXPENDITURES</b>	<b>3,130,068</b>	<b>533,931</b>	<b>449,836</b>	<b>84,094</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(169,289)</b>	<b>(79,912)</b>	<b>89,378</b>
FUND BALANCE - BEGINNING	-	-	3,810,875	3,810,875
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ (169,289)</b>	<b>\$ 3,730,963</b>	<b>\$ 3,900,252</b>

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2019**

Date	Num	Name	Memo	Receipts	Disbursemen	Balance
<b>EOY BALANCE</b>						<b>204,789.24</b>
10/01/2018	7537	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		5,914.52	198,874.72
10/01/2018	7538	MARY-MARGARET WILSON	Field Mgmt - October		8,620.00	190,254.72
10/05/2018		TAMPA PALMS	Park Use Fee	309.20		190,563.92
10/12/2018	7539	XEROX CORPORATION	Meter Usage - September		20.94	190,542.98
10/12/2018	7540	VERIZON	8/24-9/23 - Phone		125.22	190,417.76
10/12/2018	7541	TERMINEX	Pest Control - September - Hampton Park		59.00	190,358.76
10/12/2018	7542	TAMPA PALMS OWNERS ASSOCIATION	Park Attendants - 4th Qtr		17,190.18	173,168.58
10/12/2018	7543	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets- Sunshine OneCall		43.81	173,124.77
10/12/2018	7544	SECURITAS SECURITY SERVICES USA, INC	9/2-9/15 - Security Amberly Park & Hampton Park		2,542.74	170,582.03
10/12/2018	7545	ROBERT SPICHER PUMP SERVICES	Lift Station Repair - CDD		290.00	170,292.03
10/12/2018	7546	REPUBLIC SERVICES	10/1-10/31 - Solid Waste		678.70	169,613.33
10/12/2018	7547	MID-FLORIDA TREE SERVICE	VOID: Tree Removals		0.00	169,613.33
10/12/2018	7548	IRON MOUNTAIN	Records, Retention		185.40	169,427.93
10/12/2018	7549	HOOVER PUMPING SYSTEMS	Install Flow Meter, Annual Maint. Agreement		9,847.07	159,580.86
10/12/2018	7550	HOME DEPOT	Supplies		8.07	159,572.79
10/12/2018	7551	FRONTIER COMMUNICATIONS	CDD Phone - Sep, Hamp & Amb Park, Hampton Park - Phone - Sep		1,108.38	158,464.41
10/12/2018	7552	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint - October - Reserve & Turbury, Reserve ftn. pump repair		2,642.38	155,822.03
10/12/2018	7553	FEDEX	Shipping- Irrigation Radios		84.44	155,737.59
10/12/2018	7554	DOUGLAS CLEANING SERVICES	Cleaning offices		430.00	155,307.59
10/12/2018	7555	CLEAN SWEEP SUPPLY COMPANY	Supplies		211.12	155,096.47
10/12/2018	7556	CINTAS	Mats		165.00	154,931.47
10/12/2018	7557	AT&T	Long Dist. - Sep.		94.61	154,836.86
10/12/2018	7558	ADVANCED ENERGY SOLUTION OF	Electrical Repairs		1,049.54	153,787.32
10/12/2018	7559	ADEPT AIR CONDITIONING & HEATING	A/C Repair CDD Bldg		295.00	153,492.32
10/15/2018	7560	CINTAS	Invoice #4010917420 Safety Mats		55.00	153,437.32
10/15/2018	7561	ESD WASTE2WASTER, INC	Invoice #93258 Pump Maint - October		300.00	153,137.32
10/15/2018	7562	FLIGHT OF ANGELS	Invoice #2018000186 Courier Svcs		64.00	153,073.32
10/15/2018	7563	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Invoice #72120 Annual Filing - FY 2019		175.00	152,898.32
10/15/2018	7564	OLM, INC	Invoice# 33725 Landscape Insp - October		1,575.00	151,323.32
10/15/2018	7565	SECURITAS SECURITY SERVICES USA, INC	9/16-9/29 - Security Amberly Park & Hampton Park		2,482.50	148,840.82
10/15/2018	7566	TAMPA ELECTRIC	Invoice #311000040213 Summary Bill - September		9,529.50	139,311.32
10/15/2018	7567	TIMES PUBLISHING COMPANY	Legal Ad		427.00	138,884.32
10/15/2018	7568	WESCO TURF, INC	Invoice #40862736 supplies		48.00	138,836.32
10/15/2018	7569	TERMINEX	Pest Control -September - Amberly Park		55.00	138,781.32
10/15/2018	7570	TERMINEX	Invoice #3963800 Pest Control - October CDD		77.00	138,704.32
10/15/2018	7571	TERMINEX	Pest Control - September - Hampton Park		59.00	138,645.32
10/15/2018	<del>7572</del>	ABM Landscape & Turf Services	VOID		0.00	138,645.32
10/15/2018	7573	ABM Landscape & Turf Services	Projects Sept 2018, Sod, Annuals, Mowing - September		94,339.22	44,306.10
10/15/2018	7574	CINTAS	Mats		55.00	44,251.10
10/15/2018	7575	CLEAN SWEEP SUPPLY COMPANY	Supplies		200.40	44,050.70
10/15/2018	7576	DOUGLAS CLEANING SERVICES	10/16-10/30 - CDD Cleaning		525.00	43,525.70
10/15/2018	7577	FLIGHT OF ANGELS	Invoice #2018000205 Courier Svcs		28.00	43,497.70
10/15/2018	7578	FRONTIER COMMUNICATIONS	CDD Phone Sept - Oct		540.78	42,956.92
10/15/2018	7579	REDI - ROOTER PLUMBING	Plumbing Repairs - CDD		125.00	42,831.92
10/15/2018	7580	WELCH TENNIS COURTS, INC	Clean Court Baskets		99.45	42,732.47
10/15/2018	7581	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		5,914.52	36,817.95
10/15/2018	7582	DOUGLAS CLEANING SERVICES	VOID: November Cleaning		0.00	36,817.95
10/15/2018	<del>7583</del>	FEDEX	VOID:		0.00	36,817.95
10/15/2018	<del>7584</del>	FLORIDA FOUNTAIN MAINTENANCE, INC	VOID:		0.00	36,817.95
10/15/2018	<del>7585</del>	FRONTIER COMMUNICATIONS	VOID: CDD Phone Oct-Nov		0.00	36,817.95
10/15/2018	<del>7586</del>	HOME DEPOT	VOID: Supplies		0.00	36,817.95
10/15/2018	<del>7587</del>	REPUBLIC SERVICES	VOID: 11/1-11/30 - Solid Waste		0.00	36,817.95
10/15/2018	<del>7588</del>	SECURITAS SECURITY SERVICES USA, INC	VOID:		0.00	36,817.95
10/15/2018	<del>7589</del>	SEFFNER ROCK & GRAVEL	VOID:		0.00	36,817.95
10/15/2018	<del>7590</del>	STAPLES	VOID: Supplies		0.00	36,817.95
10/15/2018	<del>7591</del>	DOROTHY COLLINS	VOID		0.00	36,817.95
10/15/2018	15200DD	DOROTHY COLLINS	9/24-10/7 - D. Collins P/R		2,211.21	34,606.74
10/15/2018	ACH101520	Paychex	9/24-10/7/18 - D. Collins P/R		814.30	33,792.44
10/15/2018	ACH201810	Paychex	P/R Fee		56.40	33,736.04
10/22/2018	ACH102218	Paychex	P/R Fee		46.40	33,689.64
10/25/2018		Tampa Palms Owners Assoc.	Refund for Adm Assist - Jul- Sep & Membership Fee	4,847.00		38,536.64
10/26/2018	15203	Adisa Gibson	BOS Mtg - 10/10/18		184.70	38,351.94
10/26/2018	15201	DOROTHY COLLINS	10/8-10/21 - D. Collins P/R		2,211.22	36,140.72
10/26/2018	15202	Eugene R. Field	BOS Mtg - 10/10/18		184.70	35,956.02
10/26/2018	15204DD	James P. Soley	BOS Mtg - 10/10/18		184.70	35,771.32
10/26/2018	15205DD	Jessica B. Vaughn	BOS Mtg - 10/10/2018		184.70	35,586.62
10/26/2018	ACH181026	Paychex	10/8-10/21/18 - D. Collins P/R		935.28	34,651.34
10/31/2018	7592	MARY-MARGARET WILSON	Field Mgmt - November		8,703.00	25,948.34
10/31/2018	491	CITY OF TAMPA	Water Utilities - October		1,759.39	24,188.95
10/31/2018		Center State Bank	Interest	7.35		24,196.30
<b>EOM BALANCE</b>						<b>24,188.95</b>
				<b>5,156.20</b>	<b>185,756.49</b>	<b>24,188.95</b>

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2019**

Date	Num	Name	Memo	Receipts	Disbursemen	Balance
<b>10/31/2018</b>			<b>EOM BALANCE</b>	<b>10,319.75</b>	<b>371,512.98</b>	<b>24,196.30</b>
11/05/2018	7593	ADVANCED ENERGY SOLUTION OF	Repair Electrical install ground boxes		212.50	23,983.80
11/05/2018	7594	DOUGLAS CLEANING SERVICES	November 2018 - CDD Cleaning		335.00	23,648.80
11/05/2018	7595	FEDEX	Shipping		29.97	23,618.83
11/05/2018	7596	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Maint -July & November - Turnbury,Reserve,		834.76	22,784.07
11/05/2018	7597	FRONTIER COMMUNICATIONS	CDD Phone Oct-Nov.		318.34	22,465.73
11/05/2018	7598	HOME DEPOT	Supplies		49.97	22,415.76
11/05/2018	7599	REPUBLIC SERVICES	11/1-11/30 - Solid Waste		688.88	21,726.88
11/05/2018	7600	SECURITAS SECURITY SERVICES USA, INC	9/30-10/13/18 - Security Guard - Hampton Park & Amberly Park		2,482.50	19,244.38
11/05/2018	7601	SEFFNER ROCK & GRAVEL	Granite		949.00	18,295.38
11/05/2018	7602	STAPLES	Supplies		76.15	18,219.23
11/05/2018	7603	TURNBURY WOOD HOA	July-Sept - Electric		515.95	17,703.28
11/06/2018	7604	TIMES PUBLISHING COMPANY	Legal Ad		618.00	17,085.28
11/07/2018		Center State Bank	Funds Transfer	395,847.00		412,932.28
11/09/2018	7605	ADVANCED ENERGY SOLUTION OF	Light Check, Clock resets, Camera Repair		430.00	412,502.28
11/09/2018	7606	AT&T	Long Distance - October		126.71	412,375.57
11/09/2018	7607	CINTAS	Safety Mats - 10/29/18, 11/5/18		110.00	412,265.57
11/09/2018	7608	CITY OF TAMPA	Stormwater Fee - FY 2018-2019		3,041.38	409,224.19
11/09/2018	7609	FRONTIER COMMUNICATIONS	Hampton Pk Phone - 10/28-11/27		206.32	409,017.87
11/09/2018	7610	IRON MOUNTAIN	11/1-11/30 - Records Storage		185.40	408,832.47
11/09/2018	7611	LOWE'S	Supplies		95.31	408,737.16
11/09/2018	7612	VERIZON	9/24-10/23 - Phone		130.31	408,606.85
11/09/2018	7613	XEROX CORPORATION	Meter Usage - 9/30-10/21		11.09	408,595.76
11/09/2018	7614	FRONTIER COMMUNICATIONS	Amberly Park Ph - Nov		223.73	408,372.03
11/09/2018	15206DD	DOROTHY COLLINS	10/22-11/04/18 - D. Collins P/R		2,211.22	406,160.81
11/09/2018	ACH110918	Paychex	10/22-11/4/18 - D. Collins P/R		814.29	405,346.52
11/09/2018	ACH181109	Paychex	P/R Fee		46.40	405,300.12
11/13/2018	10000	Oscar Pons Gimenez	Release of Claim		2,893.40	402,406.72
11/26/2018	7615	ABM Landscape & Turf Services	Landscape Maint - October		84,062.63	318,344.09
11/26/2018	7616	ARCHITECTURAL FOUNTAINS, INC	Replace 7.5HP Motor, capacitor box pwr cbl		2,964.00	315,380.09
11/26/2018	7617	BUCHANAN INGERSOLL & ROONEY	Legal Svcs		192.00	315,188.09
11/26/2018	7618	Creations By Christina	Decorations Deposit		1,800.00	313,388.09
11/26/2018	7619	DOUGLAS CLEANING SERVICES	November 2018 - CDD Cleaning		430.00	312,958.09
11/26/2018	7620	ESD WASTE2WASTER, INC	Invoice #93952 Pump Maint - November		300.00	312,658.09
11/26/2018	7621	HARDEMAN KEMPTON AND ASSOCIATES, INC	Design Consulting Svcs		2,601.50	310,056.59
11/26/2018	7622	HOOVER PUMPING SYSTEMS	Rebuild Shut off valve		725.86	309,330.73
11/26/2018	7623	SECURITAS SECURITY SERVICES USA, INC	10/14-10/27 - Security Guard - Hampton & Amberly Park		2,482.50	306,848.23
11/26/2018	7624	STAPLES CREDIT PLAN	Supplies		99.94	306,748.29
11/26/2018	7625	Steffner Rock & Gravel	Yellow Sand, Fill Dirt		3,761.00	302,987.29
11/26/2018	7626	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets		43.81	302,943.48
11/26/2018	7627	TAMPA ELECTRIC	Invoice #311000040213 Summary Bill - October		9,228.92	293,714.56
11/26/2018	7628	TERMINEX	Pest Control - October - Amberly Park, Main Facility, Hampton Park		191.00	293,523.56
11/26/2018	7629	VSC FIRE SECURITY	Fire Extinguisher Inspection (Annual)		275.00	293,248.56
11/26/2018	7630	XEROX CORPORATION	Copier Contract		111.11	293,137.45
11/26/2018	7631	ZEE MEDICAL SERVICE	Supplies		98.10	293,039.35
11/26/2018	7632	WESCO TURF, INC	Invoice #40862736 supplies		14.11	293,025.24
11/27/2018	7633	MARY-MARGARET WILSON	Field Mgmt - December		8,703.00	284,322.24
11/27/2018	ACH112718	Paychex	P/R Fee		46.40	284,275.84
11/27/2018	7634	ABM Landscape & Turf Services	Landscape Maint - October		62,981.00	221,294.84
11/28/2018	15207DD	DOROTHY COLLINS	11/5-11/18/18 - D. Collins P/R		2,211.22	219,083.62
11/28/2018	ACH112820	Paychex	11/5-11/18/18 - D. Collins P/R		814.29	218,269.33
11/29/2018	7635	ADVANCED ENERGY SOLUTION OF	Check, change fountain pumps and starter, Pump Starter - Install		1,244.12	217,025.21
11/29/2018	7636	ARCHITECTURAL FOUNTAINS, INC	Oct-Nov-Dec - Qtrly Maint		500.00	216,525.21
11/29/2018	7637	CINTAS	Safety Mats - 11/16/18 & 11/26/18		110.00	216,415.21
11/29/2018	7638	FRONTIER COMMUNICATIONS	CDD Phone - Nov		525.68	215,889.53
11/29/2018	7639	HOME DEPOT	Supplies		184.90	215,704.63
11/29/2018	7640	OLM, INC	Invoice# 33897 Landscape Insp November		1,575.00	214,129.63
11/29/2018	7641	REPUBLIC SERVICES	12/01-12/31 - Solid Waste		678.70	213,450.93
11/29/2018	7642	SECURITAS SECURITY SERVICES USA, INC	10/28-11/10/18 - Security Guard - Hampton Park		1,768.00	211,682.93
11/29/2018	7643	SEFFNER ROCK & GRAVEL	Fill Dirt		281.00	211,401.93
11/29/2018	15208	Eugene R. Field	BOS Mtg. 11/14/18		184.70	211,217.23
11/29/2018	15209DD	James P. Soley	BOS Mtg. 11/14/18		184.70	211,032.53
11/29/2018	15210DD	Jessica B. Vaughn	BOS Mtg. 11/14/18		184.70	210,847.83
11/29/2018	ACH112918	Paychex	BOS Mtg. 11/14/18		93.24	210,754.59
11/30/2018	495	CITY OF TAMPA UTILITIES	Water Utilities - November		1,119.65	209,634.94
11/30/2018		Center State Bank	Interest	3.30		209,638.24
<b>11/30/2018</b>			<b>EOM BALANCE</b>	<b>395,850.30</b>	<b>210,408.36</b>	<b>209,638.24</b>

## Summary- Project Driven Expenses

2 Months Ending November 30, 2018

### Operating Capital Projects (\$000)

#### Sources of Funds

FY 2018-19 Budget \$208

#### Uses of Funds

Spent Thru 9 /30/2018 0

Total Funds Spent & Committed \$0

**Budget Available as of 11/30/2018 \$208**

### Renewal & Replacement

#### Sources of Funds

FY 2018-19 Budget \$208

#### Uses of Funds

Spent Thru 11/30/2018 22

Total Funds Spent & Committed \$22

**Budget Available as of 11/30/2018 \$186**

### TP Signature Projects

#### Sources of Funds\*

FY 2018-19 Budget \$444

#### Uses of Funds

Spent Thru 11/30/2018 89

Total Funds Spent & Committed \$89

**Budget Available as of 11/30/2018\* \$355**

\* Allocated and Reserved Signature Project Funds Will Be Moved Into The General Fund As Required

**SUMMARY**  
**FY 2018-19 RENEWAL REPLACEMENT PROJECTS**

			<b>Original Project</b>	<b>Nov 30, 2018</b>	<b>Committed To Spend</b>
<b>Infrastructure</b>					
	Camera Hard Drive- Amberly (Lighting)				
	Somerset Wall Repairs				
	Traffic Sign & Post Replacements				
	Removal & Disposal [Hazard Materia] Old Play Surface & Pond Muck				
<b>Irrigation</b>					
<b>Landscape</b>					
	Storm Clean-Up (Hurricane Michael)			\$2,080	
	Tree Trimming			\$2,100	
	Poinsettia Installation			\$12,600	
	Cul de Sac & Entry Improvements			\$5,031	
	Entry Displays (Caldiums & Fall Mums)				
	Dead tree & Stump Removals				
<b>Lighting (Park &amp; Landscape)</b>					
<b>Newsletter Support (TPOA)</b>					
			<i>Sub Total R&amp;R Projects</i>	\$21,811	
	Palm Tree Protection				
	Palms Replacements & Transplant				
			<i>Sub Total Restoration Projects</i>	\$0	
<b>Total R&amp;R Projects</b>				\$21,811	



**Capital Projects 2018-19  
Budget Monitor**

30-Nov-18

(\$000)	5 Year Model	Current Projects	Spent Prior Year	Spent 2018-19	Committed To Spend
<b>Tampa Palms Signature Projects (BB Downs)</b>					
Consulting Services	75	24	-		-
Irrigation	80	40	19		-
Main Entry Restorations	615	448	69		0
Area 2 Pond	270		-		
Bruce B Downs Improvements	155	-	-		-
<b>Sub-Total TP Signature 2017</b>					
	<b>\$1,195</b>	<b>\$582</b>	<b>\$89</b>		<b>\$0</b>
<b>Capital Projects</b>					
Consulting Services			-		
Irrigation Systems	-	22	-		22
Parks	-	104	0		21
Landscape & Lighting	-	-	-	0.281	-
Signs, Infrastructure & Lighting	-	-	0		-
<b>Sub-Total Capital Projects</b>					
	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.281</b>	<b>\$43</b>
<b>Total TP Signature 2017 &amp; Standard Capital</b>					
			<b>\$89</b>		

\* Five Year Model

\$1,288 Signature TP  
\$850K Capital Projects

**Capital Projects  
Signature 2017-18 Through November 30, 2018**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>Planning Model</b>	<b>Current Projects</b>	<b>Nov-18 2018-2019</b>	<b>Major Commitments</b>
<b>Consulting Services</b>	[50-75]	24,000		
Prelim BB Downs Designs Survey & Staking				
<i>Sub Total</i>		24,000		
<b>Irrigation</b>	[50-80]			
Area 1 & 2 Irrigation		40,000	19,472	
<i>Sub Total</i>		40,000	19,472	
<b>Main Entry Restorations</b>	[475-615]			
Area 1 & 2 Entry Hardscape		182,795	1,168	
Area 1 & 2 Landscape		72,770	13,780	
Area 2 Landscape (TP Blvd & Amberly)		118,770	28,500	
Area 2 Pond Landscape -		70,000	25,630	
Additional Lighting		3,427		
<i>Sub Total</i>		447,762	69,078	-
<b>Area 2 Pond</b>	[245-270]			
Littoral Plantings & Noxious Removal				
Area 2 Pond Landscape - Phase 2		70,000		
Tree Buffer				
<i>Sub Total</i>		70,000		-
<b>Bruce B Downs Improvements</b>	[250-300]			
Somerset Guardhouse to Amberly				
Welcome Sign Area (Bridge to Amberly)				-
<i>Sub Total</i>		-		-
<b>Sub-Total Tampa Palms Signature 2017</b>	<b>[880-1195]</b>	<b>581,762</b>	<b>88,550</b>	<b>\$ -</b>
<b>Normal Capital Projects</b>	<b>5 Year Model</b>	<b>Current Projects</b>		<b>Committed To Spend</b>
<b>Consulting Services</b>				
Design Implementation Oversight				
<i>Sub Total</i>				
<b>Irrigation Systems</b>	[\$150-200]			
Wiring, Upgrades & Additional Zones		0		-
Area 1 Pump Station Pond Repairs		22,000		22,000
<i>Sub Total</i>		22,000		22,000
<b>Parks</b>	[\$200-250]			
Amberly Picnic Table/Seats & Trash Cans		-	12,655	
Hampton Sails & Pads			21,000	21,000
Amberly Safety Surface			70,500	
Waste Disposal (Treated as Hazardous)				
<i>Sub Total</i>		104,155	0	21,000
<b>Landscape &amp; Lighting</b>	[\$150-200]			
Landscape Enhancements				-
Palm & Holly Investments				
Pond Stabilization (Reserve- shoreline cutback)				
<i>Sub Total</i>			0	-
<b>Signs, Infrastructure &amp; Lighting</b>	[\$150-200]			
LED Upgrades Plus Installation				
Henley Minument Sign (Waiting For Reimbursement)				-
Monument Structure Enhancements/Restorations		0		
Street, Wildlife & Warning Signs			281	
<i>Sub Total</i>			\$281	\$0
<b>Sub-Total Normal Capital Projects</b>			<b>\$281</b>	<b>\$43,000</b>
<b>Total TP Signature 2017 &amp; Standard Capital Projects</b>			<b>\$88,831</b>	<b>\$43,000</b>

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>Bruce B Downs/ Signature Projects</b>			
<b>1) General Progress &amp; Timeline</b>			
a) Progress	Report To Board	Jan	Staff
<b>2) Entrance Pond</b>			
b) Pond Perimeter Initial Planting (Timeline)	Review Progress	Jan	Staff
c) Trees & Shrubs (Amberly Buffer) Initial Planting Plans	Update	Feb	Staff
d) CDD Frontage on BB Downs Phase 1	Progress Update	Feb	Staff
Irrigation & Drainage Update	Progress Report	Feb	Staff
<b>3) Community Entrances</b>			
a) Tampa Palms Blvd - Area 1 Review Progress	Update	Jan	Staff
Construction - Pillars & Fencing Update Landscape	Update Board	Jan	Staff
Entry Side of Road	Progress Review	Feb	Staff
Exit Side of Road	Progress Review	Feb	Staff
Amberly Pond ROW Landscape Landscape Progress	Board Review	Feb	Staff
Wayfinding Sign	Board Review	Feb	Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>II Capital Projects</u></b>			
<b>1) Wayfinding &amp; Misc Signs</b>			
a) Area 2 Entry (Sig 2017 Area 2 Above)	Board Review	TBD	Staff/Soley
b) Review Options W/ Grace Church	Update Board	Feb	Staff/Soley
<b>III Landscape Assets</b>			
<b>1) Assessment YTD Weather Impacts</b>	Report To Board	Ongoing	Staff/Maney
<b>2) Village Entry &amp; Blvd Restorations</b>			
a) Plans / Direction	Report To Board	Mar	Staff
<b><u>V NPDES Projects</u></b>			
<b>2) Cycle 4 NOI</b>	Update Board	Feb	Staff
<b>2) LED Landscape Lighting</b>			
a) Phase III	Future Consideration	TBD	Staff
<b>III Landscape Assets</b>			
<b>1) Assessment YTD Weather Impacts</b>	Report To Board	Ongoing	Staff
<b>2) Landscape Pests/Problems/</b>			
a) Palm Tree Pests	Report To Board	Feb	Staff
b) Update Progress	Report To Board	Feb	Staff
<b><u>IV Park Reviews</u></b>			
1) Wind Sail Replacement	Update	<b>Jan</b>	Staff
2) Park Inspections	Update	<b>Jan</b>	Staff

Next Step

Date

Responsible

VI. Multi-Model Paths & Transportation

a) Multi-Modal Path Landscape Options

Report To Board

Feb

Staff

b) HART Plans

Report To Board

Apl

Staff

c) Transportation Plans (FDOT)

Report To Board

Mar

Staff

## TP CDD Planning Horizon

January 9, 2019

### FY 2018 -19

- NPDES Renewal (Pending Final Go-Ahead)
- County Commission Elections (Complete)
- CDD Elections Complete / Officer Elections (Complete)
- Area 1 Entry Pillars and Fencing
- Area 2 Entry Pillars and Fencing
- Power Corridor Crossing Improvements
- City of Tampa Mayoral Election
- Tampa City Council Elections
- School Board Member Elections
- Landscape Renewal Continues (10 Year Cycle)
- City Council and Mayor Elections
- Transportation Improvements Move to I75
- SWWMD Permit (WUP) Due
- Area 2 Pump Station Filters Due For Replacement
- ADA Review For CDD Parks

## Update Signature Mitigation Projects

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

**Funds Available A/O Fiscal Year 2018 -19**

**\$ 582K**

Work in Progress or Anticipated A/O Jan 2019 Meeting

Opening Balance/Available	FY 2013-14	FY 2014-15	FY 2016-17	FY 2017-18	FY 2018-19
	\$1,330,480	\$1,043,490	\$1,287,907	\$1,287,907	\$581,762
		\$300,000			
ConsultingSves				\$32,005	\$24,000
Irrigation Relocation	\$93,000				
Irrigation- New Install & Repairs		\$55,000		\$95,000	\$40,000
Area 1- Entry Streetlights				\$20,000	
Area 1 Pillars, Fencing & Lighting				\$882	\$109,618
Area 1- Landscape Entry Median (Phase 1)					
Area 1 Entry - Landscape					\$72,770
Area 2- Entry Streetlights				\$14,475	
Area 2 Pillars, Fencing & Lighting				\$26,323	\$73,177
Area 2 Entry - Median Landscape (Phase 1)				\$55,000	
Area 2 Entry - Landscape				\$33,000	\$118,770
Area 1 & 2 Median Electrical Restoration				\$36,000	
Area 1 & 2 Wall Replacements/Repairs				\$15,000	\$45,000
Amberly (1 ) Entrances (Monument Area)				\$55,000	
Area 2 Entry Pond - Pond Side Plantings					\$25,000
Area 2 Entry Pond - Landscape Phase 2					\$45,000
Area 2 Entry Pond - Tree Buffer				\$85,000	
Area 2 Entry Pond - Fountain & Fountain Lights				\$21,460	
Area 1 - Landscape & Irr Welcome -Amberly				\$55,000	
Area 2 - Landscape BB D (Non-pond)					\$25,000
Area 2- Landscape Amberly To Bridge				\$20,000	
Optional Lights					\$3,427
Area 2 Entry- Roadway Bricks				\$142,000	
BB Downs Fencing Upgrade (Black)	193,990				
<i>S/T By Fiscal Year</i>	<i>\$286,990</i>	<i>\$55,583</i>	<i>0*</i>	<i>\$706,145</i>	<i>\$581,762</i>
<b>Total All Projects</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>

1  
2  
3 **MINUTES OF MEETING**  
4 **TAMPA PALMS**  
5 **COMMUNITY DEVELOPMENT DISTRICT**

6 The Regular Meeting of the Board of Supervisors of the Tampa Palms Community  
7 Development District was held on Wednesday, November 14th, 2018 at 6:00 p.m. at the  
8 Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

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

11 Mr. Field called the meeting to order.

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

13  
14 Present and constituting a quorum were:

15 Gene Field	Chairman
16 Jim Soley,	Vice Chairman
17 Jessica Vaughn	Supervisor

18  
19  
20  
21 Also present were:

22 Lore Yiera	District Manager
23 Maggie Wilson	Consultant
24 Warren Dixon	Resident
25 Brian Koerber	TPOA Property Manager
26 Don O'Neal	Resident
27 Chris Ferguson	Resident

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

31  
32 **Pledge of Allegiance**

33 Ms. Vaughn led the recitation of the Pledge of Allegiance.

34  
35 **SECOND ORDER OF BUSINESS- Strategic Planning**

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

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



1           There being none the next item followed.

2

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

4           Ms. Condrey of Palma Vista questioned as to if anyone had notices a decrease in water  
5 pressure. There was general discussion of the City of Tampa project to increase pressue to New  
6 Tampa but no one present was aware of pressure problems.

7

8           **FIFTH ODER OF BUSINESS - Approval of the September, 2018 Minutes**

9

10           On MOTION by Ms. Vaughn, SECONDED by Mr. Soley, WITH ALL IN FAVOR, the Board  
11 approved the Minutes of the October 2018 Board Meeting.

12

13           **SIXTH ODER OF BUSINESS - Approval of District Disbursements**

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

17           On MOTION by Mr. Soley SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board  
18 approved the Disbursements for the month ending Septemver 30, 2018 in the amount of  
19 \$337,979.92.

20

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

22

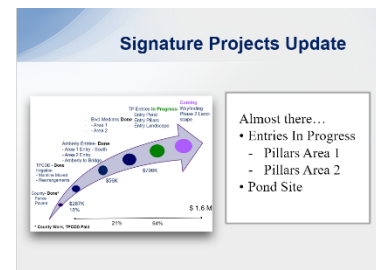
23           ◆       **Signature Projects**

24

25           Ms. Wilson updated the Board and visitors as to the  
26 progress of the Signature Projects. She reviewed in general how  
27 far the projects had come and those things left to complete, the  
28 major projects include :

- 29           - The pillars and fencing for both areas 1 & 2
- 30           - The Area 2 pond site

31



1

2 There was general discussion of the progress in restoring the  
3 “look” of Tampa Palms. The most recent progress that had been  
4 made including the tree removals required for the Area 1 pillars  
5 and the shrubs (ligustrum) which were being removed at the time  
6 of the meeting.



7 The pond 300 frontage had been planted with grass, reducing the “construction area” look.

8 Ms. Wilson discussed a meeting that took place between Jason  
9 Rinard of Hardeman Kempton, members of the Grace Church  
10 staff regarding wayfinding signs that would both direct traffic  
11 and celebrate the lovely new church under construction.



12 Jason Rinard will put together options for review by the Board,  
13 most likely available in advance of the February CDD meeting.

14 Ms. Wilson discussed the pond plantings and showed  
15 pictures of the pond, noting that the littoral area is huge, not the  
16 typical rim around a pond. There was discussion that when pond  
17 plants cycle in and out as the all do, they will not be very  
18 attractive. This will be discussed further after as the “dry” season  
19 ends in the spring.



20

21 ♦ **Community Appearance**

22 Ms. Wilson reported on the status of the holiday lighting  
23 and the annual plantings that were on the way.

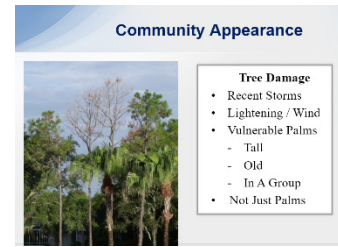
24 The lighting is scheudled to go ‘live’ the weekend after  
25 Thanksgiving with village wreaths put in place during the  
26 following week and the iconic reigndeer showing up by the first  
27 week of December.



28 Ms. Wilson advised that the winter annuals will be planted by the first of December. They are  
29 planned to be a combination of cold hardy and semi-warm tolerant plants. Ms. Wilson noted

1 that the unseasonable warm weather is scheduled to continue (off and on) for the rest of the  
2 year.

3 Ms. Wilson discussed the tree work that was pending and  
4 showed pictures of the dead and dying trees. It was reported that  
5 many of the trees were the very tall Washingtonian palms and they  
6 were victims of lightening strikes. Pictures were reviewed of  
7 several locations where groups of palms were affected such as in  
8 front of Sterling Manor and near Grace Church.



9  
10 ♦ **Budget Amendment**

11 Ms. Wilson noted that as previously planned by the Board,  
12 reviewed at the Budget Hearing and reflected in both the District's  
13 five-year plan and the annual budgets, monies for the Signature  
14 Projects are reserved in the fund balance and moved from the fund



15 balance to the Adopted Budget by amendment on an as needed/as completed basis. This is  
16 being done because the timing of the completion of Signature Projects was uncertain due to  
17 the dependencies on County construction and City permitting requirements.

18  
19 Ms. Wilson stated that the budget amendment presented for Fiscal Year 2017-18 will make  
20 changes to the Revenue and the Expenditures by increasing the revenue by \$625,480 from the carry-  
21 forward funds and increasing the Signature expenditures by \$625,480, creating a balanced budget.

22 .  
23 On MOTION by Mr. Soley, SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board  
24 approved Resolution 2019-1, the Budget Amendment for FY 2017-18, increasing carryforward  
25 revenue by \$625,480 and increasing the Signature Projects expense line item by \$625,480,  
26 confirming a balanced budget.

27  
28 ♦ **Cash Management Update**

29 Ms. Wilson updated the meeting on the progress with  
30 reviewing cash management options for calendar year 2019. She  
31 discussed the requirements and noted that if successful the board  
32 would approve in January.



1 ♦ **Park Updates**

2 Ms. Wilson briefed everyone on the progress with the  
3 windsails. One of the sails was delivered as the wrong size and  
4 Dave Hollowell is working with the manufacturer for  
5 corrections.



6  
7  
8  
9 ♦ **December Meeting**

10 Ms. Wilson noted that it has been the practice for the Tampa Palms CDD that the Board does  
11 not meet in December. Should a situation come to the front during December that requires immediate  
12 Supervisor action, an emergency meeting, with a quorum of three Supervisors, could be convened, just  
13 as would be done for any emergency that occurred between meetings at any time of the year.  
14

15 On MOTION by Mr. Soley, SECONDED by Ms. Vaughn WITH ALL IN FAVOR, the Board  
16 approved cancellation of the December 2018 meeting.

17  
18 **Additional Advanced Board Package Materials:**

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

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

22 There being none, the next item followed.  
23

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

25 Don O’Neal inquired about the lack of attention to the Palm Lake monument at the  
26 Amberly intersection. There was a discussion about the cable work pending. Ms. Wilson noted  
27 that the plan was to mulch the entire area in order to make it look clean and better kept, even  
28 if plants cannot be placed.  
29

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

31 There being none, the next item followed.  
32

33 **ELEVENTH ORDER OF BUSINESS - Adjournment**

34 There being no further business,

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

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

*\*These minutes were done in summary format.*

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

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

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

Lore Yeira  
**Printed Name**

**Title:**  
 Assistant Secretary  
 District Manager

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

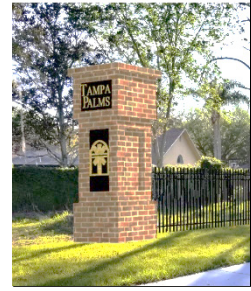
Gene Field  
**Printed Name**

**Title:**  
 Vice Chairperson  
 Chairperson

## Signature Projects

The construction will commence on the Area 1 pillars next week- finally. After the permits were issued there was a reconsideration based on concerns that the area should have compaction studies and engineering confirmation (Big\$\$).

Based on conversations where it was brought to the attention of the permitting organization that what was about to be constructed was little more than elaborate hardscape decoration - not a hospital- the project received a final green light.



The pond-site pillars and fencing will follow immediately.

Each of the projects should take 3-4 weeks to complete. Work continues with TECO regarding the SunTrust portion of the Area 2 entry with no resolution.

In other news about the SunTrust site, Publix, owner of City Plaza and the SunTrust “out building” has filed a petition to separate the properties, creating a completely separate lot for the SunTrust portion. Staff does not have any confirmation as to why this is being done. The most likely reasons include:

- Sale of the lot to SunTrust
- Sale of the lot to a third party
- Possible departure of SunTrust and sale to a third party for other purposes.

One note: this action may be undertaken to free Publix from some restrictions placed on what can and cannot (Fed Banks for instance) be located within City Plaza based on the SunTrust portion of the City Plaza property.

The cable work did affect CDD-owned property in the Somerset area. The contractors and sub-contractors just moved their equipment in with no notice, no permission and no apparent knowledge that much of this area was private property.

Because this is an interstate communications project permitting and responsibility are vague at best. With the help of Rich Reidy, aide to Commissioner Hagan, staff was able to locate the “responsible” parties. There has been an equally vague commitment to “restore things”.



While the deed to this property does not record with an utility easement, it is possible that one could be claimed for 7.5 feet from the wall. The actual work most likely stayed within that space but the damage from drilling machines, pumper trucks and more did not.



No final decision has been made (better said – communicated) as to if there will be a need to “tie in cables” at the Palm Lake monument site.

To reduce the construction’esque appearance of the site - particularly for the holidays - Joe Laird’s team removed the piles of dirt left from prior digging and placed mulch around the area. It was not landscaped but the appearance was improved.

Although the landscape for the Suntrust corner was delayed due to the pending construction, additional landscape was added to the corner area so that the area would not look so bare.

The area is not complete but it was made more presentable, especially important with the holidays and large number of guests in Tampa Palms.



Next steps include:

- Hardeman Kempton (Jason Rinard) will return with wayfinding concepts next week and they will be reviewed with Grace Church and presented to the Board at the February meeting.
- The landscape work will continue on the Area 2 Pond site
- A presentation will be made to the Board in February for consideration of options for the pond itself – littoral plants are simply not working.
- Landscape designs for the Area 1 entrance, incorporating the new pillars and fencing, will be presented to the Board for consideration.

## Community Appearance

### General

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



The flowers struggled a bit with the heat and the mid-December rains but in the end seem to be faring well.

The holiday decorations worked well with the exception of the lighting for the reindeer which suffered from some

underground electrical problems which were corrected before “the big night”.

The decorations (garland, wreaths etc) were removed this week leaving only the reindeer and oak tree lighting which will be removed next week.



The decorations are taken to the CDD maintenance building where they are examined, inventoried, tagged for age (those three years old are discarded) and packed away for next year.



Another “holiday tradition” (unfortunately) is the sudsing of the Reserve fountains. Each Year kids (we hope it is kids and not demented adults) pour detergent into one or more of the reserve fountains. This year was no different.

Soap was apparently added Sunday night before New Year’s. The fountain maintenance company responded with defoamer (suppliers were closed and they were forced to use product stored at City of Tampa facilities which they also maintain). By Monday night the foam was barely visible..... but.

New Year’s Eve and New Year’s day they struck again. The foam reached to the top of the sign.





Apart from the holiday decorations and pranks, in general the community fared well through the holidays despite unseasonable heat and unseasonable rain from September through the last week of December.

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

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

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

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

Despite that TP received a 91.5 for the OLM inspection conducted in December.

The poinsettia's at the entrance added the normal color and continue dress up the main entry. Winter annuals are always a gamble. If the weather is too hot traditional central Florida winter annuals fail to bloom; if there is severe cold, they die.



Ms. Maney and Joe Laird somewhat covered their bets in choosing the annuals.

They used white Dusty Millers to surround the annual beds and provide contrast with the adjacent turf (Dusty's stand up well to the cold) with a combination of Salvia ( a little tricky with repeated exposure below freezing) and burgundy snap dragons which should survive cold – if there is any cold. The color combination between the Salvia and the snaps was featured at several Disnet resorts where it creates a glow of color when observed from a distance.



### Irrigation

There continue to be irrigation mainline breaks. These are expensive (and messy) to repair and during periods of limited rain, they place the landscape in jeopardy. The breaks essentially occur in two places:

- At connections to valves as seen to the right
- At underground connections between runs of piping.



The breaks are most often the result of ground vibrations or shifts at the site of connections frequently brought about by utility construction or vehicle damage to valve boxes. (Frontier in particular) often parks along the ROW, often leaving the trucks running, and damages the turf above ground, causing ruts in the turf and unseating the irrigation mainlines.



Sometimes valves on CDD property are damaged by work done on adjacent communications equipment which is located on the required 7.5 ft utility easement, as seen in this picture where utility work damaged a valve and caused a bit of a flood.

From time to time staff is asked “do the irrigation breaks mean the irrigation distribution system must be replaced?” The answer is absolutely not! The Tampa Palms irrigation distribution system covers at least twenty-five miles and is made up of PVC pipe with an average life expectancy of 100 years.

If the irrigation distribution system could be replaced, the cost would be in the multi-millions and the problems of vehicle damage at valves (nowhere else to move most valves) and underground vibration would not be solved. Damage is not happening because the pipes are wearing out.



Joe Laird is taking action to reduce the impact of failures: he is installing gate or isolation valves at strategic locations where long pipe runs can affect multiple locations. In this way he can reduce the impact of some breaks, allowing irrigation to continue upstream during repairs. One such installation being completed at this time is in front of Hampton Park, another at the main Area 1 entrance.

## Tree Work

The City has inspected all of the trees that need removal and issued the permit this week for those removals. This includes dead/ dying Washingtonian palms and a few pine trees at numerous locations:

- On Tampa Palms Blvd in front of Sterling Manor
- On Amberly in front of Grace Church
- At the Amberly / Palms Blvd intersection by Florida Executive Realty
- Hampton Park (pine)
- Cambridge pond
- Tampa Palms near Halsey

Work is beginning immediately.



## Cash Management Plan For CY 2019

Updated 1/9/19

The CY 2018 cash management agreement negotiated with Sunshine Bank expires January, 2019. The chairman oversees review of the cash management plan with the concurrence of the balance of the Board as was approved by the Board at the October 2018 meeting.

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

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



Staff with the help of the chairman, the DPFG Senior Financial Manager and a Tampa Palms resident with substantial financial / banking acumen and contacts, explored cash management options for 2019 with the current service provider, CenterState Bank, and asked for offers from other institutions.

Expressed interest in a banking relationship with the CDD by the banking community has been a little soft. Staff wonders if that is due to several factors (1) the more parochial fact of the time of year (end of business plan for many small banks and even personal time off for employees) and (2) the

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

The CenterState Bank which is the current provider, received 87 out of 100 points. They offered:

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

Bank United, a firm used by DPFG in other locations, made an offer which was attractive from the initial rate standpoint [165 basis points] but less attractive overall and received 62 points. They offered:

- 165 basis points on deposits which are fully FDIC insured (QPD) BUT there was no time commitment and the rate could be changed at any time.
- If an account must be closed before interest were credited, no accrued interest would be credited for that month.

Bank of Tampa made a professional offer but it was less attractive from an interest earning standpoint [140 basis points] and commitment period. This offer received 57 points out of 100. They offered:

- 140 basis points on deposits which are fully FDIC insured (QPD)
- There was no time commitment and the rate could be changed at any time.

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

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

	Interest Rate Investment (1-40 Points)	Interest Rate Demand (1-5 Points)	Length of Agreement (1-25)	Creativity of Solution (1-10)	Bank Rating (1-10)	Local Presence* (1-5)	Ease of Use** (1-5)	Total Points (1-100)
Bank United	165 Basis Points	15 Basis Points	No Guarantee	ICS + Demand	Bauer - 5 Stars	See Below	See Below	
	40	5	0	5	10	0	2	62
Centennial	<i>Did not return contact w/ firm proposal</i>				Bauer - 5 Stars	See Below	See Below	
					10	4	0	14
CenteState Bank	165 Basis Points	5 Basis Points	1 Year/ \$2.5M Min	ICS + Demand	Bauer - 5 Stars	See Below	See Below	
	40	2	20	5	10	5	5	87
Bank of Tampa	140 Basis Points	Waived Bank Chgs	No Guarantee	ICS + Demand	Bauer - 5 Stars	See Below	See Below	
	34	1	0	5	10	4	3	57
Caedance	<i>Did not return contact</i>				Bauer - 5 Stars	See Below	See Below	
					10	4	0	14

Bank United	Total Points
Bank United	62
Centennial	14
CenteState Bank	87
Bank of Tampa	57
Caedance	14

\*Local Presence

- 5 Branch in easy driving distance
- 4 Branch in Hills County
- 3 Remote Capture Options
- 1 Mail-In Only
- 0 Unknown or none

\*\* Ease of Use

- 5 Used- meets all needs
- 3 Used previously - worked/ sometimes difficult
- 2 Reviewed claims / used by others
- 1. No information



December 17, 2018

Tampa Palms CDD  
Banking Proposal

Dear Board Members:

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

Our 2019 proposal for your banking needs will remain the same as the previous years' terms which I have included below:

Currently the CDD Excess Funds account is placed in an Insured Cash Sweep service sponsored by Promontory Interfinancial Network which gives your organization multi-million-dollar FDIC Insurance. Your Excess Funds account will continue to earn a fixed rate of 1.65% for 12 months, and will require a minimum balance of \$2.5M. Should the account balances fall below \$2.5M, the Bank and customer may re-negotiate the interest rate for the remaining term.

I feel our not-for-profit checking account is tailored for organizations like yours, allowing 300 items per month, and would continue to suit the CDD's needs. This account too will continue to earn 0.05% APY without a minimum balance.

Additionally, our Business Online Banking product is still at your disposal and will give you the opportunity to transfer funds when needed, handle your ACH transactions and view statements and checks processed. Business Online Banking also offers a variety of other needs including stop payments, remote deposit capture, positive pay and wires if the need ever arises.

We are constantly seeking to improve our product and service offerings and should something arise that I feel is better suited to the CDD relationship I will contact you to discuss further. We appreciate your business and look forward to a continued relationship with your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammy Zuknick".

Tammy Zuknick  
FVP/ Association Services Sales Officer  
Email: [tammy.zuknick@centerstatebank.com](mailto:tammy.zuknick@centerstatebank.com)

## CDD Office Machine (s)

The CDD copier/printer lease expired in the 4<sup>th</sup> quarter. Staff has examined several options finally coming to the conclusion that simply replacing the current Xerox copier with one that provides the same general feature set, just current flavor, made the most sense.

The machine footprint is virtually identical to the old system. It connects via standard jacks to both the CDD network and the fax line.

Standard document feeder with auto or manual operation.

New Feature: flash drive option for printing or scanning- input or output.

Large paper feed for 8.5 X 14 or 8.5 X 17 (folds down)

Paper drawers: two provided.



The options are controlled by a *point and select* menu mounted on the front of the copier.

To meet the CDD requirements the system had to be:

- Easy to use, not requiring extensive technical expertise as the CDD does not have an IT dept.
- Provided by a company with a service organization in place and robust, not a round robin of third-party vendors.
- The feature set fits the CDD needs.
  1. Routine copying in color or black and white
  2. Faxing (in and out)
  3. Scan to computer in color or black and white
  4. Scan to a flash drive in color or black and white (new and useful for digitizing records)
  5. Color printing as an option IF DESIRED, meaning that color must be selected and the machine can/will function as B/W for most uses. (Today color is provided by a separate four-year-old HP printer.)

While the joys of copier ownership abound [a joke] taken within the context of the CDD organization with limited personnel resources, the absolute certainty of change in personal in the coming 3-4 years leasing continued to make the most sense.

A lease places the burden for maintenance/ repair and toner provision on the providing organization at a fixed price.

The lease proposed by Zeno, an operating division of Xerox, is:

- Term: 60 months (the same term as the lease just completed by the CDD)
- Lease cost: \$126.31 per month ( the expired lease from five years ago was \$111.00 per month)
- Includes: all maintenance, repair and office support (integration with PC's network)
- Media support: lease includes toner cartridges based on the level the CDD has averaged over the last three years, eg 9,200 pages per year.

There is an added financial enhancement. As noted above the new copier can produce color copies, but there is no need for all copies or prints to be in color. Color toner is provided at a cost of .09 per page printed.

Today color printing is performed in the CDD on a four-year-old HP printer. The printer requires toner and the toner expense for the last twelve months for color was a little over \$2,000. The HP does not provide a precise page counter but estimating the pages printed, the average cost per page was in the range of \$.26 versus the contract price of .09 per page for the new copier.

Further the Xerox replacement provides for two-sided color copies so where applicable, paper costs can be reduced.

The copier fits well within the budget and staff proceeded after a review with the chairman. Staff is requesting that the board approve the project by motion.

# CDD Organization Matters

## ***Part 1 Organization Documents***

The Tampa Palms CDD adopted organizational documents/statements that serve to establish the purpose of the organization (Mission Statement), define the organizational objectives that reflect and flow naturally from the purpose of the organization (Direction Statement) and those standards which form the foundation on which the Board conducts itself (Core Values).

Board Members assume roles that oversee the framework or context within which the District's strategies are formulated (Leadership Roles).

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

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

## ***Part 2 Tampa Palms CDD Financial & Operational Forward Planning***

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

In Part 2 following, there is a thumbnail sketch of financial and operational stewardship that make up the forward planning for the Tampa Palms CDD.

## ***Part 3 Tampa Palms CDD Stewardship History***

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

The chairman has created a compendium of the district value created for the last sixteen years. It is substantial. Please see Part 3 following.



# Board Leadership Roles

Jan 9, 2019

## Leadership

### Financial Management

### Field

Facilitate Board oversight role by providing:

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

# Board Leadership Roles

Jan 9, 2019

## Leadership

### Local and State Government Liaison

Vaughn

- Monitor CDD mission
- Leadership in resident education of CDD responsibilities vs. TPOA
- Monitor changes to laws regarding CDDs
- Coordinate Tampa Palms interests with City Council members.
- Monitor transportation changes and their impact on Tampa Palms, particularly traffic safety and plans for changes to I-75.
- Monitor web site adherence to State requirements
- Co-ordinate staff liaison with TPOST 3 and TP North to assure achievement of common goals.
- Provide leadership and direction to the rebranding effort from the perspectives of Tampa Palms and greater community liaison.

# Board Leadership Roles

Jan 9, 2019

## Leadership

### Landscaping and Community Appearance

Gibson

- Monitor landscape maintenance performance and coordinate with OLM and ABM.
- Develop, implement & monitor routine improvement activities.
- Develop, implement & monitor a community program to evolve the Tampa Palms community to drought-resistant and winter resistant landscape.
- Provide leadership and direction to the rebranding effort (Signature 2017) from a landscape perspective.
- Work with staff and consultants to develop, implement and monitor Board programs to continually revitalize and keep fresh community landscape.
- Provide leadership and direction to the water conservation effort from the perspective of the complex irrigation system infrastructure.

# Board Leadership Roles

Jan 9, 2019

## Leadership

### Parks & NPDES

### Schoolfield

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance parks.
- Observe irrigation system performance as reported by staff and assume leadership role before Board in the of event failure.
- Monitor preventive maintenance programs (such as Sunshine OneCall) and District response to problems.
- Monitor compliance with watering restrictions and annual usage restriction reporting.
- Monitor emerging NPDES requirements.
- Oversee changes in NPDES requirements and the District plans to comply.
- Work with staff and consultants to develop, implement and monitor programs to continually revitalize irrigation.

# Board Leadership Roles

Jan 9, 2019

## Leadership

### Infrastructure and Facility Oversight

Soley

- Work with staff and consultants to develop, implement and monitor Board-approved programs to continually enhance entrances, community lighting and other infrastructure.
- Identify community infrastructure needs such as village entries and boulevard walls with staff & residents
- Monitor construction and development activities in and near Tampa Palms to assure best interests of the community are served.
- Assume an overall leadership role in the rebranding of Tampa Palms from a project design perspective

Tampa Palms CDD

CDD Direction Statement

Re-Presented  
(1/9/19)

Provide timely and effective leadership to protect and preserve the safety and quality of life in Tampa Palms, mitigating the impact of externally-driven changes.

Tampa Palms CDD

Re-Presented  
1/9/19

Mission Statement

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

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

# Tampa Palms CDD

Re-Presented  
(1/9/19)

## Core Values

We are accountable to our residents for our decisions, actions and inactions.

We work as a team and with the community, committed to open and honest communication, mutual support and respect for each other.

We are a growing and learning organization committed to change and innovation to provide the best possible community for our residents.

We help each other listen, to understand our resident expectations and do all we can to meet them.

We are accountable to the community, for the integrity of all financial reports and communications.

We will be vulnerable in front of our residents to have the public debate required to make the best decisions.



# Tampa Palms CDD Financial & Operational Stewardship

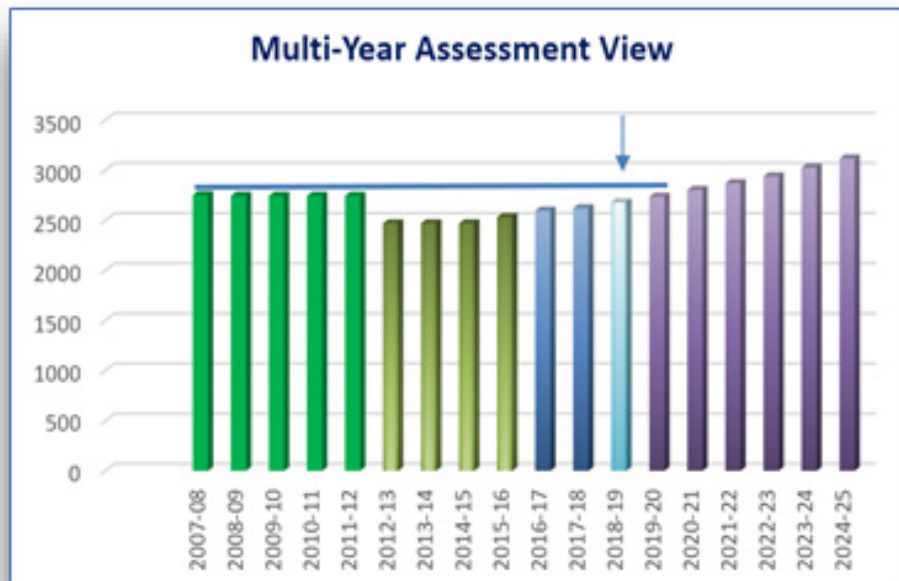
Financial and operational stewardship must be considered from two separate but intertwined perspectives:

- The intelligent management of financial resources necessary to maintain the District’s financial health.
- The value created by astute management of the District over a long period of time.

## *Management of Financial Resources*

In FY 2017-18 the Board reviewed forward planning models that match the annual needs of the District with practical increases across the planning horizon. The plan endorsed by the Board, 2.2% increase commencing in 2018-19 for two years, and 2.4% for the next three years, return assessments to slightly less than the 2007 level in 2020. This methodology was designed to credibly maintain the District’s financial health and ability to deal with the significant outside influences which the District does not control.

This directional plan was reviewed at the budget meeting and for all residents in the TPOA Newsletter.



## *Value Created*

On the following pages staff is providing the Chairman’s review of the various aspects of value creation that have taken put in place over the last sixteen years.

Tampa Palms is a complex entity, far more so than many/most residents would ever imagine. This following information was compiled a year ago by Chairman Field and is represented to serve both as a guidepost to “how we got here” and a basis with which to evaluate future decisions the board will have to make.

# Stewardship History

Tampa Palms CDD

Re-presented January 9, 2019

District Value Created \_\_\_\_\_ 16 Years of Board Stewardship through September 30, 2018

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

Board Professionalism  
And Effectiveness

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

Long-Term  
Partnerships

Toro Beta Site (Mowing Ended June 2017 Due To Corporate Relocation)  
Turf maintenance, equipment & irrigation systems & controls  
Savings: 16.5 years of Turf mowing costs... annually \$ 90-100 K  
One-time irrigation control system & software \$ 100 K  
  
OneSource landscape maintenance effective during 2002  
Created business systems & processes for effective implementation  
Preserved \$ 300 K/Yr cost savings by interim negotiation  
Expense increase limited to compound annual growth rate of 1.71 % per year  
over 16-year period

Retirement of Debt

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

Restore TP to Premier  
Community

TP was debt-free 30 Yr old community that looked 30 Yrs old.  
Retained \$ 650 K of debt service for 5 years  
Launched \$ 5.0 M Visioning TP 2017 to restore 'Premier' status

Reduced Community  
Assessments

Visioning TP 2013 completed Reduced assessments 10 % \$ 265 K/Yr  
For three years Total 3-year reductions \$ 800 K

Maintain District  
Financial Health

Introduced 1<sup>st</sup> assessment increase in 13 years  
Increased assessments 2.2 % in FY 2017/18 for Bruce B. Downs widening.  
Advised TP **probable** annual increase of 2.2% - 2.4% for 5 years  
In 2020 assessments projected to still be below 10 years ago

Financial  
Stewardship

Private Sector Financial Reporting Standards \$ 32 M Budget  
Major Project financial management & internal controls \$ 9 M Projects  
16 years of "No Comment" independent audits  
Cash Management QPD protection Interest income totals over \$ 300 K

## Stewardship History

	Multi-Year Financial Models	Longer-term Vision	
<u>Environmental Compliance</u>	NPDES (EPA) Plan & Audit SWFWMD partnership	District savings water use approval & monitoring	\$ 30 K every 3 years
<u>Conserve Resources</u>	Resource Conservation Programs		
	Water conservation	Reduced SWFWMD water permitting	by 25 %
	Energy conservation	Reduced KWH use	by 33 %
<u>Eminent Domain</u>	Florida Gas Transmission ....taking of CDD Property		\$ 400 K
	Area I exit to Bruce B Downs...taking of CDD Property		\$ 477 K
<u>Non-Ad-Valorem Assessments</u>	Research: Florida Supreme Court Cases re: Assessment Process		
	Developed and Implemented TP Process...for Assessments		Savings \$ 30 K
<u>Mitigation BBD Expansion</u>	Numerous Design Changes...Flagship Corner Pond,		
	BBD Fencing Design, Area II Median, etc	Cost Avoidance	\$ 300-400 K
<u>Research</u>	Deed: Grace Church specific Land Use Restrictions		
	Avoidance : Cell Tower and Commercial Use of TP Flagship Corner Priceless		
<u>Government Relations</u>	Initiated and Maintained constructive & co-operative relationships		
	...with all state, county, & city management and operating constituencies		
	Secure cooperation to maximize public services for TP CDD		
<u>Project Management</u>	Board & staff implemented over \$ 9.0 M in community projects		
	Quoted, sourced, budgeted and controlled all projects		
	Internal controls 14-Years of successful audits		
<u>Resident Communication</u>	Initiated and maintain TP CDD website required by State of Florida		
	Posts CDD public records to inform interested residents		
	Provide Board and CDD e-mail & phone contacts to ease communication		
	Fund TPOA newsletter as communication vehicle to inform residents		
<u>Allocation of Resources</u>	Monthly, professional landscape maintenance with formal rating		
	Board, staff and OneSource/ABM actively participate		
	Priorities established for ABM/One Source service 16 Yr total \$ 11.2 M		

## Board Officer Appointments

The Florida statutes provide that after any membership change to the Board, the Board should “reorganize”, that is select its chairman and vice chairman and reconfirm its officers.

Gene Field and Jay Schoolfield have been elected to the Board and will receive the oath of office at the January meeting.

At this time the Board should (1) elect a Chairman and (2) elect a Vice- Chairman, as well as, reconfirm its organization, including both Board Members and Officers.

Staff recommends the appointment of Patty Maney as an Assistant Secretary for the purpose of advising on landscape matters. She will no longer be a board member.

Note “Officers”, are not members of the Board, they are not elected, they have no voting powers: they are individuals who serve for the Board and at the pleasure of the Board.

The specific reference in the Statutes that allows the appointment of officers follows:

190.006 (6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, and such other officers as the board may deem necessary.

In Tampa Palms the present officers include:

Gene Field (Board Member)	Chairman
Jim Soley (Board Member)	Vice Chairman
Patty Maney ( <del>Board Member</del> )	Assistant Secretary
Jessica Vaughn (Board Member)	Assistant Secretary
A. Michael Gibson (Board Member)	Assistant Secretary
Lore Viera	Secretary
Gene Field & Patricia Comings-Thibault	Treasurer(s)
Mary-Margaret Wilson	Assistant Secretary

Staff has prepared a resolution for Board approval which adds Supervisor Schoolfield, adds Patty Maney only as an advisor (Assistant Secretary), restates the Chairman and Vice Chair positions as they exist today and re-confirms the existing officers.

If the Board wishes to retain the existing Chair and Vice Chair, it should do so by nomination, second and approval.

If the Board wishes to make these changes, it should do so by approving Resolution 2019-2 which is attached.

RESOLUTION 2019-02

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

WHEREAS, the Board of Supervisors of the Tampa Palms Community Development District at the business meeting held on January 9, 2019 desires to appoint the below recited persons to the offices specified.

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

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

<u>Gene Field (Board Member)</u>	Chairman
<u>Jim Soley (Board Member)</u>	Vice Chairman
<u>Jake Schoolfield (Board Member)</u>	Assistant Secretary
<u>Jessica Vaughn (Board Member)</u>	Assistant Secretary
<u>A. Michael Gibson (Board Member)</u>	Assistant Secretary
<u>Lore Yeira</u>	Secretary
<u>Gene Field &amp; Patricia Comings-Thibault</u>	Treasurer(s)
<u>Mary-Margaret Wilson</u>	Assistant Secretary
<u>Patty Maney</u>	Assistant Secretary

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

Adopted this 9th day of January, 2019.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

## CDD Employee Handbook

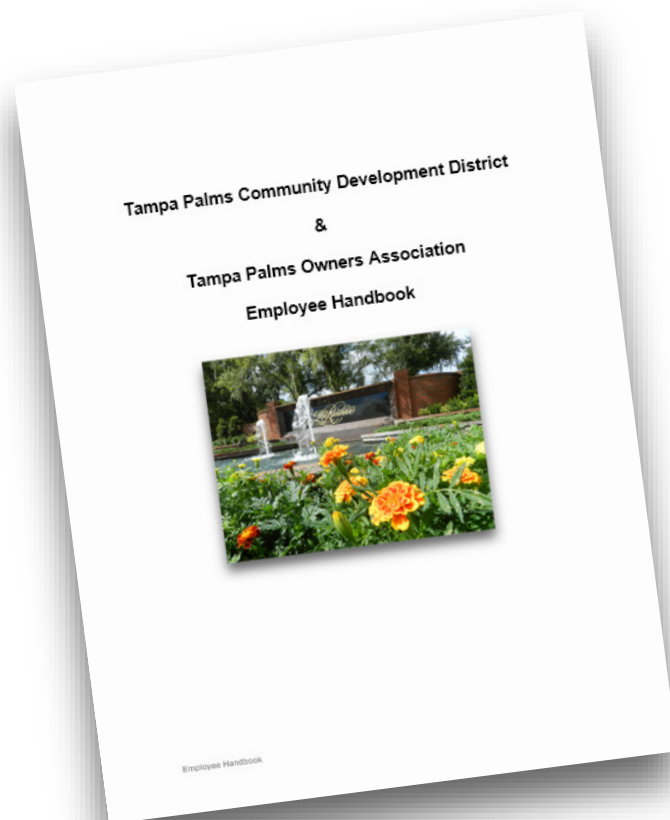
Given the fact that the CDD has exactly one full-time employee, it may appear somewhat excessive to have an “employee handbook” but in 2011 staff dusted off one - first created in the mid 1990’s - and updated it because of the following:

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

The current “Tampa Palms Employee Handbook” (Handbook) combines the organizations of the TPOA and CDD, as most park attendants, not to mention most residents, are not terribly clear as to which is which.

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

The TPOA will be considering the Handbook in the coming months and the current Handbook is attached for CDD Board examination.



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



## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION</b> .....	<b>5</b>
1.1	Welcome .....	5
1.2	History .....	5
1.3	Changes in Policy .....	5
<b>2</b>	<b>EMPLOYEE DEFINITION AND STATUS</b> .....	<b>6</b>
2.1	Employment Classification .....	6
2.2	Probationary Period for New Employees .....	6
<b>3</b>	<b>EMPLOYMENT POLICIES</b> .....	<b>7</b>
3.1	Equal Employment Opportunity .....	7
3.2	Americans with Disabilities Act .....	7
3.3	Immigration Law Compliance.....	7
3.4	Employee Background Check.....	7
3.5	Criminal Records.....	7
3.6	Anniversary Date.....	7
3.7	New Employee Orientation .....	8
3.8	Personnel Records and Administration .....	8
3.9	Change of Personal Data.....	8
3.10	Safety .....	8
3.11	Building Security .....	8
3.12	Personal Property .....	9
3.13	Health-related Issues .....	9
3.14	Employee Requiring Medical Attention .....	9
3.15	Visitors in the Workplace .....	9
3.16	Employment of Relatives .....	10
3.17	Weather-related and Emergency-related Closings.....	10



**4 STANDARDS OF CONDUCT ..... 11**

4.1 General Guidelines ..... 11

4.2 Attendance and Punctuality ..... 11

4.3 Work Schedule ..... 11

4.4 Absence and Lateness ..... 11

4.5 Unscheduled Absence ..... 11

4.6 Meal and Break Periods..... 11

4.7 Harassment Policy ..... 12

4.8 Sexual Harassment Policy ..... 12

4.9 Violence in the Workplace ..... 13

4.10 Confidential Information and Nondisclosure ..... 13

4.11 Ethical Standards ..... 13

4.12 Dress Code ..... 13

4.13 Use of Equipment..... 13

4.14 Use of Computer, Phone, and Mail..... 13

4.15 Use of Internet..... 14

4.16 Use of Computer Software..... 14

4.17 Smoking Policy..... 14

4.18 Alcohol and Substance Abuse ..... 14

4.19 Gifts..... 14

4.20 Complaint Procedure ..... 14

4.21 Corrective Procedure ..... 15

4.22 Crisis Suspension ..... 15

4.23 Employment Termination/Resignation ..... 15

4.24 Exit Interview..... 15

4.25 Return of Company Property ..... 15

**5 COMPENSATION POLICIES ..... 16**

Effective Jan, 1995  
Updated June 2011  
Reviewed Sep 2016  
Reviewed Jan 2019

Tampa Palms at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

5.1	Base Compensation.....	16
5.2	Performance Bonuses .....	16
5.3	Timekeeping Procedures .....	16
5.4	Overtime Pay .....	16
5.5	Payroll and Paydays .....	16
5.6	Performance and Salary Reviews.....	16
<b>6</b>	<b>GROUP HEALTH AND RELATED BENEFITS.....</b>	<b>18</b>
6.1	Benefits Summaries and Eligibility.....	18
6.2	Worker’s Compensation.....	18
6.3	Unemployment Compensation.....	18
6.4	Social Security .....	18
<b>7</b>	<b>TIME-OFF BENEFITS.....</b>	<b>19</b>
7.1	Holiday Policy.....	19
7.2	Jury Duty.....	19
7.3	Military Reserves or National Guard Leaves of Absence .....	19
7.4	Personal Leaves of Absence .....	19
<b>8</b>	<b>EMPLOYEE COMMUNICATIONS .....</b>	<b>20</b>
8.1	Open Communication .....	20
8.2	Suggestions .....	20
9.3	Closing Statement.....	20
<b>10</b>	<b>ACKNOWLEDGMENT.....</b>	<b>21</b>

## 1 INTRODUCTION

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

### 1.1 Welcome

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

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

### 1.2 History

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

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

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

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

### 1.3 Changes in Policy

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

## **2 EMPLOYEE DEFINITION AND STATUS**

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

### **2.1 Employment Classification**

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

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

### **2.2 Probationary Period for New Employees**

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

---

### **3 EMPLOYMENT POLICIES**

#### **3.1 Equal Employment Opportunity**

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

#### **3.2 Americans with Disabilities Act**

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

#### **3.3 Immigration Law Compliance**

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

#### **3.4 Employee Background Check**

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

#### **3.5 Criminal Records**

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

#### **3.6 Anniversary Date**

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

- End of probationary period.

### **3.7 New Employee Orientation**

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

### **3.8 Personnel Records and Administration**

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

- Application and Contact Data
- Any FICA or banking information

### **3.9 Change of Personal Data**

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

### **3.10 Safety**

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

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

### **3.11 Building Security**

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

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

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

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

### **3.12 Personal Property**

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

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

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

### **3.13 Health-related Issues**

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

### **3.14 Employee Requiring Medical Attention**

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

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

### **3.15 Visitors in the Workplace**

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

### **3.16 Employment of Relatives**

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

### **3.17 Weather-related and Emergency-related Closings**

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

---



## **4 STANDARDS OF CONDUCT**

### **4.1 General Guidelines**

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

### **4.2 Attendance and Punctuality**

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

### **4.3 Work Schedule**

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

### **4.4 Absence and Lateness**

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

### **4.5 Unscheduled Absence**

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

### **4.6 Meal and Break Periods**

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

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

#### 4.7 Harassment Policy

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

#### 4.8 Sexual Harassment Policy

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

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

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

##### Reporting

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

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

##### Contact Information:

CDD Lore Yeira

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

Gene Field

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

#### **4.9 Violence in the Workplace**

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

#### **4.10 Confidential Information and Nondisclosure**

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

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

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

#### **4.11 Ethical Standards**

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

#### **4.12 Dress Code**

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

#### **4.13 Use of Equipment**

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

#### **4.14 Use of Computer, Phone, and Mail**

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

#### **4.15 Use of Internet**

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

#### **4.16 Use of Computer Software**

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

#### **4.17 Smoking & Alcohol Policy**

Smoking

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

Alcohol and Substance Abuse

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

#### **4.18 Gifts**

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

#### **4.19 Solicitations and Distributions**

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

#### **4.20 Complaint Procedure**

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

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

#### **4.21 Corrective Procedure**

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

#### **4.22 Crisis Suspension**

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

#### **4.23 Employment Termination/Resignation**

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

#### **4.24 Exit Interview**

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

#### **4.25 Return of Company Property**

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



## **5 COMPENSATION POLICIES**

### **5.1 Base Compensation**

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

### **5.2 Performance Bonuses**

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

### **5.3 Timekeeping Procedures**

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

### **5.4 Overtime Pay**

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

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

### **5.5 Payroll and Paydays**

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

### **5.6 Performance and Salary Reviews**

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

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

---

## **6 WORKER'S COMPENSATION AND RELATED BENEFITS**

### **6.1 Benefits Summaries and Eligibility**

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

### **6.2 Worker's Compensation**

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

### **6.3 Unemployment Compensation**

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

### **6.4 Social Security**

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

---



## **7 TIME-OFF BENEFITS**

### **7.1 Holiday Policy**

Tampa Palms provides the following time-off benefits:

- Vacation time
- Personal days off
- Paid holidays

### **7.2 Jury Duty**

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

### **7.3 Military Reserves or National Guard Leaves of Absence**

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

### **7.4 Personal Leaves of Absence**

In special circumstances, Tampa Palms may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of the TPOA Community Director or CDD Consultant.

---

## **8 EMPLOYEE COMMUNICATIONS**

### **8.1 Open Communication**

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

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

### **8.2 Suggestions**

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

### **8.3 Closing Statement**

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

---

## 9 ACKNOWLEDGMENT

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

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

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

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

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

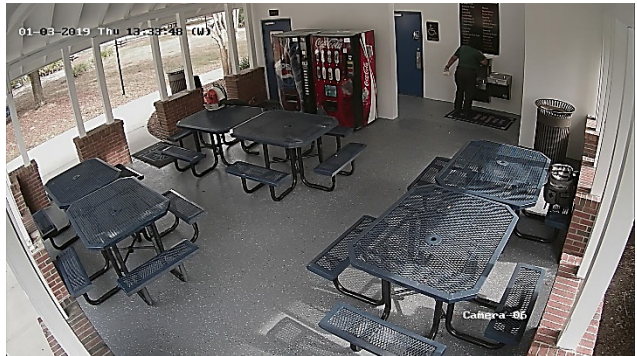
\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Park News For January, 2019

After a long and rainy summer (which extended fully into December) the mold and dirt seemed to appear everywhere. To get ready for the new year Hampton Park received a bit of a make-over:

- The pavilion was pressure washed, inside and out, including the floors and the tables.
- The gutters were cleaned and flushed
- The bottoms of the tables were treated for emerging rust then primed and finally painted
- The pavilion itself was painted, inside and out
- The floors were repaired (concrete floors with some “gouges”) and then repainted



The safety bumpers are in place on all of the wind sail structure poles.

These are large poles and the purpose of the bumpers is to buffer any child or adult who might jump off the play equipment and run into the poles.

So far has only seen one collision and it was a parent, not a child, and texting was involved.

The wind sails are in the process of being manufactured and may be up by the time of the meeting.



Each year provides a copy of the park rules and regulations to the Board for review and consideration of proposed changes. This year staff is not proposing any material modifications.

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

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



# Tampa Palms Park and Recreation Area

## Rules and Regulations



### **Rules and Regulations**

Chapter 1: General Provisions

Chapter 2: Regulation of General Public Use

Chapter 3: General Rules of Conduct and Personal Behavior

Chapter 4: Regulations for Recreation Activities

Chapter 5: Vehicles in Parks and Recreation Facilities

Chapter 6: Pets in Parks

Chapter 7: Park Security Procedures

Chapter 8: Tampa Palms Tennis & Racquet Ball Court Rules



## Chapter 1: General Provisions

### Section 1: Purpose

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

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

### Section 2: Authority

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

### Section 3: Definitions

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

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

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



## Chapter 2: Regulation of General Public Use

### Section 1: Hours and Access

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

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

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

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

### Section 2: Reservations

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



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

### **Section 3 Memberships**

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

### **Section 4: Guest Use**

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

### **Section 5: Commercial use**

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

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





## **Chapter 3: General Rules of Conduct and Personal Behavior**

### **Section 1: General Conduct**

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

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

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

### **Section 2: General Conduct in Park Facilities**

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

### **Section 3: General Conduct on Park Property**

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



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

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

#### **Section 5: Consumption of Alcohol**

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

#### **Section 6: Use of Fireworks and Weapons**

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



## Chapter 4: Regulations for Recreation Activities

### Section 1: Picnicking

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

### Section 2: Grilling and Outdoor Cooking

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

### Section 3: Recreational Fires

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

### Section 4: Swimming Boating and Fishing

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

### Section 5: Paths and Trails

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



## **Section 6: Wildlife and Environmental Protection**

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

## **Chapter 5: Vehicles in Parks and Recreation Facilities**

### **Section 1 Operation of Motor Vehicles**

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

## **Chapter 6: Pets in Parks**

### **Section 1: Service Animals**

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

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

### **Section 2: Dogs**

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

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



## **Chapter 7: Park Security Procedures**

### **Section 1: Access to Parks**

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

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

### **Section 2. Acceptable forms of ID include**

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

### **Section 3: Residents Without ID**

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

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

### **Section 4. Guest**

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

### **Section 5. Non-Residents**

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

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



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

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

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

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

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

- 1<sup>st</sup> offence 1 week
- 2<sup>nd</sup> offense 1 month
- 3<sup>rd</sup> offense 3 months



## The Villages Of Tampa Palms

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

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

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

Eagles Point  
Landmark at Grayson Park